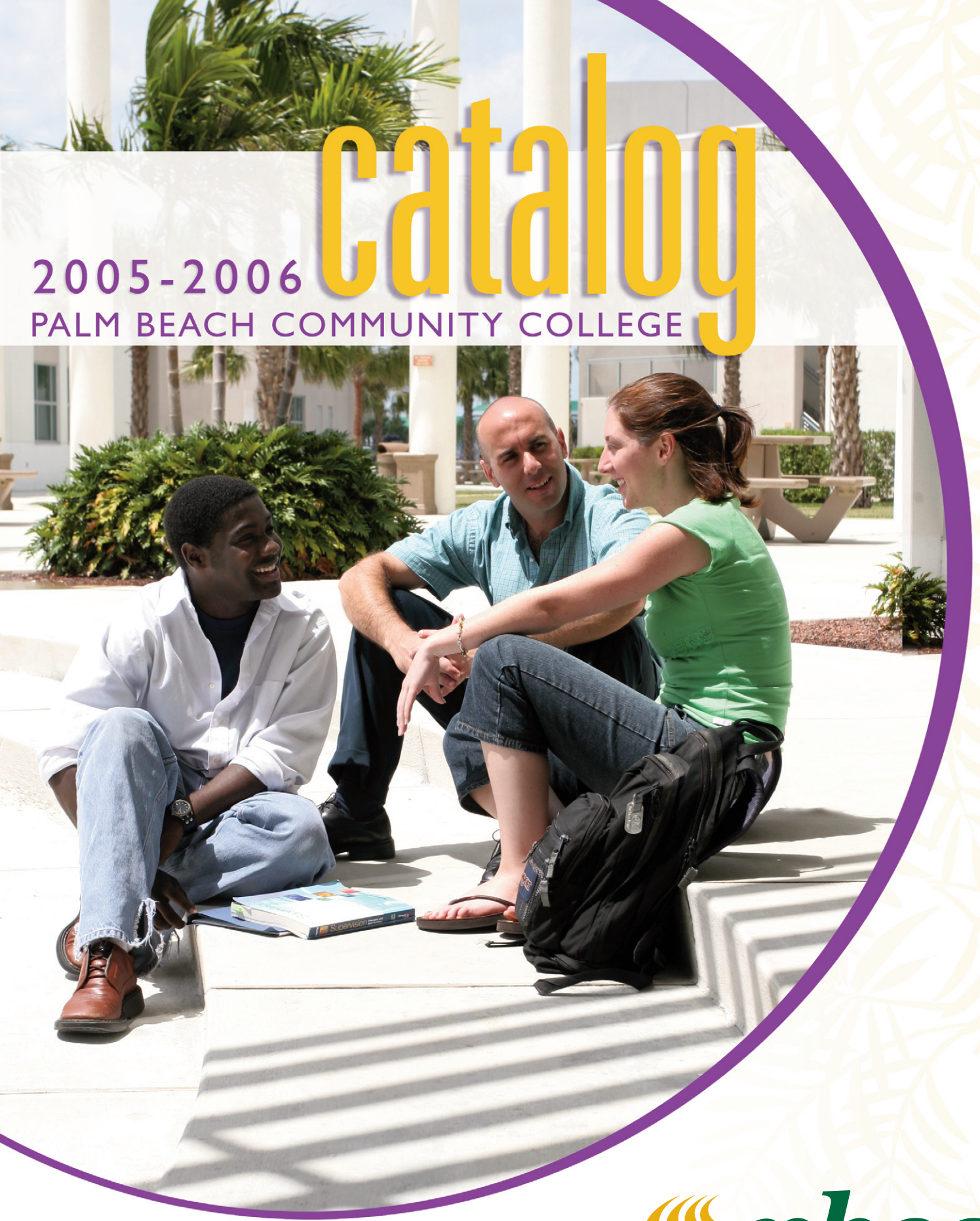
2005-2006 catalog

PALM BEACH COMMUNITY COLLEGE



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REGISTRATION CALENDAR

pbcc Palm Beach Community College

2005-2006	Fall FULL TERM (16 Weeks)	Fall EXPRESS A (1st 8 Weeks)	Fall 12 WEEKS	Fall EXPRESS B (2nd 8 Weeks)	Spring FULL TERM (16 Weeks)	Spring EXPRESS A (1st 8 Weeks)	Spring 12 WEEKS	Spring EXPRESS B (2nd 8 Weeks)	Summer FULL TERM	SUMMER A (1st 6 Weeks)	SUMMER B (2nd 6 Weeks)
	2005				2006						
	Session 1 **Aug 23 – Dec 19**	*Session 2* **Aug 23 – Oct 18**	*Session 3* **Sept 21 – Dec 19**	*Session 4* **Oct 20 – Dec 19**	*Session 1* **Jan 5 – May 8**	*Session 2* **Jan 5 – Mar 2**	*Session 3* **Feb 6 – May 8**	*Session 4* **Mar 13 – May 8**	*Session 1* **May 10 – Aug 7**	*Session 2* **May 10 – June 21**	*Session 3* **June 26 – Aug 7**
Registration	Fall Registration begins in July 2005				Spring Registration begins in November 2005				Summer Registration begins in April 2006		
	Specific registration dates are listed on the web at least one month prior to registration. Go to **www.pbcc.edu/AcademicCalendar** (Click on the desired Term Calendar)										
International Admissions Application Deadline (F1 Visas)	July 22	July 22	July 22	July 22	Nov 18, 2005	Nov 18, 2005	Nov 18, 2005	Nov 18, 2005	Apr 10	Apr 10	Apr 10
Classes Begin	**Aug 23**	**Aug 23**	**Sept 21**	**Oct 20**	**Jan 5**	**Jan 5**	**Feb 6**	**Mar 13**	**May 10**	**May 10**	**June 26**
Add/Drop	Aug 23–29	Aug 23–24	Sept 21–27	Oct 20–21	Jan 5–11	Jan 5–6	Feb 6-10	Mar 13-14	May 10–16	May 10–11	June 26–27
Last Day to Drop with Full Refund	Aug 29	Aug 24	Sept 27	Oct 21	Jan 11	Jan 6	Feb 10	Mar 14	May 16	May 11	June 27
CLAST Registration Deadline	Sept 2	Sept 2	Sept 2	Sept 2	Jan 20	Jan 20	Jan 20	Jan 20	May 5	May 5	May 5
Last Day to Make Up "I" Grades from Previous Term	Sept 21	Sept 21	Sept 21	Sept 21	Feb 3	Feb 3	Feb 3	Feb 3	Sept 21	Sept 21	Sept 21
Graduation Application Deadline	Sept 30	Sept 30	Sept 30	Sept 30	Feb 28	Feb 28	Feb 28	Feb 28	May 31	May 31	July 14
CLAST Test Date	Oct 1	Oct 1	Oct 1	Oct 1	Feb 18	Feb 18	Feb 18	Feb 18	June 3	June 3	June 3
Last Day to Withdraw or Audit	Nov 4	Sept 28	Nov 16	Nov 29	Mar 27	Feb 10	Apr 6	Apr 18	July 7	June 7	July 24
Grades Available via Web	Dec 20	Oct 19	Dec 20	Dec 20	May 9	Mar 3	May 9	May 9	Aug 8	Jun 22	Aug 8
Commencement	Dec 20	Dec 20	Dec 20	Dec 20	May 9	May 9	May 9	May 9			
Student Holidays	Sept 3–5 Oct 19 Nov 11 Nov 24–27 Dec 20–Jan 4	Sept 3–5	Oct 19 Nov 11 Nov 24–27 Dec 20–Jan 4	Nov 11 Nov 24–27 Dec 20–Jan 4	Jan 14–16 Mar 6–12 Mar 30 Apr 14–16	Jan 14–16	Mar 6–12 Mar 30 Apr 14–16	Mar 30 Apr 14–16	May 27–29 Jun 22–23 July 4	May 27–29	July 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 67-1

2005-2006 Catalog

PALM BEACH COMMUNITY COLLEGE



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

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

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Palm Beach Community College

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**.

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
Ardease Johnson (561) 868-3114

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: **www3.fdle.state.fl.us/sexual_predators** or call 1 888 FL-PREDATOR or 1 (888) 357-7332.

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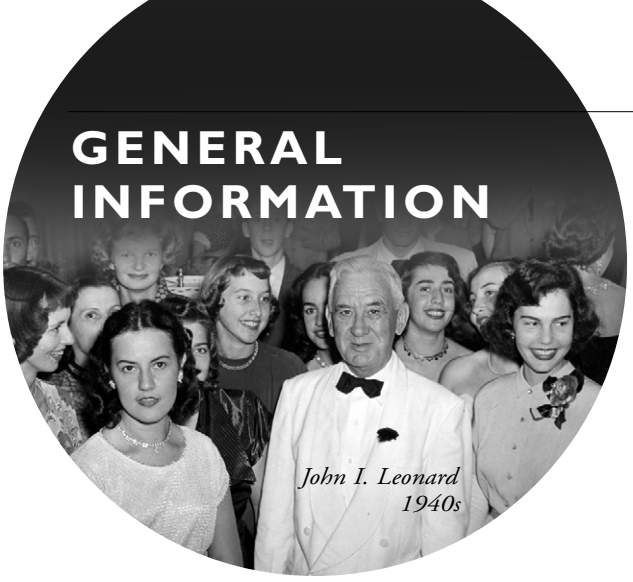
GENERAL INFORMATION



John I. Leonard
1940s

History

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

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

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

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

So in 1951 Palm Beach Junior College moved yet again, to Lake Park Town Hall, where the quarters were so cramped students had to be turned away, and enrollment dropped significantly to less than 200. Chemistry class was held in the jail. The local media dubbed it "the little orphan college," but the Lake Park location is remembered fondly by its alumni for the camaraderie that existed there. Master English and Speech Professor Watson B. Duncan taught classes in the nearby church and even in the hallway. Duncan discovered famous actors Burt Reynolds and Monte Markham in Lake Park, as well as Terry Garrity, the author of "The Sensuous Woman."

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

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

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

Current president Dennis P. Gallon, Ph.D., has expanded the College's comprehensive mission with more workforce programs and partnerships with business, industry, other educational institutions and various agencies. As a result, PBCC is truly a community college that responds to community needs and serves a critical role in the economic vitality of the area.

Beliefs

WE BELIEVE:

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

Mission

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

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

Accreditation

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

Memberships

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

Foundation

The Palm Beach Community College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community and the state. The Foundation provides funding for endowed faculty chairs and raises scholarship funds. Applications for scholarships are available at all locations.

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.

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. PBCC's Boca Raton campus provides its students with state-of-the-art classrooms and laboratory facilities. In addition, all PBCC students enjoy full-use privileges at the FAU library.

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, PBCC at Boca Raton also offers Summer Youth College for children ages 8-14, the Tech Xplore after-school program for middle school youth and Learning Unlimited, a noncredit enrichment program for adults of all ages.

LAKE WORTH

PBCC at Lake Worth, located on Congress Avenue, is PBCC's largest and longest-established campus. Bordered by Lake Osborne and John Prince Park, this central location has accommodated the educational needs of the community for over 40 years. The 114-acre campus houses an extensive selection of 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 fitness center and wellness programs for students and employees.

The 158,000-square-foot Education and Training Center, opened in 2003, provides state-of-the-art facilities for academic instruction, occupational training and student support services. 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.

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 10,000 students each year. 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 Edward M. 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.

ADMISSIONS

Admission Criteria

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

- Standard high school diploma from a regionally accredited high school.*
- Florida Home Education graduation, in accordance with FS 1003.43 and 1003.26. Contact the Admissions Office for necessary documentation.
- Florida "Special Option" Graduation: 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.

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

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

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

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

Admission Policies

COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all post-secondary institutions report student Social Security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges 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 in the amount of $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 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**). 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.

There are additional admissions requirements for some programs. Refer to the Areas of Study section in this catalog, high school dual enrollment and early admission (in this section), and international students (in this section).

HIGH SCHOOL DUAL ENROLLMENT AND EARLY ADMISSION

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 failing grade 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 regarding PBCC early admission or dual enrollment, visit **www.pbcc.edu/dualenroll**. For more information on Palm Beach County's Dual Enrollment program, search **www.palm beach. k12.fl.us** and **www.fldoe.org**.

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

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

Early Admission from High School

High school seniors meeting all minimum requirements for high school college credit dual enrollment (as listed in this section) 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 of C or higher in all college-level courses. Grades earned will become part of students' permanent high school and college transcripts.

Early admission students may be awarded a high school diploma with their regular class or as determined by the high school principal, provided that the students have completed two college semesters, or equivalent, with a normal class load and have maintained a college GPA of 2.0 or higher.

High School Dual Enrollment

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school, or a home school education program, to enroll tuition-free, concurrently, in courses offered by Palm Beach Community College.

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.

Eligible high school students may participate in dual enrollment for college credits, or for post secondary adult vocational courses that lead towards a certificate in a vocational program.

Students should contact their high school guidance counselor or home education office for more information.

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:

- Obtain a Dual Enrollment Permission Form from the high school principal or his/her designee. (Home education students may obtain the form from the PBCC dual enrollment coordinator.)
- Complete a PBCC Application for Admission
- Be approved by the high school principal/designee
- Have parental permission
- Satisfy all course prerequisites
- Provide scores for the ACT-E, SAT1, or FCELPT (new requirement for all 2005-06 participants).

Interested students should contact their high school principal or guidance counselor. The completed form and College application must be submitted to the Registrar's Office or a PBCC dual enrollment campus coordinator. After the form has been submitted, the student will then be registered for the PBCC course(s) offered at the high school site or courses offered on the College campus.

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 a corequisite or in PSAV dual enrollment).

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 juniors or seniors with a 2.5 GPA are eligible to take Strategies for College Success, SLS1501.
- Achieve placement testing scores (ACT-E, SAT1, or FCELPT) adequate for college level English or mathematics, when applicable. High school freshmen qualify through passing scores on the ACT-E, SAT1 or FCELPT.

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

** Dual enrollment students may participate in PBCC's Honors courses or Honors contracts with a 3.5 cumulative GPA and placement scores as listed at **www.pbcc.edu/honors**.*

PSAV DUAL ENROLLMENT

In addition to the minimum requirements, students also must:

- Have a minimum 2.0 weighted or unweighted grade point average (GPA)
- Be the appropriate age (if applicable for the program)
- Have TABE Level D appropriate scores*
- Enroll in an approved program.

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, with the exception of limited access programs, which require the minimum test scores to be achieved prior to admission to the program.*

INSURANCE

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

- Insurance is mandatory for all students on a 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.

OFFICIAL COMMUNICATION WITH STUDENTS POLICY

New policies and upcoming policy changes will be communicated to students by the following means:

- The Official Student Updates Web page, located at **www.pbcc.edu/studentupdates**
- E-mail (non-directory information protected by the Federal Educational Rights and Privacy Act will not be sent via e-mail)

Students are encouraged to provide the College with their e-mail address and to keep it updated. Should they choose not to receive communication via e-mail, they must refer to the Official Student Updates Web page for information.

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**. 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/admissions/application.asp** (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 have transcripts sent 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 have official transcripts sent directly from the GED testing center to the Admissions Office. Transfer students should have college transcripts sent prior to registration to ensure proper advisement and are encouraged to read information under "Transfer Students" in this catalog section.

Transcript request forms and information are available at **www.pbcc.edu/admissions/transcript.asp**.

Transcripts-received information can be viewed on PantherWeb (**www.pbcc.edu/PantherWeb**). 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.

Candidates for certificate programs also may need to provide transcripts. If high school graduation is required for their programs, high school and college transcripts are required. Refer to the Areas of Study section in this catalog.

4. Placement Tests

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

**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 United States Federal Law, Section (101)(a)(15)(F), to enroll non-immigrant alien students. General immigration information is available from the U.S. Citizenship and Immigration Services (USCIS) at **www.uscis.gov**.

The College welcomes students from other countries who meet our standard admissions requirements in addition to the criteria below. Application deadlines are listed online at **www.pbcc.edu/International**. 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.
   - 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 at 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 proficency 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. 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).
   - CELT - A score of 110 is required on the Comprehensive English Language Test (CELT). PBCC administers the CELT through its Testing Centers. When the CELT is given, students also will take PhonePass, a computer and telephone test of English speaking and listening skills, which is used to determine the correct placement in the two Speaking and Listening course levels. The PhonePass score for Level I is 2-5, and the score for Level II is 5.1-6.4. The CELT may be taken once every 30 days.
4. Provide notarized affidavit of financial support. Applicants must show they have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending PBCC. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.
5. Provide proof of health and accident insurance. (Insurance can be arranged through the Office of International Admissions and Recruitment.)

Acceptance of Applicants to Degree Programs

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

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

The following conditions apply:

- International students must be classified as degree-seeking students and maintain full-time academic status (12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.
- International students are expected to complete the two-year program in two years and maintain at least a 2.0 GPA.
- 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).

Applicants to Certificate Programs

PBCC has been approved by the United States Citizenship and Immigration Services (USCIS) to issue the Certificate of Eligibility (I-20 M/N) to non-immigrant applicants to selected postsecondary vocational programs. For deadline dates, please contact the Office of International Admissions and Recruitment at (561) 868-3029.

To request admission to PBCC, international (M-1) students must submit the following documents to the:

Office of International Admissions and Recruitment
Palm Beach Community College
4200 Congress Avenue
Lake Worth, Florida 33461, U.S.A.

1. A PBCC Application for Admission. Prospective international (M-1) students should start the admission process at the earliest possible date prior to the beginning of any college semester. A three-month lead-time is recommended to ensure enrollment as requested. Applications from international (M-1) students will be accepted only in the following programs: Accounting Operations, Administrative Assistant, Medical Secretary and PC Support Services (this list subject to change).
2. Proof of English proficiency, if English is not the native language (as listed in item #3 above).
3. A notarized Affidavit of Financial Support signed by sponsor (as listed in item #4 above).

Acceptance of Applicants to Certificate 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 M-1 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 arrival, or if student is already in the United States, the following must be provided:

- Copy of visa stamp and I-94 (front and back)
- International Student Transfer Form and copy of previous I-20 (for students transferring from USCIS approved schools).

Before an international (M-1) student can enroll in classes, the following steps must be taken:

- Take the Test of Adult Basic Education (TABE).
- Provide proof of health and accident insurance to the PBCC Office of International Admissions and Recruitment.

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 Descriptions 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/admissions/application.asp** (click on "FACTS" logo) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned.
- Send for additional forms or transcripts (if seeking degree, or if necessary to satisfy prerequisites) to update admission records. Previously outstanding transcripts must be received prior to registration. All new transcripts should be received before registration but must be received within one term or the student may not register for subsequent terms.
- Update placement (FCELPT, ACT-E or SAT1) if necessary. Test scores are only valid for two years from the date the test was taken.

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

TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. All courses received for transfer college credit must be received, evaluated, and approved by the Registrar's Office in addition to the high school transcript. 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 sent as early as possible to allow evaluations to be completed before registration.

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

- Students may transfer credit from other institutions into PBCC; however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP or credit by exam or prior learning).
- The amount of credit allowed for a quarter, semester or term would not exceed the amount the student earned at the original institution. (Quarter-hour credits will be converted to semester hours.)
- PBCC accepts on transfer only those courses completed at other regionally accredited* institutions with grades of D or higher. Grades of D cannot be used to satisfy General Education requirements.
- All courses on the transcript are considered in calculating grade point average for student standards of academic progress and for meeting graduation requirements.
- Plus (+) and minus (-) designations will be removed from all transfer courses. (High school plus and minus grades will be used for consideration in Limited Access programs that require high school course completion.)

Correspondence Courses

Correspondence course transfer credit may be accepted provided:

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

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

TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at PBCC and transfer their credit back to their home institution must complete a PBCC application form or, if they have recently been students at PBCC, update their records. An official Letter of Good Standing must be electronically transmitted through FACTS (**www.FACTS.org**) or mailed directly to the Registrar's Office. If the student wishes to continue attendance at PBCC, he/she must complete admission requirements. Transient students should be advised by their home colleges concerning recommended courses to be completed at PBCC. International students also must submit a written authorization from the international student office of their home institution.

Credit for Prior Learning

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

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

ADVANCED PLACEMENT (AP)

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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. The CLEP is a computerized test offered by the College Board. For more information on the CLEP exams available, 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/acsv/challenge.asp**.

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/acsv/experiential.asp**.

MILITARY SERVICE CREDITS

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

TECH PREP

"Tech Prep" 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/acsv/techprep.asp**.

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/admissions/tuition.asp**. 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**. Please note that the system may be down for periodic system maintenance. Students should not wait until the last minute to execute payment as volume or system maintenance may prevent completion of the process.
- By drop box located at each PBCC location
- By mail to the Cashier's Office
- In person at the Cashier's Office.

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

RETURNED CHECK FEES AND UNPAID ACCOUNTS

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

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

SENIOR CITIZEN REDUCED TUITION

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

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

STATE EMPLOYEE FEE WAIVER

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

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

Placement Testing

REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS

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

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

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

PLACEMENT TEST SCORES

Table 2-I

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

ESL PREP COURSES English as a Second Language	**FCELPT** Florida College Entry Level Placement Test
EAP 0420 - Intermediate Reading‡	0-54 (RC)
EAP 1520 - High-Intermediate Reading	55-68 (RC)
EAP 1620 - Advanced Reading	69-82 (RC)
EAP 0484 - Intermediate English‡	0-54 (SS)
EAP 1584 - High-Intermediate English	55-68 (SS)
EAP 1684 - Advanced English	69-82 (SS)
EAP 0400 - Speaking & Listening Level 1‡	2.0 - 5.0 (Phone Pass)
EAP 1500 - Speaking & Listening Level 2	5.1 - 6.4 (Phone Pass)

COLLEGE PREP COURSES	**FCELPT** Florida College Entry Level Placement Test
REA 0001 - College Prep Reading I	0-60 (RC)
REA 0010 - College Prep Reading II	61-82 (RC)
ENC 0001 - College Prep English I	0-60 (SS)
ENC 0010 - College Prep English II	61-82 (SS)
MAT 0012 - Basic Algebra I	0-32 (EA)
MAT 0020 - Basic Algebra II	33-71 (EA)

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

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

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

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

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

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

- Test scores expire two years from the date of the test. Students whose test scores expire and who have not initiated the related English, math, or reading courses are required to retest in that area.
- Students required to take the FCELPT (a computerized test) must bear the cost of the test.
- The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2.1. Students may register for a course lower than indicated by test scores but not in a higher one.
- Students who test into the college preparatory program must begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed.
- 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 and/or reading 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 FCELPT. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.

REQUIREMENTS FOR VOCATIONAL (PSAV) PROGRAMS

Test of Adult Basic Education (TABE)

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

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

Registration Dates

Students begin registering at different times, depending on their status as (1) degree-seeking and certificate-seeking, (2) non-degree-seeking, (3) college transient student, (4) noncredit, or (5) high school dual enrollment/early admission. Registration windows and other important dates are located on the registration calendar at **www.pbcc.edu/AcademicCalendar**. 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**.

Residency Classification

A student's residency classification is determined at the time of admission to PBCC, in accordance with Florida Statute 240.1201. 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 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 nonimmigrant 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.

COLLEGE READINESS

Palm Beach Community College has designed 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 much 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 skill level to be successful in college courses. Academic advisors at PBCC work with these students to design a college readiness plan to help them prepare for college level work.

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

COLLEGE READINESS AREAS

The College Readiness Program is tailored to each individual student's needs. Each college readiness area has two or three courses; the number of courses the student needs to take depends on his/her placement scores on the FCELPT. Complete descriptions for these courses are listed in the Course Descriptions section at the end of this catalog. To check availability of these courses online, go to **www.pbcc.edu/PantherWeb**.

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 English, High Intermediate English, Advanced English (EAP 0484, EAP 1584, 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 CLAST and TABE are available. The SLC also provides Vocational Preparatory Instruction (VPI) for students in PSAV 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**.

FINANCIAL AID

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

Financial Aid Application

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

Financial Aid "Priority Deadline 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 application is selected for verification, it is not considered complete until all verification documents have been returned and reviewed by financial aid staff. Any corrections to the initial application may change and/or delay award eligibility. No funds will be awarded until the Financial Aid Office has completed its review of the information and verified the application; therefore, applicants should submit all requested documentation as soon as possible.

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

STUDENT RESPONSIBILITIES

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

Standards of Academic Progress (SAP) to be eligible for financial aid. For more information on the financial aid SAP policy please see the Panther Aid or online at **www.pbcc.edu/financialaid**.

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

Alternative Loans

Palm Beach Community College does not participate in any Alternative Loan Programs.

Federal Stafford Loans

First-time borrowers with PBCC under the subsidized Federal Stafford Loan and/or unsubsidized Federal Stafford Loan programs are required to complete an entrance interview before receiving their loan funds. A student must maintain at least six credit hours during the requested loan period to be eligible to receive funds from this program.

Disbursement of Aid

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

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

Emergency Loans

Emergency loans are available on a limited basis to assist financial aid-eligible students facing unexpected short-term educational financial difficulties. The loan repayment will be deducted from the student's financial aid awards when they are disbursed. Loans will be approved for documented financial emergencies at the discretion of the campus Financial Aid Office. Students are limited to one emergency loan per semester up to a maximum of $400. A 2 percent service charge will be collected upon repayment of the loan.

Failure to repay the loan according to the specified terms may prohibit the student from receiving subsequent emergency loans from PBCC. Emergency loans will not be granted as an advancement for a pending financial aid disbursement.

Enrollment Status

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

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

**Note: 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. There are no programs, however, through either the Financial Aid Office or Disability Support Services (DSS) Office that are specifically for students with disabilities. The DSS Office maintains a limited list of specialized scholarships.

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

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

academic progress.

Policy for Withdrawals

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

Title IV Funds

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

Students in default on Title IV loans will not be able to register for classes. In the case of lifting a default hold to allow a student to register at the College, the student must prove that he or she has made six consecutive on-time payments. The College will release academic transcripts for students with defaulted loans in accordance with Florida Statute 1009.95.

Transfer Students

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

Veteran Affairs (VA)

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

STUDENT SERVICES STUDENT LIFE

Palm Beach Community College strives to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Student Services works in partnership with Academic Affairs and other areas of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the vice president of student services giving College-wide leadership and direction in this area.

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

Academic Advisement

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

Career Planning and Employment Services

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

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

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

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

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

ELIGIBILITY TO USE THE CAREER CENTERS

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

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

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

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

SERVICES FOR NON-PBCC-STUDENTS

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

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

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

Child Care Services

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

LAKE WORTH

The Center for Early Learning in Lake Worth is a laboratory preschool, licensed to serve 22 children ages 2 to 6. The mission of this Center is to provide a setting for PBCC students who are required as part of their college coursework to observe, work with or assess preschool children. Philosophically, the Center is Montessori-based and is equipped with a full complement of Montessori materials. The staff believes that each child is a unique individual, and therefore, learning experiences are tailored to meet each individual child's needs.

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

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

PALM BEACH GARDENS

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

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

Crossroads

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

Disability Support Services

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

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

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, please see **www.pbcc.edu/ PantherCard**.

PantherWeb

Students use PBCC's online Student Services tool, PantherWeb, to register, change classes, pay tutition, 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**.

Student Handbook

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

Student Publication

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

Student Success Grants

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

EDUCATIONAL OPPORTUNITY CENTER

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

STUDENT SUPPORT SERVICES

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

TITLE III: STRENGTHENING INSTITUTIONS

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

Testing Services

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the CELT, CLAST, CLEP, E-ACT, FCELPT, SAT1, and TABE are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus. Fees are assessed for each service. Test fees are non-refundable. A list of fees is available in the Testing Center or at **www.pbcc.edu/testing/information.asp**.

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

Student Life

ATHLETICS

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

Intramural and Recreational Activities

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

STUDENT GOVERNMENT

Each PBCC location has a student government group: the Student Government Association (SGA) at Belle Glade, Boca Raton and Lake Worth and the Student Activity Committee at the Palm Beach Gardens location. These groups provide guidance and direction to the student body, develop student programs and activities, promote student involvement, develop positive working relationships and provide students with opportunities to develop and exercise leadership skills. Contact the campus Student Services office for information.

STUDENT ORGANIZATIONS AND CLUBS

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

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

The following are currently sanctioned groups.

Belle Glade

- African-American Student Association
- Campus Crusade for Christ
- Dream It, Do It
- Kiskeya (Haitian student organization)
- Phi Theta Kappa (Academic Honors Society)
- Student Government Association

Boca Raton:

- Adult Student Association
- The Aids Awareness Poets
- Black Student Association
- Brain Bowl
- Center for Student Leadership
- Chess Club
- Christian Leadership Association
- Computer Club South
- Djakout Lakay (Haitian student organization)
- Drama Club
- Florida Future Educators of America
- Intramurals
- Phi Theta Kappa (Academic Honors Society)
- Photo Club
- Political Forum
- Self-Defense & Martial Arts Club
- Spanish and Latin Student Association (SALSA)
- Student Government Association
- Students for Israel (S.F.I.)

Lake Worth

- American Institute of Architectural Students (AIAS)
- Asian Diversity Club
- Black Student Union
- Brain Bowl
- Carribean Club
- Center for Student Leadership (CSL)
- Cheerleaders
- CFC - Youth for Christ
- Community Earth
- Computer Club
- Delta Epsilon Chi (DECA)
- Dental Assisting Student Association (DASA)
- Dream It, Do It
- Expressions Books Club
- Group 5 Art (Graphic Arts Club)
- Game On
- Intramural Sports
- Kiskeya (Haitian student organization)
- Music Club
- Nursing Student Association (NSA)
- Panther Medics

- 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 Band
  - Jazz Combos
- Phi Beta Lambda (PBL)
- Phi Theta Kappa (Academic Honors Society)
- S.T.A.R.E. (Student Trainers for AIDS Related Education - Peer Advisors)
- Student American Dental Hygiene Association (SADHA)
- Student Government Association
- Students for International Understanding (SIU)
- Yashi Hama Tandai Budo Kai (Martial Arts Club)

Palm Beach Gardens

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

Campus Libraries

Library services and resources support the curriculum, faculty and students at all PBCC locations. Campus libraries maintain a diverse collection of materials that include 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 (SELFIN).

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

Cooperative Education

Cooperative education (co-op) is a nationally recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities.

As a co-op student you can:

1. Earn academic credit.
2. Gain practical experience and job knowledge.
3. Test your career decision.
4. Make valuable contacts in your professional field.
5. Earn income through work in your chosen field of study.

ELIGIBILITY

Students who have completed one full-time semester or at least 12 credit hours are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must be willing to develop a cooperative education position related to their major fields of study.

OPERATIONS

Co-op participation may be part-time, full-time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits usable as elective credits or hours to meet curriculum requirements in designated programs. Students should consult with an academic advisor regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

ENROLLMENT

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

Belle Glade	(561) 993-1122
Boca Raton	(561) 862-4325
Lake Worth	(561) 868-3066
Palm Beach Gardens	(561) 207-5350

Distance Learning (e-pbcc)

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

These courses have the same educational objectives as face-to-face classes, are fully accredited and appear on a student's transcript like a face-to-face class. Some PBCC courses may require an additional course fee. The class schedule should be consulted.

For more information about distance learning, check the Web site at **www.pbcc.edu/dl** or send an e-mail to learn@pbcc.edu. Many online courses can be found at **webct.pbcc.edu** as WebCT is the primary course management system (CMS) used at the college for online course content delivery.

WHO SHOULD TAKE A DISTANCE LEARNING CLASS?

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

SUPPORT SERVICES FOR DISTANCE LEARNING STUDENTS

Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, bookstore services, library services and Testing Center services, as well as many others. A list of support services is available on the PBCC Web site under distance learning.

INTERNET COURSES

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

Internet courses vary:

1. Pure Internet courses are taken entirely over the Internet. On-campus time is NOT required. Some instructors may request an on-campus orientation meeting or testing.
2. Hybrid courses require attendance in a face-to-face classroom in conjunction with activities involving the use of the Internet.
3. Tele-Web classes combine video lessons from the television classes with an Internet component to create this type of course. There may be some face-to-face requirements.

TELEVISION COURSES

Television courses offer convenience and flexibility in class scheduling. Students can watch videos, complete readings and do assignments in the home or workplace. These courses use videos, textbooks, study guides and other elements as the basic study materials for the course. On-campus attendance may be required for meetings and testing.

Television course options include:

1. "Course-in-a-Box" classes, a set of prerecorded videotapes, DVDs and or video CDs that are checked out to enrolled students for the term of the course. These videos may be mailed to the student's home and must be returned at the end of the term.
2. Telecourses broadcast on the local cable channels at a scheduled time. Students also have the option of viewing the video lessons at one of PBCC's Media Technology departments and/or PBCC Library Learning Resource Center locations.

VIDEOCONFERENCING COURSES

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

Honors

As part of its commitment to high achievement, PBCC offers the Honors program, 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 transfer 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 program 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 program students. Students who graduate from PBCC with a 3.5 GPA and have 12 credit hours of Honors coursework completed with grade of B or higher are designated as Honors graduates and are given special recognition at the graduation ceremony. PBCC Honors graduates also have many scholarship opportunities when transferring to an upper division university.

To discover more about Honors and its benefits, visit **www.pbcc.edu/honors** 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 was created to provide local school readiness coalitions with guidance and technical assistance for the preparation of young children to enter school ready to learn. The institute works closely with many agencies and organizations to promote education and training opportunities for teachers of young children and to advance high-quality early education programs for young children. For more information on the initiatives and support provided by the institute, please visit **www.pbcc.edu/IEECE**.

Institute of Government

The Institute of Government (formerly Florida Institute of Government) partners with Palm Beach County public sector and nonprofit organizations to meet the increasing challenges of providing excellent quality, service and productivity to their citizens and clients. The IOG offers a wide variety of programs and services such as:

- Training workshops and seminars
- Customized training programs
- Executive consulting services
- Special interest forums and conferences.

Activities include professional development series for managers, supervisors, non-supervisory professionals and administrative support staff; public policy forums; strategic planning sessions; council-manager team building programs; the Institute for Elected Municipal Officials; and a variety of customized assistance to organizations.

All services are available at the four college locations or may be contracted and delivered to organizations. For more information, call (561) 868-3544.

Institute of Teacher Education

The Institute of Teacher Education was created at PBCC to address the critical teacher shortage in Palm Beach County and the requirements of the No Child Left Behind Act of 2001. The Institute, a collaborative effort with the School District, includes several programs. The Transition to Teaching Program helps non-teacher-trained professionals with bachelor degrees move into the teaching profession. The Paraprofessional Retention Outreach (PRO) Program works with the School District's paraprofessionals to help them obtain associate degrees. Other programs target the School District's community language facilitators and teachers needing certification and re-certification, and students in teacher education degree programs.

To find out more about the Institute of Teacher Education, go to **www.pbcc.edu/teachered**.

Recreational Learning

CENTER FOR LIFETIME LEARNING

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

LEARNING UNLIMITED

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

Student Learning Center/ Vocational Preparatory Instruction Lab

The SLC/VPI offers educational support to both day and evening students. Individualized instruction in selected credit courses and college preparatory courses in reading, English, English for Academic Purposes, and mathematics is available. SLC/VPI academic support and learning assistance services include tutoring, Supplemental Instruction (SI) and videos and computer software that correlate with many courses. Review materials for standardized tests such as the CLAST and TABE are available.

All students have access to SLC services. Vocational Preparatory Instruction (VPI) is also available. Please contact the SLC/VPI on each campus for more information.

ACADEMIC POLICIES

Academic Recognition

PRESIDENT'S LIST

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

DEAN'S LIST

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

STANDARDS OF ACADEMIC PROGRESS

PBCC requires each student to maintain reasonable academic progress. Any student not maintaining the minimum cumulative grade point average as specified in the Standards of Academic Progress (SAP) 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/financialaid/sap.asp***.

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

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

Academic Probation

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

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

Academic Suspension

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

Academic Dismissal

Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previ-

ously 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**) or audit a class by filing an official Audit Request Form with the Registrar's Office by the audit/withdrawal deadline. Deadlines are published in the registration calendar on the inside front cover of this catalog. In cases of non-standard beginning or ending dates, the audit deadline is 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 processed after the add/drop period 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.

Note: Upon the third attempt of a credit course, an audit will not be permitted and the student will receive a grade for the course.

INSTRUCTOR WITHDRAWALS

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

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

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

STUDENT WITHDRAWALS

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

A student may not withdraw from a PSAV course that meets less than two times. The deadline to withdraw for each course is listed on the student's Class Schedule printout. Students taking classes in fall 1997 or later will be permitted a maximum of two attempts and/or withdrawals per course.

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

Enrollment Status

FRESHMAN AND SOPHOMORE CLASSIFICATION

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

FULL-TIME STUDENT

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

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

STUDENT MAXIMUM COURSE LOAD

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

Grades

GRADE CHANGE PROCEDURE

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

GRADE FORGIVENESS POLICY

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

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

GRADE POINT AVERAGE (GPA)

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

A = 4 quality points per credit hour
B = 3 quality points per credit hour
C = 2 quality points per credit hour
D = 1 quality point per credit hour.

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

GRADE REPORTS

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

GRADING SYSTEM

A - Excellent
B - Good
C - Fair
D - Poor but Passing
F - Failure
L - Instructor Grade Late
I - Incomplete
N - No Pass*
P - Pass
S - Satisfactory
U - Unsatisfactory
W - Withdrawn
WX - Withdrawn for Excessive Absences
X - Audit
XW - Withdrawn for Excessive Absences (audited course)

** Considered In Progress*

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

INCOMPLETE GRADES

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

REPEATED COURSES AND ACADEMIC AVERAGE

Effective fall 1997, only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, audits (initiated after add/drop) and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal or audit will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. 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 5 years old. Continuous enrollment may be maintained by enrollment in one credit or PSAV course for a minimum of one term per academic year.

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

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

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

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

Eligibility

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

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

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

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

Reading	295
Writing	295
Computation	295
Essay	6

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

Exemptions

- Beginning Jan. 1, 1996, students who have achieved passing scores on the FCELPT or have successfully remediated, and have a cumulative GPA of 2.5 in the A.A. General Education requirements in English composition and Gordon Rule mathematics as identified by the Florida Postsecondary Education Planning Commission may be exempt from some or all of the CLAST requirements.
- A score of 500 or higher in the Verbal section of the SAT1 earns an exemption in the Essay, English, Language Skills and Reading sections of the CLAST.
- A score of 500 or higher in the Math section of the SAT1 earns an exemption in the Math section of the CLAST.
- A score of 21 or higher in the English section of the ACT-E earns an exemption in the Essay & Language Skills sections of the CLAST.
- A score of 22 or higher in the Reading section of the ACT-E earns an exemption in the Reading section of the test. A score of 21 or higher in the Math section of the ACT-E earns an exemption in the Math section of the CLAST.
- There are also possible exemptions based on scores earned for AP & IB courses taken in high school. Candidates should check with an advisor concerning these exemptions.

Retakes

Students may not retake any subtest of the CLAST for which they already have a passing score. Students must wait 30 days between retakes. CLAST review courses and tutoring services are available. Contact SLC/VPI for more information.

GRADUATION CEREMONY - COMMENCEMENT

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

GRADUATION COMPETENCY STATEMENTS FOR DEGREES

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

Expected Student Outcomes for Competency in Fundamental Reading Skills

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

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

Methods of Assessment:

1. Students will complete one of the following course series:
   - ENC 1101 and ENC 1102
   - ENC 1121 and ENC 1122
   - ENC 1101 and ENC 1210 with grades of C or better.

OR

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

Expected Student Outcomes for Competency in Fundamental Writing Skills

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

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

Methods of Assessment:

1. Students will complete one of the following course series:
   - ENC 1101 and ENC 1102
   - ENC 1121 and ENC 1122
   - ENC 1101 and ENC 1210 with grades of C or better.

OR

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

Expected Student Outcomes for Competency in Fundamental Oral Communication Skills

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

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

Methods of Assessment:

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

OR

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

Expected Student Outcomes for Competency in Fundamental Mathematical Skills

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

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

Methods of Assessment:

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

OR

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

Expected Student Outcomes for Competency in Basic Computer Use

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

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

Methods of Assessment:

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

OR

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

Expected Student Outcomes for Competency in Information Literacy

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

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

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

Methods of Assessment:

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

OR

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

GRADUATION DISTINCTIONS

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

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

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

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

GRADUATION REQUIREMENTS

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

1. All financial obligations to the College must be satisfied.
2. 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**.
3. 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)
4. Courses taken at PBCC (Residency Requirement)
   - Students must complete at least 25 % (15 credits for A.A. students) of the program or certificate credit at PBCC, also known as "courses in residence" (no relationship to in-state resident tuition).
   - Transfer coursework, credits-by-exam, and credits for prior learning cannot be used to satisfy the Residency Requirement.
5. 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.
6. 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.
7. 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. Gordon Rule requires that these students complete writing assignments of at least 24,000 words in communications, humanities and social science courses and that they complete six hours of college level mathematics with a grade of C or higher.
8. 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.
9. Postsecondary Adult Vocational Certificate (PSAV) recipients: Only items 1 and 4 above apply.
10. College Credit Certificate (CCC) recipients: In addition to items 1 and 4 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.

Certificate Program Completion Requirements

A Certificate of Program Completion will be awarded to all students who satisfy program requirements and achieve the minimum level of basic skills required for that program. See program requirements in the Areas of Study section of the catalog.

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**.

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.

Security of Student Records

DEFINITION OF STUDENT RECORDS

Student records may include, but are not limited to, applications, test scores, transcripts 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*
- E-mail address*
- Phone number*
- Photo ID picture*
- 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 as directory information, these will appear only in PBCC-generated information such as the commencement ceremony programs, PBCC publications, Student IDs (PantherCard), and news releases of awards. E-mail addresses may be made available to students in distance learning environments where electronic communication between students is required. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers.

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 asssigned for student use to access records and receive services. A student may choose to withhold directory information but must submit a written notice to the Registrar's Office stating which of the above directory information items are not to be released to the general public or the above organizations.

STUDENT RECORDS AMENDMENT APPEAL PROCESS

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

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

Student Conduct

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

Unpaid Accounts

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

Degrees and Certificates

Palm Beach Community College awards three degrees:

A.A. - Associate in Arts

A.S. - Associate in Science

A.A.S. - Associate in Applied Science

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

ATC - Advanced Technical Certificate

ATD - Applied Technology Diploma

CCC - College Credit Certificate

PSAV - Post Secondary Adult Vocational Certificate

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

Degrees

ASSOCIATE IN ARTS

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

ASSOCIATE IN SCIENCE

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

ASSOCIATE IN APPLIED SCIENCE

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

Certificates

ADVANCED TECHNICAL CERTIFICATE

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

APPLIED TECHNOLOGY DIPLOMA

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

COLLEGE CREDIT CERTIFICATE

These are programs that vary in length from 12 to 43 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 of science or associate in applied science degree.

POSTSECONDARY ADULT VOCATIONAL CERTIFICATE

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

Program Groups

Associate in Arts

AA

Transfer Degree

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, 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 the 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.

GENERAL EDUCATION

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, MGF1106 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 at Palm Beach Community College is the core foundation for lifelong learning. It fosters critical thinking,helps students to develop ethical standards and provides a comprehensive base of the knowledge and skills required to compete effectively in the global workplace.

The learning goals of the General Education curriculum include:

1. critical thinking;
2. comprehensive and critical reading and writing;
3. effective oral communication and critical listening skills;
4. ethical standards;
5. fundamental mathematics comprehension and application;
6. understanding and appreciation of and sensitivity to diversity;
7. understanding and appreciation of arts and humanities;
8. understanding of basic scientific concepts and principles of scientific investigation;
9. understanding and application of holistic concepts of wellness;
10. basic computer competency;
11. information literacy;
12. understanding and appreciation of social, historical, political and global perspectives.

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).

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

A.A. Degree

To earn an A.A. degree, students must complete 36 hours of General Education courses from the six areas of General Education. Courses that meet Gordon Rule requirements (24,000 written words) are listed with "GR" along with the number of words each course fulfills, followed by course credits listed in parentheses, e.g. (GR 6,000) (3). All General Education requirement courses must be completed with a grade of C or higher to apply to A.A., A.A.S. or A.S. degree programs.

AREA I

COMMUNICATIONS — **9 CREDIT HOURS**

Select one of the following courses:

ENC 1101	College Composition 1	(GR 6,000) (3)
ENC 1121	Honors College Composition 1	(GR 6,000) (3)

Select one of the following courses:

ENC 1102	College Composition 2	(GR 7,000) (3)
ENC 1122	Honors College Composition 2	(GR 7,000) (3)
ENC 1141	Writing About Literature	(GR 7,000) (3)

Students must take the following course:

SPC 1016	Fundamentals of Speech Communication	(GR 2,000) (3)

AREA II

HUMANITIES — **6 CREDIT HOURS**

Select one of the following courses:

AML 2010	American Literature to 1865	(GR 3,000) (3)
AML 2020	American Literature after 1865	(GR 3,000) (3)
AML 2600	African American Literature	(GR 3,000) (3)
ENL 2012	English Literature before 1800	(GR 3,000) (3)
ENL 2022	English Literature after 1800	(GR 3,000) (3)
LIT 1370	The Bible as Literature	(GR 3,000) (3)
LIT 2090	Contemporary Literature	(GR 3,000) (3)
LIT 2110	World Literature before the Renaissance	(GR 3,000) (3)
LIT 2120	World Literature after the Renaissance	(GR 3,000) (3)
LIT 2380	Women in Literature	(GR 3,000) (3)
	Approved Transfer Literature*	

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

Select one of the following courses:

ARH 1000	Art Appreciation	(GR 2,000) (3)
ARH 2050	Art History 1	(GR 2,000) (3)
ARH 2051	Art History 2	(GR 2,000) (3)
MUH 2018	History and Appreciation of Jazz	(GR 2,000) (3)
MUL 1010	Music Appreciation	(GR 2,000) (3)
MUT 1001	Fundamentals of Music	(GR 2,000) (3)
THE 1000	Theatre Appreciation	(GR 2,000) (3)
	Approved Transfer Humanities*	

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

AREA III

MATHEMATICS **6 CREDIT HOURS**

Select two of the following courses:

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

Approved Transfer Mathematics*

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

AREA IV

NATURAL SCIENCES **6 CREDIT HOURS**

Select two of the following courses:

AST 1002	Descriptive Astronomy	(3)
AST 1003	Planetary Astronomy	(3)
AST 1004	Stellar & Galactic Astronomy	(3)
BOT 1010/BOT 1010L	General Botany 1 and Lab	(4)
BSC 1005	Concepts of Biology (Non-Science Major)	(3)
	(Lab BSC 1005L optional)	(1)
BSC 1010	Principles of Biology	(3)
	(Lab BSC 1010L optional)	(1)
BSC 1011/BSC 1011L	Principles of Biology 2 and Lab	(4)
BSC 1050	Environmental Conservation	(3)
BSC 1085/BSC 1085L	Anatomy and Physiology 1 and Lab	(4)
BSC 1086/BSC 1086L	Anatomy and Physiology 2 and Lab	(4)
CHM 1015	Principles of Chemistry	(3)
	(Lab CHM 1015L 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)
ZOO 1010	General Zoology	(3)
ZOO 1010L	General Zoology Lab	(1)

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 2,000) (3)
ECO 2013	Principles of Macroeconomics	(GR 2,000) (3)
GEO 1010	Principles of Geography & Conservation	(GR 2,000) (3)
PSY 2012	General Psychology	(GR 2,000) (3)
SYG 1230	American Minorities Today	(GR 2,000) (3)
SYG 2000	Introduction to Sociology	(GR 2,000) (3)
SYG 2010	American Social Problems	(GR 2,000) (3)

Approved Transfer Social Science*

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

Select one of the following courses:

AMH 2010	US History to 1865	(GR 2,000) (3)
AMH 2020	US History from 1865 to Present	(GR 2,000) (3)
POS 1001	Introduction to Political Science	(GR 2,000) (3)
POS 1041	Introduction to American Government	(GR 2,000) (3)
POS 2112	American State and Local Government	GR 2,000) (3)

Approved Transfer Political Science*

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

AREA VI

HEALTH and FOREIGN LANGUAGE **3 CREDIT HOURS**

Select one of the following courses:

Health

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

Foreign Language

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

Approved Transfer Health and Foreign Lanuage*

*(Verify course credit with an advisor.)

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.

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). Please consult the PBCC web site for transfer agreement information at **www.pbcc.edu/transfer**.

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 CLEP (College Level Examination Program) 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.

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.

UNIVERSITY TRANSFER PROGRAM COURSES

In addition to the 36 credit hours of General Education, the A.A. degree contains 24 credit hours of university transfer program courses. It is very important that a student select courses at PBCC that satisfy admission requirements to the student's desired program at the university. Please consult with a PBCC advisor or check online at **www.facts.org**.

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 (Florida Academic Counseling and Tracking for Students).

Overview of "FACTS" www.facts.org

The FACTS on-line 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 10 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 eChoices, a career exploration and information system; the System of Interactive Guidance and Information (SIGI PLUS), a career-planning product of Educational Testing Services; 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. They will need to enter their personal information just 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.
- Degree 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 & Office Management

PSAV

Accounting Operations
Administrative Assistant
Life, Health and Variable Annuities Agent
Medical Secretary
Property and Casualty General Lines Agent
Real Estate Sales Agent

ATD

Medical Coder / Biller
Medical Transcription

CCC

Accounting Technology
Business Administration and Management
Legal Office Systems
Marketing
Office Management

AAS/AS

Accounting Technology
Business Administration and Management
Office Administration
SPECIALTY TRACKS:
LEGAL OFFICE SYSTEMS
OFFICE MANAGEMENT
Paralegal

CWE (Continuing Workforce Education)

Business

Accounting Operations
PSAV 5044

This PSAV program prepares the student for entry-level accounting employment in a modern, automated office environment.

Employment Opportunities

Accounting Operations prepares a student for employment as an Accounting Clerk or Bookkeeper.

Program Description

The program provides the beginning accounting principles and practices through the full accounting cycle of various types of entities. Manual and automated accounting systems will be taught with an emphasis on commonly used accounting software.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced courses in Group C and D teach bookkeeping, employment skills, journalizing, posting, spreadsheets and accounting software. The curriculum is based on state guidelines.

Career Path Notes

The student who completes this program may be eligible to receive credits toward the A.A.S. or A.S. degree in Accounting Technology.

Admission Requirements

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

Completion Requirements

1. Students are required to take the Test of Adult Basic Education (TABE) within six weeks of enrolling in this PSAV program. Students must pass the TABE at the 9th level for language and reading, and math OR qualify for test exemption (see Testing Center for details).

Students who have an AA degree or higher or who have successfully completed the CLAST or have already met the minimum cut scores (within the past 2 years) on the FCELPT, SAT1, or ACT-E are exempt from the TABE. Documentation is required.

2. Students must successfully complete all of the courses in the program.

Program Length and Location

The program is 900 hours or about one year of full-time study. It is offered at the Lake Worth campus.

The foundation/beginning classes are held in a business office occupations lab. These courses are self-paced and are set up via an individualized learning plan. Students work in the lab with the aid of a computer. The lab staff is there to help and grade course assignments.

The advanced courses are held in lecture classrooms with some coursework held in the business office occupations lab. Students work closely with the instructor to complete assignments and projects. These advanced courses will provide the necessary skills for employment.

REQUIRED COURSES		CLOCK HOURS
Group A	**General Office Clerk**	
OTA 0100	Introduction to Keyboarding/Word Processing	60
OTA 0421	Introduction to Office Operations	90
Group B	**Accounting Clerk**	
OTA 0131	Building Speed and Accuracy	60
OTA 0423	Business Office Operations	90
ACO 0101	Beginning Bookkeeping	200
Group C	**Bookkeeper**	
ACO 0601	The Accounting Environment 1	100
ACO 0102	Advanced Bookkeeping	200
Group D	**Accounting Assistant**	
ACO 0605	The Accounting Environment 2	100
- or -		
ACO 0949	Accounting Externship*	
Total Program Hours		**900**

** Prior permission of employer and program coordinator is required.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5044.asp**

Administrative Assistant
PSAV 5519

This PSAV program prepares the student for entry-level employment in a modern office environment. An Administrative Assistant works as a team with staff and administration to ensure an efficient, cooperative work environment.

Employment Opportunities

Employment opportunities might include secretary, administrative assistant or office manager.

Program Description

The program focuses on today's modern business office with skills in office automation, professional development, business and electronic communication, and software.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced courses in Group C and D teach Microsoft Office applications, which include Word, Excel, PowerPoint, Access and Outlook. Additionally, the student will learn skills in customer service, communication and leadership. The curriculum is based on state guidelines.

Career Path Notes

The student who completes this program will be eligible to receive credits toward the A.A.S. or A.S. degree in Office Administration.

Admission Requirements

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

Completion Requirements

1. Students are required to take the Test of Adult Basic Education (TABE) within six weeks of enrolling in this PSAV program. Students must pass the TABE at the 10th level for language and reading, and math, OR qualify for test exemption.

Students who have an A.A. degree or higher or have successufully completed the CLAST or have already met the minimum cut scores (within the past two years) on the FCELPT, SAT1 or ACT-E are exempt from the TABE. Documentation is required.

2. Students must successfully complete all of the courses in the program.

Program Length and Location

The program is 1,050 hours, or approximately one year full-time. It is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A	**General Office Clerk**	
OTA 0100	Introduction to Keyboarding/Word Processing	60
OTA 0421	Introduction to Office Operations	90
Group B	**Clerical Support/Secretary**	
OTA 0131	Building Speed and Accuracy	60
OTA 0423	Business Office Operations	90
OTA 0438	Administrative Office Procedures	150
Group C	**Administrative Support**	
OCA 0501	Business Software Applications	150
Group D	**Administrative Assistant**	
OCA 0502	Advanced Business Software Applications	175
OTA 0432	Advanced Administrative Office Procedures	175
OTA 0941	Administrative Assistant Office Simulation	100
- or -		
OTA 0940	Administrative Assistant Externship*	
Total Program Hours		**1050**

**Prior permission required by employer and program coordinator.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5519.asp**

Life, Health and Variable Annuities Agent PSAV 5470

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

Students must complete a College Application along with a Course Request Form. High school diploma or GED is required.

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

Completion Requirements

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

Program Length and Location

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

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**

Medical Secretary PSAV 5084

(This program is suspended for the 2005-2006 academic year.)

This PSAV program prepares the student for employment in a modern medical office environment as a medical secretary. The program teaches the student a broad base of medical and clerical skills.

Employment Opportunities

Medical secretaries are employed in outpatient settings, such as a physician's office, hospital or home health care agency.

Program Description

The program focuses on today's modern medical office with skills in office automation, health care information and billing, medical terminology, medical coding, and transcription.

The foundation courses in Group A and B teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced courses in Group D focus on medical office skills, Microsoft Office applications, coding, billing and transcription. The curriculum is based on state guidelines.

Career Path Notes

Students who complete this program may be eligible to receive credits toward the A.A.S or A.S. degree in Office Administration.

Admission Requirements

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

Completion Requirements

1. Students are required to take the Test of Adult Basic Education (TABE) within six weeks of enrolling in this PSAV program. Students must pass the TABE at the 10th level for language and reading, and math, OR qualify for test exemption.

Students who have an A.A. degree or higher or have successufully completed the CLAST or have already met the minimum cut scores (within the past two years) on the FCELPT, SAT1 or ACT-E are exempt from the TABE. Documentation is required.

2. Students must successfully complete all of the courses in the program.

Program Length and Location

Total program hours: 1,085. Approximate program length: 10 months. The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A General Office Clerk		
OTA 0100	Introduction to Keyboarding/Word Processing	60
OTA 0421	Introduction to Office Operations	90
Group B Clerical/Support Secretary		
OTA 0131	Building Speed and Accuracy	60
OTA 0423	Business Office Operations	90
OTA 0438	Administrative Office Procedures	150
Group C Medical Billing Clerk		
HIM 0217	Health Information Management	60
MEA 0230	Medical Terminology for Body Systems	95
Group D Medical Secretary		
OCA 0501	Business Software Applications	150
HIM 0030	Fundamentals of Medical Transcription	90
HIM 0270	Insurance Billing & Claims	95

HIM 0280	Fundamentals of Medical Coding	75
HIM 0825	Medical Secretary Office Simulation	70
-or-		
HIM 0826	Medical Secretary Externship	70
Total Program Hours		**1085**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5084.asp**

Property and Casualty General Lines Agent
PSAV 5469

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

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

High school diploma or GED is required. Online students must contact centralcteins@pbcc.edu with email address (after registering and paying).

Completion Requirements

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

Program Length and Location

Total program clock hours: 200. Approximate program length: 14 weeks.The Program is offered at the 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 Sales Agent
PSAV 5499

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirement

Students must complete a College Application along with a Course Request Form. Students must be 18 years of age and have a high school diploma or GED equivalency to take the State License Examination.

Completion Requirements

No TABE test is required. Students must attend all classes and pass the course examination with a score of 70% or higher to be eligible to sit for the Florida Real Estate State exam.

Program Length and Location

Total program hours: 63. Approximate program length: eight-ten weeks. Program offered on the Boca Raton, Lake Worth and/or Palm Beach Gardens campuses.

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**

Medical Coder/Biller
ATD B526

Limited Access

This applied technology diploma program prepares students for employment as medical coders and insurance billers. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients' medical records to assure appropriate medical insurance billing.

Employment Opportunities

The medical coder has a variety of employment opportunities that include: physician's office, private billing companies, allied health specialties, hospital and self-employment.

Program Description

The program content is comprehensive to include medical terminology, anatomy and physiology, computer skills, health information management and extensive inpatient and outpatient coding.

Career Path Notes

Students who complete this program are eligible to sit for the American Health Information Management Association (AHIMA) CCA examination and the American Academy of Certified Professional Coders (AAPC) CPC examination.

Admission Requirements

Students must have a high school diploma or GED; high school transcripts must be on file with registrar's office

Test of Adult Basic Education (TABE) minimum scores: Language 11; Math 10; Reading 11.

Completion Requirements

All courses must be successfully completed. TABE scores must be at or above minimum level (See Admission Requirements). All financial responsibilities must be satisfied.

Program Length and Location

Total Program Clock Hours: 1000. Approximate program length: 18 months. This program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
OTA 0100	Introduction to Keyboarding/Word Processing	60
PRN 0022	Body Structure and Function	69
MEA 0230	Medical Terminology for Body Systems	95
HIM 0001L	Advanced Coding Practicum	78
HIM 0140	Pathophysiology and Pharmacology for Health Professions	90
HIM 0280	Fundamentals of Medical Coding	75
OTA 0131	Building Speed and Accuracy	60
HIM 0220	Medical Coding 1	120
HIM 0270	Insurance Billing & Claims	95
HIM 0281	Medical Coding 2	120
HIM 0217	Health Information Management	60
Total Program Hours		**1000**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/B526.asp**

Medical Transcription
ATD B525

(This program is currently under revision.)

This applied technology diploma program prepares the student for employment as a medical transcriptionist. These professionals listen to medical dictation and produce typed reports from them, which become part of a patient's permanent health record.

Employment Opportunities

Medical transcriptionists have employment opportunities in a wide variety of settings: physician's offices, hospitals, imaging centers, specialty health centers, veterinary clinics, and transcription agencies,they also may work as independent contractors or be self-employed.

Program Description

Course content is comprehensive to serve the student with no previous medical background or experience. It includes medical terminology, anatomy and physiology and health information management and employs the SUM program for actual dictation of medical reports.

Career Path Notes

Students who complete this program are eligible to sit for the American Association of Medical Transcriptionists (AAMT) national certification examination.

Admission Requirements

A high school diploma or GED is requried; high school transcripts must be on file with the registrar's office

Test of Adult Basic Education (TABE) minimum scores: Language 11; Math 10; Reading 11.

Completion Requirements

All courses must be successfully completed. TABE scores must be at or above minimum level (see Admission Requirements). All financial responsibilities must be satisfied.

Program Length and Location

Total program hours: 1157. Approximate program length: 18 months. Program offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
OTA 0100	Introduction to Keyboarding/Word Processing	60
PRN 0022	Body Structure and Function	69
MEA 0230	Medical Terminology for Body Systems	95
OTA 0421	Introduction to Office Operations	90
OTA 0131	Building Speed and Accuracy	60
HIM 0030	Fundamentals of Medical Transcription	90
HIM 0031	Medical Transcription 1	240
HIM 0280	Fundamentals of Medical Coding	75
HIM 0032	Medical Transcription 2	240
HIM 0217	Health Information Management	60
Total Program Hours		**1157**

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

Accounting Technology CCC 6110

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 27.

Program Web Site

www.pbcc.edu/accounting

REQUIRED COURSES		CREDITS
OST 1141	Keyboarding for Microcomputer	1
OST 1108	Building Typing Speed and Accuracy	1
MTB 1103	Business Mathematics 1	3
OST 2335	Business Communications	3
CGS 1570	Microcomputer Applications	3
APA 1111	Bookkeeping 1	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**

Business Administration and Management CCC 6111

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 24

REQUIRED COURSES		CREDITS
APA 1111	Bookkeeping 1	3
CGS 1570	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3
OST 2335	Business Communications	
-or-		
BUL 2241	Business Law 1	3
MAR 2011	Principles of Marketing	3
MTB 1103	Business Mathematics 1	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**

Legal Office Systems CCC 6112

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Lake Worth campus in the evenings.

Total program credits: 27.

Program Web Site
www.pbcc.edu/ost

REQUIRED COURSES		CREDITS
APA 1111	Bookkeeping 1	3
CGS 1570	Microcomputer Applications	3
MTB 1103	Business Mathematics 1	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
Total Program Credits		**27**

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

Marketing CCC 6113

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

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

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

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

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

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

Total program credits: 24.

REQUIRED COURSES		CREDITS
APA 1111	Bookkeeping 1	3
BUL 2241	Business Law 1	3
CGS 1570	Microcomputer Applications	3
MAR 2011	Principles of Marketing	3
MKA 1511	Advertising	3
MKA 2021	Salesmanship	3
MNA 2100	Human Relations in Business	3
SBM 2000	Small Business Management	3
Total Program Credits		**24**

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

Office Management CCC 6114

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

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

Program Description
Course content includes keyboarding, computer applications and office procedures.

Career Path Notes
Credits earned in this certificate program will transfer directly into the Associate in Science degree or Associate in Applied Science degree in Office Administration.

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

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

Total program credits: 27.

Program Web Site
www.pbcc.edu/ost

REQUIRED COURSES		CREDITS
APA 1111	Bookkeeping 1	3
CGS 1570	Microcomputer Applications	3
MTB 1103	Business Mathematics 1	3
OST 1100C	Beginning Keyboarding	3
OST 1110C	Intermediate Keyboarding	3
OST 1355	Records Management	3
OST 2402	Office Procedures and Technology	3
OST 2603C	Machine Transcription	3
OST 2714C	Word Processing	3
Total Program Credits		**27**

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

Accounting Technology
AAS A042 / AS 2050

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 64.

Program Web Site

www.pbcc.edu/accounting

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied 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 1 (A.A.S. students)	(3)
OST 1332	Business Presentations	
- or -		
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2100	Intermediate Accounting	3
ACG 2360	Cost Accounting	3
ACG 2450	Microcomputer Operations - Accounting	3
AC0 2661	Accounting Information Systems	3
APA 1111	Bookkeeping 1	3
APA 2172	Computerized Bookkeeping	4
BUL 2241	Business Law 1	
- or -		
GEB 1011	Introduction to Business	
- or -		
MAN 2021	Principles of Management	3
CGS 1570	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/Accounting Electives (CGS 1510 or CGS 1513 recommended)	2
Total Required Elective Credits	**2**
Total Program Credits	**64**

** Students who complete the Accounting Technology CCC can articulate that certificate into the A.A.S. Those planning to complete the A.S. will also need to take MGF 1106.*

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

Business Administration and Management AAS A087

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 64

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

REQUIRED COURSES		
APA 1111	Bookkeeping 1	3
CGS 1570	Microcomputer Applications	3
ENC 1102	College Composition 2	
- or -		
ENC 1210	Applied 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 1	3
	Business Electives *	15
	General Electives **	10
Total Required Course Credits		**46**
Total Program Credits		**64**

**Business Electives: Choose from the areas of Accounting Business, Computer Science, Economics, Management, Marketing, Real Estate, Office Administration and Paralegal.*

***General Electives: Select from General Education, business or other technical course.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/A087.asp**

Office Administration AAS A524 / AS2523 and AAS A521 / AS2514

This degree program offers two options. The Legal Office Systems Specialization is a 63-credit-hour Associate in Science or Associate in Applied Science degree. The Office Management Specialization is a 63-credit-hour Associate in Science or Associate in Applied Science degree.

Employment Opportunities

The Legal Office Systems Specialization prepares the student for employment as a legal secretary, specializing in many areas of law including family, personal and real property, business, wills and estates, bankruptcy, criminal, and more.

The Office Management Specialization prepares the student for employment as an executive secretary, administrative assistant or office manager.

Both specializations provide supplemental training for individuals previously or currently employed in office careers.

Program Description

The Legal Office Systems Specialization will not only will train students in computer skills and office procedures, but also will train students in the areas of business law, legal writing and research and legal technology.

Both specializations offer course content which includes bookkeeping concepts, keyboarding skills, legal concepts, computer applications, office procedures and business communications.

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 63.

Program Web Site

www.pbcc.edu/ost

LEGAL OFFICE SYSTEMS SPECIALIZATION TRACK AAS A524 / AS 2523

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied 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 (or higher level Math)(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		**15**

REQUIRED COURSES		
APA 1111	Bookkeeping 1	3
BUL 2241	Business Law 1	3
CGS 1570	Microcomputer Applications	3
MTB 1103	Business Mathematics 1	3
OST 1100C	Beginning Keyboarding	3
OST 1108	Building Typing Speed and Accuracy	1
OST 1110C	Intermediate Keyboarding	3
OST 1332	Business Presentations	
- or -		
SPC 1016	Fundamentals of Speech Communication	3
OST 1355	Records Management	3
OST 1783	Speech Recognition	1
OST 1831	Microsoft Windows	1
OST 2621C	Legal Transcription	3
OST 2335	Business Communications	3
OST 2339	Business English Review	1
OST 2431	Legal Office Procedures	3
OST 2714C	Word Processing	3
PLA 1003	Introduction to Paralegalism	3
ELECTIVES *		**5**
Total Required Course Credits		**48**
Total Program Credits		**63**

** Electives: Select from Office Administration or Paralegal courses.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2523.asp**

OFFICE MANAGEMENT SPECIALIZATION TRACK AAS A521 / AS 2514

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied 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 (or higher level Math)(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		**15**

REQUIRED COURSES		
APA 1111	Bookkeeping 1	3
CGS 1513	Electronic Spreadsheets	3
CGS 1570	Microcomputer Applications	3
MTB 1103	Business Mathematics 1	3
OST 1100C	Beginning Keyboarding	3
OST 1108	Building Typing Speed and Accuracy	1
OST 1110C	Intermediate Keyboarding	3
MAN 2021	Principles of Management	
- or -		
MNA 2100	Human Relations in Business	
- or -		
MNA 2345	Principles of Supervision	3
OST 1332	Business Presentations	
- or -		
SPC 1016	Fundamentals of Speech Communication	3
OST 1355	Records Management	3
OST 1783	Speech Recognition	1
OST 1831	Microsoft Windows	1
OST 2335	Business Communications	3
OST 2339	Business English Review	1
OST 2402	Office Procedures and Technology	3
OST 2603C	Machine Transcription	3
OST 2714C	Word Processing	3
ELECTIVES *		**5**
Total Required Course Credits		**48**
Total Program Credits		**63**

**Electives: Select from Business, Computer Science or Office Administration courses.*

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

Paralegal AS 2505

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Special Admission Requirements

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

Completion Requirements

Students must complete all the required courses for the program.

Program Length and Location

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

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

REQUIRED COURSES		
BUL 2241	Business Law 1	3
BUL 2242	Business Law 2	3
PLA 1003	Introduction to Paralegalism	3
PLA 1104	Legal Writing and Research 1	3
PLA 1273	Tort Law 3	
PLA 2114	Legal Writing and Research 2	3
PLA 2209	Court Systems: Procedures & Pleadings 1	3
PLA 2229	Court Systems: Procedures & Pleadings 2	3
PLA 2483	Administrative Law	3
PLA 2600	Administration of Estates	3
PLA 2635	Administration of Guardianships	1
PLA 2611	Real Estate Law & Property Transactions	3
PLA 2630	Real Estate Closing & Document Preparation	2
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 CWE

PBCC offers dozens of different courses in the business area, including PBCC's Institute of Government, customized business & industry training, insurance and many other exciting opportunities. Please visit **www.pbcc.edu/cteworkforce/cwe.asp** for more information.

Child Care & Human Services

PSAV

Child Care
- 40-HOUR INTRODUCTORY CHILD CARE TRAINING
- 30-HOUR FAMILY CHILD CARE
- CHILD DEVELOPMENT ASSOCIATE (CDA)

CCC

Child Care Center Management
Educational Assisting
Infant/Toddler
Pre-School
School Age
Human Services

AAS/AS

Early Childhood Education
- SPECIALTY TRACKS:
  - EARLY CHILDHOOD EDUCATION
  - HIGH/SCOPE APPROACH
  - MONTESSORI

Educational Assisting
Human Services

CWE (Continuing Workforce Education)

Child Care
Certified Addiction Professional (CAP)

Child Care PSAV 5348

This PSAV program consists of the following certifications: the two-part 40-Hour Introductory Child Care Training Certification; the 30-Hour Family Child Care Certification and three Child Development Associate (CDA) Certifications.

Program Web Site

Click to view the current Child Care Newsletter:
www.pbcc.edu/TeacherEd/ChildCare

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at **www.pbcc.edu/TeacherEd/ChildCare**.

40-HOUR INTRODUCTORY CHILD CARE TRAINING CERTIFICATION (PART I AND PART II)

Career Path Notes

This certification fulfills the 40-Hour child care training required by the Florida Department of Children and Families for child care workers employed in a licensed child care facility.

Admission Requirements

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

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.

Program Length and Location

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

Child care providers serving children birth to 5 years old must complete: Part I 30-Hour Child Care Worker Certification and Part II 10-Hour Component.

PART I — 30-HOUR CHILD CARE WORKER CERTIFICATION

This certification includes topics covering local rules and regulations; identifying and reporting child abuse and neglect; health, safety and nutrition; child growth and development; and behavioral observation and screening. This program does not offer a formal award.

PART II — 10-HOUR COMPONENT

This component includes appropriate practices for young children, school-age children, infants and toddlers and children with special needs. This program does not offer a formal award.

REQUIRED COURSES		CLOCK HOURS
Part I – Introduction to Child Care		
HEV 0121	30-Hour Child Care Worker Certification	30
Part II – 10-Hour Component-Student Specialty (select one)		
HEV 0109	10-Hour Preschool Appropriate Practices	10
HEV 0111	10-Hour Infant/Toddler Appropriate Practices	10
HEV 0112	10-Hour School Age Appropriate Practices	10
HEV 0026	10-Hour Special Needs Appropriate Practices	10
Total Program Hours		**40**

Child care providers serving school age children 5 years and up (through grade 5) must complete: Part I 20-Hour School Age Child Care Certification and Part II 20-Hour School Age Child Care Curriculum.

PART I – 20-HOUR SCHOOL AGE CHILD CARE CERTIFICATION

This certification is State mandated for child care 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.

PART II – 20-HOUR SCHOOL AGE CHILD CARE CURRICULUM

This certification fulfills the remaining 20 hours of training required by the state for child care providers serving school age children ages 5 and up (through grade 5). This training will introduce child care providers to a specialized school age curriculum focusing on the stages of development for children ages 5 and up.

REQUIRED COURSES		CLOCK HOURS
Part I – 20-Hour School Age Child Care Certification		
HEV 0041	20-Hour School Age Child Care Certification	20
Part II – 20-Hour School Age Child Care Curriculum		
HEV 0042	20-Hour School Age Child Care Curriculum	20
Total Program Hours		**40**

30-HOUR FAMILY CHILD CARE CERTIFICATION

Program Description

This certification covers topics including rules and regulations; health, safety and nutrition; sanitation and hygiene; identifying and reporting child abuse and neglect; child development; observation of behaviors and business administration, documentation and record keeping. This program does not offer a formal award.

Career Path Notes

This training 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.

Admission Requirements

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

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.

Program Length and Location

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

REQUIRED COURSE		CLOCK HOURS
HEV 0100	30-Hour Family Child Care Certification Course	30
Total Program Hours		**30**

CHILD DEVELOPMENT ASSOCIATE (CDA) - CENTER BASED

Program Description

The CDA program prepares the student who works with children from birth through age 5 in a licensed child care facility for the National CDA Credential. Upon successful completion of 120 hours of formal instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3 and meeting of all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Career Path Notes

The student who has earned a CDA Florida Equivalency 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) 862-4700.

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/transall.asp**.

Admission Requirements

These requirements must be met **before** registering for the CDA program:

PREREQUISITES

- Mastery of the English language
- 40-Hour Introductory Child Care Training Certification

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

Completion Requirements

There are additional requirements for each of the modules that must be met to continue in the program.

Program Length and Location

Total Required Hours: 124. Program offered on all PBCC campuses.

REQUIRED COURSES		CLOCK HOURS
HEV 0150	CDA Module 1	42
HEV 0151	CDA Module 2	40
HEV 0152	CDA Module 3	42
Total Program Hours		**124**

CHILD DEVELOPMENT ASSOCIATE (CDA) - BILINGUAL

Program Description

The CDA program with a bilingual specialization (English/Spanish) is a 124-hour program for child care providers working in a bilingual child care environment. A bilingual environment is one that requires the child care worker to speak both languages daily and consistently. Classes will be conducted in English and Spanish. Students need to have a working knowledge of both languages. Before registering to begin the CDA-Bilingual program, students are required to take the CELT test to determine their level of English proficiency. Upon successful completion of 120 hours of formal instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3 and meeting of all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Career Path Notes

The student who has earned a CDA Florida Equivalency 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) 862-4700.

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/transall.asp**.

Admission Requirements

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

PREREQUISITES:

- 40-Hour Introductory Child Care Training certification
- The student must have a working knowledge of both English and Spanish. Note: A working knowledge of two languages means the ability to speak, read and write both languages well enough to understand others and to be understood by others.
- To demonstrate a working knowledge of the language, the student must pass the CELT test with a passing score of 90 percent.

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

Completion Requirements

There are additional requirements for each of the modules that must be met to continue in the program.

Program Length and Location

Total Required Hours: 124. Program offered on all PBCC campuses.

REQUIRED COURSES		CLOCK HOURS
HEV 0150	CDA Module 1	42
HEV 0151	CDA Module 2	40
HEV 0152	CDA Module 3	42
Total Program Hours		**124**

CHILD DEVELOPMENT ASSOCIATE (CDA) - FAMILY CHILD CARE HOME

Program Description

The CDA program prepares the student who works with children from birth through age 5 in a licensed family child care home for the National CDA Credential. Upon successful completion of 120 hours formal instruction, a 2-hour observation during Module I and Module III and meeting of all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Career Path Notes

The student who has earned a CDA Florida Equivalency 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) 862-4700.

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/transall.asp.**

Admission Requirements

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

PREREQUISITES:

- Mastery of the English language
- 30-Hour Family Child Care Certification
- Proof of a valid Family Child Care license (Note: The license must have been valid for 3 months prior to beginning the CDA program.)

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

Completion Requirements

There are additional requirements for each of the modules that must be met to continue in the program.

Program Length and Location

Total Required Hours: 124. Program offered on all PBCC campuses.

REQUIRED COURSES		CLOCK HOURS
HEV 0161	FCC Child Development Associate (CDA) Module 1	42
HEV 0162	FCC Child Development Associate (CDA) Module 2	40
HEV 0163	FCC Child Development Associate (CDA) Module 3	42
Total Program Hours		**124**

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

Child Care Center Management CCC 6366

This college credit certificate (CCC) program consists of coursework in leadership, administration, educational programming and financial issues associated with managing a quality child care program.

Employment Opportunities

This certificate includes the coursework required for the foundational and/or advanced level of the Florida Director Credential. Students completing the CCC for Child Care Center Management will increase their marketability when searching for positions as directors, administrators or owners of child care centers.

Program Description

This CCC provides instruction consisting of college-level courses to prepare students for the management and administrative aspects of a child care program. The approved course for the foundational level of the Florida Director Credential is EEC 1523 Overview of Child Care Center Management.

Career Path Notes

These 12 credits can apply toward the A.S. degree in Early Childhood Education with a specialization in Child Care Center Management. The courses included in this certificate will satisfy the coursework requirements for child care center managers/administrators who are seeking their Florida Director Credential.

Admission Requirements

Students must complete a College Application along with a Course Request Form. A high school diploma or GED is required.

PBCC offers the coursework required for the foundational and advanced level credential; however, students must submit their application and additional documentation to the Florida Children's Forum for review and issuance of the Director Credential. Questions on the Florida Director Credential requirements should be directed to the Department of Children and Families at (850) 922-5416.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. Program is offered at the Lake Worth campus.

Program Web Site

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at **www.pbcc.edu/TeacherEd/Childcare**.

REQUIRED COURSES		CREDITS
EEC 1523	Overview of Child Care Center Management	3
EEC 2002	Child Care and Education Organization Leadership Management	3
EEC 2202	Child Care and Education Programming	3
EEC 2521	Child Care and Education Financial and Legal Issues	3
Total Program Credits		**12**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6366.asp**

Educational Assisting CCC 6370

This college credit certificate (CCC) program provides a strong foundation of education theory along with practical knowledge and skills needed in education assisting to students in the K-12 classrooms.

Employment Opportunities

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

Program Description

The Educational Assisting Certificate Program provides a strong foundation of education theory along with practical knowledge and skills needed in education assisting to students employed or with employment plans in an educational assisting position, including paraprofessional and substitute teaching.

Career Path Notes

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

Admission Requirements

Students must complete a College Application. A high school diploma or GED is required.

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

Total program credits: 15. Program is offered on all four campuses.

Program Web Site

For more information about teacher education programs offered at PBCC, see the Institute of Teacher Education at **www.pbcc.edu/TeacherEd**.

REQUIRED COURSES		CREDITS
DEP 2102	Child Growth & Development	
-or-		
EDP 2002	Introduction to Educational Psychology	3
EDF 1030	Behavior Management in the Classroom	3
EDF 2005	Foundations of Education	3
EDG 2701	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
Total Program Credits		**15**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6370.asp**

Infant/Toddler CCC 6367

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

Employment Opportunities

Students who complete the CCC for infant/toddlers will increase their marketability when searching for positions as lead teachers and assistant teachers in infant/toddler classrooms.

Program Description

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

Career Path Notes

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

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. This program is offered on the Lake Worth campus.

Program Web Site

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at **www.pbcc.edu/TeacherEd/Childcare**.

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	3
EEC 1522	Infant/Toddler Environments	3
EEC 2204	Developing Curriculum for Infants and Toddlers	3
EEC 2407	Social-Emotional Growth and Socialization in Infants and Toddlers	3
Total Program Credits		**12**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6367.asp**

Pre-School CCC 6368

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

Employment Opportunities

The student who completes the CCC for pre-school children will increase his or her marketability when searching for positions as lead teacher and assistant teacher caring for pre-school children.

Program Description

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

Career Path Notes

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

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. This program is offered on all four campuses.

Program Web Site

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at **www.pbcc.edu/TeacherEd/Childcare**.

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	
-or-		
EEC 1301	Introduction to High/Scope	3
EEC 1200	Early Childhood Curriculum 1	3
EEC 1311	Early Childhood Curriculum 2	3
EEC 1214	Early Childhood Curriculum 3	3
Total Program Credits		**12**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6368.asp**

School Age CCC 6365

This college credit certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with school-age children (5 years and up through grade 5).

Employment Opportunities

The student who completes the CCC for school-age children will increase his or her marketability when searching for a position as a lead teacher or assistant teacher in after-school programs caring for school-age children.

Program Description

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

Career Path Notes

This certificate includes the coursework required for the Florida School Age Certification. The student who successfully completes EEC 1003 (Introduction to School Age Child Care) and EEC 1603 (Positive Guidance and Behavior Management in School Age Child Care) will be eligible to receive his or her Florida School Age Certification (Level I). These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in School Age.

Admission Requirements

The student seeking a Florida School Age Certification must have received a 40-Hour child care certification. The student also must be working in a licensed child care facility with school age children to complete the required on-site observation conducted by the instructor. The student will also be required to develop a resource file and portfolio and complete a formal interview.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. This program is offered on all four campuses.

Program Web Site

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at **www.pbcc.edu/TeacherEd/Childcare**

REQUIRED COURSES		CREDITS
EDF 2005	Foundations in Education	3
EME 2040	Introduction to Educational Technology	3
EEC 1003	Introduction to School Age Child Care	3
EEC 1603	Positive Guidance and Behavior Management in School Age Child Care	3
Total Program Credits		**12**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6365.asp**

Human Services CCC 6361

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

Employment Opportunities

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

Program Description

This program will focus on broad introductory principles of human behavior specific to the good practices and techniques in human service. Course work will enable students to employ effective communications and interpersonal skills, understand the legal and ethical responsibilities of human services and demonstrate computer literacy.

Career Path Notes

Credits earned in this certificate program will transfer into the Associate in Applied Science/ Associate in Science (A.A.S./A.S.) degrees in Human Services.

Completion Requirements

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

Program Length and Location

Total program length is 27 hours. Approximate program length: 18 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES		CREDITS
HUS 1001	Introduction to Human Services	3
GEY 2000	Gerontology	3
SYG 2361	Death and Dying	3
SYG 2430	Marriage & Family	3
PSY 2012	General Psychology	3
HSC 1400	Standard First Aid and CPR	1
HUS 1302	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
HUS 1850	Field Work in Human Services 1	2
HUS 1850L	Field Work in Human Services 1 Internship	3
Total Program Credits		**27**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6361.asp**

Early Childhood Education
AS

This degree program provides the student with a thorough background in all aspects of child development as well as expanding his or her classroom knowledge into practical hands-on teaching experience.

Employment Opportunities

Students who complete this program can seek educator, caregiver or manager positions within licensed child care centers; in private and public school settings and in after-school/mentoring programs, such as Head Start. Head Start is a federal program that requires its teachers to have earned at least an A.S. or A.A. degree.

Program Description

This degree program is intended to provide students with the training and information they need to pursue a career working with infants through school age children.

Career Path Notes

Students who have earned their Child Development Associate Certification at PBCC are eligible to receive nine credits that can be applied toward an A.S. degree in Early Childhood Education.

PBCC offers four College Credit Certificates that can apply toward the A.S. in Early Childhood Education: Child Care Center Management, Infant/Toddler, Pre-School and School Age.

The A.S. degree is a two-year, terminal degree and only some of the credits from coursework can be transferred to a four-year program at this time. If you are interested in a four-year degree, please find out more about an associate in arts (A.A.) degree.

Completion Requirements

Complete all required program courses.

Program Length and Location

Total program credits: 63. Associate degrees require approximately two years of full-time study. This complete program is offered at the Lake Worth campus only.

Program Web Site

For more information about Child Care programs offered at PBCC, see the Early Childhood Education Web site at **www.pbcc.edu/TeacherEd/Childcare**.

EARLY CHILDHOOD EDUCATION TRACK
AS 2358

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
PSY 2012	General Psychology	3
ARH 1000	Art Appreciation	
-or-		
Any course from Humanities - Area II		3
ESC 1000	Earth Science	
-or-		
Any course from Natural Sciences - Area IV		3
SPC 2300	Introduction to Interpersonal Communication	3
Total Required General Education Credits		**18**

REQUIRED COURSES		CREDITS
CHD 1220	Child Development Infancy/Preschool	3
DEP 2102	Child Growth and Development	3
EDG 2701	Teaching Diverse Populations	3
EDG 1311	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 2731	Health, Safety, and Nutrition for the Young Child	3
MUL 1010	Music Appreciation	3
SYG 2430	Marriage and Family	3
Total Required Course Credits		**33**

Complete one of the following College Credit Certificates to complete this AS program:

CHILD CARE CENTER MANAGEMENT CCC 6366

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 Required CCC Credits		**12**

INFANT/TODDLER CCC 6367

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	3
EEC 1522	Infant/Toddler Environments	3
EEC 2204	Developing Curriculum for Infants and Toddlers	3
EEC 2407	Social-Emotional Growth and Socialization in Infants and Toddlers	3
Total Required CCC Credits		**12**

PRE-SCHOOL CCC 6368

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	
-or-		
EEC 1301	Introduction to High/Scope	3
EEC 1200	Early Childhood Curriculum 1	3
EEC 1311	Early Childhood Curriculum 2	3
EEC 1214	Early Childhood Curriculum 3	3
Total Required CCC Credits		**12**

SCHOOL AGE CCC 6365

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 Required CCC Credits		**12**

Total Program Credits	**63**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2358.asp**

HIGH/SCOPE APPROACH TRACK AS 2360

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
PSY 2012	General Psychology	3
ARH 1000	Art Appreciation	
	-or-	
Any course from Humanities – Area II		3
ESC 1000	Earth Science	
	-or-	
Any course from Natural Sciences – Area IV		3
SPC 2300	Introduction to Interpersonal Communication	3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CHD 1220	Child Development Infancy/Preschool	3
DEP 2102	Child Growth and Development	3
EDF 1030	Behavior Management in the Classroom	3
EDG 1311	Education Practicum 1	3
EDG 2701	Teaching Diverse Populations	3
EEC 1601	Observation and Assessment in Early Childhood	3
EEC 2271	Teaching Children with Special Needs	3
EEC 2710	Conflict Resolution in Early Childhood	3
EEC 2731	Health, Safety, and Nutrition for the Young Child	3
MUL 1010	Music Appreciation	3
SYG 2430	Marriage and Family	3
Total Required Course Credits		**33**

REQUIRED HIGH/SCOPE APPROACH COURSES		
EEC 1301	Introduction to High/Scope	3
EEC 1220	Curriculum 1: High/Scope Approach in Language and Literacy	3
EEC 1221	Curriculum 2: High/Scope Approach in Logical Reasoning Skills	3
EEC 1222	Curriculum 3: Adult/Child Interaction to Extend Learning	3
Total Required High/Scope Approach Credits		**12**
Total Program Credits		**63**

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2360.asp

MONTESSORI TRACK AS 2349

(This program is not accepting new students for the 2005-2006 academic year)

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
PSY 2012	General Psychology	3
ARH 1000	Art Appreciation	
	-or-	
Any course from Humanities - Area II		3
ESC 1000	Earth Science	
	-or-	
Any course from Natural Sciences - Area IV		3
SPC 2300	Introduction to Interpersonal Communication	3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CHD 1220	Child Development Infancy/Preschool	3
DEP 2102	Child Growth and Development	3
EDF 1030	Behavior Management in the Classroom	3
EDG 2701	Teaching Diverse Populations	3
EEC 1601	Observation and Assessment in Early Childhood	3
EEC 2271	Teaching Children with Special Needs	3
EEC 2710	Conflict Resolution in Early Childhood	3
EEC 2731	Health, Safety, and Nutrition for Young Child	3
MUL 1010	Music Appreciation	3
SYG 2430	Marriage and Family	3
Total Required Course Credits		**30**

REQUIRED MONTESSORI TRACK COURSES		
EEC 1006	Montessori Philosophy	3
EEC 2530	Montessori Curriculum 1	3
EEC 2532	Montessori Curriculum 2	3
EEC 2940	Montessori Teaching Practicum 1	3
EEC 2941	Montessori Teaching Practicum 2	3
Total Required Montessori Track Credits		**15**
Total Program Credits		**63**

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2349.asp

Educational Assisting
AS 2369

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

Employment Opportunities

The Educational Assisting A.S. degree program prepares the student to work in an educational assisting position (i.e. paraprofessional, substitute teacher and other instructional support) in the K-12 classroom.

Program Description

This program provides a background in child development within the realm of education and expands this knowledge through application of required technical and content area skills needed in educational assisting. Instructional support staff such as paraprofessionals who graduate from this program are considered "highly qualified" according to the federal No Child Left Behind (NCLB) Act.

All General Education requirement courses must be completed with a grade of C or higher to apply to this A.S. degree program.

Career Path Notes

Courses from the Educational Assisting CCC articulate into this program. Many courses from this A.S. degree program articulate into the education program in a Florida university. Students who have earned a CDA from Palm Beach Community College have the opportunity to receive credits toward this A.S. degree. Please consult a College advisor regarding the process of receiving credits.

Admission Requirements

Students must complete a College Application. A high school diploma or GED is required.

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

Total program credits: 63. Complete program is offered on the Lake Worth campus.

Program Web Site

For more information about Teacher Education programs offered at PBCC, see the Institute of Teacher Education at **www.pbcc.edu/TeacherEd**.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ARH 1000	Art Appreciation	
-or-		
Any course from Humanities - Area II		3
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
ESC 1000	Earth Science	
-or-		
Any course from Natural Science – Area IV		3
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
Total General Education Credits		**18**

REQUIRED COURSES		
AMH 2010	United States History to 1865	3
CGS 1570	Microcomputer Applications	3
DEP 2102	Child Growth & Development	
-or-		
EDP 2002	Introduction to Educational Psychology	3
EDF 1030	Behavior Management in the Classroom	3
EDF 2005	Foundations of Education	3
EDG 1311	Educationa Practicum 1	3
EDG 2701	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
GEO 1010	Principles of Geography and Conservation	3
MTB 1103	Business Mathematics 1	
-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		**36**

ELECTIVES		
Choose 9 credits		
CGS 1030	PC Starter	1
EDF 1001	Paraeducators in Special and General Education Classrooms	3
EEC 1601	Observation and Assessment in Early Childhood *	3
EEC 2710	Conflict Resolution in Early Childhood *	3
EEC 2731	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
PHI 1010	Introduction to Philosophy	3
PHI 1600	Ethics	3
SPC 2601	Public Speaking	3
Total Required Elective Credits		**9**
Total Program Credits		**63**

** Students who earned a CDA after 2001 at PBCC may qualify to receive college credit toward this A.S degree and should see an advisor.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2369.asp**

Human Services
AAS A353/AS 2345

This degree program is designed to prepare the student for an entry-level position as a human services specialist. Course content includes psychological theories, group dynamics, counseling and interviewing, and supervised clinical fieldwork experiences.

Employment Opportunities

Upon graduation from this two-year program, students are quickly employed in such areas as: children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped and many others who need help. Students may become counselors, interviewers, outreach workers, case managers, behavior modification specialists, etc.

Program Description

An important part of the program at PBCC is the supervised clinical field work experience that the student receives in an agency, organization or program of his/her choice. Here the student receives "on-the-job" training, under the supervision of experienced professionals. Many students are offered jobs while in their field work experience training.

Career Path Notes

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. Over ninety percent of Human Services graduates go on to complete undergraduate or graduate degrees.

Completion Requirements

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

Program Length and Location

Total program length is 65 credits. Approximate program length: two years. Program is offered on the Lake Worth campus.

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 1 (A.A.S. students)	(3)
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Natural Sciences - Area IV		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CLP 2001	Personality Development and Adjustment	3
DEP 2102	Child Growth and Development	3
ENC 1102	College Composition 2 (A.S. students)	3
HSC 1400	Standard First Aid and CPR	1
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	2
HUS 1850L	Field Work in Human Services 1 Internship	3
HUS 2308	Psychotherapy: Theory & Practice	3
HUS 2851	Field Work in Human Services 2	2
HUS 2851L	Field Work in Human Services 2 Internship	3
SYG 2000	Introduction to Sociology	3
SYG 2361	Death and Dying	3
SYG 2430	Marriage and Family	3
Total Required Course Credits		**47**
Total Program Credits		**65**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2345.asp**

Child Care CWE

PBCC offers a variety of courses in continuing education for those working in the child care field, including Montessori teacher training. For more information please visit **www.pbcc.edu/cteworkforce/cwe.asp.**

Human Services CWE

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/cteworkforce/List_psav.asp?psav_id=12** for more information.

Computer Science & Information Technology

PSAV

Computer Support Specialist
Webmaster (CIW)

CCC

CISCO CCNA
Information Management
Programming
Web Development Specialist

AAS/AS

Computer Programming
Internet Services Technology
Networking Administrator

CWE (Continuing Workforce Education)

Computer Science

Computer Support Specialist PSAV 5520

This PSAV program prepares students to enter the technology workforce in an entry-level position and earn a competitive wage. Project-oriented study trains students to use their knowledge in work-related situations.

Employment Opportunities

Employment opportunities include help desk assistant, computer technician, or PC administrator in a small business. Computer support specialists provide assistance and training to users. They interpret problems and provide technical support for hardware, software and operating systems. Support specialists may work within an organization or directly for a computer or software vendor.

Program Description

The foundation courses teach basic office skills such as keyboarding, filing, office equipment operation and communication. The advanced software courses teach Microsoft Office applications which include Word, Excel, PowerPoint, Access and Outlook. The advanced hardware courses teach skills which include computer networking and administration; troubleshooting; hardware and software installation; and preventative hardware maintenance. The curriculum is based on state guidelines.

Career Path Notes

Students who complete this program will be eligible to receive credits toward any of the A.A.S./A.S. degrees in the Computer Science and Information Technology area.

Admission Requirements

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

Completion Requirements

1. Students are required to take the Test of Adult Basic Education (TABE) within six weeks of enrolling in this PSAV program. Students must pass with or above the minimum TABE scores: Reading: 9; English: 9; Mathematics: 9, OR qualify for test exemption.

   Students who have an A.A. degree or higher or who successfully completed the CLAST or have already met the minimum cut scores (within the last two years) on the FCELPT, SAT1 or ACT-E are exempt from the TABE. Documentation is required.

2. Successfully complete all of the courses in the program.

Program Length and Location

Total program hours: 900. Approximate program length: one year. This program is offered on the Lake Worth campus only.

REQUIRED COURSES		CLOCK HOURS
Group A	**General Office Clerk**	
OTA 0100	Introduction to Keyboarding/ Word Processing	60
OTA 0421	Introduction to Office Operations	90
Group B	**Help Desk Support Assistant**	
CGS 0101	Software Applications 1	200
CGS 0103	Software Applications 2	200
Group C	**Help Desk Specialist**	
CGS 0250	A+ Certification	100
CGS 0251	Computer User Support	100

Group D	Help Desk Analyst	
CTS 0090	Network Plus Certification	75
CTS 0095	Security Plus Certificaiton	75
Total Program Hours		**900**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5520.asp**

Webmaster (CIW)

The Webmaster Program is a certification sponsored by ProSoft. The courses provide a broad range of skills and knowledge needed to build and manage an organization's Web site.

Employment Opportunities

Webmasters are responsible for all aspects of an organization's Web presence, including Web content development, technical operations and business management.

Program Description

The fundamentals courses prepare students for the CIW (Certified Internet Webmaster) Foundation exam. The Design Methodology course prepares students for the CIW Site Designer exam. Students who pass one CIW exam are considered CIW Associates. Those who pass two exams are considered CIW Professionals. The exams and the courses may be taken in any order. For more specific information about the CIW curriculum and the certification exams, visit the CIW website at **www.ciwcertified.com**.

Career Path Notes

CIW Associates have mastered the common core of Internet knowledge and apply these foundational skills to further specialization.

CIW Professional "Site Designers" implement and maintain hypertext-based Web sites using authoring and scripting languages, create Web content, use Web management tools and digital media tools, and apply human-factor principles to design.

Admission Requirements

No high school diploma or GED is required for these courses.

Completion Requirements

This program does not offer a formal award.

Program Length and Location

Total clock hours: 138. Offered on the Boca Raton, Lake Worth and Palm Beach Gardens campuses. Boca Raton and Lake Worth courses meet one night a week and take approximately one year to complete all four courses. Palm Beach Gardens courses meet two nights a week and take approximately seven months to complete all four courses.

RECOMMENDED PREREQUISITE:

Proficiency with computers, the Internet and basic HTML.

REQUIRED COURSES		CLOCK HOURS
CWO 0171	Internet Fundamentals	24
CWO 0172	Web Page Authoring Fundamentals	45
CWO 0173	Networking Fundamentals	24
CWO 0174	Design Methodology and Technology	45
Total Program Hours		**138**

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

CISCO CCNA CCC 6135

This college credit certificate consists of four modules. The program is designed to teach students the skills necessary to design, build, and maintain small to medium-sized networks. The knowledge gained will allow networking for the Small Office, Home Office (SOHO) market and the ability to work in small businesses or organizations with networks of fewer than 100 nodes.

Employment Opportunities

Employment opportunities include network administration and networking infrastructure support.

Program Description

Based on the Cisco Networking Academy materials, this CCC has courses on networking, network terminology and protocols, network standards, local-area networks, wide area networks, Open System Interconnection models, cabling, cabling tools, Cisco routers, router programming, Cisco switches, and configuring switches. This course covers the competencies for the Cisco CCNA certification.

Career Path Notes

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Associate in Applied Acience (A.A.S.) degree in Networking Administrator.

Completion Requirements

Students must successfully complete 12 credit hours of course work.

Program Length and Location

Total program credits: 12. Approximate program length: nine months. This program is offered on the Lake Worth Campus.

REQUIRED COURSES		CREDITS
CEN 1509	Cisco 1 (Networking Essentials)	3
CEN 2527	Cisco 2 (Router Technology)	3
CEN 2528	Cisco 3 (Advanced Router Technology)	3
CEN 2529	Cisco 4 (Project Based Learning)	3
Total Program Credits		**12**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6135.asp**

Information Management CCC 6136

This college credit certificate program prepares individuals to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program. This certificate covers the core competencies for networking, but does not contain General Education requirements.

Employment Opportunities

Employment opportunities include information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

Program Description

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP and MCSA.

Career Path Notes

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Assoicate in Applied Science (A.A.S.) degree in Networking Administrator.

Completion Requirements

Students must successfully complete 30 hours of course work.

Program Length and Location

Total program credits: 30. Approximate program length: one year. This program is offered on the Lake Worth or Boca Raton campuses.

REQUIRED COURSES		CREDITS
CEN 2503	Local Area Networks	3
CEN 2504	Wide Area Networks	3
CEN 2507	TCP/IP and Network Administration	3
CEN 2522	Network Technologies	3
CGS 1565	Microcomputer Operating Systems	3
CGS 1570	Microcomputer Applications	3
CTS 1740	Computer Maintenance and Repair	3
COP 1002	Introduction to Programming Logic	3
CTS 2173	UNIX Installation and Administration using Linux	3
CIS 2350	Implementing and Administering Network Security	3
Total Program Credits		**30**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6136.asp**

Programming CCC 6137

This college credit certificate program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals also learn to store, locate, and retrieve specific documents, data, and information, analyze problems using logic/analysis tools, and write code in several computer languages and how to test, monitor, debug, document, and maintain computer programs.

Employment Opportunities

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

Program Description

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

This certificate covers the core competencies for programming, but does not contain General Education requirements.

Career Path Notes

Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) or Assoicate in Applied Science (A.A.S.) degree in Computer Programming.

Completion Requirements

Students must successfully complete 33 credit hours of course work.

Program Length and Location

Total program credits: 33. Approximate program length: 1½ years. This program is offered on the Lake Worth and Boca Raton campuses.

REQUIRED COURSES		CREDITS
CGS 1570	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
CEN 2522	Network Technologies	3
CTS 2173	Unix Installation and Administration Using Linux	3
Total Required Course Credits		**21**
PROGRAMMING LANGUAGES		
Choose 4 of the following Courses:		
COP 1220	Introduction to Programming in C	3
COP 2334	Programming in C++	3
COP 2800	Programming in Java	3
COP 2840	Server-side Programming	3
COP 1332	Visual Basic Programming	3
COP 2838	Advanced Visual Basic .NET	3
COP 2805	Advanced Java Programming	3
COP 2831	Advanced Web Page Applications (XML and JavaScript)	3
Total Programming Languages Credits		**12**
Total Program Credits		**33**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6137.asp**

Web Development Specialist CCC 6138

This college credit certificate prepares students to work in Internet and Intranet environments. The student will learn how to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security, and manage Intranet and Web-based resources.

Employment Opportunities

This program prepares students for employment as Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects.

Program Description

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

This certificate covers the core competencies for Web development, but does not contain General Education requirements.

Career Path Notes

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

Completion Requirements

Students must successfully complete 35 credit hours of course work.

Program Length and Location

Total program credits: 35. Approximate program length: one year. This program is offered on the Lake Worth and Boca Raton campuses.

REQUIRED COURSES		CREDITS
COP 1002	Introduction to Programming Logic	3
CEN 2522	Network Technologies	3
CGS 1570	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
COP 2801	Advanced Web Page Media	3
CIS 2350	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 A133/AS 2126

This degree program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals learn to store, locate and retrieve specific documents, data and information, analyze problems using logic/analysis tools, and write code in several computer languages.They also learn how to test, monitor, debug, document and maintain computer programs.

Employment Opportunities

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

Program Description

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

Career Path Notes

Credits earned in the Programming College Credit Certificate (CCC) will transfer directly into the Computer Programming A.A.S./A.S.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit **www.pbcc.edu/transfer/transall.asp**. Many of the courses in this degree are A.A. courses and are transferable to four-year institutions. For more information, call (561) 967-7222.

Completion Requirements

Students must successfully complete 63 credit hours of course work.

Program Length and Location

Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CGS 1570	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
CEN 2522	Network Technologies	3
CTS 2173	Unix Installation and Administration Using Linux	3
Total Required Course Credits		**21**

PROGRAMMING LANGUAGES

15 credits required

COP 1220	Introduction to Programming in C	3
COP 2334	Programming in C++	3
COP 2800	Programming in Java	3
COP 2840	Server-side Programming	3
COP 1332	Visual Basic Programming	3
COP 2838	Advanced Visual Basic .NET	3
COP 2805	Advanced Java Programming	3
COP 2831	Advanced Web Page Applications (XML and JavaScript)	3
Total Programming Languages Credits		**15**

BUSINESS/COMPUTER ELECTIVES

9 credits required

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
APA 1111	Bookkeeping 1	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
-or-		
Any courses with the prefix CEN, CIS, CGS or COP *		
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/AS2122

This degree program teaches students to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security and manage Intranet and Web-based resources.

Employment Opportunities

Employment opportunities include Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects. The content prepares individuals to work in Internet and Intranet environments.

Program Description

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

Career Path Notes

Credit earned in the Web Development Specialist College Certificate (CCC) will transfer directly into the Internet Services Technology A.A.S./A.S. degree.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit **www.pbcc.edu/transfer/transall.asp**. Many of the courses in this degree are A.A. courses and are transferable to four year institutions. For more information, call (561) 967-7222.

Completion Requirements

The student must successfully complete 63 hours of credit course work.

Program Length and Location

Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

GENERAL EDUCATION REQUIREMENTS		**CREDITS**
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (A.S. students)	
- or -		
MGF 1107	Finite Mathematics (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science-Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES

CEN 2522	Network Technologies	3
CGS 1561	Inside the PC	1
CGS 1570	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
CIS 2350	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 ELECTIVES

4 credits required

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
APA 1111	Bookkeeping 1	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
-or-		
Any courses with the prefix CEN, CIS, CGS or COP *		
Total Business/Computer Elective Credits		**4**
Total Program Credits		**63**

** A course cannot be used more than once in the program.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2122.asp**

Networking Administrator
AAS A131/AS 2123

This degree prepares students to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Employment Opportunities

This program prepares students for employment as information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

Program Description

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP, and MCSA.

Career Path Notes

Credits earned in the Information Management and CISCO CCNA College Credit Certificates (CCC) will transfer directly into the Networking Administrator A.A.S./A.S.

Many programs have transfer agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit **www.pbcc.edu/transfer/transall.asp**. Many of the courses in this degree are A.A. courses and are transferable to four-year institutions. For more information, call (561) 967-7222.

Completion Requirements

Students must successfully complete 63 credit hours of course work.

Program Length and Location

Total program credits: 63. Approximate program length: two years. This program is offered on the Lake Worth and Boca Raton campuses.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (A.S. students)	
- or -		
MGF 1107	Finite Mathematics (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CEN 2503	Local Area Networks	3
CEN 2504	Wide Area Networks	3
CEN 2507	TCP/IP and Network Administration	3
CEN 2522	Network Technologies	3
CGS 1565	Microcomputer Operating Systems	3
CGS 1570	Microcomputer Applications	3
CTS 1740	Computer Maintenance and Repair	3
CIS 2321	Systems and Applications	3
CIS 2350	Implementing and Administering Network Security	3
COP 1002	Introduction to Programming Logic	3
CTS 2173	UNIX Installation and Administration using Linux	3
Total Required Course Credits		**33**

BUSINESS/COMPUTER ELECTIVES		
12 credits required		
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
APA 1111	Bookkeeping 1	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
-or-		
Any courses with the prefix CEN, CIS, CGS or COP *		
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 Science CWE

PBCC offers a full line of continuing education classes in computer science designed for both professionals and those just interested in learning more about computers. Topics include computer basics, keyboarding, Microsoft Office and Web page design including HTML and Web graphics. Please visit **www.pbcc.edu/cteworkforce/cwe.asp** for more information.

Creative Arts & Communications

CCC

Graphic Design Technology
- MULTIMEDIA ARTS
- WEB DESIGN

Motion Picture and Television Production Technology
- POST PRODUCTION TECHNOLOGY
- PRODUCTION TECHNOLOGY
- PRODUCTION MANAGENENT TECHNOLOGY

AS/AAS

Graphic Design Technology

Interior Design Technology

Motion Picture and Television Production Technology

ATC

Interior Design

Graphic Design Technology CCC

This college credit certificate program has two certificates that allow the student to focus on specific areas of Graphic Design Technology: Multimedia Arts or Web Design.

Program Description

These certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update his or her skills.

Career Path Notes

Credits earned in these certificates will transfer directly into the associate in applied science/associate in science degrees in Graphic Design Technology.

Admission Requirements

A high school diploma or GED is required.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 24. Programs are offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/graphicdesign

MULTIMEDIA ARTS CCC6022*

REQUIRED COURSES		CREDITS
ART 1201C	Design Fundamentals	3
ART 1300C	Drawing 1	3
GRA 2131	Multimedia Graphics	3
ART 1205C	Color Design	3
PGY 1401C	Photography	3
GRA 2132C	Multimedia Design	3
GRA 2160	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 CCC6023**

REQUIRED COURSES		CREDITS
ART 1201C	Design Fundamentals	3
ART 1300C	Drawing 1	3
GRA 2131	Multimedia Graphics	3
ART 1205C	Color Design	3
GRA 2144	Graphic Web Design	3
GRA 2160	Multimedia Animation	3
GRA 2722	Dreamweaver	3
COP 2822	Web Page Design	3
Total Program Credits		**24**

*** Students completing the AS degree with this certificate may substitute GRA 2131 for the required course GRA 2100C. Students pursuing the AAS and AS will reduce their AS elective courses to 1 credit.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6023.asp**

Motion Picture and Television Production Technology CCC

This credit program has three certificates that allow the student to focus on three specific areas of Motion Picture and Television Production Technology: Post Production Technology, Production Technology, and Production Management Technology.

Program Description

A certificate can be earned in as little as one semester. The certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update her or his skills.

Career Path Notes

Credits earned in these programs will transfer directly into the associate in science (A.S.) degree in Motion Picture and Television Production.

Admission Requirements

High school diploma or GED is required.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program credits: 16. Programs are offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/FilmTV

POST PRODUCTION TECHNOLOGY CCC 6019

REQUIRED COURSES		CREDITS
FIL 1200	Motion Picture and Television Production 1	3
FIL 2000	Introduction to Film Communication	3
FIL 2202C	Motion Picture and Television Production 2	4
FIL 2211C	Editing and Post Production	3
FIL 2941	Motion Picture and Television Internship 1	3
Total Program Credits		**16**

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

PRODUCTION TECHNOLOGY CCC 6020

REQUIRED COURSES		CREDITS
FIL 1200	Motion Picture and Television Production I	3
FIL 2202C	Motion Picture and Television Production 2	4
	- or the following two courses -	
FIL 2941	Motion Picture and Television Internship 1	(3)
FIL 2943	Motion Picture and Television Internship 3	(1)
FIL 2104	Cinematography and Lighting	3
FIL 2275	Sound	3
RTV 2000C	Television Studio Production	3
Total Program Credits		**16**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6020.asp**

PRODUCTION MANAGEMENT TECHNOLOGY CCC 6021

REQUIRED COURSES		CREDITS
FIL 1200	Motion Picture and Television Production 1	3
FIL 1620	Computer Applications for Motion Pictures and Television	3
FIL 2202C	Motion Picture and Television Production 2	4
	- or the following two courses -	
FIL 2941	Motion Picture and Television Internship 1	(3)
FIL 2943	Motion Picture and Television Internship 3	(1)
FIL 2932	The Business and Marketing of Motion Pictures and Television	3
RTV 2000C	Television Studio Production	3
Total Program Credits		**16**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6021.asp**

Graphic Design Technology
AAS A018/AS 2011

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

Employment Opportunities

Students who complete this program may find work as graphic designer, artists, Web page designers, illustrators, preflight administrator service providers, art directors, freelance designers, or junior designers.

Program Description

Each student will develop a portfolio, crucial for employment, while enrolled in the program. Course content includes design fundamentals, Macintosh computer applications, typography, photography and color design.

Career Path Notes

The Graphic Design program is approved for transfer with 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/transall.asp**.

Admission Requirements

All General Education courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Graphic Design Transfer Students: Approval of transferred courses is by the graphic design department chair and is based on an official transcript accredited of coursework submitted through the Office of Admissions. Experiential credit may be approved for students with field experience through portfolio review. A committee review will determine placement.

Program/Interview Counseling: Students are required to seek advisement from the graphic design department chair to assure they enroll in the necessary courses to graduate on schedule. Special Notes: Students are encouraged to enroll in GRA 2940, Graphic Design Internship, in order to gain experience and a better understanding of the graphics industry. Students must have a 3.0 minimum GPA in all graphic design coursework, have finished all other required courses for the Graphic Design A.A.S. or A.S. program and have permission of the graphic design department chair.

Completion Requirements

A grade of C or higher is required to advance in the program. All Macintosh computer courses must to be taken within five years of graduation or must to be repeated. For exceptions, see department chair. Students should be prepared to take day, evening and summer courses to complete their degree requirements.

Program Length and Location

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

Program Web Site

www.pbcc.edu/graphicdesign

GENERAL EDUCATION REQUIREMENTS		CREDITS
ARH 1000	Art Appreciation *	3
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
Any course from Mathematics - Area III (MAC 1105 recommended)** (A.S. students)		3
MTB 1103	Business Mathematics 1(A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Social Science - Area V (SYG 2000 recommended)**		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
ART 1201C	Design Fundamentals * (a) (b)	3
ART 1205C	Color Design* (a) (b)	3
ART 1300C	Drawing 1* (a) (b)	3
GRA 2171C	Portfolio Composition *	3
GRA 1190C	Graphic Design 1 *	3
GRA 1530C	Typography	3
GRA 2100C	Introduction to Macintosh Graphics	3
GRA 2121C	QuarkXPress 1	3
GRA 2151C	Illustrator 1	3
GRA 2191C	Graphic Design 2 *	3
GRA 2156C	Photoshop 1	3
PGY 1401C	Introduction to Photography * (a)	3
Total Required Course Credits		**36**

ELECTIVES		
Choose 13 credits		
ART 1330C	Drawing 2	3
CGS 1030	PC Starter	1
COP 2822	Web Page Design (b)	3
GRA 2122C	QuarkXPress 2	3
GRA 2131	Multimedia Graphics (a) (b)	3
GRA 2152C	Illustrator 2	3
GRA 2160	Multimedia Animation (a) (b)	3
GRA 2722	Dreamweaver (b)	3
GRA 2144	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 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 Credit Certificate. Those certificate students going on to complete the AS degree may substitute GRA 2131 for the required course GRA 2100C and will reduce their elective courses to 1 credit.

** These courses articulate with the B.F.A. Graphic Design Program at Florida Atlantic University.*

*** Students planning to participate in the transfer agreement with Florida Atlantic University must take MAC 1105 and SYG 2000 to be considered.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2011.asp**

Interior Design Technology AS 2012

This degree program offers courses in interior design that focus on professional and technical knowledge, client needs, cost effectiveness, building systems, health, safety and environmental issues, as well as aesthetic principles essential to understanding space planning and the design process.

Employment Opportunities

An interior designer may be self-employed, or may work in areas such as hotel & restaurant chains, government agencies, and furniture & home stores.

Program Description

This program was established to meet the educational requirements set by the state of Florida Board of Architecture and Interior Design for interior design licensing.

Career Path Notes

After completion of this program, four years of work experience under a licensed interior designer or registered architect is required to apply for licensing and to sit for the National Council for Interior Design Qualification (NCIDQ) Examination.

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

Admission Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs. Transfer students must have a minimum 2.0 GPA. Acceptance into the program is not guaranteed. Counseling is required prior to enrollment. This program has limited enrollment capacity.

Completion Requirements

Students must have a minimum 2.5 GPA in all major coursework. A grade of C or higher is required to advance in the program.

Program Length and Location

Total program credits: 70. Approximate program length: two years. The program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/interior

GENERAL EDUCATION REQUIREMENTS		CREDITS
ARH 1000	Art Appreciation	
-or-		
Any course from Humanities - Area II		3
ENC 1101	College Composition 1	3
SPC 1016	Fundamentals of Speech Communication	3
PSY 2012	General Psychology	
-or-		
Any course from Social Science – Area V		3
Any course from either Math – Area III or Natural Science – Area IV		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
IND 1025C	Fundamentals of Color & Design	3
IND 1233C	Design Studio 1	3
IND 1234C	Design Studio 2	3
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 2237C	Design Studio 3	3
IND 2238C	Design Studio 4	3
IND 2307C	Interior Design Graphics	3
IND 2424C	Technical Design 2	3
IND 2432C	Interior Lighting	3
IND 2460C	CAD for Interiors1	3
IND 2505	Professional Practices	3
IND 2463C	CAD for Interiors 2	3
IND 2931C	Special Topics in Interior Design	3
IND 2941	Interior Design Internship	
- or -		
IND 2523L	Interior Design Portfolio	1
IND 2420C	Materials, Estimating and Specifications	3
IND 2202C	Introduction to Kitchen and Bath Design	3
Total Required Course Credits		**55**
Total Program Credits		**70**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2012.asp**

Motion Picture and Television Production Technology AS 2282

This degree program provides professional training for those wishing to enter the exciting field of media production and prepares the student to work in a technical capacity. The program offers internship experiences in cooperation with the local television and motion picture industry, and through student motion picture production projects.

Employment Opportunities

Student may find internships or employment in local and national television, motion pictures and commercial advertising studios.

Program Description

The motion picture and television courses are offered on a block schedule that requires the student to enroll in two or more major courses each term. Course content includes motion picture & television production, cinematography and lighting, sound, editing and post-production, and business concepts in the motion picture industry.

Career Path Notes

PBCC offers three College Credit Certificates which transfer directly into this AS degree.

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

Admission Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program credits: 64. Approximate program length: two years. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/FilmTV

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
ARH 1000	Art Appreciation	
- or -		
THE 1000	Theatre Appreciation	3
Any course from Mathematics - Area III		3
Any course from Social Sciences - Area V		3
SPC 1016	Fundamentals of Speech Communication	3
Total Required General Education Credits		**15**

REQUIRED COURSES		
FIL 1200	Motion Picture and Television Production 1	3
FIL 2000	Introduction to Film Communication	3
FIL 2100	Writing for Motion Pictures and Television	3
FIL 2104	Cinematography and Lighting	3
FIL 2202C	Motion Picture and Television Production 2	4
FIL 2211C	Editing and Post Production	3
FIL 2220	Motion Picture and Television Direction	3
FIL 2275	Sound	3
FIL 2232	News and Documentary Production	3
FIL 2400	History of Motion Pictures	3
FIL 1620	Computer Applications for Motion Pictures and Television	3
FIL 2932	The Business and Marketing of Motion Pictures and Television	3
FIL 2941	Motion Picture and Television Internship 1	3
MMC 1000	Survey of Mass Communications	3
RTV 2000C	Television Studio Production	3
Total Required Course Credits		**46**

ELECTIVES

Choose 3 credits

FIL 2012	Portfolio Preparation	2
FIL 2281	Introduction to Digital Animation	3
FIL 2910	Independent Project in Motion Picture and Television Production	3
FIL 2942	Motion Picture and Television Internship 2	3
FIL 2943	Motion Picture and Television Internship 3	1
PGY 1401C	Introduction to Photography	3
Total Required Elective Credits		**3**
Total Program Credits		**64**

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

Interior Design ATC 4024*

This certificate program offers advanced coursework in interior design.

Employment Opportunities

An interior designer may be self-employed, or may work in areas such as hotel & restaurant chains, government agencies, and furniture & home stores.

Program Description

This program was established to meet the educational requirements set by the Florida Board of Architecture and Interior Design for interior design licensing.*

Career Path Notes

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

Admission Requirements

This program requires that the student complete the A.S. Interior Design program core courses for admission.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 5. Approximate program length: four months. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/interior

REQUIRED COURSES		CREDITS
IND 2203C	Advanced Kitchen and Bath Design	2
IND 2608C	Sustainable Design	3
Total Program Credits		**5**

** For students interested in applying for licensing, a minimum of five additional interior design semester credit hours will be required to comply with BOIAD educational requirements (minimum number of interior design semester credit hours required by the state is 60, current Interior Design A.S. has 55 credits).*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/4024.asp**

Engineering, Drafting & Electronics

PSAV

Architectural Drafting
Electronic Technology

AAS/AS

Drafting and Design Technology
Electronics Engineering Technology

Architectural Drafting
PSAV 5208

This PSAV program is designed to prepare the student for employment as an architectural drafter. An architectural drafter draws architectural and structural features of buildings and other structures.

Employment Opportunities

An architectural drafter may specialize by the type of structure, such as residential or commercial, or by material used, such as reinforced concrete, masonry, steel or timber.

Program Description

The course content includes blueprint reader, drafting assistant, architectural detailer, CAD drafter and drafter/architectural.

Career Path Notes

Credits earned in this program will transfer into the Associate in Applied Science (A.A.S.) or Associate in Science (A.S.) degrees in Drafting and Design Technology.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 10.

Program Length and Location

Total program hours: 1900. Approximate program length: two years. This program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A		
ETD 0071	Blueprint Reading	150
Group B		
ETD 0073	Drafting 1	250
ETD 0531	Architectural CAD Drafting	200
Group C		
ETD 0530	Architectural Drafting 1	150
TDR 0552	Construction Documents	50
Group D		
TDR 0522	Engineering as Applied to Architecture	150
TDR 0531	Fundamentals of Design 1	250
TDR 0560	Construction Materials and Methods	150
Group E		
ETD 0532	Architectural Drafting 2	250
TDR 0534	Fundamentals of Design 2	150
TDR 0558	Fundamentals of Professional Practice	150
Total Program Hours		**1900**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5208.asp**

Electronic Technology
PSAV 5167

(This program is suspended for the 2005-2006 academic year.)

This PSAV program is designed to prepare the student for employment as an electrical or electronic technician. The course content includes direct current circuits (DC), alternating currents (AC) and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting.

REQUIRED COURSES		CLOCK HOURS
Group A		
EEV 0810	Introduction to DC Circuits	100
EEV 0821	Soldering and Lab Practices	70
EEV 0851	Introduction to Engineering Math & Science	40
SLS 0380	Introduction to Business	40
Group B		
EEV 0811	Advanced DC Circuits	120
EEV 0812	AC Circuits	100
EEV 0813	Electronic Devices	90
EEV 0852	Math & Science	60
EEV 0853	Advanced Math & Science	40
Group C		
EEV 0793	Communication & Documentation	60
EEV 0815	Logic Circuits	140
EEV 0816	Microprocessor Fundamentals	180
EEV 0840	Computer Language	60
EEV 0850	Digital Mathematics	30
Group D		
EEV 0814	Analog Circuits	200
EEV 0855	Math & Science Verification	70
Total Program Hours		**1400**

COMPLETION REQUIREMENTS

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 10

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5167.asp**

Drafting and Design Technology
AAS A169/AS 2178

(This program is currently under revision.)

This degree program prepares the student for employment in the field of technical graphical representation.

Employment Opportunities

Students may find entry-level jobs as drafting assistants, CADD drafters, engineering technicians or space planners.

Program Description

Course content includes the basics of drafting practice and techniques, drawing, mechanical design, CAD, and basic surveying and mapping.

Career Path Notes

Credits earned in the PSAV program in Architectural Drafting will transfer into this degree program.

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/transall.asp**.

Completion Requirements

Successful completion of all program requirements.

Program Length and Location

Total program credits: 62. Approximate program length: two years. Program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
MAC 1105	College Algebra	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
BCN 1210	Building Construction Materials	3
BCN 2253C	Architectural Drafting	3
ENC 1210	Applied Communications (A.S. students)	(3)
ETD 1100C	Introduction to Technical Drawing	3
ETD 1320C	Introduction to Computer Drafting	3
ETD 1461C	Mechanical Design 1	4
ETD 1528C	Mechanical Design 2	4
ETD 1614C	Electronic Drafting	3
ETD 1620C	Electrical Drafting	3
ETD 2350C	Advanced Computer Drafting	3
ETI 2633	Industrial Relationships	3
MAC 1114	Trigonometry	3
PHY 1001	Applied Physics	3
SUR 1101C	Basic Surveying and Mapping	4
Total Required Course Credits		**42/45**

ELECTIVES

(A.A.S. students choose 5 credits and A.S. students choose 2 credits)

ETD 2332C	Customizing AutoCAD	2
ETD 2352C	Modeling in 3D	3
ETD 2377C	3D Studio Max 1	3
ETD 2378C	3D Studio Max 2	3
SUR 2202C	Route Geometrics	4
Total Required Elective Credits		**5/2**
Total Program Credits		**62**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2178.asp**

Electronics Engineering Technology AAS A166

(This program is currently under revision.)

This degree program prepares the student to enter the electronic technology field and assist in the design, production, operation and servicing of electronic systems and equipment.

Employment Opportunities

Employment opportunities include assisting professional engineers in laboratories, becoming testers or inspectors on an assembly line or addressing practical problems of design and construction in research development.

Program Description

Course content includes AC and DC circuits, electronic theory, motors and generators, controllers and report writing.

Career Path Notes

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

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 68. Approximate program length: two years. Program is offered at the Boca Raton campus.

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

REQUIRED COURSES		
CET 1123C	Microprocessors	4
CET 2112C	Logic Circuits	4
CET 1171C	Computer Maintenance and Repair	3
CGS 1570	Microcomputer Applications	3
EET 1015C	DC Circuits	4
EET 1025C	AC Circuits	4
EET 2121C	Electronics 1	4
EET 2122C	Electronics 2	4
EET 2322C	Communication Electronics	4
EET 2515C	DC and AC Motors and Generators	4
EST 2542C	Programmable Controllers	3
MAC 1105	College Algebra	3
Total Required Course Credits		**44**

ELECTIVES		
Choose 9 credits		
EET 2942	Electronic Engineering Technology Internship 1	3
EET 2943	Electronic Engineering Technology Internship 2	3
ETD 1320C	Introduction to Computer Drafting	3
ETD 1620C	Electrical Drafting	3
ETI 2633	Industrial Relationships	3
Total Required Elective Credits		**9**
Total Program Credits		**68**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/A166.asp**

Environmental Science & Horticulture

CCC

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

AS

Environmental Science Technology
Landscape and Horticulture Management

Landscape and Horticulture Specialist CCC 6219

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

A listing of horticulture jobs can be found at **www.pbcc.edu/horticulture/jobsinhorticulture.asp**.

Program Description

Our certification program is oriented strongly toward outside agencies, principally the Florida Nursery & Growers Association (FNGLA) and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGA certifications of the same names.

Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional I certificate. Most of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 12. This program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/horticulture

REQUIRED COURSES		CREDITS
ORH 2412	Plant Physiology	3
SOS 1102	Soils and Fertilizers	3
ORH 2510	Ornamental Plant Identification 1	3
ORH 2251	Florida Horticulture Professional Preparation	3
Total Program Credits		**12**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6219.asp**

Landscape and Horticulture Professional I CCC 6220

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

A listing of horticulture jobs can be found at **www.pbcc.edu/horticulture/jobsinhorticulture.asp**.

Program Description

Our certification program is oriented strongly toward outside agencies, principally the Florida Nursery & Growers Association (FNGLA) and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGA certifications of the same names.

Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional II certification. Most of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

Special Admission Requirements

Completion of Landscape & Horticulture Specialist Certificate.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 18. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/horticulture

REQUIRED COURSES		CREDITS
ORH 2412	Plant Physiology	3
SOS 1102	Soils and Fertilizers	3
ORH 2510	Ornamental Plant Identification 1	3
ORH 2251	Florida Horticulture Professional Preparation	3
IPM 1301	Pesticides	
-or-		
PMA 2213	Plant Pest Management	3
ORH 1005L	Horticulture Field Skills 1	3
Total Program Credits		**18**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6220.asp**

Landscape and Horticulture Professional II CCC 6221

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises, and garden centers. Many of our students are self-employed in landscaping.

A listing of horticulture jobs can be found at **www.pbcc.edu/horticulture/jobsinhorticulture.asp**.

Program Description

Our certification program is oriented strongly toward outside agencies, principally the Florida Nursery & Growers Association (FNGLA) and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGA certifications of the same names.

Career Path Notes

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

Special Admission Requirements

Completion of Landscape and Horticulture Professional I Certificate.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 30. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/horticulture

REQUIRED COURSES		CREDITS
ORH 2412	Plant Physiology	3
SOS 1102	Soils and Fertilizers	3
ORH 2510	Ornamental Plant Identification 1	3
ORH 2251	Florida Horticulture Professional Preparation	3
IPM 1301	Pesticides	
-or-		
PMA 2213	Plant Pest Management	3
ORH 1005L	Horticulture Field Skills 1	3
GCO 2230	Pumping and Irrigation Systems	3
ORH 2800	Introduction to Landscape Design	3
PLS 2220	Plant Propagation	3
ORH 1016	Environmental Issues in Horticulture	3
Total Program Credits		**30**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6221.asp**

Environmental Science Technology AS 2216

This degree program prepares students for rewarding and meaningful careers in which they can impart a lasting change on the future of Florida's natural environment.

Employment Opportunities

The purposes for studying Environmental Science Technology are diverse. Positions range from working in ecological restoration, eco-tourism, and hazardous materials detection in the environment, to monitoring the quality, quantity and safety of surface and groundwater supplies, to public education and conservation.

Program Description

Courses include a wide range of environmental focuses, providing students with a well founded education that prepares them for positions in environmental assessment, restoration, research and public education.

Students receive quality, hands-on experience that apply toward many critical initiatives for Florida's environment.

Career Path Notes

Educational options include: taking classes for career advancement for those already working in the environmental field; completing a two-year A.S. degree for those ready to begin immediate employment; or completing an A.A. degree with the inclusion of many Environmental Science Techonology courses as electives for those working toward a four-year degree.

PBCC has an articulation agreement with the University of Florida's College of Agricultural and Life Sciences, including the School of Forest Resources and Conservation and the School of Natural Resources and Environment. Transfer requirements vary depending on the student's future major. For more information, contact the program chair or a PBCC advisor, or go here: **www.cals.ufl.edu**. **(www.cals.ufl.edu/documents/prospective/transferguide.pdf)**

Completion Requirements

Total program credits: 64.

Program Length and Location

The A.S. degree can be completed in two years, full time, excluding summer. It is not necessary to begin the program in the fall term. This program is located at the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/environmentalscience

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
MAC 1105	College Algebra	3
HSC 2100	Health Concepts and Strategies	3
SPC 1016	Fundamentals of Speech Communication	3
GEO 1010	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 1015	Principles of Chemistry	3
CHM 1015L	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 2193	Environmental Sampling Techniques	4
EVR 2858	Environmental Law	3
EVS 2601	Hazardous Materials and Environmental Air Quality	3
EVS 2015	Technical Writing for Environmental Professionals	3
EVS 2020	Environmental Data Methods	3
EVS 2870	Wildlife Ecology	4
Total Required Courses		**46**
Total Program Credits		**64**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2216.asp**

Landscape and Horticulture Management AS 2191

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

Employment Opportunities

Students may work in at golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises or garden centers. Many of our students are self-employed in landscaping.

A listing of horticulture jobs can be found at **www.pbcc.edu/horticulture/jobsinhorticulture.asp**.

Program Description

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

Career Path Notes

Courses required to earn a certificate in environmental horticulture can be applied toward this program.

Completion Requirements

Complete the PBCC General Education requirements. Complete the environmental horticulture required courses and electives for a total number of 64 credit hours.

Program Length and Location

Total Program Credits: 64. Approximate program length: two years. This program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/horticulture

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
BOT 1010	General Botany 1	3
BOT 1010L	General Botany 1 Lab	1
HSC 2100	Health Concepts & Strategies	3
MAT 1033	Intermediate Algebra	
-or-		
Any Course from Mathematics - Area III		3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**22**

REQUIRED COURSES		
GCO 2230	Pumping and Irrigation Systems	3
IPM 1301	Pesticides	
-or-		
PMA 2213	Plant Pest Management	3
MAN 2021	Principles of Management	
-or-		
MNA 2345	Principles of Supervision	
-or-		
SBM 2000	Small Business Management	3
ORH 1005L	Horticulture Field Skills 1	3
ORH 2006L	Horticultural Field Skills 2	3
ORH 2412	Plant Physiology	3
ORH 2510	Ornamental Plant Identification 1	3
ORH 2251	Florida Horticulture Professional Preparation	3
ORH 2800	Introduction to Landscape Design	3
ORH 1016	Environmental Issues in Horticulture	3
PLS 2220	Plant Propagation	3
SOS 1102	Soils and Fertilizers	3
Total Required Courses		**36**

ELECTIVES		
Choose 6 credits*		
APA 1111	Bookkeeping 1	3
BSC 1010	Principles of Biology	3
BSC 1050	Environmental Conservation	3
BUL 2241	Business Law 1	3
CGS 1570	Microcomputer Applications	3
CHM 1015	Principles of Chemistry	3
CHM 1045	General Chemistry 1	3
IPM 1301	Pesticides	3
MAN 2021	Principles of Management	3
MNA 2345	Principles of Supervision	3
ORH 1281	Introduction to Orchids and Their Culture	3
ORH 1320	Introduction to Palms and Their Culture	3
ORH 1840	Landscape Construction	3
ORH 2220	Turfgrass Culture	3
ORH 2241	Arboriculture	3
ORH 2511	Introduction to Plants of South Florida Ecosystems	3
ORH 2521	Horticultural Taxonomy	3
ORH 2601	Horticulture Sales and Services	3
ORH 2832	Landscape Design 2	3
ORH 2835	Computer-Aided Landscape Design	3
ORH 2873	Interiorscape Design and Maintenance	3
PMA 2213	Plant Pest Management	3
SBM 2000	Small Business Management	3
Total Elective Credits		**6**
Total Program Credits		**64**

**Completed courses can only be used to meet one program requirement.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2191.asp**

Health Care

PSAV

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

CCC

Sonography

AAS/AS

Dental Hygiene
Dietetic Technician
Nursing
Radiography
Respiratory Care
Sonography

ATC

Adult Echo Sonography
Cardiovascular Intervention Technology
Computed Tomography
Critical Care Nursing
Magnetic Resonance Imaging
Perioperative Nursing

CWE (Continuing Workforce Education)

Health Care

Dental Assisting PSAV 5155

Limited Access

This PSAV program is intended to provide individuals with the certification and educational training they need to pursue a career as an expanded function dental assistant in the dental profession.

Employment Opportunities

With the great demand for certified dental assistants, students who complete this program can choose the type of dental practice and specialty in which they would like to work. Employment options are also available in a variety of other dental settings such as government sponsored clinics (public health department, Veterans Administration clinic), schools and hospitals.

Program Description

This certification course includes 19 college credits and 21 vocational-educational credits. Some of the topics discussed are dental anatomy, dental radiology, clinical practice and office management.

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

Career Path Notes

A student who completes the Dental Assisting program will be eligible to transfer up to 19 credit hours toward the A.S. degree in Dental Hygiene. For information on transfer agreements, visit **www.pbcc.edu/transfer/transall.asp**.

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.

Preference will be given to students who have completed any or all of the electives HSC 1000/1000L, HSC 2100, HSC 2531, SLS 1501 and/or CGS 1570. See the PBCC Dental Assisting Application Form or call the dental health services coordinator at (561) 868-3752 for further details on selection. 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 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. Placement Test Scores

All applicants must take the Level A Test of Adult Basic Education (TABE) within two years prior to the application deadline date and score at least at the 12th grade competency level in all parts of the examination to be eligible for consideration for selection. Those who do not are encouraged to complete remediation and to retest prior to the beginning of the program.

Anyone successfully retesting may be reconsidered for selection after the application deadline on a space available basis. Call the Testing Center at the Lake Worth location at (561) 868-3011.

5. Program Counseling

All students are strongly urged to speak with the dental health services coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu

6. Addition of Points

One TABE test point will be added to the applicant's overall score for each credit of coursework successfully completed from the list of elective courses described under Special Admissions Requirements above.

7. Special Notes

A. Once officially accepted into the Dental Assisting program, a PBCC Disposition of Medical Status form 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 7.E below for additional information regarding grades and Dental Hygiene program admission policies.

E. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year's class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: (1) repeat any failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for readmission to a Dental Assisting class. In addition, two separate grades of D or F in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

This is a nine-month program. It begins with the fall term of each year and is structured as a daytime program only. It is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/dental

REQUIRED COURSES		CREDIT HRS/VOC. CREDITS
Term One (Fall Term–First Eight Weeks)		
DES 1020	Dental Anatomy *	3/0
DES 1200	Dental Radiology *	2/0
DES 1200L	Dental Radiology Lab *	1/0
DES 1600	Office Emergencies *	1/0
DES 1800	Introduction to Clinical Procedures *	3/0
DES 1800L	Introduction to Clinical Procedures Lab *	1/0
Total		**11/0**
Term Two (Fall Term–Second Eight Weeks)		
DEA 0130	Related Dental Theory	0/1
DEA 0800	Clinical Practice 1	0/1
DEA 0800L	Clinical Practice 1 Lab	0/4
DEA 0940L	Dental Practicum 1 Lab	0/1
DES 1100	Dental Materials *	2/0
DES 1100L	Dental Materials Lab *	1/0
Total		**3/7**
Term Three (Spring Term)		
DEA 0153	Dental Psychology and Communication	0/1
DEA 0801	Clinical Practice 2	0/1
DEA 0801L	Clinical Practice 2 Lab	0/8
DEA 0850	Dental Assisting Clinical Practice 3	0/1
DEA 0941L	Dental Practicum 2 Lab	0/3
DES 1830	Expanded Functions Lecture*	1/0
DES 1830L	Expanded Functions Lab*	1/0
DES 1840	Preventive Dentistry *	2/0
DES 2502	Office Management *	1/0
Total Required Courses		**5/14**
Total Program Credit Hours/Voc Credits		**19/21**

** This course articulates with the PBCC Dental Hygiene Program.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5155.asp**

Massage Therapy PSAV 5232

This PSAV program prepares the student for employment as a licensed massage therapist. Massage therapy is the manipulation of the soft tissues of the human body by a person who is licensed for compensation.

Employment Opportunities

Once licensed, a massage therapist may seek employment in a private office or clinic, health club, sports facility, resort, spa, rehabilitation clinic, medical facility, cruise ship, or in private client homes.

Program Description

Courses will include lecture and laboratory/clinical experience. Course content includes anatomy and physiology, hydrotherapy, myology, pathology, health care concepts, medical errors, HIV/AIDS education, history, state law, ethics and traditional oriental medicine.

Career Path Notes

Upon completion of the Massage Therapy Program, students receive a Massage Therapy Program certificate. The student is then eligible to take the Florida State Massage Therapy Examination. Since the Florida State Board of Massage Therapy has adopted the national examination, once passing this exam, students are granted a Florida State Massage Therapy license and a national certification for Therapeutic Massage and Bodywork.

Admission Requirements

1. Submit a College Application to the Admissions Office.
2. Submit a copy of original high school diploma or transcripts to the Admissions office.
3. Students must be 18 years of age.
4. Register using a Course Request Form.
5. A health examination, criminal background check and drug screen are required by the first day of class and must not be more than six months old.

Completion Requirements

1. Pass the TABE at the 10th level for language and reading and the 9th level for math OR qualify for test exemption (see Testing Center for details).
2. Successfully complete all of the courses in the program.

Program Length and Location

Total program hours: 750. Daytime program takes seven months to complete; evening program takes 12 months. Program is offered on the Boca Raton campus.

REQUIRED COURSES		CLOCK HOURS
Group A		
HSC 0003	Health Care Concepts	78
MSS 0252	Massage Therapy 1	270
MSS 0262	Massage Therapy 2	250
MSS 0263	Massage Therapy 3	152
Total Program Hours		**750**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5232.asp**

Medical Assisting PSAV 5236

Limited Access

This PSAV program prepares students for employment as vital members of a physician's health care team. This program is taught in an office-like setting allowing students to learn the necessary skills to work in both the administrative and clinical settings of a physician's office or an outpatient clinic.

Employment Opportunities

Medical assistants work in doctor's offices or clinics. They greet patients, answer phones, enter charges, files, complete insurance forms, assist with examinations, give injections, draw blood, take vital signs, and do electrocardiography.

There is a high demand for medical assistants in the community. When looking for employment opportunities as a medical assistant, look under these additional areas: secretary, receptionist, front office assistant, back office assistant, clinical area assistant and billing.

Program Description

Coursework for the Medical Assisting program covers anatomy, physiology, medical terminology, pathophysiology, basic accounting and insurance processing. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, medication administration and first aid. Coursework also includes practice with such skills as insurance coding and billing, posting charges, basic bookkeeping, front office reception, patient assessment, assisting with examinations, giving injections, phlebotomy, taking vital signs, and doing electrocardiography.

Career Path Notes

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Upon program completion, students may sit for the American Association of Medical Assisting (AAMA) national certification exam to become a Certified Medical Assistant (CMA).

Admission Requirements

1. Hold a standard high school diploma or GED.
2. Complete a College Application.
3. Take the Test of Adult Basic Education (TABE).
4. Send request for official high school transcripts, GED, or validated foreign equivalent to the Admissions Office.
5. Complete a Course Request Form for each course registration.
6. Physical examination with required immunizations will be required prior to participation in any clinical experience.
7. A negative drug screen and a criminal background check must be on file with the Medical Office program manager, prior to participation in any clinical experience.

Completion Requirements

1. Pass the Test of Adult Basic Education (TABE) at the 10th level for language, reading, and math OR qualify for test exemption. (See Testing Center for details.)
2. Successfully complete all of the courses in the program.

Program Length and Location

1300 hours, or approximately 18 months of in-school time. Program offered is on the Lake Worth campus.

Program Web Site

www.pbcc.edu/cteworkforce/medasstFAQ.asp

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts *	78
PRN 0022	Body Structure and Function *	69
MEA 0310	Introduction to Medical Office Procedures	90
MEA 0230	Medical Terminology by Body Systems	95
MEA 0520	Phlebotomy for the Medical Assistant	75
MEA 0540	Electrocardiography for the Medical Assistant	75
MEA 0242	Pharmacology for the Medical Assistant	95
OTA 0100	Introduction to Keyboarding/Word Processing	60
MEA 0253	Diseases, Disorders and Treatment for Medical Assisting 1	120
MEA 0201	Diseases, Disorders and Treatment for Medical Assisting 2	120
MEA 0258	Radiology for the Medical Assistant	50
MEA 0254	Basic Medical Laboratory Techniques for the Medical Assistant	50
MEA 0334	Medical Insurance and Coding	75
MEA 0322	Advanced Medical Office Procedures	75
MEA 0801	Externship in Medical Assisting	173
Total Program Hours		**1300**

**Denotes prerequisites for program.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5236.asp**

Patient Care Assistant
PSAV 5233

This PSAV program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistants. Students can begin their health careers by enrolling in the Patient Care Assistant program. This is the first step on the nursing or health care career ladder.

Employment Opportunities

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

Program Description

The Patient Care Assistant curriculum integrates classroom with clinical performance. Course content includes basic concepts in health science, nursing assistant, home health aide and patient care assisting.

Career Path Notes

The Patient Care Assistant program is designed to have multiple career options. Students who complete the program will have a base on which more complex skills can be added.

Students who complete the program will receive certificates in nursing assisting (75 hours), home health aide (50 hours) and patient care assisting (75 hours) and will be eligible to take the Florida Certification Exam for Nursing Assistants.

Admission Requirements

1. Submit a College Application for Admission to the Admissions office.
2. Register and pay for first course (HSC 0005) using a course request form.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program hours: 290. Approximate length: 2½ months. Program is offered full-time days and part-time evenings. It is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A		
HSC 0005	Health Science Core	90
HCP 0120	Nursing Assistant	75
Group B		
HCP 0300	Home Health Aide	50
Group C		
HCP 0620	Patient Care Assistant	75
Total Program Hours		**290**

This program does not offer a formal award.

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5233.asp**

Practical Nursing PSAV 5234

Limited Access

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

Employment Opportunities

The Licensed Practical Nurse is qualified for employment in hospitals, long-term care facilities, rehabilitation medical offices or clinics and as a private care provider.

Program Description

The program includes, but is not limited to theoretical instruction and clinical experience in: medical-surgical nursing, pharmacology and medication administration, geriatric and long term care nursing, and obstetrical and pediatric nursing.

The program is approved by the Florida State Board of Nursing. Graduates are eligible to take the NCLEX-PN state boards to become licensed practical nurses.

Clinical experiences are included as an integral part of this program.

Career Path Notes

An LPN to RN transition program is available.

Admission Requirements

1. Show proof of an academic high school diploma, GED, or validated foreign equivalent.
2. Take the Test of Adult Basic Education (TABE).
3. Achieve an 80% on the Practical Nursing Procalc (test of math proficiency).
4. Take and pass the Test of Essential Academic Skills (TEAS) during the application period. This test can only be taken once during any one application period.

In addition, students must complete a Practical Nursing application, which is available online at **www.pbcc.edu/nursing** or in the Registrar's Office.

Completion Requirements

Successfully complete all of the courses and achieve the required test scores in the program. Achieve an 11th grade level or higher in math, reading and language on the TABE.

Program Length and Location

Total program hours: 1,350.

Lake Worth: Program length: approximately 14 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 18 months. This is a part-time program. Classes will meet Monday, Wednesday and Thursday.

Program Web Site

www.pbcc.edu/nursing or **www.pbcc.edu/cteworkforce/pracnursFAQ.asp**

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 0381	Introduction to Medical/Surgical Nursing	182
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 4 Nursing Including Pediatrics	101
Total Program Hours		**1350**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5234.asp**

Surgical Technology
PSAV 5235

Limited Access

This PSAV program is designed to prepare the student for employment as a surgical technologist. In a simulated surgical environment, the student will practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Course content includes surgical technology concepts, surgical techniques and procedures. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Employment Opportunities

Graduates of the program may find employment in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician's offices and medical sales positions.

Program Description

Students in the surgical technology program learn through classroom instruction and six months of clinical experience in operating room and related areas. In a simulated surgical environment, students practice: preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation.

Career Path Notes

The Surgical Technology Program provides students with necessary job skills and motivation in keeping with standards of practice as established by the Association of Surgical Technologists and the Association of Operating Room Nurses enabling them to qualify for, secure, maintain, and advance in gainful employment in the field of Surgical Technology. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Admission Requirements

Applicants to this program must provide proof of a standard high school diploma, U.S. GED or foreign equivalent. Other special admissions requirements are associated with this program.

Students must complete a Surgical Technology application, which is available online or in the Registrar's Office.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores:
Reading: 11; English: 11; Mathematics: 10

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

Program Length and Location

Total program hours: 1,340 hours, three terms or approximately one year. This is a full-time day program from 8:00 a.m. until 3:00 p.m. Monday through Thursday. (Clinical hours are 6:45 a.m. until 3:15 p.m.). There are two admission opportunities each year – Summer B (June) and Spring (January). Program 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 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		**1340**

**Denotes prerequisites for program.*

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

Sonography CCC 6312

Limited Access

This college credit certificate program prepares students for a career as a sonographer, who combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Employment Opportunities

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

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

Sonographers may choose to achieve advanced certification in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

Credits earned in this program will transfer directly into the associate in science (A.S.) degree in sonography.

Admission Requirements

Applicants to this limited access program must document completion of a two-year health science program, such as, but not limited to, radiology, respiratory or nursing.

Completion Requirements

Successful completion of all program requirements.

Program Length and Location

Total program credits: 42. This is a four-semester curriculum that begins in summer term each year. The courses are sequential and involve practical experience in local hospital and clinics. Full-time commitment begins in the fall term. Program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Sonography

REQUIRED COURSES		CREDIT HOURS
SON 1170	Sonography of the Circulatory System	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 1141	Small Parts Sonography	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

This degree program prepares students for a career as a dental hygienist. As part of a dental team the dental hygienist provides a variety of preventive services to patients in dental health care settings. A significant amount of manual dexterity is required in this profession because dental hygienists manipulate instruments within a patient's mouth.

Employment Opportunities

Dental hygienists practice in private dental offices, in hospitals and nursing homes, in school districts and public health departments, and in private and public centers for pediatric, geriatric, and other special needs patients. Some dental hygienists become educators, researchers, office managers and administrators, and some work with animals in veterinarian dentistry.

Program Description

Coursework for the A.S. degree in Dental Hygiene includes 15 General Education credits, 3 non-technical credits, 18 natural science credits and 52 dental hygiene credits. The dental hygiene topics include general and oral pathology, dental ethics and jurisprudence, community dentistry and pharmacology with application in the clinical components.

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

All dental hygiene courses must be taken in sequence, and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all remaining course requirements for the A.S. degree in dental hygiene. All dental science and natural science courses must have been taken within the past five years.

Career Path Notes

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

Courses may be transferred from PBCC's Dental Assisting Certification program (or another ADA Commission on Dental Accreditation Dental Assisting program) and a possibility of up to 19 credit hours may be accepted toward the A.S. degree in dental hygiene. Students from other formal dental programs may be given credit for their experience through challenge or other means of evaluation.

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; formal education in dental assisting; and completion of any or all of the non-required courses—HSC 1000/1000L, HSC 2100, HSC 2531, SLS 1501 or CGS 1570. 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 1 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. 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 this or another Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of C or higher to be considered for selection for admission.

B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no more than five years prior to the application deadline date). See list of required sciences at the end of this section. Those specified in Section A may defer completion of all required basic science courses (with a grade of C or better) until the end of the first term of the program.

C. Once officially accepted into the Dental Hygiene program, a PBCC Disposition of Medical Status form 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 Assisting Program) he/she will be ineligible for initial selection for admission or for re-entry into the Dental Hygiene Program.

All General Education requirements must be completed with a grade of C or better in order to be given credit for selection and/or graduation.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

The program is approximately 21 months in length, not including the time necessary to complete the required General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only. It is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/dentalhy

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
SYG 2000	Introduction to Sociology	3
Any course from Humanities - Area II		3
Total Required General Education Credits		**15**

NON-TECHNICAL PROGRAM REQUIREMENTS		
MAT 1033	Intermediate Algebra	
- or -		
MTB 1103	Business Mathematics 1	
- or -		
Any course from Mathematics - Area III		3
Total Required Non-Technical Credits		**3**

NATURAL SCIENCE PROGRAM REQUIREMENTS

BSC 1085	Anatomy & Physiology 1	3
BSC 1085L	Anatomy & Physiology 1 Lab	1
BSC 1086	Anatomy & Physiology 2	3
BSC 1086L	Anatomy & Physiology 2Lab	1
CHM 1015	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 2603	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**

Dietetic Technician AS 2512

Limited Access

This degree program prepares the student for a career in dietetic technology. Dietetic technicians team with Registered Dietitians and other health care professionals to improve people's health through proper nutrition.

Employment Opportunities

Employment outlook is excellent in this fascinating and fast-growing field. The program prepares students for careers in dietetic technology at work sites including hospitals, skilled nursing facilities, schools, residential and group care facilities, health spas and community agencies.

Program Description

In this accredited program, students receive education in food, nutrition and management, along with 450 hours of supervised hands-on experience.

The curriculum has been developed using American Dietetic Association (ADA) guidelines. Graduates of the program are eligible to sit for the Dietetic Technician Registry Exam to receive the credentials DTR. These credentials are recognized nationwide and are used to identify individuals qualified to provide nutrition services under the supervision of a Registered Dietitian (R.D.).

Career Path Notes

Program completion qualifies the student to take the national exam to become a registered dietetic technician.

Students can transfer to Florida International University for a four-year Bachelor of Science degree in dietetics and nutrition. Students must discuss this option with the PBCC dietetics department chairperson before taking any courses. For information on transfer agreements, visit **www.pbcc.edu/transfer/transall.asp**.

Special Admission Requirements

1. Special Application and Deadline

A. New Students

After completion of HUN 1201 and FSS 1210 with a grade of C or better, the student must submit a completed application package to the Dietetic Technician department chair no later than November 1 to be eligible for consideration for selection into the program which begins the following January. If HUN 1201 and FSS 1210 are in progress in the fall term, midterm grades will be used to evaluate the student for admission into the selection pool, and acceptance to the program will be conditional on completion of the courses with a grade of C or better. Meeting criteria for the program does not guarantee admission into the Dietetic Technician program. Final selection will be based on the applicant pool and is contingent on the number of field-experience sites available to the students. 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 process.

B. Dietetic Technician Transfer Students

Students from other American Dietetic Association approved/accredited programs will be given credit for equivalent coursework or may obtain credit for their experience through challenge exams or other means of evaluation. Transcripts will be evaluated on a case-by-case basis.

2. Academic 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 (GPA)

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

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 before entrance into the program.

6. Medical Exam

A medical exam is not required for application to the program but will be required if the student is accepted into the program. (See 8-B below.)

7. Program/Interview Counseling

The applicant must have an interview with the Dietetic Technician department chair at the Lake Worth location prior to application. Call (561) 868-3352 for an appointment.

8. Special Notes

A. Preference in selection will be given to applicants who have work or volunteer experience in either health care or food service.

B. Once officially accepted into the Dietetic Technician program, the applicant must submit results of a medical examination on PBCC Allied Health Examination forms dated within one year prior to the start of the program.

C. A grade of C or higher must be earned in all coursework required for the program, and the student must have a minimum 2.0 grade point average (GPA) to graduate.

D. The student will automatically be enrolled in the student accident/health insurance coverage program provided by PBCC.

Completion Requirements

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

Program Length and Location

Including prerequisites, General Education requirements, non-technical core requirements, technical core requirements and electives, there are 64 total program credits which must be completed. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/dietetic

PROGRAM PREREQUISITES		CREDITS
HUN 1201	Elements of Nutrition	3
FSS 1210C	Elements of Food Science & Techniques	3
Total Required Prerequisite Credits		**6**

GENERAL EDUCATION REQUIREMENTS		
ENC 1101	College Composition 1	3
SPC 1016	Fundamentals of Speech Communication	3
SYG 2000	Introduction to Sociology	3
PSY 2012	General Psychology	3
Any course from Humanities – Area II		3
Total Required General Education Credits		**15**

NON-TECHNICAL PROGRAM REQUIREMENTS		
BSC 1010	Principles of Biology	3
CGS 1570	Microcomputer Applications	3
HSC 1000	Introduction to Health Care	2
HSC 1000L	Introduction to Health Care Lab	1
HSC 2531	Medical Terminology	3
MAT 1033	Intermediate Algebra	
- or -		
MTB 1103	Business Mathematics 1	
- or -		
Any course from Mathematics - Area III		3
Total Required Non-Technical Program Credits		**15**

General Education and non-technical requirements may be taken in any sequence.

TECHNICAL PROGRAM REQUIREMENTS

(DIE courses must be taken in the sequence shown)

DIE 1412	Dietetics 1 (Introducation)	3
DIE 1419	Dietetics Practicum 1	3
DIE 2211	Dietetics 2 (Clinical)	3
DIE 2270	Dietetics Practicum 2	3
DIE 2120	Dietetics 3 (Administration)	3
DIE 2947L	Dietetics Practicum 3	3
FSS 1221C	Quantity Food Production 1	4
HUN1501	Community Nutrition	3
Total Required Technical Program Credits		**25**

ELECTIVES		
Any 3 credit college course *		3
Total Required Elective Credits		**3**

**CHM 1025 (or higher level Chemistry) is recommended for students planning to transfer and complete most four-year Nutrition/Dietetics Bachelor of Science programs.*

Total Program Credits	**64**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2512.asp**

Nursing AAS A309

Limited Access

This degree program focuses on: wellness of self and others; technical nursing skills across the life span in both acute care facilities and the community (home) environment; critical care concepts; and professional development. Upon graduation, the student is awarded an associate in applied science degree and is eligible to take the National Council Licensing Exam (NCLEX) to become a Registered Nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. Prior to applying for entrance any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure.

Employment Opportunities

Some types of organizations that employ RNs are: health care agencies, hospitals, nursing homes, extended care facilities, hospice, community and home health agencies, rehabilitation centers, county corrections, schools and physicians offices.

Program Description

This program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, phone: (800) 669-1656, Web site: **www.NLNAC.org**.

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a limited access program, entrance requirements are the same; however, the process differs for generic and LPN/transfers. Generic students submit information and documents directly to the PBCC Limited Access Program Office, phone number: (561) 868-3040. LPN/transfer 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 Applied Science Degree (AAS) in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as technical nurses in hospitals or comparable facilities.

Career Path Notes

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

Special Admission Requirements

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. Final selection will be made using a point system that credits former college education; Nursing program General Education requirements completed; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing Application Form.) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

A. Generic Students

Must submit a completed PBCC Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or October 1 for spring term.

B. LPN/Transfer 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 August 1 for fall term and November 15 for spring term, LPNs 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 2.0 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: One year of high school chemistry or one semester of college chemistry (CHM 1015 or equivalent).

(2) Human Growth & Development: Completion of NUR 2130 (Human Growth and Development), HSC 1010 (Introduction to Developmental Concepts for Health Care Providers) or equivalent.

(3) Anatomy & Physiology: Completion of college-level Anatomy & Physiology I (lecture and lab - BSC 1085 and BSC 1085L) completed within the last 10 years.

(4) Introduction to Health Care: Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000 and HSC 1000L). Experiential learning credit is available for qualified students. Contact the Nursing and Wellness Office for details.

(5) Proficiency of 80% on the Nurse Procalc software. Successful completion of Nurse Procalc meets the mathematics competency requirement for graduation. Practice is available through the Student Learning Centers labs. Exams are given in the Testing Center.

C. LPN applicants only (in addition to 7.B. above):

(1) LPN license: documentation of a valid Florida license

(2) LPN competencies: documentation of one of the following:

(a) Six months LPN work experience within the last five years

OR

(b) Graduation from LPN school within the past six months.

(3) Credit for nursing courses:

(a) Successful completion of the NUR 1023 challenge exam (NLN ACE test - Book 1) with at least a grade of 75 entitles applicant to eight credits. There is a fee for this exam, and it is arranged through the Nursing Office. Complete the following prerequisites for Nursing II (NUR 1213):

i.) Anatomy & Physiology II (within 10 years) BSC 1086 and BSC 1086L

ii.) Microbiology (within 10 years) MCB 2010 and MCB 2010L

iii.) Introduction to Professional Nursing NUR 2000L

iv.) Introduction to Pharmacotherapeutics NUR 1141

v.) Completion of the PBCC Clinical Competency Check List (NUR1022L)

(b) Optional: passing the NUR 1213 Challenge Exam

(NLN ACE test - Book 2) with a score of 75 entitles the applicant to 12 credits. Complete the following prerequisites for Nursing III - (NUR2215):

i.) Elements of Nutrition HUN 1201

ii.) College Composition I ENC 1101

iii.) Psychology PSY 2012

iv.) Completion of the PBCC Clinical Competency Check List (NUR 1214L)

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.

PBCC is a participating institution for the ACT-PEP nursing exams. Selected ones are acceptable at admission. Contact the Nursing Department for specifics.

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 the student was dismissed from. Application is the same as stated above for LPNs. (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.

I. For admission, progression and completion of the Nursing program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the Essential Competency Study of the National Council of State Boards of Nursing, Inc. (Chornick, 1994). For further information, contact the Nursing Office.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 72. Approximate program length: two years. Program is offered on the Lake Worth campus.

The program may be completed part-time, evenings and weekends. Many prerequisite courses are offered as online courses to meet the demands of student schedules. Some nursing courses are offered in the evenings but the majority are daytime classes. Currently NUR 2000L, NUR 1141, NUR 2140 and NUR 1023 are offered as online courses, once the pre-requisites have been completed. Also, there is an LPN to RN transition program.

Program Web Site

www.pbcc.edu/nursing

PROGRAM PREREQUISITES		CREDITS
(See preceding Special Notes 7.B.)		6
Total Required Prerequisite Credits		**6**

GENERAL EDUCATION REQUIREMENTS		
BSC 1086	Anatomy & Physiology 2	3
BSC 1086L	Anatomy & Physiology 2 Lab	1
ENC 1101	College Composition 1	3
MCB2010	Microbiology	3
MCB2010L	Microbiology Lab	1
SYG 2000	Introduction to Sociology	3
Any course from Humanities - Area II*		3
Total Required General Education Credits		**17**

REQUIRED COURSES		
PSY 2012	General Psychology (taken with NUR 2215)	3
HUN1201	Elements of Nutrition	3
NUR2000L	Introduction to Professional Nursing **	(1)
NUR1022L	Nursing 1 Skills Lab	1
NUR1023	Nursing 1	4
NUR1023L	Nursing 1 Clinical	3
NUR1141	Introduction to Pharmacotherapeutics	2
NUR1213	Nursing 2	7
NUR1213L	Nursing 2 Clinical	4
NUR1214L	Nursing 2 Skills Lab	1
NUR2215	Nursing 3	7
NUR2215L	Nursing 3 Clinical	4
NUR2712	Nursing 4	6
NUR2943L	Clinical Preceptorship	4
Total Required Course Credits		**49**
Total Program Credits		**72/73**

**Humanities - art, literature or music*

***LPNs/Transfers only prior to first clinical nursing course*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/A309.asp**

Radiography AS 2303

Limited Access

This degree program prepares the student to become a radiologic technologist, combining the high technology of medical imaging with skills of patient care to create X-ray images or radiographs.

Employment Opportunities

The job outlook is excellent for diagnostic imaging personnel. The program has a 100 percent job placement rate, and graduates work in hospitals, imaging centers and doctors' offices.

Program Description

The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit **www.pbcc.edu/radiography**.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, Web site: **www.jrcert.org**.

Career Path Notes

This program is articulated 2+2 with the University of Central Florida's bachelor's degree program in Radiologic Science. For information on transfer agreements, visit **www.pbcc.edu/transfer/transall.asp**.

As a profession, radiography emphasizes career development which leads to additional certification in CT (computerized tomography), MRI (magnetic resonance imaging), nuclear medicine, radiation therapy, sonography, mammography and vascular imaging.

Special Admission Requirements

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

The applicant must complete and submit the Radiography program application package by September 1 of each year in order to be eligible for consideration for selection into the program.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

6. Program Advisement

The program faculty conduct a mandatory open house advisement session.

7. Prerequisite: Hospital Observation

Each prospective student must document at least eight hours of observation in a radiology department.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 77. This is a two year-program beginning in January each year and requires a full-time commitment. Students attend clinical education at local hospitals three days a week each semester. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/radiography

PROGRAM PREREQUISITES		CREDITS
HSC 1000	Introduction to Health Care * (or equivalent)	(2)
HSC 1000L	Introduction to Health Care Lab *	(1)
BSC 1085	Anatomy & Physiology 1	3
BSC 1085L	Anatomy & Physiology 1 Lab	1
Total Required Prerequisite Credits		**7**

** Credit for these courses is not counted toward 77 credits in program total.*

GENERAL EDUCATION REQUIREMENTS		
BSC 1086	Anatomy & Physiology 2	3
BSC 1086L	Anatomy & Physiology 2 Lab	1
ENC 1101	College Composition 1	3
MAC1105	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 1570	Microcomputer Applications (or equivalent)	3
RTE 1000	Introduction to Radiography	3
RTE 1401	Radiographic Imaging 1	2
RTE 1401L	Radiographic Imaging 1 Lab	1
RTE 1503	Radiographic Procedures 1	3
RTE 1503L	Radiographic Procedures 1 Lab	1
RTE 1513	Radiographic Procedures 2	2
RTE 1513L	Radiographic Procedures 2 Lab	1
RTE 1804	Radiographic Clinical Education 1	3
RTE 1814	Radiographic Clinical Education 2	2
RTE 1457	Radiographic Imaging 2	2
RTE 1457L	Radiographic Imaging 2 Lab	1
RTE 1523	Radiographic Procedures 3	3
RTE 1523L	Radiographic Procedures 3 Lab	1
RTE 1824	Radiographic Clinical Education 3	3
RTE 2533	Radiographic Procedures 4	3
RTE 2533L	Radiographic Procedures 4 Lab	1
RTE 2613	Radiologic Physics	3
RTE 2834	Radiographic Clinical Education 4	3
RTE 2130	Pharmacology for Medical Imaging	3
RTE 2844	Radiographic Clinical Education 5	2
RTE 2385	Radiobiology	3
RTE 2563	Advanced Medical Imaging	3
RTE 2473L	Radiography Seminar	2
RTE 2854	Radiographic Clinical Education 6	3
Total Required Course Credits		**57**
Total Program Credits		**77**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2303.asp**

Respiratory Care AS 2148

Limited Access

This degree program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to sit for the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT). The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs in respiratory care education upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

Employment Opportunities

Respiratory care is one of the fastest growing professions in the country. The need for respiratory therapists is expected to increase 42.6% through 2008 nationally and more so in Florida. PBCC graduates have enjoyed 100 percent job placement.

Respiratory care, also known as respiratory therapy, is an allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Respiratory therapists see a diverse group of patients ranging from newborn and pediatric patients to adults and the elderly. They bring help and relief to patients suffering from asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory distress syndrome, acute respiratory distress, congestive heart failure and conditions brought on by shock, trauma or post-operative surgical complications. Respiratory therapists also are involved in many specialty areas of the hospital such, as labor and delivery, neonatal pediatric and adult intensive care, pulmonary function laboratory, sleep centers, pulmonary and cardiac rehabilitation, hyperbaric therapy, bronchoscopy and more. There are many opportunities outside of the hospital as well.

Program Description

Graduates of this American Medical Association recognized and nationally accredited program have high employment success because of training in basic life support, advanced cardiac life support, neonatal resuscitation, pediatric life support, electrocardiography, pulmonary function technology and more.

Career Path Notes

Earning the A.S. degree in respiratory care enables the student to sit for 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/transall.asp**.

Special Admission Requirements

1. Special Application and Deadline(s)

A. Beginning program students: Attend mandatory group counseling session; complete program application prior to the deadline on the Respiratory Care application to be considered for eligibility in selection process.

B. Respiratory care technology transfer students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.

C. Other transfer students: Arrange appointment with program director prior to application submission. Advanced placement for previous experience and/or academic preparation may be considered. Competency testing may be required at the discretion of the program director for advanced placement or transfer requests.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average (GPA)

Cumulative grade point average must be at least 2.0 on a scale of 4.0 in previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

5. Placement Test Score

College Placement Test scores must meet minimum requirements for entrance into college-level English, math and reading courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum three college credits for College Algebra and College English may be used in lieu of placement scores for the selection eligibility. Placement scores must be less than two years old.

6. Medical Exam

Once accepted into the program, applicants must submit a completed Palm Beach Community College 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 of 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 co-requisite 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:

1. 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.
2. 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.
3. Students who withdraw ("W"), regardless of academic status, from the program must make application for re-admittance to the Respiratory Care program one semester prior to requesting reentry to the program and no later than two years after dropping out.
4. Students who fail ("F") or withdraw ("W") must:
   a. Make an application/written petition as described above.
   b. Be interviewed by a review panel selected by the department chair, composed of Business Partnership Council members, clinical instructors, faculty and other PBCC staff.
5. 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.
6. 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.
7. Students who have two academic failures in two separate attempts to complete the program will not be considered for readmission.
8. If medical conditions were involved, written verification of good health and ability to function safely in clinical situations is required.
9. Students who withdraw, regardless of academic status, have no guarantee of readmittance to the program.
10. 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 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 HSC 1000/1000L Introduction to Health Occupations and Lab and BSC 1085/1085L Anatomy & Physiology I and Lab. Program graduates upon passing the NBRC examinations then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

Completion Requirements

Successfully complete all program requirements and all required courses with a grade of C or higher.

Program Length and Location

This is a two-year program beginning in August each year. It requires a full-time commitment. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Respiratory

PROGRAM PREREQUISITES		CREDITS
BSC 1085	Anatomy & Physiology 1	3
BSC 1085L	Anatomy & Physiology 1 Lab	1
HSC 1000	Introduction to Health Care *	(2)
HSC 1000L	Introduction to Health Care Lab *	(1)
Total Required Prerequisite Credits		**7**

** Credit for these courses is not counted toward 76 credits in program total.*

GENERAL EDUCATION REQUIREMENTS		
ARH 1000	Art Appreciation	
- or -		
MUL 1010	Music Appreciation	
- or -		
THE 1000	Theatre Appreciation	3
BSC 1086	Anatomy & Physiology 2	3
BSC 1086L	Anatomy & Physiology 2 Lab	1
CHM 1015	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

This degree program combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Employment Opportunities

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

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

Sonographers may choose to achieve advanced certifications in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

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

Admission Requirements

Applicants to this program must document completion of 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 hours: 72. The program has a four-semester competency-based curriculum. The courses are sequential and involve practical experience in local hospital and clinics. Full-time commitment begins in the fall term. Program offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Sonography

GENERAL EDUCATION REQUIREMENTS		CREDITS
BSC 1085	Anatomy & Physiology 1	3
BSC 1085L	Anatomy & Physiology 1 Lab	1
MAC 1105	College Algebra (or higher course from Mathematics - Area III	3
ENC 1101	College Composition 1	3
Any course from Humanities – Area II		3
SPC 1016	Fundamentals of Speech Communication	3
PSY 2012	General Psychology	3
Total Required General Education Credits		**19**

NON-TECHNICAL CORE REQUIREMENTS		
BSC 1086	Anatomy & Physiology 2	3
BSC 1086L	Anatomy & Physiology 2 Lab	1
CGS 1570	Microcomputer Applications (or equivalent)	3
PHY 1007	Physics for Allied Health Professionals (or equivalent)	3
HLP 1083	Essentials of Wellness 1	1
Total Required Non-Technical Core Credits		**11**

TECHNICAL CORE REQUIREMENTS*		
SON 1170	Sonography of the Circulatory System	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 1141	Small Parts Sonography	3
SON 1824L	Clinical Education 3	4
Total Required Technical Core Credits		**42**
Total Program Credits		**72**

** Technical Core courses must be taken sequentially.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2313.asp**

Adult Echo Sonography ATC (4313)

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

Employment Opportunities

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

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam in Adult Echo Sonography.

Admission Requirements

Applicants must be RDMS sonographers or have completed a two-year accredited health science program, such as but not limited to radiology, respiratory or nursing.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 17. Program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Sonography

REQUIRED COURSES	CREDITS
SON 2130 Sonography of Heart and Chest 1	3
SON 2400L Clinical Education Echo 1	4
SON 2131 Sonography of Heart and Chest 2	3
SON 2401L Clinical Education Echo 2	4
Total Required Course Credits	**14**

ELECTIVES (CHOOSE ONE)	
SON 2402L Clinical Education Echo 3	3
SON 2936 Adult Echo Sonography Seminar	3
Total Required Elective Credits	**3**
Total Program Credits	**17**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/4313.asp**

Cardiovascular Intervention Technology ATC 4320

This advanced technical certificate program is a three-course, three-semester program which begins in the fall of each year and ends at the end of the following summer (i.e., August 2005–August 2006).

Employment Opportunities

This curriculum is offered to the Radiologic Technologist (RT) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Cardiovascular Interventional Technology (CVIT) and in preparation for the advanced modality registration examination offered by the ARRT in CVIT.

Program Description

The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Course offerings include Introduction to Cardiovascular Intervention Technology, Cardiovascular Interventional Technology II, Pharmacology for Medical Imaging, and Advanced Pathophysiology.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

Admission Requirements

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Nine credit hours, or approximately one year. Program offered on the Lake Worth campus.

REQUIRED COURSES	CREDITS
RTE 2582 Cardiovascular Intervention Technology 1	3
RTE 2583 Cardiovascular Intervention Technology 2	3
Total Required Course Credits	**6**

ELECTIVES	
Choose one	
RTE 2130 Pharmacology for Medical Imaging	3
RTE 2583L Cardiovascular Intervention Technology Clinical Education	3
RTE 2785 Advanced Pathophysiology for Medical Imaging	3
Total Required Elective Credits	**3**
Total Program Credits	**9**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/4320.asp**

Computed Tomography
ATC 4321

This advanced technical certificate program is a three-course, one-semester program that begins spring term of each year (i.e., January – May 2006).

Employment Opportunities

This ATC curriculum is offered to Radiologic Technologists (RTs) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the advanced modality registration examination offered by the ARRT in CT.

Program Description

This program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Available classes include Cross Sectional Anatomy, Computed Tomography, Computed Tomography Clinical Education, Pharmacology for Medical Imaging and Advanced Pathophysiology for Medical Imaging.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

Admission Requirements

Please refer to course descriptions for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Nine credit hours, or approximately one semester. Offered on the Palm Beach Gardens campus.

Required Courses (All must be taken) Credits

RTE 2571	Computed Tomography 1	3
RTE 2571L	Computed Tomography Clinical Education	3
RTE 2762	Cross Sectional Anatomy	3
Total Program Credits		**9**

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/4321.asp

Critical Care Nursing
ATC 4315

This advanced technical certificate program is designed for practicing registered nurses who are interested in developing new skills in the nursing management of critically ill patients.

Employment Opportunities

The Critical Care Nursing curriculum is offered to licensed RNs who require additional coursework to become employed in a critical care specialty area.

Program Description

An Advanced Technical Certificate (ATC) in Critical Care Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

Career Path Notes

These courses are available to any RN who desires a broader knowledge base in this specialty area.

Admission Requirements

Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses.

All students must submit a College Credit Application for Admission and check the "non-degree seeking" box.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 12. Program offered on the Lake Worth campus.

REQUIRED COURSES		CREDITS
NUR2291	Critical Care Nursing	6
NUR2944L	Critical Care Nursing Preceptorship	2
NUR 2935	Clinical Application of 12 Lead Electrocardiography	3
NUR 2651	Overcoming Communication Barriers with the Hispanic Patient	1
Total Program Credits		**12**

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/4315.asp

Magnetic Resonance Imaging ATC 4322

This advanced technical certificate program is a five-course, two-semester program which begins in the fall of each year and ends at the completion of the spring term (i.e., August 2005-May 2006).

Employment Opportunities

This program is offered to Radiologic Technologists (RTs) licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Magnetic Resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI.

Program Description

An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 12 credit hours from the courses listed below. The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the 12-credit-hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

Admission Requirements

Please refer to course descriptions for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

Successfully complete all required program courses.

Program Length and Location

12 credit hours, or approximately 10 months. Program is offered on the Palm Beach Gardens campus.

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 Educaton 1	3
RTE 2576L	Magnetic Resonance Imaging Clinical Education 2	3
RTE 2785	Advanced Pathophysiology for Medical Imaging	3
Total Required Elective Credits		**3**
Total Program Credits		**12**

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

Perioperative Nursing ATC 4317

This advanced technical certificate prepares registered nurses for beginning-level employment as staff nurses in the operating room.

Employment Opportunities

The Perioperative Nursing curriculum is offered to licensed RNs who require additional coursework to become employed in a perioperative specialty area.

Program Description

Among the classes offered through this program are Pharmacotherapeutics of the Critically Ill Adult, Clinical Integration of Basic Electrocardiography for Nurses, Clinical Integration of Mechanical Ventilation and Clinical Application of 12 Lead Electrocardiography.

Career Path Notes

These courses are available to any RN who desires a broader knowledgebase in this specialty area.

Admission Requirements

Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses.

All students must submit a College Credit Application for Admission and check the "non-degree seeking" box.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 12. Program is offered on the Lake Worth campus.

REQUIRED COURSES		CREDITS
NUR 2293C	Perioperative Nursing	6
NUR 2790	Registered Nurse First Assistant (RNFA) Lecture	3
NUR 2790L	Registered Nurse First Assistant (RNFA) Clinical	3
(Please note: NUR 2790 & NUR 2790L must be taken together)		
Total Program Credits		**12**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/4317.asp**

Health Care CWE

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/cteworkforce/cwe.asp** for more information.

Public Safety

PSAV

Criminal Justice Academies
- SPECIALTY TRACKS:
  - CORRECTIONS OFFICER
  - LAW ENFORCEMENT OFFICER

Firefighter

Public Safety Telecommunications Dispatcher

ATD

Emergency Medical Technician

CCC

Crime Scene Technology

Paramedic CCC

AAS/AS

Crime Scene Technology

Criminal Justice Technology
- SPECIALTY TRACKS:
  - CORRECTIONS OFFICER
  - LAW ENFORCEMENT OFFICER

Emergency Medical Services

Fire Science Technology

CWE

Public Safety

Criminal Justice Academies
PSAV

The Criminal Justice Institute (CJI) is a limited access program governed by PBCC, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

Employment Opportunities

Two tracks are available: the Corrections Officer Track, which provides eligibility for certification as a Florida corrections officer, and the Law Enforcement Officer Track, which provides eligibility for certification as a Florida law enforcement officer.

Program Description

The Corrections Basic Recruit Training prepares students as entry level corrections officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

The Law Enforcement Basic Recruit Training prepares students as entry-level law enforcement officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

Career Path Notes

Students completing either track of the Criminal Justice Academies are strongly encouraged to continue their education by completing the A.S. or A.A.S. degree in Criminal Justice Technology. Students completing the Law Enforcement program or the Corrections programs automatically earn credits towards the A.S. or A.A.S. degree in Criminal Justice Technology.

Special Admission Requirements

All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Assessment Center Testing through PBCC or enter under the auspices of a Palm Beach County law enforcement agency. Additionally, they must complete a PBCC application, achieve passing scores on the Basic Ability Test (BAT), and successfully pass a fitness agility and ability test, a medical examination, a complete drug screen, and a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and a polygraph exam.

Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561) 868-3398 or visit the web site at **www.pbcc.edu/cj**.

Meeting with Rules and Regulations

Students registering in the Law Enforcement, Corrections or Crossover Academy must meet and abide by the rules and regulations of the PBCC Criminal Justice Institute. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training (CJST) and Florida Department of Law Enforcement (FDLE).

Completion Requirements

Modular Examination Failure

Failure of any modular examination in academy training will entitle the student recruit to one re-test (not the same test), which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three-module exams will result in the student being dismissed from the program.

Statewide Examination and Failure

At the completion of academic training, the applicant must file with CJST to take the statewide certification examination. There is a $100 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

Academic Dishonesty

The definition of academic dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College administration.

Program Length and Location

Corrections Officer Track:

Total program credits: 9
Total vocational credits: 11
Approximate program lenght: 4 months

Law Enforcement Officer Track:

Total program hours: 766
Approximate program lenght: 6 months

The Corrections Officer track is offered on the Belle Glade campus. The Law Enforcement Officer track is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/cj

CORRECTIONS OFFICER TRACK PSAV5601

REQUIRED COURSES		CREDIT HOURS/VOC CREDITS
CJD 0770	Criminal Justice Legal 1	0/1
CJD 1772	Criminal Justice Communications Corrections*	3/0
CJD 1750	Interpersonal Skills 2 - Corrections*	3/0
CJK 0050	Defensive Tactics	0/3
CJK 0040	Weapons	0/2
CJK 0031	CMS First Aide for Criminal Justice Officers	0/1
CJD 0741	Emergency Preparedness	0/1
CJD 0752	Corrections Operations	0/2
CJD 1773	Interpersonal Skills 1 - Corrections*	3/0
CJD 0761	CJ Legal 2	0/1

Total Program Credit Hours/Voc Credit 9/11

** These courses will articulate to PBCC's Criminal Justice AS/AAS program.*

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

LAW ENFORCEMENT OFFICER TRACK PSAV5600

REQUIRED COURSES		CONTACT HOURS
CJK 0006	Introduction and Law	67
CJK 0010	Human Issues	50
CJK 0015	Communications	77
CJK 0020	Vehicle Operations	48
CJK 0031	CMS First Aide for Criminal Justice Officers	40
CJK 0040	Weapons	80
CJK 0050	Defensive Tactics	106
CJK 0060	Patrol	57
CJK 0070	Investigations	53
CJK 0075	Investigating Offenses	40
CJK 0080	Traffic Stops	62
CJK 0085	Traffic Crash Investigations	32
CJK 0090	Tactical Applications	54
Total Program Hours		**766**

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

Firefighter PSAV 5043

Limited Access

For students seeking state certification as a firefighter, classes are offered on both daytime and nighttime schedules in the Fall and Spring terms of each academic year. The program follows the curriculum established by the Bureau of Fire Standards and Training of the Florida State Fire College in Ocala.

Program Description

The PSAV firefighter program is a two-part course.

Part I (Firefighter I) covers orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling; loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals; salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes First Responder Medical and Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination, the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

Part II (Firefighter II) prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports and pre-incident survey. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

Career Path Notes

Successful completion of this Certificate Firefighter Program allows the student to sit for the State of Florida certification examination. Certification is required for employment as a Firefighter under Florida Statute 633.

Admission Requirements

Standard High School Diploma or GED is required. For admission requirements, go to the Fire Program Web site at **www.pbcc.edu/fire** and download the Fire Information/ Application packet.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 10; English: 10; Mathematics: 10.

Program Length and Location

450 hours or approximately three months for the day program and six months for the night program. Program offered offsite at PBCC Fire Academy, Building 1440, Palm Beach International Airport, West Palm Beach - days and evenings.

Program Web Site

www.pbcc.edu/fire

REQUIRED COURSE		CLOCK HOURS
FFP 0020	Firefighter	450
Total Program Hours		**450**

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

Public Safety Telecommunications Dispatcher PSAV 5455

This PSAV program prepares the student for employment as a police, fire or ambulance dispatcher.

Program Description

Course content includes standard telecommunication operating procedures, relationship to field personnel, understanding of command levels and overview of emergency agencies.

Career Path Notes

PBCC offers continuing education courses for persons in the field of Public Safety Telecommunications to advance in their career.

Admission Requirements

Students must complete a College Application along with a Course Request Form. Standard high school diploma or GED is required.

Completion Requirements

Successfully complete the course.

Program Length and Location

208 hours, or approximately five months. Program is offered at the West Palm Beach Police Department.

Program Web Site

www.pbcc.edu/cj

REQUIRED COURSE		CLOCK HOURS
CJD 0520	Public Safety Telecommunicator	208
Total Program Hours		**208**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5455.asp**

Emergency Medical Technician (EMT-B) ATD B217

Limited Access

This applied technology diploma program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician - Basic. EMT-Bs serve as a link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Bs. This includes all skills necessary for the individual to provide emergency care at a basic life support level with an ambulance service or other emergency services agency.

Employment Opportunities

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

Program Description

Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC) and follows the most current U.S. Department of Transportation National Standard Curriculum.

Career Path Notes

This program is a prerequisite to the paramedic program. Students who want to move up in the field should start out in EMT-Basic.

Special Admission Requirements

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

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program hours: 11. This is a four-month program. Program is offered on the Lake Worth and Palm Beach Gardens campuses.

Program Web Site

www.pbcc.edu/ems

REQUIRED COURSES		HOURS
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

Limited Access

This college credit certificate program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Employment Opportunities

The student who completes the program may find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator or forensic paralegal.

Program Description

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

Career Path Notes

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

Special Admission Requirements

This is a limited access program. Participants must make formal application, which will include a background check and submission of an essay. After completion of the program, the student will be eligible to participate in national certification exams.

Completion Requirements

Successfully complete all program courses.

Program Length and Location

Total program credits: 28. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/cj

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	2713	Introduction to Forensic Science	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**

Paramedic CCC 6450

Limited Access

This college credit certificate program is offered for the student who wishes to complete the core curriculum and be eligible for certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. The course content includes lecture, skills lab and hospital/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

Employment Opportunities

Employment opportunities are excellent in this field, and graduates have a 98 percent job placement rate.

Program Description

The Paramedic Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation for EMS Programs (CoAEMSP) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum (FS 401.2701(1)(a) 5a).

Career Path Notes

Credits earned in the Paramedic program can be applied toward an A.S. degree in Emergency Medical Services

Admission Requirements

This is a Limited Access program. Students must be a certified Florida EMT to apply and must score a 12 on the TABE.

Completion Requirements

Courses must be completed with a score of 80 or better. Students must successfully complete the BLS, ACLS, BTLS, and PALS.

Program Length and Location

Total required credits: 42. This intensive three-semester program includes a clinical internship in area hospitals and on emergency response units where students care for patients in emergency settings. Day shift classes start in January and August and evening classes in May at the Lake Worth location.

Program Web Site

www.pbcc.edu/ems

REQUIRED COURSES			CREDITS
EMS	2620C	Paramedic 1	12
EMS	2621C	Paramedic 2	10
EMS	2622C	Paramedic 3	6
EMS	2659	Paramedic Field Internship	8
EMS	2664	Paramedic Clinical 1	3
EMS	2665	Paramedic Clinical 2	3
Total Program Credits			**42**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/6450.asp**

Crime Scene Technology
AS 2435

Limited Access

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 & vehicle accidents.

Employment Opportunities

The student who completes the program may find employment in areas such as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator, or forensic paralegal.

Program Description

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

Career Path Notes

This program has transfer agreements with Florida International University and University of Central Florida that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit **www.pbcc.edu/transfer/transall.asp**.

Special Admission Requirements

This is a limited access program. Participants must make formal application which will include a background check and submission of an essay. After completion of the program, the student will be eligible to participate in national certification exams.

Students must have a minimum of a 2.0 GPA to be admitted to this program. All general education requirements must be completed with a grade of "C" or higher to apply to the A.S. degree program. Students who wish to be admitted must interview with the Criminal Justice Institute Crime Scene Technology Advisor.

Completion Requirements

All required courses must be successfully completed.

Program Length and Location

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

Program Web Site

www.pbcc.edu/cj

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
MAT 1033	Intermediate Algebra	3
POS 1041	Introduction to American Government	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities-Area II, or Natural Science-Area IV, or Social Science-Area V		3
Total General Education Requirements		**18**

REQUIRED COURSES		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration or Criminal Justice	3
CCJ 2500	Juvenile Delinquency	3
CGS 1570	Microcomputer Applications	3
CJE 1300	Police Administration 1	3
CJL 2100	Criminal Law	3
Total Required Course Credits		**18**

CORE PROGRAM REQUIREMENTS		
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 2713	Introduction to Forensic Science	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 Required Core Program Credits		**28**
Total Program Credits		**64**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2435.asp**

Criminal Justice Technology
AAS/AS

Limited Access

This degree program is a limited access program for the Criminal Justice Academy student (Corrections and Law Enforcement certificate program students) and/or the correction and law enforcement officer who wishes to advance in his or her career.

Program Description

The student must contact the Criminal Justice Institute regarding admission requirements to the Academies prior to entering the Criminal Justice Technology program. Course content includes police administration, criminal law, probation & parole, and criminal investigation.

Career Path Notes

Students who plan to transfer to the Florida Atlantic University Public Management program (B.S.) or the Florida Gulf Coast University Criminal Justice program (BPM) should meet with a criminal justice advisor prior to registering for courses. For information on transfer agreements, visit **www.pbcc.edu/transfer/transall.asp**.

Special Admissions Requirements

Students must have a minimum 2.0 GPA to be admitted into this program. Students who wish to be admitted to the Criminal Justice Institute should seek counseling from the Institute. Those who wish to be admitted to the A.A.S. or A.S. degree program should seek counseling from the Criminal Justice Department. This program requires that the student hold a Florida Law Enforcement or Corrections Certification or that the student plans to attend the PBCC Criminal Justice Institute for Law Enforcement or Corrections.

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

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

Program Web Site

www.pbcc.edu/cj

CORRECTIONS OFFICER TRACK
AAS A607 / AS 2605

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
POS 1041	Introduction to American Government	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CCJ 2500	Juvenile Delinquency	3
CGS 1570	Microcomputer Applications	3
CJE 1300	Police Administration 1	3
CJL 2100	Criminal Law	3
Total Required Course Credits		**18**

REQUIRED TRACK COURSES		
CJD 1254L	Medical First Responder	1
CJD 1763	Interpersonal Skills 1 - Law Enforcement *	3
CJD 1772	Criminal Justice Communications - Corrections *	3
CJD 1742	Corrections Operation *	3
CJD 1750	Interpersonal Skills 2 - Corrections *	3
CJD 1760	Criminal Justice Legal 1 *	3
CJD 1771	Corrections Legal 2 *	1
HLP 1080	Physical Fitness 1	1
Total Required Track Course Credits		**18**

** These courses will articulate from PBCC's Criminal Justice Academies PSAV program.*

ELECTIVES (CHOOSE 10 CREDITS)		
CCJ 1191	Introduction to Human Behavior and the Criminal Justice Practitioner	3
CCJ 2940C	Criminology Justice Intern Program	4
CJC 2162	Principles of Probation and Parole	3
CJE 1301	Police Administration 2	3
CJL 1062	Introduction to Constitutional Law	3
CJL 2130	Laws of Evidence	3
CJL 2403	Law of Arrest, Search & Seizure	3
CJT 2100	Criminal Investigation	3
CJT 2140	Introduction to Criminalistics	3
Total Required Elective Credits		**10**
Total Program Credits		**64**

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2605.asp

LAW ENFORCEMENT OFFICER TRACK
AAS A608 / AS 2606

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
POS 1041	Introduction to American Government	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CCJ 2500	Juvenile Delinquency	3
CGS 1570	Microcomputer Applications	3
CJE 1300	Police Administration 1	3
CJL 2100	Criminal Law	3
Total Required Course Credits		**18**

REQUIRED TRACK COURSES		
CJD 1254L	Medical First Responder	1
CJD 1730	Law Enforcement Legal 3 *	2
CJD 1731C	Law Enforcement Patrol *	3
CJD 1734C	Law Enforcement Investigations *	3
CJD 1760	Criminal Justice Legal 1 *	3
CJD 1761	Criminal Justice Legal 2 *	3
CJD 1762	Criminal Justice Communications Law Enforcement *	3
CJD 1763	Interpersonal Skills 1 - Law Enforcement*	3
HLP 1080	Physical Fitness 1	1
Total Required Track Course Credits		**22**

** These courses will articulate from the PBCC Criminal Justice Academies PSAV program.*

ELECTIVES (CHOOSE SIX CREDITS)		
CCJ 1191	Introduction to Human Behavior and the Criminal Justice Practitioner	3
CCJ 2940C	Criminology Justice Intern Program	4
CJC 2162	Principles of Probation and Parole	3
CJE 1301	Police Administration 2	3
CJL 1062	Introduction to Constitutional Law	3
CJL 2130	Laws of Evidence	3
CJL 2403	Law of Arrest, Search & Seizure	3
CJT 2100	Criminal Investigation	3
CJT 2140	Introduction to Criminalistics	3
Total Required Elective Credits		**6**
Total Program Credits		**64**

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

Emergency Medical Services
AS 2449

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

The student entering the EMS A.S degree program must have a current/valid Florida State EMT-Basic Certificate awarded by an American Medical Association (AMA) recognized and accredited institution or have completed the PBCC EMT Certificate program and be eligible for the state certification exam, which must be successfully passed during EMS 2620C.

Students who do not successfully complete any Paramedic courses may be required to take the co-requisite lecture or clinical course over. Course content includes aeromedical transport, personnel management, clinical experience, and computer applications.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 73. Approximate length: two years. This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/ems

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Mathematics - Area III		3
Either course from Social Science - Area V		3
	PSY 2012 General Psychology - or - SYG 2000 Introduction to Sociology (SYG 2000 recommended)	
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	10
EMS 2622C	Paramedic 3	6
EMS 2664	Paramedic Clinical 1	3
EMS 2665	Paramedic Clinical 2	3
EMS 2659	Paramedic Field Internship	8
Total Required Technical Core Credits		**53**

ELECTIVES

5 credits required

Any course(s) from Area IV - Natural Sciences		3
CGS 1570	Microcomputer Applications	3
HSC 2531	Medical Terminology	3
MGF1106	Liberal Arts Mathematics	3
MGF1107	Finite Mathematics	3
MNA2100	Human Relations in Business	3
MNA2345	Principles of Supervision	3
MNA2303	Introduction to Public Personnel Management	3
EDP 2002	Introduction to Educational Psychology	3
EDF 2005	Foundations in Education	3
POS 1041	Introduction to American Government	3
EMS 1331	Aeromedical Transport	3
HSC 1010	Introduction to Developmental Concepts for Health Care Providers	2
CGS 1030	PC Starter	1
LIS 1002	Introduction to the Research Process	1
LIS 2004	Introduction to Internet Research	1
Total Elective Credits		**5**
Total Program Credits		**73**

** Credits awarded to holders of current/valid Florida State EMT-Basic Certificate.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2449.asp**

Fire Science Technology
AS 2195

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

Program Description

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

Career Path Notes

Many of the core and elective classes in this curriculum articulate into the Florida State Fire College certificate programs. Some of the classes will articulate into more than one certificate. For more information about these certifications, visit **www.pbcc.edu/fire**.

The Fire Science program has an articulation agreement with Florida Atlantic University toward the Bachelor of Public Management program. Many other colleges and universities allow PBCC Fire Science graduates to transfer program credits into a four-year program. For information on articulation agreements in a course area, check the Web at **www.pbcc.edu/transfer/transall.asp**.

Special Admission Requirements

Other than the "Fire Inspector" classes which can be taken by civilian students, the technical proficiency needed for this program requires the student to be a certified firefighter or fire inspector before being accepted into any of the technical core or elective classes that make up this curriculum.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program credits: 60. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/fire

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
POS 1041	Introduction to American Government	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Natural Sciences - Area IV (except HSC 2100)		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
CGS 1570	Microcomputer Applications	3
FFP 1505	Fire Prevention	3
FFP 2120	Building Construction Fire Protection	3
FFP 2401	Hazardous Materials for Emergency Operations	3
FFP 2410	Fire Service Tactics and Strategies	3
FFP 2720	Company Officer and Leadership	3
FFP 2740	Fire Service Course Delivery	3
FFP 2780	Fire Service Administration	3
MNA 2303	Introduction to Public Personnel Management	3
MTB 1103	Business Mathematics 1	
- or -		
Any course from Mathematics - Area III		3
Total Required Course Credits		**30**

ELECTIVES

Choose 15 credits

FFP 1301	Fire Hydraulics	3
FFP 1302	Fire Apparatus and Equipment	3
FFP 1540	Private Fire Protection Systems	3
FFP 2111	Fire Chemistry	3
FFP 2326	Blueprint Reading and Plans Examination	3
FFP 2402	Hazardous Materials for Emergency Operations 2	3
FFP 2510	Related Fire Codes and Standards	3
FFP 2604	Fire Investigation and Arson Detection	3
FFP 2610	Fire Investigation: Origin & Cause	3
FFP 2706	Public Information Officer	3
FFP 2741	Fire Science Course Design	3
FFP 2770	Legal and Ethical Issues for Fire Service	3
FFP 2781	Advanced Fire Service Administration	3
FFP 2811	Firefighting Strategy and Tactics 2	3
HSC 2100	Health Concepts & Strategies	3
Total Elective Credits		**15**
Total Program Credits		**60**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2195.asp**

Public Safety CWE

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 te Web at **www.pbcc.edu/cj/specializedcourses.asp** 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/fire** for more information.

Trade & Industrial

PSAV

Apprenticeship Programs
Automotive Body Repair
Automotive Mechanics
Commercial Vehicle Driving – Tractor Trailer CDL Class A
Cosmetology
Diesel Technology
Facials Specialty
Heating, Ventilation, Air Conditioning and Refrigeration
Machining Technology
Nails Technician
Welding Technology

AAS/AS

Biotechnology
Building Construction Technology
Hospitality and Tourism Management
Industrial Management Technology
Professional Pilot Technology
SPECIALTY TRACKS:
MAINTENANCE MANAGEMENT
OPERATIONS
PROFESSIONAL PILOT

Apprenticeship Programs
PSAV

These PSAV programs are a combination of on-the-job training and related classroom instruction offered by PBCC for a private sector sponsor that is registered with the apprenticeship registration agency (Florida Department of Education).

Employment Opportunities

Apprenticeships are available in:

- Brick & Block Masonry Apprentice (5254)
- Carpentry Apprentice (5255)
- Electrical Apprentice (5170)
- Electrical Apprentice (5257)
- Fire Sprinkler Apprentice (5265)
- HVAC Tech Apprentice (5266)
- HVAC Tech Apprentice (5256)
- Painter Apprentice (5259)
- Pipefitting Apprentice (5260)
- Plasterer Apprentice (5261)
- Plumbing Apprentice (5174)
- Plumbing Apprentice (5262)
- Sheet Metal Fabrication Apprentice (5263)
- Structural Steel Apprentice (5258)
- Tilesetter Apprentice (5264)

Program Description

The student works during the day and attends classes two nights a week during the academic year, learning both the practical and theoretical aspects of a highly skilled occupation. Classes are held at various locations in central Palm Beach County.

Career Path Notes

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

Programs require from three to five years to complete. Programs are offered on the Lake Worth campus and at various off-site locations.

Automotive Body Repair
PSAV 5461

This PSAV program's course content includes basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing and other miscellaneous repairs.

Employment Opportunities

This program is designed to prepare students for employment as automotive body-related repairers and in automobile body reconstruction.

Program Description

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. The student is also instructed in: use of hand and power tools; panel repairs; use of spray equipment; use of frame and alignment equipment; application of body fillers; paint systems; use of shop materials; glass replacement and use of oxyacetylene and plastic welders.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 9.

Program Length and Location

Total program hours: 1400. Approximate program length: 14 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A	**Paint & Body Helper**	
ARR 0011	Introduction to Collision Repair	120
ARR 0101	Collision Repair and Refinishing	120
ARR 0102	Collision Repair/Refinishing Intermediate	120
ARR 0103	Collision Repair/Refinishing Advanced	120
Group B	**Auto Collision Estimator**	
ARR 0020	Collision Estimating	120
Group C	**Frame and Body Repairman**	
ARR 0313	Frame and Body Repair	120
Group D	**Automotive Refinishing**	
ARR 0121	Automotive Refinishing	120
ARR 0122	Automotive Refinishing Intermediate	120
ARR 0123	Automotive Refinishing Advanced	120
Group E	**Auto Body Repairer**	
ARR 0241	Automotive Body Repair	120
ARR 0242	Automotive Body Repair Intermediate	120
ARR 0243	Automotive Body Repair Advanced	80
Total Program Hours		**1400**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5461.asp**

Automotive Mechanics
PSAV 5463

This PSAV program provides instruction in eight areas of automobile specialization. Student competencies to exit the program for employment are established by the National Automotive Technician Education Foundation (NATEF).

Employment Opportunities

This program is designed to prepare the student for employment and/or specialized training in the automotive service industry.

Program Description

Shop or laboratory activities are an integral part of the Automotive Mechanics program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 10.

Program Length and Location

Total program hours: 1800. Approximate program length: 18 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A	**Automotive Lube Technician**	
AER 0006	Introduction to Automotive Services	120
Group B	**Automotive Services Assistor**	
AER 0306	Automotive Systems Repair and Maintenance	120
AER 0307	Automotive Systems Repair and Maintenance Intermediate	120
AER 0308	Automotive Systems Repair and Maintenance Advanced	120
Group C	**Engine Repair Technician**	
AER 0110	Automotive Engine Repair	120
Group D	**Automatic Transmission and Transaxle Technician**	
AER 0250	Automotive Automatic Transmissions and Transaxles	120
Group E	**Manual Transmission and Transaxle Technician**	
AER 0270	Automotive Manual Transmissions and Transaxles	120
Group F	**Automotive Suspension and Steering Technician**	
AER 0450	Automotive Steering and Suspension	120
Group G	**Automotive Brake Technician**	
AER 0411	Automotive Brake Systems	120
Group H	**Automotive Electrical/Electronic Technician**	
AER 0315	Automotive Electrical and Electronic Systems	120
AER 0316	Automotive Electrical and Electronic Systems Advanced	120

Group I	**Automotive Heating and Air-Conditioning Technician**	
AER 0171	Automotive Heating and Air Conditioning	120
Group J	**Automotive Engine Performance Technician**	
AER 0344	Automotive Engine Performance	120
AER 0345	Automotive Engine Performance Intermediate	120
AER 0346	Automotive Engine Performance Advanced	120
Total Program Hours		**1800**

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

Commercial Vehicle Driving - Tractor Trailer CDL Class A PSAV 5206

This PSAV program is designed to prepare the student for licensing as a commercial vehicle driver. Classes are taught by an authorized agency contracted by PBCC.

Program Description

The purpose of this course is to educate and prepare an individual, who has no previous tractor-trailer driving experience, for entry-level employment within the truck/driving/transportation industry.

Career Path Notes

Completion of this program will enable the student to obtain a Florida Commercial Driver's License A/B. Class A VEHICLE. A class A vehicle is defined as any combination of vehicles with a gross weight rating (GVWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is more than 10,000 pounds.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Complete all required program courses.

Program Length and Location

Total program hours: 160. Approximate program length: 1 to 2 months. Program offered on the Belle Glade and Lake Worth locations, as well as off site.

REQUIRED COURSES		CLOCK HOURS
CDO 0100	Tractor Trailer Driver Training (CDL A)	160
Total Program Hours		**160**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5206.asp**

Cosmetology PSAV 5357

This PSAV program prepares the student for employment as a licensed cosmetologist.

Program Description

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 8; Mathematics: 8.

Program Length and Location

Total program hours: 1200. Approximate program length: one year for daytime students, two years for evening students. Program is offered on the Lake Worth campus.

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		**1200**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5357.asp**

Diesel Technology PSAV 5468

This PSAV program is designed to prepare the student for employment in a variety of occupations and careers found in the diesel engine/transportation industry.

Program Description

Program content includes shop organization, management and safety procedures, use of tools and equipment and applying math/science employability skills to diesel technology engine/vehicle repair, maintenance and transportation industry operations.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 9.

Program Length and Location

Total program hours: 1680. Approximate program length: 18 months. Program is offered on the Lake Worth campus and off site

REQUIRED COURSES		CLOCK HOURS
Group A		
DIM 0004	Introduction to Diesel Mechanics	120
DIM 0006	Introduction to Diagnosis and Repair	120
DIM 0014	Basic Engine Systems and Applied Academics	120
Group B		
DIM 0302	Electrical and Electronic Principles	120
DIM 0303	Maintenance and Repair of Electrical Systems	120
Group C		
DIM 0103	Diesel Preventative Maintenance	120
Group D		
DIM 0104	Advanced Diesel Preventative Maintenance	120
Group E		
DIM 0007	Braking Systems	120
DIM 0008	Advanced Braking Systems	120
Group F		
DIM 0106	Hydraulic Systems	120
Group G		
DIM 0107	Heating and Air Conditioning	120
Group H		
DIM 0108	Steering and Suspension	120
Group I		
DIM 0201	Power Train Systems	120
DIM 0202	Advanced Power Train Systems	120
Total Program Hours		**1680**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5468.asp**

Facials Specialty PSAV 5355

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

Employment Opportunities

Instruction is designed to prepare the student to obtain a registration from the State Board of Cosmetology.

Program Description

The program is designed to provide competencies in different types of facials and spa skin care treatments. Hair removal and different types of make-ups are demonstrated and performed.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Successful completion of all required courses.

Program Length and Location

Total program hours: 260. Approximate program length: three months for daytime students, six months for evening students. This program is offered on the Lake Worth campus.

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**

Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267

This PSAV program's course content includes broad, transferable skills, and stresses the understanding of all aspects of the heating, air conditioning and refrigeration industry. The curriculum emphasizes operational functions of the HVAC industry such as management, finance, technical and production skills. The underlying principles of technology, labor issues, health, safety and environmental issues are also covered.

Employment Opportunities

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

Program Description

Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 10.

Program Length and Location

Total program hours: 1,350. Program is offered on the Lake Worth campus and off site.

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		**1350**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5267.asp**

Machining Technology PSAV 5459

(This program is currently under revision.)

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

Employment Opportunities

Student may find entry-level employment as machinists, machinist helpers, computer aided design/computer aided manufacturing (CAD/CAM) operators or programmers, and CAD/CAM machine operators or programmers.

Program Description

Course content includes safety issues of the manufacturing environment, associated math and blueprint reading skills, computer numerical control (CNC) programming, manufacturing planning/methods, inspection methods, coordinate measuring machine (CMM) use and related machining concepts and theories. Shop or laboratory activities are an integral part of the program and provide instruction in the various machine tools, machine accessories and programming techniques related to current industry standard and practices.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 8; Mathematics: 9.

Program Length and Location

Total program hours: 1,560. Approximate program length: 20 months. 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 0250	Intro to CNC Machining	120
Group D	**Machinist**	
PMT 0258	CNC Milling Methods	120
PMT 0259	CNC Lathe Methods	120
PMT 0228	Intro to Non-Conventional Machining	120
PMT 0265	Machining Technologies	120
Total Program Hours		**1560**

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

Nails Technician PSAV 5356

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

Employment Opportunities

Instruction is designed to prepare a student to obtain a registration from the State Board of Cosmetology.

Program Description

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Successful completion of all required courses.

Program Length and Location

Total program hours: 240. Approximate program length: 2.5 months for daytime students, 5 months for evening students. This program is offered on the Lake Worth campus.

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.edu**

Welding Technology PSAV 5460

This program prepares the student for entry-level employment in a variety of occupations in the welding industry. The content includes, but is not limited to, communication skills, human relations, employability skills, safe and efficient work practices, reading blueprints, identifying metals and basic shop skills.

Program Description

Shop activities are an integral part of this program and provide instruction in the various processes and fabrication skills, including torch cutting, arc welding, MIG welding, flux core welding, TIG welding, pipe welding, certification test preparation, use of current industry standards, practices and techniques.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 9; Mathematics: 9.

Program Length and Location

Total program hours: 1,170. Approximate program length: one year. Program is offered on the Lake Worth campus and off site.

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		**1170**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/5460.asp**

Biotechnology AS 2158

(This program is under development.)

This degree program is designed for students who will seek employment as biotechnology research technicians, biological technicians, cell culture technicians or biotechnology manufacturing technicians, or for persons wanting career advancement already employed in the field.

Employment Opportunities

The program prepares the student for employment in entry-level biotechnology positions. Students can work in the biotechnology industry, pharmaceutical manufacturing and related industries.

Program Description

Course content includes biology and chemistry concepts, algebraic and statistical analysis, basic microbiology concepts, biohazard and safety procedures, human anatomy and physiology, core biotechnical laboratory techniques and industry workplace experience.

Career Path Notes

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

Admission Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Completion Requirements

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

Program Length and Location

Total program credits: 61. Students may complete the program in two years if they attend full-time or three years if they attend part-time. The entire program is offered at the Palm Beach Gardens campus days. Some courses are available on other campuses (see semester schedules for availability or discuss with biotechnology faculty).

GENERAL EDUCATION REQUIREMENTS	CREDITS
ENC 1101 College Composition 1	3
MAC 1105 College Algebra	3
BSC1010 Principles of Biology	3
BSC1010L Principles of Biology 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 1XXXC Introduction to Biotechnology	4
BSC 2XXX Biotechnology 1	3
BSC 2XXXL Biotechnology 1 Lab	1
BSC 2XXXC Biotechnology 2	4
BSC 2XXX Biotechnology Internship	2
BSC 1085 Anatomy & Physiology 1	3
BSC 1085L Anatomy & Physiology 1 Lab	1
BSC 1086 Anatomy & Physiology 2	3
BSC 1086L Anatomy & Physiology 2 Lab	1
CHM 1045 General Chemistry 1	3
CHM 1045L General Chemistry 1 Lab	1
CHM 1046 General Chemistry 2	3
CHM 1046L General Chemistry 2 Lab	1
CHM 2210 Organic Chemistry 1	3
CHM 2210L Organic Chemistry 1 Lab	1
CHM 2211 Organic Chemistry 2	3
CHM 2211L Organic Chemistry 2 Lab	1
MCB 2010 Microbiology	3
MCB 2010L Microbiology Lab	1
STA 2023 Statistics	3
Total Required Course Credits	**45**
Total Program Credits	**61**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2158.asp**

Building Construction Technology
AAS A213/AS 2198

(This program is currently under revision.)

This degree program is designed for the student seeking an entry-level supervision/management position in the building and construction industry.

Program Description

Course content includes building construction techniques, estimating, drafting, supervision, construction law and finance, and general business concepts.

Career Path Notes

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

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
MAC 1105	College Algebra	3
POS 1041	Introduction to American Government	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
BCN 1210	Building Construction Materials	3
BCN 1272	Plans Interpretation	3
BCN 2220	Construction Materials and Methods	3
BCN 2253C	Architectural Drafting	3
BCN 2941	Building Construction Experience	4
BCT 1600	Advanced Construction Estimating	3
BCT 1743	Construction Law	3
BCT 1750	Construction Finance	3
BCT 2705	Construction Supervision Procedure	3
ENC 1210	Applied Communication (A.S. students only)	0/3
ETD 1100C	Introduction to Technical Drawing	3
ETD 1320C	Introduction to Computer Drafting	3
HSC 1400	Standard First Aid and CPR	1
MAC 1114	Trigonometry	3
PHY 1001	Applied Physics	3
SUR 1101C	Basic Surveying and Mapping	4
Total Required Course Credits		**45/48**

ELECTIVES	
A.A.S. students take 4 credit hours, and A.S. students take 1 credit hour. Any credit course(s) may be chosen.	4/1
Total Required Elective Credits	**4/1**
Total Program Credits	**64**

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2198.asp**

Hospitality and Tourism Management
AAS A100/AS 2060

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

Program Description

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

Career Path Notes

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

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2 (A.S. students only)	0/3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Natural Science - Area IV		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**15/18**

REQUIRED COURSES		
ACG 2022	Financial Accounting	4
CGS 1570	Microcomputer Applications	3
FOS 1201	Food Service Sanitation	2
FSS 1100	Menu Planning and Merchandising	3
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 2500	Food and Beverage Cost Control	3
HFT 1000	Introduction to the Hospitality Business	3
HFT 1630	Management of Security in the Hospitality Business	3
HFT 1850C	Dining Room Management	3
HFT 1949C	Co-op: Hospitality Management 1 (A.A.S. students only)	3/0
HFT 2220	Personnel Management Practices	3
HFT 2300	Housekeeping Management	3
HFT 2410	Hotel-Motel Front Office and Procedures	3
HFT 2510	Sales Promotion and Advertising in Hotels and Food Service	3
Total Required Course Credits		**49/46**
Total Program Credits		**64**

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

Industrial Management Technology AAS A194/AS 2193

(This program is currently under revision.)

This degree program is designed to provide additional competencies for administrative, managerial, supervisory and technical discipline areas for the individual who has mastered technical proficiencies from prior training programs or work experience.

Program Description

Course content includes business law, statistical process, and general business concepts.

Note: A maximum of 24 credits toward the 60 credits required for this degree may be awarded for experiential learning.

Career Path Notes

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

Completion Requirements

Successful completion of all program requirements.

Program Length and Location

Total program credits: 60. Approximate program length: two years. Program is offered on the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (A.S. students)	3
MTB 1103	Business Mathematics 1 (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**
REQUIRED COURSES		
MNA 2100	Human Relations in Business	3
Total Required Course Credits		**3**
ELECTIVES		
BCT 2705	Construction Supervision Procedure	3
BUL 2241	Business Law 1	3
BUL 2242	Business Law 2	3
CGS 1570	Microcomputer Applications	3
ETI 2131	Statistical Process Control	3
ETI 2133	Advanced Statistical Process Control	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
MNA 2345	Principles of Supervision	3
SBM 2000	Small Business Management	3
BUSINESS ELECTIVES *		**3**
TECHNICAL CORE ELECTIVES**		**6**
Total Required Elective Credits		**39**
Total Program Credits		**60**

** Business electives: Select from areas of Accounting, Business, Computer Science, Economics, Legal Technology, Office Administration and Real Estate.*

***Technical Core Electives: Minimum of 8 credits and maximum of 27 credits may be selected using courses with any of the following prefixes: ACR, BCA, BCN, BCV, CET, CGS, EET, EGN, EGS, ETD, ETG, ETM, ETI, PMT, SUR.*

For suggested course sequence, check the Web at **www.pbcc.edu/transfer/2193.asp**

Professional Pilot Technology AAS/AS

This program offers three tracks. They are designed to prepare the student to work in flight operations management, to become a commercial pilot, or to allow the individual who currently holds the Airframe Certificate and/or Powerplant Mechanics Certificate issued by the Federal Aviation Administration (FAA) to pursue a two-year degree that will give management skills and knowledge for advancement within the aviation maintenance or flight operation industry.

Program Description

MAINTENANCE MANAGEMENT TRACK AAS A161 / AS 2171
This program track is designed to allow the individual who currently holds (1) an Airframe Certificate and (2) a Powerplant Mechanics Certificate, issued by the Federal Aviation Administration (FAA), to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry.

College credit toward the A.A.S. and A.S. degrees will be awarded for the following current FAA certificates (See Experiential Learning, Award of Credit):

- Airframe Mechanic Certificate - provides 12 credit hours
- Powerplant Mechanic Certificate - provides 12 credit hours.

OPERATIONS TRACK AAS A162 / AS 2172
The following credit is given to the student who holds the Private Pilot Certificate:

- ATF 1100 Flight - Private 3
- ATT 1100 Private Pilot Ground School 3

PROFESSIONAL PILOT TRACK AAS A163 / AS 2197
The following credit shall be given if the student holds these certificates:

- Private Pilot Certificate provides: 6 credit hours for ATF 1100 and ATT 1100.
- Instrument Certificate provides: 12 credit hours for ATF 1100, ATF 2300, ATT 1100 and ATT 2120.
- Commercial Pilot Certificate provides: 12 credit hours for ATF 1100, ATF 2200, ATT 1100 and ATT 2110.

Students enrolling in the Professional Pilot Technology A.A.S. or A.S. degree program at Palm Beach Community College must follow these procedures to receive credit for flight courses required to complete these degrees.

1. All flight time must be logged and certified by an FAA-certified flight instructor for the rating for which credit is being sought.
2. Minimum flight time requirements for Part 61 (minimum 40 hours) or Part 141 (minimum 35 hours) Federal Aviation Regulations (FAR) must be met.
3. All written examinations required for the rating sought must be passed with a minimum grade as specified by the FAA.
   A. Written proof of passing the required FAA check ride must be submitted to the department chair before credit can be granted for the following courses: ATF 1100, ATF 2200, ATF 2300, ATF 2400, ATF 2500.
   B. Proof of passing the appropriate FAA written examination with a grade of 85 percent or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the department chair: ATT 1100, ATT 2120.
4. To qualify for reduced flight-time requirements under FAR Part 141, the student must take flight training from an approved flight school and ground training from an approved ground school. The department chair will provide a list of currently approved flight schools for the student.

Career Path Notes

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

Admission Requirements

Effective 2005, Federal Law under the Transportation Security Administration requires specific identification documents for this program. Please refer to **www.pbcc.edu/Admissions/FlightReq.asp** for more information, or contact the program manager at (561) 868-3474.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

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

MAINTENANCE MANAGEMENT TRACK
AAS A161 / AS 2171

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
MAC 1105	College Algebra (A.S. students)	3
MTB 1103	Business Mathematics 1 (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	2
AVM 2010	Aerospace and Air Travel	3
	- or the following two courses:	
	ATF 2500 Certified Flight Instructor	(1)
	- and -	
	ATT 2131 Flight Instructor Ground School	(2)
BUL 2241	Business Law 1	3
CGS 1030	PC Starter	1
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
PHY 1001	Applied Physics (A.S. students)	3
ATT 1100	Private Pilot Ground School (A.A.S. Students)	(3)
Power Plant Certificate		12
Airframe Certificate		12
Total Required Course Credits		**45**

ELECTIVES		
Choose 4 credits		
ATF 2400	Multi-Engine Flight	1
	(or other course approved by department chair)	(1)
	Course approved by department chair	3
Total Required Elective Credits		**4**
Total Program Credits		**64**

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2171.asp

OPERATIONS TRACK
AAS A162 / AS 2172

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
MAC 1105	College Algebra (A.S. students)	3
MTB 1103	Business Mathematics 1 (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
ACG 2022	Financial Accounting	4
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	2
ASC 1640	Propulsion Systems	3
ATT 1100	Private Pilot Ground School	3
AVM 2010	Aerospace and Air Travel	3
	- or the following two courses:	
	ATF 2500 Certified Flight Instructor	(1)
	- and -	
	ATT 2131 Flight Instructor Ground School	(2)
BUL 2241	Business Law 1	3
CGS 1570	Microcomputer Applications	3
ECO 2013	Principles of Macroeconomics	3
ESC 1000	Earth Science	3
GEB 1011	Introduction to Business	3
GEO 1010	Principles of Geography and Conservation (A.A.S. students)	(3)
MAN 2021	Principles of Management	3
PHY 1001	Applied Physics (A.S. students)	3
POS 1001	Introduction to Political Science	3
SBM 2000	Small Business Management	3
Total Required Course Credits		**45**

ELECTIVES		
Choose 4 credits		
ATF 2400	Multi-Engine Flight	1
	(or other course approved by department chair)	(1)
Course approved by department chair		3
Total Required Elective Credits		**4**
Total Program Credits		**64**

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

PROFESSIONAL PILOT TRACK

AAS A163 / AS 2197

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
MAC 1105	College Algebra (A.S. students)	3
MTB 1103	Business Mathematics 1 (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
ASC 1101	Aero-Navigation	3
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	2
ASC 1640	Propulsion Systems	3
ASC 2550	Aerodynamics	3
ATF 1100	Flight - Private	3
ATF 1150	Intermediate Flight Lab	1
ATF 1600	Basic Flight Simulator	1
ATF 2200	Flight – Commercial 1	3
ATF 2250	Advanced Flight Lab	1
ATF 2300	Instrument Flight	3
ATF 2400	Multi-Engine Flight	1
ATF 2605	Intermediate Flight Simulator	1
ATF 2610	Advanced Instrument Flight Simulator	1
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3
AVM 2010	Aerospace and Air Travel	3
	- or the following two courses:	
	ATF 2500 Certified Flight Instructor Flight	(1)
	- and -	
	ATT 2131 Flight Instructor Ground School	(2)
CGS 1030	PC Starter	1
PHY 1001	Applied Physics (A.S. students)	3
GEO 1010	Principles of Geography and Conservation (A.A.S. students)	(3)
Total Required Course Credits		**45**

ELECTIVES		
ATF 2691	Instrument Refresher Simulator Laboratory (or course approved by department chair)	1
ENC 1210	Applied Communications (A.S. students)	
	- or -	
ENC 1102	College Composition 2	3
Total Required Elective Credits		**4**
Total Program Credits		**64**

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

COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System

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

Each participating school controls the title, credit, content, and level of each course they offer. The level is the first number in the course number. It generally tells the year or level at which this course is offered. (Ex. SYG 1010 is a freshman level course.) This number does not affect the transferability of a course. The course level numbers at PBCC are as follows:

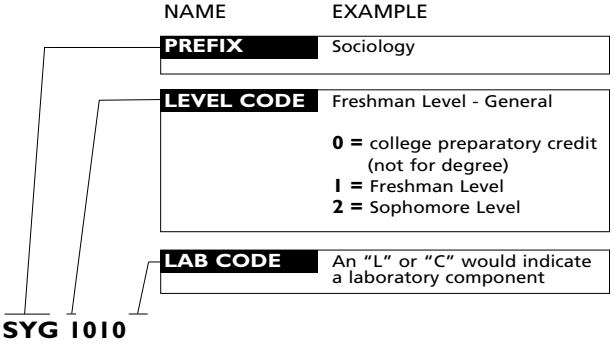
0* - college prep credit, vocational prep, and PSAV (do not transfer),

1 - freshman year, and

2 - sophomore year.

*Some EAP college preparatory courses are level "1" courses but do not transfer. These courses will be listed as "institutional credit" in the course descriptions.

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 offering the 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. 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 31 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:

A. Courses in the 900-999 series (e.g., ART 2905)
B. Internships, practica, clinical experiences, and study abroad courses
C. Performance or studio courses in Art, Dance, Theater, and Music
D. Skills courses in Criminal Justice
E. Graduate courses
F. Courses not offered by the receiving school

College preparatory, vocational preparatory, and PSAV courses (level "0" or "1" courses - see second paragraph under Florida Statewide Course Numbering System) may not be used to meet A.A. degree requirements and cannot be transferred.

AUTHORITY FOR ACCEPTANCE OF EQUAL COURSES

Section 1007.24(7), Florida Statutes, states:

> Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Academic Services at PBCC (561) 868-3893 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427.

Course Prefixes by Subject Area

The following is a list of course prefixes, arranged by subject matter areas. Because some prefixes may apply to more than one subject matter 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.**

Accounting	ACG, ACO, APA, TAX
Acting	TPP
Aeronautics/Aviation Science	ASC, ATF, ATT, AVM
Air Conditioning and Refrigeration	ACR
American History	AMH
American Literature	AML
Anatomy and Physiology	BSC
Anthropology	ANT
Applied Welding Technology	PMT
Architectural Design	ARC
Architectural Drafting	BCN, ETD, TDR
Art	ART
Art History	ARH
Astronomy	AST
Automotive Repair and Service	AER, ARR
Biological Sciences	BOT, BSC, MCB, OCE, PCB, ZOO
Bookkeeping	APA
Botany	BOT
Bricklayer	BCV
Building Construction	BCA, BCN, BCT, BCV, PMT
Business	BAN, GEB, SBM
Business Law	BUL
Carpentry	BCV
Chemistry	CHM
Child Care and Development	CHD, DEP
College Preparatory Courses	EAP, ENC, ESL, MAT, REA
Commercial Art	ART, GRA
Commercial Driving	CDO
Commercial Foods	HMV
Computers-Drafting	ETD
Computers-Engineering, PC Support, Programming and Technology	CEN, CET, CGS, CIS, COP, CTS
Computers-General Studies	CGS
Cosmetology	COS, CSP
Creative Writing	CRW
Crime Scene Technology	CJB
Criminal Justice	CCJ, CJD, CJT, CJK
Dance	DAA, DAN
Dental Assisting	DEA
Dental Hygiene	DEH, DES
Dietetics	DIE, FSS, HUN
Diesel Technology	DIM
Drafting and Design	EGS, ETD, ETG, ETI, TDR

Introduction to Course Descriptions

The course descriptions for the PBCC 2005-2006 Catalog are listed in alphabetical order by course prefix. The course descriptions 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 and a brief course description.

New or revised courses may have incomplete course number information at the time of this printing. For new courses, the proposed prefix followed by "0, 1 or 2 XXX" will be used for the course number. For revised courses, the original course number will be used followed by the proposed information change in parentheses, if applicable. Please check the on-line listing of courses at **http://panthernet.pbcc.edu/listcrs.cgi** or with the campus location Registrar's Office for the up-to-date course number information on these courses.

Courses that are Gordon Rule and/or General Education courses will have a (*) at the end of the description to remind students that they must 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.

When considering enrollment in courses offered at PBCC, associate in applied science, associate in science or certificate program students should refer to the program descriptions in this catalog for suggested course completion order or go to **www.pbcc.edu/transfer/sequence.asp** to see 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** to obtain information updates on degree requirements before enrolling in courses.

ACG 2022 Financial Accounting AA
4 credits (4 lecture hours)
Introduction to financial accounting concepts including the accounting cycle, internal control, balance sheet accounts, cash flow and characteristics of corporations. (This is the first course in an introductory series.)

ACG 2071 Managerial Accounting AA
3 credits (3 lecture hours)
Prerequisite: ACG 2022
Introduction to managerial accounting concepts including financial statement analysis, accounting's role in management decision-making, cost concepts and behavior, job order and process cost accounting, cost-volume-profit analysis responsibility accounting, differential analysis and capital investment analysis. (This is the second course in an introductory series.)

ACG 2100 Intermediate Accounting AS
3 credits (3 lecture hours)
Prerequisite: ACG 2071
Conceptual framework for financial accounting and reporting providing in-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments. This course may not be transferable.

ACG 2360 Cost Accounting AS
3 credits (3 lecture hours)
Prerequisite: ACG 2071
Examines common cost systems with emphasis on cost for materials, labor, overhead, standard costs and cost relationships. This course may not be transferable.

ACG 2450 Microcomputer Operations Accounting AS
3 credits (3 lecture hours)
Prerequisites: ACG 2022 or (MTB 1103 and APA 1111) and CGS 1570
This course provides an overview of microcomputer accounting applications. A general accounting computer program is used to complete the accounting cycle for different types of businesses. Spreadsheet analyses are included, as well as 10-key calculator segment.

ACO 0101 Beginning Bookkeeping PSAV
200 clock hours
This course offers an introduction to manual accounting. Emphasis will be on the complete accounting cycle covering analysis of transactions, journalizing, posting, petty cash, financial statements, and adjusting and closing entries.

ACO 0102 Advanced Bookkeeping PSAV
200 clock hours
This course continues the study of accounting operations and includes automated accounting concepts and practices. Students will use spreadsheets and accounting software to maintain accounting records.

ACO 0601 The Accounting Environment I PSAV
100 clock hours
This course provides the student with employment skills needed for entry-level accounting positions. Emphasis will be on communications, human relations, teamwork, ethics, and job search activities.

ACO 0605 The Accounting Environment 2 PSAV
100 clock hours
This course places the student in a simulated work environment to gain experience in performing accounting operations and responsibilities. Upon completion, the student will have met industry standards for employment as a bookkeeper.

ACO 0949 Accounting Externship PSAV
100 clock hours
This externship places the student in a business office to gain practical experience in performing accounting functions and responsibilities. Upon completion, the student will have met industry standards for employment as a bookkeeper.

ACO 2661 Accounting Information Systems AS
3 credits (3 lecture hours)
Prerequisite: ACG 2071
Introduction to the design and operation of accounting information systems emphasizing information theory, computers and behavioral concepts related to internal control and system analysis.

ACR 0066 Technical Engineering of HVAC/R Systems PSAV
120 clock hours
This course provides instruction and practice in calculating commercial heating and air-conditioning loads and their application in determining design and capacity of systems as well as the monitoring, maintenance and repair of commercial systems.

ACR 0307 Electronics and Refrigeration Systems PSAV
120 clock hours
This course provides instruction in solid-state electronics used in heating, air conditioning, and refrigeration systems including basic principles of direct digital controls, solid-state circuits and boards. Hands-on practice is provided with circuits, boards and programmable thermostats. The functions of a building-management system are explained. Also covered is instruction and hands-on practice in operating mechanical refrigeration service and testing equipment. Instruction and hands-on practice for refrigerant recovery systems is included.

ACR 0430 Indoor Air Quality for Air Conditioning PSAV
120 clock hours
This course provides instruction in the properties of air, use of pressure enthalpy charts and standards for and ways to measure indoor-air quality.

ACR 0501 Introduction to HVAC/R Principles PSAV
120 clock hours
This course provides lecture, demonstration and hands-on practice in introductory air conditioning, refrigeration and heating concepts and techniques including major components of the refrigeration cycle. History of the trade, current trends and practices are discussed. Personal and industrial safety in the use of tools and handling of materials is emphasized in laboratory activities. First Aid and CPR instruction is provided.

ACR 0510 HVAC/R Tools and Component Fabrication PSAV
120 clock hours
This course provides lecture, demonstration and hands-on practice in the proper use of tools and measuring techniques in the trade. Different types and use of tubing and pipe fitting, bends and assembling techniques are identified. Practice is provided in soldering, brazing, fabricating and leak testing of piping, tubes and fittings. This course also provides classroom instruction in oral and written communication, research, basic computer skills and employability skills needed for successful employment in the trade. Information regarding entrepreneurship is also provided.

ACR 0530 Electricity for HVAC/R PSAV
120 clock hours
This course provides instruction in basic electricity and the electrical components of heating, air-conditioning, and refrigeration equipment. Hands-on practice in wiring and troubleshooting electrical control systems, motors and components is provided in the laboratory.

ACR 0622 Heating Service & System Troubling Shooting PSAV
120 Clock hours
This course provides instruction and hands-on practice in combustion-type heating servicing, use of testing equipment and troubleshooting of gas valves and regulators as well as providing instruction in maintaining, testing and troubleshooting electrical systems, motors, circuits and pneumatic controls in commercial heating, air conditioning and refrigeration.

ACR 0706 Introduction to HVAC/R System Installation PSAV
120 Clock hours
This course provides hands-on practice in the installation of residential heating and air-conditioning systems for the assistant mechanic.

ACR 0710 Commercial HVAC/R Mechanical Components PSAV
120 clock hours
This course provides instruction in selection, testing, maintenance and troubleshooting of commercial heating, air conditioning and refrigeration mechanical systems and components including compressors, evaporators, condensers, heat recovery and thermal systems and accessories.

ACR 0816 Installation & Repair of HVAC/R Systems PSAV
120 clock hours
This course provides hands-on practice in the installation, maintenance, and repair of heating, air-conditioning, and refrigeration systems for the mechanic.

ACR 0930 R – ACR 0939 R Air Conditioning and Refrigeration Apprenticeship Co-ops PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0930 R Air Conditioning and Refrigeration Apprenticeship Co-op (First Year) PSAV
273 clock hours

ACR 0931 R Air Conditioning and Refrigeration Apprenticeship Co-op (First Year - Summer) PSAV
300 clock hours

ACR 0932 R Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year) PSAV
273 clock hours

ACR 0933 R Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year - Summer) PSAV
300 clock hours

ACR 0934 R Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year) PSAV
273 clock hours

ACR 0935 R Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year - Summer) PSAV
300 clock hours

ACR 0936 R Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year) PSAV
273 clock hours

ACR 0937 R Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year - Summer) PSAV
300 clock hours

ACR 0938 R Air Conditioning and Refrigeration Apprenticeship Co-op (Fifth Year) PSAV
273 clock hours

ACR 0939 R Air Conditioning and Refrigeration Apprenticeship Co-op (Fifth Year - Summer) PSAV
300 clock hours

ACR 0940 Air Conditioning and Refrigeration Apprenticeship I PSAV
108 clock hours
Course provides OSHA, job safety, trade related mathematics and science and different methods of joining pipe and tubing. Review plumbing and labor history. Emergency first aid and CPR, rigging and shop projects will be covered.

ACR 0941 Air Conditioning and Refrigeration Apprenticeship II PSAV
108 clock hours
Course continues first year. Related classroom and hands-on shop projects. Basic refrigeration.

ACR 0942 Air Conditioning and Refrigeration Apprenticeship III PSAV
108 clock hours
Course provides class related refrigeration, heating system, Environmental Protection Agency Section 608.

ACR 0943 Air Conditioning and Refrigeration Apprenticeship IV PSAV
108 clock hours
Course provides class related refrigeration, heating system, Environmental Protection Agency, Section 608. C.F.C. Certification. Refrigeration controls.

ACR 0944 Air Conditioning and Refrigeration Apprenticeship V PSAV
108 clock hours
Course provides a guide to service work, dealing with human relationships and basic electricity, Section 608 C.F.C. Certification.

ACR 0945 Air Conditioning and Refrigeration Apprenticeship VI PSAV
108 clock hours
Course continues with basic electricity.

ACR 0946 Air Conditioning and Refrigeration Apprenticeship VII PSAV
108 clock hours
Course provides basic refrigeration, air conditioning and heating systems. Section 608. C.F.C. Certification. Refrigeration controls.

ACR 0947 Air Conditioning and Refrigeration Apprenticeship VIII PSAV
108 clock hours
Course continues with refrigeration, air conditioning and heating system. Course covers different piping systems.

ACR 0948 Air Conditioning and Refrigeration Apprenticeship IX PSAV
108 clock hours
Course provides hydronic heating and cooling system instruction.

ACR 0949 Air Conditioning and Refrigeration Apprenticeship X PSAV
108 clock hours
Course provides class job foreman and leadership. Equipment and building control system.

ACR 0961 Field Work Experience in HVAC/R 1 PSAV
75 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program will be scheduled as required hours for the program. Specific Heating, AC, Refrigeration Helper job skills must be identified on a job skills plan. Selected job skills will be evaluated a minimum of once during each grading period.

ACR 0962 Field Work Experience in HVAC/R 2 PSAV
75 Clock Hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program will be scheduled as required hours for the program. Specific Heating, AC, Refrigeration Mechanic Assistant job skills must be identified on a job skills plan. Selected job skills will be evaluated a minimum of once during each grading period.

AER 0006 Introduction to Automotive Services PSAV
120 clock hours
This course is designed to introduce the use of academic and business skills along with occupational safety when practicing routine maintenance and customer service. Content will relate to the automotive industry standards and safety.

AER 0110 Automotive Engine Repair PSAV
120 clock hours
This course is designed to establish proficiency in engine theory and repair. Areas of concentration will include the diagnosis and repair of cylinder and valve train, engine block, lubrication and cooling systems. Course will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0171 Automotive Heating and Air Conditioning PSAV
120 clock hours
This course is designed to establish proficiency in the diagnoses and repair of heating, air conditioning and engine cooling systems. Emphasis will be placed on controls, vacuum and mechanical components, clutch and compressor and refrigerant recovery. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0250 Automotive Automatic Transmissions and Transaxles PSAV

120 clock hours

This course is designed to establish proficiency in the operation and servicing of automatic transmission/transaxle. Area of concentration will include maintenance and adjustment, in and off vehicle repair and component parts, repair and replacement. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0270 Automotive Manual Transmissions and Transaxles PSAV

120 clock hours

This course is designed to establish proficiency in the operation, assembly and maintenance of manual drive transmission/ transaxle. An emphasis will be placed on diagnosis and repair of component parts, universal and (CV joints), ring and pinion gears, differentials, drive axle and multiple wheel drive. Course will consist of both classroom and laboratory activities designed to meet industry standard and safety.

AER 0306 Automotive Systems Repair and Maintenance PSAV

120 clock hours

This course is designed to introduce automotive systems such as fuel and exhaust in addition to others. Detailed inspection, replacement and adjustment procedures will be practiced. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0307 Automotive Systems Repair and Maintenance-Intermediate PSAV

120 clock hours

This course is designed to introduce troubleshooting of the electrical starting and charging systems, including the removal, testing and replacement of component parts. Course will consist of classroom and laboratory activities designed to achieve industry standards and safety.

AER 0308 Automotive Systems Repair and Maintenance-Advanced PSAV

120 clock hours

This course is designed to provide the advanced level of troubleshooting of the electrical, starting, and charging systems, including the removal, testing and replacement of component parts. Course will consist of classroom and laboratory activities designed to achieve industry standards and safety.

AER 0315 Automotive Electrical and Electronic Systems PSAV

120 clock hours

This course is designed to establish proficiency in the diagnosing and trouble shooting of power train related electrical and electronic components. Also included will be diagnosis and repair of starting and charging systems. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0316 Automotive Electrical and Electronic Systems - Advanced PSAV

120 clock hours

This course is designed to establish proficiency in the diagnosis and repair of lighting, driver information systems, as well as horn, washer/wiper and other motor driven components. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0344 Automotive Engine Performance PSAV

120 clock hours

This course is designed to establish proficiency in the diagnosis and repair related to engine performance. In addition, computerized engine controls, ignition, fuel, air induction and exhaust systems will be emphasized. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0345 Automotive Engine Performance - Intermediate PSAV

120 clock hours

This course is designed to establish a continuing level of proficiency in the diagnosis and repair related to engine performance, computerized engine controls, ignition, fuel, air induction and exhaust systems. This course is also designed to establish introductory level proficiency in the diagnosis and repair of emission control systems along with other miscellaneous engine service items. Major areas include diagnosis of engine mechanical, electrical, electronic, fuel, intake, exhaust, and systems using oscilloscopes and engine diagnostic equipment. Along with the diagnostics, basic emission related troubleshooting; cooling system, engine timing, valve train adjustments and related services will be addressed. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0346 Automotive Engine Performance - Advanced PSAV

120 clock hours

This course is designed to establish proficiency in the diagnosis and repair of emission control systems along with advanced diagnosis of engine performance issues as related to supercharger and turbo charger applications. Major areas include exhaust gas, intake, recirculation systems and treatment, supercharger, and turbo charger repair and replacement and related services. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0411 Automotive Brake Systems PSAV

120 clock hours

This course is designed to establish proficiency in the operation and servicing of brake systems. Instruction will include disc and drum brakes, power assist units, anti-lock systems and miscellaneous mechanical and electrical components. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0450 Automotive Steering and Suspension PSAV

120 clock hours

This course is designed to establish proficiency in steering, suspension and wheel systems. Emphasis will be placed on diagnosis, and repair of components that are critical to safe and efficient operation. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve industry standards and safety.

AMH 2010 United States History to 1865 AA

3 credits (3 lecture hours)

Examines the extension of European culture into the Western Hemisphere, the growth and development of the 13 English colonies and intensive study of the Constitution of the United States and the early national period of the United States to the end of the Civil War. Gordon Rule and computer application required. Written work: 2,000 words. Requires a demonstration of computer application. (*)

AMH 2010 Honors United States History to 1865 AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing
Honors components included in this course version. (*)

AMH 2020 United States History from 1865 to Present AA
3 credits (3 lecture hours)
A continuation of AMH 2010, this course emphasizes the development of the United States into a world power and the internal, economic, social, political and cultural movements and forces. Written work: 2000 words. (*)

AMH 2091 African-American History AA
3 credits (3 lecture hours)
This course presents a balanced view of the American past and present as each relates to race relations and democratic ideals and equips students with the ability to analyze the meaning of the African-American experience. It includes related concerns and relations of African-Americans, Indians, Hispanics and other ethnic minorities as they impact American life today.

AML 2010 American Literature to 1865 AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Students in AML 2010 will study the literature of America from colonial times through the Civil War era. They will examine the literary works, ideas, authors, history and intellectual climate of early America. They will also develop effective reading, writing and analytical skills and a sense of literary taste. Gordon Rule writing requirement minimum written work: 3,000 words. (*)

AML 2020 American Literature after 1865 AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Students in AML 2020 will study the literature of America from the Civil War through the modern era. They will examine the literary works, ideas, authors, history and intellectual climate of modern America. They will also develop effective reading, writing and analytical skills and a sense of literary taste. Gordon Rule writing requirement minimum written work: 3,000 words. (*)

AML 2600 African American Literature AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
A survey of literature by African Americans from the eighteenth century to the present. Students will understand African-American Literature as both attached to and counter to the mainstream tradition. Gordon Rule writing requirement minimum written work: 3,000 words. (*)

AML 2600 Honors African American Literature AA
3 credits (3 lecture hours)
Prerequisites: A grade of "C" or higher in ENC 1101 or ENC 1121 and cumulative 3.5 GPA
In this honors course, students will be challenged as they intensively survey the tradition of literature by African American writers from the eighteenth century to the present. Students will read works in different genres and will understand African-American Literature as both attached to and counter to the mainstream tradition. Learning methods that promote student-directed projects and in-depth analysis will be included. Written work: 3000 words. (*)

ANT 2000 Anthropology AA
3 credits (3 lecture hours)
Survey of anthropology: human kind's remote origins, physical traits (physical anthropology), languages (linguistics) and antiquities (archaeology), as well as lifestyles and institutions of peoples around the world (cultural and social anthropology). Diversities and similarities are explored through selected theories and methods. Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application are required. (*)

APA 1111 Bookkeeping I AS
3 credits (3 lecture hours)
Application of accounting concepts and procedures in sole proprietorship service and merchandising companies offering: (1) vocational preparation for jobs in accounting, (2) a practical background in accounting for other careers, such as clerical, secretarial, sales and managerial positions and (3) preparation and background for more advanced studies.

APA 1121 Bookkeeping II AS
3 credits (3 lecture hours)
Prerequisite: APA 1111
Application of accounting concepts and procedures in partnerships, corporations and manufacturing accounting in preparation for a position as a full-charge bookkeeper. The course will include valuation of receivables, inventories and equipment as well as the analysis and interpretation of financial statement and the statement of cash flows.

APA 2172 Computerized Bookkeeping AS
4 credits (4 lecture hours)
Prerequisites: APA 1111 and APA 1121
An overview of computerized bookkeeping applications software is provided. Windows, spreadsheet software and a payroll program will be used to familiarize the students with the basic support tools available to a full-charge bookkeeper.

ARC 1301C Architectural Design I AA
4 credits (3 lecture hours, 2 lab hours)
Corequisite: ARC 1701
The course is an introduction to architectural design for students without prior experience. It is intended to emphasize the basic concepts of space, its habitation, and the process of design. Exercises consist of a carefully coordinated sequence, first developing the fundamentals of spatial cognition. Analytical exercises expose the students to the interplay between contextual strategies and simple programmatic requirements. A focus on the linkage between design ideas and the materials of both model and building construction will augment the studio sessions.

ARC 1302C Architectural Design II AA
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: ARC 1301C, ARC 1701; Corequisite: ARC 2201
The second architectural design studio is concerned with basic architectural design conception, design thought and presentation methods in two and three dimensions. Spatial and formal organization, basic functional analysis and site analysis are introduced. This course builds upon investigations in ARC1301C.

ARC 1701 History of Architecture AA
3 credits (3 lecture hours)
A general survey of social, political and cultural factors, which have generated architecture from prehistoric times through the 18th century.

ARC 1702 Architectural History II AA
3 credits (3 lecture hours)
Prerequisite: ARC 1701
The History of Architecture II is a survey of architects and architectural style from the 19th century to the present. It is broad in nature and is concerned with the cultural, aesthetic and technological forces that influence the development and making of architecture as "human expression." The course shall help student's foster aesthetic and critical faculties, developing an appreciation of architecture, history, and cultural issues.

ARC 2201 Theory of Architecture AA
3 credits (3 lecture hours)
Prerequisite: ARC 1301C; Corequisite: ARC 1302C
The student will demonstrate a proficiency in the basic principles, theories, concepts, goals and aspirations of architecture according to contemporary professional values.

ARC 2303C Architectural Design III AA
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC 1302C, ARC 2201 (or ARC 2212)
Corequisite: ARC 2461
The third architectural design studio investigates architectural problem solving, design processes, site analysis, form and functional analysis, aesthetic decision making and presentation methodologies. Interpretation of the design idea within precedent, context and contemporary venues is taught. Students give visual and verbal presentations of design work.

ARC 2304C Architectural Design IV AA
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC 2303C and ARC 2461; ARC 2501
The fourth required design course in a four course sequence is intended to summarize and engage the various foundational skills, abilities and understandings from the previous three design courses. Integration and utilization of the information from the architecture courses will be engaged.

ARC 2461 Materials and Methods of Construction I AA
3 credits (3 lecture hours)
Prerequisite: ARC 2303C
Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications and code requirements is stressed. Lab exercises include photographs of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included.

ARC 2501 Structures AA
3 credits (3 lecture hours)
Prerequisite: MAC 2233
Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions.

ARH 1000 Art Appreciation AA
3 credits (3 lecture hours)
Explores important works of the visual arts from the past and present and is designed to provide insights into works of art and meet the needs of the General Education program in the Humanities. Written work: 2,000 words minimum. (*)

ARH 1000 Honors Art Appreciation AA
Prerequisites: 3.5 GPA or recommended test scores of ACT Enhanced-26, SAT I-1170 combined score or FCELPT (CPT) 97-reading and 100 writing
Explores important works of the visual arts from the past and present and is designed to provide insights into works of art and meet the needs of the General Education program in the Humanities. This course encourages the student to think critically, demonstrate leadership, work cooperatively with other classmates, make correlations between Art and other disciplines and write about art using a visual vocabulary. Honors Art Appreciation pursues a more active and interactive learning environment in which the students take greater responsibility for attaining a more creative and comprehensive understanding of basic art concepts and perspectives essential for understanding art as a visual and cultural expression. The Honors course pursues deeper analytical interpretation of course concepts and their applications in a cultural context. Written work: 2,000 words minimum. (*)

ARH 2050 Art History I AA
3 credits (3 lecture hours)
A study of works of art from prehistoric world through the Renaissance including painting, sculpture and architecture. Gordon Rule writing requirement minimum written work: 2,000 words. (*)

ARH 2051 Art History II AA
3 credits (3 lecture hours)
A study of works of art from post-Renaissance through modern including painting, sculpture, and architecture. Gordon Rule writing requirement minimum written work: 2,000 words. (*)

ARR 0011 Introduction to Collision Repair PSAV
120 clock hours
This course is designed to introduce occupational safety and the related federal, state, and local rules and agencies with enforcement responsibility. This course will provide opportunities in the applications of different procedures used in preparing vehicles for repair and refinishing. Industry knowledge will be demonstrated by using a variety of activities to identify parts by name, location and function. In addition, introductory level repair, replacement and adjustments to various parts and panels will be practiced. A variety of classroom and laboratory activities will be utilized to achieve industry standards and safety.

ARR 0020 Collision Estimating PSAV
120 clock hours
This course is designed to provide instruction in the preparation of comprehensive damage reports, utilizing modern vehicle construction, crash manuals and both computer and non-computer processes. A variety of classroom and laboratory experiences will be designed to meet industry standards and safety.

ARR 0101 Collision Repair and Refinishing PSAV
120 clock hours
This course is designed to provide learning opportunities in the basic science as it relates to automotive repairs, safe welding practices, appropriate preparation of surfaces for refinishing and the selection and application of proper primer paints and systems. Related basic communication, math, employability, and job safety skills will also be addressed. A variety of classroom and laboratory activities will be utilized to achieve industry standards and safety.

ARR 0102 Collision Repair and Refinishing - Intermediate PSAV

120 clock hours

This course is designed to provide learning opportunities in the basics of appropriate application of, and along with, surface finishing and blending of finish coats. Related basic communication and math skills will also be addressed. A variety of classroom and laboratory activities will be utilized to achieve industry standards and safety.

ARR 0103 Collision Repair and Refinishing - Advanced PSAV

120 clock hours

This course is designed to provide learning opportunities in the basics of appropriate post application surface finishing and blending of finish coats. Layout and application of pin striping and exterior graphics will also be addressed. In addition, this course will introduce the major components of obtaining employment and the understanding of entrepreneurship. A variety of classroom and laboratory activities will be utilized to achieve industry standards and safety.

ARR 0121 Automotive Refinishing PSAV

120 clock hours

This course is designed to provide a variety of learning experiences in the proper maintenance and operation of spray equipment, including appropriate spray techniques. This course is also designed to provide experience in the procedures used for inspecting air make-up; exhaust systems and preparing surfaces mechanically and with the use of chemicals. The proper selection and application of a variety of paints and finishes will be practiced. Classroom and laboratory activities are designed to achieve industry standards and safety.

ARR 0122 Automotive Refinishing-Intermediate PSAV

120 clock hours

This course is designed to provide a variety of learning experiences in the intermediate level of surface preparation and paint/coating application, including appropriate spray techniques. Included will be the identification of finish defects, their causes and cures. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

ARR 0123 Automotive Refinishing-Advanced PSAV

120 clock hours

This course is designed to provide advanced level experience in the procedures used for preparing surfaces along with the application of surface finishes. The proper selection and application of a variety of paints and finishes will be practiced, including post application finishing and detailing. Included will be the identification of finish defects, their causes and cures. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

ARR 0241 Automotive Body Repair PSAV

120 clock hours

This course is designed to provide introductory level experiences in the procedures used to prepare vehicles for repair and refinishing. It will include replacement and adjustment of body panels along with basic welding and torch/plasma cutting. This course will also include introduction to fiberglass and other miscellaneous repairs. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

ARR 0242 Automotive Body Repair - Intermediate PSAV

120 clock hours

This course is also designed to provide experience in removal and replacement of trim components, power driven accessories and various mounts, and suspension parts. It will include welding and replacement of damaged body panels using a variety of welding operations. Removal and replacement of fiberglass/SMC body panels will also be included. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

ARR 0243 Automotive Body Repair - Advanced PSAV

80 clock hours

This course is designed to provide advanced level experiences in the procedures used to prepare vehicles for repair and refinishing. It will include replacement and adjustment of body panels and a variety of welding operations. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety. This course will also include advanced level experience related to fiberglass, plastic, and other miscellaneous repairs. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

ARR 0313 Frame and Body Repair PSAV

120 clock hours

This course is designed to provide instruction in performing structural damage analysis and repair of the vehicle structure. Vehicle set up, measurement and pulling will be emphasized along with procedures for alignment, anchoring, straightening and reinforcement. Instruction will consist of classroom and laboratory activities in accordance with industry standards and safety.

ARR 0960 Employability and Entrepreneurship PSAV

40 clock hours

This course will introduce the major components of obtaining employment and the understanding of entrepreneurship. Major topics will include job search, application, interviewing, economics, business ownership and ethics. Content will relate to the automotive industry.

ARR 0962 Applied Academics PSAV

60 clock hours

This course is designed to prepare students to use and demonstrate written and verbal communication skills. In addition it will include the understanding and application of appropriate math and science principles as required by industry standards.

ART 1100C Crafts I AA

3 credits (2 lecture hours, 2 lab hours)

A survey of arts and crafts pertaining to recreational leadership, mental health programs, occupational therapy and educational programs. Power and hand tools will be used to create projects in clay, wood, paper, fibers and metal.

ART 1101C Crafts II AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 1100C

In-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs.

ART 1201C Design Fundamentals AA

3 credits (2 lecture hours, 2 lab hours)

A basic course in visual principles and elements of design emphasizing the vocabulary of art and technical skill in handling art tools for two-dimensional visual creations.

ART 1203C Three-Dimensional Design AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
This course is an introduction to three-dimensional visual experiences with emphasis on observing reality using the principles of design. Technical skills utilize sculptural media.

ART 1205C Color Design AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
A transferable studio course which continues the visual elements and principles of composition with emphasis on color theory and the use of color and light in design.

ART 1300C Drawing I AA
3 credits (2 lecture hours, 2 lab hours)
Corequisite: ART 1201C
This is an introductory course in drawing using three-dimensional design principles. Emphasis is on vision and the two-dimensional surface. Technical skills are developed through various graphic media. The use and purpose of illusions, including linear perspective, are explored preparatory to expressive drawing and compositions.

ART 1330C Drawing II AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1201C and ART 1300C
This is an introductory course in figure drawing, in which the student studies skeletal drawing and the muscular composition of the human form. Drawings exhibit the design concepts learned in ART 1300C. Students develop sensitivity to the page and ability to employ the use of negative space.

ART 1759C Ceramics I AA
3 credits (2 lecture hours, 2 lab hours)
Introduces basic methods of ceramic production in hand building, wheel throwing and glaze application. May be repeated one time for credit.

ART 1751C Ceramics II AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1759C
Continuation of ART 1750C. Kiln stacking, firing and glaze formulation. May be repeated one time for credit.

ART 2150C Jewelry Design I AA
3 credits (2 lecture hours, 2 lab hours)
An introductory course to jewelry making in which cutting, sawing, soldering, stone setting and centrifugal casting are taught. Students will learn to use specific jewelry making tools and equipment.

ART 2400C Printmaking I AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
An introduction to printmaking techniques, including etching, silkscreen, intaglio and relief painting. Plexiglas is used in addition to traditional metal plate printing.

ART 2401C Printmaking II AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 2400C
Students utilize the skills begun in ART 2400C to continue developing design experiences. Printmaking with emphasis on image-making related to printing processes. Consistency in the control of edition publication is stressed while continuing experimentation with design in original thinking. May be repeated twice for credit.

ART 2500C Painting I AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
A beginning college course in painting allows experimentation in oils, acrylics and watercolors. Projects are designed to provide experience in mixing colors, selection and application to surfaces of various types. Exercises are assigned which expand the thinking of the student as relates to the possibilities of creativity through the paint media.

ART 2501C Painting II AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 2500C
This course is a continuation of ART 2500C with further investigation of expression and composition through technical procedures. Students develop ideas and continue experimentation with painting. Change in the scale of the student paintings is suggested, along with the variety of techniques that may be explored. This course may be repeated twice for credit.

ART 2502C Figure Painting AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1330C and ART 2500C or instructor permission required
The use of the human figure as a subject for painting is covered. The course includes development of a representation of the figure, creation of a design using a relatively flat picture plane, abstraction of the figure and creation of a work more dependent on ideas than on illusions of space.

ART 2600C Digital Imagery for the Fine Artist AA
3 credits (2 lecture, 4 lab hours)
Prerequisites: ART 1201C
This course is offered as an AA elective for the Fine Arts program. It will focus on developing students' ability to extend their ideas and formal, aesthetic concerns through the use of digital media. Also, to understand how the computer can be adapted and used in the visual arts, while exploring its graphic capability for artistic endeavor, using graphic manipulation, text, and digitizing programs.

ART 2701C Sculpture I AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1203C or instructor permission required
This introductory course in sculpture develops aesthetic expression through exploration of additive and subtractive procedures in three-dimensional media. Mold-making and casting are included.

ART 2710C Stone Carving AA
2 credits (1 lecture hour, 3 lab hours)
Prerequisite: ART 2701C or instructor permission required
This is an intermediate course in sculpture with an emphasis on stone carving. This course includes evaluation of stone for potential use of points and chisels to rough out an image, using tools to develop the surface, polishing and mounting. Both hand tools and automatic tools are used.

ASC 1101 Aero-Navigation AS
3 credits (3 lecture hours)
Prerequisite: ATT 1100
Introduction to navigation including piloting, dead reckoning, radio and celestial and use of serial charts, plotters and navigational procedures are provided.

ASC 1210 Aero-Meteorology AS
3 credits (3 lecture hours)
Weather, its hazards, and available FAA services for pilots are presented.

ASC 1310 Aero-Safety and Regulations AS
2 credits (2 lecture hours)
In-depth study of federal aviation regulations and procedures required through the ATP rating. A portion of the time will be spent analyzing aircraft performances related to regulations and safe operating procedures.

ASC 1640 Propulsion Systems AS
3 credits (3 lecture hours)
Theory of engines, engine construction and engine operating procedures. Performance and safe engine operation are emphasized.

ASC 2550 Aerodynamics AS
3 credits (3 lecture hours)
Prerequisite: ATT 1100
Study of physical flight principles including airflow, airfoils and the production of lift and drag as applied to airplane performance, stability and control. Special attention is given to high-speed and hovering flight.

AST 1002 Descriptive Astronomy AA
3 credits (3 lecture hours)
Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae and galactic structure. Instruction will include lectures, discussion, and observations. (*)

AST 1003 Planetary Astronomy AA
3 credits (3 lecture hours)
This course covers study of the solar system, including the motions and properties of the Earth, sun, moon and planets, formation of the solar systems and discoveries from recent space missions. Course may include an observational component utilizing small telescopes and computer controlled cameras. (*)

AST 1004 Stellar and Galactic Astronomy AA
3 credits (3 lecture hours)
Course covers conceptual study of our sun, other stars, galaxies and the universe, including their formation, evolution and ultimate fate, as well as discoveries from recent space missions. Course may include an observation component utilizing small telescopes and computer-controlled cameras. (*)

ATF 1100 Flight-Private AS
3 credits (3 lecture hours)
FAA Private Pilot's License requires a minimum of 40 hours flight time of which at least 10 must be solo flight. This course provides 53 hours of flight time including 3 hours for FAA check ride. Examinations in both flight and ground subjects are given by the FAA.

ATF 1150 Intermediate Flight Lab AS
1 credit (1 lab hour)
Prerequisite: ATF 1100
This course provides students the flight time necessary to qualify them to apply for the instrument/commercial ratings. Fifty-five hours of flight time are required with specific cross-country, pilot in command and night flying required. Students having adequate flight time logged may apply for credit through experiential learning.

ATF 1600 Basic Flight Simulator AS
1 credit (1 lab hour)
Fifteen (15) class hours are required for FAA credit consisting of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques. There will be an additional 3 hours of lecture to explain lesson plan to student.

ATF 2200 Flight-Commercial I AS
3 credits (3 lecture hours)
Prerequisite: ATF 1100; Corequisite: ATT 2110
FAA Commercial Pilot's license requires 250 hours of flight time, of which 50 hours can be completed in a FAA-approved flight simulated training device. This course includes 23 hours of flight time, of which 10 hours are in a complex aircraft, 20 hours are dual instruction; also includes 3 solo hours for FAA check ride. Attending a FAA-approved ground and flight school may save some flight hours. The FAA gives examinations in both flight and ground subjects.

ATF 2250 Advanced Flight Lab AS
1 credit (3 lab hours)
Prerequisite: ATF 1150
This course provides students the flight time necessary to qualify them to apply for the commercial rating. Forty-five (45) hours of flight time are required with specific cross-country, pilot in command instrument flight and night flying required. Students having adequate flight time logged may apply for credit through experiential learning.

ATF 2300 Instrument Flight AS
3 credits (3 lecture hours)
Prerequisites: ATF 1100, ATF 1600, ATT 1100, ATT 2120, ATF 2605; Corequisites: ATF 2610, ATT 2120
For an instrument rating, the FAA requires 15 hours of instrument instruction and 40 hours of pilot instrument time with appropriate ground school. FAA flight and ground examinations must be passed. Course includes 38 hours of flight time. Course provides 35 hours of dual flight instruction and 3 hours solo aircraft time for the FAA check ride.

ATF 2400 Multi-Engine Flight AS
1 credit (13 lab hours)
Prerequisite: ATF 2300; Corequisites or prerequisites ATF 2200 and ATT 2110 or Commercial Pilots License and equivalent experience
This course is designed to allow either a private or commercial pilot to add an airplane multi-engine land class rating to an existing pilot certificate. This course includes 13 hours of dual instruction and 2 hours for the FAA check ride.

ATF 2500 Certified Flight Instructor AS
1 credit (20 lab hours)
Prerequisites: ATF 2200, ATF 2300; or commercial pilot license or equivalent experience; prerequisite or corequisite: ATT 2131.
This course provides the flight instruction required to obtain the flight instructor certificate. This course includes 20 hours dual airplane instruction and 4 hours for the FAA check ride.

ATF 2605 Intermediate Flight Simulator AS
1 credit (1 lab hour)
Prerequisite: ATF 1600 or instructor/chairman approval
Fifteen (15) class hours are required for FAA credit. This course is a continuation of skill-developed simulator flight with emphasis on introduction to navigation systems and problems. There will be an additional 3 hours of lecture to explain lesson plan to student.

ATF 2610 Advanced Instrument Flight Simulator AS
1 credit (1 lab hour)
Prerequisites: ATF 1600 and ATF 2605 or instructor/chairman approval
Twenty (20) class hours are required for FAA credit. Advanced simulator laboratory designed to develop proficiency in cross-country IFR and approach IFR flight. Twenty (20) hours is creditable toward FAA instrument instruction flight time requirements. There will be an additional 4 hours of lecture to explain lesson plan to student.

ATF 2691(A-E) Instructor Refresher Simulator Laboratory AS
1 credit
Modular course covering simulator instruction for pilots on an individual basis: consists of three-hour simulator modules to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. Requires instructor approval and is offered on demand. Completion of five modules earns one semester hour credit.

ATT 1100 Private Pilot Ground School AS
3 credits (3 lecture hours)
Theory of flight, navigation, meteorology, aircraft performance, and regulations required to prepare for the FAA Private Pilot Written Examination.

ATT 2110 Commercial Pilot Ground School AS
3 credits (3 lecture hours)
Prerequisite: ATT 1100
This course includes basic aerodynamics, advanced airplane performance, airplane systems and power plants, aviation weather, FARS, navigation, flight operations, aero medical factors, aeronautical decision making, cockpit resource management and multi-engine airplane operation. It prepares the student for the FAA Commercial Pilot Written Examination and the multi-engine airplane rating.

ATT 2120 Instrument Ground School AS
3 credits (3 lecture hours)
Prerequisite: ATT 1100
Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. This course provides preparation for FAA instrument examination.

ATT 2131 Flight Instructor Ground School AS
2 credits (2 lecture hours)
Prerequisite: ATF 2300 or ATF 2200
This course introduces the student to fundamentals of flight instruction. It includes information on the learning process, effective teaching methods, critique and evaluation, lesson plans and psychological behavior. The course prepares the student for the FAA Fundamentals of Instructing Written Test and the Flight Instructor Airplane Written Examination.

AVM 2010 Aerospace and Air Travel AS
3 credits (3 lecture hours)
Prerequisite: ATT 1100 or approval of instructor
Study of passenger movement, airfreight, and airline operations, including financing, personnel, training, procurement of equipment, public relations and other problems related to air carriers and contractors.

BCA 0470 Fire Sprinkler Apprenticeship I PSAV
72 clock hours
This course provides an introduction to the Fire Sprinkler Fitter Trade and introduces workplace safety, materials, common tools, pipe hangers, supports, restraints, guides, threaded steel piping systems and fittings for the first semester apprentice.

BCA 0471 Fire Sprinkler Apprenticeship II PSAV
72 clock hours
This course continues the introduction to the Fire Sprinkler Fitter Trade and identifies and describes metal, plastic, copper tube and underground pipe systems, tools, classifications, fitting, joining and handling methods for the second semester apprentice.

BCA 0472 Fire Sprinkler Apprenticeship III PSAV
72 clock hours
This course provides a basic understanding of the various types of fire sprinkler systems, their usage, and installation with O.S.H.A. and C.P.R. instruction for the third semester apprentice.

BCA 0473 Fire Sprinkler Apprenticeship IV PSAV
72 clock hours
This course identifies and describes the purpose and operation of wet fire sprinkler systems and dry pipe systems for the fourth semester apprentice.

BCA 0474 Fire Sprinkler Apprenticeship V PSAV
72 clock hours
This course provides an understanding of the planning and design of fire sprinkler systems and the mathematics used to perform sprinkler system design and installation for the fifth semester apprentice.

BCA 0475 Fire Sprinkler Apprenticeship VI PSAV
72 clock hours
This course continues the planning and design of the fire sprinkler system with emphasis on supply systems for the sixth semester apprentice.

BCA 0476 Fire Sprinkler Apprenticeship VII PSAV
72 clock hours
This course provides an understanding of special extinguishing systems, their design and inspection for the seventh semester apprentice.

BCA 0477 Fire Sprinkler Apprenticeship VIII PSAV
72 clock hours
The course continues special extinguishing systems with basic hydraulic concepts, system design and hydraulic calculations. An introduction to foremanship, documentation and tracking is included for the eighth semester apprentice.

BCA 0480 R - BCA 0487 R Fire Sprinkler Apprenticeship Co-op I-VIII PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCA 0480 R Fire Sprinkler Apprentice Co-op I PSAV
273 clock hours

BCA 0481 R Fire Sprinkler Apprentice Co-op II PSAV
300 clock hours

BCA 0482 R Fire Sprinkler Apprentice Co-op III PSAV
273 clock hours

BCA 0483 R Fire Sprinkler Apprentice Co-op IV PSAV
300 clock hours

BCA 0484 R Fire Sprinkler Apprentice Co-op V PSAV
273 clock hours

BCA 0485 R Fire Sprinkler Apprentice Co-op VI PSAV
300 clock hours

BCA 0486 R Fire Sprinkler Apprentice Co-op VII PSAV
273 clock hours

BCA 0487 R Fire Sprinkler Apprentice Co-op VIII PSAV
300 clock hours

BCA 0520 Glazing Apprenticeship I PSAV
72 clock hours
This course provides general jobsite safety, emergency procedures including first aid and CPR, ergonomics, math and trade terminology review and labor history for indentured apprentices in the glazing trade.

BCA 0521 Glazing Apprenticeship II PSAV
72 clock hours
This course provides instruction in the identification, use and care of trade tools, glass handling techniques, communication and employability skills for the indentured apprentice in the glazing trade.

BCA 0522 Glazing Apprenticeship III PSAV
72 clock hours
This course provides instruction in advanced glass recognition and uses and includes an introduction to glass replacement for the indentured apprentice in the glazing trade.

BCA 0523 Glazing Apprenticeship IV PSAV
72 clock hours
This course provides instruction in Safety Glazing Codes, introduction to door usage and recognition, mirrors, and safety refresher for the indentured apprentice in the glazing trade.

BCA 0524 Glazing Apprenticeship V PSAV
72 clock hours
This course provides instruction in transits and leveling instruments, ribbon systems, curtain wall recognition and usage for the indentured apprentices in the glazing trade.

BCA 0525 Glazing Apprenticeship VI PSAV
72 clock hours
This course provides instruction in Structural Glazing Systems, Rigging and Hoisting, and Sealants for the indentured apprentice in the glazing trade.

BCA 0526 Glazing Apprenticeship VII PSAV
72 clock hours
This course provides instruction in Foremanship Training, Shop Drawing, and Blueprint Reading for the indentured apprentice in the glazing trade.

BCA 0527 Glazing Apprenticeship VIII PSAV
72 clock hours
This course provides continued instruction in Blueprint Reading, Transfer Field Dimensions, Calculations, and Advanced Welding for the indentured apprentice in the glazing trade.

BCA 0530 R - BCA 0537 R Glazing Apprenticeship Co-op I-VIII PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCA 0530 R Glazing Apprenticeship Cooperative I PSAV
273 clock hours

BCA 0531 R Glazing Apprenticeship Cooperative II PSAV
300 clock hours

BCA 0532 R Glazing Apprenticeship Cooperative III PSAV
273 clock hours

BCA 0533 R Glazing Apprenticeship Cooperative IV PSAV
300 clock hours

BCA 0534 R Glazing Apprenticeship Cooperative V PSAV
273 clock hours

BCA 0535 R Glazing Apprenticeship Cooperative VI PSAV
300 clock hours

BCA 0536 R Glazing Apprenticeship Cooperative VII PSAV
273 clock hours

BCA 0537 R Glazing Apprenticeship Cooperative VIII PSAV
300 clock hours

BCN 1210 Building Construction Materials AS
3 credits (3 lecture hours)
Corequisite: BCN 2253C
Covers sources, properties, and uses of construction materials.

BCN 1272 Plans Interpretation AS
3 credits (3 lecture hours)
Develops ability to read and interpret working drawings and specifications used in the construction industry.

BCN 2220 Construction Materials and Methods AS
3 credits (3 lecture hours)
Construction methods are analyzed and classified. Developments in new materials and systems are discussed with emphasis on applications and future trends in South Florida. Some construction experience preferred.

BCN 2253C Architectural Drafting AS
3 credits (1 lecture hour, 5 lab hours)
Prerequisite: ETD 1100C or equivalent; Corequisite: BCN 1210
Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs, and openings in masonry and wooden structures. Application is made through projects.

BCN 2941 Building Construction Experience AS
4 credits (4 lecture hours)
Credit will be given those documenting four years experience toward journeyman-level tradesmanship.

BCT 1600 Advanced Construction Estimating AS
3 credits (3 lecture hours)
This is an analysis and determination of building construction costs. It commences with the classification of materials, labor, and subcontracted work into the smallest manageable units; estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial building; and including indirect and overhead costs, the preparation of bid proposals and related documents.

BCT 1743 Construction Law AS
3 credits (3 lecture hours)
Legal aspects of construction contracts and the responsibilities arising from field operations including relationship of general contractor to owner, architect and subcontractor, material, men and mechanics lien law; bonds; labor law; OSHA; workmen's compensation; taxes; and other statutes and ordinances regulating contractors.

BCT 1750 Construction Finance AS
3 credits (3 lecture hours)
Building construction financing and related contract requirements includes construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans and insurance.

BCT 2705 Construction Supervision Procedure AA
3 credits (3 lecture hours)
Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel and technical and professional individuals includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership and incentive.

BCV 0800 Painter Apprenticeship I PSAV
78 clock hours
Course provides general jobsite safety, emergency procedures including first aid and CPR, ergonomics, math and trade terminology review, labor history.

BCV 0801 Painter Apprenticeship II PSAV
126 clock hours
Course continues with trade tools, identity, use, and care. This course provides an introduction to respiratory protection and a pulmonary function test and employability skills.

BCV 0802 Painter Apprenticeship III PSAV
78 clock hours
Course provides identification and use of materials of the trade. This course provides an introduction to color mixing and matching and relationship to decorating.

BCV 0803 Painter Apprenticeship IV PSAV
126 clock hours
Course provides identification and use of ladders and scaffolding. This course provides an introduction to decorative applications.

BCV 0804 Painter Apprenticeship V PSAV
78 clock hours
Course covers surface preparation and coating applications.

BCV 0805 Painter Apprenticeship VI PSAV
126 clock hours
Course covers surface preparation and coating applications and blueprint reading.

BCV 0806 Painter Apprenticeship VII PSAV
78 clock hours
Course covers wall-covering application.

BCV 0807 Painter Apprenticeship VIII PSAV
126 clock hours
Course covers advanced decorative applications, drywall operations and entrepreneurship.

BCV 0811 Carpentry Apprenticeship I PSAV
90 clock hours
Demonstrate basic knowledge of the construction industry, including shop, occupational and employability skills, characteristics of lumber, proper handling and storage of materials, basic mathematics and science skills for carpentry. Utilize hand and power tools, read blueprints, set up and use a transit and builder's level, perform site preparation, form construction and layout activities. Demonstrate knowledge of structural shoring.

BCV 0812 Carpentry Apprenticeship II PSAV
90 clock hours
Read, understand, and interpret C.F.R. 1926 Subpart L (scaffold regulations). Scaffold qualification, basic mathematics for carpentry, communication skills, basic science and employability skills. Tie knots and explain basic rigging equipment. Solve basic math problems. First aid/CPR.

BCV 0813 Carpentry Apprenticeship III PSAV
90 clock hours
All aspects of commercial, residential, and industrial wood framing are presented.

BCV 0814 Carpentry Apprenticeship IV PSAV
90 clock hours
Demonstrate knowledge in structural metal stud construction.

BCV 0815 Carpentry Apprenticeship V PSAV
90 clock hours
Interior systems, metal studs, drywall hanging and finishing, acoustical ceilings and computer floors.

BCV 0816 Carpentry Apprenticeship VI PSAV
90 clock hours
Door hanging and adjusting, finished hardware installation, interior, and exterior wood and concrete stairs are presented.

BCV 0817 Carpentry Apprenticeship VII PSAV
90 clock hours
Blueprint reading estimating. Advanced molding installation in difficult situations.

BCV 0818 Carpentry Apprenticeship VIII PSAV
90 clock hours
Machine woodworking and cabinetry are presented.

BCV 0820 Tile Setter Apprenticeship I PSAV
78 clock hours
This course provides an introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use, care and effective safe handling of tools and apparatus commonly used in tile setting.

BCV 0821 Tile Setter Apprenticeship II PSAV
126 clock hours
This course is a continuation of the first semester course and provides instruction in proper tile setting materials, as well as the safe handling of additional tools and apparatus commonly used in tile setting.

BCV 0822 Tile Setter Apprenticeship III PSAV
78 clock hours
This course is a mid-level training course for students who are in their second year of tile setting apprenticeship. It provides continued development in the application of tile setting on walls, as well as the appropriate use of measurement and levels.

BCV 0823 Tile Setter Apprenticeship IV PSAV
126 clock hours
This course is a mid-level training course for students who are in their second year, second semester of tile setting apprenticeship. It introduces the students to building a curb and floating a shower floor, setting tile with glue or mastic, grouting tile of different widths, laying out and setting large tile with accuracy and cleaning of tile with solutions. Continued development will be provided in the appropriate methods of measurement and levels, as well as keeping walls level and plumb.

BCV 0824 Tile Setter Apprenticeship V PSAV
78 clock hours
This course is an advanced training course for students who are in their third year of tile setting apprenticeship. It provides advanced skill development in tile setting, as well as blueprint reading and estimating. Instruction in Red Cross first aid will be provided.

BCV 0842 Bricklayer Apprenticeship I PSAV
78 clock hours
This course provides an introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use, care, and effective safe handling of tools and apparatus commonly used in bricklaying.

BCV 0843 Bricklayer Apprenticeship II PSAV
126 clock hours
This course is a continuation of the first semester course and provides instruction in the mix and use of mortar with application to brick; instruction in trade building materials, as well as the safe handling of additional tools and apparatus commonly used in bricklaying.

BCV 0844 Bricklayer Apprenticeship III PSAV
78 clock hours
This course is a mid-level training course for students who are in their second year of bricklaying apprenticeship. It provides continued development in bricklaying, as well as the appropriate use of masonry tools, measurement and levels and the proper mix and use of bonds.

BCV 0845 Bricklayer Apprenticeship IV PSAV
126 clock hours
This course is a mid-level training course for students who are in their second year, second semester of bricklaying apprenticeship. It introduces the students to bricklaying on reinforced walls, cavity walls with wall ties, as well as the cutting and laying of a bonded flat arch. Continued development will be provided in the appropriate methods of measurement and levels.

BCV 0846 Bricklayer Apprenticeship V PSAV
78 clock hours
This course is an advanced training course for students who are in their third year of bricklaying apprenticeship. It provides advanced skill development in bricklaying, as well as blueprint reading and construction site building lines. Instruction in first aid will be provided.

BCV 0847 Bricklayer Apprenticeship VI PSAV
126 clock hours
This course is for advanced bricklaying apprentices who are in their third year, second semester. It provides advanced skill development in bricklaying, including building chimneys, fireplaces, arches, groins and columns, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman bricklayer.

BCV 0850 Plumber Apprenticeship I (First Year - Term A) PSAV
72 clock hours
Term A covers the essentials of law and careers related to plumbing; tools, pipes and fittings used in plumbing installation; safety and hazardous materials training and review of basic mathematics and sciences applied to the plumber's trade.

BCV 0852 Plumber Apprenticeship II
(First Year - Term B) PSAV
72 clock hours
Continues first year of apprenticeship program with an overview of installation practices of plumbing fixtures, faucets and valves. First aid, occupational safety and health, blueprint reading, and sketching are covered.

BCV 0853 Plumber Apprenticeship III
(Second Year - Term A) PSAV
72 clock hours
Begins second year of program. Classroom instruction continues. Plumbing installation techniques including water pipes, distribution systems, water heaters, sewage, and drainage fixtures are covered. Applied mathematics continues to build on concepts covered in the first-year courses.

BCV 0854 Plumber Apprenticeship IV
(Second Year - Term B) PSAV
72 clock hours
Continues the second year of the program. Welding techniques and safety are continued from the previous course including soldering, brazing and cutting, metal-arc and oxy-acetylene welding and pipe tacking. Plumbing installation techniques are continued covering sewage pumps and ejectors, venting and hangers. The scientific concepts of water and water pressure are related to plumbing. Rigging and hoisting techniques and safety are reviewed.

BCV 0855 Plumber Apprenticeship V
(Third Year - Term A) PSAV
72 clock hours
Begins the third year of the program. Introduces residential and commercial installation of plumbing fixtures and appliances, more on mathematical concepts commonly used by plumbers and emphasis on gas codes for installation, inspection and testing.

BCV 0856 Plumber Apprenticeship VI
(Third Year - Term B) PSAV
72 clock hours
Covers further topics in applied mathematics including calculations of tank capacities, volume and weight of water, sizing storm drains and piping expansion. Advanced applied scientific topics include heat transfer, basic electricity, electric current, electrical safety and electrical troubleshooting. Advanced structural blueprint reading including floor plans, site plans, plumbing, electrical, HVAC, and detail plans.

BCV 0857 Plumber Apprenticeship VII
(Fourth Year - Term A) PSAV
72 clock hours
Fourth-year course in the program begins repair and servicing of residential, commercial, institutional and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas and tables to calculate pipe and system sizing. Heating systems are covered including hot water boilers, steam boiler, hydronic, warm air, solar and humidification systems.

BCV 0858 Plumber Apprenticeship VIII
(Fourth Year - Term B) PSAV
72 clock hours
Final semester in the four-year program continues the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching and material takeoff and estimates are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, portable water supply pumps for mobile homes and trailer parks.

BCV 0859 Plumber Apprenticeship IX
(Fifth Year - Term A) PSAV
72 clock hours
This course provides related certification for backflow test and repair. Also skills taught for medical gas installer, brazier and nuclear valve technician. This course provides job foreman and leadership training.

BCV 0860 Plumber Apprenticeship X
(Fifth Year - Term B) PSAV
72 clock hours
This course provides continued related certification for backflow testing and repair. Also skills training for medical gas installer and nuclear valve technician are covered. The course provides further training for job foreman and leadership.

BCV 0871 Apprenticeship in Residential Wiring I
(First Year - First Course) PSAV
72 clock hours
This course provides an introduction to general jobsite safety, emergency procedures including first aid and CPR, proper tool identification and use, basic rigging and digging techniques and introduction to construction blueprints and basic shop math.

BCV 0872 Apprenticeship in Residential Wiring II
(First Year - Second Course) PSAV
72 clock hours
This course provides an introduction to the National Electrical Code (NEC) and its application to residential wiring. An understanding of the various types of standard and special circuits and wiring load calculation and installation techniques will be included. Selection of conduit, wire, boxes, and cable trays are emphasized.

BCV 0873 Apprenticeship in Residential Wiring III
(Second Year - First Course) PSAV
72 clock hours
This course provides an introduction to AC theory, AC circuits, single and three phase circuits and systems. Generation of AC power, transformers, various AC motors will also be examined. This is the third course in the apprenticeship sequence.

BCV 0874 Apprenticeship in Electrical Wiring IV
(Second Year - Second Course) PSAV
72 clock hours
This course provides theory of basic DC circuits as applied to residential wiring and controls. Math concepts and theory for Ohm's Law, Watts' Law and introduction to Kirchoff's Laws are covered. Series and parallel circuits, magnetism, DC motors/generators and controls are covered. This is the fourth course in the apprenticeship sequence.

BCV 0875 Apprenticeship in Electrical Wiring V
(Third Year - First Course) PSAV
72 clock hours
This course is first part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

BCV 0876 Apprenticeship in Electrical Wiring VI
(Third Year - Second Course) PSAV
72 clock hours
This course is second part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

BCV 0877 Apprenticeship in Electrical Wiring VII
(Fourth Year - First Course) PSAV
72 clock hours
This course is the first part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motor. This is the seventh course in the apprenticeship sequence.

BCV 0878 Apprenticeship in Electrical Wiring VIII
(Fourth Year-Second Course) PSAV
72 clock hours
This course is the second part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motors. This course includes an in-depth review of electrical theory and calculations. This is the eighth course in the apprenticeship sequence.

BCV 0879 Electrical Apprenticeship IX PSAV
72 clock hours
This program provides an introduction to fire alarm systems, applications, installation and codes and standards. This course provides an introduction to instrumentation, process control, telephone wiring, and high voltage testing.

BCV 0880 Electrical Apprenticeship X PSAV
72 clock hours
This program provides an introduction to air conditioning/refrigeration fundamentals, installation of basic security systems, installing and proper use of programmable controllers, also included; applying the NEC for code calculations.

BCV 0890 Plasterer Apprenticeship I PSAV
78 clock hours
This course provides in introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use, care and effective safe handling of tools and apparatus commonly used in plastering.

BCV 0891 Plasterer Apprenticeship II PSAV
126 clock hours
This course is a continuation of the first semester course and provides instruction in proper plastering bases, as well as the structure and preparation of materials; instruction in trade building materials, as well as the safe handling of additional tools and apparatus commonly used in plastering.

BCV 0892 Plasterer Apprenticeship III PSAV
78 clock hours
This course is a mid-level training course for students who are in their second year of plastering apprenticeship. It provides continued development in the application of plastering finishes, as well as the appropriate use of measurement and levels.

BCV 0893 Plasterer Apprenticeship IV PSAV
126 clock hours
This course is a mid-level training course for students who are in their second year, second semester of plastering apprenticeship. It introduces the students to lime putty mix, applying a finish coat, building and veneering a three-sided booth and building and brown-coating a three-sided booth. Continued development will be provided in the appropriate methods of measurement and levels, as well as keeping walls level and plumb.

BCV 0894 Plasterer Apprenticeship V PSAV
78 clock hours
This course is an advanced training course for students who are in their third year of plastering apprenticeship. It provides advanced skill development in plastering, as well as blueprint reading and estimating. Instruction in Red Cross first aid will be provided.

BCV 0895 Plasterer Apprenticeship VI PSAV
126 clock hours
This course is for advanced plastering apprentices who are in their third year, second semester. It provides advanced skill development in plastering including cut brick and imitation stone, making templates for lime putty cornices and projects, application of interior and exterior plastering on all surfaces, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman plasterer.

BCV 0940 R - BCV 0949 R Plumber Apprenticeship Co-op I-X PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0940 R Plumber Apprenticeship Co-op I PSAV
273 clock hours

BCV 0941 R Plumber Apprenticeship Co-op II PSAV
300 clock hours

BCV 0942 R Plumber Apprenticeship Co-op III PSAV
273 clock hours
Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe.

BCV 0943 R Plumber Apprenticeship Co-op IV PSAV
300 clock hours
Work study experience introduces drainage piping, blueprint reading, and layout.

BCV 0944 R Plumber Apprenticeship Co-op V PSAV
273 clock hours
Venting, pipe cutting, reaming, threading and flanging are taught including use of power tools and safety.

BCV 0945 R Plumber Apprenticeship Co-op VI PSAV
300 clock hours
Work-study experience in hot and cold water systems in domestic installations.

BCV 0946 R Plumber Apprenticeship Co-op VII PSAV
273 clock hours
Course emphasizes gas systems applications, safety, and code requirements.

BCV 0947 R Plumber Apprenticeship Co-op VIII PSAV
300 clock hours
This course trains the student in single fixture and water heater systems installation.

BCV 0948 R Plumber Apprenticeship Co-op IX PSAV
273 clock hours

BCV 0949 R Plumber Apprenticeship Co-op X PSAV
300 clock hours

BCV 0950 R - BCV 0959 R Electrical Apprentice Co-op I-X PSAV
These cooperative apprenticeship courses reinforce the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

BCV 0950 R Electrical Apprenticeship Co-op I PSAV
273 clock hours

BCV 0951 R Electrical Apprenticeship Co-op II PSAV
300 clock hours

BCV 0952 R Electrical Apprenticeship Co-op III PSAV
273 clock hours

BCV 0953 R Electrical Apprenticeship Co-op IV PSAV
300 clock hours

BCV 0954 R Electrical Apprenticeship Co-op V PSAV
273 clock hours
(Repeatable two terms)

BCV 0955 R Electrical Apprenticeship Co-op VI PSAV
300 clock hours

BCV 0956 R Electrical Apprenticeship Co-op VII PSAV
273 clock hours

BCV 0957 R Electrical Apprenticeship Co-op VIII PSAV
300 clock hours

BCV 0958 R Electrical Apprenticeship Co-op IX PSAV
273 clock hours

BCV 0959 R Electrical Apprenticeship Co-op X PSAV
300 clock hours

BCV 0960 R - BCV 0965 R Bricklayer Apprenticeship Co-op I-VI PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0960 R Bricklayer Apprenticeship Co-op I
(First Year) PSAV
273 clock hours

BCV 0961 R Bricklayer Apprenticeship Co-op II
(First Year - Summer) PSAV
300 clock hours

BCV 0962 R Bricklayer Apprenticeship Co-op III
(Second Year) PSAV
273 clock hours

BCV 0963 R Bricklayer Apprenticeship Co-op IV
(Second Year - Summer) PSAV
300 clock hours

BCV 0964 R Bricklayer Apprenticeship Co-op V
(Third Year) PSAV
273 clock hours

BCV 0965 R Bricklayer Apprenticeship Co-op VI
(Third Year - Summer) PSAV
300 clock hours

BCV 0966 R – BCV 0973 R Carpentry Apprenticeship Co-op I-VIII PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0966 R Carpentry Apprenticeship Co-op I
(First Year) PSAV
273 clock hours

BCV 0967 R Carpentry Apprenticeship Co-op II
(First Year - Summer) PSAV
300 clock hours

BCV 0968 R Carpentry Apprenticeship Co-op III
(Second Year) PSAV
273 clock hours

BCV 0969 R Carpentry Apprenticeship Co-op IV
(Second Year - Summer) PSAV
300 clock hours

BCV 0970 R Carpentry Apprenticeship Co-op V
(Third Year) PSAV
273 clock hours

BCV 0971 R Carpentry Apprenticeship Co-op VI
(Third Year - Summer) PSAV
300 clock hours

BCV 0972 R Carpentry Apprenticeship Co-op VII
(Fourth Year) PSAV
273 clock hours

BCV 0973 R Carpentry Apprenticeship Co-op VIII
(Fourth Year - Summer) PSAV
300 clock hours

BCV 0976 R – BCV 0981 Plasterer Apprenticeship Co-op I-VI PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

RBCV 0976 R Plasterer Apprenticeship Co-op I
(First Year) PSAV
273 clock hours

BCV 0977 R Plasterer Apprenticeship Co-op II
(First Year - Summer) PSAV
300 clock hours

BCV 0978 R Plasterer Apprenticeship Co-op III
(Second Year) PSAV
273 clock hours

BCV 0979 R Plasterer Apprenticeship Co-op IV
(Second Year - Summer) PSAV
300 clock hours

BCV 0980 R Plasterer Apprenticeship Co-op V
(Third Year) PSAV
273 clock hours

BCV 0981 R Plasterer Apprenticeship Co-op VI
(Third Year - Summer) PSAV
300 clock hours

BCV 0982 R – BCV 0987 R Tile Setter Apprenticeship Co-op I-VI PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0982 R Tile Setter Apprenticeship Co-op I
(First Year) PSAV
273 clock hours

BCV 0983 R Tile Setter Apprenticeship Co-op II
(First Year - Summer) PSAV
300 clock hours

BCV 0984 R Tile Setter Apprenticeship Co-op III
(Second Year) PSAV
273 clock hours

BCV 0985 R Tile Setter Apprenticeship Co-op IV
(Second Year - Summer) PSAV
300 clock hours

BCV 0986 R Tile Setter Apprenticeship Co-op V
(Third Year) PSAV
273 clock hours

BCV 0987 R Tile Setter Apprenticeship Co-op VI
(Third Year - Summer) PSAV
300 clock hours

BCV 0988 R – BCV 0995 R Painter Apprenticeship Co-op I-VIII PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0988 R Painter Apprenticeship Co-op I PSAV
273 clock hours

BCV 0989 R Painter Apprenticeship Co-op II PSAV
300 clock hours

BCV 0990 R Painter Apprenticeship Co-op III PSAV
273 clock hours

BCV 0991 R Painter Apprenticeship Co-op IV PSAV
300 clock hours

BCV 0992 R Painter Apprenticeship Co-op V PSAV
273 clock hours

BCV 0993 R Painter Apprenticeship Co-op VI PSAV
300 clock hours

BCV 0994 R Painter Apprenticeship Co-op VII PSAV
273 clock hours

BCV 0995 R Painter Apprenticeship Co-op VIII PSAV
300 clock hours

BOT 1010 General Botany I AA
3 credits (3 lecture hours)
Corequisite: BOT 1010L
Introductory survey of the plant kingdom with emphasis on phylogenetic relationships includes cytology, morphology, anatomy, physiology and economic importance of plants. (*)

BOT 1010L General Botany I Laboratory AA
1 credit (2 lab hours)
Corequisite: BOT 1010
Laboratory exercises correlating topics of the lecture. (*)

BSC 1005 Concepts in Biology AA
3 credits (3 lecture hours)
For non-science and elementary education majors only. This course is designed to give students an understanding of the major biological concepts. Lectures and discussions focus on how and understanding of biological concepts is relevant to environmental, social and ethical issues. (*) Note: This course cannot be used to satisfy degree requirements by students who already have credit in BSC 1010.

BSC 1005L Concepts in Biology Laboratory AA
1 credit (2 lab hours)
Laboratory studies for non-science and education majors. Topics covered will include osmosis and diffusion, chemical composition of foodstuffs, enzyme activity, biological diversity, and human genetics. (* optional)

BSC 1010 Principles of Biology AA
3 credits (3 lecture hours)
Corequisite: BSC 1010L
An introduction to biology, cellular biology, biochemistry, genetics, and evolution is provided. This course is intended for science and pre-professional majors. (*) Students planning to take BSC 1011 and BSC 1011L should take both BSC 1010 and BSC 1010L.

BSC 1010L Principles of Biology Laboratory AA
1 credit (2 lab hours)
Prerequisites or corequisites: BSC 1010 or BSC 1005
Laboratory studies in biochemistry, physiology, genetics, and histology are provided. (*)

BSC 1011 Principles of Biology II AA
3 credits (3 lecture hours)
Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011L
This course is the second of a two-semester sequence introducing science and pre-professional majors to biological principles including a study of the five kingdoms, population dynamics and ecology. (*)

BSC 1011L Principles of Biology II Lab AA
1 credit (3 lab hours)
Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011
This course is the laboratory component of the second of a two-semester sequence introducing science and pre-professional majors to biological principles including the five kingdoms, population dynamics and ecology. (*)

BSC 1050 Environmental Conservation AA
3 credits (3 lecture hours)
This course examines man's role in modifying the natural environment. Students examine ecological problems and opportunities. Field trips and projects may be required. (*) Honors sections available.

BSC 1050 Honors Environmental Conservation AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing
Honors components included in this course version. (*)

BSC 1085 Anatomy and Physiology I AA
3 credits (3 lecture hours)
Corequisite: BSC 1085L
An introduction to the structure and functions of the human body is provided. Topics include chemistry, histology, and study of the integumentary, skeletal, muscular and nervous systems. (*)

BSC 1085L Anatomy and Physiology I Lab AA
1 credit (3 lab hours)
Corequisite: BSC 1085
This laboratory accompanies BSC 1085. This course provides an introduction to the structure and functions of the human body. Topics cover histology and study of the integumentary, skeletal, muscular and nervous systems. (*)

BSC 1086 Anatomy and Physiology II AA
3 credits (3 lecture hours)
Prerequisite: BSC 1085, BSC 1085L; Corequisite: BSC 1086L
A continuation of BSC 1085, the circulatory, endocrine, digestive, excretory, respiratory, and reproductive systems of the body are studied. (*)

BSC 1086L Anatomy and Physiology II Lab AA
1 credit (3 lab hours)
Prerequisites: BSC 1085 and BSC 1085L; Corequisite: BSC 1086
This laboratory accompanies BSC 1086. It is an introduction to the structure and functions of the human body. Topics cover histology and study of digestive, cardiovascular, respiratory, urinary, and reproductive systems. (*)

BUL 2241 Business Law I AA
3 credits (3 lecture hours)
This is an introductory course on the fundamental concepts of law in society and the business environment. Topics include state and federal court systems, common statutory law, administrative procedures and constitutional law with emphasis on torts, contracts, bailments, and sales (warranties and liabilities).

BUL 2242 Business Law II AA
3 credits (3 lecture hours)
Continuation of BUL 2241 includes negotiable instruments (checks, drafts and notes), principal and agent, business associations (including proprietorships, partnerships and corporations), debtor-creditor relationships and real and personal property.

CCJ 1010 Introduction to Criminology AA
3 credits (3 lecture hours)
Examines four interrelated areas: (1) history of criminology/ development of criminology; (2) causes of criminal behavior; (3) ways of defining and measuring crime and criminality; (4) methods for testing, examining, construction and criticizing criminological theories.

CCJ 1020 Administration of Criminal Justice AA
3 credits (3 lecture hours)
Overview of the system of administration of justice with emphasis on due process, justice, and constitutional guarantees and civil rights of citizens and prisoners at various levels.

CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner AA
3 credits (3 lecture hours)
This course provides a study of the nature and peculiarities of human behavior in direct relation to crime and delinquency with emphasis on how behavior relates to the duties and responsibilities of criminal justice practitioners in a democratic society.

CCJ 2500 Juvenile Delinquency AA
3 credits (3 lecture hours)
An introduction to causes and treatment of juvenile delinquency is provided. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures; methods in delinquency control; and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures.

CCJ 2940C Criminology Justice Intern Program AA
4 credits (1 lecture hour, 9 lab hours)
Prerequisite: Sophomore students or others, determined by the instructor, based on course work or experience
Examines the functions and operations of local criminal justice agencies. Placements are available with police, courts and correctional agencies. Participants will be assigned, supervised and evaluated by the instructor and agency personnel.

CDO 0100 Tractor Trailer Driver Training (CDL A) PSAV
160 clock hours
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. 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.

CDO 0200 Truck and Bus Driver Training (CDL B) PSAV
120 clock hours
The purpose of this course is to prepare students for a Florida Commercial Driver's License (CDL) for Class B. (Vehicle description-any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more or any such vehicle towing a vehicle with a GVWR of 10,000 pounds or less). This course is 120 hours in length. The course will cover driving safely, transporting cargo and/or passengers, air brakes and hazardous materials.

CEN 1509 Cisco I (Networking Essentials) AS
3 credits (3 lecture hours)
This course introduces students to the fundamentals of the OSI model and networking industry standards, networking topologies, IP addressing, basic network design as well as networking components. This is the first of four semesters which prepare the student for the CCNA certification exam. The course content is based on the material from the Cisco Network Academy. The actual certification exam is administered by an independent agency, not by PBCC.

CEN 2527 Cisco II (Router Technology) AS
3 credits (3 lecture hours)
Prerequisite: CEN 1509
This course builds on semester one and introduces router configuration, Ethernet, Token Ring, Fiber Distributed Data Interface, and TCP/IP addressing. Topics also include router elements, functions performed by ICMP, command history and editing features, rip routing, IGRP routing and IP traffic. This is the second of four semesters which prepare the student for the CCNA certification exam. The course content is based on the material from the Cisco Network Academy. The actual certification exam is administered by an independent agency, not by PBCC.

CEN 2528 Cisco III (Advanced Router Technology) AS
3 credits (3 lecture hours)
Prerequisite: CEN 2527
This course introduces students to advanced router configuration, LAN switching theory, advanced LAN and LAN switched design, Novell IPX, and threaded case studies. This is the third of four semesters which prepares the student for the CCNA certification exam. The course content is based on the material from the Cisco Network Academy. The actual certification exam is administered by an independent agency, not by PBCC.

CEN 2529 Cisco IV (Project Based Learning) AS
3 credits (3 lecture hours)
Prerequisite: CEN 2528)
This course builds on previous Cisco courses and includes WAN design, Point to Point Protocol, Frame Relay, and Network Management. This is the last of four semesters which prepare the student for the CCNA certification exam. The course content is based on the material from the Cisco Network Academy. The actual certification exam is administered by an independent agency, not by PBCC.

CEN 2503 Introduction to Local Area Networks AA
3 credits (3 lecture hours)
Prerequisite: CEN 2522
This course is designed to provide the basics of managing a network operating system. Fundamental LAN concepts and strategies are explored.

CEN 2504 Wide Area Networks AA
3 credits (3 lecture hours)
Prerequisite: CEN 2522
This course enhances network management skills of network administrators. Telecommunications services and concepts are examined to include duplexing, tariffs, carriers, and analog networks.

CEN 2507 TCP/IP and Network Administration AA
3 credits (3 lecture hours)
Prerequisite: CEN 2522
This course covers the tasks and develops skills necessary to create a solid strategy and design implementation and installation of local and wide area networks. Integration of popular network protocols is studied.

CEN 2522 Network Technologies AA
3 credits (3 lecture hours)
Prerequisites: CGS 1570
This course includes the basic concepts of networking including transmission media, the OSI model, protocols and relationships between the parts of the network.

CET 1123C Microprocessors AS
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: CET 2112C
A comprehensive introduction to microprocessors and microprocessor based systems. Practical applications of the principles, ideas, and techniques presented will be emphasized. Lab work will include experiments featuring input and output ports, logic and arithmetic operations, interrupts and bus signals.

CET 2112C Logic Circuits AS
4 credits (3 lecture hours, 2 lab hours)
This course is a study of digital devices and systems included in SSI and MSI technology. Topics include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, OR, NOT, NAND and NOR gates and FFs; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory.

CGS 0101 Software Application I PSAV
200 clock hours
This course covers word-processing and presentation software utilizing Microsoft Word and PowerPoint. Basic Desktop publishing and email systems will also be presented.

CGS 0103 Software Applications II PSAV
200 clock hours
This course covers spreadsheets and database software utilizing Microsoft Excel and Access.

CGS 0250 A+ Certification PSAV
100 clock hours
This course is designed to cover the fundamentals of maintaining and repairing a personal computer. Emphasis will be placed upon the requirements to pass the A+ Certification exams. The Comp TIA A+ certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. Those holding the A+ certification have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance and basic networking.

CGS 0251 Computer User Support PSAV
100 clock hours
This course is designed for students with A+ Certification skills to further explore troubleshooting, common support problems, and the responsibilities of a Computer Support Specialist in simulated work situations. Primary focus will be on customer service skills, user needs analysis, troubleshooting and support management.

CGS 0949 PC Support Specialist Externships
100 clock hours
This externship places the student in a PC support business office to gain practical experience in performing PC support services and responsibilities. Upon completion of this course, the student will have met industry standards for employment as a PC support specialist.

CGS 1030 PC Starter AS
1 credit (1 lecture hour)
Introduces the computer novice to the personal computer (PC) designed to familiarize students with the keyboard, disks, printers, Windows and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions.

CGS 1510 Electronic Spreadsheet I AS
1 credit (1 lecture hour)
Prerequisite: CGS 1570 or OST 1831
Introductory course using a popular spreadsheet program covering the basics of spreadsheet design, development of spreadsheets and reviews suggested applications.

CGS 1513 Electronic Spreadsheets AS
3 credits (3 lecture hours)
Prerequisite: CGS 1570 or OST 1831
Hands-on training with a popular electronic spreadsheet including entering text, numbers and formulas, retrieving, saving and erasing files, manipulating column widths and text alignment, absolute and relative addressing, insert and delete rows/columns, database functions and macros.

CGS 1543 Database Management AS
3 credits (3 lecture hours)
Prerequisite: CGS 1570 or OST 1831
This course provides hands-on training in the use of a popular database program. Students will learn introductory through advanced database concepts.

CGS 1561 Inside the PC AS
1 credit (1 lecture hour)
Designed for a non-technical approach to initially installing a personal computer and how to keep the system running efficiently throughout its life-cycle including maintaining the system, diagnosing common hardware problems, installing new software packages and upgrading the hardware.

CGS 1565 Microcomputer Operating Systems AS
3 credits (3 lecture hours)
Prerequisite: CGS 1570 or OST 1831
This course introduces the student to a variety of operating system platforms used in a microcomputer environment.

CGS 1570 Microcomputer Applications AA
3 credits (3 lecture hours)
This course will enable students to utilize common microcomputer hardware and software typically used in the workplace. Practical hands-on assignments in the areas of word processing, spreadsheet, database, presentation graphics, telecommunications and multimedia, as they apply to the workplace, will be explored in the course.

CGS 1800 Introduction to Web Site Development AS
3 credits (3 lecture hours)
Corequisite: CGS 1570
This class covers many issues in the creation of a business Web site. This includes writing a business model and planning, organizing content, and marketing the Web site. The securing of transactions and available payment systems will also be examined. The student will become familiar with technologies that are used to create business Web sites.

CGS 2801 Advanced Web Page Media AS
3 credits (3 lecture hours)
Corequisite: CGS 1800
Students will use a variety of advanced applications and technologies related to the production of professional, interactive Web pages that include images, animation, sound and video. This course will have students work with software for advanced Web page media design.

CGS 2802 Web Site Administration AS
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course will cover the installation of Windows and Linux servers and the installation, configuration, and administration of Internet Information Services (IIS) and Apache Web server, Microsoft SQL Server and MySQL Database Management Systems, and the email servers Microsoft Exchange Server, and sendmail.

CGS 2555 Introduction to the Internet AA
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course will prepare the student to work and study in contemporary society by developing skills in the electronic communications. Students will learn how to get connected to the Internet, perform research via the Internet and create a personal Web page.

CHD 1110 Infants/Toddlers AS
3 credits (3 lecture hours)
Prepares the student for group care in center-based settings, for family-based day care or for home care of children.

CHD 1220 Child Development, Infancy/Preschool AS
3 credits (3 lecture hours)
Explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child; and covers emotional, intellectual, physical and social development; stages of childhood; communication process between adult and child; guidance approaches; health and safety; family structures; issues affecting the child and family; and community resources which provide parent education, family and children services and other related resources.

CHM 1020 Principles of Chemistry AA
3 credits (3 lecture hours)
This course provides an introduction to principles of chemistry for students not needing an intensive course. It covers important concepts of general chemistry and progresses through elementary organic chemistry into certain areas of biochemistry. It includes chemistry relevant to health and the numerous chemical products in use today. (*)

CHM 1020L Principles of Chemistry Laboratory AA
1 credit (2 lab hours)
Prerequisite or corequisite: CHM 1020
This course is a study of metric measurements, physical and chemical properties, elements and compounds and laboratory techniques and skills. (*)

CHM 1025 Introductory Chemistry AA
3 credits (3 lecture hours)
Co-requisite: MAT1033 Students are strongly encouraged to take the on-line chemistry placement test to determine their accurate course registration for CHM1025 or CHM1045. You will need a calculator when taking the test. No records of the results are kept. The test is used purely for self-placement. Students who are unable to pass the chemistry placement test are strongly encouraged to enroll in CHM1025.
This course is designed for students with no high school chemistry or whose preparation in secondary school chemistry is such that they need a preliminary course for General Chemistry I, CHM1045. Course topics include: chemical measurements and conversions, matter, atomic structure, chemical bonding, formula writing, naming inorganic compounds, stoichiometry, and ideal gases. (*)

CHM 1045 General Chemistry I AA
3 credits (3 lecture hours)
Prerequisites: MAT 1033,
Corequisites: CHM 1045L and MAC 1105.
This course is part of the chemistry sequence CHM 1045 and CHM 1046. The content of this portion of the sequence is kinetic-molecular treatment of gases, liquids and solids; the structure of the atom; interatomic forces-chemical bonding, molecular geometry; correlation of structure with properties; nomenclature, quantitative relationships in chemical reactions; formulas and equations the concept of oxidation reduction reactions. (*)

CHM 1045L General Chemistry I Laboratory AA
1 credit (3 lab hours)
Corequisite: CHM 1045
Laboratory instruction for CHM 1045. Special equipment required. (*)

CHM 1046 General Chemistry II AA
3 credits (3 lecture hours)
Prerequisites: CHM 1045, CHM 1045L and MAC 1105
Corequisite: CHM 1046L
This course is the second part of general chemistry sequence CHM 1045 and CHM 1046. This portion of the sequence covers solutions; thermodynamics; electrolytic solutions; rates of reactions and chemical kinetics; chemical equilibrium; electrochemistry; descriptive chemistry. (*)

CHM 1046L General Chemistry II Laboratory AA
1 credit (3 lab hours)
Prerequisite: CHM 1045L; Corequisite: CHM 1046
Laboratory instruction for CHM 1046. Special equipment required. (*)

CHM 2210 Organic Chemistry I AA
3 credits (3 lecture hours)
Prerequisites: CHM 1045 and CHM 1045L
Corequisite: CHM 2210L
First of a two-semester sequence covering fundamental concepts, nomenclature, synthesis and reactions of classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. Special equipment required.

CHM 2210L Organic Chemistry I Laboratory AA
1 credit (4 lab hours)
Prerequisites: CHM 1045 and CHM 1045L;
Corequisite: CHM 2210
Laboratory portion of Organic Chemistry I. Introduction of organic laboratory principles and techniques: vacuum filtration; recrystallization; extraction; distillation; and chromatography.

CHM 2211 Organic Chemistry II AA
3 credits (3 lecture hours)
Prerequisite: CHM 2210; Corequisite: CHM 2211L
Continuation of CHM 2210. The study of NMR aromatic compounds and other compounds containing oxygen and nitrogen. Special equipment required.

CHM 2211L Organic Chemistry II Laboratory AA
1 credit (4 lab hours)
Prerequisites: CHM 2210 and 2210L; Corequisite: CHM 2211
This course is a continuation of CHM 2210L with more complex synthesis and introduction to IR and gas chromatography.

CIS 2321 Systems and Applications AS
3 credits (3 lecture hours)
Prerequisite: CGS 1570
Utilizes system analysis techniques for the solution of business and information systems problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection and software selection. A case-study approach is utilized.

CIS 2350 Implementing and Administering Network Security AS
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course will provide students with critical information on technologies necessary for information security. Upon completion of this course, students will understand how to plan for network security threats and be able to implement solutions. Students will set up firewalls, configure both UNIX and Windows system security, and perform intrusion detection tasks.

CIS 2513 Information Technology Project Management AS
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course is a study of basic project management process and relevant activities. The course introduces the fundamental aspects of project management to include project definition, planning, execution, and delivery. There will be ample case studies that will promote student understanding and appreciation of the theory and practice of project management. The course material will address issues faced by today's project manager and is intended to teach students how to develop approaches and styles of management for software projects.

CJB 1711 Introduction to Crime Scene Technology AS
3 credits (3 lecture hours)
This course is an introductory course in crime scene investigation techniques. Emphasis is placed upon recording the crime scene, collecting and preserving physical evidence, and the examination of evidence. Employment of those techniques available to the crime scene investigator also will be demonstrated.

CJB 1712 Crime Scene Photography I AS
3 credits (3 lecture hours)
This course includes basic crime scene photography skills including camera operation and exposure control, proficiency in relational photos and flash control for crime scene and evidentiary documentation. This class also includes videography.

CJB 1721 Advanced Crime Scene Technology AS
3 credits (3 lecture hours)
Prerequisite: CJB 1711
This course includes advanced principles, theories and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter and recovery of buried bodies and surface skeletons. Also included, data analysis and plan of action development are emphasized.

CJB 1722 Crime Scene Photography II AS
3 credits (3 lecture hours)
Prerequisite: CJB 1712
This course expands upon the concepts, knowledge and skills taught in Crime Scene Photography I to include specialty light sources, darkroom techniques and procedures, filters and specialized equipment including black and white and computer development techniques.

CJB 2703 Crime Scene Safety AS
2 credits (2 lecture hours)
Prerequisite: CJB 1711
This course covers potential health and safety hazards one will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included.

CJB 2704 Courtroom Presentation of Scientific Evidence AS
3 credits (3 lecture hours)
Prerequisites: CJB 1711 and CJB 2713
This course covers dress, grooming, speaking, listening and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used.

CJB 2713 Introduction to Forensic Science AS
3 credits (3 lecture hours)
This course exposes the student to the capabilities and functions of a full service crime laboratory. Also covered is evidence selection and submission to the crime lab in accordance with established standards and legal requirements including chain of custody.

CJB 2735 Fingerprint Classification AS
3 credits (3 lecture hours)
This course teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner.

CJB 2736 Latent Fingerprint Development AS
3 credits (3 lecture hours)
Prerequisite: CJB 2735
This course emphasizes the techniques involved in detection, enhancement and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practices.

CJB 2748 Biological Evidence AS
2 credits (2 lecture hours)
This course exposes the student to the forensic value, handling, preservation, testing and documentation of biological evidence. This course also addresses safety issues involved in handling biological evidence.

CJC 2162 Principles of Probation and Parole AA
3 credits (3 lecture hours)
Examines procedures associated with community-based treatment programs before and after incarceration including sentencing patterns, problems and procedures along with administrative policies. Supervision of probationers and parolees including individual treatment and counseling methods will be explored.

CJC 2350 Organization and Administration of Correctional Facilities AA
3 credits (3 lecture hours)
The organization of institutions is studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed including planning programs for specialized behavioral problems of inmates.

CJD 0520 Public Safety Telecommunicator (Dispatcher) PSAV
208 clock hours
This course is designed to prepare students for employment as a dispatcher for a fire, police, emergency medical service or rescue agency. This work includes dispatching fire, law enforcement and emergency medical services agencies. Certification as a telecommunicator will be available.

CJD 0704 Criminal Justice Defensive Tactics PSAV
106 clock hours
Basic course in unarmed defense tactics to teach law enforcement officers how to protect themselves against armed and unarmed attackers, how to subdue and control them from point of contact to incarceration. Also included are transport methodology, search techniques and custody responsibilities. Additionally, this class includes 38 hours of defensive tactics preparation. This will consist of physical conditioning and an academic component on health and conditioning.

CJD 0705 Weapons PSAV
64 clock hours
This course is designed to teach a person how to effectively use the two basic weapons of a law enforcement agency in a safe effective manner, within the parameters associated with law enforcement activities. Students are exposed to elementary chemical weapon use.

CJD 0723 Criminal Justice Vehicle Operations PSAV
32 clock hours
This is a vehicle operations course enabling the student to learn how to maneuver his vehicle in a safe and effective manner. Emphasis is placed on the driver, the vehicle, the driving environment, vehicle "pullovers," and felony stops and basic operational skills and a driving pad.

CJD 0732 Law Enforcement Traffic PSAV
46 clock hours
Basic traffic accident investigation with emphasis on traffic enforcement concept and techniques, control and direction, accident scene management, skid mark evidence and reporting procedures. Also included is information on organ/tissue donation and common alcohol violations and sobriety testing.

CJD 0741 Emergency Preparedness PSAV
26 clock hours
Skills needed for riot and disturbance control and firefighting are studied and practiced. Includes methods of riot prevention, handling of unusual situations, what to do if taken hostage, and emergency procedures.

CJD 0752 Corrections Operations PSAV
64 clock hours
The operation of correctional facilities is studied, including intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks.

CJD 0770 Criminal Justice Legal I PSAV
46 clock hours
This course includes studies in ethics, histories of corrections and law enforcement, information on the Criminal Justice Standards and Training Commission and the various criminal justice system components, the philosophy of corrections, prison alternatives, inmate and correctional officer rights, various aspects and elements of crimes, privileges and defenses, civil and criminal liability, court and trial considerations, legal terminology, and use of force issues.

CJD 1254L Medical First Responder AS
1 credit (3 lab hours)
How to respond to a medical emergency and stabilize injuries until other medical help arrives. Includes how to respond to communicable diseases.

CJD 1721 Advanced Crime Scene Technology AS
3 credits (3 lecture hours)
Prerequisite: CJB 1711
This course includes advanced principles, theories and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, guns shot residue, blood spatter and recovery of buried bodies and surface skeletons. Also included, data analysis and plan of action development are emphasized.

CJD 1730 Law Enforcement Legal III AS
2 credits (2 lecture hours)
This course of study explores the legal mechanics of law enforcement to include line-up and show-up, the law providing for stopping and frisking of citizens, juvenile laws, alcohol and tobacco statutes, crimes against public safety, personal and property rights, weapons and dangerous devices, traffic and licensing law and other legal considerations affecting patrol.

CJD 1731C Law Enforcement Patrol AS
3 credits (2 lecture hours, 2 lab hours)
This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls for service. Methods approach to various high-risk situations are explored, with practical exercises included. Unusual occurrence events, including firefighting and crowd control are also addressed, along with Community Oriented Policing approaches and Survival Skills concepts.

CJD 1734C Law Enforcement Investigations AS
3 credits (2 lecture hours, 2 lab hours)
This course addresses investigation of various crimes, including property crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source.

CJD 1742 Corrections Operations AS
3 credits (3 lecture hours)
The operation of correctional facilities including intake of new inmates, aspects of daily care and institutional procedures are emphasized.

CJD 1750 Interpersonal Skills II-Corrections AS
3 credits (3 lecture hours)
Interpersonal skills needed by corrections officers to understand the incarcerated society are explored, with emphasis upon supervisory methods. Inmate adjustments and the various segments of the society are studied. Includes studies of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities.

CJD 1760 Criminal Justice Legal I AS
3 credits (3 lecture hours)
This course provides the student with an overview of the criminal justice system and history of law. The foundation and basic components of law are studied, with specific focus upon officer application. Court procedures and testimony are examined.

CJD 1761 Criminal Justice Legal II AS
3 credits (3 lecture hours)
Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers. Emphasis is on elements of crimes, civil law applications and civil and criminal liability of officers.

CJD 1762 Criminal Justice Communications - Law Enforcement AS
3 credits (3 lecture hours)
The report writing process from interview, statement taking and note taking through the final report writing is covered with practical expository exercises are explored. Interpersonal communications skills are covered along with radio and telephone procedures.

CJD 1763 Interpersonal Skills I-Law Enforcement AS
3 credits (2 lecture hours, 2 lab hours)
Human relations, techniques, and courtesy with emphasis on crime prevention are covered. The needs of groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill, the developmentally delayed and substance abusers. Intervention techniques are studied including suicide, violence and other crises. Stress management is included.

CJD 1771 Corrections Legal II AS
1 credit (1 lecture hour)
Constitutional law and its application to the public and correctional officers are examined. Law, including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common to police and correctional officers is studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied.

CJD 1772 Criminal Justice Communications - Corrections AS
3 credits (3 lecture hours)
This course includes studies in note taking and taking statements, report writing and reporting procedures, radio procedures, and the Florida Criminal Information Center.

CJD 1773 Interpersonal Skills I - Corrections AS
3 credits (2 lecture hours, 2 lab hours)
Human relations techniques and courtesy are addressed with emphasis on crime prevention. The needs of various groups within society are addressed including: juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill, the developmentally delayed and substance abusers. Intervention techniques for various situations are studied with practical exercises including: suicide, violence, and other crises. Stress recognition and reduction are included.

CJE 1300 Police Administration I AA
3 credits (3 lecture hours)
Covers administrative activity of a modern police department including administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning, and training.

CJE 1301 Police Administration II AA
3 credits (3 lecture hours)
Covers police department operations that are seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions.

CJK 0006 Introduction and Law PSAV
67 clock hours
This course presents the foundation of modern law enforcement. Topics include: Constitutional Law, Values and Ethics, and Community Oriented Policing.

CJK 0010 Human Issues PSAV
50 clock hours
In this foundation course, the student will explore the human issues encountered by the law enforcement officer. These issues are categorized into human diversity, mental illness and the physically challenged.

CJK 0015 Communications PSAV
77 clock hours
This course presents topics of street gangs, the elderly, interviewing, officer survival and crisis intervention. Emphasis is on communication: sources, procedures and documentation.

CJK 0020 Vehicle Operations PSAV
48 clock hours
This course presents the dynamics of emergency vehicle operations and develops skills in operating a motor vehicle in a law enforcement environment. A demonstration of proficiency is required.

CJK 0031 CMS First Aid for Criminal Justice Officers PSAV
40 clock hours
This course provides life saving skills development in emergency medical situations appropriate for the law enforcement first responder, including CPR, communicable diseases and hazardous materials.

CJK 0040 Weapons PSAV
80 clock hours
This course develops proficiency with the semi-automatic pistol used by a law enforcement officer. Qualification with the weapon is required.

CJK 0050 Defensive Tactics PSAV
106 clock hours
This course provides skills development for the officer, appropriate for the threat level, within Florida law. Demonstration of proficiency is required.

CJK 0060 Patrol PSAV
57 clock hours
This course explores the law enforcement officer's various activities while on patrol: the process of arrest, responding to alarms, and the documentation of each activity.

CJK 0070 Investigations PSAV
53 clock hours
This course presents the general process and procedures for conducting an investigation: responding to the scene, preliminary investigation, processing the crime scene, and follow-up investigations.

CJK 0075 Investigating Offenses PSAV
40 clock hours
This course presents the investigative process and requirements for specific types of offenses.

CJK 0080 Traffic Stops PSAV
62 clock hours
This course presents the procedures and safety issues when dealing with the vehicle and driver in common circumstances of the officer: unknown risk, high risk, D.U.I., and unattended vehicles.

CJK 0085 Traffic Crash Investigations PSAV
32 clock hours
This course develops the necessary knowledge and skills for an officer to investigate a Florida traffic crash.

CJK 0090 Tactical Applications PSAV
54 clock hours
This course explores the knowledge and procedures necessary for an officer engaging in various activities, to include: court process, bombs and explosives, and crowd control.

CJL 1062 Introduction to Constitutional Law AA
3 credits (3 lecture hours)
Introductory study of the United States Constitution and Florida Constitution presenting an in-depth analysis of constitutional law with emphasis on arrest, search and seizure, interrogations, self-incrimination and authority and limitations on police actions under the Bill of Rights.

CJL 2100 Criminal Law AA
3 credits (3 lecture hours)
Study of the scope, purpose, definition, and classification of crimes is provided. Includes criminal intent, acts of omission and commission and offenses against the person and property. Elements of more common offenses and their defense are studied in-depth.

CJL 2130 Laws of Evidence AA
3 credits (3 lecture hours)
Examines evidence and rules governing admissibility of evidence to court and continues the study of the criminal justice system. Emphasis is on Florida laws of evidence and their application.

CJL 2403 Law of Arrest, Search, and Seizure AA
3 credits (3 lecture hours)
Covers right and duty to make arrests; obligations imposed by oath of officer; distinction between felony and misdemeanor; requisites of legal arrest in the Florida Penal Code; immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests; legal use of force, degree of force, rights of arrested persons; attitude and remarks of arresting officer; laws and regulations pertaining to search and hold for evidence or confiscation of property.

CJT 2100 Criminal Investigation AS
3 credits (3 lecture hours)
This course is a survey of methods and techniques used by law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, how to mark, preservation after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery and other crime-scene investigations, narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor.

CJT 2140 Introduction to Criminalistics AS
3 credits (3 lecture hours)
Prerequisite or corequisite: CJT 2100 or CJL 2130
Introduces the capabilities of the crime laboratory. Selected laboratory experiments, scientific analysis, comparison procedures and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms and ballistic examinations will be accomplished.

CLP 2001 Personality Development and Adjustment AA
3 credits (3 lecture hours)
Prerequisite: PSY 2012
This course is a summary of the major personality theories. The course emphasizes an exposure to and analysis of the theories that explain personality and the effect of personality and individual and group behavior.

COP 1002 Introduction to Programming Logic AA
3 credits (3 lecture hours)
Prerequisite or corequisite: CGS 1570
Concepts of structured programming emphasizing use of control graphs, basic structures, logic structures using pseudo code and functional structure charts stressing program segmentation and top-down walk-through.

COP 1220 Introduction to Programming in C AA
3 credits (3 lecture hours)
Prerequisites: COP 1002
Introduction to the C language emphasizing use of structured design, problem design, algorithm design, coding, debugging, testing and documentation stressing program segmentation through utility development and top-down design.

COP 1332 Visual Basic Programming AA
3 credits (3 lecture hours)
Prerequisite: COP 1002
Visual BASIC is an introduction to problem solving and programming with an object-oriented, event-driven, high level programming language. The student should be able to read, understand and create Visual BASIC computer programs using modular programming techniques.

COP 2334 Programming in C++ AA
3 credits (3 lecture hours)
Prerequisite: COP 1220
An intermediate level programming course assumes knowledge of how to program in C. Emphasizes class data types, C++ functions, overloading, class inheritance, C++ I/O streams, object-oriented program design and program reusability.

COP 2341 UNIX Operating System AA
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course is an introduction to the UNIX operating system. Topics include the use of the shell scripts, electronic mail, utilities, and editors and use of UNIX in the business/scientific programming environment.

COP 2700 Data Structures (SQL) AA
3 credits (3 lecture hours)
Prerequisite: COP 1002
This course provides students with a solid foundation in SQL, which provides a means for accessing and manipulating databases. Students will be familiarized with the structure of databases and introduced to the relational database model. Students will learn the fundamentals of the SQL language, including how to create and design tables, how to carry out queries, how to add and delete data from a database, how to create views, and how to handle security.

COP 2800 Programming in Java AA
3 credits (3 lecture hours)
Prerequisite: COP 1220 or COP 2334
This course introduces the student to Java programming with a focus on object-oriented programming. Students will write Java Script. In addition, full Java applications will be written which can be used independent of HTML pages and independent of the Internet.

COP 2805 Advanced Java Programming AA
3 credits (3 lecture hours)
Prerequisite: COP 2800
This course provides students with an understanding of how to use Java for enterprise applications. The use of JavaBeans and how they can be used to facilitate the development of enterprise applications will be explained. Using servlets and Java Server Pages, students will learn how to create dynamic Web pages and how to process data entered via the Web. Students will learn how to access databases, using Java Database Connectivity, by issuing SQL commands. The topic of remote method invocation will be discussed as well as security strategies.

COP 2822 Web Page Design AS
3 credits (3 lecture hours)
Prerequisite: (1) CGS 2555. Knowledge of a graphical user interface program is desirable OR (2) (ART 1201C, ART 1300C, GRA 2100C (or GRA 2131) and ART 1205C)
This course will introduce the student to Hypertext Markup Language, which is used on the Internet to create home pages on the World Wide Web. Students will also learn how to incorporate Cascading Style Sheets and Dynamic HTML into Web pages.

COP 2831 Advanced Web Page Applications (XML and JavaScript) AA
3 credits (3 lecture hours)
Prerequisite: COP 2822
XML is a mark-up language that is widely used in business applications to describe data, and JavaScript is one of the most popular scripting languages for creating dynamic Web pages. Students will learn the techniques for writing well-formed XML, and some of the ways this mark-up language is used in business will be discussed. Using JavaScript, students will learn how to create animation, how to verify form data, and how to create Web pages with an additional level of interactivity.

COP 2838 Advanced Visual Basic.Net
3 credits (3 lecture hours)
Prerequisite: COP 1332
Students will learn how to access databases and how to manipulate data in databases, how to work with the Windows file system, how to create quality reports using Crystal Reports, how to draw, how to create professional charts, and how to customize interfaces and controls. Students will build on their understanding of Visual Basic.NET basics to master these topics to create advanced Visual Basic.NET applications. The emphasis throughout this course will be on creating real-world applications.

COP 2840 Server-Side Programming AA
3 credits (3 lecture hours)
Prerequisites: COP 2822 and one of the following-COP 1332, COP 1220, COP 2334, or COP 2800
This course introduces students to the following server-side scripting languages: CGI/PERL, PHP, VisualBasic.NET, AdvancedServerPages.NET, Java Server Pages. In addition, students will learn how to write Java applets. Students will be familiarized with basic SQL commands, which are used to communicate with databases, and will learn how to issue SQL commands from these scripting languages. Students will gain the skills necessary to design applications and dynamic Web pages using each of these scripting languages.

COS 0200 Cosmetology I - Introduction PSAV
120 clock hours
This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It also provides an opportunity to learn competencies in hair shampooing and scalp treatments.

COS 0301 Cosmetology II - Haircutting PSAV
120 clock hours
This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It also provides an opportunity to learn competencies in hair shaping and instruction in the selection of proper hair cutting, implements and proper style selection.

COS 0400 Cosmetology III - Styling PSAV
120 clock hours
This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. It gives the student an opportunity to develop competencies in hairstyling.

COS 0600 Cosmetology V - Chemicals PSAV
120 clock hours
This course is designed to provide instruction in school, classroom/laboratory safety rules, and procedures. This course is designed to provide competencies in permanent waving, reconstruction, curl/chemical relaxing. Instruction in analyzing the hair, selection of approximate solutions and implements are also provided.

COS 0700 Cosmetology VI – Hair Color PSAV
120 clock hours
This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. The student will also have an opportunity to develop competencies in all types of hair coloring and bleaching. This instruction includes analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment.

COS 0870 Cosmetology IV - Salon Management PSAV
120 clock hours
This course is designed to provide the student with an opportunity to become familiar with competencies in employability, communication and math skills required to succeed in industry. It is also designed to provide the student with an overview of competencies in state board of cosmetology requirements and in the study of the cosmetology law and rules and regulations. The student will briefly review entrepreneurship competency.

CPO 2002 Comparative Governments AA
3 credits (3 lecture hours)
Prerequisites: POS 1001 or POS 1041 or permission of instructor
Introduces the student to a comparative model for understanding diverse governmental institutions and political systems throughout the world. This includes a close look at numerous other governments, including a study of each nation's history, culture, constitution, governmental institutions, political process and domestic and foreign policies. Governments will be selected from different continents and from different political traditions, such as Great Britain, Germany, Russia, China, Japan, Brazil, South Africa and Iran. If possible, a voluntary field trip to EPCOT's World Showcase or international consulates in Miami may be planned.

CRW 2001 Creative Writing AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
This course involves study of theory and practice in poetry and fiction, including collateral readings and extensive workshopping of students' own creative works. The class will critique students' works and considerable writing and rewriting is required. Students prepare a final portfolio and learn how to submit works for publication.

CRW 2100 Introduction to Fiction Writing AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
The course provides intensive study of the process of writing short fiction, including discussion of professional models to improve understanding of elements and techniques. A substantial portion of the course will be devoted to workshopping and critiquing student writing. Students submit a final portfolio and research the market for publication.

CRW 2600 Screenwriting AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
This course provides intensive study of the process of writing for the screen. It includes discussing the work of professional screenwriters to learn elements of the writing process. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting.

CSP 0010 Manicuring, Pedicuring, and Nail Extensions PSAV
120 clock hours
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.

CSP 0011 Salon Practice Lab II PSAV
120 clock hours
This course is designed to provide the student further instruction in safety rules, procedures and techniques in a salon atmosphere. In the lab all courses of cosmetology are evaluated as students learn to increase their speed, while sharpening their skills. All competencies, assignments, practical services and hours are completed as preparation is made to apply to the Florida department of business and professional regulation board of cosmetology for examination and licensure.

CSP 0013 Nail Specialist PSAV
240 clock hours
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.

CSP 0240 Facials PSAV
120 clock hours
This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide the student with an opportunity to develop competencies in facials and makeup.

CSP 0260 Facial Specialist PSAV
260 clock hours
This course is designed to provide competencies in European and American facials, hair removal (including Removatron Certification) lash/brow tinting, artificial lash application and spa treatments. Make-up techniques include career, evening, bridal/special events, and federal and state laws regarding salon private cosmetics and packaging.

CSP 0300 Salon Practice Lab I PSAV
120 clock hours
This course is designed to provide the student instruction in safety rules, procedures and techniques in a salon atmosphere. In the lab all courses of cosmetology are evaluated as students learn to increase their speed, while sharpening their skills. All competencies, assignments, practical services and hours are completed as preparation is made to apply to the Florida department of business and professional regulation board of cosmetology for examination and licensure.

CTS 0090 Network Plus Certification PSAV
75 clock hours
This course measures the technical knowledge of networking professionals with experience in the IT industry. Earning Network + certification means the individual possesses the knowledge needed to configure and install the TCP/IP client. Skills include implementing, installing, maintaining, and supporting networks; troubleshooting networks and understanding remote connectivity and security.

CTS 0095 Security Plus Certification PSAV
75 clock hours
This course measures the security knowledge of an individual with two years on-the-job networking experience, with emphasis on security. Earning Security + certification means the individual possesses the knowledge needed to combat hackers, attackers, security threats, as well as, maintain the integrity of an organization's communication, infrastructure and operations.

CTS 1740 Computer Maintenance and Repair AS
3 credits (3 lecture hours)
This course is designed to give the student hands on experience working with PCs. It will provide the student experience with the various techniques and procedures used to troubleshoot a microcomputer, and it will assist the student in preparing for the A+ Core Service Certification Examination.

CTS 2173 UNIX Installation and Administration Using Linux AS
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course will provide students with the skills to install Linux, utilize the shell, configure hardware, manage users, utilize the file system, configure network services, setup remote access, manage system resources, write shell scripts, configure printing, back up and restore files, and troubleshoot Linux.

CWO 0136 Web E-Commerce PSAV
45 clock hours
The last of five modules, this course with the advanced HTML code, including more complex tables and frames, style sheets and forms. Students will also be introduced to XHTML, XML and Java Script. Legal, copyright and contract issues will be explored.

CWO 0139 Web Graphics, Audio and Video PSAV
24 clock hours
The fourth of five modules, this course introduces students to graphics, animation, audio and video for the Web, as well as plug-ins and helper applications such as Flash and Shockwave. Students explore issues around the use of graphics on the Web (file size, accessibility, optimization, resolution, etc.) and use graphics software programs to produce appropriate graphics for their projects.

CWO 0159 Web Development and Protocols PSAV
24 clock hours
The first of five modules, this course introduces students to the foundations of Web design, HTML, Internet protocol, TCP/IP, SMTP, FTP, and basic UNIX commands.

CWO 0161 Web Marketing and Project Management PSAV
24 clock hours
In the second in a series of five modules, this course will cover marketing strategies and legal issues, project and team management, writing bids and contracts and how to start your own Web firm.

CWO 0163 Web Server Administration and Security PSAV
24 clock hours
In the third in a series of five modules, this course will cover security issues and solutions involved with Web communications networks, servers, e-mail and content. Students are trained in using g the UNIX operating system and APACHE Web server and are also introduced to a number of vender-specific operating systems and Web server options.

DAA 1100 Modern Dance I AA
1 credit (1 lecture hour)
This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

DAA 1101 Modern Dance II AA
1 credit (1 lecture hour)
Prerequisite: DAA 1100
This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

DAA 1200 Basic Ballet I AA
2 credits (3 lab hours)
Consists of basic positions and fundamental barre exercises and the use of ballet vocabulary (French terms) stressing correct alignment and applying simple step combinations in center work.

DAA 1201 Basic Ballet II AA
2 credits (3 lab hours)
Prerequisite: DAA 1200 or instructor permission required
This course is a continuation of DAA 1200.

DAA 1202 Intermediate Ballet I AA
3 credits (4 lab hours)
Prerequisite: DAA 1201
This course emphasizes development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phrasing and quality of movement are stressed. Admission is by audition.

DAA 1203 Intermediate Ballet II AA
3 credits (4 lab hours)
Prerequisite: DAA 1202
This course is a continuation of DAA 1202.

DAA 1501 Basic Jazz AA
2 credits (3 lab hours)
This course is designed to give the student introductory knowledge of the fundamental skills of jazz techniques and various current styles.

DAA 1502 Intermediate Jazz I AA
2 credits (2 lab hours)
Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition.

DAA 1520 Basic Tap I AA
2 credits (2 lecture hours)
This course is designed to give the student knowledge of the fundamental skills of tap dance techniques and various current styles.

DAA 1521 Basic Tap II AA
2 credits (2 lecture hours)
This course is designed to continue the knowledge of the fundamental skills of tap dance techniques and various current styles started in DAA 1520.

DAA 1700 Musical Choreography AA
1 credit (2 lab hours)
This course is designed to give the student a knowledge of the fundamental skills of musical theatre dance techniques and various current styles.

DAA 2204 Advanced Ballet I AA
3 credits (4 lab hours)
Perfects the execution of classical ballet technique with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor.

DAN 1600 Music for Dance AA
3 credits (3 lecture hours)
This course provides a connection of musical, structure and body movement through improvisational dance composition exercises. The basic elements of rhythm, tempo and meter will be studied. This course is intended for undergraduate dance majors and minors.

DEA 0130 Related Dental Theory PSAV
32 clock hours
This course is designed to acquaint the dental auxiliary with various related topics having application in the field of dentistry. One topic discussed is microbiology, stressing pathogenic microorganisms. Oral pathology, both benign and malignant neoplasms, is explored. A familiarization of common drugs and medicaments, their toxicities, and effects is also included. A knowledge of nutrition, with emphasis on the relationship to oral health, is presented. Finally, the body systems, their functions and related diseases are identified in the format of student presentations.

DEA 0153 Dental Psychology and Communication PSAV
32 clock hours
This course is divided into two subject areas. The first subject area explores the study of the psychological factors that affect the dental patient's behavior, techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. The second subject area provides opportunities with oral and written communications.

DEA 0800 Clinical Practice I PSAV
32 clock hours
Recommended Prerequisites: DES 1200, DES 1200L;
Recommended Corequisites: DEA 0800L, DEA 0940L
This course is designed to continue the instruction in the fundamentals of clinical dental assisting. Included will be the working knowledge of all dental equipment, instruments, manipulation of dental materials, patient management and the application of four-handed dentistry in a clinical setting.

DEA 0800L Clinical Practice I Lab PSAV
128 clock hours
This course will provide clinical application of the principles taught in DEA 0800 Clinical Practice I. In addition, the student will have additional assignment responsibilities in areas of radiology, team leadership, sterilization, receptionist, clinical and office observation.

DEA 0801 Clinical Practice II PSAV
32 clock hours
This course is a continuation of DEA 0800 and DEA 0800L Clinical Practice I. It will provide the dental assisting student a synopsis of the different dental specialties. This will include a more in-depth analysis of the theoretical and clinical application that makes each specialty unique.

DEA 0801L Clinical Practice II Lab PSAV
256 clock hours
This course is a continuation of DEA 0800L Clinical Practice I Lab. It will provide clinical application of the principles taught in DEA 0800 Clinical Practice I & DEA 0801 Clinical Practice II.

DEA 0850 Dental Assisting Clinical Practice III PSAV
16 clock hours
In the didactic portion of this course, a detailed overview of the key designated subject areas represented on the Dental Assisting National Board will be studied. A seminar will be scheduled to discuss the students' experiences in their externship and with their community service projects.

DEA 0940L Dental Practicum I Laboratory PSAV
24 clock hours
The objective of this course is to provide clinical experience in patient preparation for oral diagnosis. Students will have assigned responsibilities in the areas of patient recognition, charting, study models and radiology. The student will receive experience to interact effectively with the dentist and the patient.

DEA 0941L Dental Practicum II Laboratory PSAV
96 clock hours
The objective of this course is to provide detailed knowledge and advanced clinical experience in various intra-oral procedures. The student will be expected to follow patient treatment protocol via a comprehensive approach. The student will participate in delivery of care in a variety of settings both on and off campus.

DEH 1003 Dental Hygiene Instrumentation AS
1 credit (1 lecture hour)
Recommended Prerequisites: DES 1800, DES 1800L
Recommended Corequisite: DEH 1003L
A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation that will be applied in a lab/clinical setting. Completion of the course competencies at minimum standard will allow the student to progress to Dental Hygiene I.

DEH 1003L Dental Hygiene Instrumentation Lab AS
2 credits (6 lab hours)
Recommended Prerequisites: DES 1800, DES 1800L
Recommended Corequisite: DEH 1003
A competency-based course introducing the student dental hygienist to the applications and techniques of instrumentation in a lab/clinical setting. Completion of course competencies at minimum standard will allow the student to progress to Dental Hygiene I.

DEH 1130 Oral Embryology and Histology AS
1 credit (1 lecture hour)
Recommended Prerequisites: DES 1020
A comprehensive study of the embryonic, fetal and postnatal development of the tissues and structures of the head and oral cavity and their relationship to the field of dentistry.

DEH 1800 Dental Hygiene I AS
1 credit (1 lecture hour)
Corequisite: DEH 1800L
Basic theory, technique and principles will be introduced in didactic course and applied through practical experiences in the clinical setting. The student is first introduced to: patient management, dental hygiene treatment planning, indices, removable appliances, radiographic interpretation and review of professional literature.

DEH 1800L Dental Hygiene I Lab AS
4 credits (12 clinical hours)
Corequisite: DEH 1800
Basic theory, technique and principles will be introduced and applied through practical experiences in the clinical setting. Dental Hygiene care to the public is initiated through the delivery of preventive and therapeutic services. Students will be required to complete a specific number of dental appointments in the clinic.

DEH 1802 Dental Hygiene II AS
1 credit (1 lecture hour)
Corequisite: DEH 1802L
This course is continuations of Dental Hygiene I. Students advance their understanding of systemic disease processes and their integral link to oral health. In addition, Dietary counseling and Tobacco Cessation Counseling will now be incorporated in patient care management.

DEH 1802L Dental Hygiene II Lab AS
1 credit (3 clinical hours)
Corequisite: DEH 1802
This course is a continuation of Dental Hygiene I, adding the clinical application of Dietary Counseling, and Tobacco Cessation Counseling coordinated with patient medical history in patient care management. Students continue to refine their patient assessment and instrumentation skills.

DEH 1811 Dental Ethics and Jurisprudence AS
1 credit (1 lecture hour)
Recommended Corequisites: DEH 2806
Emphasis will be on discussion of current legal and ethical issues in dental hygiene practice. Topics will include professional ethics, dental law, risk management and standards of care. The Dental Hygiene Practice Act as it governs the dental hygiene profession will be reviewed.

DEH 2300 Pharmacology AS
2 credits (2 lecture hours)
Recommended Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MCB 2010/2010L, CHM 1020
A comprehensive study of pharmacology as it relates to the field of dentistry and dental hygiene.

DEH 2400 General and Oral Pathology AS
2 credits (2 lecture hours)
Recommended Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, DES 1020, DEH 1130, MCB 2010, MCB 2010L
A comprehensive study of oral abnormalities and disease processes with emphasis on clinical identification.

DEH 2603 Periodontology AS
2 credits (2 lecture hours)
Recommended Prerequisites: DEH 1800C, DEH 1802
Recommended Corequisite: DEH 2804
This course is a study of the etiology, classification and treatment of periodontal disease. Emphasis is on recognition and treatment of clinical disease states of the periodontium.

DEH 2701 Community Dentistry AS
2 credits (2 lecture hours)
Prerequisite: Recommended sophomore status
This course covers prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will be responsible for assessing, planning, implementing and evaluating procedures in oral health community programs. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner.

DEH 2702L Community Dentistry Practicum AS
1 credit (2 lab hours)
Prerequisite: Recommended sophomore status
This course is designed to give the dental hygiene student a series of professional experiences with exposure to the public at large. Emphasis is placed on dental hygiene education of the public in an institutional and public setting using skills acquired in DEH 2701.

DEH 2804 Dental Hygiene III AS
1 credit (1 lecture hour)
Corequisite: DEH 2804L
A continuation of the development and application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice settings will be included.

DEH 2804L Dental Hygiene III Lab AS
4 credits (1 lecture hour)
Corequisite: DEH 2804
A continuation of the development and application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice settings will be included.

DEH 2806 Dental Hygiene IV AS
1 credit (1 lecture hour)
Corequisite: DEH 2806L
This course is the companion seminar/lecture component for students in the phase of the development and application of dental hygiene skills and knowledge in both theory and practice. Didactic seminars and lectures will incorporate the application of new and current preventive therapies.

DEH 2806L Dental Hygiene IV Lab AS
5 credits (15 clinical hours)
Corequisite: DEH 2806
This course is the final clinical course and is a continuation of the development and clinical application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice settings will be included.

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
This course is a special-skills update in clinical dental hygiene for the graduate dental hygienist. It is recommended for recent PBCC Dental Hygiene Program graduates preceding the State of Florida board examination for licensure.

DEH 2934 Compromised Patient AS
1 credit (1 lecture hour)
Recommended Prerequisites: DES 1840
Recommended Corequisites: DEH 2603, DEH 2804
This course provides the dental hygiene student an understanding of the problems peculiar to patients with special needs or unusual health factors that may complicate routine care generally provided and special procedures involved to help the patient maintain optimum oral health.

DEP 2102 Child Growth and Development AA
3 credits (3 lecture hours)
Prerequisite: PSY 2012
Stressing the emerging self of the child, this course explores the physical, cognitive and psychosocial nature of children within a developmental perspective. This course encompasses major theories and research relevant to diverse populations of children and families. Observation of children from pre-school level through adolescence provides for application of theses theories.

DES 1020 Dental Anatomy AS
3 credits (3 lecture hours)
Dental anatomy is the study of the structure, morphology and function of the primary and permanent dentitions and head and neck anatomy. The direct correlation of dental procedures to human oral anatomy is emphasized.

DES 1100 Dental Materials AS
2 credits (2 lecture hours)
Recommended Corequisites: DES 1100L
This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques.

DES 1100L Dental Materials Lab AS
1 credit (2 lab hours)
Recommended Corequisites: DES 1100
This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. The laboratory phase affords the student the opportunity to develop manipulative skills with the materials used within the auxiliaries' scope of dental practice and to evaluate the effects of specific materials in the oral environment.

DES 1200 Dental Radiology AS
2 credits (2 lecture hours)
Recommended Corequisites: DES 1200L
A study of the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice.

DES 1200L Dental Radiology Lab AS
1 credit (2 lab hours)
Recommended Corequisites: DES 1200L
Applications of techniques taught in dental radiology lecture as used in clinical practice.

DES 1600 Office Emergencies AS
1 credit (1 lecture hour)
A study of the symptoms, treatment and equipment necessary to provide adequate care for common office emergencies. Discussion and practice will include emergency preparedness, content of the emergency kit and vital signs. Emergency treatment and cautions for medical and dental emergencies will be studied, as well as common emergency drugs used.

DES 1800 Introduction to Clinical Procedures AS
3 credits (3 lecture hours)
Recommended Corequisites: DES 1800L
A study of basic medical/dental terminology, the history of dentistry and the theory and techniques of clinical procedures, including instrument design and patient/operator positioning, the oral exam, dental charting, instrument transfer and oral evacuation, polishing and pain control. Infection control guidelines will be stressed throughout this course.

DES 1800L Introduction to Clinical Procedures Lab AS
1 credit (2 lab hours)
Recommended Corequisites: DES 1800
A practical application of professionalism and procedures in the clinical setting as these skills relate to the didactic portion of DES 1800, the corequisite.

DES 1830 Expanded Functions Lecture AS
1 credit (1 lecture hour)
Corequisite: DES1830L
This course is designed to provide the basic knowledge for the dental assisting and the dental hygiene student to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

DES 1830L Expanded Functions Laboratory AS
1 credit (2 lab hours)
Corequisite: DES1830
This course is designed to provide the clinical practice necessary for the dental assisting and the dental hygiene student to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

DES 1840 Preventive Dentistry AS
2 credits (2 lecture hours)
This course is designed to teach the students how to educate and motivate patients in controlling their dental plaque, thus preventing dental diseases. A study of the periodontal tissues, tooth deposits and stains, caries etiology and prevention methods is learned. Floss, brushes with brushing methods and the use of dental adjuncts are emphasized. Uses of fluorides are examined.

DES 2502 Office Management AS
1 credit (1 lecture hour)
Marketing skills of the dental health care provider will be explored in depth. A working letter of application, resume and follow-up letter will be prepared. Traditional business office procedures will be compared and contrasted with those found in offices utilizing more advanced technology.

DIE 1412 Dietetics I (Introduction) AS
3 credits (3 lecture hours)
Prerequisites: HUN 1201; FSS 1210C; Corequisite: DIE 1419
This course introduces the organization of a food and nutrition department and emphasizes interviewing skills; medical terminology; standard documentation procedures and techniques for counseling patients for optimal nutritional care. Clinical experience is provided for nine hours/week concurrently.

DIE 1419 Dietetics Practicum I AS
3 credits (8 lab hours)
Prerequisites: HUN 1201, FSS 1210C; Corequisite: DIE 1412
This is a practicum to accompany DIE 1412.

DIE 2120 Dietetics III (Administration) AS
3 credits (3 lecture hours)
Prerequisites: DIE 2211, DIE 2270; Corequisite: DIE 2947L
This course teaches techniques involved in operating a food-service system in health-care facilities. Basic principles of menu planning, purchasing, costing, equipment, sanitation, delivery systems and management are covered. The student spends nine hours/week in a health-care facility concurrently.

DIE 2211 Dietetics II (Clinical) AS
3 credits (3 lecture hours)
Prerequisites: DIE 1412, DIE 1419; Corequisite: DIE 2270
This course covers principles of nutrition with adaptations to specific disease conditions. Emphasis is placed on building skills to provide total nutritional care of the individual patient in health care settings. Clinical experience is provided nine hours/week concurrently.

DIE 2270 Dietetics Practicum II AS
3 credits (8 lab hours)
Prerequisites: DIE 1412, DIE 1419; Corequisite: DIE 2211
This practicum accompanies DIE 2211.

DIE 2947L Dietetics Practicum III AS
3 credits (9 lab hours)
Prerequisites: DIE 2211, DIE 2270; Corequisite: DIE 2120
This practicum accompanies DIE 2120.

DIM 0004 Introduction to Diesel Mechanics PSAV
120 clock hours
This course provides instruction in shop organization, management, safety, workplace communication skills and infection control procedures as well as related health hazards and safety practices for handling of hazardous materials. Students will be able to recognize, identify and demonstrate the safe use of tools and equipment. In addition, demonstrated knowledge in Diesel engine construction, operation and servicing will be required. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0006 Introduction to Diagnosis and Repair PSAV
120 clock hours
This course will provide the student the opportunity to troubleshoot, repair and rebuild engine systems, camshaft and block assemblies. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0007 Braking Systems PSAV
120 clock hours
This course introduces the student to hydraulic braking systems. The student will identify, explain the principles of hydraulic systems and their components in a variety of hands-on skills including the ability to service and recondition hydraulic brakes in a lab/shop environment. The student will perform lab and shop procedures in the following areas: Tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0008 Advanced Braking Systems PSAV
120 clock hours
This course introduces the student to air, parking, and anti-braking systems. The student will identify and explain the principles of these systems and their components in a variety of hands-on skills including the ability to troubleshoot, service and recondition air brakes in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional cooperative education training.

DIM 0014 Basic Engine Systems and Applied Academics PSAV
120 clock hours
This course will require the student to demonstrate applied communication, mathematical and scientific knowledge. In addition, employability and entrepreneurial opportunities will be stressed. Demonstrated knowledge of engine systems and assemblies will be required. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0103 Diesel Preventive Maintenance PSAV
120 clock hours
This course will provide training in diesel engine preventive maintenance by using diagnostic techniques and manufacturer's maintenance requirements in a lab/shop environment. The student will use hands-on skills demonstrating the ability to do an oil analysis, perform mileage inspection scheduling and follow manufacturer's suggested maintenance procedures. The student will apply lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience.

DIM 0104 Advanced Diesel Preventive Maintenance PSAV
120 clock hours
This course will enable the student to accurately diagnose diesel engines pertaining to preventive maintenance. The student will receive hands-on instruction in identifying the source of the problem; demonstrate the ability to follow diagnostic charts; and schedule and perform practical work on diesel engines using service manuals and manufacturer's recommendations. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience.

DIM 0106 Hydraulic Systems PSAV
120 clock hours
This course will introduce the student to the basic principles of hydraulic pumps, motors, and hydraulic accessories. The student will identify, explain, and troubleshoot components using diagrams and test equipment by performing hands-on skills in maintaining and reconditioning hydraulic systems in the lab. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0107 Heating and Air Conditioning PSAV
120 clock hours
This course introduces the student to basic heating and A/C components combined with hands-on activities of inspecting A/C systems, using diagnostic procedures involving pressure tests, removal and replacement of A/C components, and identifying types of refrigerants used. The student will demonstrate the use of recovery and reclaim systems applying EPA requirements for handling recycled refrigerants. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0108 Steering and Suspension PSAV
120 clock hours
This course will enable the student to troubleshoot and repair conventional and hydraulic steering systems in a variety of hands-on skills including the ability to service and align axle suspensions, tractors and trailers. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety; and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0201 Power Train Systems PSAV
120 clock hours
This course will provide the necessary skills for the student to maintain and troubleshoot components and assemblies of power train systems. The student will describe common problems of components, clutches, and transmissions, and apply procedures to troubleshoot, remove, replace, and rebuild these components and assemblies using hands-on skills in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0202 Advanced Power Train Systems PSAV
120 clock hours
This course will provide advanced skills in the troubleshooting and repair of transmissions, differentials, drivelines and transfer cases. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0302 Electrical and Electronic Principles PSAV
120 clock hours
This course will introduce the student to fundamentals and principles of basic electrical theory, the operation of electrical systems, electrical component measurement and computation for diesel technology. The student will also perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. The course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0303 Maintenance and Repair of Electrical Systems PSAV
120 clock hours
This course will enable the student to apply electrical skills previously learned and advance to electronic component identification and working principles. The student will test, service, and repair electronic diesel systems in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. The course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

EAP 0300 Introduction to Listening and Speaking Skills (PREP)
4 institutional credits (4 lecture hours)
Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT)
This course is for students whose primary language is not American English and whose test scores indicate need for training in listening and speaking skills. Emphasis is placed on improving listening comprehension, pronunciation and fluency. Graded A, B, C or N (Not Passing).

EAP 0360 Introduction to Grammar Foundations (PREP)
4 institutional credits (4 lecture hours)
Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT)
This course prepares students for EAP Intermediate English and is for students whose primary language is not American English and whose test scores indicate need for training in grammar skills. Emphasis is placed on the tense system, parts of speech and question formation. Graded A, B, C, or N (Not Passing).

EAP 0382 Integrated Reading and Writing (PREP)
4 institutional credits (4 lecture hours)
Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT)
This course is for students whose primary language is not American English and whose test scores indicate need for training in reading and writing skills. Emphasis is placed on reading comprehension, vocabulary development and paragraph structure. Graded A, B, C, or N (Not Passing).

EAP 0400 Speaking and Listening - Level I (PREP)
3 institutional credits (3 lecture hours)
Prerequisite: Adequate score on the placement test and/or advisement. (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This preparatory course features in-class and laboratory experiences that will enable students to improve their speaking and listening skills. Standard English pronunciation, stress, intonation and idiom, as well as differences in non-verbal communication will be taught and applied. A variety of social, professional and academic experiences will be emphasized. Graded A, B, C, or N (Not Passing).

EAP 0420 Intermediate Reading (PREP)
3 institutional credits (3 lecture hours)
Corequisite: SLS 1501
This course is for students whose primary language is not American English and whose placement test scores indicate the need for instruction in basic vocabulary, study and literal comprehension skills. The emphasis in this course will be on establishing the foundation for academic literacy. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing).

EAP 0480L International Student Lab I (PREP)
Prerequisites: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 0-54
This lab prepares students for Level II and is an integrated lab designed for international students whose primary language is not English. The lab will focus on the development of speaking, listening, reading and grammatical skills through interactive computer software programs. Graded A, B, C, or N (Not Passing).

EAP 0484 Intermediate English (PREP)
3 institutional credits (3 lecture hours)
Corequisite: SLS 1501
This course is designed for students whose primary language is not American English and whose placement test scores indicate the need for instruction in basic grammar, sentence structure, punctuation and usage. The course emphasizes the writing of short, simple paragraphs. Graded A, B, C, or N (Not Passing).

EAP 1500 Speaking and Listening - Level II (PREP)
3 institutional credits (3 lecture hours)
Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 55-68, or successful completion of Level I.
This preparatory course, a continuation of EAP 0400 will provide students with in-class experience to continue their development of listening and speaking skills. It will include continued development of English pronunciation skills and vocabulary, note taking, class discussion, making individual and group presentations, speaking persuasively, and defending an opinion. Graded A, B, C, or N (Not Passing).

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 EAP 0420; Corequisite: SLS 1501.
This course is designed for students whose primary language is not American English and whose placement test scores indicate the need for intensive training in academic reading skills. The emphasis in this course will be on reading comprehension with additional exercises in listening and speaking skills. Graded A, B, C, or N (Not Passing).

EAP 1580L International Student Lab II (PREP)
Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 55-68, or successful completion of Level I.
This lab prepares students for Level III and is an integrated lab designed for international students whose primary language is not English. The lab will focus on speaking, listening, reading, and grammatical skills through interactive computer software programs. Graded A, B, C, or N (Not Passing).

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 EAP 0484.
This course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in composing grammatically correct sentences and fully developed paragraphs using a variety of sentence types and rhetorical modes. It also covers more advanced vocabulary. Graded A, B, C, or N (Not Passing).

EAP 1620 Advanced Reading (PREP)
3 institutional credits (3 lecture hours)
Prerequisites: CPT score of 69 or above or successful completion of EAP 1520; Corequisite: SLS 1501.
This course is designed for students whose primary language is not American English and whose placement test scores indicate a need for the development of critical thinking skills through academic readings. Students will have the opportunity to read short, authentic English/ American works. Exercises and class discussions develop listening and speaking skills. Graded A, B, C, or N (Not Passing).

EAP 1680L International Student Lab III (PREP)
Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 69-82, or successful completion of EAP 1500.
This integrated lab is designed for international students whose primary language is not English. The lab focuses on the development of speaking, listening, reading, and grammatical skills through interactive computer software programs. Graded A, B, C, or N (Not Passing).

EAP 1684 Advanced English (PREP)
3 institutional credits (3 lecture hours)
Prerequisites: A CPT (College Placement Test) score of 69 or above or successful completion of EAP 1584; corequisite: SLS 1501.
This course is designed for students whose primary language is not American English and whose placement scores indicate the need for instruction in writing coherent, unified paragraphs and then using them to build effective essays. Graded A, B, C, or N (Not Passing).

ECO 2013 Principles of Macroeconomics AA
3 credits (3 lecture hours)
Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies. Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application is required. (*)

ECO 2023 Principles of Microeconomics AA
3 credits (3 lecture hours)
Cost and revenue analysis, nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and application of basic tools of economic analysis and public policy issues. Distance learning section may be available.

ECS 2955 Comparative Economics-Travel Study AA
3 credits (3 lecture hours)
This course surveys and analyzes current economic systems with specific reference to those systems studied as part of a travel study program. The course considers individual decision-making structures, the functioning of these economies as a whole, and current topics affecting these systems.

ECS 2956 International Current Business Practices AA
3 credits (3 lecture hours)
This course presents a broad conceptual perspective on international business activity in areas such as finance, marketing, production and manufacturing. The course covers the nature and purpose of trade between nations as well as the concept of the multinational corporation and its nations as well as the concept of the multinational corporation and its importance in the world marketplace. Business concepts are studied through visits to foreign business enterprises. Emphasis is given to the differences in doing business between countries.

EDF 1001 Paraeducators in Special and General Education Classrooms AS
3 credits (3 lecture hours)
An introduction to the role of paraeducators in the public schools. Topics included are: defining the role of the paraeducator, supporting the instructional process, behavior improvement strategies and the role of the paraeducator in the IEP process.

EDF 1030 Behavior Management in the Classroom AA
3 credits (3 lecture hours)
Structured teaching, applied behavior analysis; principles derived from learning laboratory to educational and social behavioral problems. Provides teachers, counselors and special educators seeking re-certification strategies of classroom behavior management.

EDF 1949C Co-op: Education I AA
3 credits (1 lecture hour, 10 lab hours)
This coordinated work-study program reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area.

EDF 2005 Foundations in Education AA
3 credits (3 lecture hours)
This course is an introduction to the nature of teaching in public schools in the United States. Topics included are: planning and preparation for teaching; roles and responsibilities of teachers; relationships between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. Fifteen hours of observation, to be arranged with your instructor, are required for this course.

EDF 2949C Co-op Education II AA
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: EDF 1949C
This course follows EDF 1949C.

EDG 1311 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.
This course provides the student with experience teaching in an approved early childhood classroom under the supervision of trained and approved instructors.

EDG 1312 Education Practicum II AS
3 credits (15 lab hours)
Prerequisites: EDG 1311
This course is a continuation of EDG 1311. The student continues to work in the classroom planning activities and supervising children. In addition, emphasis is placed on the administrative responsibilities of operating a child care program; i.e., staff meetings, personnel records, staff evaluation, etc.

EDG 1932 Enhancing Teaching Effectiveness AA
3 credits (3 lecture hours)
This course provides prospective secondary school educators and practitioners the opportunity to develop concepts, skills and pedagogical techniques for effective instruction in all disciplines of education. The purpose of this course is to explore the field of education. This course will provide educators with historical aspects in the field of education, various educational philosophies, how students learn, curriculum and instruction, and the facilitation of instruction. This course will also explore ways to motivate a student and develop ways to make education a safe, gratifying and learning environment.

EDG 2701 Teaching Diverse Populations AA
3 credits (3 lecture hours)
Prerequisite: EDF 2005
This course is designed to introduce prospective educators to: (a) the value of diversity in American society; (b) various concepts and meanings of diversity; (c) manifestations of diversity in the U.S.; and (d) the role of education in developing, extending and utilizing diversity. Future teachers will become more sensitive to the needs of their diverse student populations and can move toward determining ways in which they could adapt or modify their teaching to a population with diverse abilities, learning characteristics and motivational styles. Fifteen hours of observation arranged with your instructor are required for this course.

EDP 2002 Introduction to Educational Psychology AA
3 credits (3 lecture hours)
Prerequisite: PSY 2012 or permission of the instructor
This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design and program evaluation.

EEC 1001 Introduction to Early Childhood Education AA
3 credits (3 lecture hours)
Theories, philosophies, programs and methods in early childhood education covering information required for the Florida child-care certification. Students completing the modules are eligible for the child-care workers certification required for child-care workers.

EEC 1003 Introduction to School Age Child AS
3 credits (3 lecture hours)
This course provides an orientation to school age child care, including the philosophy, purpose and social/cultural context of after-school and other programs for school age youth. An examination of program models, including staff roles, program planning, quality improvement, and interaction with children, families and community will be presented.

EEC 1006 Montessori Philosophy AS
3 credits (3 lecture hours)
Theory of Montessori method including evolution; relationship to Piaget, Erickson, Kohlberg, Vygotsky, and others; sensitive periods of development; role of teacher as director, prepared environment; and process of normalization.

EEC 1200 Early Childhood Curriculum I AS
3 credits (3 lecture hours)
This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language and in methods of presentation in order to guide children in the proper use of these materials.

EEC 1214 Early Childhood Curriculum III AS
3 credits (3 lecture hours)
This course is designed to instruct students in the preparation of learning centers, in the choosing and constructing of learning materials, and in the methods of presentation to children in the curriculum areas of music, art, dramatic play, and fine and gross motor skills.

EEC 1220 Curriculum I: High/Scope Approach in Language and Literacy AS

3 credits (3 lecture hours)
Prerequisite: EEC 1301

Children learn to read and write by building on the complementary skills of speaking and listening. These interrelated skills of speaking, listening, reading, and writing are captured in the High/Scope language and literacy key experiences – statements that describe what young children do, how they perceive the world and the kinds of experiences important for their development. Teachers use the key experiences to set up the classroom environment, plan related activities, and support children's learning with a variety of pre-reading and pre-writing instructional methods.

EEC 1221 Curriculum II: High/Scope Approach in Logical Reasoning Skills AS

3 credits (3 lecture hours)
Prerequisite: EEC 1301

High/Scope has identified experiences that are key to the most favorable development of preschoolers. This course will examine the logical reasoning key experiences in Number, Classification, Seriation, Space, and Time. Children must encounter each of these key experiences many times in their early years if they are to master the idea (concepts) involved. In High/Scope settings, these experiences will effect the way adults set up the learning environment, support children in their play, encourage them to interact in groups and plan learning experiences.

EEC 1222 Curriculum III: Adult/Child Interaction to Extend Learning AS

3 credits (3 lecture hours)
Prerequisite: EEC 1301

Using the High/Scope framework, this course will examine the elements of adult support and interaction skills to extend children's age-appropriate experiences. A major goal of the High/Scope Curriculum is to assist adults in establishing and maintaining settings where they can interact with active children positively. We will also focus on High/Scope key experiences in initiative and social relations for children.

EEC 1301 Introduction to High/Scope AS

3 credits (3 lecture hours)

This course will introduce the student to the High/Scope approach to early childhood education by providing an overview of the High/Scope approach.

EEC 1311 Early Childhood Curriculum II AS

3 credits (3 lecture hours)

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials in the subject areas of mathematics, science, daily living, social studies and computer programs, and in methods of presentation in order to guide children in the proper use of these materials.

EEC 1522 Infant/Toddler Environments AS

3 credits (3 lecture hours)

The purpose of this course is to provide students an opportunity to study the infant/toddler care giving environment including the organization of space, interaction, activities, scheduling, and providing for staff and parents.

EEC 1523 Overview of Child Care Center Management AS

3 credits (3 lecture hours)

This course will meet the educational coursework requirement for the Foundational Level or one of the four curriculum areas approved for the Advanced Level of the Florida Child Care and Education Administrator Credential. This course will provide the child care administrator with a knowledge base and the opportunity to develop skills to effectively manage a quality child care program. This course is a competency based course comprised of three content areas: Administrative Organization, Financial and Legal Issues and Child Care and Education Programming.

EEC 1601 Observation and Assessment in Early Childhood AS

3 credits (3 lecture hours)

This course is designed to provide the child care professional with an overview of the importance of observation and assessment in planning developmentally appropriate programs for young children. The course covers the use of a variety of observation methods and developmentally appropriate assessment practices and instruments. Off campus observations are required.

EEC 1603 Positive Guidance and Behavior Management in School Age Child Care AS

3 credits (3 lecture hours)
Prerequisite: EEC 1003

This course explores positive guidance techniques and behavior management strategies for school age child care providers. Child centered approaches, self management techniques and conflict resolution strategies will be presented to establish an environment of respect, cooperation and social competence.

EEC 1700 Development of the School Age Child AS

3 credits (3 lecture hours)
Prerequisite: DEP 2102

This course explores the physical, cognitive, and psychosocial development of children during the school age years. Major theories, research, concepts and principles relevant to physical, emotional, social, and mental growth will be presented. Observation of children between the ages of 5 and 12 provides for application of theories.

EEC 2002 Child Care and Education Organization Leadership Management AS

3 credits (3 lecture hours)

This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Focus is on the major responsibilities of a childcare and education program administration in creating and sustaining an effective organizational structure in a childcare and education setting. Topics include organizational structure and dynamics, ethics and professionalism; personnel policies and procedures; leadership; staff development, evaluation and retention.

EEC 2202 Child Care and Education Programming AS

3 credits (3 lecture hours)

This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Topics include developmentally and culturally appropriate environment and curriculum; professional standards; child observation, assessment, documentation and referral; health, safety and nutrition practices; alliances and families.

EEC 2204 Developing Curriculum for Infants and Toddlers AS

3 credits (3 lecture hours)

The caregiver learns to match caregiver strategies and child development for specific age ranges. The student learns the developmental profiles and characteristics of infants/toddlers in a specific age range, lists materials, and learns strategies which may be used with individual children to promote development.

EEC 2271 Teaching Children with Special Needs AS

3 credits (3 lecture hours)

A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

EEC 2407 Social-Emotional Growth and Socialization in Infants and Toddlers AS

3 credits (3 lecture hours)

The purpose of this course is to provide students an opportunity to utilize their knowledge and understanding of infant/toddler growth and development to foster social and emotional development in the infant and toddler. The student will learn to create nurturing relationships with the children in their care.

EEC 2521 Child Care and Education Financial and Legal Issues AS

3 credits (3 lecture hours)

This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Topics include financial planning and ongoing monitoring; budgeting and accounting; compensation and benefits; facilities and equipment; financial resource development and marketing; technology and recording keeping; legal obligations, tax law, insurance and licensure; regulatory requirements; and personnel law.

EEC 2530 Montessori Curriculum I AS

3 credits (3 lecture hours)

Prerequisite or corequisite: EEC 1006

Introduces learning materials for daily living (practical life) and language areas of Montessori early childhood classroom. Lecture and demonstration of materials are provided. Students should also enroll in Montessori Curriculum Lab I through Career and Technical Education.

EEC 2532 Montessori Curriculum II AS

3 credits (3 lecture hours)

Prerequisites: EEC 1006

This course provides three hours per week on campus to introduce the student to Montessori and other early-learning materials. This course is a continuation of EEC 2530.

EEC 2710 Conflict Resolution in Early Childhood AS

3 credits (3 lecture hours)

Students will learn how to create safe, caring, and respectful environments for young children and their families, using techniques such as reflective listening, trust-building, and problem solving, to foster empathy, impulse control, and anger management in young children. Students will also learn to develop conflict resolution, violence prevention, and peace education programs for children and families.

EEC 2731 Health, Safety, and Nutrition for the Young Child AS

3 credits (3 lecture hours)

This course provides an overview of the fields of health, safety, and nutrition as they relate to the young child and his/her family. Emphasis is placed on learning to incorporate current concepts in health, safety, and nutrition into a quality childcare setting.

EEC 2940 Montessori Teaching Practicum I AS

3 credits (20 lab hours)

Teaching experience in an approved Montessori early childhood classroom under the supervision of approved instructors.

EEC 2941 Montessori Teaching Practicum II AS

3 credits (20 lab hours)

Continuation of EEC 2940 Practicum I.

EEC 2946 Infant/toddler Practicum II AS

3 credits (20 lab hours)

Prerequisites: CHD 1110, EEC 1522, EEC 2407

Core Courses in Child Development and Education This course is designed to provide a second level teaching experience in approved infant/toddler classrooms under the supervision of approved instructors.

EEC 2948 Child Care Center Management Practicum I AS

3 credits (20 lab hours)

Prerequisites: EEC 2202, EEC 2002, EEC 2521

This course will provide the Administrator (or aspiring early childhood administrator) the opportunity to put theory into practice in their prospective centers and programs under the supervision of approved college instructors.

EEC 2949 Child Care Center Management Practicum II AS

3 credits (20 lab hours)

Prerequisites: EEC 2202, EEC 2002, EEC 2521, EEC 2948

This course will be given the Spring Semester and will provide the Administrator (or aspiring early childhood administrator) the opportunity to put theory into practice in their prospective centers and programs under the supervision of approved college instructors. This course is a continuation of Child Care Center Management Practicum I.

EET 1015C DC Circuits AAS

4 credits (3 lecture hours, 2 lab hours)

Corequisites: MAT 1033

This course introduces the underlying principles of electronics that have contributed to advances in the fields of radio, television, computers, medical and aerospace electronics. The fundamental laws and theorems governing DC electricity will be applied to basic series and parallel circuits. Laboratories utilize professional equipment to reinforce and apply theory.

EET 1025C AC Circuits AAS

4 credits (3 lecture hours, 2 lab hours)

Prerequisites: EET 1015C and MAT 1033

This course introduces the study of alternating current and voltage and examines its uses in applications such as motors, electrical power and filters. Theory is reinforced and supplemented using professional test equipment and simulations.

EET 2121C Electronics I AAS
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET 1025C
This is an introductory course in solid-state electronic components – their characteristics and applications. Diode theory, regular and special purpose diodes, transistor theory, and biasing techniques are covered. Use of commonly available components in practical circuits will be emphasized. Laboratories utilize professional equipment to reinforce and apply theory.

EET 2122C Electronics II AAS
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET 2121C
This course is a continuation of EET 2121. FETs, frequency response, operational amplifiers, filters oscillators, and power supplies are examined. The emphasis placed on circuits employing the widely used 741 op amp and the 555 timer give this course practical value. Laboratories utilize professional equipment to reinforce and apply theory.

EET 2322C Communication Electronics AAS
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET 2121C; Corequisites: EET 2122C
Introductory communications course for technicians. Covers microwave, HDTV, cellular telephone systems, digital communications, satellite communications, amplitude modulation and demodulation; frequency modulation; digital techniques in radio and data communications; modems, local area networks, including hardware and software; Ethernet LANs; and optical systems.

EET 2515C DC and AC Motors and Generators AAS
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET 1025C
This course provides a practical understanding of the machines that generate, transform and use electrical power, including DC motors and generators, and single and three phase AC motors and motor control devices. Extensive lab work will include work on 3 phase and DC motor speed control and motor efficiency.

EET 2942 Electronics Engineering Technology Internship I AAS
3 credits (14 lab hours)
Prerequisites: EET 1015C, EET 1025C
This is a work-study course designed to reinforce the educational growth of the student through practical work experience in the electronics industry. Additionally the course will examine selected workplace human resources issues including compensation and other benefits.

EET 2943 Electronics Engineering Technology Internship II AAS
3 credits (14 lab hours)
Prerequisites: EET 2942, EET 1015C, EET 1025C
This is a work-study course designed to reinforce the educational growth of the student through practical work experience in the electronics industry. Additionally the course will examine selected workplace human resources issues including employee rights, labor relations and collective bargaining. It is a continuation of Electronics Engineering Technology Internship I.

EEV 0793 Communication and Documentation PSAV
60 clock hours
Subjects include logging of data, writing technical reports, writing technical memoranda, verbal communications, specification reading and interpretation, graphical presentations.

EEV 0810 Introduction to DC Circuits PSAV
100 clock hours
Subjects include free electrons, electromotive force, static electricity, current flow, resistance, thermal coefficient of resistance, Ohm's Law, series circuits, parallel circuits, conductor resistance, metric prefixes, ammeter, voltmeter, ohmmeter, power, energy, Conductance, color codes, troubleshooting techniques, variable resistors, rheostats, potentiometers.

EEV 0811 Advanced DC Circuits PSAV
120 clock hours
Subjects include multi-loop circuits, multi-node circuits, voltage source concept, current source concept, Thevenin Theorem, Norton Theorem, R-C Circuits, R-L Circuits.

EEV 0812 AC Circuits PSAV
100 clock hours
Subjects include series capacitor circuits, parallel capacitor circuits, phase shift, leading current, series and parallel inductive circuits, series resonance, parallel resonance, RLC circuits, circuit quality, bandwidth, transformers, power supplies, differential and integrator circuits, filter circuits, polyphase circuits, reactive power, power factor, motor and generator theory.

EEV 0813 Electronic Devices PSAV
90 clock hours
Subjects include conventional and special purpose diodes, rectifier circuits, semi conductor theory, bipolar transistors, field effect transistors, MOS technology, thyristors, controlled rectifiers, transient voltage protectors, introduction to digital circuits, thermal effects, biasing methods, single stage amplifiers, common emitter circuits, output impedance, input impedance, photo effect devices, (emitters and receivers), OPTO couplers.

EEV 0814 Analog Circuits PSAV
200 clock hours
Includes multi-stage amplifiers, linear integrated circuits, input/output impedance, regulated power supplies, differential amplifiers, operational amplifiers, active filters, oscillators, optodevice circuits, cathode ray and liquid crystal fundamentals.

EEV 0815 Logic Circuits PSAV
140 clock hours
Includes pulse generators, logic elements (and, or, not, nor, nand, xor), truth tables, flip flops, gates, registers, half space adders, full adders, counters, clocks, coders/decoders, multiplexers, digital to analog conversion, analog to digital conversion, arithmetic/logic units.

EEV 0816 Microprocessor Fundamentals PSAV
180 clock hours
Subjects include microprocessor architecture, analyzing instruments, analyzing techniques, input/output devices, programming fundamentals, assembly language operations, machine language, subroutines, interrupts, instruction sets.

EEV 0821 Soldering and Lab Practices PSAV
70 clock hours
Subjects include mechanics of solder and solder joints, flux types, soldering irons, temperatures, wire and component terminations, assembly techniques, single and double sided printed circuits, heat transfer, thermal mass, solder removal, coating removal, repair of laminates, repair of damaged conductors and thru holes.

EEV 0840 Computer Language PSAV
60 clock hours
Includes computer organization, Windows, DOS, spreadsheets, word processor, data base, use of flexible disks, compact disks, printers.

EEV 0850 Digital Mathematics PSAV
30 clock hours
This course includes numbering systems (binary, octal, hexadecimal), two's complement, arithmetic, decimal/binary conversions, elements of Boolean algebra.

EEV 0851 Introduction to Engineering Math and Science PSAV
40 clock hours
Subjects include algebra (solve for single unknown), use of a calculator, reciprocals and their manipulation; atomic structure, molecular structure; temperature measurement; thermal effects on volume, humidity, chemical activity and pressure in a container, simple graphing, energy and power measurements.

EEV 0852 Math and Science PSAV
60 clock hours
Course includes algebra (simultaneous equations), magnetism, inductors, exponential rise and decay, time constant, determinations and Lenz's Law.

EEV 0853 Advanced Math and Science PSAV
40 clock hours
This course includes understanding of wave motion, frequency, period phase and amplitude of waves, peak, average and RMS values, functions of sin, cos and tangent; inverse functions, rectangular and polar coordinates; square and triangular waves and decibel calculations.

EEV 0855 Math and Science Verification PSAV
70 clock hours
Includes verification of retention of all previous math and science subjects, reviews as required. (This course is included in order to conform to 1-150303 funding requirement level D.)

EGN 1002C Introduction to Engineering AA
3 credits (2 lecture hours, 2 lab hours)
Corequisite: MAC 1105
This course is an introduction to the basic concepts and tools of the various engineering disciplines. A multidiscipline, collaborative approach in which the students build and test various devices and report findings both in paper and presentation form using various computer applications.

EGS 1111C Engineering Graphics AS
3 credits (2 lecture hours, 4 lab hours)
Prerequisite: ETD 1100C or equivalent. ETD 1320C recommended
Orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs, points, lines and planes and relation to graphical language.

EME 2040 Introduction to Educational Technology AA
3 credits (3 lecture hours)
This course will provide introduction to the various educational technologies available to prospective classroom teachers for use in the development and delivery of improved instruction. The technologies and accompanying materials will be demonstrated and used in a wide variety of subjects and grade levels.

EMS 1119 Emergency Medical Technician Basic (Lecture) ATD
6 credits (6 lecture hours)
Prerequisites: TABE Level "D" score of 10, Limited Access program application, Red Cross or AHA BLS for Health Care Provider (CPR); Corequisites: EMS 1119L and EMS 1431
A certificate program designed to instruct a person to the level of Emergency Medical Technician-Basic. The completion student will be prepared to take state licensing test and attain employment as a pre-hospital provider of basic emergency medicine with a provider.

EMS 1119L Emergency Medical Technician Basic (Laboratory) ATD
3 credits (6 lab hours)
Corequisites: EMS 1119, EMS 1431
This class presents practical application of the didactic instruction received in EMS 1119 to include medical-legal-ethical aspects, techniques of CPR, automatic external defibrillators, extrication, management of trauma and medical emergencies and administration of appropriate emergency medical care.

EMS 1331 Aeromedical Transport AS
3 credits (3 lecture hours)
Prerequisites: Licensure as paramedic, registered nurse, physician, respiratory therapist, or American Heart Association ACLS certification
Dynamics of flight physiology, history of medical flight, safety and orientation for rotor wing and fixed wing aircraft. Communication, rules and regulations, aircrew fitness, search and rescue, survival and effects of air transport on patient conditions.

EMS 1431 EMT-Basic Hospital and Field Experience ATD
2 credits (6 clinical hours)
Corequisites: EMS 1119, EMS 1119L
This class is designed to provide the EMT-Basic student with exposure to pre-hospital emergency medicine, with an emphasis on the knowledge and skills presented in EMS 1119 and EMS 1119L. Under the direct supervision of an assigned preceptor or professional paramedic, the EMT-Basic student will be able to practice in the local emergency departments and rescue agencies the knowledge and skills presented in EMS 1119 and EMS 1119L. The student will also observe the 911 Dispatch and Communication Center as well as local air trauma transport units.

EMS 2620C Paramedic I PSVC, AS
12 credits (10 lecture hours, 7 lab hours)
This is the first course in the National Paramedic Curriculum. This course includes both didactic and laboratory components. EMS 2620C will cover Modules I, II, III, and V of the Department of Transportation National Paramedic Curriculum, as well as a review of general human anatomy and physiology. The student will also review effective communications strategies for patients of all ages. The laboratory complement of EMS 2620C will cover the psychomotor skills related to the modules listed above. There will be a comprehensive review and assessment of Basic Life Support skills including effective cervical/spine immobilization, splinting, and long bone fracture immobilization. Scenario based preparatory sessions will assist in the formation of sound clinical/field internship skills and decision-making.

EMS 2621C Paramedic II PSVC, AS
10 credits (8 lecture hours, 5 lab hours)
Prerequisites: EMS 2620C and EMS 2664
Corequisites: EMS 2665, EMO 0030 and EMO 0142
This second course in the National Paramedic Curriculum includes both didactic and laboratory components. EMS 2621C will cover Modules IV and V of the DOT National Paramedic Curriculum. This course offers additional certifications in Advanced Cardiac Life Support (ACLS) and Basic Trauma Life Support (BTSL) based upon and issued, upon successful completion of national standardized curriculum via the American Heart Association and Basic Trauma Life Support International. Students must successfully complete the AHA-ACLS and BTLSI-BTLS within this course to pass EMS 2621C. The laboratory complement will cover the psychomotor skills related to the modules listed above; Module IV, Module V, ACLS, and BTLS.

EMS 2622C Paramedic III PSVC, AS
6 credits (4 lecture hours, 3 lab hours)
Prerequisites: EMS 2620C, EMS 2664, EMS 2665, EMO 0030, and EMO 0142; co requisites: EMS 2659 and NGO 0175
This is the third course in the National Paramedic Curriculum. This course includes both didactic and laboratory components. EMS 2622C will cover Modules V: Medical Emergencies, VI: Special Considerations, VII: Assessment Based Management, and VIII: Operations of the Department of Transportation National Paramedic Curriculum. As well, additional certification in Pediatric Advanced Life Support (PALS) will be issued upon successful completion of national standardized curriculum via American Heart Association. The laboratory complement will cover the psychomotor skills related to the modules listed above. These skills will include: Module V, Patient Scenarios, and PALS.

EMS 2659 Paramedic Field Internship PSVC, AS
8 credits (16 clinical hours)
Prerequisites: EMS 2620C, EMS 2664, EMS 2621C, EMS 2665; EMO 0030, and EMO 0142;
Corequisites: EMS 2622C and NGO 0175
This is the third and final internship rotation for the Paramedic Program. One hundred percent (100%) of the student's time will be in the pre-hospital EMS field, responding on Advanced Life Support emergency vehicles, under the direction of a Paramedic Preceptor. A Paramedic Program Clinical Instructor will serve as the liaison between the EMS provider agency and the Paramedic Program staff at PBCC. During this final rotation, the Paramedic Intern is to be evaluated on all aspects of the program/curriculum in the role of an "EMS Team Leader". The Paramedic Preceptor will evaluate the Intern's performance on each call, make and record observations and intervene only when required to assure proper standards of care.

EMS 2664 Paramedic Clinical I PSVC, AS
3 credits (8 clinical hours)
Prerequisite: Florida Emergency Medical Technician Basic Certification or eligibility by end of EMS 2620C;
corequisite: EMS 2620C
This is the first internship rotation for the Paramedic Program. It MUST be taken during the first term and concurrent with EMS 2620C. The paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

EMS 2665 Paramedic Clinical II PSVC, AS
3 credits (10 clinical hours)
Prerequisites: EMS 2620C and EMS 2664
Corequisites: EMS 2621C, EMO 0036, and EMO 0142
This is the second internship rotation for the Paramedic Program. It MUST be taken during the second term and concurrent with EMS 2621C. The paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors.

ENC 0001 College Prep English I (PREP)
3 institutional credits (3 lecture hours)
Corequisite: SLS 1501
This course prepares students for ENC 0010. It emphasizes the construction and expansion of sentences for standard paragraph form with individual grammar review as needed. Graded A, B, or N (Not Passing).

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 ENC 0001; Corequisite: SLS 1501
This course prepares students for ENC 1101. It emphasizes basic writing skills necessary to construct coherent paragraphs and essays in the rhetorical modes with individual grammar review as needed. Graded A, B, C, or N (Not Passing).

ENC 1101 College Composition I AA
3 credits (3 lecture hours)
Prerequisite: ENC 0010 or adequate score on placement exam
Course includes fundamentals of expository writing, rhetorical patterns and a review of mechanics, syntax and grammar. After successfully completing this course, students should demonstrate strategies in planning and drafting an essay, developing a thesis, using effective diction and sentence structure, using conventional syntax and observing conventions of Standard English. Gordon Rule writing requirement required: 6,000 words. (*)

ENC 1102 College Composition II AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Course teaches skills and techniques for critical, persuasive and research writing. Also included are styles and tone of non-fiction and interpretation of literature. After successfully completing the course, students should demonstrate increased proficiency in writing; analyze and compose non-fictional prose; and write persuasive, critical and research essays. Gordon Rule writing requirement minimum: 7,000 words. (*)

ENC 1121 Honors College Composition I AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5 or recommended test scores of ACT Enhanced - 26, SAT 1 - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing
This course is designed for students with mastery of English fundamentals and proficiency in communications skills. It includes a sophisticated approach to reading and writing with emphasis on critical thinking. Gordon Rule writing requirement minimum: 6,000 words. (*)

ENC 1122 Honors College Composition II AA
3 credits (3 lecture hours)
Prerequisite: ENC 1121 or recommendation of ENC 1101 instructor
This course is an advanced composition course emphasizing creative expression and critical thinking. It is a continuation of ENC 1121. Gordon Rule writing requirement minimum: 7,000 words. (*)

ENC 1141 Writing About Literature AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
This course, recommended for potential English majors, is designed to develop abilities to analyze and interpret short stories, novels, plays and poems and to write about these literary forms critically, responsively, and persuasively. This course is accepted for transfer as part of a completed AA degree. Gordon Rule writing requirement minimum: 7,000 words.(*)

ENC 1210 Technical Writing AS
3 credits (3 lecture hours)
Prerequisite: ENC 0010
Technical writing offers critical work in preparation of manuals, reports and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. Written work: 7,000 words. (*AAS)

ENL 2012 English Literature Before 1800 AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Students will study writings produced in the British Isles from the beginnings to 1800 and work on developing appreciation for major writers and their influences. Concurrently, students will focus on reading, interpreting and discussing the literature critically. Through this process, students will have deepened understandings of what being human means. Gordon Rule writing requirement minimum: 3,000 words. (*)

ENL 2012 Honors English Literature Before 1800 AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121 and cumulative 3.5 GPA.
Honors version of this course. (*)

ENL 2022 English Literature After 1800 AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Students will study writings produced in the British Isles from 1800 to the present and work on developing an appreciation for major writers and their influences. Concurrently, students will focus on reading, interpreting and discussing the literature critically. Through this process, students will have deepened understandings of what being human means. Gordon Rule writing requirement minimum: 3,000 words. (*)

ESC 1000 Earth Science AA
3 credits (3 lecture hours)
This introductory survey course examines physical aspects and processes of the Earth, including human involvement, leading to a comprehensive understanding of the planet. Earth is discussed as a system within a larger system, our solar system and the universe. A multi-discipline approach is utilized (geology, chemistry, physics, oceanography, meteorology, cosmology). (*)

EST 2542C Programmable Controllers AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET 1015C
Introduction to industrial controllers, how to program and applications to industrial processes.

ETD 0071 Blueprint Reading PSAV
150 clock hours
This course introduces students to the technology and graphic skills necessary to become familiar with the drafting industry. This course will cover basic drafting skills and fundamental computer skills.

ETD 0073 Drafting I PSAV
250 clock hours
This course provides students with an understanding of the properties, uses and limitations required in the drafting profession. Emphasis is on the recognition of various parameters to completing drafting tasks.

ETD 0138 Cartographic Drafting PSAV
300 clock hours
This course prepares students to develop techniques to draft and interpret topographical maps and plat-views of highway projects. A study of computer-aided drafting related to civil engineering applications will apply.

ETD 0530 Architectural Drafting I PSAV
150 clock hours
This course enables students to interpret graphic and written communications. Emphasis is on actual architectural engineering working drawings and specifications for designed and built residential and commercial projects.

ETD 0531 Architectural CAD Drafting PSAV
200 clock hours
This specialty course prepares students for a career as a CAD technician with the ability to prepare drawings in all aspects of architecture.

ETD 0532 Architectural Drafting II PSAV
250 clock hours
This course prepares students to do residential, multi-family and small commercial drawings. Problems presented have varied material and structural systems. Emphasis is on building codes and costs.

ETD 0540 Civil Drafting PSAV
600 clock hours
This course focuses on developing competence in drafting structural and civil drawings. Emphasis is on interpreting field data to produce highway construction drawings and specifications.

ETD 0542 Structural Drafting PSAV
300 clock hours
This course is a final component of Structural Drafting. It provides the skills necessary to develop the ability in preparing "finished" drawings for customers.

ETD 0601 Electrical Drafting PSAV
600 clock hours
This course will provide the student with basic electrical knowledge and skills to draft machine controls and circuits for home and commercial projects (i.e., electrical hardware and control schematics)

ETD 0622 Electronic Drafting PSAV
600 clock hours
This course provides the student with basic knowledge of electrical circuits, solid state devices and basic power supplies. It is designed to present, through actual practice, the elements of electronic drafting and fabrication.

ETD 0700 Mechanical Drafting I PSAV
200 clock hours
This course is designed to provide students with the practice of engineering drafting. Emphasis is on working drawings and progressing to engineering drawings in specialized areas.

ETD 0702 Mechanical Drafting II PSAV
600 clock hours
This course is a comprehensive overview of the principles and practices of mechanical drafting, beginning with the basics and progressing to the completion of production drawings.

ETD 1100C Introduction to Technical Drawing AS
3 credits (2 lecture hours, 2 lab hours)
Corequisite: ETD 1320C
Technical drawing is a means of communication that is essential to our modern technological world as the written and spoken word. It has been said many times that "A good picture is worth a thousand words." Introduction to Technical Drawing has been designed for those students who realize this need. As a beginning of a foundation for future drawing experience or just as part of one's general background education, this course will be of great benefit.

ETD 1320C Introduction to Computer Drafting AS
3 credits (2 lecture hours, 2 lab hours)
Corequisite: ETD 1100C
Introduces concepts and use of computer-aided drafting systems as applied to Design and Drafting Technology. Hands-on experience with AUTOCAD is the major part of the course. The course shows how to use AUTOCAD to set up drawings and add lines, circles, arcs, other shapes, geometric constructions, and text.

ETD 1461C Mechanical Design I AS
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: ETD 1320C
The objective of this course is to develop a proficiency in the fundamentals of basic mechanical design including: (1) machine tool and manufacturing processes, (2) tolerancing, (3) threads and fasteners, (4) descriptive geometry and (5) axonometric and oblique projections.

ETD 1528C Mechanical Design II AS
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: ETD 1461C; Corequisite: ETD 2352C
The objective of this course is to develop proficiency in the fundamentals of mechanical design including (1) design concepts, (2) document and detail drawings and (3) integration and use of mechanical design computer software.

ETD 1614C Electronic Drafting AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETD 1100C; Corequisite: ETD 1320C
The objective of this course is to develop proficiency in the fundamentals of electronic drafting including: (1) device symbols, (2) wiring, cabling and chassis drawing, (3) flow and logic diagrams, (4) printed circuit boards, (5) schematic drawings, (6) microelectronic drawings.

ETD 1620C Electrical Drafting AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETD 1100C; eorequisite: ETD 1320C
The objective of this course is to develop proficiency in the fundamentals of electrical drafting including (1) industrial controls, (2) electrical power field, (3) electrical drawings from architecture and (4) graphical data representation.

ETD 2332C Customizing AutoCAD AS
2 credits (2 lecture hours, 2 lab hours)
Prerequisites: ETD 1320C, ETD 2350C
Operation, setup, editing, debugging menus, scripts, slides, fonts, hatch patterns and LISP routines. Includes DOS editors, flowcharting and debugging.

ETD 2350C Advanced Computer Drafting AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETD 1320C or equivalent experience
Continuation of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). Students will learn to use AutoCAD to draw and edit polylines, set layers, line types, and colors; dimension drawings; create section lines and graphic patterns; design symbols and attributes for multiple uses, and make basic 3-D drawings. Drawings will be plotted.

ETD 2352C Modeling in 3-D AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ETD 1320C, ETD 2350C
This course covers how to define, setup, modify, and analyze 3-D models in AUTOCAD focusing on AME commands and supplied routines. (8 week express term)

ETD 2377C 3-D Studio Max I AS
3 credits (2 lecture hours, 2 lab hours)
3-D Studio Max represents a comprehensive introduction to image creation and animation. The student will learn how to create complex models, apply material to objects, place lights and cameras, render images and animation.

ETD 2378C 3-D Studio Max II AS
3 credits (2 lecture hours, 2 lab hours)
3-D Studio Max II expands on the rendering and animation foundation established in 3-D Studio Max I. This course takes special note of what is important for modeling and texturing architectural and mechanical models, characters, engineering visualization, virtual reality and Internet Web sites.

ETI 2633 Industrial Relationships AS
3 credits (3 lecture hours)
Practical understanding of union organization, industrial organization (large and small), and employer-employee relationships are covered. Information on acquiring and holding an entry position including writing of personal data sheet is presented.

EVR 1007 Florida's Environmental History AA
3 credits (3 lecture hours)
This course examines the formation of the area presently known as Florida and traces the history of significant environmental developments, particularly those that are consequences of human impact. Focus is on geological history, pre-human history, period of early man, and period of modern man.

EVR 1210 Introduction to Water Resources AS
3 credits (3 lecture hours)
This course provides basic information and data associated with water resources. Also, various areas of water resources; relevant laws, rules and regulations; and management of water resources are covered.

EVR 2195C Water Resources Field Methods AS
4 credits (1 lecture hour, 4 lab hours)
Prerequisites: EVR 2212, EVR 2290
Practical experience in the fundamentals of stream flow measurement and principles of groundwater flow; practical application of maps, graphics, surveying techniques and basic computational skills will be stressed.

EVR 2212 Surface Water Hydrology AS
3 credits (3 lecture hours)
Prerequisites: STA 2023, EVR 1210
Fundamentals of surface water hydrology and hydraulics including rainfall, evaporation, infiltration, runoff, free-surface flow, pipe flow, flow measurement and pumps.

EVR 2266 Survey of Environmental Mapping/GIS/Remote Sensing AA
3 credits (3 lecture hours)
Provides students with a survey in fundamental mapping skills, geographic information systems, and remote sensing technologies.

EVR 2290 Ground Water Hydrology AS
3 credits (3 lecture hours)
Prerequisites: GLY 2030C
This course provides basic information, data and analytical tools to understand mathematics and science used in groundwater subject area.

EVR 2858 Environmental Law AA
3 credits (3 lecture hours)
This course familiarizes the student with major legislation relating to the environment. Local, State, and Federal laws will be included. Habitat destruction, endangered species, environmental contamination, and pollution will be discussed. Students will be trained in how to obtain the text of current legislation.

EVR 2940 Cooperative Work Experience-Environmental Science AA
4 credits (32 lab hours)
Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office(s) or agency(ies). Hours and schedule are mutually determined by the student, cooperating office(s)/agency(ies), and the college. Final written and oral reports are required.

EVR 2941 Internship-Environmental Assessment AS
1 credit (8 lab hours)
Prerequisites: EVS 2601
Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office or agency. Hours and schedule are mutually determined by student, cooperator, and the college. Final written and oral reports are required.

EVR 2942 Internship - Hydrologic Studies AS
1 credit (8 lab hours)
Prerequisites: EVR 1210
Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office or agency. Hours and schedule are mutually determined by student, cooperator, and the college. Final written and oral reports are required.

EVS 1214C Water Quality Monitoring and Assessment AS
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: CHM 1020 or higher
This course addresses the principles of water quality, applicable regulations, monitoring design and planning, techniques in sample collection and analysis, and data assessment and validation. The focus will be on terminology and underlining concepts with emphasis on sampling and laboratory safety, as well as the value of quality assurance and quality control.

EVS 2015 Technical Writing for Environmental Professionals AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101
Technical writing with an emphasis on scientific reports and documents is covered including the review of literature and analysis of technical reports. Translating technical language into non-technical language for presentation to the general public is also covered.

EVS 2020 Environmental Data Methods AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101
Basic computer literacy including spreadsheets, database, word processing, PowerPoint, e-mail, and Internet research skills are covered. The interpretation of charts, graphs, and maps and the use of the metric system of measurement also included.

EVS 2193 Environmental Sampling Techniques AA
4 credits (3 lecture hours, 2 lab hours)
This course will provide an overview of the proper procedures and techniques used to collect samples of data from a variety of environmental matrices including water, soil, air, and industrial areas. Basic lab skills and instrumentation and equipment calibration and maintenance will be stressed.

EVS 2601 Hazardous Materials and Environmental Air Quality AA
3 credits (3 lecture hours)
An introduction to characteristics of hazardous materials; determination of work site hazards; understanding the Safety Diamond; using Material Safety Data Sheets; and hazwoper training. Also, an introduction to air quality, building materials, and hands-on laboratory work in air and waste sampling.

EVS 2602 Principles of Environmental Site Assessment AS
3 credits (3 lecture hours)
This course is designed to prepare an individual to perform Phase I and Phase II environmental site assessments. Appropriate use of historical records, aerial photographs, facility inspections and interviewing techniques will be addressed.

EVS 2870 Wildlife Ecology AA
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: BSC 1050
This course familiarizes the student with the basic ecology of vertebrate and invertebrate wildlife and their relationships to their native Florida environments. Standard survey, analyses, and wildlife and land management techniques are also covered. Hands-on experience in ecological data collection will be emphasized.

FFP 0020 Fire Fighter PSAV
450 clock hours
This course is designed to train individuals to be eligible for certification as a firefighter in the State of Florida. Upon successful completion the student will receive from the state of Florida a certificate of compliance. This is a necessary prerequisite for full time employment in the fire service in Florida.

FFP 1301 Fire Hydraulics AS
3 credits (3 lecture hours)
Prerequisite: Must be a firefighter with documentation
Review of mathematics, hydraulic laws and formulas applied to fire service. Applications of formulas and mental calculation to hydraulic problems are presented.

FFP 1302 Fire Apparatus and Equipment AS
3 credits (3 lecture hours)
Prerequisite: FFP 1301
Fire-protection organization and equipment, basic fire-fighting tactics, public relations as affected by fire protection.

FFP 1505 Fire Prevention AS
3 credits (3 lecture hours)
Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards are presented. Emphasis is on engineering solutions to fire hazards; enforcing fire prevention; public relations as affected by fire prevention.

FFP 1540 Private Fire Protection Systems AS
3 credits (3 lecture hours)
The functions and general design principle of gaseous and solid particle suppression systems are presented. A review of standards and principles of installation of detection, signaling and communication systems. A review of the principles, characteristics, and limitations of extinguishing agents.

FFP 2111 Fire Chemistry AS
3 credits (3 lecture hours)
Prerequisite: Must be a firefighter with documentation
This course is designed to show the different features and forms of matter and energy, common substances, and how they related to fires. The chemical formulae of flammable and combustible substances, their bonding and separations, as well as the different chemical reactions related to fire and oxidation are covered. Particular emphasis is placed on the specific substances to ignite and accelerate burnings.

FFP 2120 Building Construction Fire Protection AS
3 credits (3 lecture hours)
Fundamental building construction and design, fire protection features and special considerations.

FFP 2326 Blueprint Reading and Plan Examination AS
3 credits (3 lecture hours)
Blueprint reading and plan examination offered through the Florida State Fire College.

FFP 2401 Hazardous Materials for Emergency Operations AS
3 credits (3 lecture hours)
Prerequisite: Must be a firefighter with documentation
Basic hazardous materials identification, incident control techniques, personnel safety, environmental and basic chemistry.

FFP 2410 Fire Service Tactics and Strategies AS
3 credits (3 lecture hours)
Prerequisite: Must be a firefighter with documentation
Strategies for controlling emergency situations including fires inside buildings, high-rise fires, hazardous material incidents, and mass casualty incidents are presented.

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
A continuation of FFP 2401, the curriculum in this course delves into the identification of hazardous materials, their properties and modes of transportation of hazardous materials.

FFP 2510 Related Fire Codes and Standards AS
3 credits (3 lecture hours)
Course familiarizes inspector students with the Life Safety Code, its purpose, scope and application to the basic classifications of occupancy.

FFP 2604 Fire Investigation and Arson Detection AS
3 credits (3 lecture hours)
Enrollment limited to fire service and law enforcement agency personnel. Official identification required. The course covers detection of point of origin of fire, cause and spread of fire, report writing, interviewing, and arson detection. Additional topics are sketching fire scenes, storage of explosives, fire scene personal safety, arson for profit, and profiling fire.

FFP 2610 Fire Investigation: Origin and Cause AS
3 credits (3 lecture hours)
The curriculum in this course is designed to enhance the fire investigators ability to detect and determine the origin and cause of a fire. Specific topics include fire behavior review, investigator ethics, construction, ignition sources, reading fire patterns and scene reconstruction. Special topics on electrical fire investigation, woodland fires, vehicle fires, mobile home fires, RV & boat & ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems.

FFP 2706 Public Information Officer AS
3 credits (3 lecture hours)
This course prepares the student to serve effectively as an organizational spokesperson, according to current practices in the profession of public relations and numerous examples from the fire service. Particular emphasis will be placed on case studies in crisis communications and the role of the Public Information Officer's role in the Incident Command System.

FFP 2720 Company Officer & Leadership AS
3 credits (3 lecture hours)
Prerequisite: Must be a firefighter with documents
Basic aspects of leadership including leadership style, communications, group dynamics, individual behavior, motivation, and types of management used in fire service.

FFP 2740 Fire Service Course Delivery AS
3 credits (3 lecture hours)
Principles, procedures, and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures.

FFP 2741 Fire Service Course Design AS
3 credits (3 lecture hours)
Prerequisite: FFP 2740
This course covers the principles of effective curriculum design. It stresses the principles of adult learning and student-centered learning. Designing courses and units that address learning, performance, and behavioral objectives is the program goal.

FFP 2770 Legal and Ethical Issues for the Fire Service AS
3 credits (3 lecture hours)
This course deals with the entire spectrum of issues facing today's fire service leaders. Topics include; labor relations, human rights and diversity, conflicts of interest and frameworks for ethical decision-making are used.

FFP 2780 Fire Service Administration AS
3 credits (3 lecture hours)
Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. AIA grading schedule and maintenance of buildings and equipment are covered.

FFP 2781 Advanced Fire Service Administration AS
3 credits (3 lecture hours)
For the fire service career employee who is seeking advancement in the administrative track, this course provides training in government budgeting and accounting. Interlocal agreements, privatization and consolidation, Florida Statutes 633, 447, and 401, state and federal OSHA standards, NFPA 1500, public personnel management and labor relations.

FFP 2811 Firefighting Strategy and Tactics II AS
3 credits (3 lecture hours)
Curriculum covers multiple company operations, logistics, strategy, use of mutual aid forces and conflagration control. The course is intended for officers who may be in command of fires and other emergencies involving close coordination of large amounts of manpower and equipment. Typical tactical situations and case histories are given. The development of critical thinking skills is stressed.

FIL 1200 Motion Picture and Television Production I AS
3 credits (3 lecture hours)
New students study the filmmaking process from concept to completion with special emphasis placed on the relationship between various job categories and the 16mm camera.

FIL 1620 Computer Applications for Motion Pictures and Television AS
3 credits (2 lecture hours, 2 lab hours)
Applications of software and hardware as they pertain to script writing, storyboarding, production, scheduling, cost control, project inventory and graphics.

FIL 2000 Introduction to Film Communication AA
3 credits (3 lecture hours)
This course will serve as an introduction to techniques and contributors of filmmaking. Film as 20th century communication, emphasizing formal elements, will be studied through analysis of feature-length films of different nations, styles, themes, and genres.

FIL 2012 Portfolio Preparation AS
2 credits (2 lecture hours)
Students prepare for the job market by learning job search skills, including interview technique, resume writing and portfolio/demo reel development.

FIL 2100 Writing for Motion Pictures and Television AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
This is writing and oral workshop covering script writing as applied to film, television and video production. The course provides an opportunity for students to present their scripts to others.

FIL 2104 Cinematography and Lighting AS
3 credits (2 lecture hours, 2 lab hours)
This course introduces students to the techniques and methodologies associated with video and film camera work and lighting. Single and multi-camera approaches as well as field and studio applications will be considered.

FIL 2202C Motion Picture and Television Production II AS
4 credits (2 lecture hours, 4 lab hours)
Prerequisites: FIL 1200 and [FIL 2104 or FIL 2275, or FIL 2211C]
This is a "hands on" course designed to provide students with the opportunity to execute skills learned in production technique classes in an actual working production environment. Students function in above and below the line capacities. Departmental interaction and cooperation is stressed.

FIL 2211C Editing and Post-Production AS
3 credits (2 lecture hours, 2 lab hours)
This course introduces students to the techniques of video and film post-production editing. Students become familiar with linear and non-linear formats.

FIL 2211L Editing and Post-Production Lab AS
1 credit (8 lab hours)
Course designed to provide hands-on experience in competencies of video and film editing. Demonstrations given to familiarize student with equipment, techniques used in post-production.

FIL 2220 Motion Picture and Television Direction AS
3 credits (1 lecture hour, 4 lab hours)
Prerequisites: FIL 1200 and RTV 2000C
This is a practical workshop in the director's craft. Techniques of script analysis, casting rehearsals, staging and blocking for camera are studied through exercises and discussions. Emphasis is placed on the working relationship between director and actor and director and crew.

FIL 2232 News and Documentary Production AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: FIL 1200
This course focuses on the techniques and organization of motion picture and television production for non-narrative program applications. Emphasis on concept, story development and program design.

FIL 2271C Camera Techniques AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
This course introduces the competencies expected to successfully operate video and film cameras. This course is offered through a series of lectures, demonstrations and laboratory sessions.

FIL 2271L Camera Internship AS
1 credit (8 lab hours)
Prerequisite: FIL 2271C
This course is designed to provide experience in the competencies of film and video camera operation. Demonstrations will be given as to the execution of shooting activities using standard industry camera equipment.

FIL 2272C Lighting Techniques AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
A study of film and video lighting techniques, practices and equipment, including lighting theory, power distribution systems and color theory. Special emphasis is placed on working as part of the film and video production crew.

FIL 2272L Lighting Internship AS
1 credit (8 lab hours)
Prerequisite: FIL 2272C
This course is designed to provide hands-on experience in the execution of lighting for film or video production. Emphasis is on the equipment, hanging, placing, gelling and reading of lighting plots. Demonstrations will be given as to what lighting is required in various scenes.

FIL 2273C Gripping AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
This course will teach the basics of the grip craft through a series of sessions that include lectures, demonstrations and labs.

FIL 2273L Gripping Internship AS
1 credit (8 lab hours)
Prerequisite: FIL 2273C
This course is designed to provide work experience in the area of gripping or utility. Emphasis is placed on the proper use and maintenance of the equipment.

FIL 2275 Sound AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
This course focuses on the theory and practice of production and post-production film and video sound. Special emphasis is placed on working as part of the film production crew.

FIL 2275L Sound Internship AS
1 credit (2 lab hours)
Prerequisite: FIL 2275
This course is offered to provide work experience in the area of sound production for film or video. Emphasis will be placed on equipment operations.

FIL 2281 Introduction to Digital Animation AS
3 credits (2 lecture hours, 2 lab hours)
This course is an introduction to the use of the computer as an art and design tool. Students will create imagery using drawing, painting and animation software for media content.

FIL 2400 History of Motion Pictures AA
3 credits (3 lecture hours)
This course introduces the student to the evolution of the motion picture through lectures and screening of selected films. The focus is on specific movements, individuals and developments in cinema during various periods in the history of film.

FIL 2910 Independent Project in Motion Picture and Television Production AS
3 credits (6 lab hours)
This course provides the student with an opportunity to independently pursue a film/TV project, usually for an outside agency/client, with faculty supervision. Students will meet with a faculty member who will monitor the student's progress. Evaluation in this course will be based on written reports and production projects, which are submitted throughout the semester.

FIL 2932 The Business and Marketing of Motion Pictures and Television AA
3 credits (3 lecture hours)
The structure and organization of the media and entertainment industries including the major movie studios, mini-majors, independents, producing and marketing motion pictures, TV shows and video. Sources and methods of organization, deal-making, contracts, copyright, trademark, protection of ideas, rights clearance, budgets, proposals, distribution, revenues/profits and union/guilds and film festivals.

FIL 2941 Motion Picture and Television Internship I AS
3 credit (24 lab hours)
Prerequisites: FIL 1200
This course enables students to gain basic experience in a professional industry setting. Under the supervision of teaching faculty and an approved site sponsor, students assume responsibility for completing tasks that are directly related to their chosen career path.

FIL 2942 Motion Picture and Television Internship II AS
3 credits (24 lab hours)
Prerequisites: FIL 1200
This course enables students to gain intermediate level experience in a professional industry setting. Under the supervision of teaching faculty and an approved site sponsor, students assume responsibility for completing tasks that are directly related to their chosen career path. Students build on the experiences of Internship I, increasing their skills and proficiency.

FIL 2943 Motion Picture and Television Internship III AS
1 credit (8 lab hours)
Prerequisites: FIL 1200
This course enables students to gain advanced level experience in a professional industry setting. Under the supervision of teaching faculty and an approved site sponsor, students assume responsibility for completing tasks that are directly related to their chosen career path. Students build on the experiences of Internship II, increasing skills and proficiency.

FIN 2100 Personal Finance AS
3 credits (3 lecture hours)
This course provides a survey of the areas of personal economic problems with which all individuals must contend in our society. Topics will guide students toward obtaining favorable results in buying on credit, borrowing money, using bank services, investing savings, selecting insurance coverage, home orienting, investing in stocks and bonds, income tax planning, retirement planning, estate planning, wills and trusts.

FOL 1571 Cultural Diversity - Spain (Study/Field Trip) AA
3 credits (3 lecture hours)
This is an experiential, study abroad program which will serve as an introduction to the culture and history of Spain including art, architecture, music, dance, cuisine, and geography. Emphasis will be on the comparisons and contrasts of Spain and the United States. It will provide the student an opportunity to be more aware of and to better understand global competence.

FOS 1201 Food Service Sanitation AS
2 credits (2 lecture hours)
Basic sanitation principles and applications covering management of a sanitary environment, regulations, standards, and accident prevention are presented.

FRE 1120 Elementary French I AA
4 credits (4 lecture hours)
This course helps students develop proficiency in the four language skills. Students who have completed French 1120 will have mastered the basic vocabulary and structures of the French language and will have achieved an appreciation of the breadth of the French-speaking world. Honors credit is available. (*)

FRE 1121 Elementary French II AA
4 credits (4 lecture hours)
Prerequisite: A "C" or higher in FRE 1120 or equivalent
This course is a continuation of French 1120 and helps students continue to develop proficiency in the four language skills. Students who have completed French 1120 will have mastered the basic vocabulary and structures of the French language and will have achieved an appreciation of the breadth of the French-speaking world. Honors credit is available.

FRE 2200 Intermediate French I AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in FRE 1121 or equivalent
In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation.

FRE 2201 Intermediate French 2 AA
3 credits (3 lecture hours)
Prerequisite: FRE 1121 or equivalent
This course is a continuation of FRE 2200. Advanced grammar and composition are enhanced through translating, writing of themes, and conversing. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the literature and history of France. Honors credit available.

FRE 2240 Intermediate Conversational French I AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in FRE 1121 or equivalent
Develops conversational skills, intensive oral practice, and vocabulary building.

FRE 2241 Intermediate Conversational French II AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in FRE 1121 or permission of department chair
Develops conversational skills, intensive oral practice, and vocabulary building.

FSS 1100 Menu Planning and Merchandising AS
3 credits (3 lecture hours)
Menu planning design, pricing with knowledge of proper advertising and merchandising of the food-service facility are emphasized.

FSS 1210C Elements of Food Science and Techniques AS
3 credits (2 lecture hours, 2 lab hours)
This course provides basic information on characteristics of foods, principles of food selection, techniques of preparation and meal management. The course objective is to obtain skills and information needed to maximize nutrition, time and cost control in food handling.

FSS 1220 Professional Cooking AS
2 credits (2 lecture hours)
Prerequisite or corequisite: FOS 1201; Corequisite: FSS 1220L
Basic terms, tools, and techniques are to be taught with the professional kitchen in mind.

FSS 1220L Professional Cooking Lab AS
1 credit (2 lab hours)
Corequisite: FSS 1220
Basic terms, tools, and techniques are to be taught with the professional kitchen in mind.

FSS 1221C Quantity Food Production I AS
4 credits (2 lecture hours, 4 lab hours)
Prerequisite: FSS 1210C, or FSS 1220 and FSS 1220L
Practical experience in handling tools, materials, and equipment includes food preparation and menu planning for large numbers of people with emphasis on institutional cooking, recipe conversions, production sheets, food costing and recipe-file development.

FSS 1222C Quantity Food Production II AS
4 credits (2 lecture hours, 4 lab hours)
Prerequisite: FSS 1221C
This is a continuation of FSS 1221C. Students spend time as managers and production personnel. Proper management skills, production and planning are emphasized.

FSS 1270 Understanding Wine and Spirits AS
3 credits (3 lecture hours)
This course will present an overview of the wine and spirits trade beginning with the basics of growing grapes and making wine, learning the regions of wine making, and labeling and bottling procedures. Beers, brews and the art of brewing are covered. Sales, merchandising and retail security are discussed.

FSS 1300 Introduction to Food Service Management AS
3 credits (3 lecture hours)
Covers food service management industry operations, stressing fundamentals of organization, methods of planning, organizing, scheduling, training, labor and cost control. Development and use of departmental forms will be analyzed. Principles of sanitation and safety will be included.

FSS 2100 Purchasing for the Hospitality Industry AS
3 credits (3 lecture hours)
Emphasis on selection and specification requirements for purchasing food including fruit, vegetables, meats and grocery items; food-service standards and specifications, food items and paper and alcoholic beverages will be discussed.

FSS 2246C Baking AS
4 credits (2 lecture hours, 4 lab hours)
Prerequisite: FSS 1220 and FSS 1220L or instructor permission required
Fundamentals of baking involving preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and torte. Proper use and care of equipment, sanitation and hygienic work habits and conformance with health laws are emphasized.

FSS 2248C Pastry and Garde Manger I AS
4 credits (2 lecture hours, 4 lab hours)
Prerequisite or corequisite: FSS 1221C
Basic garde manger principles including functions and duties of the department as it relates to other kitchen operations. Focus is on specialty work including buffet decorations, understanding equipment and area planning.

FSS 2500 Food and Beverage Cost Control AS
3 credits (3 lecture hours)
Cost control systems of hotels and restaurants in purchasing, allocation, and use of foods and beverages for profitable operations.

GCO 2230 Pumping and Irrigation Systems AS
3 credits (3 lecture hours)
Irrigation principles and equipment used in horticulture including water requirements of plants, design and layout, pumps and valves, installation, trouble shooting and job estimating for residential and commercial sites.

GCO 2405 Advanced Turf Culture AS
3 credits (3 lecture hours)
Prerequisite: ORH 2220 recommended
Students are provided with in-depth knowledge and skills for the intensive management of golf-course turf. Cultural practices used on golf courses along with budgeting, environmental sensitivity and tournament preparation are emphasized.

GEB 1011 Introduction to Business AA
3 credits (3 lecture hours)
Objectives include: (1) give beginning business student an opportunity to learn about business in its entirety before studying each of its parts intensively, (2) develop a technical vocabulary for use in later courses and in reading business periodicals, (3) acquire a better understanding of the workings of the free enterprise system and (4) identify career opportunities.

GEO 1010 Principles of Geography and Conservation AA
3 credits (3 lecture hours)
This course is an introduction to world geography through a study of selected regions, with an emphasis on environmental and conservational problems. It examines the contemporary world through a geographical analysis of the historical, demographic, physical, economical, social, political, religious, cultural and ethnic characteristics of major countries and world regions. Gordon Rule writing requirement minimum of 2000 words and a demonstration of computer application is required. Distance learning section may be available. (*)

GER 1120 Elementary German I AA
4 credits (4 lecture hours)
Focusing on conversational patterns, this course emphasizes modern German as a spoken, written and read language. Grammatical discussions are kept minimal as a communicative approach dominates. In-class discussions, cultural and literary readings and optional e-mail and German chat brings alive the Germanic culture. Optional Internet component and Honors credit available.

GER 1121 Elementary German II AA
4 credits (4 lecture hours)
Prerequisite: A "C" or higher in GER 1120 or equivalent
This is a continuation of GER 1120. Speaking, listening, reading and writing German continue as the course is taught in German by mid-semester. Students will converse, read, and write on a wide range of culturally relevant topics. Optional Internet component and Honors credit available.

GER 2200 Intermediate German I AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in GER 1121 or equivalent
Taught in German, GER 2200 is an in depth analysis of intermediate conversational, grammatical and written structures linked through cultural, literary and oral traditions. Students will converse on free-flow and focused topics and will write personal and business letters, memos and advanced e-mail. Optional Internet component and Honors credit available.

GER 2201 Intermediate German II AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in GER 1121 or permission of department chair
Taught in German, GER 2201 is an in depth analysis of advanced conversational, grammatical and written structures linked through cultural, literary and oral traditions. Students will be able to converse (on the phone as well as in class) on a wide spectrum of topics. Students will write creatively in German. Optional Internet component and Honors credit available.

GER 2210 Intermediate German Readings and Conversation I AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in GER 1121
Beginning with simple utterances (Concrete Poetry) and intermediate texts (New and Old Fables) through national humor and modern fiction, this pure internet German course prepares the student for more advanced readings. The emphasis is on self paced reading supported by online chats in German about the literature. Grammar appears only when the content requires further explanation. Honors options.

GEY 2000 Gerontology AA
3 credits (3 lecture hours)
A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Area Councils on Aging and Multi-purpose Human Services Resources (local, state and national). The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services.

GLY 1000 Descriptive Geology AA
3 credits (3 lecture hours)
The materials, structure, and surface of Earth and processes that produced or shaped them are covered. Laboratory exercises, demonstrations, and field trips are included.

GLY 2030C Environmental Geology AA
3 credits (2 lecture hours, 2 lab hours)
Principles of physical and historical geology as applied to the materials, structures, and surface of the earth. Special emphasis on Florida geology with the use of case scenarios and laboratory activities to illustrate environmental concerns including depletion of earth's resources, water supply problems, and pollution.

GRA 0010 Basic Computer Operations for Commercial Arts PSAV
70 clock hours
This is an introduction to the use of Windows. Lessons will include customizing the desktop, file management, controlling applications, and navigation of control panels and accessories operations, and scanning.

GRA 0011 Preflight PSAV
70 clock hours
This course is designed to provide students with an understanding of the terminology and practices used in the electronic prepress industry. Students will learn how to prepare files for film output and to minimize potential file problems. Students will visit industry sites to observe practices firsthand.

GRA 0040 Print History and Formats PSAV
20 clock hours
This course is designed to show the student how printing had its start and how it has been developed to meet different needs in the printing market. Typographic terms will be linked to traditional letterpress printing.

GRA 0043 Graphic Reproduction PSAV
92 clock hours
This course is designed to explain and demonstrate the conventional methods used to produce printed products. This course will include: an introduction to safety in the workplace, graphic measurements, color proofing, prepress activities, process camera work, photo modification, graphic film processing, layout and imposition, stripping, an explanation of substrates and inks, finishing and binding techniques.

GRA 0052 Silk-screening PSAV
60 clock hours
The student will be shown how to assemble a stencil for silkscreen printing and then print out illustrations and typographic designs using the photo silk-screening technique on a variety of substrates. The student will prepare the stencil and transfer the emulsion to the screen. The student will get an overview of the commercial art printing processes: flexography, letterpress and gravure and lithography. Students will take a field trip to a commercial screen printing company. The student will also examine the safety requirements of a commercial silkscreen shop.

GRA 0053 Vinyl Sign Making PSAV
60 clock hours
The class will cover the principles of sign design which are meant to guide the professional in attaining a successful end product. Topics such as sign location and visibility, the message, letter size, color, type style, logo or graphics, layout and special effects will be considered. Knowledge of the materials used in sign making will be discussed. Learn about the products used in the vinyl sign industry. Become acquainted with all the possible variations of this particular type of material. Become familiar, too, with the variety of surfaces you can apply the vinyl product to such as: metal, plastic, sign blanks and laminated banners, corrugated plastic sheets, MDO (Medium Density Overly) plywood, glass windows, vehicle surfaces and magnetic media. The student will learn to operate a desktop vinyl cutter with compatible computer software.

GRA 0061 Project Management PSAV
20 clock hours
This course will help students prepare for the managerial side of the graphic design field by teaching them the skills of scheduling jobs and giving accurate quotes for work performed.

GRA 0062 Art Marketing PSAV
60 clock hours
This course will help students prepare for the job market. Students will learn the importance of self-promotion, the how-to of self-promotion and will create a self-promotional piece.

GRA 0063 Professional Development for Commercial Art PSAV
15 clock hours
In this course the student will learn basic job hunting skills. Students will prepare a resume, prepare for a job interview, write a cover letter and present their portfolio.

GRA 0064 Marketing for the Freelance Artist PSAV
30 clock hours
Tips, techniques, and procedures for starting up and running a successful creative-services business are presented.

GRA 0070 History of Graphic Design PSAV
30 clock hours
This course provides a history of graphic communication, covering the evolution of graphic design over the past decade. The field of graphic design is a vital component of each culture and period in human history and in this course students will see a panorama of people and events unfold.

GRA 0071 CorelDraw PSAV
125 clock hours
This course is designed to provide students with skills in layout in single and multi-page documents. Students will learn to apply typographic formats to columns, create headers/footers. Students will be able to save files in a variety of formats and publish files to PDF and Web, control the flow of text, control kerning and leading, import and export images.

GRA 0072 Illustration PSAV
70 clock hours
The student will begin by learning the basics of freehand drawing, its tools, techniques, and media. The student will learn how to reproduce these drawings using the computer and vector based software. The student will also learn to conceptualize ideas in storyboard format.

GRA 0073 QuarkXPress for Commercial Art PSAV
70 clock hours
This course is designed to provide students with an understanding of traditional art design and QuarkXPress software. Students will use this understanding to design advertising posters, using both hand-rendered methods and QuarkXPress.

GRA 0075 Photoshop for Commercial Art PSAV
70 clock hours
This course is designed to provide students with skills that will enable them to manipulate digital images using Adobe Photoshop software. Students will learn how to use a digital camera, how to scan images into the computer and how to download images. Students will then work in Photoshop to manipulate these images.

GRA 0076 Digital Illustration PSAV
70 clock hours
This course is designed to provide students with skills that will enable them to edit basic graphics and to prepare them for print. Students will become familiar with the prepress process, Adobe Illustrator and will learn fundamental design principles using traditional, digital and contemporary methods of execution.

GRA 0081 Technical Writing for Commercial Art PSAV
50 clock hours
This course is designed to instruct students in communication skills in the classroom and on the job. Lessons will concentrate on interpreting and verbal instructions, developing an outline, writing memoranda, directions or instructions and descriptions; presenting visual information, composing business letters, preparing a resume and writing a proposal.

GRA 0082 Copyediting PSAV
125 clock hours
The responsibilities of a copyediting include: proofreading existing copy, applying typographical formats and style attributes: size, style, spacing. A copy editor must be able to download documents into varied formats and understand printing as well as graphic trade terminology. The copy editor must be proficient in a desktop program, able to import and output documents, create text conversion. A copy editor must be able to create and apply style sheets to word processed documents.

GRA 0083 Business Mathematics for Commercial Art PSAV
50 clock hours
The student will apply mathematics skills to business applications: banking, sales records, percentages, finance charges, payroll and taxes. Statistics, as they apply to marketing a target population will be covered. The student will prepare financial statements, review types of insurance, bonds and understand compound interest. Students will track a stock portfolio through the duration of the class. Pension plans and annuities will be discussed.

GRA 0085 Internet Basics for Commercial Art PSAV
30 clock hours
This course will prepare the student to use the Internet for electronic communication. Students will learn how to get connected to the Internet, use e-mail, attach files, forward files, save and forward links, establish a home page, set browser preferences, perform research using search engines and create a personal Web page for self promotion. The student will also study copyright law as it applies to downloading and the use of images and reference materials.

GRA 0086 Advanced Internet Skills for Commercial Art PSAV
70 clock hours
This course is designed to provide students with skills that will enable them to download files from the Internet, find and use information from a bulletin board and gain a basic understanding of Web page design.

GRA 0087 Basic Macintosh Troubleshooting Skills PSAV
70 clock hours
This course is designed to provide students with an understanding of how to solve common problems encountered while using computers. Students will gain troubleshooting skills for Macintosh computers.

GRA 0088 Web Design for Commercial Art PSAV
50 clock hours
The student will be able to create a home page with links using basic HTML and software. The student will be instructed in the use of hexadecimal color and saving formats appropriate for Web design. The student will use Dreamweaver and SimpleText to design Web pages.

GRA 0089 Color Theory for Commercial Art PSAV
30 clock hours
This course is designed to teach the student color theory. The student will learn how to calibrate color between the monitor, scanner and printer. The student will learn how to keep color consistent throughout a project.

GRA 1190C Graphic Design I AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C;
corequisite: ART 1205C
An introduction to graphic design using the visual elements and principles of design, knowledge of tools and layout procedures is provided.

GRA 1530C Typography AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2100C
This course covers the historical development of printed type, copy fitting, type classification and recognition, typographic elements and special skills as they relate to current electronic publishing software. Students will be introduced to type as a design element and will learn how to solve typographic problems.

GRA 2100C Introduction to Macintosh Graphics AS
3 credits (2 lecture hours, 2 lab hours)
Pre/corequisites: ART 1210C, ART 1300C
An introductory course in the use of the Macintosh computer as a graphic design tool. The student will learn how to navigate on a Macintosh and take advantage of its operating software features. Care and maintenance will also be covered, as well as the basics of three mainstream graphics applications.

GRA 2121C QuarkXPress I AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2100C or permission of department chair
This introductory course is a desktop publishing course for those seeking experience in typesetting and layout for the publishing industry. This course is of great importance to those in the AS degree program in Graphic Design.

GRA 2122C QuarkXPress II AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2151C or permission of department chair
This course covers the application of electronic publishing skills in a variety of graphic design projects for the purpose of building a comprehensive portfolio. Students will create, import, and arrange various components to create multi-page documents. Keyboard shortcuts will be stressed to encourage speed and accuracy.

GRA 2131 Multimedia Graphics AS
3 credits (3 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C, and GRA 2100C;
Corequisites: ART 1205C and GRA 2160
The student will be introduced to the fundamentals of creating and editing graphic images used in print, Web, animation, video and in presentation. Students will be introduced to the fundamentals of creating and editing graphic images. The student will work in Adobe Photoshop, Macromedia Freehand.

GRA 2132C Multimedia Design AS
3 credits (3 lecture, 2 lab)
Prerequisites: ART 1201C, ART 1300C, ART 1205C, GRA 2131, GRA 2160; Corequisites: GRA 2136C
Students will learn how to design and create productions for kiosk, gaming, portfolio, projection, interactive locational mapping and interactive 2-D Web sites. The class will cover aspects of production development, as well as the technical details of creating, organizing, and formatting content for production. Students will also learn different methods for displaying a presentation including presentation projectors, Shockwave Player and Web site access. Macromedia Director MX will be used.

GRA 2136C Multimedia Video Editing AS
3 credits (2 lab, 2 lecture hours)
Prerequisites: ART 1210C, ART 1205C, ART 1300C, GRA 2131, GRA 2160; Corequisite: GRA 2132C
Students will learn how to design and create video productions and computer-generate Web presentations. This class will give students an understanding of the non-linear production process of gathering managing and assembling video, audio and still footage. Final Cut Production will be used for video editing.

GRA 2144 Graphic Web Design AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1300C, ART 1201C, ART 1205C, GRA 2100C, GRA 2131, and GRA 2160; Corequisite: GRA 2722
The student will start with Web graphics and Web layout and learn to make backgrounds, buttons, and banners to use on their pages using other programs, art programs (Adobe Photoshop, Macromedia Freehand, Flash and Dreamweaver). A special emphasis will be placed on interactivity design and page layout, the proper use of typography and images for delivery on the Internet. The student will be introduced to the most recent applications for Web page production and editing and a consideration of various platforms for designing Web pages. More complex problems of Web architecture and planning, FTP and Web site maintenance will be used to develop a professional Web site. By the end of the course, the student will have completed an entire Web site which they can put on the World Wide Web.

GRA 2151C Illustrator I AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2100C or permission of department chair
This course provides an overview of illustration software as applied to the Macintosh computer. The course covers various methods of creating and editing objects and paths as well as integrating designs with images and text.

GRA 2152C Illustrator II AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2151C or permission of department chair
This course provides a comprehensive overview of illustration software as applied to the Macintosh computer. The course builds on the technical information learned in Macintosh Illustration I but offers more opportunity for creative expression. The student will design his/her own 2-and 3-D original projects.

GRA 2156C Photoshop I AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2100C or permission of department chair
This course provides students an opportunity to advance their design skills by using digital image editing software as applied to the Macintosh computer. The course covers the implementation of basic creative options such as image creation and manipulation, color correction, and retouching through the use of layers and various selection methods.

GRA 2157C Photoshop II AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2156C
This intermediate course will expand upon the information gained in GRA 2156C Photoshop I, covering the more advanced creative options offered in the digital image editing software. Emphasis will be placed on problem solving, advanced retouching, color correction, and various creative advertising techniques.

GRA 2160 Multimedia Animation AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C, GRA 2100C
Corequisites: ART 1205C and GRA 2131
Students will learn how to generate frame-by-frame motion, path animations as well as create and import and edit video files. In addition they will learn how to optimize sound files for different uses.

GRA 2171C Portfolio Composition AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2191C
This course covers visualization and presentation of layout and design with emphasis on designing visual advertising programs for companies. Speed and proficiency are goals and the production becomes the basis for an artistic portfolio.

GRA 2191C Graphic Design II AA
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1230C, GRA 2100C or instructor permission required
The second in a series of courses to prepare the student for advanced studies in advertising design. This course covers production procedures from rough layout to finished art. The student will use various computer software programs to assist them in completing the design projects as assigned. The student should have experience in using the Macintosh computer before enrolling in the course.

GRA 2722 Dreamweaver AS
3 credits (3 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C, ART 1205C; GRA 2100C, GRA 2160 and GRA 2131; Corequisite: GRA 2144
This course explores the components, terminology, features, and Web pages utilizing Dreamweaver as the layout vehicle. Through hands-on lectures, demonstrations, and projects, the student will learn the essential techniques and functions of the program while understanding some of the more complex issues that Web designers face when using this software.

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
Upon becoming employed by a graphic design firm, the intern works in a studio setting such as a print shop, advertising agency, advertising department, etc., of a company or in a commercial printing business and is involved in duties associated with the graphic arts profession for a period of not less than six weeks, not more than 12 weeks or 220-300 hours to secure credit for the internship.

HCP 0120 Nursing Assistant PSAV

75 clock hours

This segment introduces the student to the overall concept of practical nursing, problem solving, responsibilities and role in the interrelationships of various disciplines of the health team and verbal, non-verbal and written communications. The content addresses people of various ages and cultures, establishes a foundation of nursing skills that extends the students understanding of his/her role in giving patient care in a variety of situations with patients of all ages and prepares the student to take the state nursing assistant certification exam. Liability insurance required.

HCP 0300 Home Health Aide PSAV

50 clock hours

This course introduces the student to the concept of the management of the patient in the home that includes physical comfort and safety, nutrition and legal and ethical responsibilities. Liability insurance required.

HCP 0620 Patient Care Assistant PSAV

75 clock hours

This course introduces the student to required patient care skills related to the hospital setting for both pre-operative care and post-operative care.

HEV 0026 10-Hour Special Needs Appropriate Practices PSAV

10 clock hours

Developmentally appropriate practices for children with special needs are the topic of this 10-hour component. The course covers the signs of a typical child's development, the ways to successfully include children with special needs into the preschool setting, and developmentally learning environments for children with special needs.

HEV 0041 20-Hour School Age Child Care Certification PSAV

20 clock hours

This certification is State mandated for child care 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.

HEV 0042 20-Hour School Age Child Care Curriculum PSAV

20 clock hours

This certification fulfills the remaining 20 hours of training required by the State for child care providers serving school age children ages 5 and up (through grade 5). This training will introduce child care providers to a specialized school age curriculum focusing on the stages of development for children ages 5 and up.

HEV 0102 10-Hour Owner/Operator Certification PSAV

10 clock hours

This course covers the guidelines for opening a child care facility. Other topics include: components necessary for operating a quality facility and professional organizations available to the child care community.

HEV 0109 10-Hour Preschool Appropriate Practices PSAV

10 clock hours

This course is the Department of Children and Families "DAP for Young Children". It has been developed for caregivers working with children 3 to 5 years old.

HEV 0111 10-Hour Infant/Toddler Appropriate Practices PSAV

10 clock hours

Developmentally Appropriate Practices (DAP) for infants and toddlers is the topic of this 10 hour component. The course covers the stages of development of infants and toddlers, as well as appropriate learning environments and curriculum for children newborn to 36 months.

HEV 0112 10-Hour School Age Appropriate Practices PSAV

10 clock hours

Developmentally Appropriate Practices (DAP) for school-age children is the topic of this 10 hour component. The course covers the developmental stages, characteristics, and needs of school-age children (5-12 yrs). Appropriate learning environments and positive guidance strategies are also covered.

HEV 0150 CDA Module I PSAV

42 clock hours

The first module of the Child Development Associate (CDA) program introduces the student to the CDA credentialing process. The student will receive formal instruction in these competencies: professionalism, health and safety and the learning environment. The student will also prepare a professional resource file. An on site observation is included in the course to meet the requirements of the state and national CDA credential.

HEV 0151 CDA Module II PSAV

40 clock hours

The second module of the CDA program focuses on the following competencies: physical and cognitive development, language development and communications skills and creative development. The student will continue preparing the professional resource file with observations of children in the candidate's own classroom.

HEV 0152 CDA Module III PSAV

42 clock hours

This third module in the CDA program covers the following competencies: profile management, family relationships and strategies to support social and emotional development. Prior to registering for Module III, students will provide documentation of all requirements. An onsite observation is included to meet the requirements of state and national CDA requirement.

HEV 0161 FCC Child Development Associate (CDA) Module I PSAV

42 clock hours

The student will explore the CDA competency standards for Family Child Care Providers and the system of competency-based performance evaluation. The program is divided into three modules which will cover the thirteen functional areas in which a provider must demonstrate competency. An onsite observation is included to meet the requirements of state and national CDA credential.

HEV 0162 FCC Child Development Associate (CDA) Module II PSAV

40 clock hours

The student will explore the CDA competency standards for Family Child Care Providers and the system of competency-based performance evaluation. The program is divided into three modules which will cover the thirteen functional areas in which a provider must demonstrate competency.

HEV 0163 FCC Child Development Associate (CDA) Module III PSAV

42 clock hours

The instructor will observe the student in a family child care setting to ensure that the student can demonstrate the competencies covered in the thirteen functional areas of Module I & II. An onsite observation is included to meet requirements of state and national CDA credential.

HFT 1000 Introduction to the Hospitality Business AS

3 credits (3 lecture hours)

Historical development of the hospitality business; compare present scope of the business at the national, state and county level; differentiate departmental and job responsibilities in hotels and restaurants. Covers food service management industry operations along with sanitation and safety practices in hospitality.

HFT 1630 Management of Security in Hospitality Business AS

3 credits (3 lecture hours)

This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection and outlines OSHA regulations that apply to lodging properties.

HFT 1700 Tourism and the Hospitality Industry AS

3 credits (3 lecture hours)

Provides basic knowledge of tourism-related concepts and practical experience for the hospitality industry.

HFT 1850C Dining Room Management AS

3 credits (2 lecture hours, 4 lab hours)

Prerequisite or corequisite: FOS 1201

This course blends theory and application. In the classroom, proper dining room procedures for director of service, dining room captain, waiter/waitress and dining room attendant. In the laboratory hospitality management training center, the student performs, on rotation, functions and responsibilities of each position including procedures for different types of service (plate service, family style, buffet service, platter service, cart service, banquet type and others); purchase and maintenance of chinaware, glassware, silverware and linen, wine and beverage service, sanitation and safety and in-service management.

HFT 1949C Co-op: Hospitality Management I AS

3 credits (1 lecture hour, 10 lab hours)

Prerequisite: Department chair permission

This coordinated work-study program reinforces educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine objectives or on-the-job hospitality management assignment. The student is evaluated by the teacher-coordinator and immediate supervisor.

HFT 2220 Personnel Management Practices AS

3 credits (3 lecture hours)

Basic principles and analysis of managerial problems, including job analysis methods, selection, control and supervision of personnel including work plans and schedules, labor and cost control, legal requirements and safety controls.

HFT 2300 Housekeeping Management AS

3 credits (3 lecture hours)

A survey course providing a general understanding of the organization, duties and administration of institutional housekeeping includes interior decoration, purchase of furniture, carpeting, linens and supplies.

HFT 2410 Hotel-Motel Front Office and Procedures AS

3 credits (3 lecture hours)

This course provides a study of functions, procedures and organization of front office department in a medium and large hotel. The emphasis is on reservations and front-office psychology.

HFT 2434 Club Management AS

3 credits (3 lecture hours)

This course covers the basic management of clubs and resorts, private and semi-private clubs and resorts, and the differences in managing a club versus restaurants or hotels.

HFT 2510 Sales Promotion and Advertising in Hotels and Food Service AS

3 credits (3 lecture hours)

The study of marketing principles associated with the promotion of lodging and food service businesses.

HFT 2949C Co-op: Hospitality Management II AS

3 credits (1 lecture hour, 10 lab hours)

Prerequisites: HFT 1949C, department chair permission

This course is a continuation of HFT 1949C.

HIM 0001L Advanced Coding Practicum ATD

78 clock hours

This course provides the student with coding simulation experience. Students will be able to demonstrate the ability to code from source documents using both diagnostic and procedural coding. In this process, they will utilize knowledge gained from previous coding courses to research diseases and/or conditions, related procedures, and treatments; this information will be abstracted from source documents and presented in audit format.

HIM 0030 Fundamentals of Medical Transcription ATD

90 clock hours

This course is an introduction to medical dictation and transcription. Emphasis will be on the roles and responsibilities of the medical record transcriber and the proper use of grammar, punctuation, and medical terminology when typing a variety of reports.

HIM 0031 Medical Transcription I ATD

240 clock hours

This course provides lecture and medical dictation and transcription of prerecorded medical case reports. Emphasis will be on the content, format, style and medical grammar related to the cases.

HIM 0032 Medical Transcription II ATD

240 clock hours

This advanced medical transcription course continues the dictation and transcription of medical case reports with continued emphasis on accuracy and productivity.

HIM 0217 Health Information Management ATD
60 clock hours
This course provides instruction in health information management and professional development. Emphasis will be the role, purpose, and forms of medical records and related legal role, purpose, and forms of medical records and ethical issues, basic employability skills and interviewing techniques for career development.

HIM 0140 Pathophysiology and Pharmacology for Health Professionals ATD
90 clock hours
This course emphasizes the fundamentals of the human disease process. It introduces important terminology, inflammation and allergy, neoplasia, heredity and disease, dietary factors and diseases, infectious diseases, and introduces students to the major diseases associated with each body system. Recognition of drug names and drug classes; understand drug actions and the rationale for treatment; discern between sound-alike drugs; understand side effects, allergic effects and other effects of drugs; addresses various healthcare issues relating to pharmacology.

HIM 0220 Medical Coding I ATD
120 clock hours
This course will provide the student with instruction and hands-on application of ICD-9-CM and Diagnostic Related Groups (DRG) payment system for inpatient services.

HIM 0270 Insurance Billing and Claims ATD
95 clock hours
This course focuses on the fundamentals of health insurance and the processing of claims. Basic health insurance and major medical benefits are explored. Simulation of medical office billing software will be used to enhance the student's understanding of the details used in medical insurance billing. Various types of insurance, third party payers and common billing problems will be included.

HIM 0280 Fundamentals of Medical Coding ATD
75 clock hours
This course will introduce the student to the scope of practice of the medical coder specialist. Emphasis will be on the structure and origin of the coding system along with ICD-9-CM and CPT rules and regulations.

HIM 0281 Medical Coding II ATD
120 clock hours
This course will provide the student with advanced instruction and hands-on application of CPT coding for the physician's office and outpatient services.

HIM 0825 Medical Secretary Office Simulation (Alternative) PSAV
70 clock hours
This course places the student in a simulated work environment to gain experience in performing administrative medical assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as a medical secretary.

HIM 0826 Medical Secretary Externship PSAV
70 clock hours
This externship places the student in a medical office to gain practical experience in performing administrative medical assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as a medical secretary.

HLP 1080 Physical Fitness I AA
1 credit (2 lab hours)
Introduces concepts of fitness for living. A personal fitness evaluation and planned program for fitness are included.

HLP 1083 Essentials of Wellness I AA
1 credit (1 lecture hour)
This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module I focuses on basic information and beginning development of wellness plans for individuals.

HLP 1087 Essentials of Wellness II AA
1 credit (1 lecture hour)
Prerequisite: HLP 1083
This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of wellness plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module II focuses on using the basic concepts, exploring special population needs and managing a wellness plan.

HLP 1088 Essential of Wellness III AA
1 credit (1 lecture hour)
Prerequisite: HLP 1087
This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module III focuses on integrating community resources with individual/group wellness plans and evaluating their effectiveness and incorporating necessary modifications.

HSC 0003 Health Care Concepts PSAV
78 clock hours
This course provides an overview of the health care delivery system. Content will include health occupations, roles and responsibilities of the health care team, consumer rights, legal and ethical guidelines, communication skills, safety and security procedures, infection control and knowledge of blood borne diseases.

HSC 0005 Health Science Core PSAV
90 clock hours
This course provides a basic overview of the health care delivery system and the roles of the different health care team members. The student will be introduced to concepts and principles common to all health careers. The curriculum includes CPR for the health care provider.

HSC 1000 Introduction to Health Care AS
2 credits (2 lecture hours)
Corequisite: HSC 1000L
This course prepares the student for study in the allied health occupations. Unit studies include professional ethics, behavior and communication, patient care and assessment, universal precautions, CPR, medical terminology, risk management and the study of health care regulation and systems.

HSC 1000L Introduction to Health Care Lab AS
1 credit (2 lab hours)
This course is the companion to HSC 1000 through the introduction of core technical skills for health occupations. Includes basic skills such as: therapeutic communications, transfer procedures, mobility, vital sign measurements, OSHA guidelines including hand washing, medical and surgical asepsis (including gloving), calculation of medical/science math, employment skills and CPR. The lab is currently a pass/fail grading configuration.

HSC 1010 Introduction to Developmental Concepts for Health Care Providers AS
2 credits (2 lecture hours)
This course is designed to introduce the student to an overview of the general principles and processes of normal human growth and development. The student will be exposed to developmental concepts as they relate to specific age groupings, from conception through death. Health care implications and adaptations for health care providers will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be identified in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on their use in health care situations.

HSC 1101 Contemporary Issues in Health AA
3 credits (3 lecture hours)
Following an in depth assessment of current health behaviors, students will develop and implement personal wellness plans to prevent lifestyle induced diseases. Focus will be on stress management, nutrition, weight control, and fitness.

HSC 1400 Standard First AID and CPR AS
1 credit (2 lab hours)
Provides skills meeting certification requirements by the American Red Cross; includes CPR certification.

HSC 1593 AIDS: A Human Concern AA
3 credits (3 lecture hours)
All the dimensions of this pandemic crisis are addressed with specific insights on how AIDS directly and indirectly affects all laypersons and (allied) health care professionals alike. Included are clinical manifestations (prevention and testing), psychosocial and neuropsychiatric aspects, legal and ethical issues, the social, political, epidemiological, and economic implications. (*)

HSC 2100 Health Concepts and Strategies AA
3 credits (3 lecture hours)
Covers knowledge that applies to the promotion of good health of the individual, family and society. Emphasis is on various health needs defined as the physical, emotional, social, spiritual and intellectual aspects. Emphasis is placed upon stress management, disease prevention, fitness, nutrition and the development of an effective wellness lifestyle. (*)

HSC 2100 Honors Health Concepts and Strategies AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing.
Honors components included in this course version. (*)

HSC 2133 Human Sexuality Education AA
3 credits (3 lecture hours)
Course provides scientific knowledge about sexuality, which enables the application and promotion of good health for self, family and society. Emphasis is on human sexual biological systems and responses, reproduction and birthing/ control, gender identify/role, sexuality through the life cycle, sexual relationships and sexual values, sexual dysfunction/therapy and sexually transmitted diseases.

HSC 2140 Drug Education AA
3 credits (3 lecture hours)
Licit and illicit, use, misuse, and abuse of drugs on human behavior and society engender major social (institutional) problems. The impact on individual lives, health costs and social consequences is staggering. Included are the biological and historical information about drugs and scientific aspects of their pharmacological effects on mind and body.

HSC 2204 Community Health Education AA
3 credits (3 lecture hours)
Prerequisite: HSC 2100 recommended
This course provides an introduction to the nation's community health system and related educational functions. Course examines historical and current community health concepts, including epidemiology, health care delivery systems, health education techniques and life span issues.

HSC 2531 Medical Terminology AA
3 credits (3 lecture hours)
This course provides preparation for health-related vocations with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined and use of medical dictionary and related sources are emphasized.

HUN 1001 Introductory Nutrition AS
3 credits (3 lecture hours)
This course is designed as an introductory course for students not majoring in a health care field. The course focuses on increasing students' knowledge and understanding of basic nutrition concepts and developing skills that will enable students to make healthful decisions about nutrition.

HUN 1201 Elements of Nutrition AA
3 credits (3 lecture hours)
This course explores the metabolism of nutrients and the incorporation of nutritional principles into practical guidelines for health, weight management and sound food choices throughout the human life cycle. Emphasis is placed on evaluating dietary intakes and nutritional practices. The changing nutritional scene and areas of controversy are reviewed. (*)

HUN 1201 Honors Elements of Nutrition AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing.
Honors components included in this course version. (*)

HUN 1501 Community Nutrition AA
3 credits (3 lecture hours)
Prerequisite: HUN 1201
This course utilizes knowledge of normal nutrition; skills in communications; socioeconomic influences; and familiarity with community resources to educate and motivate individuals and groups to improve their nutritional status.

HUS 1001 Introduction to Human Services AA
3 credits (3 lecture hours)
This course provides an introduction and orientation to the field of Human Services. The history, current concepts and roles of beginning professionals, community services and agencies are examined. The knowledge, ethics, skills and attitudes necessary to the field of Human Services are discussed. The student will demonstrate knowledge, ethical principles, skill and attitudes in practical application using the process of analysis and research of client needs and agency services.

HUS 1200 Principles of Group Dynamics AS
3 credits (3 lecture hours)
Prerequisite PSY 2012
A course designed to help students increase their ability to work effectively with others. Group processes are explored including cohesion, conflict, individual roles, communications, and problem-solving.

HUS 1302 Counseling and Interviewing AS
3 credits (3 lecture hours)
Prerequisite: PSY 2012
This course teaches skills, knowledge and attitudes for counseling, interviewing and problem solving as used in therapy. A combination of teaching techniques is used including demonstration, exercises, one-on-one practices, reading assignment and fieldwork. The students will learn and practice problem-solving techniques, which help the client identify problems and work systematically for solutions. Interviewing is taught as a component of the counseling process. Active listening, reflecting, questioning, summarizing, problem-solving, starting a session and ending a session are taught in this course.

HUS 1424 Counseling the Chemically Dependent Person AS
3 credits (3 lecture hours)
This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role-playing and critique are part of this instruction. Both individual and group counseling techniques are taught.

HUS 1850 Fieldwork in Human Services I AS
2 credits (2 lecture hours)
Prerequisite: HUS 1302 or HUS 1200 or HUS 2308
This course offers an understanding of the role and function, programs and services of a variety of human services organizations. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving.

HUS 1850L Fieldwork in Human Services I Internship AS
3 credits (9 lab hours)
Prerequisite: HUS 1302 or HUS 1200 or HUS 2308
Corequisite: HUS 1850
Each student is assigned to a human services agency for six hours weekly, for 16 weeks. Students are supervised by the instructor and personnel of the Human Services program. On-the-job training includes interviewing and counseling clients and their families; assessment and planning; monitoring and observation; problem-solving; participating in group and individual therapy; intervention and treatment; and linking clients with community resources.

HUS 2308 Psychotherapy: Theory and Practice AS
3 credits (3 lecture hours)
Prerequisite: PSY 2012
This course provides an overview of current approaches to psychological counseling and psychotherapy including psychoanalysis, client-centered, Gestalt, transactional analysis, reality therapy, behavior therapy, and rational-emotive therapy. The course examines basic issues in counseling and psychotherapy, including ethical issues. Emphasis is on both the theory and practical applications of the various approaches.

HUS 2851 Fieldwork in Human Services II AS
2 credits (2 lecture hours)
Prerequisite: HUS 1850
This course is a continuation of HUS 1850. This course offers an understanding of the role and function, programs and services of a variety of human services organizations. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving.

HUS 2851L Fieldwork in Human Services II Internship AS
3 credits (9 lab hours)
Prerequisite: HUS 1302 or HUS 1200 or HUS 2308
Corequisite: HUS 2851
This is a second module of fieldwork to enable each student to participate in another area of "learning by doing," or on-the-job training.

IDH 2105 The Art of Public Deliberation and Community Building - Honors Course AA
3 credits (3 lecture hours)
This Honors course is designed to teach and give students experience in practicing the art of public deliberation and community building. The academic portion of the course will explore several methods and interdisciplinary perspectives from the social sciences, communications, journalism, and the humanities. The service learning or experiential part of the course will involve students in training for and conducting study circles or forums on current issues that involve local, state, national or international conflicts. A minimum 3.5 overall GPA is required.

IDS 2109 CLAST Review AA
3 credits (3 lecture hours)
Prerequisite: Thirty (30) semester hours of college credit courses including 15 of the 18 hours required under the Gordon Rule of competencies tested on the state-mandated CLAST
This course is intended as a review of the competencies tested on the state mandated CLAST examination. Topics will include the Essay, English Writing, Reading and Computation subtests on the CLAST exam. Graded Passing or Not Passing (P or N).

IND 1025C Fundamentals of Color and Design AS
3 credits (2 lecture hours, 2 lab hours)
This course will provide the student with competency in two-dimensional design, three-dimensional design and basic color design. Concepts about representation, expression, composition, color, form, light, structure and function will be explored through project-based learning.

IND 1233C Design Studio I AS
3 credits (2 lecture hours, 3 lab hours)
Corequisite: IND 1401C
Fundamentals of interior design analysis and elementary interior space problem solving. Emphasis will be given to basic design theory, design vocabulary and visual awareness of the built environment. Examination of significant interiors and furniture components will overview the design process.

IND 1234C Design Studio II AS
3 credits (2 lecture hours, 3 lab hours)
Prerequisites: IND 1233C, IND 1401C
This course explores the needs and requirements of human residential and non-residential environments. It focuses on the design process concepts, space planning and furnishings, textiles and finish selection. Sketching, drafting and presentation techniques are reinforced.

IND 1401C Technical Design I AS
3 credits (2 lecture hours, 2 lab hours)
Introductory course in mechanical drawing and graphic techniques utilized in the representation and study of architectural forms and interior environments. Includes lettering, floor plans, elevations, sections, perspectives and isometric drawings using various paper-based media.

IND 1935 Building and Barrier Free Codes AS
3 credits (3 lecture hours)
Prerequisites: IND 1234C, IND 2424C
This course addresses contract documents and building interior systems that apply to the interior environment. Building standards and barrier-free codes are examined as performance criteria for interior design.

IND 2100 History of Interiors I AS
3 credits (3 lecture hours)
This course is designed to provide knowledge of the history of interiors, architecture, furniture and design philosophy from antiquity through the 19th century. Stylistic developments, significant structures, important people, social history and material culture are covered.

IND 2130 History of Interiors II AS
3 credits (3 lecture hours)
This course is designed to provide knowledge of the history of interiors, architecture, furniture, and design philosophy from the 20th century to the present. Stylistic developments, significant structures, important people, social history and material culture are covered.

IND 2202C Introduction to Kitchen and Bath Design AS
3 credits (2 lecture, 2 lab hours)
Prerequisites: IND 1234C, IND 2424C
This course provides the students with the opportunity to learn the special considerations necessary to design safe and functional kitchens and bathrooms utilizing standards established by the National Kitchen and Bath Association. Students develop comprehensive projects solving kitchen and bath design problems.

IND 2203C Advanced Kitchen and Bath Design ATC
2 credits (1 lecture, 2 lab hours)
Prerequisites: IND 2202C
This course develops advanced skills necessary to design more complex kitchen and bath solutions complete with documentation, specification, and job estimates. Students have the option of utilizing CAD in the presentation of design solutions.

IND 2237C Design Studio III AS
3 credits (2 lecture hours, 3 lab hours)
Prerequisites: IND 1234C and IND 2424C; Corequisite: IND 1935
Strategic facilities planning of non-residential environments. Emphasis on programming analysis, schematic design, space planning, human factors, technical issues, furniture and material selection and final presentation with attention to environmental needs and building codes.

IND 2238C Design Studio IV AS
3 credits (2 lecture hours, 3 lab hours)
Prerequisites: IND 2237C, IND 2432C
This course requires the advanced interior design student to utilize all previously learned design skills to produce and understand comprehensive non-residential design projects. Emphasis is on programming, special analysis, code restrictions, furniture selection and budget limitations.

IND 2307C Interior Design Graphics AS
3 credits (2 lecture hours, 2 lab hours)
Corequisites: IND 1025C, IND 1233C, IND 1401C
This course is designed to develop graphics skills that provide the interior designer the ability to evolve, externalize, and communicate spatial concepts. One and two points perspective drawings, material delineation, tonal investigation, compositional and presentation techniques are included.

IND 2420C Materials, Estimating and Specifications AS
3 credits (2 lecture, 2 lab hours)
Prerequisites: IND 1234C, IND 2424C
This course provides students with information that will allow them to establish a systematic approach for selecting materials in interiors. Students will also create the content of specifications documents for interiors, emphasizing code requirements and testing standards. Environmental issues and concerns in relation to the product materials will be addressed. Textiles and their use in residential and commercial interiors are presented. Students will learn the appropriate estimating techniques to determine accurate material amounts for any given job. The overall appropriateness and manufacturing process combined with the use of materials for walls, floors, and ceilings will be emphasized.

IND 2424C Technical Design II AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1233C, IND 1401C
This course covers intermediate technical aspects of material, structure, and mechanical systems. The focus is on architectural construction, finish materials, millwork and specifications. Drafting and working drawings are emphasized.

IND 2429 Textiles for Interiors AS
3 credits (3 lecture hours)
Prerequisites: IND 1234C, IND 2424C
This course covers textile products available for use in residential and commercial interiors. It reviews government regulations, fire codes, test methods, performance standards, installation procedures, and maintenance practices applying to interior textile products.

IND 2432C Interior Lighting AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1234C, IND 2424C
This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems, in residential and non-residential applications. Emphasis on lighting and electrical plans, reflected ceiling plans, measurements and acoustics.

IND 2460C CAD for Interiors I AS
3 credits (1 lecture hour, 4 lab hours)
Prerequisites: IND 1234C, IND 2424C
This course is an introduction to computer-aided design as it applies in the field of architecture and interior design. It includes computer concepts, current hardware and software and their application in the solving of residential and commercial design and architectural problems.

IND 2463C CAD for Interiors II AS
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: IND 2460C
This course is a continuation of the study of CAD and the use of image processing, two-dimensional drawing and three-dimensional modeling of building interiors.

IND 2505 Professional Practices AS
3 credits (3 lecture hours)
Prerequisites: IND 2237C, IND 2432C
This course covers business principles and practices, marketing strategies, project management and contract documents. It will also study legal aspects, marketing strategies, professional ethics and career planning.

IND 2523L Interior Design Portfolio AS
1 credit (2 lab hours)
Prerequisites: IND 2237C, IND 2432C
This course addresses the advanced student's need to prepare for entry into the design profession by preparing a portfolio and associated materials, and organizing a job search. It is not intended for students in the early stages of their design education, but rather for those who have developed a mature body of work which is ready for a final packaging for presentation to prospective employers.

IND 2608C Sustainable Design ATC
3 lecture (2 lecture, 2 lab hours)
Prerequisites: IND 1234C, IND 2424C
This course will introduce basic theories and practices of ecological design in interiors. Students will gain a practical understanding of the emerging field of Sustainable Design (also known as "green design, eco design, environmentally-conscious design, et al."), and learn to take responsibility for their work by understanding the impact their designs have on our environment, and ways to negate this impact.

IND 2931C Special Topics in Interior Design AS
3 credits (2 lecture hours, 3 lab hours)
Prerequisites: IND 1234C and IND 2424C
Comprehensive design solutions are developed for larger scale spaces and special topics, such as historic preservation, assisted-living, child-care facilities and other special needs. Programming, design development, building codes and formal presentation are emphasized. Freehand drafting and CAD skills are utilized.

IND 2941 Interior Design Internship AS
1 credit (6 lab hours)
Prerequisite: IND 2237C
This course will prepare the student to enter the professional world of interior design. The student will acquire practical experience by actually working in a professional interior design business, and under proper guidance, will experience various aspects of the professional world.

INR 2002 International Relations AA
3 credits (3 lecture hours)
Prerequisites: POS 1001 or POS 1041 or permission of the instructor
Introduces you to the dynamics of global politics as it is practiced on our planet today. It includes an analysis and application of numerous current theories about international relations and a detailed study of international political systems. It looks closely at the numerous actors, governmental and non-governmental, that influence the international political agenda as well as the settlement of international political conflicts. It also focuses attention on the increasing number of issues that face international leaders, such as military security in the nuclear era, trade and the international political economy, environmental threats, human rights abuses, refugees, the drug trade and other international crime, and terrorism.

IPM 1301 Pesticides AS
3 credits (3 lecture hours)
This course introduces the role and mechanisms of pesticides in an integrated pest-management program. Ecological, biological and economic principles are emphasized. Classification, action, toxicity, registration procedures, and application techniques of chemicals defined as pesticides under the Federal Insecticide, Fungicide and Rodenticide Act are studied.

ITA 1120 Elementary Italian I AA
4 credits (4 lecture hours)
Develops the natural progression of language acquisition by focusing on four skills: listening, speaking, reading and writing. Introduction to the target culture is also an integral component of the course.

ITA 1121 Elementary Italian II AA
4 credits (4 lecture hours)
Prerequisite: ITA 1120
This course is a continuation of ITA 1120.

JOU 2103 Specialized News Writing AA
3 credits (3 lecture hours)
Prerequisite: MMC 1100 or permission of department chair
Corequisite: ENC 1101 or ENC 1121
This course is designed to teach the student basic ways to improve his/her reporting skills learned in MMC 1100 (Basic News Writing for Mass Media) or in other comparable course(s). Topics will include, but are not restricted to, investigative reporting, feature writing for newspapers and magazines, public affairs reporting and editorial/column writing.

LIS 1002 Introduction to the Research Process AA
1 credit (1 lecture hour)
This information literacy course will introduce students to the process by which information is stored, retrieved and used in the creation of new knowledge. Students will be challenged to analyze and use information critically.

LIS 2004 Introduction to Internet Research AA
1 credit (1 lecture hour)
This course will present skills necessary for searching the Internet successfully. The course will review the parts of the Internet that are important for accessing information necessary for Gordon Rule papers, essays, or research reports. The course will demonstrate how information retrieved on the Internet should be evaluated for its content and credibility and will stress the development of critical thinking skills.

LIT 1050 Introduction to Literary Humor, from Ancient Times to the Present AA
3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121
Introduction to Literary Humor is an international and multicultural course that examines humor and its genres in literature. Through reading, visual aids, writing, and discussion, students will discover the diversity of literary humor spanning the globe, in a variety of time periods, and across cultures.

LIT 1370 The Bible as Literature AA
3 credits (3 lecture hours)
This course is intended to introduce the students to different literary styles as found in the Old Testament, beginning with selected portions from the Five Books of Moses, the Prophets and the Writings. The course will expose students to the impact that the language of the Biblical passages have on man's understanding of both the literal and interpretive meaning of the content. Gordon Rule minimum writing requirement 3,000 words. (*)

LIT 2090 Contemporary Literature AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
The study of major writers and literary trends since 1945 focuses on students' own time and place in the world paired with critical reading of important contemporary works of literature and writing about those works. Gordon Rule writing requirement minimum: 3,000 words. (*)

LIT 2110 World Literature Before the Renaissance AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Selected literary texts of the ancient, medieval and Renaissance periods to 1600 are read and interpreted. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. Gordon Rule writing requirement minimum: 3,000 words.(*)

LIT 2120 World Literature After the Renaissance AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Selected literary texts of the Enlightenment, the Romantic period, the period of Realism and Naturalism and the modern era are read and interpreted. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. Gordon Rule writing requirement minimum: 3,000 words.(*)

LIT 2190 Afro-Caribbean Literature AA
3 credits (3 lecture hours)
Prerequisites: A grade "C" or higher in ENC 1101 or its equivalent
Introduction to Afro-Caribbean Literature is a broad survey course that includes African, Caribbean, and African-American authors connected by the colonial experience. Students will study writers who write in English, or whose works have been translated in English, from the 17th century to the present in terms of their critical, social, political, and historic contexts. Although the course looks at writers of the African diaspora, the works of Caribbean authors are emphasized. Gordon Rule requirement minimum written work: 3,000 words. (*)

LIT 2380 Women in Literature AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
The development of the tradition of literature by women in English from the seventeenth century to the present. Students will read works in different genres and will understand women's literature as at once both attached to and counter to the mainstream tradition. Gordon Rule writing requirement minimum written work: 3,000 words.(*)

LIT 2380 Honors Women in Literature AA
3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121 and cumulative 3.5 GPA
In this honors course, students will be challenged as they intensively survey the tradition of literature by women in English from the seventeenth century to the present. Students will read works in different genres and will understand women's literature as at once both attached to and counter to the mainstream tradition. Learning methods that promote student-directed projects and in-depth analysis will be included. Written work: 3000 word minimum. (*)

MAC 1105 College Algebra AA
3 credits (3 lecture hours)
Prerequisites: A grade of "C" or higher in MAT 1033
This course emphasizes radicals, exponents, complex numbers, linear and quadratic equations and inequalities and absolute value. New topics include exponential and logarithmic properties, functions and equations, relations and functions, graphs of linear, quadratic, exponential and logarithmic functions and systems of equations and inequalities. (*)

MAC 1114 Trigonometry AA
3 credits (3 lecture hours)
Prerequisite: A grade of "C" or higher in MAC 1140 or MAC 1105
Topics include trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, complex numbers, and analytic geometry (the conic sections). (*)

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 MAC 1105
Topics include relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions, linear programming, sequences, series, induction and the Binomial Theorem.(*)

MAC 2233 Survey of Calculus AA
3 credits (3 lecture hours)
Prerequisite: MAC 1105 with A "C" or higher OR MAC 1140 with A "C" or higher with scores of 72 and above (EA) and 75 and above (CLM) on the CPT
Not open to students who have credit in MAC 2311. Rates of change, derivatives, and integration with applications to business are studied. (*)

MAC 2311 Calculus with Analytic Geometry I AA
4 credits (4 lecture hours)
Prerequisite: A grade of "C" or higher in MAC 1140 and MAC 1114
Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications.(*)

MAC 2312 Calculus with Analytic Geometry II AA
4 credits (4 lecture hours)
Prerequisite: A grade of "C" or higher in MAC 2311
Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. (*)

MAC 2313 Calculus with Analytic Geometry III AA
4 credits (4 lecture hours)
Prerequisite: A grade of "C" or higher in MAC 2312
Topics included are solid analytic geometry and vectors in space, partial differentiation, multiple integration and line integrals.(*)

MAN 2021 Principles of Management AS
3 credits (3 lecture hours)
Study of principles of management, planning, organizing, staffing and controlling applicable to production, personnel, marketing, finance, government, education, agriculture and armed forces.

MAP 2302 Differential Equations AA
3 credits (3 lecture hours)
Prerequisite: A grade of "C" or higher in MAC 2312
Topics include ordinary differential equations, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. (*)

MAR 2011 Principles of Marketing AA
3 credits (3 lecture hours)
This course places emphasis on marketing-strategy planning. The topics covered include: the micro role in society and its macro role in business, the external environments affecting marketing, marketing research, behavioral features of the consumer market and intermediate customers, market segmentation and developing the marketing mix of product, place, promotion and price.

MAS 2103 Matrix Theory AA
3 credits (3 lecture hours)
Prerequisite: MAC 2311 or MAC 2233
Vectors and vector spaces, linear transformations and matrices, rank and determinants, systems of linear equations, diagonalization, characteristic values. (*)

MAT 0012 Basic Algebra I (PREP)
3 institutional credits (3 lecture hours)
This course provides a transition from arithmetic to algebra and shows the relevancy of mathematics in everyday life and in the workplace. Students review whole numbers, fractions, decimals and percents and develop skills using algebraic variables, terms and equations. Graded A, B, C, or N (Not Passing).

MAT 0020 Basic Algebra II (PREP)
3 institutional credits (3 lecture hours)
Prerequisite: College Placement Test (CPT) score above 32 or successful completion of MAT 0012
This course provides a solid foundation in algebra for the purpose of preparing students for credit mathematics courses. It covers equations, inequalities, polynomials, graphing, rational expressions, and radicals with real applications integrated throughout. Graded A, B, C, or N (Not Passing).

MAT 1033 Intermediate Algebra AA
3 credits (3 lecture hours)
Prerequisite: Successful completion of MAT 0020
This course prepares students for MAC 1105. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. MAT 1033 is NOT a Gordon Rule course and does NOT satisfy part of the math requirement for graduation. (*AAS)

MCB 2010 Microbiology AA
3 credits (3 lecture hours)
Prerequisite: BSC 1085 OR BSC 1010
This course is a study of microorganisms with emphasis on pathogens. Characteristics, control, and genetics of microorganism and defense mechanisms of the host are stressed. (*)

MCB 2010L Microbiology Laboratory AA
1 credit (2 lab hours)
Corequisite: MCB 2010
This is the laboratory to accompany MCB 2010. (*)

MEA 0002 Introduction to Medical Assisting and Human Relations PSAV
15 clock hours
An overview of medical assisting and related health professions including duties, responsibilities, public relations duties and interpersonal relationships of the health team members are emphasized. Study of the various medical specialties and the history of medicine are included.

MEA 0201 Diseases, Disorders and Treatment for Medical Assisting II PSAV
120 contact hours
This course provides students with the knowledge of the cause, effect and treatment of the disease process and medical conditions. It will focus on the skills necessary to assist in diagnostic and treatment procedures. Basic principles related to infection control, vital signs, physical examination, patient treatments, minor surgery, instrument care and sterilization, preparation and administration of medications, and physical therapy modalities are stressed. Part II studies include the cause, effect and treatment of the respiratory system, circulatory system, nervous system, endocrine system, musculoskeletal system, integumentary system, eye and ear diseases/treatments, pain management, medical emergencies, and a holistic approach to disease and their related treatments

MEA 0230 Medical Terminology for Body Systems PSAV
95 clock hours
This course provides the student with knowledge of the organizational and general plan of body, basic chemistry, cells, tissues and membranes, integumentary system, skeletal system, muscular system, nervous system, senses, endocrine system, heart, vascular system, lymphatic system and immunity, respiratory system, digestive system, reproductive systems.

MEA 0240 Mathematics for Clinical Calculations PSAV
35 clock hours
The purpose of this course is to provide the student with knowledge to perform mathematical calculations necessary for the safe administration of medications.

MEA 0242 Pharmacology for the Medical Assistant PSAV
95 clock hours
This course introduces the student to medications, stressing sources, classifications, administration, dosages, contraindications and side effects of medications. Detailed attention is given to the correct administration of medications by various routes. It also provides students with knowledge to perform mathematical calculations necessary for the safe administration of medications.

MEA 0253 Diseases, Disorders, and Treatment for Medical Assisting I PSAV
120 clock hours
This course provides students with the knowledge of the cause, effect and treatment of the disease process and medical conditions. It will focus on the skills necessary to assist in diagnostic and treatment procedures. Basic principles related to infection control, vital signs, physical examination, patient treatments, minor surgery, instrument care and sterilization, preparation and administration of medications, and physical therapy modalities are stressed. Part I studies include the cause, effect and treatment of infectious diseases, neoplasms, congenital diseases, urinary system, reproductive systems, digestive system and their related treatments.

MEA 0254 Basic Medical Laboratory Techniques for Medical Assistant PSAV
50 clock hours
This course focuses on laboratory studies and is designed specifically for the medical assisting student to include laboratory instruction and practice in specimen collection, microscopy, basic office bacteriology, hematology, and chemistry. Medical laboratory safety and quality control in an integral part of this course.

MEA 0258 Radiology for the Medical Assistant PSAV
50 clock hours
This course provides the student with the basic principles of x-ray handling and processing, radiographic technique and radiation biology, including protection for self, patient and public.

MEA 0310 Introduction to Medical Office Procedures I PSAV
90 clock hours
This course provides an overview of the medical assisting and related health professions, including the roles and responsibilities of medical office receptionists, public relations, and interpersonal relationships of the health team members. Primary focus on front office functions such as appointment scheduling, telephone techniques, communication, patient interaction, medical records, medical office automation, legal, ethical issues related to the medical assisting as a profession.

MEA 0322 Advanced Medical Office Procedures PSAV
75 clock hours
This course is a continuation of the roles and responsibilities of the medical office assistant. The primary focus will be on advanced medical office administrative functions and work-based simulation activities.

MEA 0334 Medical Insurance and Coding PSAV
75 clock hours
This course covers the purpose of medical insurance, the variety of plans, the payments of benefits, the abstracting of medical information from charts, the processing of claims and coding for insurance purposes. Practice in preparing and filing insurance forms is provided. The students learn to transcribe from verbal and written descriptions of diseases, injuries, and medical procedures into internationally standardized numerical designations for third party payers.

MEA 0520 Phlebotomy for the Medical Assistant PSAV
75 clock hours
This course teaches the theory and skills required for the medical assistant to perform basic phlebotomy procedures in the physician's office or medical clinic.

MEA 0540 Electrocardiography for the Medical Assistant PSAV
75 clock hours
This course teaches the essentials of performing diagnostic ECG'S, using the knowledge of the anatomy and physiology of the circulatory system, conduction principles, and the cardiac cycle.

MEA 0801 Externship in Medical Assisting PSAV
173 clock hours
This course provides the student with hands-on experience in a physician's office, clinic, or laboratory to demonstrate mastery of required competencies. All program courses must be completed prior to beginning the externship.

MGF 1106 Liberal Arts Mathematics AA
3 credits (3 lecture hours)
Prerequisites: A grade of "C" or above in MAT 1033, 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
This course will give students some of the mathematical and computational skills essential for success in the Liberal Arts areas as well as in real-life situations. It will give the Liberal Arts students the essential skills needed in the areas of probability and statistics, sets, logic and geometry and to prepare them for these areas on the CLAST. (*)

MGF 1107 Finite Mathematics AA
3 credits (3 lecture hours)
Prerequisite: MAT 1033 or equivalent
This course will give students some of the mathematical and computational skills essential for success in the liberal arts area as well as in real-life situations. This course will include selected topics from Financial Mathematics, Linear and Exponential Growth, Numbers and Number Systems, History of Mathematics, Number Theory, Graph Theory and Voting Techniques. (*)

MGF 1109 Ratio and Proportion AA
1 credit (1 lecture hour)
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test
This module is a study of ratio, proportion and variations, fractions, decimals and conversion of metric system, with medical application including medical abbreviations, medication dosages and intravenous medications.

MGF 1111 Geometry AA
1 credit (1 lecture hour)
Prerequisites: A grade of "C" or above in MAT 1033, 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
This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement. (*)

MGF 1112 Logic AA
1 credit (1 lecture hour)
Prerequisites: A grade of "C" or above in MAT 1033, or 72 & above (EA) FCELPT and 44 & above (CLM) FCELPT or/and one year of high school algebra and passing score on the placement test
This module involves an analysis of sentence structure and truth values. It includes valid and invalid arguments and methods of proof. (*)

MKA 1041 Principles of Retailing I AS
3 credits (3 lecture hours)
A study of the principles, procedures and techniques of retailing, buying, pricing merchandise and of determining consumer demand. Particular attention will be given to the problems of when and how to buy and sources of supply. The organization and function of major divisions in retail establishments are studied to promote and understanding of the varied responsibilities and activities of buyers.

MKA 1511 Advertising AS
3 credits (3 lecture hours)
This course has been planned for students wanting strong preparation in the field of advertising. Students learn the conceptual foundation which provides the necessary theoretical framework for understanding advertising, the planning stage required for successful advertising and the actual execution of advertising.

MKA 2021 Salesmanship AS
3 credits (3 lecture hours)
This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning, and delivering the presentation, handling objections and closing the sales, dealing with the legal, social, ethical and personal responsibilities of the salesperson and the nature and scope of sales management.

MMC 1000 Survey of Communication AA
3 credits (3 lecture hours)
This course is structured to enrich the students' understanding of the American mass media system and its influence on social, political, economic and cultural agenda. Topics include media impact, ownership and control, organizational structure and a basic history of the media.

MMC 1100 Basic News Writing for Mass Media AA
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
This course is designed primarily for beginners of news reporting, but seasoned reporters will also benefit from its contents. Topics include information gathering and processing, strategies of interviewing, basic and hard news lead composition, basic story structure.

MMC 1949C Mass Media Internship I AA
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC 1100 or JOU 2103
This course is set up to allow the student to demonstrate in a practical, professional manner what he/she has been taught in the classroom. The hands-on experience will be gained on the job through an internship arrangement with a local establishment.

MMC 2949C Mass Media Internship II AA
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC 1100 or JOU 2103
This course is a continuation of MMC 1949C. It will allow the student to spend an additional semester for more on-the-job experience as an intern with a local establishment.

MNA 2100 Human Relations in Business AS
3 credits (3 lecture hours)
This course helps formulate a set of objectives in human relations and develops techniques for accomplishing this objective. Among the topics studied are motivation, morale, productivity, organization, communications, work and incentives, leadership and the executive and their roles.

MNA 2303 Introduction to Public Personnel Management AS
3 credits (3 lecture hours)
The student concentrates on the major issues facing the manager of public employees including selection and promotional process, performance appraisal systems, labor relations, employee rights and concerns of public sector employment.

MNA 2345 Principles of Supervision AS
3 credits (3 lecture hours)
This course provides an overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor.

MSS 0252 Massage Therapy I PSAV
270 clock hours
The content includes, but is not limited to, the theory and practice of massage, practice and demonstration, hygiene, ethics, history, massage law, medical terminology, human anatomy and physiology, neurology, Pathology I (basic), consultation, and Myology I (introduction to muscles and their movement). Liability insurance required.

MSS 0262 Massage Therapy II PSAV
250 clock hours
This course will include lecture and hands on laboratory sessions. After completion of this course, students will be eligible to register for Massage Therapy III. This program prepares the student for employment as a licensed massage therapist. After completion of the program, students will be eligible to make applications to take the Florida Department of Health Board of Massage Therapy and National Certification Board for Therapeutic Massage and Bodywork licensure and certification examination. Liability insurance required.

MSS 0263 Massage Therapy III PSAV
152 clock hours
This course will include lecture and hands on laboratory sessions. Upon completion of this course students will have completed the 750 hour Massage Therapy program. This program prepares the student for employment as a licensed massage therapist. After completion of this program, students will be eligible to make applications to that the Florida Department of Health Board of Massage Therapy and National Certification Board of Therapeutic Massage and Bodywork licensure and certification examination.

MTB 1103 Business Mathematics I AS
3 credits (3 lecture hours)
Information and applications in business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities.

MTB 1304 Graphing Calculator AA
1 credit (1 lecture hour)
Prerequisite: MAT 1033 or appropriate placement score
This course is designed to instruct students in the use of the graphing calculator. Topics include skill and application problems in College Algebra, Precalculus, Statistics and Calculus. Students must provide the recommended calculators with accompanying manuals.

MTG 2206 College Geometry AA
3 credits (3 lecture hours)
Prerequisite: MAT 1033 or Placement scores: ACT-20, SAT-450, CPT-72(EA) and 44(CLM)
Emphasizes Euclidean Plane Geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs, constructions, and graphs involve line segments, angles, triangles and polygons, parallel and perpendicular lines, slope of lines, circles, and similarity. (*)

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
This course is designed as an introduction to the concept of sound syntheses, and to the basic hardware components (tape recorder, mixer, synthesizer, computer) and their functions in music production and sound reinforcement. Basic computer skills are required.

MUC 2302 Introduction to Electronic Music II AA
3 credits (3 lecture hours)
Prerequisite or corequisite: MUC 2301 or instructor permission required
This course is a continuation of MUC 2301. Includes techniques of sound mixing, sequencing and sampling.

MUC 2311 Electronic Music I AA
3 credits (3 lecture hours)
Prerequisite: MUC 2302
This course is designed to provide students with hands-on experience of sampling, analysis, synthesis, resynthesis procedures, advanced digital composition, and arranging.

MUC 2312 Electronic Music II AA
3 credits (3 lecture hours)
Prerequisite: MUC 2311
This course is designed to provide students with further study in electronic music synthesis and sound design in musical composition. Emphasis will be placed on the use of computer software, voice editing tools in both learning and exploring synthesis and voice architectures.

MUH 2018 History and Appreciation of Jazz AA
3 credits (3 lecture hours)
Jazz is studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered. Includes principles in how to listen to jazz. Gordon Rule writing requirement minimum: 2,000 words. (*)

MUL 1010 Music Appreciation AA
3 credits (3 lecture hours)
This course is a survey of historical periods of music development including styles, forms and composers and their works. Provides a basis for intelligent listening and to develop a thorough understanding of music. The course offers credit in general education for all majors. Gordon Rule writing requirement minimum: 2,000 words.(*)

MUL 1010 Honors Music Appreciation AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced – 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing
Honors components included in this course version.

MUM 1030L Commercial Music Performance AA
1 credit (3 lab hours)
Prerequisite: MUT 1112 or permission of instructor
This course is a performance laboratory experience in commercial music with concentration on repertoire, style, and management of commercial engagements. This will be the Recording Studio Project ensemble. May be repeated for credit.

MUM 1622L Sound Reinforcement and Fundamentals Laboratory AA
1 credit (2 lab hours)
Prerequisites: MUM 2601, MUM 2601L, or consent of instructor
Designed to provide students with "hands on" experience in using sound equipment during music department performance activities.

MUM 2600 Recording Techniques I AA
3 credits (3 lecture hours)
Corequisite: MUM 2600L
This course is an introduction to techniques, practices, and procedures in making eight-track recordings. The student will gain experience with acoustical balancing, editing and over-dubbing in a wide variety of sound situations.

MUM 2600L Recording Techniques I Laboratory AA
1 credit (2 lab hours)
Corequisite: MUM 2600
Offers directed guidance in studio recording techniques as presented in Recording Techniques I (MUM 2601).

MUM 2601 Recording Techniques II AA
3 credits (3 lecture hours)
Prerequisites: MUM 2600, MUM 2600L
Corequisites: MUM 2601L
Explores multi-track recording skills and audio production techniques. Emphasis is on mixing board skills, microphone techniques, use of outboard equipment and live two-track recording.

MUM 2601L Recording Techniques II Laboratory AA
1 credit (2 lab hours)
Prerequisites: MUM 2600 and MUM 2600L;
Corequisites: MUM 2601
Offers directed guidance in studio recording techniques as presented in Recording Techniques II (MUM 2601).

MUM 2604L Multi-Track Mixdown Techniques AA
1 credit (2 lab hours)
Prerequisites: MUM 2600, MUM 2600L
The application of signal processing gear from a multi-track master recording to stereo mastering machines.

MUN 1021 R Electronic Music Ensemble AA
1 credit (2 lab hours)
Prerequisites: MVK 1111 A, MUT 1001, or MUT 1111, or instructor permission.
A multi-keyboard ensemble utilizing electronic and acoustic instruments. Various styles of music are explored, with emphasis on popular music arrangements and original compositions. The student should have basic computer skills.

MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA

(Freshman/Sophomore)

MUN 1120 R Concert Band AA
1 credit (2 lab hours)
Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.

MUN 1310 R Concert Chorus AA
1 credit (3 lab hours)
Membership is open to all students. Students participate in the study and performance of choral music. May enroll for credit or audit.

MUN 1410 R String Ensemble AA
1 credit (2 lab hours)
Prerequisite: Audition or instructor permission required
Study and performance of literature for string ensembles.

MUN 1420 R Woodwind Ensemble AA
1 credit (2 lab hours)
Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the classical period through the twentieth century will be studied and performed.

MUN 1430 R Brass Ensemble AA
1 credit (2 lab hours)
Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the twentieth century will be studied and performed.

MUN 1492 R Guitar Ensemble AA
1 credit (2 lab hours)
This course provides an opportunity to play in acoustic guitar ensembles from duets to octets. Music is taken from classical and jazz literature. Members are selected by audition.

MUN 1710 A/MUN 2710 A 12 O'Clock Jazz Band (R) AA
1 credit (3 lab hours)
Open to qualified instrumentalists and offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of a 17-piece big band).

MUN 1710 B/MUN 2710 B Jazz Trombone Ensemble (R) AA
1 credit (2 lab hours)
Open to qualified instrumentalists and offers practical experience in the study and performance of standard repertoire for the modern jazz trombone ensemble (in the form of a trombone big band, complete with rhythm section).

MUN 1710 C/MUN 2710 C Jazz Combo (R) AA
1 credit (2 lab hours)
Jazz combo offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of a small jazz ensemble, usually consisting of a pianist, drummer, bass player, guitarist, and one or two horns, and possibly a vocalist).

MUN 1710 D/MUN 2710 D Tuesday Nite Jazz Band (R) AA
1 credit (2 lab hours)
Tuesday Nite Jazz Band offers practical experience in the study and performance of advanced repertoire for the modern jazz ensemble (in the form of a 17-piece band).

MUN 1710 E/MUN 2710 E Jazz Guitar Ensemble (R) AA
1 credit (2 lab hours)
The jazz guitar ensemble offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of an electric guitar ensemble).

MUN 1720 R Troubadours AA
1 credit (3 lab hours)
This select ensemble combines vocal performers with instrumental accompanists and performs contemporary sounds of folk, pop, jazz and rock music for the college, civic organizations and at area high schools. Members are selected by annual audition in August, and membership remains fixed through Fall and Spring semesters.

MUN 2340 R Chamber Singers AA
1 credit (2 lab hours)
Prerequisite: Membership by audition or instructor permission required.
This course is a study and performance of sacred and secular chamber music of the sixteenth and seventeenth centuries and of contemporary works suitable for a small group of singers.

MUN 2510 R Piano Vocal/Instrumental Accompanying AA
1 credit (2 lab hours)
Prerequisite: MVK 1311 R (two semesters) or approval of piano faculty: Corequisite: MVK 2321 R
Accompanying vocal and instrumental students in rehearsal and performance.

MUS 0010L Recital Seminar AA
0 credit (1 lecture hour)
Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation are a requirement of students enrolled in applied music courses.

MUT 1001 Fundamentals of Music AA
3 credits (3 lecture hours)
Basic foundations of music including notation, scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. This is the preparatory course to MUT 1111 and MUT 1241. Gordon Rule writing requirement minimum: 2,000 words. (*)

MUT 1111 Music Theory I AA
3 credits (3 lecture hours)
Corequisite: MUT 1241
This course begins with a short review of the basic foundations of music offered in MUT 1001. It continues with harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. This is a university-parallel course for students majoring in music.

MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA

(Freshman/Sophomore)

MUT 1112 Music Theory II AA
3 credits (3 lecture hours)
Prerequisite: MUT 1111 or equivalent; Corequisite: MUT 1242
Continuation of MUT 1111, Music Theory I and includes secondary chords, harmonizations of melodies, uses and practices of figured bass, proper usage of non-chord tones and diatonic seventh chords.

MUT 1241 Ear Training and Sight Singing I AA
1 credit (2 lab hours)
Corequisite: MUT 1111 or equivalent
Includes aural dictation and provides a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on diatonic materials.

MUT 1242 Ear Training and Sight Singing II AA
1 credit (2 lab hours)
Prerequisite: MUT 1241; Corequisite: MUT 1112
This is a continuation of MUT 1241.

MUT 1351 Jazz Arranging I AA
3 credits (3 lecture hours)
Prerequisite: MUT 1112 or instructor permission required
This course is a study of arranging music in popular and jazz styles. Topics include chord symbols, notation, voicing, rhythm section, transposition and style. Arrangements for various small instrumental combinations will be evaluated in class.

MUT 2116 Music Theory III AA
3 credits (3 lecture hours)
Prerequisite: MUT 1112 or equivalent; Corequisite: MUT 2246
This is a continuation of MUT 1112 Music Theory II. Introduces chromatic vocabulary of Common Practice Period with use of Secondary Dominant Chords, Secondary Diminished Seventh Chords and Augmented Sixth Chords, Neapolitan Sixth Chords, Modal Change and Modulation.

MUT 2117 Music Theory IV AA
3 credits (3 lecture hours)
Prerequisite: MUT 2116 or equivalent; Corequisite: MUT 2247
This is a continuation of MUT 2116, Music Theory III. Introduces extended tertian harmony and non-tertian harmony, post-common practice harmony, twelve-tone serialism, and major forms.

MUT 2246 Ear Training and Sight Singing III AA
1 credit (2 lab hours)
Prerequisite: MUT 1242; Corequisite: MUT 2116
Includes aural dictation and a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on chromatic materials.

MUT 2247 Ear Training and Sight Singing IV AA
1 credit (2 lab hours)
Prerequisite: MUT 2246; Corequisite: MUT 2117
This course is a continuation of MUT 2246.

MUT 2641 Instrumental Improvisation AA
1 credit (2 lab hours)
Prerequisite: MUT 1111 or instructor permission required
This is a laboratory session involving application of scales, chords, and melody to musical phrasing and expression in jazz.

MVK 1111A Class Instruction - Piano I AA
1 credit (2 lab hours)
Class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. Not repeatable for grade.

MVK 1111 B Class Instruction - Piano II AA
1 credit (2 lab hours)
Prerequisite: MVK 1111 A or equivalent
This is a continuation of MVK 1111 A with attention to intermediate level keyboard literature and developing skills such as reading, technique, harmonization, and transposition. Not repeatable for credit.

MVK 2121 Class Instruction - Piano III AA
1 credit (2 lab hours)
Prerequisite: MVK 1111 B or equivalent
This course is a continuation of MVK 1111 B, where keyboard skills are further developed. Attention is given to sight-reading, technique, harmonizing, improvising and transposing of the intermediate and advanced levels. Not repeatable for credit.

MVK 2122 Class Instruction - Piano IV AA
1 credit (2 lab hours)
Prerequisite: MVK 2121 or equivalent
This course is a continuation of MVK 2121 with special consideration given to preparing the student for the Upper Division Piano Proficiency Examination. Not repeatable for credit.

MVS 1116 A Class Instruction - Guitar I AA
1 credit (2 lab hours)
Class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments, and music reading. Students must furnish their own instruments.

MVS 1116 B Class Instruction - Guitar II AA
1 credit (2 lab hours)
Designed for the student who has an elementary-playing facility on the guitar. Instruction is given in playing of chords, scales, arpeggios, solos, sight-reading and ensemble playing. Students must furnish their own instruments.

MVV 1111A Class Instruction - Voice I AA
1 credit (2 lab hours)
This course covers techniques of posture, tone production, expression, diction, music reading, and repertoire.

MVV 1111 B Class Instruction - Voice II AA
1 credit (2 lab hours)
Prerequisite: MVV 1111 A or equivalent
This is a continuation of MVV 1111 A.

MUSIC APPLIED PRIVATE INSTRUCTION AA

(Freshman/Sophomore)

Corequisite: MUS 0010L (Recital Seminar)

Four semesters of applied private lessons are required for all music majors. Non-music 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 Winter 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 / WINTER TERM 1300/2300 SERIES

BRASSES - FRESHMAN LEVEL

MVB 1311 R Trumpet	*2 credits (one hour per week)*
MVB 1313 R Trombone	*2 credits (one hour per week)*

BRASSES - SOPHOMORE LEVEL

MVB 2321 R Trumpet	*2 credits (one hour per week)*
MVB 2322 R Horn	*2 credits (one hour per week)*
MVB 2324 R Baritone Horn	*2 credits (one hour per week)*

KEYBOARD - FRESHMAN LEVEL

MVK 1311 R Piano	*2 credits (one hour per week)*
MVK 1314 R Jazz Piano	*2 credits (one hour per week)*

KEYBOARD - SOPHOMORE LEVEL

MVK 2321 R Piano	*2 credits (one hour per week)*
MVK 2324 R Jazz Piano	*2 credits (one hour per week)*

PERCUSSION - FRESHMAN LEVEL

MVP 1311 R Percussion	*2 credits (one hour per week)*

PERCUSSION - SOPHOMORE LEVEL

MVP 2321 R Percussion	*2 credits (one hour per week)*

STRINGS - FRESHMAN LEVEL

MVS 1312 R Viola	*2 credits (one hour per week)*
MVS 1314 R String Bass	*2 credits (one hour per week)*
MVS 1315 R Harp	*2 credits (one hour per week)*
MVS 1316 R Classical Guitar	*2 credits (one hour per week)*
MVS 1317 R Bass Guitar	*2 credits (one hour per week)*
MVS 1318 R Jazz Guitar	*2 credits (one hour per week)*

STRINGS - SOPHOMORE LEVEL

MVS 2324 R String Bass	*2 credits (one hour per week)*
MVS 2325 R Harp	*2 credits (one hour per week)*
MVS 2326 R Classical Guitar	*2 credits (one hour per week)*
MVS 2327 R Bass Guitar	*2 credits (one hour per week)*
MVS 2328 R Jazz Guitar	*2 credits (one hour per week)*

VOICE - FRESHMAN LEVEL

MVV 1311 R Voice	*2 credits (one hour per week)*

VOICE - SOPHOMORE LEVEL

MVV 2321 R Voice	*2 credits (one hour per week)*

WOODWINDS - FRESHMAN LEVEL

MVW 1311 R Flute	*2 credits (one hour per week)*
MVW 1313 R Clarinet	*2 credits (one hour per week)*
MVW 1314 R Bassoon	*2 credits (one hour per week)*
MVW 1315 R Saxophone	*2 credits (one hour per week)*

WOODWINDS - SOPHOMORE LEVEL

MVW 2321 R Flute	*2 credits (one hour per week)*
MVW 2323 R Clarinet	*2 credits (one hour per week)*
MVW 2325 R Saxophone	*2 credits (one hour per week)*

SUMMER A & B TERMS, 1200/2200 SERIES

APPLIED TRUMPET - FRESHMAN LEVEL

MVB 1211 R Applied Trumpet *1 credit (one hour per week)*

APPLIED TRUMPET - SOPHOMORE LEVEL

MVB 2221 R Applied Trumpet *1 credit (one hour per week)*

APPLIED JAZZ PIANO, SECONDARY INSTRUMENT - FRESHMAN LEVEL

MVJ 1210 R Applied Jazz Piano *1 credit (one hour per week)*

APPLIED JAZZ PIANO, SECONDARY INSTRUMENT - SOPHOMORE LEVEL

MVJ 2220 R Applied Jazz Piano *1 credit (one hour per week)*

APPLIED JAZZ GUITAR- FRESHMAN LEVEL

MVJ 1213 R Applied Jazz Guitar *1 credit (one hour per week)*
MVJ 2223 R Applied Jazz Guitar *1 credit (one hour per week)*

APPLIED PIANO, SECONDARY INSTRUMENT - FRESHMAN LEVEL

MVK 1211 R Applied Piano, Secondary Instrument
1 credit (one hour per week)

APPLIED PIANO, SECONDARY INSTRUMENT - SOPHOMORE LEVEL

MVK 2221 R Applied Piano, Secondary Instrument
1 credit (one hour per week)

APPLIED PERCUSSION - FRESHMAN LEVEL

MVP 1211 R Applied Percussion *1 credit (one hour per week)*

APPLIED PERCUSSION - SOPHOMORE LEVEL

MVP 2221 R Applied Percussion *1 credit (one hour per week)*

APPLIED STRINGS - FRESHMAN LEVEL

MVS 1213 R Applied Cello *1 credit (one hour per week)*
MVS 1214 R Applied String Bass *1 credit (one hour per week)*
MVS 1217 R Applied Bass Guitar *1 credit (one hour per week)*

APPLIED STRINGS - SOPHOMORE LEVEL

MVS 2224 R Applied String Bass *1 credit (one hour per week)*
MVS 2227 R Applied Bass Guitar *1 credit (one hour per week)*

APPLIED GUITAR- FRESHMAN LEVEL

MVS 1216 R Applied Guitar *1 credit (one hour per week)*

APPLIED GUITAR - SOPHOMORE LEVEL

MVS 2226 R Applied Guitar *1 credit (one hour per week)*

APPLIED VOICE- FRESHMAN LEVEL

MVV 1211 R Applied Voice *1 credit (one hour per week)*

APPLIED VOICE - SOPHOMORE LEVEL

MVV 2221 R Applied Voice *1 credit (one hour per week)*

APPLIED FLUTE - FRESHMAN LEVEL

MVW 1211 R Applied Flute *1 credit (one hour per week)*

APPLIED FLUTE - SOPHOMORE LEVEL

MVW 2221 R Applied Flute *1 credit (one hour per week)*

NUR 1022L Nursing I Skills Lab AAS
1 credit (3 lab hours)
Prerequisites: CHM 1020, HSC 1000/1000L, Procalc 80% proficiency, BSC 1085/1085L, HSC 1010 or NUR 2130; Corequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023/1023L, NUR 1141
Students will achieve basic client care skills that are utilized or delegated by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Includes one hour per week of "Wellness Circle" for development of problem-solving skills. This course may be taken independently with special permission.

NUR 1023 Nursing I AAS
4 credits (4 lecture hours)
Prerequisites: CHM 1020, Procalc 80% competency, BSC 1085, BSC 1085L, HSC 1000/1000L, HSC 1010 (or NUR 2130) and admission to the Nursing program; Corequisites: MCB 2010/2010L and BSC 1086/1086L, NUR 1023L, NUR 1022L, NUR 1141
Introduces nursing as a holistic profession, which cares for and supports wellness for one's self and others across the lifespan. At the completion of this course the student will have acquired a variety of "tools" for providing nursing care by utilizing five concepts of human functioning. They are: oxygenation, cellular integrity, regulation, sensory/perception/cognition and mobility. This is accomplished through the creation of "learning environments" which honor and maximize student learning styles.

NUR 1023L Nursing I Clinical AAS
3 credits (8 clinical hours)
Prerequisites: CHM 1020 or higher, Procalc 80% proficiency, BSC 1085/1085L, HSC 1000 and HSC 1010 or NUR 2130 Corequisites: MCB 2010/201OL, BSC 1O86/1086L, NUR 1023, NUR 1022L, NUR 1141
The beginning nursing student will integrate content from classroom learning activities and skills lab practice experiences. Care will be provided to selected clients across the lifespan in a variety of settings. Focus is on assessment and wellness.

NUR 1090 Critical Thinking in Nursing AAS
3 credits (3 lecture hours)
Prerequisites: CHM1020, Procalc 80% competency, BSC1085/1085L, HSC1000/1000L, HSC1010 (or NUR2130), and NLN Pre-Admission Examination
This course is designed to assist the pre or first year nursing student to develop learning strategies necessary to attain success in the nursing program. Learning strategies will be presented in-context (assignments will be based on current nursing content) for easy transferability and application of nursing knowledge. Focus is given to developing caring attitudes of nursing students applying critical thinking strategies specific to problem solving related to human response patterns.

NUR 1141 Introduction to Pharmacotherapeutics AAS
2 credits (2 lecture hours)
Prerequisites: CHM 1020, Procalc 80% proficiency, BSC 1085/1085L, HSC 1000/1000L, HSC 1010 or NUR 2130 Corequisites: MCB 2010/2010L, BSC 1086/1086L
This course introduces the beginning level nursing student to the concept of pharmacotherapeutics. At the completion of this course the student will have an understanding of the major drug classifications as they relate to the nursing process and the five concepts of human functioning.

NUR 1213 Nursing II AAS
7 credits (7 lecture hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023 and 1023L, NUR 1022L, NUR 1141
Corequisites: NUR 1213L and 1214L, HUN 1201
Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be applied to commonly occurring human responses to health challenges of individuals and families across the lifespan. The focus is upon the use (application) of the concepts to assist individuals to meet their goals. A variety of nursing practice settings will be explored.

NUR 1213L Nursing II Clinical AAS
4 credits (12 clinical hours)
Prerequisites: MCB 2010/2010L, BSC1086/1086L, NUR 1022L, NUR 1023/1023L, NUR 1141
Corequisites: NUR 1213, NUR 1214L, HUN 1201
The continuing nursing student will integrate content from classroom learning activities and skills lab when caring for individuals with commonly occurring human responses to health challenges. Practice involves, but is not limited to: well childbearing families, pediatric, adult, geriatric clients in a variety of acute, extended and out-patient care environments.

NUR 1214L Nursing II Skills Lab AAS
1 credit (3 lab hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1141, NUR 1023/1023L, NUR 1022L, Procalc 80% proficiency.
Corequisites: NUR 1213, NUR 1213L, HUN 1201
Students will achieve complex client care skills that are utilized by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Includes one hour/week of "Wellness Circle" for the development of problem-solving skills.

NUR 2000L Introduction to Professional Nursing AAS
1 credit (3 lab hours)
Prerequisite: LPN; transitional students
This course must be taken prior to entering the nursing program. This course is designed as a transitional course for the LPN or transfer student who is becoming a professional nurse. This course encompasses the areas of role definition; providing/ managing care of individuals and groups utilizing goal attainment to reach an optimum state of health and wellness.

NUR 2130 Human Growth and Development AA
3 credits (3 lecture hours)
Introduces the student to the principles and processes of normal human growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations will be integrated with course content. Biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills.

NUR 2140 Pharmacology for Nursing AAS
3 credits (3 lecture hours)
Prerequisites: CHM1020, Procalc 80% competency, BSC1085/1085L, HSC1000/1000L, HSC1010 or (or NUR2130), MCB2010/2010L, BSC 1086/1086L
This course begins the nursing student's education on the concepts of pharmacotherapeutics, establishing a knowledge base that applies to patient care and education. At the completion of this course the student will understand major drug classifications, through the use of prototypes and understand the five concepts of human functioning emphasizing pathophysiology structured on the steps of the nursing process.

NUR 2215 Nursing III AAS
7 credits (7 lecture hours)
Prerequisites: NUR 1213, NUR 1213L, NUR 1214L, HUN 1201, ENC 1101; Corequisite: NUR 2215L
Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be differentiated across the lifespan related to less-commonly occurring human responses to health challenges. The focus is on the application and analysis of these concepts to assist individuals to achieve their goals.

NUR 2215L Nursing III Clinical AAS
4 credits (12 clinical hours)
Prerequisites: NUR 1213, NUR 1213L, NUR 1214L, HUN 1201, ENC 1101; Corequisites: NUR 2215, SYG 2000
Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition, mobility, the theories of holism and goal attainment will be analyzed and applied to the nursing care of clients across the lifespan with less-commonly occurring human responses to health challenges. Clinicals will occur with childbearing families, pediatric, adult, and geriatric patients in a variety of environments including acute care facilities, mental health facilities, and out-patient centers.

NUR 2291 Critical Care Nursing ATC
6 credits (10 clinical hours)
Prerequisites: Current RN license
This course is designed for practicing registered nurses who are interested in developing new skills in the nursing management of critically ill patients. The approach is unique and stresses nursing process and nursing management along with pathophysiology. Emphasis will be placed on anticipatory care planning and problem solving. Nursing process approaches are presented in a manner that has proven to be meaningful, realistic and relevant for nurses.

NUR 2293C Perioperative Nursing ATC
6 credits (4 lecture hours, 6 lab hours)
Prerequisites: (1) RN licensed in Florida; (2) minimum of six months medical/surgical nursing; (3) employed at a hospital or has agreement with operating room to act as preceptor; (4) current BCLS certification; (5) professional liability and accident insurance
Prepares registered nurses for beginning-level employment as staff nurses in the operating room.

NUR 2297 Clinical Integration of Basic Electrocardiography ATC
3 credits (3 lecture hours)
Prerequisite: Current RN license
This course prepares participants to interpret EKG rhythm strips. The class time is divided between lecture and strip reading. Medical and nursing interventions related to EKG rhythm interpretation are discussed. Clinical integration of basic electrocardiographic principles through utilization of case study format will be consistently emphasized.

NUR 2651 Overcoming Communication Barriers with the Hispanic Patient ATC
1 credit (1 lecture hour)
This course is designed to assist the participant in understanding and communicating with Hispanic clientele. The curriculum is structured to discuss the cultural aspects that influence healthcare, as well as practicing different methods for communicating with Hispanic clients including verbal and non-verbal techniques. This is a fun, interactive and stress free course.

NUR 2712 Nursing IV AAS
6 credits (3 lecture hours, 9 lab hours)
Prerequisites: NUR 2215, NUR 2215L, PSY 2012, SYG 2000
Corequisites: NUR 2943L
Using the theories of holism and goal attainment, the concepts of oxygenation, cellular integrity, regulation, perception, perception/sensory/ cognition and mobility will be applied across the lifespan in the synthesis and evaluation of complex nursing situations in both high acuity care and community settings. Clinical environments that will be explored include: critical care and ambulatory care/home or home-like settings.

NUR 2933 Integration Healing Touch with Technology ATC
1 credit (1 lecture hour)
This program incorporates a variety of basic to advanced healing modalities. The principles and practices of Holistic Nursing will be discussed.

NUR 2935 Clinical Applications of Twelve Lead Electrocardiography ATC
3 credits (3 lecture hours)
Prerequisite: Current RN license
This course is designed to acquaint the participant with basic concepts of 12 lead electrophysiography, with an overall objective to integrate arrhythmia interpretation and specific clinical presentations based on these 12 lead concepts. Areas to be discussed include axis determination, hemiblock, bundle branch block and patterns of injury and/or infraction. Pathophysiology of AV block (i.e., Type 1 vs. Type 2 conduction disturbances) will also be discussed. Emphasis will be placed on 12 lead interpretation and strip interpretation as well as actual case study analysis.

NUR 2943L Clinical Preceptorship AAS
4 credits (12 lab hours)
Prerequisite: Completion of all nursing courses;
Corequisites: NUR 2712C
This course builds on the knowledge and skills obtained in the nursing curriculum and integrates the curriculum concepts in varied/diverse practice settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied with developing independence in the practice of nursing. This course facilitates the students' evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practicing registered nurse. Clinical environments could be, but are not limited to: medical/surgical, mental health, pediatric, maternity, critical care, home, nursing home and extended or ambulatory care units.

NUR 2944L Critical Care Nursing Preceptorship ATC
2 credits (6 clinical hours)
Prerequisites: Current RN license
This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the patient at the bedside and to perform the technical skills studies in the Critical Care Nursing Course.

OCA 0501 Business Software Applications PSAV
150 clock hours
This course expands on the competencies acquired in Building Speed and Accuracy with a primary focus on employment objectives. Students will continue to build speed and accuracy on the keyboard and create documents using business office software applications.

OCA 0502 Advanced Business Software Applications PSAV
175 clock hours
This course further expands on the competencies acquired in Business Software Applications to assist the student in meeting industry standards for employment. Emphasis will be on advanced skill-building, advanced administrative software applications, and simulation of workplace activities.

OCE 1001 Introduction to Oceanography AA
3 credits (3 lecture hours)
This course covers the fundamentals of chemical, biological, physical, and geological characteristics of the world ocean system. Special emphasis is placed on Florida and its unique relationship with its surrounding marine environment. (*)

OCE 1001L Introduction to Oceanography Lab AA
1 credit (2 lab hours)
A hands-on laboratory experience in physical, chemical, biological and geographical oceanography. (*optional)

ORH 1005L Horticultural Field Skills I AS
3 credits (3 lecture hours)
This certificate (PSVC) course is one of a two-course sequence dedicated to teaching hands-on, outdoor, horticultural vocational skills. These skills are selected to be of particular interest to employers, and are the field skills required for PBCC landscaping certifications as well as Florida statewide certification (by Florida Nursery & Growers Association) in the areas of landscape contracting, landscape technician, and landscape designer.

ORH 1010 Introduction to Horticulture AS
3 credits (3 lecture hours)
This course introduces the science and practices underlying occupations in ornamental horticulture. Horticultural biology, factors affecting plant growth and basic cultural practices are emphasized. A broad perspective of the horticultural industry is also provided.

ORH 1016 Environmental Issues in Horticulture AS
3 credits (3 lecture hours)
The field of horticulture has a mixed history in relation to the environment. The purpose of this course is to explore the environmental contributions and hazards of South Florida horticulture, and to provide positive environmentally responsible alternatives to questionable historical practices. Topics to be covered include water use; contamination of ground and surface waters; the ecology of pesticides and herbicides; invasive exotic plants; plants and air quality; soil subsidence; horticulture and urban wildlife; xeriscaping; habitat restoration; remediation; and the use of plants in environmentally sensitive design.

ORH 1281 Introduction to Orchids and Their Culture AS
3 credits (3 lecture hours)
Prerequisite: PLS 2220 recommended
Students are provided with an introductory survey of orchid biology and culture along with the taxonomic basis for identifying important genera and species.

ORH 1320 Introduction to Palms and Their Culture AS
3 credits (3 lecture hours)
The uniqueness of palms and their interesting morphology provide the basis for this introductory course. Students are also introduced to the production and culture of palms that are appropriate for South Florida landscape use.

ORH 1840 Landscape Construction AS
3 credits (3 lecture hours)
Basic skills in landscape construction including blueprint reading, landscape layout, installation of plant materials, hardscape construction, drainage systems and landscape lighting.

ORH 2006L Horticultural Field Skills II AS
3 credits (3 lecture hours)
This certificate (PSVC) course is one of a two-course sequence dedicated to teaching hands-on, outdoor, horticultural vocational skills. These skills are selected to be of particular interest to employers, and are the field skills required for PBCC landscaping certifications as well as Florida statewide certification (by Florida Nursery & Growers Association) in the areas of landscape contracting, landscape technician, and landscape designer.

ORH 2220 Turfgrass Culture AS
3 credits (3 lecture hours)
This course is structured to give students a working knowledge of the cultural requirements of cool and warm season turf grasses used in the United States, with emphasis on the warm season grasses used in Florida. Morphology, primary and secondary cultural practices, pest management and propagation will be covered.

ORH 2241 Arboriculture AS
3 credits (3 lecture hours)
This introductory course deals with the selection, planting and care of woody plants. Topics emphasized are establishment, fertilization, pruning and irrigation. Students who master the material are expected to qualify as Certified Arborists with the International Association of Arboriculture.

ORH 2251 Florida Horticulture Professional Preparation AS
3 credits (3 lecture hours)
Students are offered a broad perspective of the nursery industry. Business management, nursery organization/development, marketing, inventory control, cultural practices, and pest management are emphasized.

ORH 2412 Plant Physiology AS
3 credits (3 lecture hours)
Plant physiology offers students a broad survey of physiological processes and responses of flowing plants to the environment. Water relations, mineral nutrition, photosynthesis, respiration and growth are emphasized.

ORH 2510 Ornamental Plant Identification I AS
3 credits (3 lecture hours)
This course focuses on the identification, growth characteristics, culture, and use of subtropical and tropical landscape plants. Materials include trees, shrubs, vines, ground covers, and foliage plants.

ORH 2511 Introduction to Plants of South Florida Ecosystems AS
3 credits (3 lecture hours)
An overview of the native flora (plant life) of Palm Beach County taught largely in the field. Plants will be studied primarily by their ecological associations and habitats, with additional attention to family groupings. This course is relevant to anyone interested in native plants or local ecology, to those studying environmental science, as well as to horticulturists interested in native plants.

ORH 2521 Horticultural Taxonomy AS
3 credits (3 lecture hours)
This course will provide an overview of the principles of plant classification relevant to horticulture, and an overview of the major plant groups involved in South Florida horticulture. The course will also provide insights into plant nomenclature and informational retrieval on horticultural plants.

ORH 2601 Horticulture Sales and Services AS
3 credits (3 lecture hours)
Prerequisites: ORH 1010, MAR 2011, MKA 1041 recommended
Management insights provided in business courses are applied to sales and services in the horticulture industry. The merchandising of plant materials and the provision of contractual services that can be offered by various types of horticulture businesses are emphasized.

ORH 2800 Introduction to Landscape Design AS
3 credits (3 lecture hours)
This introductory course teaches the theory and practice of landscape design. Students will be given a basic understanding of the design process that includes a needs survey, site and project analysis, base plan and design preparation, budgeting and presentation.

ORH 2832 Landscape Design II AS
3 credits (3 lecture hours)
Prerequisite: ORH 2800 recommended
This course prepares students to design urban and community spaces. Modern and alternative design approaches are explored and emphasized. Integration of information from Introduction to Landscape Design and additional horticultural classes is a feature of this course.

ORH 2835 Computer-Aided Landscape Design AS
3 credits (3 lecture hours)
Prerequisite: ORH 2800 recommended or consent of instructor
In this course students with introductory design skills are taught the advanced techniques of computer-aided landscape design. Proficiency in generating finished designs, estimating, and plotting are emphasized.

ORH 2873 Interiorscape Design and Maintenance AS
3 credits (3 lecture hours)
This is an overview of interiorscape design principles and maintenance. Course content includes foliage plant identification and selection, site analysis, design layout, installation, maintenance fertilization and contracting.

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
This program combines campus study with directly related work experience in the horticulture field. College credit is given for the learning, which occurs as a result of working in the green industry. Students are required to work 15 hours per week in a horticulture position. Learning objectives are developed by the student, industry supervisor and faculty coordinator. Class meetings and personal conferences are held to discuss progress and resolve problems encountered in the work environment.

ORI 2000 Oral Interpretation of Literature AA
3 credits (3 lecture hours)
Basic principles of oral interpretation as applied to interpretation of prose, drama and poetry. Teaches the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater and individual interpretation are studied. Recitals to which other students and guests may be invited are an important part of this course.

OST 1100C Beginning Keyboarding AS
3 credits (1 lecture hour, 4 lab hours)
This course covers the keyboard, vertical and horizontal centering, memoranda, business letters, tabulation, reports and tables.

OST 1108 Building Typing Speed and Accuracy AS
1 credit (1 lecture hour)
This course is designed to build typing speed and accuracy at the computer keyboard through computerized diagnostic testing and practice. Students enrolled in this course must be able to touch type prior to entering this course.

OST 1110C Intermediate Keyboarding AS
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: OST 1100C
This course covers business letters with special features, interoffice memos, agendas, news releases, minutes, reports, letters of application, resumes and tabulation.

OST 1141 Keyboarding for Microcomputer AS
1 credit (2 lab hours)
This course teaches "touch" level skills for alphanumeric keys with appropriate control. A minimum of 21 words per minute is required.

OST 1211C Shorthand I AS
3 credits (1 lecture hour, 4 lab hours)
This course is open to students without previous shorthand instruction. Basic principles of Gregg Shorthand Theory and Practice are offered. A dictation skill of 50 to 70 words a minute is developed. The ability to touch type 35 words a minute is suggested prior to enrolling in this course.

OST 1272C Shorthand II AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: OST 1211C
This course is a continuation of OST 1211C. It is designed for those individuals with basic stenographic training and who need to increase their speed to achieve personal or professional goals. The ability to touch type 35 words a minute is suggested prior to enrolling in this course.

OST 1355 Records Management AS
3 credits (3 lecture hours)
This course is a study of paper and electronic records management. Topics include indexing and filing rules, and applying these rules to alphabetic, geographic, numeric, and subject filing systems. Students should have a working knowledge of Microsoft Access prior to entering this course.

OST 1783 Speech Recognition AAS/AS
1 credit (1 lecture hour)
Prerequisite: One of the following - CGS 1030, CGS 1570, OST 1100C, or OST 2714C
The student will use a popular speech recognition software program to learn how to speak and control a computer by voice commands. The student will dictate, edit, and format business documents entirely by voice. Upon successful completion of the course, students will be able to speak at 100+ words a minute with 97 percent accuracy.

OST 1811 Desktop Publishing AS
3 credits (3 lecture hours)
This course covers the use of computers to create typeset quality publications suitable for printing, using a popular desktop publishing program.

OST 1828 Presentation Graphics for Business AS
1 credit (1 lecture hour)
This course is designed to give the student an introduction to the basics of producing presentation software to develop computer generated slide presentations.

OST 1831 Microsoft Windows AS
1 credit (1 lecture hour)
This course gives students instruction in the use of Windows. Topics include: customizing the desktop, controlling applications, file management and operation of various accessory programs.

OST 2335 Business Communications AS
3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1210, OST 1100C
The purpose of this course is to study the correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. Intensive review of sentence structure, punctuation, capitalization, and expression of numbers.

OST 2339 Business English Review AS
1 credit (1 lecture hour)
This course provides quick review of grammar and punctuation fundamentals pertinent to business writing.

OST 2402 Office Procedures and Technology AS
3 credits (3 lecture hours)
Prerequisites OST 1100C and CGS 1570
This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken in a student's final semester.

OST 2431 Legal Office Procedures AS
3 credits (3 lecture hours)
This course is designed for students who aspire to professional status as a legal secretary. It gives the student an overview of the office procedures required of legal secretaries including preparation of legal documents, provides an introduction to terminology and procedures used in non-litigation and litigation matters, and provides training through simulated office situations. It is recommended that students type at least 35 words a minute prior to entering this course. Word processing skills are strongly encouraged.

OST 2603C Machine Transcription AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: OST 1100C
This course is designed to develop the student's proficiency in transcribing pre-dictated business documents into mailable copy. An emphasis is also placed on grammar, spelling, and punctuation.

OST 2621C Legal Transcription AS
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: OST 1100C and OST 2431
This course provides instruction for transcribing legal documents into mailable copy. An emphasis is placed on legal terminology, formatting various legal documents, grammar, spelling, and punctuation.

OST 2710 Introduction to Word Processing AS
1 credit (1 lecture hour)
This course is designed to give the students an introduction to the basic editing commands and an overview of the features of the word processing software. An ability to touch type 35 words per minute is suggested.

OST 2714C Word Processing AS
3 credits (2 lecture hours, 2 lab hours)
Students will develop skill in word processing techniques using WordPerfect or Microsoft Word software. Students will use various features of the program, basic and advanced, including editing, formatting, styles, columns, tables, graphics and desktop publishing. An ability to touch type 35 words per minute is suggested.

OTA 0100 Introduction to Keyboarding/Word Processing PSAV
60 clock hours
This course provides instruction in basic keyboarding and word processing. Students will develop touch control of the keyboard and use word processing features to create and enhance documents.

OTA 0131 Building Speed and Accuracy PSAV
60 clock hours
This course further develops skills acquired in Introduction to Keyboarding/Word Processing. Students will increase speed and accuracy on the keyboard and use various computer applications to enhance written communications.

OTA 0421 Introduction to Office Operations PSAV
90 clock hours
This course provides instruction in standard office procedures and diversified skills needed for entry-level employment. Classroom content will also include basic records management, math problem solving and a review of English grammar and writing.

OTA 0423 Business Office Operations PSAV
90 clock hours
This course builds on the knowledge and skills gained in Introduction to Office Operations. Course content will include business office functions and responsibilities, human relations, basic management concepts, computation and finance, and career development.

OTA 0432 Advanced Administrative Office Procedures PSAV
175 clock hours
This course expands on the competencies acquired in OTA 0438 to prepare the student for employment. Emphasis will be on advanced leadership and supervisory techniques, customer service strategies, communications in multicultural settings, and specialized office and accounting procedures.

OTA 0438 Administrative Office Procedures PSAV
150 clock hours
This course provides instruction in administrative office procedures and skills needed to accomplish job objectives and enhance workplace performance. Emphasis will be on leadership and supervisory techniques, ethical standards, financial functions, interpersonal skills, and work-based simulation activities.

OTA 0940 Administrative Assistant Internship PSAV
100 clock hours
This internship places the student in a business office to gain practical experience in performing administrative assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as an executive secretary or administrative assistant.

OTA 0941 Administrative Assistant Office Simulation (Alternate) PSAV
100 clock hours
This course places the student in a simulated work environment to gain experience in performing administrative assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as an executive secretary or administrative assistant.

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
This course is designed to provide the student with a sound foundation in ecological concepts and field techniques as applied to tropical rainforest ecosystems. The course relies heavily on both classroom and field instruction to study the natural history of plant and animal taxa important in tropical habitats. Topics range from behavioral and physiological adaptations of individual organisms to processes and patterns inherent in diverse assemblages of flora and fauna. Topics include: nutrient and energy cycling; gaps, vertical strata and forest structure; animal-plant interactions, such as pollination biology, seed predation, dispersal and herbivory; plant and animal defenses; social insects; latitudinal trends in biodiversity.

PEO 1031C Individual Sports AA
3 credits (2 lecture hours, 2 lab hours)
Includes bowling, archery, and golf providing the physical education major with basic fundamental strategies and skill progressions.

PEO 1321C Volleyball Fundamentals and Officiating AA
3 credits (2 lecture hours, 2 lab hours)
Physical education major courses are for professional physical education majors only and will not satisfy graduation requirements for non-P.E. majors. Provides the prospective physical education teacher with knowledge and skills in playing and officiating volleyball.

PEO 2004 Theory and Practice of Coaching a Specific Sport AA

3 credits (3 lecture hours)

This course is designed to provide knowledge of the rules, teaching progressions and strategies for competition. The course includes acceptable behavior and ethics for coaches. This course will be offered for the following specific sports: baseball/softball, basketball, football, golf, soccer, swimming, tennis, track and field/cross country, volleyball and wrestling.

PEO 2005 Coaching Theory AA

3 credits (3 lecture hours)

This course is designed to provide knowledge of the characteristics, principles, ethics, and theories related to coaching sports in educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve optimal level of performance.

PEO 2351C Fundamentals of Racquet Sports AA

3 credits (2 lecture hours, 2 lab hours)

Provides the prospective physical education teacher knowledge and skills in tennis, racquetball, and badminton.

PEO 2621C Fundamentals of Basketball AA

2 credits (1 lecture hour, 2 lab hours)

Provides the prospective physical education teacher knowledge and skills in basketball and badminton.

PEP 2101 Essentials of Fitness AA

3 credits (3 lecture hours)

Provides the prospective physical education teacher a fundamental knowledge of physical fitness, fitness evaluation and program planning. Each student is required to be certified in CPR.

PET 2000 Introduction to Physical Education AA

3 credits (3 lecture hours)

Provides the prospective physical education teacher an introduction to physical education including program training and professional opportunities.

PET 2622 Care and Prevention of Athletic Injuries AA

3 credits (3 lecture hours)

This course is designed to provide students with a basic knowledge of the care, prevention and rehabilitation of injuries received during participation in physical education activities. Prior First Aid certification is strongly recommended.

PGY 0291 Photography for Commercial Art PSAV

93 clock hours

This course will teach students basic photography skills including how to operate a single lens reflex 35 mm camera with manual adjustments, how to compose a picture and how to develop film.

PGY 1118C Color Photography I AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1401C

This course is taught with the additive system for exposure. A detailed instruction on how to mix and use color chemistry is given with color theory.

PGY 1119C Color Photography II AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1118C

This course is a continuation of PGY 1118C using the additive system of exposure. Color balance with color measurement in lab assignments is covered.

PGY 1401C Introduction to Photography AA

3 credits (2 lecture hours, 2 lab hours)

This course is an introduction to black and white photography. The camera's construction and operation are explained. Emphasis is on printing and darkroom procedures. Students in all photography courses will be required to furnish film, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

PGY 2211C Techniques of Commercial Photography AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C, ART 1300C, PGY 1401C

This is a continuation of PGY 2445C emphasizing portrait, product, and experimental photography and continuing a photography major's work. (May be taken twice for credit.)

PGY 2445C Experimental Photography AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1401C or instructor permission required

This is a course for those students familiar with processing of black and white negative materials and experienced in printing and enlarging black and white photographs. Fine art and photography students majoring in this area will be completing art-oriented projects with strong emphasis on the creative approach in photography. Students will present a portfolio at the end of the semester.

PGY 2801C Digital Photography I AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1401C or permission of instructor

This course provides an introduction to computer imaging tools for the photographer. Students explore a variety of creative techniques for manipulating photographic images using Adobe Photoshop software on Macintosh computers. Includes use of flatbed and slide scanners, options for digital imaging and electronic options and output.

PGY 2802C Digital Photography II AA

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1401C, PGY 2801C or permission of instructor

This course provides an advanced exploration of digital imaging techniques for the photographer using Photoshop software, including advanced layering, scanning techniques, special effects, masks and channels and preparing images for output and publication. Includes reading and discussions of contemporary issues in technology and the arts.

PHI 1010 Introduction to Philosophy AA

3 credits (3 lecture hours)

Explores the nature of philosophy, methods and major problems from pre-Socratic era to present. Ideas and their relationship to science, art, religion and sociopolitical development are examined. (*)

PHI 1100 Critical Reasoning AA

3 credits (3 lecture hours)

This course is designed to introduce students to the essentials of logic as a way to make decisions and to assess the ideas of others. Topics covered include induction, deduction, arguments, fallacies, creative thinking and subjective influences on thinking.

PHI 1600 Ethics AA

3 credits (3 lecture hours)

A rigorous and systematic inquiry into man's moral behavior discovering rules that ought to govern human action and goals worth seeking in human life using ethics as a science of conduct. (*)

PHY 1001 Applied Physics AA
3 credits (3 lecture hours)
Prerequisite: MAC 1105
A concentrated, one-semester, applied-physics course; includes essential physical principles for engineering, medical and other technician personnel. An overview of basic physics concepts is presented with minimum emphasis on mathematics. Includes physical mechanics, electricity and magnetism and optics. (*)

PHY 1007 Physics for Allied Health Professions AA
3 credits (3 lecture hours)
Corequisite: MAC 1105
A one-semester course in applied physics for allied health fields. Covers technical math calculations, units of measurements, mechanics, heat, fluid and gas laws, atomic structure and nuclear physics, electromagnetism, light and sound.

PHY 2048 General Physics with Calculus I AA
4 credits (4 lecture hours)
Prerequisite: MAC 2311
Corequisite: PHY 2048L
This is the first of a two-term sequence in general physics for students with above average mathematics background. Designed for students in engineering and science; topics: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, fluids at rest and in motion, gases, heat transfer, change of phase. (*)

PHY 2048L General Physics I and General Physics with Calculus I Laboratory AA
1 credit (2 lab hours)
Corequisite: PHY 2048 or PHY 2053
This is the laboratory for the courses PHY 2053 and PHY 2048. The lab will provide "hands-on" experiences of physical principles discussed in the lectures. In the process, the student will become acquainted with laboratory equipment and procedures. The theory behind a physical principle will be presented in each lab and the expected results will be checked by experimental measures. (*)

PHY 2049 General Physics with Calculus II AA
4 credits (4 lecture hours)
Prerequisites: PHY 2048
Corequisite: PHY 2049L and MAC 2312
This is the second term of the general physics with calculus sequence. Topics included are electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. (*)

PHY 2049L General Physics II and General Physics with Calculus II Laboratory AA
1 credit (2 lab hours)
Prerequisite: PHY 2048L;
Corequisite: PHY 2049 or PHY 2054
The laboratory is for the courses PHY 2054 and PHY 2049. The lab will provide "hands-on" experiences of physical principles discussed in the lectures. In the process, the student will become acquainted with laboratory equipment and procedures. The theory behind a physical principle will be presented in each lab and the expected results will be checked by experimental measures. (*)

PHY 2053 General Physics I AA
4 credits (4 lecture hours)
Prerequisite: MAC 1105
Corequisites: MAC 1114, PHY 2048L
Designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. The first part of a two-term sequence must be taken before PHY 2054. Topics are vector quantities, Newton's Laws, mechanical equilibrium, translational and rotational motion, energy and work, heat and thermal concepts. (*)

PHY 2054 General Physics II AA
4 credits (4 lecture hours)
Prerequisites: PHY 2053 and PHY 2048L; corequisite: PHY 2049L
Second term of the general physics sequence. Topics are electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. (*)

PLA 1003 Introduction to Paralegalism AS
3 credits (3 lecture hours)
This course provides an overview of the training and purpose of legal assistants. Examines role of lawyers and legal assistants, ethical and professional practice standards for both lawyer and assistant and surveys fields of law covered by the program.

PLA 1104 Legal Writing and Research I AS
3 credits (3 lecture hours)
This course is an introduction in writing civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. Includes in-depth examination of the law library and legal research.

PLA 1273 Tort Law AS
3 credits (3 lecture hours)
This is a study of the basic law relating to civil wrong as applied to personal and property damage. Topics studied include intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities.

PLA 1949C Co-op Legal Assistant I AS
3 credits (1 lecture hour, 10 lab hours)
Coordinated work-study program reinforcing educational and professional growth parallel involvement in classroom studies and field experiences. The student and teacher-coordinator determine objective for on-the-job legal assistant assignments. The student is evaluated by the teacher-coordinator and immediate supervisor.

PLA 2114 Legal Writing and Research II AS
3 credits (3 lecture hours)
Prerequisite: PLA 1104
This is an advanced course in civil and criminal legal writing and research.

PLA 2209 Court System: Procedures and Pleadings I AS
3 credits (3 lecture hours)
Examines structure of both state and federal judicial system and jurisdiction, including basic judicial process and procedure including State and Federal Rules of Courts.

PLA 2229 Court System: Procedures and Pleadings II AS
3 credits (3 lecture hours)
Prerequisite or corequisite: PLA 2209
The basics of civil and criminal causes of action through exercises in drafting and use of pleading forms are covered.

PLA 2465 Bankruptcy Law and Procedure AS
2 credits (2 lecture hours)
This course covers a broad survey of bankruptcy acts, voluntary and involuntary petitions, liens, preferences, powers of trustee, rights of debtors and creditors, liquidations, and the discharge of brankruptcy, and the legal avenues for the collection of debts including garnishments and seizures.

PLA 2483 Administrative Law AS
3 credits (3 lecture hours)
This course is a broad survey seeking to identify and describe areas of government, both state and federal regulations of businesses and government regulations and administrative procedures.

PLA 2600 Administration of Estates AS
3 credits (3 lecture hours)
Survey of estate planning and administration, including preparation of wills, trust and probate forms.

PLA 2611 Real Estate Law and Property Transactions AS
3 credits (3 lecture hours)
This is a survey of common types of real estate transactions and conveyances, such as deeds, contracts leases, etc., and problems in drafting related documents.

PLA 2612 Real Estate Law and Property Transactions II AS
3 credits (3 lecture hours)
Prerequisite: PLA 2611
This is an advanced course in Real Estate Law and Property Transactions. Includes mortgage financing, RESPA, landlord/tenant and condo law. Students must have completed Real Estate Law and Property Transactions I.

PLA 2630 Real Estate Closing and Document Preparation AS
3 credits (3 lecture hours)
Prerequisite: PLA 2611
This course covers the law and procedures involved in the purchase and sale of real estate; including title searches, title insurance, and the preparation of documents necessary for closing the transaction.

PLA 2762 Paralegal Office Systems AS
3 credits (3 lecture hours)
This course covers a wide range of knowledge, skills, and tasks in order to enable the paralegal to function effectively in a legal office. Technology, management skills, and general office procedures and systems are also covered.

PLA 2800 Family Law AS
3 credits (3 lecture hours)
This is a study of divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, and property disposition.

PLA 2841 Immigration Law & Procedures AS
2 credits (2 lecture hours)
This course covers a broad survey of immigration laws and procedures including the preparation of all forms and documents required to file with the Immigration and Naturalization Service.

PLS 2220 Plant Propagation AS
3 credits (3 lecture hours)
Modern techniques of sexual and asexual propagation are surveyed and demonstrated including seed germination, grafting, cuttage and micropropagation. Biochemical procith successful propagation techniques are studied.

PMA 2213 Plant Pest Management AS
3 credits (3 lecture hours)
Students are given a basic understanding of plant pests and their effective management. Important insect, fungal, bacterial and viral plant problems will be surveyed. An extensive section on pesticide classification and proper use is included.

PMT 0108 Introduction to Welding PSAV
120 clock hours
This course prepares the student to demonstrate the safe use of shop hand tools and equipment used during basic shielded metal arc welding and basic oxyfuel gas cutting processes. The student will also learn the appropriate shop communication and employment skills necessary for the welding technology industry. The students will identify and explain the proper use of shielded arc welding (SMAW) equipment and oxyfuel gas cutting equipment as well as basic procedures/techniques in a hands-on lab/shop environment. Specifically they will apply basic cutting and welding procedures by performing fillet welds, shape cutting and bevel cutting operations on plain carbon steels.

PMT 0109 Introduction to Welding II PSAV
120 clock hours
This course provides instruction in workplace communication skills, infection control procedures, related science and mathematic principles essential for employment in the welding technology industry. This course prepares the student to integrate mathematical and scientific principles along with welding symbols that are commonly required for performing job duties common in welding technology occupations. Students will demonstrate these principles using welding tools and equipment in numerous hands-on shop activities while understanding and demonstrating appropriate employability skills.

PMT 0126 Shielded Metal Arc Welding PSAV
120 clock hours
This course will enable the student to identify metals using visual, magnetic and spark methods; identify and interpret welding symbols; demonstrate the ability to identify and use the correct filler metals and shielding gases; and, fabricate parts from a drawing or sketch using intermediate SMAW techniques. This course also enables the student to set up, inspect, operate, and perform air carbon arc and plasma arc cutting activities. Plasma arc cutting methods for piercing, slotting, squaring, and beveling plain carbon steel, aluminum, and stainless steel will also be covered.

PMT 0127 Shielded Metal Arc Welding Advanced PSAV
120 clock hours
This course will provide the student with hands-on skills performing tests, examining metal surfaces, and setting up Shielded Metal Arc (SMAW) equipment to make groove welds, all positions on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrating the ability to identify and use filler metals and shielding gases as well as performing visual and destructive analysis in the qualification testing of welds on carbon steels.

PMT 0143 Flux Cored Arc Welding PSAV

120 clock hours

This course covers the practical application of setting up, inspecting and making minor repairs to flux cored arc welding equipment and accessories, operating FCAW equipment, making fillet and groove welds all positions, on plain carbon steel. The student will practice skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills.

PMT 0147 Gas Metal Arc Welding PSAV

120 clock hours

This course will introduce the student to the basic application of setting up, inspecting, and making minor repairs to gas metal arc welding equipment and accessories, operating GMAW equipment, and making fillet welds all positions, on plain carbon steel. Also this course will provide the student with intermediate hands-on skills setting up gas metal arc welding equipment for welding carbon steel, aluminum, stainless steel, and performing procedures for making fillet and groove welds in varied positions. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases.

PMT 0150 Gas Tungsten Arc Welding PSAV

120 clock hours

This course introduces the student to the basic application of setting up, inspecting and making minor repairs to Gas Tungsten Arc Welding (GTAW) equipment and accessories, operating GTAW equipment, and making fillet welds all positions, on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills.

PMT 0151 Gas Tungsten Arc Welding - Advanced PSAV

120 clock hours

This course will provide the student with intermediate to advanced hands-on skills setting up Gas Tungsten Arc Welding (GTAW) equipment for welding carbon steel, aluminum, and stainless steel. The student will be responsible for learning and performing procedures to correctly accomplish GTAW fillet and groove welds in varied positions. The student will also be introduced to the skills and techniques needed for cutting, and fabricating pipe necessary to perform GTAW pipe welding.

PMT 0167 Pipe Welding PSAV

120 clock hours

This course will provide the necessary skills for the student to demonstrate the procedures and techniques used to cut, prepare, tack, and weld carbon steel pipe. The student will also perform lab and shop procedures to safely prepare the work area, set up welding equipment, strike and arc and demonstrate the ability to identify and use filler metals and shielding gases. The student will also perform quality workmanship by demonstrating the ability to find, identify, and avoid weld imperfections.

PMT 0168 Pipe Welding Advanced PSAV

90 clock hours

This course will enable the student to perform hands-on skills in the repair and fabrication of ferrous and non-ferrous metal products using working drawings and blueprints. The student will perform lab and shop procedures to safely prepare the area, set up welding equipment, strike an arc, and demonstrate the ability to identify and use filler metals and shielding gases. The student will also perform quality workmanship by demonstrating the ability to find, identify, and avoid weld imperfections.

PMT 0201 Shop Math, Blueprints and Measurements PSAV

120 clock hours

This course is designed to develop competencies on solving job-related math problems, interpret basic machining and blueprint information, application of blueprint specifications into production operations, along with the demonstration of communication, employability, and entrepreneurship skills necessary for the machine trades industry. These skills will be applied in the basic set-ups in manual machining operations.

PMT 0202 Introduction to Machining PSAV

120 clock hours

This course is designed to develop competencies on how to maintain a safe work area, plan machine operations, perform basic measuring operations, identify and resolve basic machine maintenance issues, along with the application of bench-working skills used by machinists. In addition, students will be instructed specifically in the safe set up and operation of power saws, pedestal grinders, and drill presses.

PMT 0211 Manual Machining PSAV

120 clock hours

This course is designed to develop competencies for operations in the machine technology industry which includes how to sharpen machine tools, perform basic manual engine lathe, milling machine, and grinding machine set ups along with proper operation of specific machinery. Advanced job-related math problems will also be addressed as it relates to machine set-up and operations.

PMT 0228 Introduction to Non-Conventional Machining PSAV

120 clock hours

This course is designed to develop competencies in the operation of Electrical Discharge Machines (EDM) and explain other non-conventional machining methods and why they are needed. Students will be required to set-up, operate and produce parts using the EDM process which also requires the manufacturing of necessary electrodes.

PMT 0229 Inspection Methods PSAV

120 clock hours

This course is designed to develop advanced level competencies on blueprint interpretation, inspection methods, statistical process control (SPC), and the operation and use of coordinate measuring machinery (CMM). Student will perform inspection duties required during machine setups and operations along with performing post machining final part inspection.

PMT 0230 Manual Machining - Advanced PSAV
120 clock hours
This course is designed to develop advanced level competencies for the set-up and operation of manually operated lathes, milling machines, and surface grinding machines. Machine threading, machine boring and advanced set-ups will be addressed to allow the student time to plan multiple machining operations. Basic inspection methods and techniques will also be introduced in this course segment.

PMT 0250 Introduction to CNC Machining PSAV
120 clock hours
This course is designed to familiarize the student with the basic set up, operation and programming of Computer Numerical Controlled (CNC) machines. The student will coordinate activities of the CAD/CAM software packages and the machine controls to produce hardware to blueprint tolerances. The student must be familiar with computer operations and machining technology.

PMT 0258 CNC Milling Methods PSAV
120 clock hours
This course is designed to develop advanced level competencies in the operation of Computer Numerical Controlled (CNC) milling machines and create CNC code from parts geometry. The student will learn safe operating procedures as well as standard set-up and control of CNC milling equipment.

PMT 0259 CNC Lathe Methods PSAV
120 clock hours
This course is designed to develop competencies in the operation of Computer Numerical Controlled (CNC) lathes and create CNC code from parts geometry. The student will learn safe operating procedures as well as standard set-up and control of CNC lathes.

PMT 0260 Introduction to CAD/CAM Programming PSAV
120 clock hours
This course is designed to familiarize the student with the basic operation and programming of Computer Numerical Controlled (CNC) machines along with an introduction to Computer-Aided Design/ Computer-Aided Manufacturing (CAD/CAM). The student is expected to be familiar with computer aided operations for machining technology. An introduction to CAD drawing and CAM programming techniques will be offered allowing the student to design, program and machine a part using the CAD/CAM process.

PMT 0265 Machining Technologies PSAV
120 clock hours
This course is designed to develop competencies in advanced lathe operations, advanced milling machine operations, and advanced CAD/CAM operations including planning and production of a finished project. A planned project will include CAD drawing of part, applicable CAD/CAM and CNC programming in which multiple machines will be needed to complete the project. The student will also learn industry best practices as they pertain to machining operations, quality standards and safe operating practices.

PMT 0390 Sheet Metal Apprenticeship I PSAV
102 clock hours
Course provides knowledge of working safely in the shop and on the jobsite, proper use of hand tools and shop equipment, drafting, principles of layout, layout on metal, communication, emergency procedures, handling hazardous materials, sheet metal industry mathematics and first aid.

PMT 0391 Sheet Metal Apprenticeship II PSAV
132 clock hours
Course continues with trade tools, identify, use and care. Introduction to soldering, welding, parallel line layout, radial line and triangulation layout and fabrication, covers asbestos safety and working safely and sheet metal mathematics.

PMT 0392 Sheet Metal Apprenticeship III PSAV
114 clock hours
Course provides knowledge of bidding and job costs, pictorial drawing, freehand sketching, round tees (parallel lines), round elbows, round tapers (radial lines), roof jacks, round tapers (triangulation), squares to rounds, transitions, duct elbows, ogee offsets, Y-branches and introduction to sheet metal architectural work. Sheet metal industry math and first aid will also be covered.

PMT 0393 Sheet Metal Apprenticeship IV PSAV
120 clock hours
Course provides knowledge of architectural sheet metal practices, roof drainage systems, flashings, waterproofing roof edges and walls, installing strip systems, metal roofs, specialized roofs, ventilators and louvers, organizing tools and equipment for a job, layout of penetrations, hangers and anchors, preparing the duct, fire and smoke dampers, duct elevations and clearances and introduction to computers.

PMT 0394 Sheet Metal Apprenticeship V PSAV
117 clock hours
Course provides knowledge of HVAC systems, air and its properties, ventilation, heating, cooling, airflow in ducts, fans, duct systems, duct design, outlets and other HVAC fans, duct systems, duct design, outlets and other HVAC buy-out items, the contract documents and specifications.

PMT 0395 Sheet Metal Apprenticeship VI PSAV
117 clock hours
Course provides knowledge of architectural drawings, structural drawings, mechanical drawings, electrical drawings, sheet metal shop drawings, CAD in the sheet metal industry, using CAD, field measuring hoisting and rigging, safety in field installation, installing central HVAC equipment, installing package units and sign work.

PMT 0396 Sheet Metal Apprenticeship VII PSAV
117 clock hours
Course provides knowledge of the years ahead, customer service, supervision, organizing work and solving problems, computer estimating, electricity, automatic controls, duct leakage testing, using instruments, testing, adjusting and balancing (TAB), balancing environmental air systems and energy management.

PMT 0397 Sheet Metal Apprenticeship VIII PSAV
117 clock hours
Course provides knowledge of filters and other cleaning equipment, indoor air quality, clean rooms, other special ventilation needs, refrigeration, servicing HVAC equipment, rigid fibrous duct, metal ceilings, lagging, industrial sheet metal, boiler breechings and plastics.

PMT 0500 Manufacturing Methods PSAV
120 clock hours
This course is designed as an introduction to job planning activities as they relate to manufacturing and quality issues. These job planning activities concentrate on set-up reduction, the use of rapid set-up tooling, transferring machining datums, geometric feature controls and part tolerancing. Projects will be assigned to demonstrate these types of manufacturing skills.

PMT 0510 Manufacturing Methods - Advanced PSAV
120 clock hours
This course is designed to develop advanced competencies in the process of job planning activities. These job planning activities concentrate on set-up reduction, the use of rapid set-up tooling, transferring machining datums, geometric feature controls and part tolerancing. Projects will be assigned to demonstrate these types of manufacturing skills.

PMT 0820 Communication And Employment Skills PSAV
30 clock hours
This course is designed to develop competencies on how to approach the job market with the necessary skills to search for, locate and interview for positions in the machining technology industry. This course also includes the evaluation and development of the student's communication skills as necessary for work place interaction and employment.

PMT 0942 R – PMT 0949 R Sheet Metal Apprenticeship Co-op I-VIII PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0942 R Sheet Metal Cooperative I (First Year) PSAV
273 clock hours

PMT 0943 R Sheet Metal Cooperative II (Summer) PSAV
300 clock hours

PMT 0944 R Sheet Metal Cooperative III (Second Year) PSAV
273 clock hours

PMT 0945 R Sheet Metal Cooperative IV (Summer) PSAV
300 clock hours

PMT 0946 R Sheet Metal Cooperative V (Third Year) PSAV
273 clock hours

PMT 0947 R Sheet Metal Cooperative VI (Summer) PSAV
300 clock hours

PMT 0948 R Sheet Metal Cooperative VII (Fourth Year) PSAV
273 clock hours

PMT 0949 R Sheet Metal Cooperative VIII (Summer) PSAV
300 clock hours

PMT 0950 Iron Worker Apprenticeship I PSAV
93 clock hours
This course provides an introduction to job site safety and emergency procedures including first aid and CPR, communication skills, math and trade terminology, the use, care and safe handling of tools and apparatus commonly used in ironwork. The student will be able to fabricate reinforcing steel, using various math formulas.

PMT 0951 Iron Worker Apprenticeship II PSAV
123 clock hours
This course is a continuation of the first semester (first year) course and provides instruction in proper reinforcing techniques, as well as the safe handling of additional tools and apparatus commonly used in ironwork.

PMT 0952 Iron Worker Apprenticeship III PSAV
93 clock hours
This course is for students in the second year of the Ironworker's Apprenticeship program. It provides an introduction to all aspects of structural steel as well as perform rigging operations.

PMT 0953 Iron Worker Apprenticeship IV PSAV
123 clock hours
This course is a continuation of the first semester (second year) and provides instruction in proper structural steel techniques. Students will learn how to apply metal decking and sheeting as well as identifying different types of fiber line.

PMT 0954 Iron Worker Apprenticeship V PSAV
93 clock hours
This course is for students in the third year of the Ironworker's Apprenticeship program. It provides continued instruction in safety precautions and effective safe handling of tools and apparatus commonly used by the certified structural steel welder in ironwork.

PMT 0955 Iron Worker Apprenticeship VI PSAV
123 clock hours
This course is a continuation of the first semester (third year) and provides instruction in how to perform certified welding operations to industry standards. Students will learn how to identify the types of welds, welding machines, rods and wire, cutting and welding processes.

PMT 0956 Iron Worker Apprenticeship VII PSAV
93 clock hours
This course is for students in the fourth year of the Ironworker's Apprenticeship program. It provides continued instruction in safety precautions and effective safe handling of tools and apparatus commonly used by the ornamental steel worker in installing gratings, handrails, stairways, grills, windows, and sealants.

PMT 0957 Iron Worker Apprenticeship VIII PSAV
123 clock hours
This course is a continuation of the first semester (fourth year) and provides instruction in proper ornamental steel welder techniques, as well as the safe handling of additional tools and apparatus commonly used in ironwork. Students will learn how to identify access structures as well as read and interpret blueprints.

PMT 0957 Iron Worker Apprenticeship VIII PSAV
123 clock hours
Identify access structures. Read and interpret blueprints.

PMT 0960 R - PMT 0967 R Iron Worker Cooperative I-VIII PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0960 R Iron Worker Cooperative I (First Year) PSAV
273 clock hours

PMT 0961 R Iron Worker Cooperative II (Summer) PSAV
300 clock hours

PMT 0962 R Iron Worker Cooperative III (Second Year) PSAV
273 clock hours

PMT 0963 R Iron Worker Cooperative IV (Summer) PSAV
300 clock hours

PMT 0964 R Iron Worker Cooperative V (Third Year) PSAV
273 clock hours

PMT 0965 R Iron Worker Cooperative VI (Summer) PSAV
300 clock hours

PMT 0966 R Iron Worker Cooperative VII (Fourth Year) PSAV
273 clock hours

PMT 0967 R Iron Worker Cooperative VIII (Summer) PSAV
300 clock hours

PMT 0970 Pipefitter Apprenticeship I PSAV
108 clock hours
This course provides OSHA, job safety trade related mathematics and science and different methods of joining pipe and tubing. Review plumbing and labor history. Emergency first aid and CPR, rigging and shop projects are presented.

PMT 0971 Pipefitter Apprenticeship II PSAV
108 clock hours
This course continues first year. Related classroom and hands on shop projects.

PMT 0972 Pipefitter Apprenticeship III PSAV
108 clock hours
This course provides related classroom and shop pipefitting, drawing interpretation and plan reading, shop cutting and welding. Basic pipe trade mathematics.

PMT 0973 Pipefitter Apprenticeship IV PSAV
108 clock hours
Course continues with related drawing and plans, understanding air conditioning and heating system.

PMT 0974 Pipefitter Apprenticeship V PSAV
108 clock hours
Course provides related classroom and shop pipefitting, advanced drawing interpretation and plan reading. The student will apply mechanical code to mechanical drawings. Welding certification.

PMT 0975 Pipefitter Apprenticeship VI PSAV
108 clock hours
Course continues with classroom and shop pipefitting. Heavy rigging, certify using American Society of Mechanical Engineers (A.S.M.E.) boiler and pressure vessel code. Shielded metal arc welding.

PMT 0976 Pipefitter Apprenticeship VII PSAV
108 clock hours
Course provides related classroom and shop welding. Advanced shielded metal arc welding and gas tungsten arc welding.

PMT 0977 Pipefitter Apprenticeship VIII PSAV
108 clock hours
Course continues to provide advanced shielded metal arc welding (S.M.A.W.) and gas tungsten arc welding (G.T.A.W.).

PMT 0978 Pipefitter Apprenticeship IX PSAV
108 clock hours
Course provides shop welding using shielded metal arc welding and gas tungsten arc welding, leading to Section IX A.S.M.E. certification with different material and positions.

PMT 0979 Pipefitter Apprenticeship X PSAV
108 clock hours
Continues A.S.M.E. qualification standards. This course provides job foreman and leadership training.

PMT 0986 R – PMT 0995 R Pipefitter Worker Cooperative I-X PSAV
These cooperative courses are designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in this occupational field. The cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0986 R Pipefitter Worker Cooperative I
(First Year) PSAV
273 clock hours

PMT 0987 R Pipefitter Worker Cooperative II
(Summer) PSAV
300 clock hours

PMT 0988 R Pipefitter Worker Cooperative III
(Second Year) PSAV
273 clock hours

PMT 0989 R Pipefitter WorkerCooperative IV
(Summer) PSAV
300 clock hours

PMT 0990 R Pipefitter Worker Cooperative V
(Third Year) PSAV
273 clock hours

PMT 0991 R Pipefitter Worker Cooperative VI
(Summer) PSAV
300 clock hours

PMT 0992 R Pipefitter Worker Cooperative VII
(Fourth Year) PSAV
273 clock hours

PMT 0993 R Pipefitter Worker Cooperative VIII
(Summer) PSAV
300 clock hours

PMT 0994 R Pipefitter Worker Cooperative IX
(Fifth Year) PSAV
273 clock hours

PMT 0995 R Pipefitter Worker Cooperative X
(Summer) PSAV
300 clock hours

POS 1001 Introduction to Political Science AA
3 credits (3 lecture hours)
Introduction to the discipline and practice of political science, including politics, law, public administration, political theory and international relations. It will highlight the United States Constitution and its governmental institutions and political practices. It will compare and contrast the U.S. with other nations and their constitutions, governmental institutions and political systems. It will also include application exercises to help students develop the skills necessary to become effective global citizens. Gordon Rule written work: 2,000 words and computer application required. (*)

POS 1041 Introduction to American Government AA
3 credits (3 lecture hours)
Introduction to the institutions of government, highlighting the American political system at the federal level and including discussion of the U.S. Constitution and Bill of Rights, the branches of government, national and foreign policy-making and the role of bureaucracy; ideologies, interest groups, political parties, elections and mass media in the political process. Course will include application exercises to help students develop the skills to become effective global citizens. Gordon Rule written work: 2,000 words and computer application required. Distance-learning sections may be available.(*)

POS 1041 Honors Introduction to American Government AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5 or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing
Honors components included in this course version.

POS 2112 American State and Local Government AA
3 credits (3 lecture hours)
Prerequisites: POS1001, POS1041 or permission of instructor
Introduces the organization and behavior of major political actors, institutions, policies and localities in the 50 states, with a particular emphasis on the state of Florida. Includes a study of the U.S. and state constitutions and the history and development of American federalism. Topics include political participation, political parties, interest groups, legislatures, courts, governors and administration and an analysis of various policies, including taxation, education, welfare, criminal justice, transportation and growth management. Gordon Rule written work: 2,000 words and computer application required. Distance-learning sections may be available.(*)

PRN 0000 Fundamentals of Nursing PSAV
100 clock hours
The content of this course includes the history of nursing, current trends and scope of practice. Broad concepts of individual, family and community health as well as the nurse/patient relationship are introduced. Body system focused procedures, assisting the registered nurse with patient assessments, and the Florida Board of Nursing guidelines for preventing medical errors are included in this course.

PRN 0010 Comprehensive Nursing and Transitional Skills PSAV
106 clock hours
This course has been designed to offer the practical nursing student the opportunity to integrate and apply didactic learning with clinical skills as an effective member of the nursing team. Employability skills and the legal and ethical responsibilities of the practical nurse are emphasized.

PRN 0021 Growth/Development and Nutrition PSAV
96 clock hours
The purpose of this course is to provide an integrated concept of growth and nutrition through the developmental processes in humans from birth until death.

PRN 0022 Body Structure and Function PSAV
69 clock hours
This course offers an introduction to the study of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology.

PRN 0030 Introduction to Drug Therapy PSAV
100 clock hours
This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course.

PRN 0100 Maternal and Newborn Health PSAV
86 clock hours
The purpose of this course is to assist the student to understand the normal function of the body during pregnancy, delivery and post-partum periods. The student will learn to meet the daily essential needs of the newborn.

PRN 0201 Medical-Surgical Nursing 1 PSAV
104 clock hours
This course correlates and integrates theoretical and clinical instruction in the care of patients with diseases and disorders of the endocrine and respiratory systems. Theoretical instruction in the care of pediatric patients with diseases and disorders of the endocrine and respiratory systems is provided. Emphasis is on nursing principles and critical thinking skills in meeting the patient's individual nursing needs. Geriatric and pharmacological instruction as well as clinical experiences for the adult patient are integrated in this course.

PRN 0202 Medical-Surgical Nursing 2 PSAV
115 clock hours
This course correlates and integrates theoretical and clinical instruction in the care of patients with diseases and disorders of the cardiovascular and digestive systems. Theoretical instruction in the care of pediatric patients with diseases and disorders of the cardiovascular and digestive systems is provided. Emphasis is on nursing principles and critical thinking skills in meeting the patient's individual nursing needs. Geriatric and pharmacological instruction and clinical experiences as well as clinical experiences for the adult patient are integrated in this course.

PRN 0203 Medical-Surgical Nursing 3 PSAV
123 clock hours
This course correlates and integrates theoretical and clinical instruction in the care of patients with diseases and disorders of the musculoskeletal and central nervous systems, as well as patients with atypical behavior. Theoretical instruction in the care of pediatric patients with diseases and disorders of these systems is provided. Emphasis is on nursing principles and critical thinking skills in meeting the patient's individual nursing needs. Geriatric and pharmacological instruction, as well as clinical experiences for the adult patient is integrated in this course.

PRN 0206 Medical-Surgical Nursing 4 Including Pediatrics PSAV
101 clock hours
This course correlates and integrates theoretical and clinical instruction in the care of patients with diseases and disorders of the sensory and genitourinary systems. Theoretical instruction in the care of pediatric patients with disease and disorders of these systems is provided. Emphasis is on nursing principles and critical thinking skills in meeting the patient's individual nursing needs. Geriatric and pharmacological instruction, as well as clinical experiences for the adult patient is integrated in this course. This course also offers a clinical experience specifically for the care of the pediatric patient.

PRN 0381 Introduction to Medical/Surgical Nursing PSAV
182 clock hours
This course instructs the student in the application of basic principles of medical surgical nursing. This includes care of patients with infectious diseases, oncology and geriatric patients and the preoperative, intraoperative, and postoperative care of surgical patients.

PRN 0500 Principles of Basic Nursing Skills PSAV
90 clock hours
This course introduces the student to the overall concepts of patient care. The content establishes a foundation of nursing skills. The clinical component focuses on the care of the geriatric patient and takes place in an extended care facility. At the completion of this course, the student will be eligible to take the state nursing assistant certification exam.

PSC 1341 Physical Science for Today's World AA
3 credits (3 lecture hours)
Designed for the non-science major. No mathematics is required beyond ratios, proportions and arithmetic. Emphasis on concepts from study of motion, energy, electricity and magnetism, waves and light, atomic and nuclear and chemistry; and use these concepts to develop an understanding of everyday science. (*)

PSY 2012 General Psychology AA
3 credits (3 lecture hours)
The course explores various aspects of human behavior and adjustment and provides a representative survey of psychology. Major emphases include philosophical forces that shape psychological study, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspect of behavior and emotions, the learning process and the physiological foundations of behavior. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. (*)

PUR 2100 Writing for Public Relations AA
3 credits (3 lecture hours)
Corequisite: ENC 1101 or ENC 1121
This course teaches the students the basic writing skills in public relations communications, targeting a variety of public topics including writing press releases, writing radio and television promotional scripts, designing and writing brochures and newsletters.

REA 0001 College Prep Reading I (PREP)
3 institutional credits (3 lecture hours)
Corequisite: SLS 1501
This course prepares students for REA 0002. It covers reading aids, basic vocabulary and literal comprehension skills as needed. Graded A, B, C, or N (Not Passing).

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 REA 0001; corequisite: SLS 1501
This course prepares students for college credit level courses. It covers critical and analytical reading skills and college level vocabulary usage. Grade A, B, C, or N (Not Passing).

REA 1205 Accelerated Reading AA
3 credits (3 lecture hours)
Prerequisite: If College Prep Reading is required, it must be completed satisfactorily before REA 1205 is attempted
This advanced reading course emphasizes increased reading speed and comprehension. It involves independent study with self-paced activities, lab practice and instructor conferences.

REE 0047 Florida Real Estate Sales Agent PSAV
63 clock hours
This course is designed to prepare students for employment as a real estate sales agent or to provide supplemental training for those persons previously or currently employed in this occupation. The student is also prepared for the Florida State Real Estate Salesperson's license examination.

REL 1210 The Old Testament AA
3 credits (3 lecture hours)
Introduction to the Bible includes history, literature, geography and religion of Israel through exile and restoration.

REL 1240 The New Testament AA
3 credits (3 lecture hours)
Introduction to the New Testament including language, literature and geography. Discussion on ancient manuscripts, history of modern translations, period between testaments, harmony of gospels and history of early church in Acts and Epistles.

REL 2300 Introduction to the Major Religions of the World AA
3 credits (3 lecture hours)
Introduction to major religions of the world including Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam and Sikhism.

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
Introduction to basic science, theories, and technologies in respiratory care with emphasis on knowledge required to perform respiratory care, medical terminology, pharmacology, medical gas therapy, patient assessment, therapies and diagnostics. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

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
Emphasis is on competence and proficiency skills in applying therapeutic and diagnostic respiratory care. Laboratory experience in medical gas and aerosol delivery and cardiopulmonary resuscitation. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1273 Fundamentals of Respiratory Care II AS
6 credits (6 lecture hours)
Prerequisites: RET 1272/1272L, RET 1874L
Corequisites: RET 1273L, RET 1875L
Continues basic science, theories and technologies in respiratory care including blood gas analysis, airway management, mechanical ventilation, neonatal/pediatrics and cardiopulmonary diseases. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

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
Course emphasis is on competence and proficiency skills applying therapeutic and diagnostic respiratory care. Laboratory experience in airway management, blood gas analysis, intensive care mechanical ventilation. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1874L Clinical Internship I AS

1 credit (8 lab hours)
Prerequisites: HSC 1000/1000L, BSC 1085/1085L;
Corequisites: RET 1272, RET 1272L
Clinical practice of respiratory care in an eight-hour/week hospital-based internship. Pulmonary function diagnostics, therapeutics, disinfection and sterilization techniques, equipment recognition and maintenance are included. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1875L Clinical Internship II AS

3 credits (24 lab hours)
Prerequisites: RET 1272/1272L, RET 1874L
Corequisites: RET 1273/1273L
Direct patient contact is emphasized within this 24-hour/week, hospital-based course. Included are medical gas and aerosol delivery, patient assessment and reporting, positive pressure breathing techniques and blood gas sampling and analysis. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1876C Clinical Internship III AS

4 credits (3 lecture hours, 12 lab hours)
Prerequisites: RET 1273/1273L, RET 1875L
Emphasizes application of respiratory care theory and technology in intensive care including patient contact during a 32-hour/week, hospital-based internship. Intensive care therapeutics and diagnostics include mechanical ventilation techniques, cardiopulmonary resuscitation, neonatal/pediatric respiratory care and patient-care planning. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2280C Fundamentals of Respiratory Care Therapy III AS

7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET 1273/1273L, RET 1876C; corequisite: RET 2877L
Respiratory care clinical lectures on advanced cardiopulmonary monitoring/diagnostic techniques. Exercise testing and neonatal/pediatrics are included emphasizing clinical decision-making. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2534C Fundamentals of Respiratory Care Therapy IV AS

7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET 2280C, RET 2877L; corequisite: RET 2878L
Combined lecture and laboratory provides instructions specific to many sites where respiratory care is practiced including hospital, physician's office and home/care/rehabilitation. Advanced cardiopulmonary pathophysiology is presented focusing on the respiratory care practitioner as a member of the interdisciplinary team. Advanced pulmonary function testing emphasizing preparation for registry examinations. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2877L Clinical Internship IV AS

2 credits (16 lab hours)
Prerequisites: RET 1876C; corequisite: RET 2280C
Hospital-based internship provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing, neonatal/pediatrics and research methods focusing on decision-making in patient-case management. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2878L Clinical Internship V AS

2 credits (16 lab hours)
Prerequisites: RET 2877L; corequisite: RET 2534C
Provides departmental management experience in hospitals, patient's home and in convalescent care. Practical training in geriatrics and cardiopulmonary rehabilitation is included. Reviews prepare students for national registry exam. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RMI 0091 Property and Casualty/General Lines PSAV

200 clock hours
This course is designed to prepare students to take the State of Florida licensing examination for General Lines, in preparation for the position of General Lines Agent. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license. Topics include automobile, fire & allied lines, general liability, homeowner's insurance, crime & surety, worker's compensation, inland & ocean marine, aviation and boiler machinery.

RMI 0092 Life, Health and Variable Annuities PSAV

40 clock hours
The course is designed to prepare students to take the State of Florida licensing examination for General Lines, in preparation for the position of life 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.

RTE 1000 Introduction to Radiography AS

3 credits (3 lecture hours)
Prerequisite: HSC 1000
An introduction to radiography to include an introduction to the program, profession, didactic and clinical environments, radiation protection, x-ray production, interactions, principles of radiographic imaging, imaging equipment and radiographic technique.

RTE 1401 Radiographic Imaging I AS
2 credits (2 lecture hours)
Prerequisite or corequisite: RTE 1000
An analysis of techniques, systems, radiographic technique, the Inverse Square Law, the fundamentals of physics, atomic structure, the electromagnetic spectrum, x-ray production, x-ray emission, x-ray interactions and quality control.

RTE 1401L Radiographic Imaging I Laboratory AS
1 credit (2 lab hours)
Laboratory exercises to accompany RTE 1401 demonstrate the clinical application of technique systems, radiographic techniques, the Inverse Square Law, x-ray production, x-ray emission, x-ray interactions and quality control.

RTE 1457 Radiographic Imaging II AS
2 credits (2 lecture hours)
Prerequisite: RTE 1401
An analysis of image formations, film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, image quality, quality control, the theory, and practice of safe exposure, values.

RTE 1457L Radiographic Imaging II Laboratory AS
1 credit (2 lab hours)
Corequisite: RTE 1457
Laboratory exercises to accompany RTE 1457 demonstrate the clinical applications of film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, image quality and quality control.

RTE 1503 Radiographic Procedures I AS
3 credits (3 lecture hours)
Prerequisite: BSC 1085, HSC 1000
Corequisite: RTE 1503L, RTE 1804
This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremities and shoulders. An introduction to medical terminology, radiographic terminology and the fundamentals of patient care is made.

RTE 1503L Radiographic Procedures I Lab AS
1 credit (2 lab hours)
Corequisite: RTE 1503
Laboratory to accompany RTE 1503 provides the Radiography student with an opportunity to simulate radiographic examinations of the chest, abdomen, upper extremities and shoulders. Emphasis is placed on the fundamentals of patient care.

RTE 1513 Radiographic Procedures II AS
2 credits (2 lecture hours)
Prerequisite: RTE 1503; corequisite: RTE 1814
This course is designed to provide the radiography student with instruction in radiographic examinations of the lower extremities, gastrointestinal and biliary systems. Special emphasis on anatomy, positioning technique, pathology and critique of films. Includes discussion of patient care and medical terminology related to topics and the composition, use and effects of contrast media on the human body.

RTE 1513L Radiographic Procedures II Lab AS
1 credit (2 lab hours)
Laboratory to accompany RTE 1513 provides the radiography student with an opportunity to simulate radiographic examinations of the lower extremities, gastrointestinal systems and biliary system. Special emphasis of radiographic anatomy, surface landmarks, positioning, technique, pathology and critique of films will be made.

RTE 1523 Radiographic Procedures III AS
3 credits (3 lecture hours)
Prerequisite: RTE 1513; corequisite: RTE 1824
Continuation of study in radiologic anatomy, positioning, pathology, and film critique with emphasis on chassis radiography of the genitourinary system, tomography, vertebral column and bony thorax. Other topics to be covered include long bone measure, bone age and pelvimetry. This course includes discussion of patient care and medical terminology related to course topics, as well as the use and effects of contrast media on the human body.

RTE 1523L Radiographic Procedures III Lab AS
1 credit (2 lab hours)
Corequisite: RTE 1523
Laboratory to accompany RTE 1523 provides the student with an opportunity to simulate radiographic examination of the genitourinary system, vertebral column and bony thorax. Special emphasis of anatomy, landmarks, positioning, technique and film critique will be made.

RTE 1804 Radiography Clinical Education I AS
3 credits (24 clinical hours)
Prerequisite: HSC 1000; corequisite: RTE 1503
Practical application of the theories covered in RTE 1503 and RTE 1000. Selected rotations provide experience in film filing, film processing and transportation of patients. Students observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision. This course meets at the affiliate hospitals 24 hours per week. Uniforms, name badges and radiographic markers required.

RTE 1814 Radiographic Clinical Education II AS
2 credits (18 clinical hours)
Prerequisite: RTE 1804; corequisite: RTE 1513
This course is a continuation of RTE 1804 with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed upper and lower extremities, gastrointestinal tract and biliary system procedures and film critique. Meets 288 hours.

RTE 1824 Radiography Clinical Education III AS
3 credits (24 clinical hours)
Prerequisite: RTE 1814; corequisite: RTE 1523
This course is a continuation of RTE 1814 with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on the spine, genitourinary system, thorax and film critique. Students will begin to perform procedures with indirect supervision. Meets 24 hours per week. Uniforms, name badges and radiographic markers required.

RTE 2130 Pharmacology for Medical Imaging AS
3 credits (3 lecture hours)
Prerequisites: RTE 2563 or registered technologists
This course provides instruction in pharmacology and drug administration for the medical imaging professional. The principles of patient care, assessment, education, charting and emergency response are discussed. Finally, a workshop for career preparation, licensure and job search is conducted.

RTE 2385 Radiobiology AS
3 credits (3 lecture hours)
Prerequisite: RTE 1457
Analysis of the production of x-rays, ionizing radiation, x-ray interactions with matter, biologic effects, radiobiology, early and late effects of radiation, radiation monitoring and protection for both the patient and the radiographer.

RTE 2473L Radiography Seminar AS
2 credits (4 lab hours)
Prerequisite: RTE 2385
Preparation of new graduates for entry into the field, and the transition to the role of professional care-giver. An in depth analysis of professional competencies required for entry into the workplace including: radiographic procedures, patient care, image production and evaluation, equipment operation and maintenance, radiation protection, and evaluation processes.

RTE 2533 Radiographic Procedures IV AS
3 credits (3 lecture hours)
Prerequisite: RTE 1523; corequisite: RTE 2834
This course provides continued study in radiologic anatomy, positioning, pathology and film critique with emphasis on the skull and special procedures. Topics include sinuses, mastoids, facial bones and orbits. This course also provides instruction in mammography, operative procedures, myelography and other special procedures. This course includes discussion of patient care, contrast media and medical terminology related to course topics.

RTE 2533L Radiographic Procedures IV Lab AS
1 credit (2 lab hours)
Corequisite: RTE 2533
Laboratory to accompany RTE 2533 provides the student with the opportunity to simulate exams of the skull, facial bones and selected special procedures. Topics include sinuses, mastoids, facial bones, orbits, mammography, operative procedures, myelography, and other special procedures.

RTE 2563 Advanced Medical Imaging AS
3 credits (3 lecture hours)
Prerequisite: RTE 2553; corequisite: RTE 2844
This course prepares the radiographer to conduct diagnostic vascular procedures and patient care in angiography, peripheral venography, vascular, and non-vascular interventions. An introduction to cross-sectional anatomy, CT, MRI, sonography, nuclear medicine and radiation therapy is provided. Students will research and present a topic in selected advanced radiologic modalities.

RTE 2571 Computed Tomography I ATC
3 credits (3 lecture hours)
Prerequisite or Corequisite: RTE 2762
This course is designed to provide the student with an introduction to the field of computed tomography. This introduction to the CT Scan technology will include an overview of the history and development, equipment, terminology, patient preparation and care, and the principles of image formation, acquisition, and production.

RTE 2571L Computed Tomography Clinical Education ATC
3 credits (18 clinical hours)
This course is designed to provide the student with practical, firsthand experience in scanning procedures and techniques at a supervised clinical site; theories learned in RTE 2571 will be applied. Students will observe, assist, and perform Computed Tomography under the supervision and guidance of a qualified CT Technologist.

RTE 2575 Introduction to Magnetic Resonance Imaging ATC
3 credits (3 lecture hours)
Prerequisite: Must be ARRT(R) or registry eligible
Prerequisite or Corequisite: RTE 2762
This course is designed to provide the student with an introduction to the field of magnetic resonance imaging. This MRI introduction will include an overview of the history and development, fundamental principles, equipment, terminology, patient screening and safety, contraindications, and image formation, acquisition, and production.

RTE 2577L Magnetic Resonance Imagining Clinical Education I ATC
3 credits (24 lab hours)
Prerequisite: Instructor approval is required
This course is designed to provide the student with practical, firsthand experience in working in the Magnetic Resonance Imaging environment. Students will attend a supervised clinical site to apply the theories learned in RTE2575, such as screening individuals prior to entering the examination room and identification of images.

RTE 2576 Magnetic Resonance Imaging II ATC
3 credits (3 lecture hours)
This course is a continuation of Introduction to Magnetic Resonance Imaging and will include technical factors and clinical applications. Topics discussed will include coil availability and selection, consideration of scan sequences, specific choices in protocols (i.e., slice thickness, phase direction, flow compensation, etc.), pulse sequencing, imaging parameters, and quality assurance.

RTE 2576L Magnetic Resonance Imaging Clinical Education II ATC
3 credits (24 lab hours)
Prerequisite: RTE 2575
This course is designed to provide the student with practical, firsthand experience in scanning procedures and techniques at a supervised clinical site; theories learned in RTE 2575 and RTE 2576 will be applied. Students will observe, assist, and perform Magnetic Resonance Imaging under the supervision and guidance of a qualified MRI Technologist.

RTE 2582 Introduction to Cardiovascular Intervention Technology ATC
3 credits (3 lecture hours)
Prerequisite: Must be ARRT(R) or registry eligible
This course is designed to provide the student with an introduction to the field of cardiovascular intervention technology. This will include an overview of the history and development of CVIT and the imaging equipment, patient care, patient assessment, and monitoring.

RTE 2583 Cardiovascular Interventional Technology II ATC
3 credits (3 lecture hours)
Prerequisite: RTE 2582
This course is a continuation of Introduction to Cardiovascular Interventional Technology and will include technical factors and clinical applications. Information will be presented regarding techniques related to invasive and interventional procedures. Anatomical structure as related to angiography, interventional radiology angiography, and nonvascular interventional will be discussed.

RTE 2583L Cardiovascular Intervention Technology Clinical Education AS
3 credits (18 clinical hours)
Prerequisite: RTE 2583
This course is designed to provide the student with practical, firsthand experience in procedures and techniques at a supervised clinical site; theories learned in RTE 2582 and RTE 2583 will be applied. Students will observe, assist, and perform cardiovascular intervention procedures under the supervision and guidance of a qualified CVIT Technologist.

RTE 2613 Radiologic Physics AS
3 credits (3 lecture hours)
Prerequisite: RTE 1457
In-depth analysis of electricity, magnetism, electromagnetism, electric generators, motors, transformers and rectifiers, construction and function of x-ray tubes, the use of tube rating charts, x-ray system components and schematics, fluoroscopic systems, video systems and an introduction to the concepts of digital imaging.

RTE 2762 Cross Sectional Anatomy AS
3 credits (3 lecture hours)
This course is designed to introduce cross-sectional anatomy to technologists in the medical imaging field. Normal anatomic structures of the head, neck, thorax, abdomen, pelvis, spine and extremities will be presented in multi-planar sections.

RTE 2785 Advanced Pathophysiology for Medical Imaging ATC
3 credits (3 lecture hours)
This course will provide the Radiographer with an in-depth understanding of disease processes correlated with plain-film radiographic, computed tomographic, magnetic resonance imaging, or mammography images.

RTE 2834 Radiographic Clinical Education IV AS
3 credits (24 clinical hours)
Prerequisite: RTE 1824; Corequisite: RTE 2533
A continuation of RTE 1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on the radiography of the skull and special procedures. Meets 24 hours per week. Includes film critique. Uniforms, name badges and radiographic markers required.

RTE 2844 Radiographic Clinical Education V AS
2 credits (18 clinical hours)
Prerequisite: RTE 2834
This is a continuation of RTE 2834 with students perfecting positioning skills and learning to function under indirect supervision. Clinical rotations through special procedures, mammography, radiation oncology, CT, MRI, nuclear medicine and ultrasound. Includes film critique. Meets 288 hours.

RTE 2854 Radiographic Clinical Education VI AS
3 credits (24 clinical hours)
Prerequisite: RTE 2844; Corequisite: RTE 2130
This is a clinical of RTE 2844 with students practicing positioning skills with indirect supervision. Emphasis is placed on completing clinical competencies. Rotations through radiation oncology, CT, MRI, nuclear medicine, ultrasound and special procedures are included. Includes film critique. Meets 24 hours per week. Uniforms, name badges, and radiographic markers required.

RTV 2000C Television Studio Production AA
3 credits (2 lecture hours, 2 lab hours)
Principles of television studio practice and programming includes instruction and demonstrations in basic skills and performance.

RTV 2300 Introduction to Broadcast Journalism AA
3 credits (3 lecture hours)
Prerequisite: Permission of the film department chair
Basic broadcast journalism and role of teamwork in step-by-step production of news programs. The emphasis is on reporter/writer's role in the newsroom, elements of broadcast news writing and production and similarities and differences in news for television and news for newspapers.

SBM 2000 Small Business Management AS
3 credits (3 lecture hours)
In-depth analysis of principles of starting and managing a small business. Included are business and managerial functions of how to organize, staff, direct and control business areas of sales, production, purchasing, finance and personnel.

SLS 0380 Introduction to Business PSAV
40 clock hours
Subjects include entrepreneurship, scope and risks of business ownership, internal activities of a business, information required by a business, economic restraints, job info, job search, work habits, interviews, health habits.

SLS 1300 Career Self-Assessment AA
1 credit (1 lecture hour)
This course facilitates learning more about career interests, values, skills, personality and academic strengths in a lecture classroom and/or independent study. The goal is to identify occupations for further exploration.

SLS 1301 Career Development AA
3 credits (3 lecture hours)
This course facilitates career decision-making and employability skills. Activities include assessment of interests, values, skills, personality and academic strengths and how these personal qualities relate to occupations and college majors; occupational research and information gathering; and job-search strategies, resume writing and interviewing skills.

SLS 1302 Career Information and Decision-Making AA
1 credit (1 lecture hour)
This course facilitates research into selected occupations and college majors and development of a career and educational plan in a lecture classroom and /or independent study format. Students use the Career Center and community resources for research purposes and learn effective decision-making techniques.

SLS 1303 Job Search AA
1 credit (1 lecture hour)
This course explores the development of a comprehensive job search campaign and covers such topics as resume and cover letter writing, networking, professional etiquette and telephone skills, interviewing, dressing for success and the use of technology in the job search.

SLS 1501 Strategies for College Success AA
3 credits (3 lecture hours)
This course assists students in developing and improving note-taking, test-taking and study skills. Time management and test-taking techniques are discussed. College resources, listening skills and effective communication are emphasized. Students assess and examine their individual learning styles and adjust their study habits.

SLS 1505 Critical Thinking AA
1 credit (1 lecture hour)
This course demonstrates how to apply critical thinking skills to everyday problems and issues in school, career and personal life.

SLS 2261 Leadership Development AA
3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121, SPC 1016 (With permission of the instructor, any and/or all prerequisites may be waived.)
Focuses on development of leadership, a personal philosophy of leadership, leadership potential and integrating theory with application in a group setting.

SON 1000 Practical Aspects of Sonography I AS
3 credits (3 lecture hours)
Prerequisites: SON 1100 and SON 1170
Corequisites: SON 1111, SON 1121 and SON 1614
A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained.

SON 1001 Practical Aspects of Sonography II AS
3 credits (3 lecture hours)
Prerequisites: SON 1111, SON 1614, SON 1000
Corequisites: SON 1112, SON 1618, SON 1814L
Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process.

SON 1100 Principles and Protocols of Sonography AS
3 credits (3 lecture hours)
Corequisite: SON 1170
An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen and pelvis.

SON 1111 Abdominal Sonography I AS
3 credits (3 lecture hours)
Prerequisites: SON 1100 and SON 1170
Corequisites: SON 1121, SON 1614, and SON 1000
An introduction to the transverse anatomy of abdominal area and its recognition on sonographic visualization systems.

SON 1112 Abdominal Sonography II AS
3 credits (3 lecture hours)
Prerequisites: SON 1111, SON 1121, and SON 1614
Corequisites: SON 1122, SON 1618, and SON 1001
An in-depth presentation of sonographs of abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study.

SON 1121 Sonographic OB/GYN I AS
3 credits (3 lecture hours)
Prerequisites: SON 1100 and SON 1170
Corequisites: SON 1111, SON 1614, and SON 1000
An introduction to the transverse anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented.

SON 1122 Sonographic OB/GYN II AS
3 credits (3 lecture hours)
Prerequisites: SON 1111, SON 1121, and SON 1614
Corequisites: SON 1112, SON 1618, and SON 1001
The detection of anomalies, pathology, deviation from normal and the planes that must be sonographically imagined for accurate diagnosis is stressed.

SON 1141 Small Parts Sonography AS
3 credits (3 lecture hours)
Prerequisites: SON 1112, SON 1122, and SON 1618
Corequisites: SON 1824L
A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast and other superficial structures.

SON 1170 Sonography of the Circulatory System AS
2 credits (2 lecture hours)
Prerequisite: Program Admission; Corequisite: SON 1100
An introduction to the hemodynamics of the circulatory systems and the songraphic imaging and Doppler assessment of the cardiac and vascular structures.

SON 1614 Medical Sonographic Physics I AS
3 credits (3 lecture hours)
Prerequisites: SON 1100 and SON 1170
Corequisites: SON 1111, SON 1121 and SON 1000
A study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. Focusing characteristics, methods, intensity, and power considerations are introduced along with system resolution considerations.

SON 1618 Medical Sonographic Physics II AS
3 credits (3 lecture hours)
Prerequisites: SON 1111, SON 1121 and SON 1614
Corequisites: SON 1112, SON 1122 and SON 1001
A continuation of the study of the properties of diagnostic ultrasound stressing the operation of diagnostic equipment, the display systems, biological effects and quality assurance methods. Current developments in ultrasound are reviewed, discussed, and evaluated.

SON 1804L Clinical Education I AS
3 credits (24 clinical hours)
Prerequisites: SON 1111 and SON 1170
Corequisites: SON 1111, SON 1121 and SON 1614
Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses he or she will be performing examinations with less and less supervision.

SON 1814L Clinical Education II AS
3 credits (24 clinical hours)
Prerequisites: SON 1111, SON 1614 and SON 1804L
Corequisites: SON 1112, SON 1122 and SON 1618
A continuation of the learning by doing process where more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assured by the student being supervised.

SON 1824L Clinical Education III AS
4 credits (32 clinical hours)
Prerequisites: SON 1112, SON 1122 and SON 1814L
Corequisites: SON 1141
Application of all the material presented requiring the student to make judgmental decisions regarding technical aspects, to interact in a professional manner with those with whom he or she comes in contact, and to generally progress to the point where, after successful testing, he or she may be accepted as a competent sonographer for general sonographic exams.

SON 2130 Sonography of Heart/Chest I ATC
3 credits (3 lecture hours)
Anatomy of the heart and the procedures used in screening are introduced stressing recognition of the normal verses abnormal.

SON 2131 Sonography of Heart/Chest II ATC
3 credits (3 lecture hours)
An in-depth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and the chest stressing its capabilities and its limitations.

SON 2400L Clinical Education Echo I ATC
4 credits (32 lab hours)
Corequisite: SON 2130
A course designed to add in clinical competencies. Emphasis on the specialty of echocardiography with clinical application of classroom material presented. To continue to make judgment decisions regarding the technical aspects of diagnostic sonographic exams.

SON 2401L Clinical Education Echo II ATC
4 credits (32 lab hours)
Prerequisites: SON 2130, SON 2400L; corequisite: SON 2131
Application of all the materials presented requiring the student to interact in a professional manner, to make judgment decisions regarding the technical aspects, and to generally progress to the point where he/she may be accepted as a competent sonographer. Further mastering of all skills gained emphasizing echocardiography and cardiovascular examination techniques. Clinical application of classroom material is presented.

SON 2402L Clinical Education Echo III ATC
3 credits (24 lab hours)
Prerequisites: SON 2131, SON 2401L
Application of all the materials presented requiring the student to interact in a professional manner, to make judgment decisions regarding the technical aspects, and to generally progress to the point where he/she may be accepted as a competent sonographer. Further mastering of all skills gained in echocardiography and cardiovascular examination techniques.

SON 2936 Adult Echo Sonography Seminar ATC
3 credits (3 lecture hours)
Prerequisites: SON 2131, SON 2401L
Preparation of new graduates for entry into the field, and the preparation needed to take the registry boards. An in depth analysis of professional competencies required for entry into the workplace including: patient care, image production and evaluation, equipment operation and maintenance and evaluation processes.

SOP 2740 Feminist Psychology AA
3 credits (3 lecture hours)
Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, the Women's Rights Movement and men's liberation. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their attitudes, interests, and aspirations to stimulate self-awareness and facilitate personal growth.

SOS 1102 Soils and Fertilizers AS
3 credits (3 lecture hours)
Study of soil characteristics, classifications, testing and plant nutrition. Management of soils for specific horticultural purposes by understanding soil reaction and uses of fertilizers is presented.

SOW 1031 Introduction to Social Work AA
3 credits (3 lecture hours)
Surveys philosophy, history and services of social welfare and values, methods and practice settings of social work. Social worker processes are examined with awareness that basic practice processes are applicable in the variety of contexts that involve social workers.

SPC 1016 Fundamentals of Speech Communication AA
3 credits (3 lecture hours)
This course will introduce the student in the basic principles of effective communication. Topics will include intrapersonal communication, interpersonal communication, intercultural communication, listening, verbal communication, nonverbal communication, small group dynamics, mass communication, and public communication. Students will complete oral and written projects designed to demonstrate an understanding of the communication process and the ability to think to analyze and think critically about communication in today's dynamic and diverse global market. This is a Gordon Rule course with a minimum writing requirement of 2,000 words. (*)

SPC 1016 Honors Fundamentals of Speech Cmmunication AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing
Honors components included in this course version.

SPC 2052 Voice and Diction AA
3 credits (3 lecture hours)
Introduces vocal mechanism and function. Vocal quality, expressiveness, articulation and pronunciation will be emphasized. Students will practice using the International Phonetic Alphabet.

SPC 2300 Introduction to Interpersonal Communication AA
3 credits (3 lecture hours)
This course introduces students to the communication skills needed in face-to-face relationships in everyday interaction. Topics included are communication competence, perception, self-awareness, conflict, the impacts of culture and listening. Emphasis is on awareness of communication skills and problems in relationships. Many experiential activities are included.

SPC 2511 Argumentation and Debate AA
3 credits (3 lecture hours)
Prerequisite: SPC 1016 or permission of instructor
This course will cover the principles of argumentation including analysis of propositions, use and evaluation of evidence and modes of reasoning with specific application in an educational-debate format.

SPC 2601 Public Speaking AA
3 credits (3 lecture hours)
Prerequisite: SPC 1016 or permission of instructor
This course is an intensive study of public speaking. The principles of speech preparation, organization and delivery are reviewed. Student will practice specialized types of speech communication experiences common to those called on to give speeches in public.

SPN 1120 Elementary Spanish I AA
4 credits (4 lecture hours)
This class provides opportunities to develop the basic language skills: listening, speaking, reading and writing of Spanish with an emphasis on the spoken language. The course drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Hispanic populations will be discussed. Optional Internet component and Honors credit available.

SPN 1120 Honors Elementary Spanish I AA
4 credits (4 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing.
Honors components included in this course version.

SPN 1121 Elementary Spanish II AA
4 credits (4 lecture hours)
Prerequisite: A "C" or higher in SPN 1120 or equivalent
A continuation of SPN 1120 providing opportunities to develop the basic language skills: listening, speaking, reading and writing of Spanish with an emphasis on the spoken language. It drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Hispanic populations will be discussed. Optional Internet component and Honors credit available.

SPN 1121 Honors Elementary Spanish II AA
4 credits (4 lecture hours)
Prerequisite: A "C" or higher in SPN 1120 Honors or equivalent; please note, for Honors classes, student must have a 3.5 GPA or recommended test scores of ACT Enhanced-26, SAT1-1170 combined score or FCLEPT (CPT) -97 Reading and 100 Writing
A continuation of SPN 1120 Honors providing opportunities to develop the basic language skills: listening, speaking, reading and writing of Spanish with an emphasis on the spoken language. It drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Hispanic populations will be discussed.

SPN 1170 Spanish Immersion Study Program AA
6 credits (6 lecture hours)
Prerequisite: SPN 1120 and instructor's consent prior to registration
This study travel course introduces the student to the Spanish language and culture of Spain. It provides opportunities to attain meaningful, relevant, hands-on learning experiences while living in Salamanca, Spain. All classes conducted entirely in Spanish to increase oral proficiency.

SPN 2200 Intermediate Spanish I AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in SPN 1121 or equivalent
Taught in Spanish, an in-depth analysis of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. Appreciation of the life and culture of native speakers will be attained through lectures, reading and discussions about Hispanic nations. Optional Internet component and Honors credit available.

SPN 2201 Intermediate Spanish II AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in SPN 1121 or permission of department chair
This class is a continuation of SPN 2200. Advanced grammar and composition are enhanced through translating, writing of creative themes and conversing. Appreciation of the life and culture of native speakers will be attained through lectures, reading and discussions about Hispanic nations. Optional Internet component and Honors credit available.

SPN 2240 Intermediate Conversational Spanish I AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in SPN 1121 or equivalent
This interactive, communicative course aims to develop conversational skills and to build vocabulary in practical, relevant situations. It may be taken before or after SPN 2241. Cooperative learning and pair work is utilized. Optional Internet component and Honors credit available.

SPN 2241 Intermediate Conversational Spanish II AA
3 credits (3 lecture hours)
Prerequisite: A "C" or higher in SPN 1121 or equivalent
This interactive, communicative course aims to develop conversational skills and to build vocabulary in practical, relevant situations. It may be taken before or after SPN 2240. Cooperative learning and pair work is utilized. Optional Internet component and Honors credit available.

SPN 2340 Spanish for Native Speakers AA
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
An individualized educational plan focused upon the needs of the learner is created by both the student and instructor to improve the learner's Spanish proficiency level. All facets of language acquisition are considered. Optional Internet component and Honors credit available.

STA 1021 Probability and Statistics AA
1 credit (1 lecture hour)
Prerequisites: A grade of "C" or above in MAT 1033, 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
STA 1021 is a self-paced, one-hour credit module that covers such topics as permutations, combinations, measures of central tendency, standard deviation, and the normal curve. (*)

STA 2023 Statistics AA
3 credits (3 lecture hours)
Prerequisite: A grade of "C" or higher in MAT 1033 or adequate score on the placement exam and two years of high school algebra
Topics include probability, random variables, hypothesis testing, confidence intervals, correlation, linear regression, small sample methods, and non-parametric statistics. (*)

STA 2023 Honors Statistics AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing
Honors components included in this course version. (*)

STS 0003 Introduction to Surgical Technology PSAV
96 clock hours
This course focuses on professional responsibilities, interpersonal relationships and communication skills for health care personnel in the preoperative setting. Included is legal and ethical responsibilities, the physical environment, safety issues, microbiology, and basic knowledge of OR equipment, supplies, and instrumentation. Liability insurance required.

STS 0003L Introduction to Clinical Practicum PSAV
48 clock hours
This lab course focuses on skill assessment for preparation to go to the clinical site. Students will be tested on the learned competencies to demonstrate proficiency as an entry level surgical technologist. Lab performance will include demonstration and performance in pharmacology related skills and other required competencies.

STS 0005C Principles of Asepsis PSAV
96 clock hours
This course focuses on aseptic technique and controlling microorganisms in the surgical environment through physical and chemical means by the use of sterilization, disinfectant or supplies, instruments and equipment in surgery. Other topics include; decontamination procedures of surgical instruments, the physical operating room and equipment.

STS 0008 Pharmacology for the Surgical Technologist PSAV
48 clock hours
The course focuses on pharmacology specific to the operating room environment. Including medications, classifications, drug handling and methods and techniques of anesthetic agents and equipment to deliver anesthesia.

STS 0120 Surgical Specialties I PSAV
32 clock hours
This course is an introduction to various types of surgery and corresponding surgical anatomy. It includes procedure based anatomy, pathology, equipment, instrumentation, practical and post-operative considerations and operative preparation for the following services: Diagnostic Procedures, General Surgery, Plastic & Reconstructive, Obstetrics & Gynecology services.

STS 0121 Surgical Specialties 2 PSAV
32 clock hours
This course is an introduction to various types of surgery and corresponding surgical anatomy. It includes procedure based anatomy, pathology, equipment, instrumentation, practical and post-operative considerations and operative preparation for the following services: Plastic/Reconstructive, Peripheral Vascular, Cardio-Thoracic, Neurosurgery, Ophthalmic and Oral/Maxillofacial Surgery.

STS 0150C Surgical Technology Procedures PSAV
96 clock hours
This lab course is an introduction to the basic surgical technology skills with emphasis on instrumentation, supplies, operating room equipment and surgical procedures.

STS 0155L Operating Room Technique PSAV
96 clock hours
This lab course focuses on the role of the surgical technologist in the operating room. Included is surgical hand scrub, gowning and gloving, gowning and gloving another, patient positioning and transfer, instrument identification, preparing the surgical field, and suture materials.

STS 0255L Surgical Specialties I Clinical PSAV
184 clock hours
The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, OR equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinical setting. The student will function in the lab as the surgical technologist in Diagnostics Procedures, General Surgery, Plastic and Reconstructive, Obstetrics, and Gynecology services.

STS 0256L Surgical Specialties II Clinical PSAV
184 clock hours
The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, OR equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinical setting. The student will function in the lab as the surgical technologist in Genitourinary Surgery, Ophthalmic Surgery, and Orthopedic Surgery.

STS 0805 Perioperative Anatomy and Medical Terminology PSAV
48 clock hours
The course focuses on anatomy and medical terminology specific to the operating room environment. Including review of body systems as it relates to surgical procedures and medical terminology by system.

STS 0805L Perioperative Anatomy Lab PSAV
48 clock hours
This lab course focuses on anatomy specific to the operating room environment. Including review of body systems as it relates to surgical procedures.

STS 0949L Clinical Practicum PSAV
185 clock hours
This course is a clinical practicum with an on-line component for delivery of exams, certification review and critical thinking exercises. An on-line based discussion group will be mandatory. The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, OR equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the clinical setting to prepare for transition into the workforce. The student will function as the surgical technologist in all services upon course completion.

SUR 1101C Basic Surveying and Mapping AS
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: MAC 1105
Introduction to equipment and methods used in surveying includes angle, distance and elevation measurements.

SUR 1322C CAD for Surveyors AS
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: SUR 1101C
Preparation of typical drawings used in land surveying; introduction to computer operating systems; CAD methods; plotters.

SUR 2202C Route Geometrics AS
4 credits (3 lecture, 2 lab)
Prerequisites: SUR 1101C
Geometric design of transportation systems. Computer applications. Comprehensive design project. Spiral curves, superelevation theory, earthwork analysis.

SYG 1230 American Minorities Today AA
3 credits (3 lecture hours)
Explores historical and current principal minority groups in American life, tracing developments, contributions, values, character, heritage, social structure, etc., of each minority. Examines relations among ethnic and racial groups and general attitudes of mainstream Americans, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. (*)

SYG 2000 Introduction to Sociology AA
3 credits (3 lecture hours)
Covers basic Sociological concepts and perspectives essential for understanding organized social life including emphasis on the sociological imagination, major theoretical perspectives, research methodology, culture, society, socialization, social interaction, social structure, social stratification, social institutions, demographics and social change. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. Distance learning and Honors sections available. (*)

SYG 2000 Honors Introduction to Sociology AA
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing (*)

SYG 2010 American Social Problems AA
3 credits (3 lecture hours)
Explores major social problems confronting American society including mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations and related ethnic problems. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. (*)

SYG 2361 Death and Dying AA
3 credits (3 lecture hours)
Examines issues and problems associated with death and dying resulting from changes in society encompassing grief, funeral practices, widowhood, suicide, life beyond death, moral and ethical issues.

SYG 2430 Marriage and Family AA
3 credits (3 lecture hours)
This course provides a study of the continuum of human intimacy and attraction from sociological and social psychological perspectives by examining varieties of human intimacy arrangements with emphasis on marriage and family. Alternative life styles are also discussed.

TAX 2000 Federal Income Tax I AS
3 credits (3 lecture hours)
Prerequisite: ACG 2022 or instructor permission required
Introduction to federal, state and local business taxes for students desiring an associate in science degree in Accounting Technology. Not transferable to an upper division institution.

TAX 2010 Federal Income Tax II AS
3 credits (3 lecture hours)
Prerequisite: TAX 2000 or equivalent
This is a continuation of TAX 2000, focusing on corporate income taxes. Also includes taxation of partnerships, estates and trusts and practice partnerships, estates and trusts and practice before the Internal Revenue Service. Not transferable to an upper division institution.

TDR 0522 Engineering as Applied to Architecture PSAV
150 clock hours
This course prepares students for the steps through which a building proceeds from conceptual planning to finished product. Structural elements will be included for commercial and residential construction.

TDR 0531 Fundamentals of Design I PSAV
250 clock hours
This course will introduce students to architectural graphic communication as well as to the fundamentals of design theory as it applies to human habitation and work relationships. The preliminary design processes, client influences on design, basic room relationships, and layouts. Basic plan symbols common to the field will be discussed and then applied to the design of a one-story residence and a two-story light commercial building. Presentation floor plan techniques, roof types, materials and plans, and presentation elevations will be discussed. Students will prepare presentation floor plans and exterior elevation drawings of both a one-story residence and a two-story light commercial building, as well as a preliminary building section and roof plan of a residential project.

TDR 0534 Fundamentals of Design II PSAV
150 clock hours
This course continues investigation and development of space-shaping language and its inherent structure and process of application. Skills learned in Fundamentals of Design I are engaged in both analysis and design processes, and requirement that materials introduced in lectures be furthered investigated through spatial analysis. This course will require students to further investigate architectural graphic communication as well as to the fundamentals of design theory as it applies to human habitation and work relationships.

TDR 0552 Construction Documents PSAV
50 clock hours
This course prepares the student for the multitude of tasks involved in generating, coordinating and administrating a complete set of permit ready construction documents for both residential and light commercial projects. The student will be introduced to all the elements that comprise residential and light commercial working drawings as well as the techniques for organizing the drawings on paper and in the computer. Coordination of associated consultants work and responsibilities in the working drawings are discussed.

TDR 0558 Fundamentals of Professional Practice PSAV
150 clock hours
This course will introduce to students the basics of professional architectural drafting and design services including interoffice relationships, the roles of consultants in the design process, the phases of architectural design, office standards, and project specifications. Students will learn basic cost estimating techniques, copyright law, and other aspects of a functioning office. Scheduling, record keeping and standard contracts and forms will be introduced.

TDR 0560 Construction Materials & Methods PSAV
150 clock hours
This course covers the sources, properties, and uses of construction materials.

THE 1000 Theatre Appreciation AA
3 credits (3 lecture hours)
This course is an introduction to the art, business, and history of theater. The course is designed to increase the student's understanding and appreciation of the work of the various artists engaged in creating theater through a participatory approach. This course meets the needs of the General Education program in Humanities. Gordon Rule writing requirement minimum: 2,000 words. (*)

THE 2051 Theater for a Children's Audience AA
3 credits (3 lecture hours)
Analyzes theory of children's theater, surveys the development within the American theater scene, studies functionality within the American community and materials available for use with children.

THE 2300 Dramatic Literature AA
3 credits (3 lecture hours)
Prerequisite: THE 1000
This course explores dramatic literature and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism.

THE 2925 R Play Production AA
1 credit (2 lab hours)
This course involves sessions and activities centered around a specific theatre topic. The topics may vary and are designed to enhance specific professional skills. Topics are based on what is new or currently relevant in the field.

TPA 1200 Stagecraft I AA
3 credits (3 lecture hours)
Lectures and classroom demonstration in construction, painting and handling of scenery, makeup and making properties. Crew hours are required.

TPA 1211 Advanced Stagecraft AA
3 credits (3 lecture hours)
Prerequisite: TPA 1200
Continuation of TPA 1200 emphasizing set design and lighting techniques and principles of designing and executing model sets and stage lighting in classroom demonstrations and experiences.

TPA 2290 R Technical Theater Lab I AA
1 credit (2 lab hours)
This course is designed to provide hands-on experience in the backstage operation of a theater. The concentration of the course will vary depending on the skills of the student and the needs of the theater.

TPP 1600 Playwriting AA
3 credits (3 lecture hours)
This course is an introduction to the study, analysis, and writing of plays for the theater. Emphasis on developing skills in writing short scenes stressing creating characters, handling dialogue, and plot structure.

TPP 2100 Acting I AA
3 credits (3 lecture hours)
Prerequisite: THE 1000 or special permission of the department chair
This course is a study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises.

TPP 2111 Acting II AA
3 credits (3 lecture hours)
Prerequisite: TPP 2100 or permission of department chair
This course is a continuation of TPP 2100, emphasizing processes of developing characterization and discovering relationships affecting the character. Students study methods of auditioning, prepare a resume and present monologues.

TPP 2190 R Rehearsal and Performance I AA
1 credit (2 lab hours)
This course is designed to provide hands-on experience in rehearsal and performance techniques for production. Emphasis is on the warm-up, reading, blocking and nuances of a role. Brief lectures will be given on the different design aspects as they apply to varying sizes of theatrical houses and audience-actor relationships.

TPP 2300 Directing AA
3 credits (3 lecture hours)
Prerequisites: THE 1000, TPP 2100, TPA 1200
An investigation of the problems of choosing and analyzing scripts, casting, rehearsals, costuming, make-up, organization and management of the Educational Theatre.

TPP 2510 Movement for the Theater AA
3 credits (3 lecture hours)
Introduction to study, analysis and application of styles of movement required in theatrical productions emphasizing preparation to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime are included.

TPP 2700 Freeing the Actor's Voice AA
3 credits (3 lecture hours)
An academic study and practical application of the efficient and effective use of the breathing mechanism and speaking voice in accordance with physical movement, particularly in meeting the special demands of acting for the stage. A study of principles of good voice and articulation of general American speech, Standard British, American Southern, and other dialects as created in theatrical performance. The theories and principles of the course will be applied in written assignments, theatrical monologues before the class, and through vocal/physical exercises performed in class, and at home.

VPI 0100 Vocational Preparatory Reading (PREP)
20 clock hours
This course is intended for the student whose TABE score indicates improvement in basic reading skills is needed. Classroom instruction and individualized work in the VPI lab enable students to achieve an appropriate level necessary for the TABE.

VPI 0200 Vocational Preparatory Math I (PREP)
20 clock hours
This course is intended for the student whose TABE score indicates improvement in basic mathematics skills is needed. Classroom instruction and individualized work in the VPI lab enable students to achieve an appropriate level necessary for the TABE. This course covers basic mathematics foundations and computation.

VPI 0211 Vocational Preparatory Math II (PREP)
20 clock hours
This course is intended for the student whose TABE score indicates improvement in basic mathematics skills is needed. Classroom instruction and individualized work in the VPI lab enable students to achieve an appropriate level necessary for the TABE. This course covers basic mathematics computation and applied mathematics.

VPI 0300 Vocational Preparatory Language (PREP)
20 clock hours
This course is intended for the student whose TABE score indicates improvement in basic language skills is needed. Classroom instruction and individualized work in the VPI lab enable students to achieve an appropriate level. This course covers basic grammar, punctuation, and writing skills.

WOH 1012 Ancient and Medieval History AA
3 credits (3 lecture hours)
Introduces theories of historical causation, origin of life in prehistoric times and emergence of early Middle Eastern and Mediterranean cultures in Mesopotamia, Egypt, Israel and Persia emphasizing Western civilization's roots in ancient Greece, Rome and medieval Europe to 1500 A.D., legacy of the East, the Byzantine and Islamic worlds.

WOH 1022 Modern World History AA
3 credits (3 lecture hours)
This course is a continuation of WOH 1012. Introduces the birth of the modern age in intellectual (Renaissance), religious (Reformation), economic and navigational achievements of the period around 1500 and goes through the twentieth century emphasizing European civilization directly influencing American and modern world culture and increasing role and significance of Afro-Asian peoples.

ZOO 1010 General Zoology Lecture AA
3 credits (3 lecture hours)
Prerequisite: BSC 1010; Corequisite: ZOO 1010L
Introduction to structure, functioning, embryology and evolutionary relationships of representatives of major animal phyla culminating in man. (*)

ZOO 1010L General Zoology Laboratory AA
1 credit (2 lab hours)
Prerequisite: BSC 1010; Corequisite: ZOO 1010
This course is a laboratory observation of representative groups of the animal kingdom. (*)

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Ed.D., Nova Southeastern University
Professor III, Criminal Justice

Vega, Edward
M.F.A., Columbia University
Associate Professor, English

Vitrano, Mary
M.B.A., Adelphi University
Associate Professor, Computer Science

Webber, Allen L.
M.M., Miami University
Professor II, Music

Weissman, Nancy
M.Ed., Florida Atlantic University
Associate Professor, Respiratory Therapy

Williams, Sandra K.
M.S., Illinois State University
Professor II, Art

Wilson, Claire
M.A., New York Institute of Technology
Associate Professor, Film Production

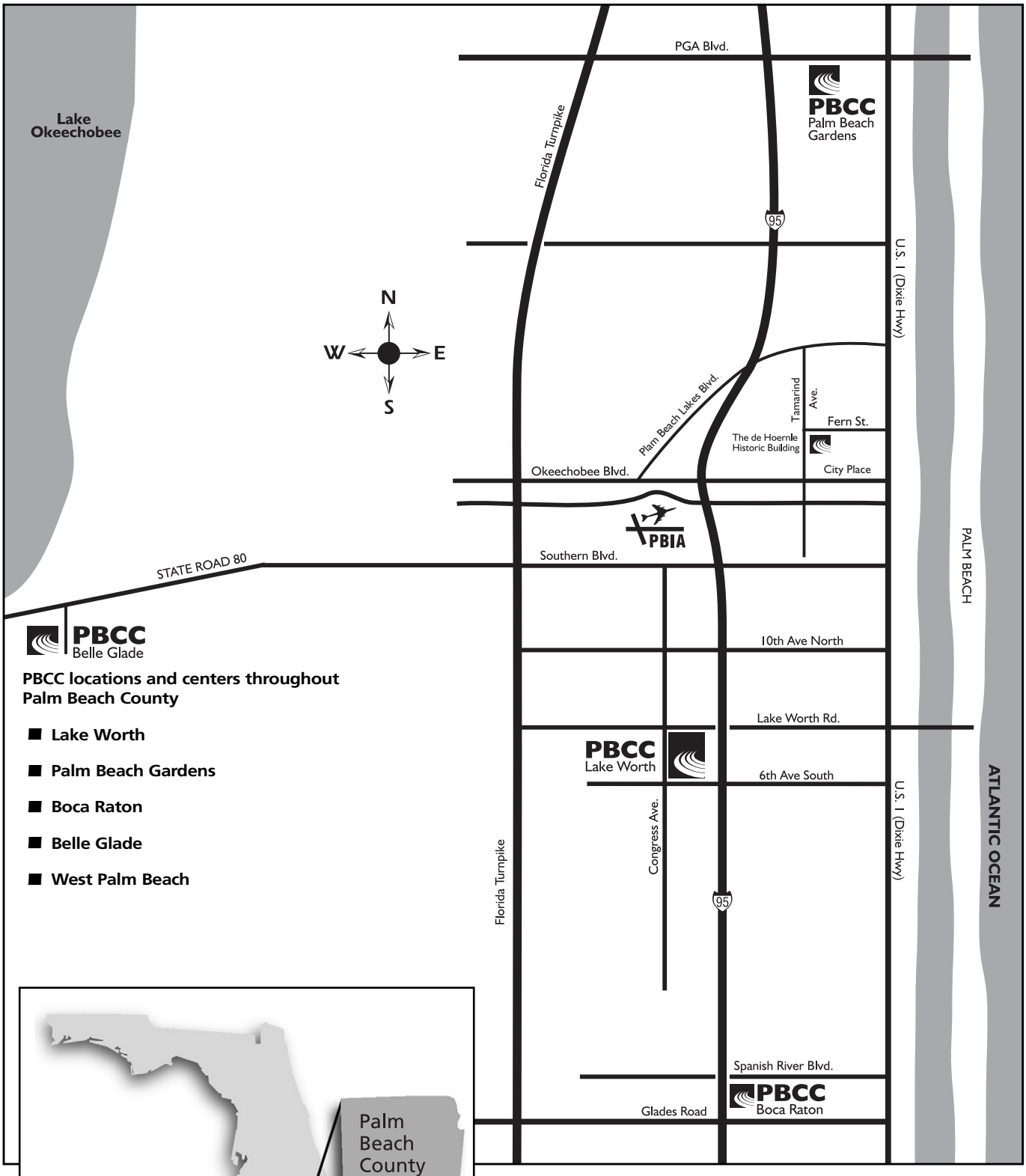
Wood, James B. III
Ph.D., University of Arizona
Professor III, Chemistry

Zazzi, Henry R.
M.A., St. Mary's University
M.S.W., Worden School of Social Work
Counselor/Professor I, Student Services

Zinser, Nancy C.
M.S., Boston University
Professor II, Dental Health Services

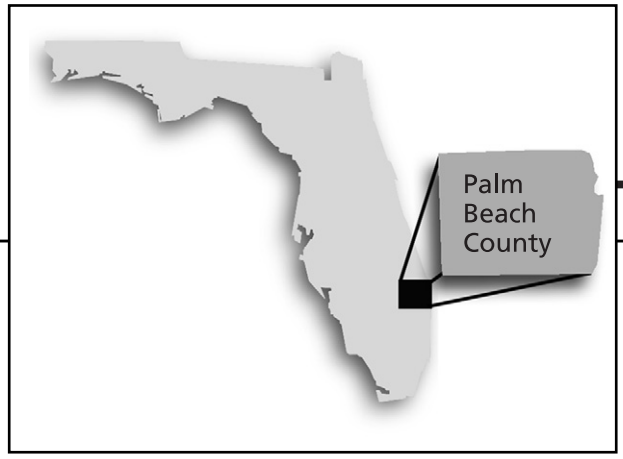
Emeritus Faculty

John Adams
Daryl Albee
Elizabeth Allred
Martha Ambrosio
Odas Arant
Patrick Archer
Easter Arora
Kathleen Asher
Robert Barry
Floyd Becherer
Barbara Benken
Robert Bergen
Betty Blanton
Carol Bloodworth
Carole Blum
William Boorman
Mary Bosworth
Donald Busselle
Paul Butler
Tom Butler
Judy Ann B. Campbell
M. Colbert
Sandra Collins
Joanne Connolly
John Connolly
Donald Cook
Helen Darcey
Lucile Dickinson
Robert Donnelly
Ruth Dooley
Kathleen Drawdy
Alice Duxbury
Ethel Fowler
Walter A. Franklin
Banna I. Ghioto
Allan Gerson
Irving Gerstein
I. James Gross
Michael Hakucha
Alma Harrell
Maurice Hartman
Paul Hitchcock
Joan Holloway
Helen Hull
Winifred Huneke
Joan S. Jones
Joanne Kelly
Diana Kilpatrick
Francis L. Leahy
Phyllis Leapman
Joseph Lesko
Rosemarie Lowrey
Carolyn L. Martin
Barbara Matthews
Eleanor L. Mayock
James McCue
Joseph McElhaney
Frank J. McLaughlin
Sylvia Meeker
Evelyn Merkle
Sunny Meyer
Eleanor J. Myatt
Joanne Nikides
James O'Brien
Daniel O'Connell
Frank Perez
Henry Petraki
Gloria Poorvin
Seymour Pryweller
Margaret B. Richardson
Trinette Robinson
Mildred M. Schild
Arthur Schneider
Adele Shapiro
Bob Shaw
Sue C. Smith
Frankie Sprague
Jewell Sterling
Mary Still
Geraldine Sutton
Milton Thomas
Charles Toohey
Marjorie Toomath
Lawrence Tuttle
Raymond Van Pelt
William Van Wyhe
Donald Voils
Idella Wade
Rochelle Warm
Leon B. Warner
Margaret Weatherly
Carol Wershoven
Ivor L. Wetherby
Don Whitmer
William Wilson
Ruth Wing
Dorothy Witherspoon
Mary Woods
Joan C. Young



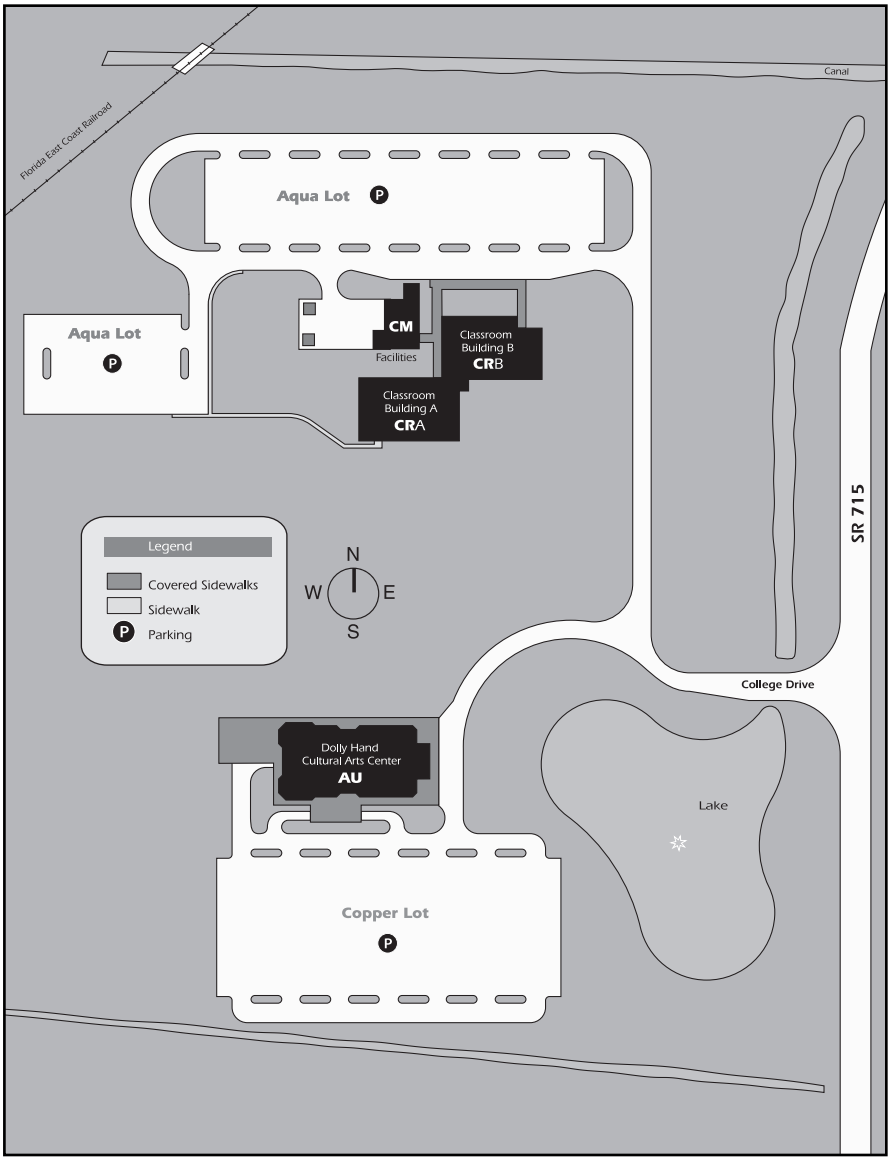
PBCC locations and centers throughout Palm Beach County

- **Lake Worth**
- **Palm Beach Gardens**
- **Boca Raton**
- **Belle Glade**
- **West Palm Beach**



College Information Center
561-967-PBCC

1977 College Drive, Belle Glade, FL 33430-3699 **561-996-PBCC**



CRA - Registration & Classrooms

- Administration
- Testing Center
- Computer Center
- Financial Aid
- Cashier
- Prep Lab
- Provost's Office
- Security

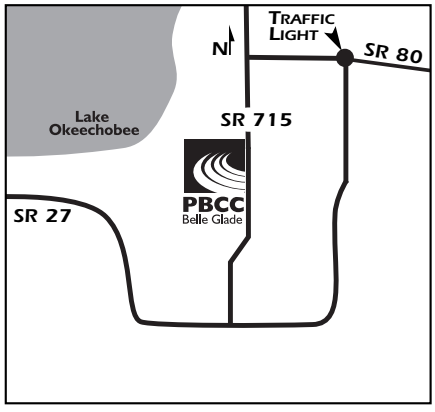
CRB - Classrooms

- Library Learning Resource Center
- Bookstore

CM - Facilities

AU - Dolly Hand Cultural Arts Center

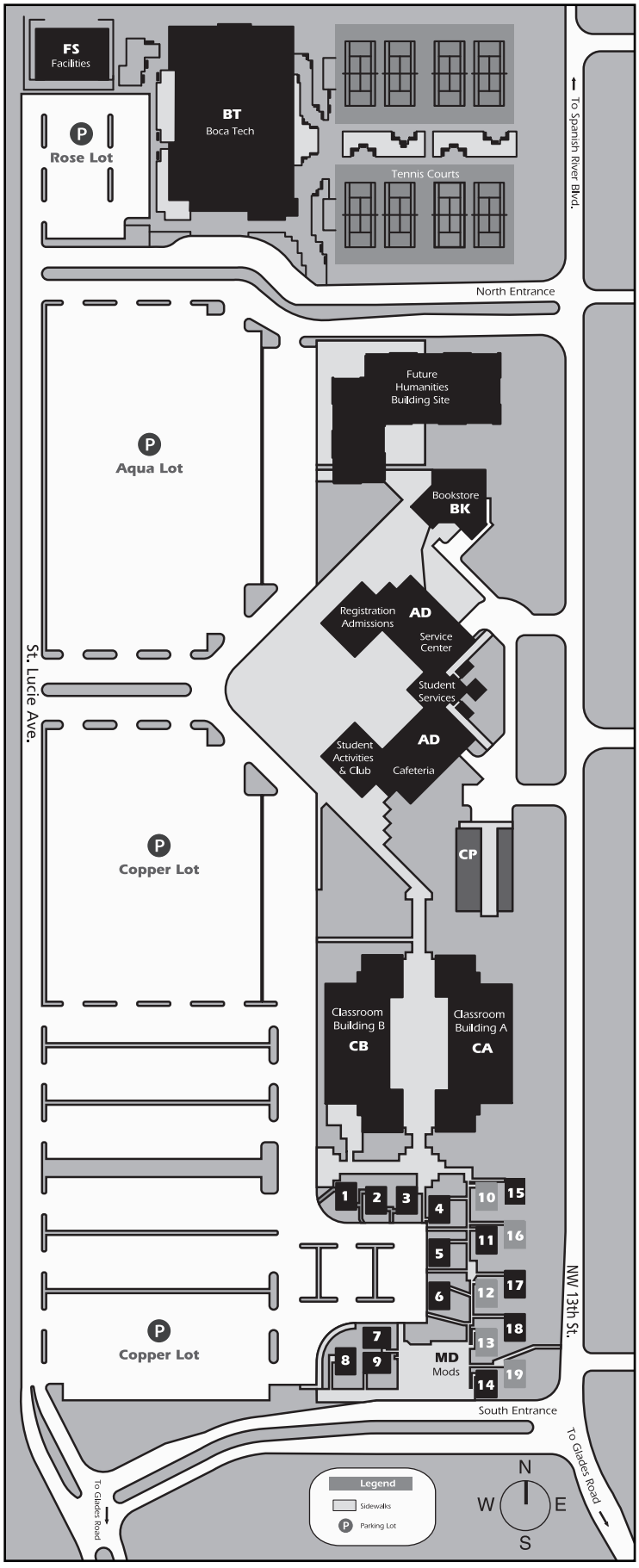
DIRECTIONS



From I-95:
Proceed west on Southern Blvd. (SR 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.

From the Florida Turnpike:
Exit at Southern Blvd. (SR 80). Proceed west on SR 80 approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.

3000 Saint Lucie Avenue Boca Raton, FL 33431-6490 561-393-PBCC



AD - Administration

1st Floor
- Admissions/Registration
- Registrar
- Counseling
- Financial Aid
- Service Center
- Cafeteria (Computer Cafe)
- Cashier
- Student Organizations

2nd Floor
- Facilities

3rd Floor
- Computer Resources
- Workforce Development

4th Floor
- Provost's Office
- Dean of Student Services
- Dean of Academic Affairs
- District Office of Instruction and Academic Programs

BK - Bookstore

BT - BocaTech
- Career Center
- Child Care Program
- Massage Therapy
- Student Learning Center / Lab
- Testing Center
- Wellness Center

CB - Classroom Building B

1st Floor
- Art Studios
- Science Labs

2nd Floor
- Faculty Workroom
- Computer Classrooms
- Media

CA - Classroom Building A

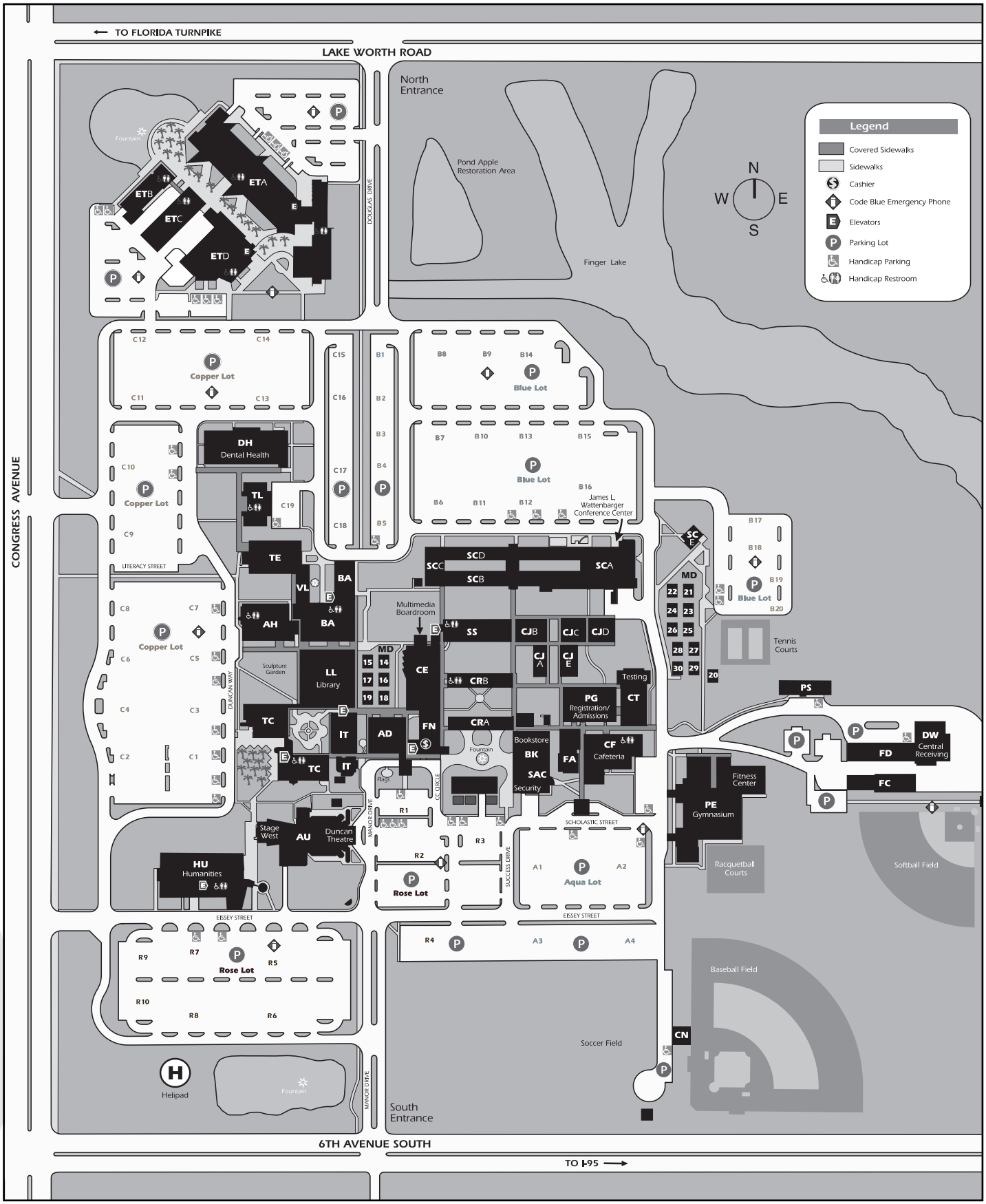
MD - Modular Village (portables)
- Classrooms

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 the second stop sign (Lee Street), the south entrance to PBCC is on the left.

From Spanish River Boulevard:
Go south on NW 8th Avenue. The north entrance to PBCC is on the right.

4200 Congress Avenue, Lake Worth, FL 33461-4796 **561-967-PBCC**



4200 Congress Avenue, Lake Worth, FL 33461-4796 **561-967-PBCC**

AD - Administration/District Offices
G. Tony Tate Bldg.
- College Relations and Marketing
- Government Relations
- 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
- Upward Bound Office

$ - Cashier's Office

Central Receiving/Facilities

CJA - **E** Criminal Justice A - E

CRA - General Classrooms A
- Center for Lifetime Learning
- Foundation
- Provost's Office

CRB - General Classrooms B

CE - Continuing Education
Paul W. Graham Bldg.
- Crossroads
- Dean of Academic Affairs
- Grants/Resource Development
- Institute of Government
- Multimedia Boardroom
- Transition to Teaching

CT - Counseling & Testing
Student Services Center
- Academic Advisement
- Career Center
- Disability Support Services
- Testing Center

DH - Dental Health

ETA - Education and Training Center
- Dean of Economic and Workforce Development
- Dean of Health Sciences and Occupational Education
- Business Applications
- Career Exploration/Job Placement
- Commercial HVAC
- Computer Applications
- Electronic Technology
- Emergency Medical Services (EMS)
- Machining Technology
- Medical Assistant
- Medical Coder
- Medical Secretary
- Medical Transcription
- Plumbing
- Pratical Nursing
- Sheet Metal
- Surgical Technology
- Vocational Preparatory Instruction

ETB - Education and Training Center
- Automotive Body Repair

ETC - Education and Training Center
- Automotive Mechanics

ETD - Education and Training Center
- Carpentry
- Cosmetology
- Diesel Mechanics
- Emergency Medical Tech. (EMT)
- Welding

FA - Financial Aid
- Disabilities Services
- Outreach Services
- Student Support Services

FC - Facilities Central

FD - Facilities District
Claude A. Edwards Bldg.

Fitness 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 14 - MD 19
Between the Library (LL) and Continuing Education (CE)

MD 20 - MD 30
Next to the tennis courts.
See Social Science (SS)

PE/GYM - Gymnasium
Elisabeth W. Erling Bldg.

PG - Student Services Center
Paul J. Glynn Bldg.
- Admissions/Registration
- College Registrar
- Dean of Academic Services
- Dean of Student Services
- Graduation Office
- International Admissions
- Limited Access Admissions
- New Student Enrollment
- Web Registration

PS - Purchasing Dept/Print Shop

SAC - Student Activities Center

SCA - D Science A - D
- Security
- Title III

SCE - Science E

SS - Social Science
Britton G. Sayles Bldg
Offices temporarily moved to Mods 20-30 next to the tennis courts

TC - Technology Center
Count and Countess de Hoernle Bldg.
- Academic Support Lab
- CAD/Drafting Lab
- Computer Lab
- Dean of Curriculum, Planning and Research
- Graphic Design Lab
- Student Learning Center: Math/Reading Labs

TE - Technical Education
- Electronics Lab
- Physics Lab

TL - Technical Laboratory

VL - Vocational Lab
- Patient Care Assistant

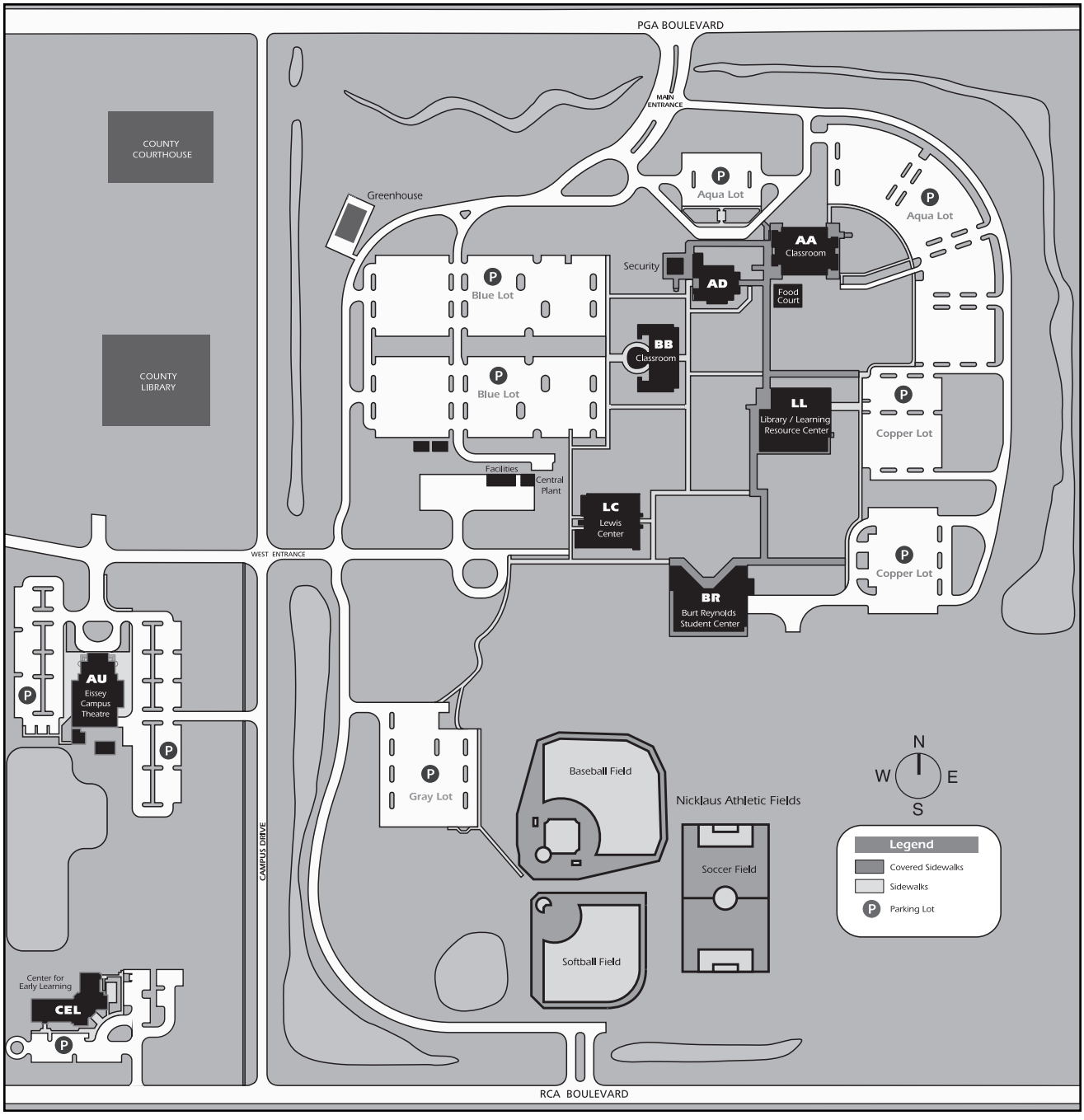
Please note:
Due to ongoing construction and renovation, some modules, building descriptions or locations may have changed.

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 approximately 5 miles to Congress Ave. Go through the light, and turn right (south) into the campus.

3160 PGA Blvd, Palm Beach Gardens, FL 33410-2893 **561-624-PBCC**



DIRECTIONS

From I-95:
Proceed east on PGA Blvd. approximately 2 miles just past the Gardens Mall to the campus entrance on the right.

From the Florida Turnpike:
Take the Palm Beach Gardens/PGA Blvd. exit and go east approximately 5 miles just past the Gardens Mall. The campus entrance on the right.

AA - Classroom Building

Faculty Offices
Campus Service Center

AD - Administration

1st Floor: Student Services
Admissions
Registration
Financial Aid
Cashier
Security

2nd Floor: Provost
Academic Dean
Associate Dean
Early Learning Services

Food Courtyard

BB - Classroom Building

Meldon Lecture Hall
Art Gallery
Art Lab
SLC - Math Lab
Workforce Development
Children First

LC - Phillip D. Lewis Center

Radiography
Respiratory Care
EMT
Computer Science

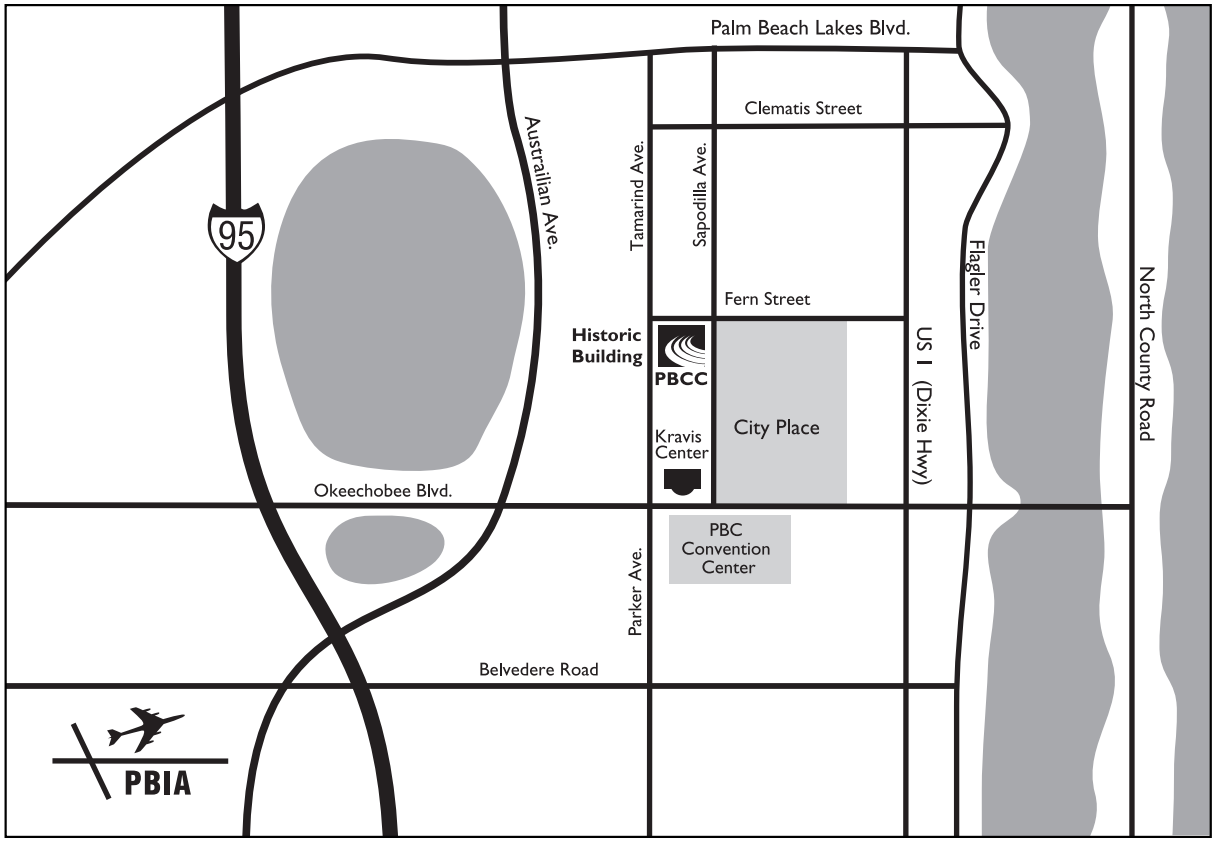
BR - Burt Reynolds Student Ctr.

Advisement
Career Resources
Disabilities Services
Student Activities
Bookstore
Cafeteria

LL - Library Learning Resource Center

Law Library
Media Services
Science Lab
Motion Picture & Television
SLC - Student Learning Ctr.
English/Reading Lab

812 Fern Street, West Palm Beach, FL 33401 **561-967-PBCC**



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.

INDEX

General Education Requirements for the A.A. Degree

To earn an A.A. degree, students must complete 36 hours of General Education courses from the six areas of General Education. Courses that meet Gordon Rule requirements (24,000 written words) are listed with "GR" along with the number of words each course fulfills, followed by course credits listed in parentheses, e.g. (GR 6,000) (3). All General Education requirement courses must be completed with a grade of C or higher to apply to A.A., A.A.S. or A.S. degree programs.

Area I

COMMUNICATIONS — **9 CREDIT HOURS**

Select one of the following courses:

- ❑ ENC 1101 College Composition 1 (GR 6,000) (3)
- ❑ ENC 1121 Honors College Composition 1 (GR 6,000) (3)

Select one of the following courses:

- ❑ ENC 1102 College Composition 2 (GR 7,000) (3)
- ❑ ENC 1122 Honors College Composition 2 (GR 7,000) (3)
- ❑ ENC 1141 Writing About Literature (GR 7,000) (3)

Students must take the following course:

- ❑ SPC 1016 Fundamentals of Speech Communication (GR 2,000) (3)

Area II

HUMANITIES — **6 CREDIT HOURS**

Select one of the following courses:

- ❑ AML 2010 American Literature to 1865 (GR 3,000) (3)
- ❑ AML 2020 American Literature after 1865 (GR 3,000) (3)
- ❑ AML 2600 African American Literature (GR 3,000) (3)
- ❑ ENL 2012 English Literature before 1800 (GR 3,000) (3)
- ❑ ENL 2022 English Literature after 1800 (GR 3,000) (3)
- ❑ LIT 1370 The Bible as Literature (GR 3,000) (3)
- ❑ LIT 2090 Contemporary Literature (GR 3,000) (3)
- ❑ LIT 2110 World Literature before the Renaissance (GR 3,000) (3)
- ❑ LIT 2120 World Literature after the Renaissance (GR 3,000) (3)
- ❑ LIT 2380 Women in Literature (GR 3,000) (3)
- ❑ Approved Transfer Literature *(Verify course credit with an advisor.)*

Select one of the following courses:

- ❑ ARH 1000 Art Appreciation (GR 2,000) (3)
- ❑ ARH 2050 Art History 1 (GR 2,000) (3)
- ❑ ARH 2051 Art History 2 (GR 2,000) (3)
- ❑ MUH 2018 History and Appreciation of Jazz (GR 2,000) (3)
- ❑ MUL 1010 Music Appreciation (GR 2,000) (3)
- ❑ MUT 1001 Fundamentals of Music (GR 2,000) (3)
- ❑ THE 1000 Theatre Appreciation (GR 2,000) (3)
- ❑ Approved Transfer Humanities *(Verify course credit with an advisor.)*

Area III

MATHEMATICS — **6 CREDIT HOURS**

Select two of the following courses:

- ❑ MAC 1105 College Algebra (GR) (3)
- ❑ MAC 1114 Trigonometry (GR) (3)
- ❑ MAC 1140 Precalculus (GR) (3)
- ❑ MAC 2233 Survey of Calculus (for Business Majors) (GR) (3)
- ❑ MAC 2311 Calculus with Analytic Geometry 1 (GR) (4)
- ❑ MAC 2312 Calculus with Analytic Geometry 2 (GR) (4)
- ❑ MAC 2313 Calculus with Analytic Geometry 3 (GR) (4)
- ❑ MAP 2302 Differential Equations (GR) (3)
- ❑ MAS 2103 Matrix Theory (GR) (3)
- ❑ MGF 1106 Liberal Arts Mathematics (GR) (3)

- or -

- ❑ MGF 1111 Geometry *- and -* (1)
- ❑ MGF 1112 Math Logic *- and -* (1)
- ❑ STA 1021 Probability/Statistics (1)
- ❑ MGF 1107 Finite Mathematics (GR) (3)
- ❑ MTG 2206 College Geometry (GR) (3)
- ❑ STA 2023 Statistics (GR) (3)
- ❑ Approved Transfer Mathematics *(Verify course credit with an advisor.)*

Area IV

NATURAL SCIENCES — **6 CREDIT HOURS**

Select two of the following courses:

- ❑ AST 1002 Descriptive Astronomy (3)
- ❑ AST 1003 Planetary Astronomy (3)
- ❑ AST 1004 Stellar & Galactic Astronomy (3)
- ❑ BOT 1010 / BOT 1010L General Botany 1 and Lab (4)
- ❑ BSC 1005 Concepts of Biology (Non-Science Major) (3)
  (Lab BSC 1005L optional) (1)
- ❑ BSC 1010 Principles of Biology (3)
  (Lab BSC 1010L optional) (1)
- ❑ BSC 1011 / BSC 1011L Principles of Biology 2 and Lab (4)
- ❑ BSC 1050 Environmental Conservation (3)
- ❑ BSC 1085 / BSC 1085L Anatomy and Physiology 1 and Lab (4)
- ❑ BSC 1086 / BSC 1086L Anatomy and Physiology 2 and Lab (4)
- ❑ CHM 1015 Principles of Chemistry (3)
  (Lab CHM 1015L 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)
- ❑ ZOO 1010 General Zoology (3)
- ❑ ZOO 1010L General Zoology Lab (1)
- ❑ 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 2,000) (3)
- ❑ ECO 2013 Principles of Macroeconomics (GR 2,000) (3)
- ❑ GEO 1010 Principles of Geography & Conservation (GR 2,000) (3)
- ❑ PSY 2012 General Psychology (GR 2,000) (3)
- ❑ SYG 1230 American Minorities Today (GR 2,000) (3)
- ❑ SYG 2000 Introduction to Sociology (GR 2,000) (3)
- ❑ SYG 2010 American Social Problems (GR 2,000) (3)
- ❑ Approved Transfer Social Science *(Verify course credit with an advisor.)*

Select one of the following courses:

- ❑ AMH 2010 US History to 1865 (GR 2,000) (3)
- ❑ AMH 2020 US History from 1865 to Present (GR 2,000) (3)
- ❑ POS 1001 Introduction to Political Science (GR 2,000) (3)
- ❑ POS 1041 Introduction to American Government (GR 2,000) (3)
- ❑ POS 2112 American State and Local Government (GR 2,000) (3)
- ❑ Approved Transfer Political Science *(Verify course credit with an advisor.)*

Area VI

HEALTH and FOREIGN LANGUAGE — **3 CREDIT HOURS**

Select one of the following courses:

HEALTH

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

FOREIGN LANGUAGE

- ❑ FRE 1120 Elementary French 1 (4)
- ❑ FRE 1121 Elementary French 2 (4)
- ❑ FRE 2200 Intermediate French 1 (3)
- ❑ FRE 2201 Intermediate French 2 (3)
- ❑ GER 1120 Elementary German 1 (4)
- ❑ GER 1121 Elementary German 2 (4)
- ❑ GER 2200 Intermediate German 1 (3)
- ❑ GER 2201 Intermediate German 2 (3)
- ❑ SPN 1120 Elementary Spanish 1 (4)
- ❑ SPN 1121 Elementary Spanish 2 (4)
- ❑ SPN 2200 Intermediate Spanish 1 (3)
- ❑ SPN 2201 Intermediate Spanish 2 (3)
- ❑ Approved Transfer Health and Foreign Lanuage
  (Verify course credit with an advisor.)

TO GET ON THE RIGHT TRACK FOR GRADUATION, CHECK WITH AN ACADEMIC ADVISOR ON COURSE REQUIREMENTS.

pbcc
Palm Beach Community College

Application for Admission

pbcc
Palm Beach Community College

INSTRUCTIONS

Application

Complete this form in detail and forward it to the admissions office at the location you plan to attend. Incomplete applications will be returned. You can also apply online at **www.pbcc.edu**

Application Fee – Non-refundable.

$20 U.S. citizen.

$30 international, U.S. currency (F-1, M-1 applicants only).

Transcripts & Records

All final transcripts should be received prior to orientation and registration. A degree-seeking students whose transcript is not received within the first term cannot register for the subsequent terms. Any student omitting information or falsifying the application or records will be subject to immediate dismissal without a refund. Official documents are those mailed directly from your previous institution to PBCC. All credentials submitted become the property of the College and cannot be returned. Some PSAV programs do not require HS graduation; therefore, no transcripts are needed. See program information in college catalog.

Placement Tests

All first-time-in-college, degree-seeking students must present their score from FCELPT (CPT) unless SAT-I or ACT-E scores, not older than two years, place students into college level course work. Many PSAV programs require TABE. See program information in college catalog. If you have not yet taken one of the placement tests listed above, contact the Testing Center at the location you plan to attend.

Limited Access Programs

Admission to the college neither constitutes nor guarantees admission to Limited Access programs. If you plan to enter one of these programs, you must request a separate application packet for the specific program. The Program Application, Limited Access Processing Fee (if applied), and records must be submitted to the location designated on that application.

Final Acceptance

Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript, or transcript of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

Career Center

If you are unsure of your program of study or career objectives, or are in need of a job, contact the Career Center at the location you plan to attend.

Credit Type / Program Descriptions –

Associate in Arts Degree (A.A.) - The A.A. is for students planning to attend a four-year college or university after graduation from PBCC.

Associate in Science Degree (A.S.) - The A.S. is intended to prepare students for entry into employment. Though not considered a transfer degree, some transfer is possible.

Associate in Applied Science (A.A.S.) - The A.A.S. is designed to prepare students for entry into employment. The A.A.S. may include courses that will not typically apply to a baccalaureate program.

Advanced Technical Certificate (A.T.C.) - The A.T.C. is a program of instruction of 9–45 credit hours of college-level courses. The ATC may be awarded to students who have already received a degree and are seeking an advanced, specialized planning program to supplement their associate or other degree.

Applied Technology Diploma (A.T.D.) - The A.T.D. is part of an A.A.S. or A.S. degree, is less than sixty (60) credit hours, and leads to employment in a specific occupation.

College Credit Certificate (C.C.C.) - The C.C.C., also known as Post Secondary Vocational Certificate (P.S.V.C.), is a certificate that provides instruction consisting of college-level courses to prepare students for entry into employment.

Post Secondary Adult Vocational (P.S.A.V.) - The P.S.A.V. programs provide instruction consisting of non-college level courses to prepare for entry into employment. Completion of courses within the programs shall be recognized by the award of units of measure called vocational credit.

Non-Degree (N.D.) - The N.D. designation is intended for students who have earned at least a standard high school diploma or GED, are interested in taking courses for their own personal improvement or general interest and do not plan on obtaining any type of degree at this time. Students in this category cannot receive financial aid. Refer to PBCC Catalog for additional information. Non-degree seeking students receive college credit, but are limited to taking 21 credit hours total.

Disability Support Services

Students with documented disabilities may self-identify and request accommodations by contacting the campus Disability Support Services advisor:

Belle Glade-561-993-1125

Boca Raton-561-862-4316

Lake Worth-561-868-3046

Palm Beach Gardens-561-207-5345

BELLE GLADE
1977 College Drive
Belle Glade, FL 33430
Ph: (561) 993-1122

BOCA RATON
3000 St. Lucie Avenue
Boca Raton, FL 33431
Ph: (561) 862-4300

LAKE WORTH
4200 Congress Avenue
Lake Worth, FL 33461
Ph: (561) 868-3300

PALM BEACH GARDENS
3160 PGA Boulevard
Palm Beach Gardens, FL 33410
Ph: (561) 207-5300

Apply online at **www.pbcc.edu**

PROGRAM CODES

Questions about which program is for you?

Read the short descriptions on the cover, refer to our College Catalog, or speak with an academic advisor.

Associate in Arts (AA)

AA Transfer Degree	AA 1000

Business & Office Management

Accounting Operations	PSAV 5044
Accounting Technology	AAS A042/AS 2050/CCC 6110
Administrative Assistant	PSAV 5519
Business Administration and Management	AAS A087/CCC 6111
Legal Office Systems	CCC 6112
Life, Health and Variable Annuities Agent	PSAV 5470
Marketing	CCC 6113
Medical Coder/Biller	ATD B526
Medical Secretary	PSAV 5084
Medical Transcription	ATD B525
Office Administration	
LEGAL OFFICE SYSTEMS SPECIALIZATION TRACK	AAS A524/AS 2523
OFFICE MANAGEMENT SPECIALIZATION TRACK	AAS A521/AS 2514
Office Management	CCC 6114
Paralegal	AS 2505
Property and Casualty General Lines Agent	PSAV 5469
Real Estate Sales Agent	PSAV 5499

Child Care & Human Services

Child Care	PSAV 5348
Child Care Center Management	CCC 6366
Early Childhood Education	
EARLY CHILDHOOD EDUCATION TRACK	AS 2358
HIGH/SCOPE APPROACH TRACK	AS 2360
MONTESSORI TRACK	AS 2349
Educational Assisting	AS 2369/CCC 6370
Human Services	AAS A353/AS 2345/CCC 6361
Infant/Toddler	CCC 6367
Pre-School	CCC 6368
School Age	CCC 6365

Computer Science & Information Technology

CISCO CCNA	CCC 6135
Computer Programming	AAS A133/AS 2126
Computer Support Specialist	PSAV 5520
Information Management	CCC 6136
Internet Services Technology	AAS A121/AS 2122
Networking Administrator	AAS A131/AS 2123
Programming	CCC 6137
Web Development Specialist	CCC 6138
Webmaster (CIW)	

Creative Arts & Communications

Graphic Design Technology	AAS A018/AS 2011
Graphic Design Technology	
MULTIMEDIA ARTS	CCC 6022
WEB DESIGN	CCC 6023
Interior Design	ATC 4024
Interior Design Technology	AS 2012
Motion Picture and Television Production Technology	AS 2282
Motion Picture and Television Production Technology	
POST PRODUCTION TECHNOLOGY	CCC 6019
PRODUCTION TECHNOLOGY	CCC 6020
PRODUCTION MANAGEMENT TECHNOLOGY	CCC 6021

Engineering, Drafting & Electronics

Architectural Drafting	PSAV 5208
Drafting and Design Technology	AAS A169/AS 2178
Electronic Technology	PSAV 5167
Electronics Engineering Technology	AAS A166

Environmental Science & Horticulture

Environmental Science Technology	AS 2216
Landscape and Horticulture Management	AS 2191
Landscape and Horticulture Professional I	CCC 6220
Landscape and Horticulture Professional II	CCC 6221
Landscape and Horticulture Specialist	CCC 6219

Health Care

Adult Echo Sonography	ATC 4313
Cardiovascular Intervention Technology	ATC 4320
Computed Tomography	ATC 4321
Critical Care Nursing	ATC 4315
Dental Assisting*	PSAV 5155
Dental Hygiene*	AS 2151
Dietetic Technician*	AS 2512
Magnetic Resonance Imaging	ATC 4322
Massage Therapy	PSAV 5232
Medical Assisting*	PSAV 5236
Nursing*	AAS A309
Patient Care Assistant	PSAV 5233
Perioperative Nursing	ATC 4317
Practical Nursing*	PSAV 5234
Radiography *	AS 2303
Respiratory Care *	AS 2148
Sonography*	AS 2313/CCC 6312
Surgical Technology*	PSAV 5235

Public Safety

Crime Scene Technology*	AS 2435/CCC 6436
Criminal Justice Academies	
CORRECTIONS OFFICER TRACK*	PSAV 5601
LAW ENFORCEMENT OFFICER TRACK*	PSAV 5600
Criminal Justice Technology	
CORRECTIONS OFFICER TRACK*	AAS A607/AS 2605
LAW ENFORCEMENT OFFICER TRACK*	AAS A608/AS 2606
Emergency Medical Technician (EMT-B)*	ATD B217
Emergency Medical Services	AS 2449
Firefighter*	PSAV 5043
Fire Science Technology	AS 2195
Paramedic*	CCC 6450
Public Safety Telecommunications Dispatcher	PSAV 5455

Trade & Industrial

Apprenticeship Programs*	PSAV
Automotive Body Repair	PSAV 5461
Automotive Mechanics	PSAV 5463
Biotechnology	AS 2158
Building Construction Technology	AAS A213/AS 2198
Commercial Vehicle Driving - Tractor Trailer CDL Class A	PSAV 5206
Cosmetology	PSAV 5357
Diesel Technology	PSAV 5468
Facials Specialty	PSAV 5355
Hospitality and Tourism Management	AAS A100/AS 2060
Heating, Ventilation, Air Conditioning and Refrigeration	PSAV 5267
Industrial Management Technology	AAS A194/AS 2193
Machining Technology	PSAV 5459
Nails Technician	PSAV 5356
Professional Pilot Technology	
MAINTAINENCE MANAGEMENT TRACK	AAS A161/AS 2171
OPERATIONS TRACK	AAS A162/AS 2172
PROFESSIONAL PILOT TRACK	AAS A163/AS 2197
Welding Technology	PSAV 5460

Non-Degree

Employment Related	ND 3407
Personal Improvement	ND 3408
Transient Student	ND 3409
HIGH SCHOOL DUAL ENROLLMENT	
Public School	ND 3800
Private School	ND 3408
Home School	ND 3802
EARLY ADMISSION	
Public School	ND 3803
Private School	ND 3804
Home School	ND 3805

*** Limited Access** - these programs have special requirements for admission. Refer to Areas of Study section in the PBCC catalog.

APPLICATION FOR ADMISSION

Please type or print clearly. Complete both side of this application.

pbcc Palm Beach Community College

1. U.S. Social Security Number/PBCC Student ID ___ ___ ___– ___ ___ – ___ ___ ___ ___ or ❑ Do not have SSN

2. Name _____
Last First Middle Suffix

Please list all previous names under which documents may be sent _____

3. Local Address _____
Number and Street Address City

_____
County (or Province) State Zip Code

4. Permanent Address ❑ Check here if same as local address

_____
Number and Street Address City

_____
County (or Province) State Zip Code

5. E-mail address
_____

6. Home phone ( ) _____

7. Work phone ( ) _____

8. Citizenship *
- ❑ U.S. Citizen (C)
- ❑ Permanent Resident Alien (P)
- ❑ Asylee (A)
- ❑ Refugee Alien (R)
- ❑ F-1 Visa Student (F)
- ❑ Other, Non-Citizen (X)

Home Country _____

9. Date of Birth _____ /_____ /_____
Month Day Year

_____
State or Country of Birth

10. Gender * ❑ Female ❑ Male

11. Race/Ethnic Data *
Please check all that apply
- ❑ American Indian/Alaskan Native (I)
- ❑ Asian (A)
- ❑ Native Hawaiian or Pacific Islander (P)
- ❑ Black (B)
- ❑ White (W)

12. Is your ethnic heritage Hispanic? (H) *
❑ Yes ❑ No

13. Is English your primary language?
(i.e. the language you use more than 50% of the time?)
- ❑ Yes
- ❑ No _____
What is your primary language?

14. Admission Date Year 2_____
❑ Fall (1) ❑ Spring (2) ❑ Summer (3)

15. Enrollment Status
- ❑ High School/Ged Graduate (NH)
- ❑ Transfer (NT)
- ❑ Transient (NT)
- ❑ Readmission to PBCC (RH or RT)
- ❑ Dual Enrolled High School Student (ND)
- ❑ Early Admission High School Student (NE)

16. Student Program Objective
(See previous page)
- ❑ AA degree program code 1000
- ❑ Non-Degree program code 3
- ❑ Other, program code _____

17. Location
❑ Belle Glade (3) ❑ Boca Raton (5)
❑ Lake Worth (1) ❑ Palm Beach Gardens (2)

18. Hint word _____
(A word to identify you in case you forget you PIN)

*** INFORMATION IS VOLUNTARY AND WILL NOT BE USED DISCRIMINATIVELY, BUT WILL AID THE COLLEGE IN ITS COMMITMENT TO EQUAL EDUCATION OPPORTUNITY.**

19. Are you a first generation college student? (Neither of your parents have a four-year college degree) ❑ Yes ❑ No

20. High School or GED (Please indicate below your high school completion level)
❑ Standard High School Diploma ❑ General Education Diploma (GED) ❑ Special DIploma/Certificate of Completion ❑ Non HS Grad

Name of School	City/State	Language of GED	Date of Graduation

21. College/University (List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.)

Name of Institution	City/State	Dates	Degree	Credit

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT and any state licensing agencies. PBCC may release copies of my official transcript to other institutions to which I make application. No further authorization is necessary. Students are responsible for all information contained on their application. I undertand that falsification or omission of any information may result in my rejection or dismissal by the College.

_____ _____
Student's Signature Date

MUST COMPLETE REVERSE SIDE

READ AND COMPLETE RESIDENCY INFORMATION. APPLICANTS WHO OMIT THIS INFORMATION WILL BE CLASSIFIED AS NON-RESIDENTS FOR TUITION PURPOSES.

RESIDENCE CLASSIFICATION

A Florida "resident for tuition purpose" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least the last 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statue 240.1201(2)(a)]. (Statue subject to change) All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida "resident for tuition purpose", you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal resident of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

Definitions

DEPENDENT: A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.

INDEPENDENT: A person who provides more than 50 percent of his/her support.

(A copy of your and/or your parents most recent tax return or other documentation may be requested to establish dependence/independence.)

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

❑ 1. I am an independent person and have maintained legal residence in Florida for at least the last 12 consecutive months.

❑ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least the last 12 consecutive months.

❑ 3. I am a dependent person who has resided for the last five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least the last 12 consecutive months. (Documentation Required)

❑ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution _____ (Documentation Required)

❑ 5. I am married to a person who has maintained legal residence in Florida for at least the last 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required and proof of current Florida residency)

❑ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.

❑ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least the last 12 consecutive months. (Copy of INS documentation required.)

❑ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record Is Florida [or I am the member's spouse or dependent child]. (Copy of military paper work required.)

❑ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or Institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)

❑ 10. I am part of the Latin American/Caribbean scholarship program. (Documentation required.)

❑ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)

❑ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].

❑ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Documentation Required)

❑ 14. I am a full-time student participating in a Linkage Institute. (S.240.137, F.S.) (Documentation Required)

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

1. Name of Applicant _____ 2. Student SSN: _____

(The **CLAIMANT** is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. **All of the questions below pertain to the claimant.**)

3. Name of Claimant: _____ 4. Relationship of Claimant to Applicant: _____

5. Permanent Legal Address of Claimant: _____

6. Date Claimant Began Establishing Legal Florida Residence and Domicile: _____ Telephone Number of Claimant ( ) _____

7. Claimant's Voter Registration: State: _____ County: _____ Number: _____ Original Issue Date: _____ mm/dd/yy

8. Claimant's Drivers License: State: _____ Number: _____ Issue Date: _____ mm/dd/yy

9. Claimant's Vehicle Registration: State: _____ License Tag Number: _____ Issue Date: _____ mm/dd/yy

10. Citizenship: ❑ U.S. Citizen ❑ Permanent Resident Alien ❑ Asylee or Refugee Alien ❑ Other _____

11. Non-U.S. Citizen Only: Resident Alien Number: _____ Date Card Issued: _____ (Copy of both sides of card required)

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

_____ and of _____ _____

Signature of Applicant in ink — Person Claiming Florida Residency if other than Applicant — Date

NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

_____ _____

Signature of Applicant in ink — Date

Need to Know

Information about the College

CALL

College Information Center **561-967-7222**

Toll-Free **866-576-7222**

IT'S ALL ONLINE...

For information about Palm Beach Community College including class schedules, student services and college events visit the Web site. For an up-to-date phone directory of PBCC faculty/staff go to www.pbcc.edu and click on People Finder.

www.pbcc.edu

www.FACTS.org

- Admissions
- Application
- Institutional & Degree Program Information

pbcc
Palm Beach Community College

Embracing dreams. Empowering futures.

PALM BEACH COMMUNITY COLLEGE

561.967.PBCC
7222

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Toll-Free 7222

www.pbcc.edu

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BOCA RATON
3000 Saint Lucie Avenue

LAKE WORTH
4200 Congress Avenue

PALM BEACH GARDENS
3160 PGA Boulevard

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