PALM BEACH STATE COLLEGE

2013-2014 catalog

PALM BEACH STATE COLLEGE

2013-2014 ACADEMIC CALENDAR

*Calendar dates subject to change. For updates, go to **www.palmbeachstate.edu** and click on Academic Calendar.*

	Fall 2013 (2014-1)				Spring 2014 (2014-2)				Summer 2014 (2014-3)		
	FULL TERM (16 Weeks)	EXPRESS A (1st 8 Weeks)	12 WEEKS	EXPRESS B (2nd 8 Weeks)	FULL TERM (16 Weeks)	EXPRESS A (1st 8 Weeks)	12 WEEKS	EXPRESS B (2nd 8 Weeks)	FULL TERM (12 Weeks)	SUMMER A (1st 6 Weeks)	SUMMER B (2nd 6 Weeks)
	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3
	Aug 22 – Dec 18	**Aug 22 – Oct 18**	**Sep 16 – Dec 18**	**Oct 21– Dec 18**	**Jan 6 – May 7**	**Jan 6 – Feb 28**	**Feb 3 – May 7**	**Mar 10 – May 7**	**May 12 – Aug 5**	**May 12 – Jun 23**	**Jun 24 – Aug 5**
International Admissions Application Deadline *(F1 Visa)*	Jul 23, 2013				November 18, 2013				April 11, 2014		
Registration Begins	July 2013 — For specific dates, go to **www.palmbeachstate.edu/academiccalendar** *(Click on the desired Term Registration Calendar)*				November 2013				March 2014		
Faculty Return	Aug 20				Jan 2						
Classes Begin	Aug 22	Aug 22	Sep 16	Oct 21	Jan 6	Jan 6	Feb 3	Mar 10	May 12	May 12	Jun 24
Add/Drop	Aug 22-28	Aug 22-23	Sep 16-20	Oct 21-22	Jan 6-10	Jan 6-7	Feb 3-7	Mar 10-11	May 12-19	May 12-13	Jun 24-25
Last Day to Add or Drop *(100% Refund for Dropped Classes)*	Aug 28	Aug 23	Sep 20	Oct 22	Jan 10	Jan 7	Feb 7	Mar 11	May 19	May 13	Jun 25
Last Day to Audit	Aug 28	Aug 23	Sep 20	Oct 22	Jan 10	Jan 7	Feb 7	Mar 11	May 19	May 13	Jun 25
Last Day to Make Up Incomplete (I) Grades from Previous Term	Sep 20				Feb 4				Sep 22, 2014		
Last Day for Withdrawals *(No refund)*	Nov 5	Sep 30	Nov 14	Nov 26	Mar 27	Feb 10	Apr 7	Apr 16	Jul 7	Jun 9	Jul 22
Final Exams	Check with Instructor for last meeting day of class and final exam schedule.										
Grades Available on **PantherWeb**	Dec 19	Oct 19	Dec 19	Dec 19	May 8	Mar 1	May 8	May 8	Aug 6	Jun 24	Aug 6
Commencement	Dec 19 (1:00 pm)				May 8 (1:00 pm)						
Student Holidays (No Classes held)	Aug 31-Sep 2 Oct 29 Nov 11 Nov 28-Dec 1 Dec 19-Jan 5	Aug 31-Sep 2	Oct 29 Nov 11 Nov 28-Dec 1 Dec 19-Jan 5	Oct 29 Nov 11 Nov 28-Dec 1 Dec 19-Jan 5	Jan 18-20 Mar 3-9 Mar 26 Apr 18-20	Jan 18-20	Mar 3-9 Mar 26 Apr 18-20	Mar 26 Apr 18-20	May 24-26 Jul 4	May 24-26	Jul 4
									No Friday classes - Summer Term		

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 75-1

PALM BEACH STATE COLLEGE 2013-2014

catalog

PALM BEACH STATE COLLEGE

Your Pathway to Success

About the Catalog

The Palm Beach State 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 the College 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 catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program.

Catalog addenda may be published online 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 website only. Many policy changes are listed on the Student Updates web page, **www.palmbeachstate.edu/studentupdates**.

Disability Support

Palm Beach State 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 offices 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
College-wide Student Programs Director, 561-868-3375

Employment Access
Employment Manager, 561-868-3111

Facilities Access
Facilities Director, 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:

Disability Support Services, MS #54
Palm Beach State College
4200 Congress Ave.
Lake Worth, FL 33461-4796
Telephone: 561-868-3375 (V/TTY)

Equal Access

Palm Beach State 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 instructors 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 academic affairs for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the campus provost, will hear the facts and provide a recommendation to the provost, 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. Anyone wishing to obtain further information regarding sexual offenders/predators in the area may refer to the FDLE website at: **www.fdle.state.fl.us** or call 888-FL-PREDATOR or 888-357-7332.

TABLE OF CONTENTS

GENERAL INFORMATION
History 4
Mission 4
Vision 4
Beliefs 5
Accreditation 5
Memberships 5
Foundation 5
Locations 5

ADMISSIONS
Admission Criteria 7
Admission Policies 7
Florida Residency for Tuition Purposes 8
Admission Procedures 9
Placement Testing 16
Placement Test Scores 17
TABE Test Requirements for PSAV Programs 18
Registration Dates 18
Prerequisites and Corequisites 18
Fees and Payment 18

FINANCIAL AID
Application for Financial Aid 21
Financial Aid Disbursement 21
Enrollment Status 22
Financial Aid for Students with Disabilities 22
Gainful Employment 22
Policy on Withdrawals 22
Veteran Services 22

COLLEGE READINESS
English for Academic Purposes Foundation 23
Student Learning Center 23

STUDENT SERVICES AND STUDENT LIFE
Academic Advisement 24
Career Planning and Employment Services 24
Center for Early Learning 24
Counseling Center 25
Crossroads 25
Disability Support Services 25
PantherCard 25
PantherWeb 25
Student Handbook 25
Student Publications 25
Student Success Grants 26
Testing Services 26
Student Life 26

ACADEMIC SUPPORT AND OPPORTUNITIES
Corporate and Continuing Education 27
Dr. Floyd F. Koch Honors College 27
eLearning 27
Institute of Excellence in Early Care and Education 28
Institute of Teacher Education 28
Library Learning Resource Centers 28
Vocational Preparatory Instruction Lab 29

ACADEMIC POLICIES
Class Attendance 30
Enrollment Status 30
Academic Recognition 30
Standards of Academic Progress 31
Grades 31
Audit and Withdrawal Policies 33
Alternative Ways to Earn College Credit 33
Graduation 35
Security of Student Records 37

AREAS OF STUDY
Academic Programs 39
General Education 39
Degrees and Certificates 42
Degrees 42
Certificates and Diplomas 42
Program Groups 43
How to Use the Catalog's Program Descriptions 45

BACHELOR'S DEGREES AND CERTIFICATE
Information Management (B.A.S.) 47
Supervision and Management (B.A.S.) 48
Nursing (B.S.N.) 50
Certificate of Professional Preparation in Project Management (CPP) 51

ASSOCIATE IN ARTS (A.A.) 52

BUSINESS AND OFFICE MANAGEMENT
Insurance Claims Adjuster (PSAV) 55
Insurance Customer Service Representative (PSAV) 56
Life, Health and Variable Annuities Agent (PSAV) 56
Property and Casualty General Lines Agent (PSAV) 57
Real Estate Broker (PSAV) 57
Real Estate Sales Associate (PSAV) 58
Accounting Technology (CCC) 58
Banking Specialist-Financial Services (CCC) 59
Business Administration and Management (CCC) 59
Business Operations (CCC) 60
Business Specialist (CCC) 60
Entrepreneurship (CCC) 61
Food Service Management (CCC) 61
Hospitality (CCC) 62
Legal Office Management (CCC) 62
Marketing (CCC) 63
Office Management (CCC) 63
Office Software Applications (CCC) 64
Office Specialist (CCC) 64
Office Support (CCC) 65
Accounting Technology (A.S.) 65
Business Administration and Management (A.S.) 66
Business Entrepreneurship (A.S.) 67

Hospitality and Tourism Management (A.S.) 68
Office Administration (A.S.) 69
Paralegal (A.S.) 70
Business - CCE 70

CHILD CARE, HUMAN SERVICES AND TEACHER EDUCATION

40-Hour Introductory Child Care Training Certification – Birth to 5 Years (PSAV)..... 71
30-Hour Family Child Care Certification (PSAV) 72
Caring for Children Birth to 3 Years (FCCPC) - PSAV 73
Early Childhood Professional Certificate (ECPC) – Preschool (PSAV) 73
School Age Professional Certificate (PSAV) 74
Addiction Studies (CCC) 75
Child Care Center Management (CCC) 76
Educational Assisting (CCC) 77
High/Scope Preschool Approach Curriculum (CCC) 77
Infant/Toddler (CCC) 78
Pre-School (CCC) 78
Human Services (CCC) 79
Youth Development (CCC) 79
Early Childhood Education (A.S.) 80
Educational Assisting (A.S.) 81
Human Services (A.S.) 81
Human Services – Addiction Studies (A.S.) 83
Child Care - CCE 84
Human Services - CCE 84
Teacher Certification Program (EPI) 84

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Cisco CCNA (CCC) 85
Computer Programming Specialist (CCC) 86
Information Management (CCC) 86
Information Technology Administration (CCC) 87
Information Technology Technician (CCC) 87
Programming (CCC) 88
Web Development Specialist (CCC) 88
Computer Programming (A.S.) 89
Internet Services Technology (A.S.) 90
Networking Administrator (A.S.) 90
Computer Information Security (ATC) 91
Computer Science - CCE 92

CREATIVE ARTS AND COMMUNICATIONS

Graphic Design Technology (CCC) 93
Motion Picture Post-Production Technology (CCC) 94
Graphic Design Technology (A.S.) 94
Interior Design Technology (A.S.) 95
Motion Picture Production Technology (A.S.) 96

HEALTH SCIENCE

Dental Assisting (PSAV) 98
Massage Therapy (PSAV) 100
Medical Assisting (PSAV) 100
Patient Care Assistant (PSAV) 101
Practical Nursing (PSAV) 102
Surgical Technology (PSAV) 103
Medical Transcription (ATD) 103
Medical Transcription - Credit (ATD) 105
Health Informatics Specialist (CCC) 105
Medical Information Coder/Biller (CCC) 106
Sonography (CCC) 107
Dental Hygiene (A.S.) 108
Health Information Technology (A.S.) 109
Nursing (A.S.) 111
Ophthalmic Medical Technology (A.S.) 113
Radiography (A.S.) 114
Respiratory Care (A.S.) 115
Sonography (A.S.) 117
Computed Tomography (ATC) 118
Magnetic Resonance Imaging (ATC) 119
Health Science - CCE 119

PUBLIC SAFETY

Auxiliary Law Enforcement Officer (PSAV) 120
Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement (PSAV) 121
Criminal Justice Academies (PSAV) 121
Cross-Over CMS Law Enforcement to Correctional Officer (PSAV) 122
Cross-Over Correctional Officer to CMS Law Enforcement (PSAV) 123
Firefighter (PSAV) 124
Fire Apparatus Operator (PSAV) 125
Fire Inspector 1 (PSAV) 125
Fire Instructor (PSAV) 126
Fire Investigator 1 (PSAV) 126
Fire Officer 1 (PSAV) 127
Public Safety Telecommunications (PSAV) 127
Emergency Medical Technician – EMT-B (ATD) 128
Crime Scene Technology (CCC) 128
Emergency Management (CCC) 129
Paramedic (CCC) 129
Crime Scene Technology (A.S.) 130
Criminal Justice Technology (A.S.) 131
Emergency Management (A.S.) 132
Emergency Medical Services (A.S.) 133
Fire Science Technology (A.S.) 134
Public Safety - CCE 135

SCIENCE AND ENVIRONMENT

Biotechnology (CCC) 136
Landscape and Horticulture Specialist (CCC) 137
Landscape and Horticulture Professional 1 (CCC) 137
Landscape and Horticulture Professional 2 (CCC) 138
Biotechnology (A.S.) 138
Environmental Science Technology (A.S.) 139
Landscape and Horticulture Management (A.S.) 140

TRADE AND INDUSTRY

Apprenticeship Programs (PSAV) 142
Automotive Service Technology 1 (PSAV) 143

Automotive Service Technology 2 (PSAV) 144
Cosmetology (PSAV) 144
Diesel Technology 1 (PSAV) 145
Diesel Technology 2 (PSAV) 146
Facials Specialty (PSAV) 147
Green Building Trades (PSAV) 147
Heating, Ventilation, Air Conditioning and Refrigeration (PSAV) 148
Heavy Equipment Mechanics (PSAV) 148
Machining Technology (PSAV) 149
Nails Technician (PSAV) 150
Residential and Commercial Electrician (PSAV) 150
Welding Technology (PSAV) 151
Alternative Energy Engineering Technology (CCC) 152
Commercial Pilot (CCC) 152
Drafting for Sustainable Construction (CCC) 154
Sustainable Building Specialist (CCC) 154
Aeronautical Science (A.S.) 155
Electrical Power Technology (A.S.) 157
Industrial Management Technology (A.S.) 158
Sugar Technology (A.S.) 159
Sustainable Construction Management (A.S.) 160

COURSE DESCRIPTIONS

Florida's Statewide Course Number System 161
Course Prefixes by Subject Area 163
Introduction to Course Descriptions 165

DIRECTORY 267

MAPS 276

INDEX 283

GENERAL INFORMATION

History

Note: Throughout 2013, Palm Beach State College is celebrating its 80th anniversary as Florida's first public two-year college. Information on anniversary events, stories from the archives and links to interactive blogs and photo galleries are available at ***www.palmbeachstate.edu/history***.

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

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

A total of 41 students began classes on Nov. 14, 1933, at the new Palm Beach Junior 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 its first president in 1936. Leonard was affectionately known as "Mr. Junior College" because of his dedication to the students, the College and the two-year college system.

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

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

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

In 1965, the state legislature ordered that black and white two-year colleges be merged, and the mostly white Palm Beach Junior College and the all-black Roosevelt Junior College became one. Six professors and staff members from Roosevelt were transferred to PBJC, and other faculty members were transferred to the school district.

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, educational institutions and various agencies. In 2008, the College received State Board of Education approval to offer its first baccalaureate degree. Baccalaureate-level courses began in 2009, and the institution was renamed Palm Beach State College in 2010 to reflect its expanded educational offerings. In 2012, the College purchased 75 acres in west-central Palm Beach County and began developing plans for a new campus to serve residents in that area.

Mission

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

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

Vision

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

Beliefs

We believe...

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

Accreditation

Palm Beach State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Palm Beach State College. The Commission should be contacted only if there is evidence that appears to support an institution's non-compliance with an accreditation requirement or standard.

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 Association of Florida Colleges, as well as other professional organizations.

Foundation

The Palm Beach State 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 State College and its objectives. Monies raised by the Foundation allow the College to offer a wider range of scholarships for students, incorporate state-of-the-art technology systems and programs into the curriculum, add new courses to keep career training programs consistent with the local business community and fulfill the College's mission.

Locations

Courses are offered at College 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. Detailed maps for each College location are at the back of this catalog.

BELLE GLADE

Serving residents of the western communities of Palm Beach County, the Belle Glade location 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 transfer to four-year institutions as well as career, 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. High-skills career programs are housed at the Technical Education Center completed in 2010.

BOCA RATON

Since 1971, Palm Beach State 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 close partnership between the two institutions to earn a baccalaureate degree at one location. In addition, all Palm

Beach State students enjoy full-use privileges at the FAU library.

The Boca Raton campus provides students with state-of-the-art classrooms and laboratory facilities. Known for addressing the learning needs of the entire local community, the campus offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops. Extensive courses in architecture and photography are offered for students pursuing those career interests. The campus offers Summer Youth College for ages 8-14, and the success of that program led to the creation of youth leadership and youth entrepreneurship programs. The Center for Business Entrepreneurship, which houses the Small Business Development Center and Procurement Technical Assistance Center, provides counseling, seminars, workshops and customized training. The Women Entrepreneurs Network meets monthly for sharing of ideas and collaboration on business ventures.

LAKE WORTH

Lake Worth is the College's largest and longest-established campus. Bordered by Lake Osborne and John Prince Park, this 114-acre campus offers numerous programs for those planning to transfer to universities or enter or advance in the workforce. Palm Beach State's intercollegiate athletic teams play and practice at this campus, which also is home to the Dr. Kathryn W. Davis Global Education Center and more than 35 student clubs and organizations.

The spacious Watson B. Duncan III Theatre serves as a performing arts instructional facility and hosts a variety of cultural and entertainment events for the public. The Natural Science Building completed in 2008 provides state-of-the-art classrooms and laboratories for chemistry, biology, microbiology, anatomy, physiology, physical sciences, earth sciences, geology, physics and astronomy. The Center for Bachelor's Programs opened in 2012 and houses the College's bachelor's degree programs and the Dr. Floyd F. Koch Honors College. The Public Safety Complex, completed in 2013, is the education and training hub for the criminal justice, fire, paramedic and emergency medical technology programs.

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, the campus offers credit and noncredit courses, programs and workshops to approximately 15,000 students each year. The campus sits on 123 acres in a lush, natural Florida setting that features many native plants, including a cypress preserve. The Myrna Rubenstein Pavilion at the center of campus features an ecological pond and waterfall. The pavilion and adjacent amphitheater serve as a gathering place for student activities and events.

The Bioscience Technology Complex opened in 2008 houses an expanded science curriculum, the Institute for Energy and Environmental Sustainability and the Employ Florida Banner Center for Life Sciences. The campus also features modern multimedia classrooms and laboratories, a horticultural nursery, community athletic fields and an art gallery. Each year, the campus hosts the prestigious Math & Science Institute, the Holocaust Remembrance and many other curricular and co-curricular programs. The 750-seat Eissey Campus Theatre is a cultural hub for northern Palm Beach County, presenting community educational programs as well as family entertainment through its popular "Arts in the Gardens" guest artist series. The Center for Early Learning is a state-of-the-art child care center serving children of students and employees as well as families from the community.

Admission Criteria

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

- Standard high school diploma from a regionally accredited high school. A high school diploma from a non-regionally accredited institution will be reviewed by the College to determine if the institution meets the Florida standard high school diploma criteria.*
- Florida Home Education graduation, in accordance with sections 1003.43 and 1003.26, Florida Statutes.
- Florida "Special Option" Graduation (W8A): Florida public high school students who have met all standard high school diploma requirements except the Florida Comprehensive Assessment Test (FCAT) also will 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.
- A state-issued General Educational Development (GED) diploma. Students with GEDs are afforded the same rights and privileges as students with standard high school diplomas.
- Approval for Early Admission/High School Dual Enrollment.
- Demonstrated competency in college credit post-secondary coursework, in accordance with section 1007.263, Florida Statutes. The College defines this competency as any student who is applying for a non-Limited Access program who has received an associate degree (A.A., A.S.) or higher from a regionally accredited institution of higher education.*

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

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

Some Post Secondary Adult Vocational 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 Palm Beach State College 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 unsatisfactory, the College registrar has the authority to not accept all or any part of the previously earned diploma or credit.*

Admission Policies

COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS (SSN)

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for institutions to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student $50. Refusal to disclose the SSN also may affect a student's ability to receive financial aid and transfer coursework. Palm Beach State 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 an acceptance communication with information that outlines any outstanding requirements needed to complete the admissions process. All degree-seeking students and certain certificate-seeking students are required to have transcripts sent to the College within one term or they may not register for subsequent terms. Students can view the status (received and/or evaluated) of their transcripts at **www.palmbeachstate.edu/pantherweb**, *click on Records*.

All international student transcripts and commercial evaluations, if applicable, must be received before a first term of enrollment will be permitted. Transcripts are required prior to enrollment for financial aid recipients. Some programs have additional admissions requirements. Refer to the Areas of Study section in this catalog; also check the high school dual enrollment and early admission information and the international students information, both of which are presented in this Admissions section.

INSURANCE

The College assumes no responsibility for accidents that may occur or expenses incurred from accidents; therefore, students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Students participating in College activities or enrolled in certain programs may also be required to secure insurance.

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

NON-DISCRIMINATORY POLICY

Palm Beach State 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.

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.

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

College Registrar
Palm Beach State College
4200 Congress Avenue, MS #7
Lake Worth, FL 33461

Letters should include the applicant's name, student ID or 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. Applicants who are denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services and enrollment management.

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

POLICY FOR COMMUNICATION WITH STUDENTS

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

- College-assigned e-mail. Students must check their College-assigned e-mail address frequently to ensure they obtain critical information and assignments.
- The official Student Updates web page, located at **www.palmbeachstate.edu/studentupdates**.
- Certified mail, return receipt requested

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

RELEASE OF TRANSCRIPTS

Upon admission, students authorize the College to release Palm Beach State College transcripts to governmental, educational and licensing agencies as appropriate. Transcript requests must be made either in writing or through PantherWeb, **www.palmbeachstate.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 only obtain an unofficial copy of the record. It is recommended that the student request a copy from the institution from which the transcript originated.

Florida Residency for Tuition Purposes

A Florida resident for tuition purposes, as defined in Florida Statutes 1009.21 and State Board of Education Rule 6A-10.044, is an independent person who has established and maintained legal residence in Florida for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida resident classification is requested, OR a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida resident classification is requested. Living in or attending school in Florida will not, in itself, establish legal residence. A student's residency classification determines whether the student's tuition fees will be at the College's established in-state or out-of-state rate.

A student's residency classification is determined at the time of admission to the College.

Note: Residency requirements are subject to change pending the decision of the Florida Legislature.

INITIAL RESIDENCY CLASSIFICATION

All new and returning applicants to Palm Beach State (degree- or non-degree-seeking) who are seeking in-state resident classification are required to complete a Residency Affidavit. The affidavit is included in the College's application for admission.

U.S. citizens, lawful permanent residents, and legal aliens lawfully present in the U.S. who are in an eligible Visa category may be classified as a Florida resident for tuition purposes if the independent student or the dependent student's parent/legal guardian has established legal residence in Florida for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida residency is requested. For more information, visit **www.FLVC.org**.

Students who are non-U.S. citizens must also submit appropriate valid documentation from U.S. Citizenship and Immigration Services (USCIS) to the College prior to the start of the term. Any student who was previously classified as a non-U.S. citizen and is now returning as a U.S. citizen must submit proper USCIS documentation.

F-1/M-1 visa students cannot be considered for in-state residency.

When completing the Residency Affidavit section of the application, the claimant (person claiming to be the Florida resident) provides information for at least two of the three items listed below:

- Florida voter's registration card
- Florida driver's license or identification card
- Florida vehicle registration

For independent students, the claimant is the student and he/she provides his/her own information. For dependent students, the claimant is a parent or legal guardian and a parent's or legal guardian's information must be provided.

RECLASSIFICATION

A student who is initially classified as an out-of-state resident may become eligible for reclassification to in-state status. To be considered for reclassification, the student must submit a completed Florida Residency Change form along with supporting documentation to any campus Registrar's Office prior to the first day of the term for which reclassification is requested. A minimum of three documents that support clear and convincing evidence of Florida legal residence for at least the last 12 consecutive months is required. To download and print the form, go to **www.palmbeachstate.edu/admissions/forms.aspx**, *click on Florida Residency Change*.

Students who become eligible for the in-state status during a term shall have their record adjusted to reflect the changed status effective for the next term of enrollment.

APPEAL

Students denied reclassification may appeal to the College-wide Appeals Committee by submitting a completed appeal form to any campus Registrar's Office. The appeals form with detailed instruction is available online at **www.palmbeachstate.edu/admissions/forms.aspx**, *click on Appeal for Florida Residency Reclassification*.

Admission Procedures

GENERAL ADMISSIONS

1. **Application**
   Instructions for applying to the College are located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**. Applicants should carefully read the instructions to determine which application process to complete. Applicants are notified of their application status by e-mail to their personal e-mail account and/or their newly assigned Palm Beach State College e-mail account.

2. **Application Fee** SEE ADDENDUM
   New students will be assessed a $30 nonrefundable application fee. International (F-1/M-1) students will be assessed a $75 nonrefundable application fee. Returning students, high school dual enrollment and early admission students, and transient students who attend a Florida public institution will not be assessed an application fee.

3. **Transcripts**
   Transcripts are official records of coursework taken at educational institutions. All credit degree-seeking students and certificate-seeking students whose program requires high school completion must submit transcripts within one term or they may not register for subsequent terms. Transcripts should be received by the Registrar's Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma and the graduation date.

   - Applicants who have a General Educational Development (GED) diploma must submit official transcripts from a state Department of Education.
   - Applicants who are home education graduates must submit a completed and notarized **Legal Compliance and Eligibility Form**.
   - Applicants with out-of-country high school credentials must provide proof of high school completion (subject to the College's evaluation). Original records are not required.
   - Transfer (college) students must submit official high school and college transcripts from each institution attended and should have college transcripts sent prior to registration to ensure proper advisement.
   - All college transcripts from postsecondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency. A current list of approved agencies is located 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.

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

Transcript request forms are available online at **www.palmbeachstate.edu/admissions/transcript-request.aspx**. 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 or federal law. Students can check the status of received and/or evaluated transcripts at **www.palmbeachstate.edu/pantherweb**.

Transfer students are encouraged to read information under the "Transfer Students" section of this catalog.

Note: *A student will not be eligible to receive financial aid or scholarships until Palm Beach State receives and evaluates official copies of all transcripts.*

4. **Placement Tests** SEE ADDENDUM

All degree-seeking students, college credit certificate-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 (CPT), Postsecondary Education Readiness Test (PERT), ACT-E, or SAT1 before registration. (If ACT-E or SAT1 scores are too low, students must retest or take PERT 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 Academic Advising department. For a listing of the placement test scores, see Table 1-1 in this section of the catalog.

Students whose native language is not English and who did not graduate from a U.S. high school or transfer from a U.S. postsecondary institution also are required to prove college-level English proficiency. Contact the Academic Advising department at any campus for more information.

** Gordon Rule requirement is explained in the Areas of Study section of this catalog. 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 of classes. For New Student Orientation registration instructions, visit **www.palmbeachstate.edu/advising**.

6. **Acceptance of Students**

Upon completion of all forms and assuming eligibility, the applicant will receive a letter of acceptance and information from the Admissions Office. Limited or selected admission programs require a second step in the admission process. Any student falsifying or omitting any application information will be subject to rejection or dismissal without refund. SEE ADDENDUM

INTERNATIONAL STUDENTS

Applicants to Degree Programs

Palm Beach State College is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who meet the College's standard admissions requirements in addition to the criteria below.

International students should start the admission process at the earliest possible date prior to the beginning of any College term. A three-month lead time is recommended to ensure enrollment as requested. Applications from international students will be accepted for the Fall and Spring 16-week terms (August and January) and the Summer 12-week term (May). International applicants must take the following steps and submit all admission documents to the Office of International Admissions and Recruitment prior to the deadline (For application deadlines, please visit **www.palmbeachstate.edu/academiccalendar**):

1. Print and complete a **paper application** for admission at **www.palmbeachstate.edu/international**.
2. Submit a non-refundable $75.00 (US) application fee. The application will not be processed until the admission fee has been paid in full.
3. Provide documentation of successful completion of high school (upper–secondary).
4. Submit a transcript from each post-secondary institution attended. University-level transcripts from outside the United States must be accompanied by a certified course-by-course commercial evaluation from an accredited evaluation company (a list of approved agencies is available at **www.naces.org/members.htm**). Transcripts and commercial evaluations may be either sent directly to Palm Beach State College from the issuing institution or agency or be hand-delivered in a sealed envelope sealed by the issuing institution or agency.
   - Documents written in a foreign language may be required to be accompanied by certified English translations.
   - Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted.
   - Records must show the equivalent of at least U.S. high school graduation as determined by the Registrar's Office.
   - Applicants transferring from postsecondary institutions must have a least a 2.0 grade point average (GPA), be in lawful immigration status, and be in good standing (eligible to continue at or return to the institution).

5. Provide evidence of English proficiency if required. International applicants whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by meeting one of the following conditions:
   - Submission of passing scores on SEE ADDENDUM
     - TOEFL – A score of 500 or higher is required on the Test of English as a Foreign Language (TOEFL), or 173 or higher on the computerized TOEFL (CBT), or 61 or higher on the Internet-based test TOEFL (iBT). 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 Palm Beach State College. (The College's TOEFL Code is 5531.)
     - Compass/ESL - A score of 69 is required on the Compass/ESL test, which the College administers through its Testing Centers. This test may be taken once every 30 days. After passing the Compass/ESL test, students should see an advisor.
     - IELTS – A score of 5.5 or higher on the International English Language Testing System.
   - Successful completion of the GED.
   - Graduation from a U.S. accredited high school with a standard high school diploma.
   - Successful completion of ENC1101 from a U.S. college or university.
6. 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 the College. 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.
7. Provide proof of health and accident insurance. (Insurance can be arranged through the Office of International Admissions and Recruitment.)

International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to the College 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 U.S. Embassy or Consular Office, or for the Change of Status with the U.S. Citizenship and Immigration Services (USCIS).

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

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

For information on the admission requirements for international students to the Bachelor's degree programs, visit **www.palmbeachstate.edu/international/bachelors-degree-program.aspx**.

BACHELOR'S DEGREE-SEEKING STUDENTS

1. Submit an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
2. Completion of ONE of the following is required to be accepted into the Bachelor's program:
   - An A.S.* or an A.A.S.* degree (with a minimum of 60 semester hours) in a professional/technical field; OR
   - An A.A.* degree with a minimum of 60 semester hours; OR
   - Sixty* credit hours that are equivalent to satisfactory completion of an A.A, A.S., or A.A.S. degree program.

** The degee or earned credits must have been completed and awarded by a regionally accredited education institution. Refer to Areas of Study section in this catalog.*

3. Completion of 36 semester hours of transferable general education credit hours, satisfying Palm Beach State College's general education requirements (or indication on the transcript that the student has

completed general education requirements at another Florida college or university). Each bachelor's degree has requirements as to the types of acceptable degrees and coursework that may apply. Please see a bachelor's advisor for more information.

Second Bachelor's Degree

In recognition that students seeking a second bachelor's degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some admission and graduation requirements will be satisfied by virtue of the previous degree. These include Gordon Rule and General Education. However, this would not preclude prerequisites for the major that happen to be general education courses. Students with one or more previously awarded bachelor's degrees should contact the Bachelor's Admissions Office for admissions guidelines.

READMISSION OF FORMER STUDENTS

A former Palm Beach State College student who wishes to enroll in classes after an absence of 12 months or more should:

- Submit an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Send for any additional 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. A student will not be eligible to receive financial aid or scholarships until Palm Beach State receives and evaluates official copies of all transcripts.
- Update placement tests (ACT-E, SAT1, CPT, or PERT) if necessary. Test scores are only valid for two years from the date the test was taken.
- Read the "Catalog in Effect" information under the "Graduation" portion of the Academic Policies section of this catalog. (The student will complete requirements for graduation under the catalog in effect at the time of re-entry.)

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

TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. A transfer student should:

- Submit an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Submit high school and, if applicable, all college transcripts. Students with college credit from colleges outside the U.S. must have a course-by-course commercial evaluation from an accredited company at **www.naces.org/members.htm**.

All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts submitted as early as possible to allow evaluations to be completed before registration. Financial aid students must have ALL official transcripts (high school and college) and ALL commercial evaluations received and evaluated by Palm Beach State before any financial aid can be awarded or disbursed.

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. For non-regionally accredited institutions that do not participate in the SCNS, credits will be evaluated and accepted on a course-by-course basis through an appeals process that is initiated by the student.

Students may transfer credit from other institutions into the College; however, at least 25 percent of the program or certificate credit must be earned at Palm Beach State College (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.)

All grades, including failing grades, from other colleges are considered in calculating the cumulative grade point average for student standards of academic progress and for meeting graduation requirements. However, only courses with grades of D or higher are considered for awarding transfer credit. Courses with a grade of D cannot be used to satisfy General Education requirements. Plus (+) and minus (-) designations used with grades will be removed from all transfer courses.

For detailed information on the College's general credit transfer policies; evaluation and recording of transfer credits; and the appeals process for transfer credit re-evaluation, refer to the Transfer Credit Manual at

www.palmbeachstate.edu/admissions/documents/transfercredit.pdf.

Note: A student or institution may appeal the policy. However, the College registrar reviews the courses and has the right not to accept all or any part of the previously earned credit.

Transfer of Credits to Bachelor's Degree Programs

Lower division college credits in technical areas not generally applicable at the bachelor's degree level will be reviewed according to any or all of the following factors prior to their acceptance as satisfying degree requirements.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of credits
- Recommendations through other established credit assessment bodies (e.g., ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g., AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g., professional certification, standardized exam scores, etc.)

Where questions of applicability remain following such review, the credits may still be used to meet lower division degree requirements subject to one or more of the following conditions:

- Successful completion of related higher-level courses in the student's program of study;
- Successful completion of subsequent courses in the subject/course sequence;
- Successful completion of complementary lower division coursework in the subject or related area;
- Demonstration of specific lab/clinical skills or other applied competencies;
- Completion of additional supplemental independent/ directed study in the subject area which augments the skills/content of the technical course;
- Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;
- Analysis of clusters of course credits where a combination of technical courses may represent bachelor's level competencies when viewed as a package (e.g., eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);
- Verification of faculty credentials at the transferring institution.

NON-DEGREE-SEEKING STUDENTS

Students who wish to take college credit or vocational credit courses and do not intend to complete a certificate or degree program may be admitted as non-degree-seeking students. These students enroll for a variety of reasons, such as personal interest, job improvement, transfer credit purposes, or teacher recertification. Credits will be awarded for courses taken by non-degree-seeking students.

To apply for admission as a non-degree-seeking student, complete and submit an online application for admission at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Students are eligible to remain non-degree-seeking up to 21 credit hours. After that time, they will be required to change their status to degree-seeking. Upon changing to degree-seeking status, high school and college transcripts, as appropriate, will be required. Students with an associate degree or higher may request an exemption from the 21 credit hours requirement. For additional information, please contact a campus registrar. International students on an F-1/M-1 visa cannot be non-degree-seeking students.

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

Note: Non-degree-seeking students are not eligible for any type of financial aid (veteran benefits, federal grants, scholarships, student loans, Bright Futures, etc.).

TRANSIENT STUDENTS

Students seeking degrees at other institutions may attend the College as "transient" students to take one or more courses. Transient students are non-degree-seeking at the College and are considered essentially students at their home institutions.

To apply for admission:

- Students attending a Florida public institution must go to **www.FLVC.org** and complete an online transient form which will also serve as the application for admission to Palm Beach State. Residency for tuition purposes will be granted based on the information on the transient form, barring any error from the home institution.
- Students attending a Florida private institution or an out-of-state institution must submit: (1) a completed online application for admission; and (2) a "Letter of

Good Standing" from their home institution indicating the specific course(s) to be taken.

Transient students, taking courses as listed on their transient form or letter of good standing, will not be required to submit transcripts or meet Palm Beach State College testing or prerequisite course requirements. However, all corequisite course requirements apply, unless specifically waived by the home institution. Transient students are required to meet all of the College's Code of Conduct and disciplinary regulations while attending the College.

A "transient form" or "Letter of Good Standing" must be submitted for each term of transient study.

POSTSECONDARY ADULT VOCATIONAL (PSAV)

Admission requirements vary depending on the specific postsecondary adult vocational (PSAV) program. Students must review the criteria for the desired program in the Areas of Studies section of this catalog regarding application, placement testing and the need for a standard high school diploma or GED diploma. In general, a person wanting to enroll in a PSAV program must do the following:

1. Submit an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
2. For programs requiring a standard high school diploma, submit an official high school or GED transcript.
3. Take the appropriate test (if applicable) according to the requirements of the program.

   Note: Students seeking admission to any of the Public Safety limited access programs (i.e., emergency medical technician, firefighter and paramedic) should go to **www.palmbeachstate.edu/admissions/limited-access-programs.aspx**. Admission to the College does not guarantee admission to these programs.

HIGH SCHOOL DUAL ENROLLMENT AND EARLY ADMISSION

The Dual Enrollment program enables qualified public, private and home-education students in the 10th, 11th and 12th grades to enroll in approved courses offered through Palm Beach State College. Private schools participating in dual enrollment must submit each year a Statement of Legal Compliance form to verify eligibility prior to referring students for dual enrollment. The form is available online at **www.palmbeachstate.edu/dualenroll**.

The credits that students can earn count toward both a high school diploma and a college degree or vocational certificate. Students enrolled in a dual enrollment or early admission program pursuant to law shall be exempt from the payment of registration, tuition, and laboratory fees. All other fees are borne by the student, except that the College will offer one free recognized college placement test to each eligible high school student. Students enrolled in home education or non-public school will be liable for the cost of instructional materials, special course fees, and any other fees except tuition.

Dual enrollment or early admission students are responsible for transportation to and from the College; obtaining a College parking decal; purchasing uniforms, kits, equipment, consumables and/or tools that are kept in the student's possession (if applicable in a PSAV program); and adhering to the rules and regulations of the College, as stated in this Catalog and In the Student Handbook.

The following courses are NOT permitted for dual enrollment:

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

College Credit Dual Enrollment Requirements

Students taking college credit course dual enrollment may take up to eight college credits per fall, spring or summer term. Graduating seniors are not eligible to participate in the dual enrollment program during the Summer A session (May – June) following their senior year.

To be eligible for the dual enrollment program, students need to:

- Have completed the high school freshman year (9th grade)
- Have a cumulative grade point average (GPA) or honors point average (HPA) of 3.0 or higher.
- Submit an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Submit official "college ready" placement test scores (ACT-E, SAT1, CPT, or PERT) that are less than two years old from the date the test was taken. For a listing of placement test scores, see Table 1-1 in this section of the catalog. Testing must be completed prior to class enrollment.
- New students must enroll in a MANDATORY Palm Beach State Information/Advising session prior to registration of class(es). To schedule a session, go to **www.palmbeachstate.edu/dualenroll**.
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor. The form must be signed by the high school principal or designee, a parent or guardian, and the student.

- **Home education students** must complete and submit: (1) a Home Education Dual Enrollment/Early Admission Legal Compliance and Articulation Agreement form (at **www.palmbeachstate.edu/dualenroll/documents/home-education-legal-compliance-form.pdf**); and (2) a Dual Enrollment Permission and Registration form, which is obtained from the Palm Beach State College dual enrollment coordinator. NOTE: A Dual Enrollment Permission/Registration form and a Legal Compliance and Articulation Agreement form must be submitted for each term of enrollment.
- Receive a grade of C or higher in all college-level courses to continue enrollment. Dual enrollment students who receive a grade of D or F will not be allowed to continue in the program and may only be allowed to repeat the course for grade forgiveness after graduation from high school.

Dual enrollment students may be admitted to College Honors courses or Honors contracts. Interested students should apply at **www.palmbeachstate.edu/honors**.

Early Admission Requirements

To be eligible for the early admission program, students must:

- Be a high school senior.
- Submit an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Submit an official recommendation letter from the high school principal. College 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.
- Submit official "college ready" placement test scores (ACT-E, SAT1, CPT, or PERT) that are less than two years old from the date the test was taken. For a listing of placement test scores, see Table 1-1 in this section of the catalog. Testing must be completed prior to class enrollment.
- New students must enroll in a MANDATORY Palm Beach State Information/Advising session prior to registration of class(es). To schedule a session, go to **www.palmbeachstate.edu/dualenroll**.
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor. The form must be signed by the high school principal or designee, a parent or guardian, and the student.
- **Home education students** must complete and submit: (1) a Home Education Dual Enrollment/Early Admission Legal Compliance and Articulation Agreement form (at **www.palmbeachstate.edu/dualenroll/documents/home-education-legal-compliance-form.pdf**); and (2) a Dual Enrollment Permission and Registration form, which is obtained from the Palm Beach State College dual enrollment coordinator. NOTE: A Dual Enrollment Permission/Registration form and a Legal Compliance and Articulation Agreement form must be submitted for each term of enrollment.
- Enroll and maintain at Palm Beach State a full-time status (12 or more college credit hours) for the fall and/or spring terms only.
- Earn a term grade point average (GPA) of 2.0 or higher. Early admission students who receive a grade of D or F may repeat the course for grade forgiveness with permission from the high school dual enrollment designee.

Postsecondary Adult Vocational (PSAV) Dual Enrollment Requirements

Palm Beach State offers the following PSAV programs for dual enrollment at the Belle Glade location: Cosmetology, Facial Specialty, Nails Technician, Heavy Equipment Mechanics and Welding Technology. Dual enrollment students wishing to enroll in one of these programs must:

- Have a 2.0 or higher unweighted GPA.
- Be the appropriate age (if applicable for the program).
- Submit an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE). Students must achieve the minimum TABE score requirements for the Cosmetology, Heavy Equipment Mechanics and Welding programs (refer to the Areas of Study section of this catalog).
- New students must enroll in a MANDATORY Palm Beach State Information/Advising session prior to registration of class(es). To schedule a session, go to **www.palmbeachstate.edu/dualenroll**.
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor.
- **Home education students** must complete and submit: (1) a Home Education Dual Enrollment/Early Admission Legal Compliance and Articulation Agreement form (at **www.palmbeachstate.edu/dualenroll/documents/home-education-legal-compliance-form.pdf**); and (2) a Dual Enrollment Permission and Registration form, which is obtained from the Palm Beach State College dual enrollment coordinator. NOTE: A Dual Enrollment Permission/Registration form and a Legal Compliance and Articulation Agreement form must be submitted for each term of enrollment.

- Enroll in an approved PSAV program.
- Meet all PSAV program prerequisite requirements.

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

LIMITED ACCESS PROGRAMS

Some programs offered at Palm Beach State are classified as limited access programs, which means a limited number of students are admitted to these programs each term or year. There are also special standards and procedures established for admission to these programs. Please visit **www.palmbeachstate.edu/admissions/limited-access-programs.aspx**, for detailed information. Admission to the College does not imply nor guarantee admission into any program with special admission requirements.

Placement Testing SEE ADDENDUM

REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS

All degree-seeking and non-degree-seeking students wishing to take Gordon Rule writing and mathematics courses, or who have not successfully completed college-level math and English must furnish official test scores from one of the following state-approved placement tests: CPT, PERT, ACT-E or SAT1. Test scores must not be more than two years old (two years from the date the test was taken).

Students who have not taken any of the above tests, or whose test scores have expired, or whose ACT-E or SAT1 scores do not meet the state-designated minimums, must take the PERT for placement. For more information, visit **www.palmbeachstate.edu/testing**.

The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. Higher placement test scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses.

For a listing of placement test scores, see Table 1-1. Advisors will use this information for placement of a student in mathematics, English, reading and Gordon Rule writing classes.

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

- Students required to take PERT must bear the cost of the test.
- Test scores expire two years from the date of the test if a student does not enroll within those two years. Test scores will remain valid and will not expire if a student maintains continuous enrollment (complete one credit course per academic year).
- Students who test into preparatory English, reading or mathematics courses must also take the corequisite 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 English for Academic Purposes (EAP) preparatory courses.
- Students may register for a course lower than indicated by test scores but not in a higher one.
- Students placed into the college preparatory program will be allowed three attempts to complete each subject area.
- 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 satisfied. Students who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite until college preparatory math is successfully satisfied.
- Students are not permitted to audit college preparatory courses.
- Students must wait 30 days before retesting in a subject area (*please refer to the PERT retake policy in this section of the Catalog*). Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop.
- 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. Institution credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.

Note: In the Testing Centers, students may find a list of tutorial services that assist students with placement tests. These services are provided as an alternative remedial option to traditional

PLACEMENT TEST SCORES

SEE ADDENDUM

Table 1-1

STUDENTS WHO TEST INTO ANY PREP ENGLISH, READING, OR MATH COURSE MUST ALSO TAKE SLS 1501 (STRATEGIES FOR COLLEGE SUCCESS)

ESL PREP COURSES	CPT	PERT
EAP 0420 Intermediate Reading*	0-54 (RC)	50-73
EAP 1520 High-Intermediate Reading	55-68 (RC)	74-83
EAP 1620 Advanced Reading	69-82 (RC)	84-103
EAP 0460 Intermediate Grammar*	0-54 (SS)	50-80
EAP 1584 High-Intermediate English	55-68 (SS)	81-89
EAP 1684 Advanced English	69-82 (SS)	90-98

COLLEGE PREP COURSES	CPT	PERT
REA 0007 Developmental Reading 1	0-60 (RC)	50-83
REA 0017 Developmental Reading 2	61-82 (RC)	84-103
ENC 0015 Developmental Writing 1	0-60 (SS)	50-89
ENC 0025 Developmental Writing 2	61-82 (SS)	90-98
MAT 0018 Developmental Mathematics 1	0-44 (EA)	50-95
MAT 0028 Developmental Mathematics 2	45-71 (EA)	96-112

*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 ESL preparatory courses.

COLLEGE-LEVEL ENGLISH	ACT ENHANCED Students below minimum score must retest or take PERT	SAT 1 Students below 440 must retest or take PERT	CPT	PERT
ENC 1101 - College Composition 1	17 & above (English) 18 & above (Reading)	440 & above (Verbal)	83 & above (both RC & SS)	104-150 (Reading) 99-150 (Writing)
COLLEGE-LEVEL MATH	**ACT ENHANCED**	**SAT 1**	**CPT**	**PERT**
MAT 1033 – Intermediate Algebra	19 & above (Math) or MAT 0028	440 & above (Math) or MAT 0028	72 & above (EA) or MAT 0028	113-122 (Math)
MAC 1105 – College Algebra or MGF 1106 – Liberal Arts Math or MGF 1107 – Finite Math or MTG 2206 – College Geometry or STA 2023 – Statistics	20 & above (Math) OR "C" or above in MAT1033	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	123-150 (Math)
MAC 1114 – Trigonometry or MAC 1140 – Precalculus	22 & above (Math) OR "C" or above in MAC1105	480 or above (Math) OR "C" or above in MAC 1105	72 & above (EA) and 75 & above (CLM) OR "C" or above in MAC 1105	Students must use ACT-E, SAT 1 or CPT Score
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)	Students must use ACT-E, SAT 1 or CPT Score
MAC 2311 Calculus & Analytic Geometry 1	28 & above (Math) OR "C" or above in MAC1114 and MAC 1140	560 & above (Math) OR "C" or above in MAC1114 and MAC 1140	72 & above (EA) and 95 & above (CLM) OR "C" or above in MAC 1114 and MAC 1140	Students must use ACT-E, SAT 1 or CPT Score

courses; however, upon completion, students still must score satisfactorily on the placement test in order to place out of college preparatory courses.

PERT RETAKE POLICY

SEE ADDENDUM

- In accordance with Florida State Board Rule 6A-10.0315, college students have a maximum of two attempts on each subsection (reading, writing, and math) of the PERT. After the first attempt, students must wait a minimum of 30 days before requesting a second attempt. Proof of remediation is required prior to retesting. Permission must also be granted in order to retake any section of the test beyond two attempts. The cost of retesting is the same as the initial test fee. Students seeking to retake the PERT must complete a PERT retake request form, located at **www.palmbeachstate.edu/testing/documents/PERTretakepolicy.pdf**, and provide the appropriate proof of remediation.

TABE Test Requirements for PSAV Programs

SEE ADDENDUM

The TABE is a state requirement for students entering PSAV certificate programs of more than 450 contact hours. Students are required to take the TABE prior to enrolling in the program. TABE test scores expire two years from the date of the test. Students with an A.A.S. degree or higher, students who have successfully completed (all sections) or are exempt (all sections) from satisfying the College Level Academic Skills (CLAS) test, or students who have already met the minimum cut scores within the past two years on the ACT-E, SAT1, CPT or PERT 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 at Palm Beach State College.

Students who do not meet TABE test standards for certain programs will be required to enroll in vocational preparatory (VPI) courses along with their technical courses. Go to **www.palmbeachstate.edu/academicservices/curriculum-and-programs/tabe-standards.aspx** for more information and a list of programs that are affected by this policy.

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 degree-seeking and certificate-seeking, non-degree-seeking, transient, noncredit or high school dual enrollment/early admission. Registration windows and other important dates are located on the registration calendars at **www.palmbeachstate.edu/academiccalendar**.

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 also are listed on the registration calendar.

Prerequisites and Corequisites

A prerequisite is a course (or equivalent skills or prior experience) that a student must successfully pass (or possess) before enrolling in the more advanced course. A corequisite is a course that a student must take together with a specific course (e.g., a science course with an associated lab). Prerequisites and corequisites are listed, where applicable, with each course's description in the Course Description section of this catalog.

Students who have completed a prerequisite or corequisite course at another institution must furnish proof before registering for the higher-level course. To appeal the requirements for taking a prerequisite or corequisite course, a student must obtain approval from the associate dean of the academic department offering the course. Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher-level course in the same logical sequence.

Students may be allowed to pre-register for the next term for a higher-level course while they are currently enrolled in the prerequisite course. However, the registration for the higher-level course may be dropped by the College if the prerequisite course is not completed successfully.

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.

TUITION FEES

The District Board of Trustees establishes tuition annually. The most current tuition fees are listed online at **www.palmbeachstate.edu/finance**. In addition, special fees may be associated with some classes and, if applicable, are included in the total cost of the course.

All fees are due at the time of registration and must be received by the payment due date, as indicated on the bottom of the student's printed schedule. A student may

not attend classes until his/her schedule is paid. Students will be dropped for nonpayment if payment is not processed by their payment due date. Students dropped for nonpayment after classes have started will not be reinstated into their classes unless there is documented College error.

Students may pay:

- Online at **www.palmbeachstate.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 outside the Cashier's Office on each campus.
- By mail to the Cashier's Office.
- In person at any campus Cashier's Office during posted operating hours.

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 or the District Board of Trustees.

EXCESS HOURS ADVISORY

A state provision affects tuition charges for some students who plan to eventually transfer to a state university for their bachelor's degree. Section 1009.286, Florida Statutes, and Board of Governors Regulation 7.003 establish an "excess hours" surcharge for credit hours beyond 120 percent of the hours required for a bachelor's degree program at a state university. For example, if the program length is 120 credit hours, all credits attempted beyond 144 (which is 120 percent of 120) may be subject to the surcharge. The amount of the surcharge is equal to 50 percent of the tuition rate for each credit hour.

To avoid the surcharge, students should identify their intended transfer program early and enroll in courses that are required for their intended major. Course withdrawals and repeats, as well as enrollment in courses not essential to the intended transfer program, may contribute to a potential excess hours surcharge.

RETURNED CHECKS

In accordance with section 832.05, Florida Statutes, (giving worthless checks, drafts, and debit card orders, etc.), the College reserves the right to take necessary actions by charging the maximum fees allowable by law for returned checks. For more information and returned check fees, visit **www.palmbeachstate.edu/catalog/studenthandbook**.

UNPAID ACCOUNTS

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

SENIOR CITIZEN FEE WAIVER

Per Board of Trustees Policy, 6Hx-18-4.27, senior citizens 60 years of age or older may register each fall, spring, or summer term, for up to two courses per term (maximum eight credits) and receive a 75 percent discount on the cost of tuition and fees (senior citizens pay the remaining 25 percent). Senior citizens will also be required to pay the one-time, non-refundable $30 application fee. Registration of classes is limited to "space availability" and must occur only on the designated day for senior citizen registration. The registration dates are located online at **www.palmbeachstate.edu/academiccalendar**, *click on the appropriate term registration calendar*.

Senior citizens using fee waivers may take only full-term (16 weeks) credit courses on an audit basis. No academic credit will be awarded for classes for which the fees are waived. Courses that are part of Limited Access programs or bachelor's level (3000/4000) courses are not eligible for the senior citizens fee waiver. Any specified prerequisites and/or corequisites of courses must be satisfied.

All new students must submit an application for admission online at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**. On the designated registration day for senior citizens, the student must take to any campus Admissions Office a completed and signed Senior Citizen Tuition Waiver form (available at **www.palmbeachstate.edu/finance/documents/ARform-seniorcitizentuitionwaiverForm.pdf**). At that time, the Admissions Office will have the senior citizen complete a Request to Audit form.

STATE EMPLOYEE FEE WAIVER

Full-time (40 hours per week) employees of the executive, legislative and judicial branches of Florida state government may register per term for a maximum of six credit hours or 180 vocational hours (part of a PSAV program) with tuition waived. The following fees will not be covered by the state employee waiver: the one-time nonrefundable $30 application fee, registration fees, and, if applicable, any per-class special fees and/or lab fees.

All new students must submit an application for admission online at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**. On the designated registration day for state employees, the student must take to any campus Admissions Office a completed and signed State Employee Tuition Waiver form (available at

www.palmbeachstate.edu/finance/documents/ARform-stateemployeewaiverForm.pdf). .

To qualify for the fee waiver, the registration of classes must be done only in person on the designated registration day for state employees and on a "space available" basis (at least one seat available in the class). Any prerequisites and/or corequisites of courses must be satisfied. The registration dates are located online at **www.palmbeachstate.edu/academiccalendar**, *click on the appropriate term's registration calendar*. State employees are ineligible for the tuition waiver if they register for and/or drop the class(es) prior to the designated state employee registration date.

Note: The State Employee Fee Waiver program does not include persons employed by the state university system, the Florida College System (e.g., Palm Beach State College) or local school districts.

Types of aid available include grants, scholarships, work-study programs and student loans. Grants are based upon financial need and do not have to be repaid. Scholarships do not have to be repaid and are based upon several criteria, including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be repaid.

Palm Beach State College does not participate in or certify any Alternative Loan Programs.

Please consult the College website for details on specific aid programs from federal, state and institutional sources.

Application for Financial Aid

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available online at **www.fafsa.ed.gov**. Students need to complete a FAFSA each academic year. Completing the FAFSA correctly prevents delays in the financial aid application and notification process; the toll-free help line is 1-800-433-3243. The Financial Aid Office will use the results of the FAFSA to determine financial need and offer a financial aid award package.

Financial Aid "Priority Dates" are listed in the Financial Aid Office of each campus and online. Your financial aid file must be complete and received electronically by the Financial Aid Office by this date to be considered "on time" for the academic year. Applications received by this date will be given priority when awarding limited funds such as scholarships, grants and on-campus employment. If your FAFSA is selected for verification, it is not considered complete until all verification documents have been returned and reviewed by financial aid staff. Any corrections to the initial application may change and/or delay award eligibility. No funds will be awarded until the Financial Aid Office has completed its review of the information and verified the application; therefore, applicants should submit all requested documentation as soon as possible.

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

GENERAL ELIGIBILITY REQUIREMENTS

- Students must have a standard high school diploma or GED.
- The student must be enrolled at the College as a degree-seeking or certificate-seeking student in an eligible program of study to receive a financial aid award. Only courses which apply to the student's degree at the College may be used to determine enrollment status for federal and state aid programs.
- Students can receive funding from only one school at a time; however, students may be eligible to have award amounts adjusted if they qualify for dual enrollment. See the campus Financial Aid Office for details.
- Students who transfer to Palm Beach State College from any other school beyond high school must provide official transcripts from all schools attended, including high school. The transcripts must be evaluated by the College before financial aid eligibility can be determined.
- Students in default on a federal loan are ineligible for federal and state financial aid.
- Students should be aware that federal law requires the federal Pell Grant funds to be prorated based on the number of credits taken, and the student financial aid budget also will be reduced accordingly. In addition, to participate in the student loan program, or to have a previous loan deferred, the student must take at least six credit hours. Finally, as always, eligibility for financial aid depends upon meeting Standards of Satisfactory Academic Progress (SAP).

IMPORTANT STUDENT RESPONSIBILITIES

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

Financial Aid Disbursement

Disbursement of financial aid awards to students begins in September for the fall term, late January for the spring term, and June for the summer term. Awards are disbursed when the student has submitted all required information and meets all eligibility criteria, including the Standards of Academic Progress for Financial Aid recipients. Disbursements will continue throughout the semester for

eligible students. If the total amount of aid disbursed for the term exceeds the cost of tuition, fees and books (if any), the student may receive a financial aid check for any residual credit balance. Direct deposit is available to all students. The signup form is available on PantherWeb, **www.palmbeachstate.edu/pantherweb**.

Enrollment Status

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

Status	Credit Hours Required	Clock Hours* Required
Full-time	12 or more	450 or more
Three-quarter-time	9 to 11	338 to 449
Half-time	6 to 8	225 to 337
Less than half-time	1 to 5	37.5 to 224

** Clock hours are divided by 37.5 to obtain the equivalent credit hour value.*

Financial Aid for Students with Disabilities

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. The Office of Disability Support Services (DSS) has a limited number of scholarships for clients.

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

Gainful Employment

The College is required by federal law, 34 CFR Part 668, to provide information on certificate and diploma programs that prepare students for gainful employment. For more information and the programs affected by this law, visit **www.palmbeachstate.edu/areasofstudy/gainfulemployment**.

Policy on Withdrawals

Financial aid recipients who withdraw from the College (all courses in a given term) or fail to earn a passing grade in at least one course may have to return/repay financial aid funds. Also, withdrawal affects the Standards of Academic Progress for financial aid recipients.

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

Veteran Services

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 go to the College's web page, **www.palmbeachstate.edu/veteransservices**, to apply for admission.

Veterans should note that required and/or core courses for some academic programs may be available only at a specified campus. However, the pertinent General Education courses may be taken at any campus. Please see the Veterans Services web page for details on the various VA Benefits and application instructions.

Palm Beach State College provides a complete program for students to build academic 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.

Any lower-division student may enroll in these classes; however, they are designed especially for students whose placement scores indicate they need some additional skills to be successful in college-level courses in reading, English and mathematics. State law prohibits baccalaureate students from enrolling in college readiness courses. Academic advisors work with these students to design a college readiness plan to help them prepare for college-level work.

COLLEGE READINESS AREAS

SEE ADDENDUM

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 CPT or PERT. Please refer to Table 1-1 in the Admission section of this catalog.

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:

- Developmental Reading 1 and 2 (REA 0007 and REA 0017)
- Developmental Writing 1 and 2 (ENC 0015 and ENC 0025)

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

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

For all college readiness students:

- Developmental Mathematics 1 and 2 (MAT 0018 and MAT 0028)
- 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 College courses.

COLLEGE READINESS SUPPORT

In addition to the courses, the College offers a complete support network, including academic advising for college readiness students to help in course selection and educational planning.

SUCCESS TIPS FOR COLLEGE READINESS STUDENTS

SEE ADDENDUM

Students required to take college readiness courses should start them during their first term at the College. Take the courses in a sequence - for example, take Developmental Mathematics 2 as soon as you successfully complete Developmental Mathematics 1. 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

SEE ADDENDUM

The College 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 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 at each campus provides services for all students. The SLC is a highly supportive environment where students can receive additional help through tutoring, individualized instruction and Supplemental Instruction (SI).

The SLC is equipped with computer software and other learning tools to support many credit and college readiness courses. Review materials for standardized tests such as TABE are available. The SLC also provides Vocational Preparatory Instruction (VPI) for students in career certificate programs who need additional skills to pass the TABE test. For more information about the SLC, such as hours of operation, visit **www.palmbeachstate.edu/slc**.

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

Academic Advisement

Student Services academic advisors and counselors advise students in all programs. Students are urged to maintain contact with their advisors to be certain they are taking the courses necessary to complete a program, graduate, or transfer to their preferred college or university. Students assume ultimate responsibility for course selection. For more information, go to **www.palmbeachstate.edu/advising**.

Career Planning and Employment Services

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

Employment services are available to students and graduates, including job search strategies, interviewing and resume writing assistance. Employment advising, workshops and online and printed resources are used to develop effective job search techniques. Students can identify part-time and full-time employment opportunities through the online Career Office, on-campus recruiting and job fairs. Resumes can be posted in the Career Center's online resume database where employers can search for students meeting their employment needs.

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

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

Visit the Career Centers web page for additional information: **www.palmbeachstate.edu/career**.

ELIGIBILITY TO USE CAREER CENTERS

The following persons are eligible to use Career Center services:

- Currently enrolled students in degree, certificate or PSAV programs, credit classes, noncredit professional development courses (i.e., insurance, real estate, security guard) and the Crossroads Program. Students are eligible for services for the full academic year, even if they enroll for only one term within the year.
- Graduates of Palm Beach State College degree and certificate programs. Former students who complete an associate's degree, bachelor's degree, college credit certificate or a PSAV program of 600 clock hours or more are eligible for lifetime access to services. Former students completing PSAV certificate programs less than 600 clock hours are eligible to receive services for one year following receipt of the certificate. After one year, enrollment in another Palm Beach State course or program is needed to receive services.
- Prospective students with applications and appropriate test scores on file. Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.
- Inactive students, (those who previously attended Palm Beach State but did not graduate and want to enroll in the upcoming semester or term), must complete an application for readmission as well as meet any additional admission requirements to enroll for the upcoming term. Students may be eligible for limited services until they start classes in the upcoming term.

Center for Early Learning

The College offers an early childhood center at the Palm Beach Gardens campus for the children of students and employees.

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 employees. Students meeting financial requirements may be eligible for reduced fees if funds are available. For additional information, call 561-207-5225 or visit **www.palmbeachstate.edu/earlylearningpbg.**

Counseling Center

The College Wide Student Counseling Center provides services and programs to help students maintain their emotional well-being in order to achieve their educational goals. Services are limited to crisis intervention, mental health assessment, brief therapy (four to six sessions) and community referrals.

All services are confidential and free of charge to enrolled students. Services are arranged through the Counseling Center on the Lake Worth campus. For more information or to schedule an appointment, call the center at 561-868-3980.

Crossroads

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

Disability Support Services

The College 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 Office at his/her individual campus of the need for modifications and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the DSS Office. This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS Office.

Students with disabilities are encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with accommodation needs and will also coordinate other campus resources to best meet the educational needs of students with disabilities. Visit **www.palmbeachstate.edu/disability** for more information.

PantherCard

The PantherCard is the College's official photo identification card and should always be carried while on campus. A student is eligible for a PantherCard once a credit or noncredit application has been completed. All students are encouraged to obtain a PantherCard by visiting their campus bookstore (or LLRC at the Belle Glade campus). A government-issued photo ID, such as a current driver's license, state ID, or passport, must be presented in order to obtain a PantherCard. The PantherCard serves as a student ID card, library card, and a debit card at the bookstore and cafeteria. It is required to access many of the services on campus, including the student learning centers and the wellness centers. Certain programs may require students to display their PantherCard when in class or attending training provided by the College or an off-site location. The first PantherCard is included in a student's fees; however, replacement for a lost, stolen or damaged card is subject to a replacement fee. For more information, visit **www.palmbeachstate.edu/panthercard**.

PantherWeb

Students use the College's online Student Services tool, PantherWeb, to pay for tests, add, drop or withdraw from classes, pay tuition, view transcripts and degree audits and change personal information. An assigned student ID and password are given to students when they apply. For more information, visit **www.palmbeachstate.edu/pantherweb**.

Student Handbook

All regulations and policies pertaining to student conduct are listed in the Student Handbook located online at **www.palmbeachstate.edu/catalog/studenthandbook**.
Students are responsible for reading the information in the Student Handbook.

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. Each student, by the act of enrolling, is obligated to obey the rules and regulations formulated by the College. Each student is responsible for observing all Board of Trustees' policies and procedures as published in the Student Handbook, College Catalog and other College publications.

Student Publications

The Beachcomber, Palm Beach State College's student newspaper, is published in the fall and spring terms with an online summer edition. Students are invited to participate

in production of the newspaper. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The newspaper office is located at the Boca Raton campus; e-mail address: **beachcomber@palmbeachstate.edu**.

Student Success Grants

The College has been awarded several grants to support student success programs.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center is a U.S. Department of Education grant-funded TRIO program. EOC provides assistance and information on college admissions and the financial aid application process to qualified adults 19 and over, who want to enter or continue a program of postsecondary education. Other services include vocational and career counseling, GED preparation, academic advising, financial aid and college admissions workshops. The center assists adults 19 years of age and older who are residents of Palm Beach County who meet federal low-income guidelines and/or are potential first-generation college students. For more information, call 561-868-3681.

STUDENT SUPPORT SERVICES

This program is a U.S. Department of Education grant-funded TRIO program serving 170 low-income, first-generation college students and students with disabilities. Services provided include personalized academic and financial aid advisement, tutoring, career exploration activities, cultural events and university tours. The program assists students in completion and transition from one level of higher education to the next. Students must be enrolled at Palm Beach State College in a degree-seeking program to be eligible for services. For more information, call 561-868-3392.

Testing Services

Test Centers are located on each campus and offer comprehensive testing services for faculty and students. A variety of national and state exams for students, including PERT, Compass/ESL, CLEP, Accuplacer and TABE are administered, in addition to instructor make-up and distance learning exams. The Centers maintain a comprehensive set of standards and adhere to approved policies and procedures to which students are expected to adhere.

For Test Center locations, hours of operation, a listing of exams offered, and policies and procedures, visit **www.palmbeachstate.edu/testing**.

Student Life

ATHLETICS

The College has varsity intercollegiate athletic teams for women (basketball, volleyball and softball) and for men (basketball and baseball). Teams play in the National Junior College Athletic Association, Division I, in the Southern Conference. The College's athletic programs provide opportunities for students to experience competition, skill development, self-discipline and cooperation. Visit **www.palmbeachstate.edu/athletics** for more detailed information.

CENTER FOR STUDENT LEADERSHIP

The Center for Student Leadership focuses on developing a broad range of transferable skills to prepare students for leadership positions within the College as well as the global marketplace. For more information, contact the student life manager at 561-868-3842.

INTRAMURAL AND RECREATIONAL ACTIVITIES

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

STUDENT GOVERNMENT

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

STUDENT ORGANIZATIONS AND CLUBS

The College offers assistance in the formation and official recognition of clubs and other organizations of students and faculty 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. Clubs and organizations may have individual membership requirements; students can visit any campus Student Activities Office to acquire specific club requirements.

For the list of sanctioned clubs on each campus, visit **www.palmbeachstate.edu/studentactivities**.

Corporate and Continuing Education

Through Corporate and Continuing Education at each campus location, Palm Beach State College offers certification courses, continuing education units (CEUs), seminars, advanced education and customized training designed to meet the learning and professional development needs in the community. Classes are offered in College classrooms or online, with customized on-site training also available. For information on registration, visit **www.palmbeachstate.edu/cce**.

Dr. Floyd F. Koch Honors College

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

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

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

Palm Beach State College students qualify for the Honors College with a cumulative 3.5 GPA or acceptable test scores on a placement test. Students who register with the Academic Services Office are given priority registration as Honors College students. Students who graduate with a 3.5 GPA and have 12 credit hours of Honors coursework completed with a grade of B or higher are designated as Honors certificate graduates. Students who graduate from Palm Beach State College with a 3.5 GPA and have 21 hours of Honors courses (including IDH2105) and have completed other criteria as specified on the Honors website earn Honors Diplomas. All Honors graduates are given special recognition at the graduation ceremony. Honors graduates have many scholarship opportunities when transferring to an upper division university. Scholarships also are awarded to the top performing Honors College students through the Dr. Floyd F. Koch Honors College Scholarship, the Stewart Scholarship, the Presidential Honors College Scholarship, the Honors College Merit Award and other scholarship programs.

To learn more about the Honors College and its benefits, call Academic Services at 561-868-3892 or visit the website at **www.palmbeachstate.edu/honors**.

eLearning

eLearning classes through the Internet provide increased student access through alternative education delivery systems and flexibility of time and location. Online courses promote the integration of technology in the learning environment and the globalization of education through electronic access to information and experts worldwide. The only difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials are online with the possible exception of testing. Students may contact their professors and other classmates via telephone, e-mail, chat rooms, bulletin boards, or in some instances, on-campus meetings.

These courses have the same educational objectives as face-to-face classes, are fully accredited and appear on a student's transcript the same as a face-to-face class. Additional fees are required. For more information, go to **www.palmbeachstate.edu/eLearning** or send an e-mail to **beachcomber@palmbeachstate.edu**. Students logon to **https://palmbeachstate.blackboard.com** for online courses.

WHO SHOULD TAKE AN eLEARNING CLASS?

Successful eLearning students need to be highly motivated and have good study and time management skills. They must be willing to contact their faculty/instructor for assistance when needed and be responsible for completing assignments on time and without reminders. Before students register for their first eLearning class, they should visit **www.palmbeachstate.edu/eLearning** or contact an academic advisor for any questions regarding the requirements of eLearning classes.

SUPPORT SERVICES FOR eLEARNING STUDENTS

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

INTERNET COURSES

Internet classes offer a world of resources to students who have Internet access. These classes provide some of the materials in an anytime anywhere mode. Students can keep in touch with the faculty/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 faculty/instructors may request an optional on-campus orientation meeting or testing.
2. Hybrid courses require attendance in a face-to-face classroom in conjunction with activities involving the use of the Internet.
3. Component courses are face-to-face classes supplemented with some Internet activities.

Institute of Excellence in Early Care and Education

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

Institute of Teacher Education

The Institute of Teacher Education at Palm Beach State College addresses the need for teaching professionals in Palm Beach County. The Institute programs, collaborative efforts with the School District of Palm Beach County, include:

- The Teacher Certification Program - a certification pathway for professionals with non-education bachelor degrees.
- The Substitute Teacher Academy - a noncredit program for K-12 substitute teacher preparation consisting of six courses and 45 contact hours. Topics include Introduction to Substitute Teaching, Classroom Management and Control (separate courses for elementary and secondary education), Presentation Techniques, Technology in the Classroom, and Lesson Planning.
- Professional Development — noncredit workshops for Florida Teacher Certification Exam preparation and credit courses for ESOL compliance.

Scholarships may be available for some programs. To find out more about the Institute of Teacher Education, visit **www.palmbeachstate.edu/programs/teachered**.

Library Learning Resource Centers

Library services and resources support the curriculum, faculty and students at all locations. Campus libraries maintain a diverse collection of materials that includes books, periodicals, local, state and national newspapers, microfilm and reference materials. Access to all library materials and electronic collections of books, periodicals and journals is available through LINCC (Library Information Network for Community Colleges), the online catalog. More than 140 full-text databases and ebooks are available online. The Collection includes 189,000 volumes, 67,000 ebooks (both online and digital), and 250 periodicals. Florida Atlantic University provides Palm Beach State College at Boca Raton with library service through a joint-use agreement.

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

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

Library hours vary on each campus and between terms. For more information, visit **www.palmbeachstate.edu/library**.

Vocational Preparatory Instruction Lab

The Vocational Preparatory Instruction (VPI) Lab offers a series of short-term courses for PSAV students who need to remediate all or part of TABE. Students enrolled in Trade and Industrial programs who require TABE remediation will be required to register for corequisite VPI courses. Taking the TABE is a requirement to complete any PSAV program that is 450 or more hours in length.

The VPI Lab offers personalized instruction with learning specialists and tutors. Computer programs and additional learning materials are available for the student.

The TABE remediation courses are:

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

Before registering for a TABE remediation course, a student should first meet with a PSAV advisor to discuss the entrance requirements for his or her specific program. Students should then visit the VPI Lab and obtain a TABE course application, schedule and further information. For more information, visit **www.palmbeachstate.edu/academicservices/curriculum-and-programs/tabe-standards.aspx**.

Class Attendance

Students are expected to attend all of their scheduled classes. For eLearning classes, students are expected to regularly log in to access the class website and participate in the course according to the schedule of events outlined by the faculty/instructor. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.

Specific attendance and grading requirements for each course are stated in the respective course syllabus. These requirements may vary from course to course, and it is the student's responsibility to read and adhere to the policies set forth by each class faculty/instructor. Students should seek any needed clarification from the class faculty/instructor.

"NEVER ATTENDED" STATUS

Palm Beach State College's faculty/instructors are required by federal law and various agencies (i.e., Federal Financial Aid Title IV, Veterans Affairs, SEVIS, INS), to confirm class attendance of students. Students who never attend a class during the add/drop period plus eight (8) days after add/drop, will be withdrawn from the class by the faculty/instructor. Students who are withdrawn as never attended will be financially responsible for the class and a final grade of W will appear on their transcript.

A never attended status may cause a student's financial aid funds or veteran benefits to be adjusted or rescinded. Detailed attendance procedures are located online at **www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/attendance-reporting.aspx**.

FACULTY/INSTRUCTOR WITHDRAWALS

Faculty/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 and students will receive a grade for the course. A faculty/instructor withdrawal may also affect a student's financial aid status.

Courses taken for audit are subject to the same attendance criteria. A faculty/instructor may withdraw an audit student (XW) for failure to adhere to the attendance requirements of the course.

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

Enrollment Status

CLASSIFICATION OF STUDENTS

Students are classified according to the number of college-level credits they have completed, regardless of the number of terms the student has been in attendance.

Lower Division (1000-2000 level coursework)
- Freshman: Less than 24 college-level credits
- Sophomore: 24 or more college-level credits

Upper Division (3000-4000 level coursework)
- Junior: 61-89 college-level credits
- Senior: 90 or more college-level credits

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 institution credits (i.e., college preparatory courses) carry no credit, they are counted when determining a student's enrollment status. For Selective Service deferment or Veterans Administration benefits, noncredit and college preparatory courses cannot be counted when determining a student's enrollment status, but must be taken if required.

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.

ENROLLMENT VERIFICATION

Palm Beach State College has authorized National Student Clearinghouse to provide enrollment verification certificates for its students through its online Student Self-Service program. This service, available 24 hours, 7 days a week, will allow students the ability to print, save, or e-mail official enrollment verification certificates free of charge. For more information, on this and other free services provided by the National Student Clearinghouse Self-Service program, visit **www.palmbeachstate.edu/admissions/enrollment-verification.aspx**.

Academic Recognition

PRESIDENT'S LIST

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

time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a combined term grade point average of 3.8 or higher will be placed on the President's List.

DEAN'S LIST

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

Standards of Academic Progress

The College requires each student to maintain reasonable academic progress. Any student not maintaining the minimum cumulative grade point average as specified in the Standards of Academic Progress (SOAP) policy will be placed on academic probation and could be either suspended or dismissed from the 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 online at ***www.palmbeachstate.edu/financialaid/sap-satisfactory-academic-progress.aspx****.*

Preparatory Course Note: Preparatory courses will not be calculated in students' cumulative grade point average but will be used in calculations for term grade point averages.

Good Academic Status

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

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

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

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

Academic Probation

Probation will be continued as long as the student fails to achieve the standard cumulative grade point average (CGPA) for the number of hours attempted (see section 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 his/her academic goals and level of commitment to education. Academic suspension is noted on the student's permanent record. Students readmitted after an academic suspension will be on academic probation and must meet with an academic advisor prior to registering for classes.

Academic Dismissal

Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA) for each academic term. After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College-Wide 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.

Grades

GRADE REPORTS

Grade reports are not mailed; students may access their grades at the end of each session or term on PantherWeb, **www.palmbeachstate.edu/pantherweb**, or on the Florida Virtual Campus website, **www.FLVC.org**. Students may also assess their academic progress and status for each term by obtaining an online degree audit on PantherWeb.

GRADING SYSTEM

Final grades for each term are recorded and retained permanently. The following grades are used to calculate the grade point average (GPA):

Grade	Description	Quality Points
A*	Excellent	4
B*	Good	3
C*	Average	2
D	Poor	1
F	Failure	0

**Grades in college preparatory courses are not used to calculate the GPA.*

The following grades are not used to calculate the GPA:

I	Incomplete
L	Instructor Grade Late
N	No Pass
P	Pass
S	Satisfactory
U	Unsatisfactory
W	Student Withdrawal or Never Attended Class
WA	Administrative Withdrawal
WX	Withdrawn by Instructor for Excessive Absences
X	Audit
XC	Audit Initiated after Add/Drop
XW	Withdrawn for Non-Attendance of student auditing a course

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

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 Palm Beach State College grade point average is determined by dividing the total quality points earned at the College by the total semester hours attempted at the College. 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 CHANGE PROCEDURE

Students may approach a faculty/instructor 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 10 business days after classes begin in the following fall or spring term. Additional grade appeal information is listed in the Student Handbook.

GRADE FORGIVENESS POLICY

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, courses for which a grade of C or higher was earned may not be repeated. Students may attempt a course only three times. All grades for the course will appear on the student's transcript, but only the last grade received will be used to calculate the grade point average (GPA), even if that grade is lower.

Permission for a fourth attempt will be considered only through an academic appeals process based on major extenuating circumstances. However, in the case of a fourth attempt, the grade for the third and fourth attempts will be used to calculate the GPA (grade forgiveness will not apply to third and subsequent attempts). The appeal request for a fourth attempt must be submitted in writing and accompanied by supporting documentation to the appropriate campus dean of student services. Palm Beach State does not permit the appeal for fifth attempts.

The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded; therefore, the College's Forgiveness Policy pertains only up to the time of the awarding of degree and does not extend beyond that time. Transfer credits earned by prior learning or credit-by-exam programs (e.g., CLEP, AP, IB, etc.) may not be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor Palm Beach State's grade forgiveness policy.

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. (Please see the student's academic/registration calendar in the front section of this catalog for deadlines.) It is the student's responsibility to complete all assignments and submit them to the faculty/instructor. Classes with incomplete grades may not be used to satisfy course prerequisites.

REPEATED COURSES AND ACADEMIC AVERAGE

Only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a

course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, audits after the add/drop period ends, and withdrawals (student or faculty/instructor). Upon the third attempt of a course, a withdrawal or audit will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation. All grades from the third and fourth attempts will be calculated in the grade point average.

A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. The appeal request for a fourth attempt must be submitted in writing and accompanied by supporting documentation to the appropriate campus dean of student services. Fifth attempts are not allowed, and this may not be appealed.

Credit can only be earned once per course, unless the course is designated as "repeatable," such as music, chorus, etc., that have been successfully completed and are now being repeated for further skill enhancement, courses that are required to be repeated by a regulatory agency, or courses that are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

Students receiving financial aid or veterans benefits should consult with the Financial Aid Office before repeating a course to determine what impact, if any, repeating a course has on their financial aid status.

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.

Audit and Withdrawal Policies

Deadline dates for audit and withdrawal are published in the academic/registration calendar in this catalog. In cases of non-standard beginning or ending dates, the audit deadline is the last day of add/drop, and the withdrawal deadline is 65 percent of the course session. Students with questions about audit and withdrawal deadlines should contact the Registrar's Office at any campus location.

Students receiving financial aid or veterans benefits should consult with the Financial Aid Office before auditing or withdrawing from a course to determine what impact, if any, an audit or withdrawal would have on their financial aid status. International students and athletes must get authorization from their advisor before auditing or withdrawing from a class.

AUDITING COURSES

A student may be admitted to certain courses on an audit basis by completing an official Audit Request form and submitting it to any campus Registrar's Office prior to the audit deadline. Audit requests will not be processed after the add/drop period ends. Classes designated as audit during add/drop do not count as attempts. Students auditing a course must attend class, but they are not required to take tests and examinations. A grade of X will be denoted on the student's transcript for audit classes. Auditing students may not change their schedule to seek credit in any course in which they are enrolled. Prerequisite requirements and the cost for auditing a course is the same as taking it for credit.

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. A faculty/instructor may withdraw an audit student (XW) for failure to adhere to the attendance requirements of the course.

STUDENT WITHDRAWALS

Students may withdraw from course(s) online through PantherWeb, **www.palmbeachstate.edu/pantherweb**. A grade of W will be denoted on the student's transcript for withdrawn class. The deadline to withdraw for each enrolled course is listed on the student's Class Schedule printout. Students are permitted a maximum of two attempts and/or withdrawals per course.

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. A student may not withdraw from a PSAV course that meets less than two times. Students should speak with a program advisor for more information.

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

Alternative Ways to Earn College Credit

Palm Beach State may award credit for certain types of prior learning (outside the traditional classroom)

experiences or credits earned through accelerated mechanism exam programs, e.g., Advanced International Certificate of Education (AICE), Advanced Placement (AP), College-Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), Excelsior College Examinations and International Baccalaureate (IB) and UExcel examination (UExcel).

CREDIT BY EXAMINATION

Palm Beach State College follows the guidelines set by the Articulation Coordinating Committee in Florida State Board Rule 6A-10.024(7) for awarding credits to students who have participated in accelerated mechanism exam programs. Credit for all exams is awarded based on the recommendation of the State of Florida Articulation Coordinating Committee as listed on the chart found at **www.fldoe.org/articulation**.

Students may not receive credit by examination for courses in areas where they have received college credit for equal courses or more advanced work.

Students may earn up to 45 semester hours of course credit through one or more of the mechanisms listed below. A grade of S for satisfactory and no grade points will be assigned for credit hours awarded for credit by examination programs. Students must have official exam results sent directly to the College Registrar's Office prior to enrollment.

A complete list of the credit-by-exam equivalencies can be found in the College's Transfer Credit Manual, located at **www.palmbeachstate.edu/admissions/documents/transfercredit.pdf**. The score minimums, credit hours awarded and course equivalencies awarded are subject to change for any examination without prior notice.

Advanced International Certificate of Education (AICE)

Secondary school students who were enrolled in programs of study offered through the Advanced International Certificate of Education (AICE) program administered by the University of Cambridge Local Examinations Syndicate and have passing scores of A through E are eligible to receive college credit in the appropriate subject areas.

Advanced Placement (AP)

Secondary school students who were enrolled in a course offered through the AP program administered by the College Board and have received a score of 3, 4 or 5 on the national exams are eligible to receive college credit in the appropriate subject areas.

College Level Examination Program (CLEP)

College credits may be earned through the successful completion of general and subject level examinations. The typical passing score on computer-based CLEP exams for general education purposes is 50, although paper-and-pencil versions will be different.

International Baccalaureate (IB)

Secondary school students who have been awarded the IB diploma or non-diploma with passing scores of 4 or higher may earn college credit in the appropriate subject areas.

Excelsior college examinations (ECE)

The College follows the guidelines in Florida State Board Rule 6A-10.024 for awarding ECE credits. The minimum grade, credit hours and course equivalencies awarded are subject to change without prior notice.

UExcel examinations (UExcel)

Exams offered in general college subjects developed jointly by Excelsior College and Pearson, a leader in learning products and services.

MILITARY SERVICE CREDITS

The College 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. The College 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. The College is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

PRIOR LEARNING ASSESSMENT

The assessment for prior learning is designed to recognize the academic value of learning through work experience portfolios, challenge exams, specific high school or PSAV to credit articulation, and health or industry licensure certification. Some credits will be held in escrow until the student has completed at least 25 percent of his/her program credit hours at the College.

Courses awarded through prior learning assessment must be offered as a requirement or an elective in an A.S. degree or vocational credit certificate program at the College. General education, A.A. and bachelor's level courses are not awarded through the prior learning assessment process.

Students may not receive credit by examination for courses in areas where they have received college credit for equal courses or more advanced work.

The fees associated with prior learning vary with the type of assessment. For complete information on the process, visit **www.palmbeachstate.edu/prior-learning**.

CAREER PATHWAY

"Career Pathway" is a program that recognizes work successfully completed in high school and awards that achievement with college credit. The College 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 more detailed information, visit **www.palmbeachstate.edu/prior-learning**.

DEPARTMENTAL AND SPECIAL COURSE CHALLENGE EXAMINATIONS

Palm Beach State has identified certain courses within the curriculum as being eligible for earning credit through a challenge examination. If the student achieves a passing score on the examination, credit or hours will be awarded to the student's transcript. For a current list of challenge exams and procedures, visit **www.palmbeachstate.edu/prior-learning**.

Note: Students can only take each challenge exam associated with a specific course once.

Graduation

All students, without regard to the degree or certificate to be granted, must meet general requirements for graduation from the College and fulfill all financial obligations to the College. Final responsibility for meeting the requirements for graduation rests with the student. If the student is in doubt about course, program or College requirements, the student should contact an academic advisor for clarification and guidance. Students also are encouraged to periodically check their degree audit located on PantherWeb to verify the status of their degree requirements.

LEARNING OUTCOMES FOR DEGREES AND CERTIFICATES

Creating a Culture of Evidence

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

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

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

The College has defined learning outcomes for each degree and certificate it offers. To view these learning outcomes, visit **www.palmbeachstate.edu/learningoutcomes**.

CATALOG IN EFFECT FOR GRADUATION POLICY

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

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

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

GENERAL GRADUATION REQUIREMENTS FOR ALL DEGREES AND CERTIFICATES

Students seeking an associate or bachelor's degree or a certificate must meet all of the following general graduation requirements:

1. Complete all course requirements as specified in the program of study published in the effective catalog (see the Catalog in Effect for Graduation Policy section of this catalog).
2. Complete at least 25 percent of the degree or certificate program at Palm Beach State, 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 course residency requirement.
3. Satisfy all outstanding obligations, financial or otherwise, to the College.

4. Ensure all required official high school and postsecondary transcripts have been received by the College.

Additional Graduation Requirements for the Associate in Science (A.S.) Degree

In addition to the general graduation requirements, students seeking the A.S. degree must also meet the following requirements:

1. Complete the number of program-specific General Education courses with a grade of C or higher.
2. Earn a cumulative grade point average (GPA) of 2.0 or higher in each of the following areas:
   - Local institutional cumulative GPA (credit hours earned at Palm Beach State); and
   - Overall cumulative GPA (credit hours earned at Palm Beach State and at other institutions)

Additional Graduation Requirements for the Associate in Arts (A.A.) Degree

In addition to the general graduation requirements, students seeking the A.A. degree must also meet the following requirements:

1. Complete a minimum of 36 college credits of General Education courses with a grade of C or higher.
2. Earn a cumulative grade point average (GPA) of 2.0 or higher in each of the following areas:
   - Local institutional cumulative GPA (credit hours earned at Palm Beach State); and
   - Overall cumulative GPA (credit hours earned at Palm Beach State and at other institutions)

Additional Graduation Requirements for the Bachelor's Degree

In addition to the general graduation requirements, students seeking a bachelor's degree must also meet the following requirements:

1. Successfully complete all courses in the 120 credit hours program.
2. Complete all General Education courses AND upper division courses with a grade of C or higher.
3. Earn a cumulative grade point average (GPA) of 2.0 or higher in each of the following areas:
   - Local institutional cumulative GPA (credit hours earned at Palm Beach State); and
   - Overall cumulative GPA (credit hours earned at Palm Beach State and at other institutions)
4. Demonstrate foreign language competence. The Florida Department of Education has identified the competencies as successful completion of two credits of high school foreign language instruction, eight to ten credits in one foreign language at the college level or passing scores on the College Level Examination Program (CLEP). Native speakers of another language who can demonstrate proficiency by evidence of a secondary high school transcript may petition for a waiver. Students should contact the Bachelor's Degree Programs Office for more information.

Additional Graduation Requirements for the Advanced Technical Certificate (ATC), Applied Technology Diploma (ATD), or College Credit Certificate (CCC)

In addition to the general graduation requirements, students must also meet the following requirements:

- Achieve an overall cumulative GPA of 2.0 or higher for all required certificate or diploma program courses.

Additional Graduation Requirements for the Postsecondary Adult Vocational Certificate (PSAV)

In addition to the general graduation requirements, students must also meet the following requirements:

- Achieve the appropriate minimum skill level scores on the Test of Adult Basic Education (TABE) if required for the particular PSAV program. See program information in the Areas of Study section of this catalog for required TABE scores.

Note: Students with an Associate's degree or higher or students who have already met the minimum cut scores within the past two years on the ACT-E, SAT1, CPT or PERT are exempt from the TABE exam. Students with certain licenses also may be exempt from the TABE requirement. Limited Access Programs follow procedures specific to those programs. Exemptions may not be available for all programs.

GRADUATION WITH MULTIPLE DEGREES

No more than one A.A. degree may be granted. Students who have an A.A. degree or higher are eligible for any 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. degree may receive an A.S. degree in the same area upon completion of the additional coursework.

Students seeking an additional bachelor's degree should contact the Bachelor's Degree Programs Office for more information.

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.

GRADUATION DISTINCTIONS

The College gives special recognition to students who demonstrate outstanding academic performance while working toward a degree. The program for the Commencement Ceremony is printed prior to the recording of final grades for the fall or spring term. As a result, the commencement program will be based on the cumulative GPA achieved at the end of the term prior to the ceremony.

Students who graduate with a cumulative GPA of 3.2 or higher will be noted in the Commencement program 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

Honors graduates will be recognized with the following additional academic regalia to be worn at the Commencement ceremony:

- Dr. Floyd F. Koch Honors College - Medallion
- Dental Honors Society - White stole with blue edging and lilac tassel
- Radiography Honors Society - Gold stole with Greek burgundy letters (Lambda Nu) and maroon tassel
- Respiratory Honors Society - Gold pin
- PSI Beta - Medallion
- Phi Theta Kappa - Gold stole with blue Greek letters and gold tassel with Greek letters
- Phi Theta Kappa (approved officers) – Medallion
- Sigma Beta Delta Honor Society – Medallion; forest green stole with gold/forest green cord and tassel

Honors graduates of the Palm Beach State Honors College program will be recognized with the following distinctions:

- Honors notation in the Commencement program and on the student's transcript
- Honors gold seal on diploma

GRADUATION CEREMONY - COMMENCEMENT

A commencement ceremony is held twice a year, in December (Fall) and May (Spring). During each term, the College will conduct a preliminary review of each currently enrolled student's degree audit. Students who will be 100% program complete or a potential term graduate at the end of the term will be eligible for graduation. A graduation status notification will be sent to eligible students' PantherWeb e-mail account inviting them to participate in the Fall or Spring term commencement ceremony. Because there is no summer ceremony, students enrolled in the spring term with only six credits or less remaining to take in the summer term will be invited to participate either in the spring or the next fall ceremony.

Students who wish to participate in the commencement exercise must submit a response to the invitation by the established RSVP deadline. For more detailed information, visit **www.palmbeachstate.edu/graduation**.

DEGREE VERIFICATIONS

Palm Beach State College has authorized National Student Clearinghouse to provide verification of degrees and certificates for its students through its online Student Self-Service program. This service, available 24 hours, 7 days a week, will allow students the ability to print, save, or e-mail official verification certificates free of charge. For more information, on this and other free services provided by the National Student Clearinghouse Self-Service program, visit **www.palmbeachstate.edu/admissions/enrollment-verification.aspx**.

Security of Student Records

DEFINITION OF STUDENT RECORDS

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

INSPECTION OF RECORDS

Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), student records at the College (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.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

- Palm Beach State College 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 business 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 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 business 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 College Registrar Records and Retention Schedule.

STUDENT DIRECTORY INFORMATION

The College abides by federal and state regulations regarding the privacy of student records and complies with the laws regarding access procedures.

The Federal Education Rights and Privacy Act (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. Palm Beach State has classified the following as directory information:

- Student name
- Address
- Personal e-mail address (non-institutional)
- 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

If a student does not wish to have the directory information released, the student must complete and submit a non-disclosure form indicating which of the above items are not to be released. The non-disclosure form is located at **www.palmbeachstate.edu/pantherweb**. (Log in to PantherWeb and *click on the "Don't Share My Information" button*, located at the top right corner of the Web page.)

STUDENT RIGHT TO PRIVACY

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

STUDENT RECORDS AMENDMENT APPEAL PROCESS

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

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

Academic Programs

Palm Beach State College offers several different types of awards for its academic programs including bachelor's and associate degrees, certificates and diplomas. This catalog section contains detailed information about each program of study offered by the College. This information is also available at **www.palmbeachstate.edu/areasofstudy**. This website provides the same information on courses included in each program and presents information that complements the presentation in the catalog, such as a suggested educational plan (course sequence). The Areas of Study website allows the student to check availability of classes needed for an educational program by linking directly to the College's online registration system, PantherWeb. Because the web system is dynamic, some courses may have updated course numbers due to State Course Numbering System actions.

DEGREE AUDIT

Another useful online tool students should become familiar with is the degree audit. A degree audit allows your college transcript to be automatically compared against all needed courses for your selected academic program. The degree audit indicates what courses you have satisfied within the program and provides a listing of courses still needed for program completion. The degree audit may be accessed by signing onto the PantherWeb system using the student's College-issued user-id and password. The degree audit function is located on the Records tab on the student's home page. For a tutorial on how to run a degree audit, visit

www.palmbeachstate.edu/academicservices/information-and-reference/run-degree-audit.aspx.

The College strongly encourages students to use these online tools in addition to the personalized advising available at each of the college's campuses and through web advising, **www.palmbeachstate.edu/advising**.

General Education

GENERAL EDUCATION REQUIREMENTS FOR DEGREES

General Education is a grouping of courses selected from six different areas to ensure that students receive a well-balanced and rich education. Each degree offered by Palm Beach State College requires General Education courses. The B.A.S., B.S.N. and the A.A. degrees require 36 hours of General Education. A.S. degrees typically require 15 to 18 hours of General Education, but some degrees may have more General Education courses to meet program learning outcome requirements. The student should locate the desired degree program in the catalog or on the College's website at **www.palmbeachstate.edu/areasofstudy**. The appropriate General Education courses are listed within the course listing for the program.

GENERAL EDUCATION PHILOSOPHY

The General Education program at Palm Beach State College prepares students for lifelong intellectual pursuits and responsible participation in a complex global society through a core curriculum that encourages examination of diverse values and perspectives and offers students a depth and breadth of learning that transcends the content of any one specific discipline.

GENERAL EDUCATION LEARNING OUTCOMES

Communications: Demonstrate effective communication skills for a variety of audiences.

Humanities: Demonstrate an awareness of and an ability to effectively analyze creative works.

Mathematics: Demonstrate an understanding of mathematical concepts to solve real-world problems.

Natural Sciences: Demonstrate comprehension of fundamental concepts, principles or processes about the natural world.

Social Sciences: Understand and apply sociological, cultural, political, psychological, historical and economic principles to a global environment.

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 college and/or university shall honor the completion of the General Education program if such completion is noted on the student's transcript. The State of Florida requires all public 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 - GR).

GENERAL EDUCATION COURSES AT PALM BEACH STATE COLLEGE

General Education courses must be completed with a "C" or higher to apply to any B.A.S., B.S.N., A.A., or A.S. degree program. Each degree offered by the college has its own General Education requirements. Presented below are the General Education course requirements for the B.A.S., B.S.N. and the A.A. degree. Please consult with the FLVC.org website or a Palm Beach State academic advisor to determine which general education courses will fulfill the common prerequisite courses needed for your major in the state university system.

A.S. students should refer to their specific program of study to determine which general education courses from the list below are required for their program.

AREA I

COMMUNICATIONS — **9 CREDITS**

Select one of the following courses:

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

Select one of the following courses:

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

Students must take the following course:

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

AREA II

HUMANITIES — **6 CREDITS**

Select one of the following courses:

AML 2010	American Literature to 1865	(GR) (3)
AML 2020	American Literature after 1865	(GR) (3)
AML 2600	African American Literature	(GR) (3)
AML 2631	Hispanic American Literature	(GR) (3)
AML 2660	Jewish American Literature	(GR) (3)
ENL 2012	English Literature before 1800	(GR) (3)
ENL 2022	English Literature after 1800	(GR) (3)
LIT 1050	Survey of Literary Humor	(GR) (3)
LIT 1370	The Bible as Literature	(GR) (3)
LIT 2090	Contemporary Literature	(GR) (3)
LIT 2110	World Literature before the Renaissance	(GR) (3)
LIT 2120	World Literature after the Renaissance	(GR) (3)
LIT 2190	Introduction to Afro-Caribbean Literature	(GR) (3)
LIT 2380	Women in Literature	(GR) (3)

Approved Transfer Literature*

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

Select one of the following courses:

ARH 1000	Art Appreciation	(GR) (3)
ARH 2050	Art History 1	(GR) (3)
ARH 2051	Art History 2	(GR) (3)
FIL 2000	Film Appreciation	(GR) (3)
MUH 2018	History and Appreciation of Jazz	(GR) (3)
MUL 1010	Music Appreciation	(GR) (3)
MUT 1001	Fundamentals of Music	(GR) (3)
THE 1000	Theatre Appreciation	(GR) (3)

Approved Transfer Humanities*

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

AREA III

MATHEMATICS — **6 CREDITS**

Select two of the following courses:

MAC 1105	College Algebra	(GR) (3)
MAC 1114	Trigonometry	(GR) (3)
MAC 1140	Precalculus	(GR) (3)
MAC 1147	Precalculus Algebra and Trigonometry	(GR) (5)
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	Linear Algebra	(GR) (3)
MGF 1106	Liberal Arts Mathematics	(GR) (3)
MGF 1107	Finite Mathematics	(GR) (3)
MTG 2206	College Geometry	(3)
STA 2023	Statistics	(GR) (3)

Approved Transfer Mathematics*

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

AREA IV

NATURAL SCIENCES — **6 CREDITS**

Select two of the following courses:

AST 1002	Descriptive Astronomy	(3)
	(Lab AST 1002L optional)	(1)
AST 1003	Planetary Astronomy	(3)
AST 1004	Stellar and Galactic Astronomy	(3)
BOT 1010/BOT 1010L - General Botany and Lab		(4)
BSC 1005	Concepts of Biology (Non-Science Major)	(3)
	(Lab BSC 1005L optional)	(1)
BSC 1010/BSC 1010L - Principles of Biology 1 and Lab		(4)
BSC 1011/BSC 1011L - Principles of Biology 2 and Lab		(4)
BSC 1050	Environmental Conservation	(3)
BSC 2085/BSC 2085L - Anatomy and Physiology 1 and Lab		(4)
BSC 2086/BSC 2086L - Anatomy and Physiology 2 and Lab		(4)
BSC 2421/BSC 2421L – Introduction to Biotechnology and Lab		(5)
CHM 1032	Principles of Chemistry	(3)
	(Lab CHM 1032L optional)	(1)
CHM 1025	Introductory Chemistry	(3)
CHM 1045/CHM 1045L - General Chemistry 1 and Lab		(4)
CHM 1046/CHM 1046L - General Chemistry 2 and Lab		(4)
ESC 1000	Earth Science	(3)
GLY 1000	Descriptive Geology	(3)
HUN 1201	Elements of Nutrition	(3)
MCB 2010/MCB 2010L - Microbiology and Lab		(4)
OCE 1001	Introduction to Oceanography	(3)
	(Lab OCE 1001L Optional)	(1)
PHY 1001	Applied Physics	(3)
PHY 2048/PHY 2048L - General Physics with Calculus 1 and Lab		(5)
PHY 2049/PHY 2049L - General Physics with Calculus 2 and Lab		(5)
PHY 2053	General Physics 1	(4)
PHY 2054	General Physics 2	(4)
PSC 1341	Physical Science for Today's World	(3)

Approved Transfer Science*

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

AREA V

SOCIAL SCIENCE **6 CREDITS**

Select one of the following courses:

ANT 2000	Anthropology	(GR) (3)
ECO 2013	Principles of Macroeconomics	(GR) (3)
GEA 1000	Principles of Geography & Conservation	(GR) (3)
PHI 1010	Introduction to Philosophy	(GR) (3)
PSY 2012	General Psychology	(GR) (3)
SYG 1230	American Minorities Today	(GR) (3)
SYG 2000	Introduction to Sociology	(GR) (3)
SYG 2010	American Social Problems	(GR) (3)

Approved Transfer Social Science*
**(Verify course credit with an advisor.)*

Select one of the following courses:

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

Approved Transfer Political Science*
**(Verify course credit with an advisor.)*

AREA VI

HEALTH AND FOREIGN LANGUAGE **3 CREDITS**

Select one of the following courses:

Health

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

Foreign Language

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

Approved Transfer Health and Foreign Language*
**(Verify course credit with an advisor.)*

Degrees and Certificates

This section of the catalog contains detailed information on the degrees and certificates awarded by the College. These awards are organized by program group, which lists all programs in a curriculum area. For example, all health care programs, such as Nursing and Dental Hygiene, are listed together in a program group called Health Science. The website at **www.palmbeachstate.edu/areasofstudy** is organized in exactly the same way.

Sometimes an academic program leads to a job title or career not indicated by the title of the program. To help the student locate a needed or desired program, the College has developed an online "keyword" search tool at **www.palmbeachstate.edu/areasofstudy**. The student may enter job titles and see what academic program offers education related to that area. For example, if the job title "police officer" is entered, the programs related to the Criminal Justice area are displayed.

Each program contained in this section of the catalog lists all courses needed for program completion. All degree programs require general education courses. To see all general education courses offered by the college, please see the General Education section of this Catalog.

Palm Beach State College awards associate and bachelor's degrees:

B.A.S. – Bachelor of Applied Science

B.S.N. – Bachelor of Science in Nursing

A.A. – Associate in Arts

A.S. – Associate in Science

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

ATC – Advanced Technical Certificate

ATD – Applied Technology Diploma

CCC – College Credit Certificate

CPP – Certificate of Professional Preparation

PSAV – Post Secondary Adult Vocational Certificate

Through Corporate and Continuing Education, the College also offers noncredit courses in various fields to meet the learning and professional development needs of the community.

Degrees

BACHELOR OF APPLIED SCIENCE

This degree is designed for students who wish to earn a bachelor's degree after earning an associate degree (or at least 60 credits with 15 credits of transferable general education) to gain career advancement.

BACHELOR OF SCIENCE IN NURSING

This degree is designed for students who wish to earn a bachelor's degree after earning an associate degree (or at least 60 credits with 15 credits of transferable general education) to gain career advancement.

ASSOCIATE IN ARTS

This degree is designed for students who wish to transfer to an upper division college or university.

ASSOCIATE IN SCIENCE

This degree is designed for students who wish to enter the workforce in a skilled field.

Certificates and Diplomas

ADVANCED TECHNICAL CERTIFICATE

These certificate programs are designed for students who have already earned an associate 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 degree.

CERTIFICATE OF PROFESSIONAL PREPARATION

A college-level program to prepare baccalaureate degree holders for licensure, certification, credentialing, examinations or other demonstrations of competency necessary for entry into professional occupations.

COLLEGE CREDIT CERTIFICATE

These programs provide the student with a set of technical skills in a specific area of study. Each college credit certificate applies towards an associate in science 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 degree.

Program Groups

Bachelor's Degrees and Certificate

Associate in Arts (Transfer)

Business and Office Management

Child Care, Human Services and Teacher Education

Computer Science and Information Technology

Creative Arts and Communications

Health Science

Public Safety

Science and Environment

Trade and Industry

Bachelor's Degrees and Certificate 46
Information Management (BAS)
Concentrations:
Database Administration
Security and Network Assurance (IT Forensics)
Project Management
Supervision and Management (BAS)
Concentrations:
General Management
Health Management
Public Safety Management
Entrepreneurship
Project Management
Nursing (BSN)
Certificate of Professional Preparation in Project Management (CPP)

Associate in Arts (Transfer) 52

Business and Office Management 55
Insurance Claims Adjuster (PSAV)
Insurance Customer Service Representative (PSAV)
Life, Health and Variable Annuities Agent (PSAV)
Property and Casualty General Lines Agent (PSAV)
Real Estate Broker (PSAV)
Real Estate Sales Associate (PSAV)
Accounting Technology (CCC)
Banking Specialist-Financial Services (CCC)
Business Administration and Management (CCC)
Business Operations (CCC)
Business Specialist (CCC)
Entrepreneurship CCC
Food Service Management (CCC)
Hospitality (CCC)
Legal Office Management (CCC)
Marketing (CCC)
Office Management (CCC)
Office Software Applications (CCC)
Office Specialist (CCC)
Office Support (CCC)
Accounting Technology (AS)
Business Administration and Management (AS)
Business Entrepreneurship (AS)
Hospitality and Tourism Management (AS)
Office Administration (AS)
Paralegal (AS)
Business Corporate and Continuing Education (CCE)

Child Care, Human Services and Teacher Education 71
40-Hour Introductory Child Care Training Certification (Birth to 5 Years) (PSAV)
30-Hour Family Child Care Certification (PSAV)
Caring for Children Birth to 3 Years - FCCPC (PSAV)
Early Childhood Professional Certificate (ECPC)– Preschool (PSAV)
School Age Professional Certificate (PSAV)
Addictions Studies (CCC)
Child Care Center Management (CCC)
Educational Assisting (CCC)
High/Scope Preschool Approach Curriculum (CCC)

Infant/Toddler (CCC)
Pre-School (CCC)
Human Services (CCC)
Youth Development (CCC)
Early Childhood Education (AS)
Educational Assisting (AS)
Human Services (AS)
Human Services-Addiction Studies (AS)
Child Care/Human Services Corporate and Continuing Education (CCE)
Teacher Certification Program (EPI)

Computer Science and Information Technology..... 85
Cisco CCNA (CCC)
Computer Programming Specialist (CCC)
Information Management (CCC)
Information Technology Administration (CCC)
Information Technology Technician (CCC)
Programming (CCC)
Web Development Specialist (CCC)
Computer Programming (AS)
Internet Services Technology (AS)
Networking Administrator (AS)
Computer Information Security (ATC)
Computer Science Corporate and Continuing Education (CCE)

Creative Arts and Communications..... 93
Graphic Design Technology (CCC)
Motion Picture Post-Production Technology (CCC)
Graphic Design Technology (AS)
Interior Design Technology (AS)
Motion Picture Production Technology (AS)

Health Science 98
Dental Assisting (PSAV)
Massage Therapy (PSAV)
Medical Assisting (PSAV)
Patient Care Assistant (PSAV)
Practical Nursing (PSAV)
Surgical Technology (PSAV)
Medical Transcription (ATD)
Medical Transcription (ATD - Credit)
Health Informatics Specialist (CCC)
Medical Information Coder/Biller (CCC)
Sonography (CCC)
Dental Hygiene (AS)
Health Information Technology (AS)
Nursing (AS)
Ophthalmic Medical Technology (AS)
Radiography (AS)
Respiratory Care (AS)
Sonography (AS)
Computed Tomography (ATC)
Magnetic Resonance Imaging (ATC)
Health Science Corporate and Continuing Education (CCE)

Public Safety 120
Auxiliary Law Enforcement Officer (PSAV)
Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement (PSAV)
Criminal Justice Academies (PSAV)
Cross-Over CMS Law Enforcement to Correctional Officer (PSAV)
Cross-Over Correctional Officer to CMS Law Enforcement (PSAV)
Firefighter (PSAV)
Fire Apparatus Operator (PSAV)
Fire Inspector 1(PSAV)
Fire Instructor (PSAV)
Fire Investigator 1 (PSAV)
Fire Officer 1 (PSAV)
Emergency Medical Technician (EMT-B) (ATD)
Crime Scene Technology (CCC)
Emergency Management (CCC)
Paramedic (CCC)
Crime Scene Technology (AS)
Criminal Justice Technology (AS)
Emergency Management (AS)
Emergency Medical Services (AS)
Fire Science Technology (AS)
Public Safety Corporate and Continuing Education (CCE)

Science and Environment 136
Biotechnology (CCC)
Landscape and Horticulture Specialist (CCC)
Landscape and Horticulture Professional 1 (CCC)
Landscape and Horticulture Professional 2 (CCC)
Biotechnology (AS)
Environmental Science Technology (AS)
Landscape and Horticulture Management (AS)

Trade and Industry 142
Apprenticeship Programs (PSAV)
Automotive Service Technology 1 (PSAV)
Automotive Service Technology 2 (PSAV)
Cosmetology (PSAV)
Diesel Technology 1(PSAV)
Diesel Technology 2 (PSAV)
Facials Specialty (PSAV)
Green Building Trades (PSAV)
Heating, Ventilation, Air Conditioning and Refrigeration (PSAV)
Heavy Equipment Mechanics (PSAV)
Machining Technology (PSAV)
Nails Technician (PSAV)
Residential and Commercial Electrician (PSAV)
Welding Technology (PSAV)
Alternative Energy Engineering Technology (CCC)
Commercial Pilot (CCC)
Drafting for Sustainable Construction (CCC)
Sustainable Building Specialist (CCC)
Aeronautical Science (AS)
Electrical Power Technology (AS)
Industrial Management Technology (AS)
Sugar Technology (AS)
Sustainable Construction Management (AS)

How To Use the Catalog's Program Descriptions

Emergency Medical Services
AS 2449

Program Website
www.palmbeachstate.edu/EMS.xml

Program Description
This degree program is designed for the student who wishes to increase his/her opportunities in the EMS field. In addition to the EMT and Paramedic Certificates, students will complete general education courses and electives.

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

Career Path Notes
Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. See **www.palmbeachstate.edu/Bachelor.xml** for more information.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes
Go to **www.palmbeachstate.edu/LearningOutcomes.xml** for detailed information.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/AdmissionsApplications.xml**.

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

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

Location
The program is offered at the Lake Worth campus.

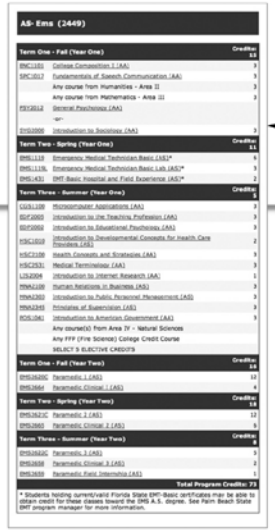
GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Mathematics - Area III		3
PSY 2012	General Psychology	
or		
SYG 2000	Introduction to Sociology	3
Total Required General Education Credits		**15**

TECHNICAL CORE REQUIRED COURSES		
EMS 1119	Emergency Medical Technician Basic*	6
EMS 1119L	EMT-Basic Lab*	3
EMS 1431	EMT-Basic Hospital and Field Experience*	2
EMS 2620C	Paramedic 1	12
EMS 2621C	Paramedic 2	12
EMS 2622C	Paramedic 3	5
EMS 2658	Paramedic Clinical 3	2
EMS 2659	Paramedic Field Internship	1
EMS 2664	Paramedic Clinical 1	4
EMS 2665	Paramedic Clinical 2	6
Total Required Technical Core Credits		**53**

ELECTIVES (5 CREDITS REQUIRED)		
CGS 1100	Microcomputer Applications	3
EDF 2005	Introduction to the Teaching Profession	3
EDP 2002	Introduction to Educational Psychology	3
HSC 1010	Introduction to Developmental Concepts for Health Care Providers	2
HSC 2100	Health Concepts and Strategies	3
HSC 2531	Medical Terminology	3
LIS 2004	Introduction to Internet Research	1
MNA 2100	Human Relations in Business	3
MNA 2303	Introduction to Public Personnel Management	3
MNA 2345	Principles of Supervision	3
POS 1041	Introduction to American Government	3
Any course(s) from Area IV - Natural Sciences		
Any FFP (Fire Science) College Credit Course		
Total Required Electives Credits		**5**
Total Program Credits		**73**

**Students holding current/valid Florida State EMT-Basic certificates may be able to obtain credit for these classes toward the EMS A.S. degree. See Palm Beach State EMT program manager for more information.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/x3223.xml?id=129**



These sections tell you about the program, its employment opportunities and other important information.

These sections list career possibilities, admission and completion requirements, how long it takes to finish the program and on what campus the program is located.

This section lists the general education requirements of the program.

This section lists the required courses for the program.

This section lists the electives for a program.

The web version of this information allows you to see a suggested course sequence (educational plan) and allows you to search for your needed classes through PantherWeb, the College's online registration system.

Bachelor's Degrees and Certificate

BAS (Bachelor of Applied Science)

Information Management

CONCENTRATION AREAS:

- Database Administration
- Security and Network Assurance (IT Forensics)
- Project Management

Supervision and Management

CONCENTRATION AREAS:

- General Management
- Health Management
- Public Safety Management
- Entrepreneurship
- Project Management

BSN (Bachelor of Science in Nursing)

CPP (Certificate of Professional Preparation in Project Management)

Palm Beach State College offers several different bachelor's degree programs. The degrees are a combination of lower division courses (1000-2000 level) and upper division courses (3000-4000 level).

The lower division course requirements for B.A.S. degrees include:

- 36 credits of transferable general education courses;
- 18 transferable credits of concentration area preparation courses;
- 24 credits of transferable electives.

The lower division requirements for the B.S.N. degree include:

- 36 credits of transferable general education courses;
- 30 credits of transferable nursing core courses;
- 19 transferable credits of common prerequisite courses.

The concentration areas preparation courses and the elective courses may come from the student's A.S., or A.A. degree program, provided the hours are deemed transferable credit (see page 13 to determine the transferability of credit into the bachelor's degree programs). Please see a bachelor's degree advisor for specific information on how lower division courses meet these requirements and what additional coursework may need to be taken to meet program admission and graduation requirements.

Special Notes

Bachelor's Degree Student Orientation: This orientation must be completed before student is accepted in the program.

General Education. The bachelor's degree requires completion of 36 credits of transferable general education credits, satisfying Palm Beach State College's general education requirements (or indication on the transcript that the students has completed general education requirements at another Florida college or university). Each bachelor's degree has requirements as to the types of acceptable degrees and coursework that may apply to each degree. Please see a bachelor's degree advisor for more information.

The B.A.S. degree in Supervision and Management and the B.A.S. in Information Management upper division course requirements include 21 credits of program core courses that all concentration areas of the respective degrees share, and 21 semester hours of concentration area courses including a "capstone" course experience where students apply their learning in relation to their concentration area. The lower and upper division courses total the 120 credits needed for bachelor's degree completion.

The B.S.N. degree in Nursing upper division requirements include 36 credits. This includes a "capstone" course experience where students apply their learning in relation to their course work.

GRADUATION REQUIREMENTS

Students must:

- Successfully complete all courses in the program. All general education courses and upper division courses must be completed with a grade of "C" or higher.
- Achieve at least a 2.0 grade point average on a 4.0 scale in all course work attempted at the College and at other institutions.

- Demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of high school foreign language instruction, eight to ten credits in one foreign language at the college level or passing scores on the College Level Examination Program (CLEP). Native speakers of another language who can demonstrate proficiency may petition for a waiver. Students should contact the Bachelor's Degree Programs Office for more information.
- Satisfy all financial obligations to the College.

Information Management

BAS T801, T803, T804

Program Website

www.palmbeachstate.edu/programs/bachelor

Program Description

Graduates of this program will have the knowledge and skills to pursue managerial-level positions in an information technology/management information systems environment. Students in this program take 21 credits of upper division (junior/senior level) core courses that provide a broad applied background in finance, legal and ethical issues, communications, leadership, and project management. An additional 21 credits of upper division concentration area courses focus on coursework to prepare students for employment in specialized areas in the information technology field, such as networking and security assurance or database administration and project management.

Employment Opportunities

Upon completion of this program, students may seek employment in a variety of business and organizational settings in information technology related areas for positions requiring a bachelor's degree for consideration.

Career Path Notes

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

Admission Requirements

To apply for the bachelor's degree program in Information Management, students must have earned an A.S. or A.A. degree and have at least a 2.0 GPA. Students who have earned a minimum of 60 credits and a 2.0 GPA but do not have an associate degree may be accepted with permission of the dean. This program requires a specific set of prerequisite courses in the computer science discipline. Please see a bachelor's degree advisor for more information on the specific lower-division course requirements. Please see the Admissions section of this catalog for detailed admission requirements for bachelor's degree programs.

Completion Requirements

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

Program Length

Total program credits: 120

Location

The program is offered at the Lake Worth campus; most courses in the program are offered online.

LOWER DIVISION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
SPC 1017	Fundamentals of Speech Communications	3
Select two courses from AREA II (Humanities)		6
Select two courses from AREA III (Mathematics)		6

Select two courses from AREA IV (Science)	6
Select two courses from AREA V (Social Science)	6
Select one course from AREA VI (Language/Health)	3
Total Required General Education Credits	**36**
LOWER DIVISION ELECTIVE COURSES*	**24**
CONCENTRATION AREA PREPARATION COURSES*	**18**
Total Lower Division Credits	**78**

**The concentration area preparation courses and the electives may come from the student's A.S. or A.A. degree program, provided the hours are deemed transferable credit (see the Admissions Section of this catalog for determining the transferability of credit into the bachelor's degree program). Please see a bachelor's degree advisor for specific information on how your lower division courses meet these requirements and what additional coursework you may need to take to meet program admission and graduation requirements. Each concentration area within the degree has specific courses that must be taken at the lower level to prepare a student for upper division study.*

UPPER DIVISION REQUIREMENTS

COMMON CORE COURSES **CREDITS**

Required for all concentration areas

BUL 3130	Legal and Ethical Environment of Business	3
COP 3530	Programming Language and Concepts	3
GEB 3213	Business Writing	3
FIN 3400	Principles of Financial Management	3
ISM 3113	Systems Analysis and Design	3
ISM 3212	Database Management Systems	3
ISM 3314	Project Management	3
Total Common Core Credits		**21**

Concentration Areas - Student chooses ONE of the following concentration areas:

DATABASE ADMINISTRATION CONCENTRATION (T801)

		CREDITS
CTS 4425	ASP.NET Web Application Development	3
COP 4834	Web Scripting	3
ISM 4213	Advanced Database Management	3
ISM 4210	Database Administration and Architecture	3
ISM 4211	Database Systems and Physical Design	3
ISM 4117	Data Mining and Data Warehousing	3
ISM 4330	Capstone Experience: Information Management	3
Total Database Administration Credits		**21**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=173**.

SECURITY AND NETWORK ASSURANCE (IT FORENSICS) CONCENTRATION (T803)*

		CREDITS
CNT 4408	Information System Security	3
CNT 4406	Network Security and Cryptography	3
ISM 4320	Applications in Information Security	3
ISM 4220	Business Data Communications, Telecommunications/Network	3
ISM 4323	Security Management	3
ISM 4324	Computer Forensics	3
ISM 4330	Capstone Experience: Information Management	3
Total Security and Network Assurance Credits		**21**
TOTAL PROGRAM CREDITS		**120**

**Some courses in this concentration area are offered as hybrid courses which require on-campus attendance.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=175**.

PROJECT MANAGEMENT CONCENTRATION (T804)*

		CREDITS
ISM 4313	Managing IT Integration	3
ISM 4312	Project and Change Management	3
ISM 4332	IT Project Schedule and Cost Control	3
MAN 4043	Quality Management Control	3
MAN 4574	Acquisitions Management	3
MAN 4584	Project Risk Management	3
ISM 4881	Capstone Experience: Project Management	3
Total Project Management Credits		**21**

**Some courses in this concentration area are offered as hybrid courses which require on-campus attendance.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=228.**

Supervision and Management

BAS T701, T702, T703, T704, T705

Program Website

www.palmbeachstate.edu/programs/bachelor

Program Description

Graduates of this program will have the knowledge, skills and opportunity to pursue managerial-level positions in a variety of careers. Students in this program take 24 credits of upper division (junior/senior level) core courses that provide a broad applied background in finance, legal and ethical issues, management information systems, leadership, human resources and management. An additional 18 credits of upper division concentration area courses focus on coursework to prepare students for employment in a variety of managerial roles and career settings in the public and private sectors and entrepreneurial endeavors.

Employment Opportunities

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

Career Path Notes

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

Admission Requirements

To apply for the bachelor's degree program in Supervision and Management, students must have earned an A.S. or A.A. degree and have at least a 2.0 GPA. Students who have earned a minimum of 60 credits and a 2.0 GPA but do not have an associate degree may be accepted with permission of the dean. Please see the Admissions section of this catalog for detailed admission requirements for bachelor's degree programs.

Completion Requirements

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

Program Length

Total program credits: 120

Location

The program is offered at the Lake Worth campus and online.

LOWER DIVISION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
SPC 1017	Fundamentals of Speech Communications	3
Select two courses from AREA II (Humanities)		6
Select two courses from AREA III (Mathematics)		6
Select two courses from AREA IV (Science)		6
Select two courses from AREA V (Social Science)		6
Select one course from AREA VI (Language/Health)		3
Total Required General Education Credits		**36**
LOWER DIVISION ELECTIVE COURSES*		**24**
CONCENTRATION AREA PREPARATION COURSES*		**18**
Total Lower Division Credits		**78**

**The concentration area preparation courses and the electives may come from the student's A.S. or A.A. degree program, provided the hours are deemed transferable credit (see the Admissions Section of this catalog for determining the transferability of credit into the Bachelor degree program). Please see a bachelor's degree advisor for specific information on how your lower division courses meet these requirements and what additional coursework you may need to take to meet program admission and graduation requirements. Each concentration area within the degree has specific courses that must be taken at the lower level to prepare a student for upper division study.*

UPPER DIVISION REQUIREMENTS

COMMON CORE COURSES		CREDITS
Required for all concentration areas		
BUL 3130	Legal and Ethical Environment of Business	3
FIN 3400	Principles of Financial Management	3
GEB 3213	Business Writing	3
ISM 4011	Management Information Systems	3
MAN 3025	Administrative Management	3
MAN 3240	Organizational Theory and Management	3
MAN 3301	Human Resources Management	3
MAN 4120	Leadership Challenges and Supervision	3
Total Common Core Credits		**24**

Concentration Areas - Student chooses one of the following concentration areas:

GENERAL MANAGEMENT CONCENTRATION (T701)

		CREDITS
GEB 4891	Strategic Management and Decision Making	3
MAN 4401	Labor Relations Management	3
MAN 4504	Operational Decision Making	3
MAR 4802	Marketing for Managers	3
GEB 4935	Capstone Experience: General Management	3
Elective - Choose GEB 3375, GEB 3453, GEB 4113 or MAN 4162		3
Total General Management Credits		**18**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=141**.

HEALTH MANAGEMENT CONCENTRATION (T702)

		CREDITS
HSA 3110	Health Care Organization and Management	3
HSA 4421	Legal Aspects and Legislation in Health Care	3
HSC 4500	Epidemiology	3
MAN 4504	Operational Decision Making	3
HSA 4938	Capstone Experience: Health Management	3
Elective – Choose HSA 3160, HSA 4109 or HSA 4553		3
Total Health Management Credits		**18**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=142**.

PUBLIC SAFETY MANAGEMENT CONCENTRATION (T703) *THIS CONCENTRATION IS SUSPENDING NEW ENROLLMENTS AT THIS TIME*

		CREDITS
DSC 3079	Foundations of Public Safety	3
DSC 4034	Security and Emergency Communications	3
MAN 4504	Operational Decision Making	3
PAD 4393	Critical Incident Management	3
DSC 4710	Capstone Experience: Public Safety Management	3
Elective - Choose PAD 4426, PAD 4442 or PAD 4604		3
Total Public Safety Management Credits		**18**
TOTAL PROGRAM CREDITS		**120**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=143**.

ENTREPRENEURSHIP CONCENTRATION (T704)

		CREDITS
ENT 4013	Planning New Ventures	3
GEB 4113	Entrepreneurship	3
ENT 4214	Entrepreneurship Leadership	3
ENT 4704	International Entrepreneurship	3
ENT 4900	Capstone Experience: Entrepreneurship	3
Elective - Choose ENT 3413, ENT 4114, GEB 3453, MAN 4802, or RMI 3004		3
Total Entrepreneurship Credits		**18**
TOTAL PROGRAM CREDITS		**120**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=226**.

PROJECT MANAGEMENT CONCENTRATION (T705)

		CREDITS
ISM 3314	Project Management	3
MAN 4043	Quality Management Control	3
MAN 4574	Acquisitions Management	3
MAN 4584	Project Risk Management	3

ISM 4881	Capstone Experience: Project Management	3
Elective - Choose ISM 4312, ISM 4313, or ISM 4332		3
Total Project Management Credits		**18**
TOTAL PROGRAM CREDITS		**120**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=227**.

Nursing

BSN S901

Program Website

www.palmbeachstate.edu/programs/bachelor

Program Description

Graduates of this program will be prepared to advance into administrative and supervisory positions in the nursing and health care fields. The program is designed as a "2+2" program, where program applicants must have earned an associate degree in Nursing and have current Florida licensure in nursing. The curriculum in the program follows the state prescribed articulated curriculum for advancement of A.S. degree nurses into the Bachelor of Science in Nursing degree program. The lower division requirements include 84 credits, including general education, nursing courses and common prerequisite courses. The upper division courses include 36 credits of course work that focuses on leadership, management, advanced care concepts, research, and contemporary issues in nursing. The program culminates in a capstone course that synthesizes the concepts learned throughout the program.

Employment Opportunities

Graduates may seek employment in a variety of health care environments that require a bachelor's degree in nursing.

Career Path Notes

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

Admission Requirements

To apply for the bachelor's degree program in Nursing, students must have earned an A.S. degree in nursing and have a cumulative GPA of 2.5 or higher. In addition, students must have current Florida licensure in Nursing. Please see the Admissions section of this catalog for detailed admission requirements for bachelor's degree programs. Upon acceptance in the program, students will be contacted and will be required to attend a mandatory orientation session.

Completion Requirements

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

Program Length

Total program credits: 120

Location

The program is offered at the Lake Worth campus and online.

LOWER DIVISION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS		**CREDITS**
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
SPC 1017	Fundamentals of Speech Communications	3
Select two courses from AREA II (Humanities)		6
AREA III (Mathematics) MAC1105 or MGF1106 or MGF1107		3
AREA III (Mathematics) STA2023 Statistics		3
BSC 2085	Anatomy and Physiology 1	3
MCB 2010	Microbiology	3
PSY 2012	General Psychology	3
Any course from AREA V (Social Science) (AMH/POS)		3
Select one course from AREA VI (Language/Health)		3
Total Required General Education Credits		**36**
CORE NURSING COURSES FROM A.S. DEGREE		**30**
LOWER DIVISION COMMON PREREQUISITE COURSES		**CREDITS**
BSC 2085L	Anatomy and Physiology 1 Lab	1
BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology 2 Lab	1
CHM 1032	Principles of Chemistry	3
DEP 2004	Human Growth and Development	3
HUN 1201	Elements of Nutrition	3
MCB 2010L	Microbiology Lab	1
AA Elective Course		**3**
Total Lower Division Common Prerequisite Courses		**18**
Total Lower Division Credits		**84**

UPPER DIVISION REQUIREMENTS

COMMON CORE COURSES		**CREDITS**
Required for all concentration areas		
NUR 3825	Nursing Role Transitional Perspective	3
NUR 4107	Nursing Perspectives/Global Trends	3
NUR 3125	Pathophysiology for Clinical Nursing Practice	3
NUR 3119	Heritage of Nursing Concepts	3
NUR 3164	Nursing Research and Informatics	3
NUR 3069	Advanced Health Assessment	3
NUR 3678	Nursing Care for the Geriatric Patient and Other Vulnerable Populations	3
NUR 4847	Clinical Decision Making/Critical Thinking	3
NUR4655	Nursing in a Multicultural Society	3
NUR 4827	Leadership and Management in Professional Nursing	3
NUR 4636	Community Health Nursing	3
NUR 4945	Experience: Nursing	3
Total Upper Division Credits		**36**
TOTAL PROGRAM CREDITS		**120**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=180**.

Certificate of Professional Preparation in Project Management

CPP C810

Program Website

www.palmbeachstate.edu/programs/bachelor

Program Description

The Certificate of Professional Preparation in Project Management concentrates on project management fundamentals focusing on all knowledge areas covered in the Project Management Body of Knowledge (PMBOK) to include: project integration, scope, time, cost, quality, human resource, communications, risk, and procurement management. Students will gain an understanding of all phases of a project life cycle from initiation, planning, execution, monitoring & controlling, to closing.

These courses cover competencies for several certifications including Project Management Institute's Certified Associate in Project Management (CAPM) and Project Management Professional (PMP).

Employment Opportunities

Graduates of this program will be prepared to work in information technology-related positions, such as project managers, information technology managers, systems analysts, business analysts, quality assurance managers, and business process improvement managers.

Career Path Notes

After completion of this program students may choose to obtain an industry certification in project management, such as Project Management Institute's Certified Associate in Project Management or Project Management Professional. Students may choose to apply for graduate study at a public or private university.

Admission

To apply for the Certificate of Professional Preparation in Project Management program, students must have earned a bachelor's degree and have at least a 2.0 GPA**.** Please see a bachelor's degree advisor for more information and program course requirements. Also see the Admissions section of the catalog for detailed admission requirements for the bachelor's degree programs.

Completion Requirements

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

Program Length

Total program semester hours: 21

Location

This program is offered online and at the Lake Worth campus.

REQUIRED COURSE		CLOCK HOURS
ISM 3314	Project Management	3
ISM4313	Managing IT Integration	3
ISM4312	Project and Change Management	3
ISM 4332	IT Project Schedule and Cost Control	3
MAN 4520	Quality Management Control	3
MAN 4574	Acquisitions Management	3
MAN 4584	Project Risk Management	3
TOTAL PROGRAM CREDITS		**21**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=220**.

Associate in Arts

AA

Transfer Degree

Associate in Arts

AA 1000

Program Website

www.palmbeachstate.edu/areasofstudy/programs.asp?id=36

Program Description

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

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

The A.A. degree requirements include:

- 36 credits of General Education courses; and
- 24 credits of university transfer program courses.

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

The Associate in Arts degree contains 36 credits 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 FLVC.org system, students can determine which courses the university to which they would like to transfer accepts as satisfying program requirements. For example, MGF 1106 Liberal Arts Mathematics will satisfy the Associate in Arts degree requirements in mathematics but will not satisfy entrance requirements for a student who wishes to transfer to an upper division business administration program. It is imperative to check the FLVC.org Web site to find the correct courses, or see a Palm Beach State advisor.

Career Path Notes

Associate in Arts degree transfer programs - State universities/colleges in Florida offer more than 200 different majors that Palm Beach State students can pursue. Before planning a major, students are advised to:

- speak with a Palm Beach State advisor;
- consult the catalog or the specific department at the university/college to which they plan to transfer to confirm which courses they should take at Palm Beach State.

All Florida 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 colleges to the state university system/Florida colleges. Guarantee of university/college 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/college limited access programs is competitive. However, college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Transfer Guidelines

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

Choosing the Proper Courses to Satisfy University/College Admission Requirements - All state universities/colleges 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 Palm Beach State count towards A.A. graduation and facilitate transfer to the desired major at the university/college, students should target their desired transfer university/college and major early in their coursework at Palm Beach State. Once a student has identified the university/college and program, finding the correct courses to take at the College can be accomplished by:

1. Meeting on a regular basis with a Palm Beach State 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 website developed by the State of Florida to facilitate student transfer called FLVC.org (Florida Virtual Campus), which is detailed at the end of this section.

Other Transfer Opportunities for the Associate in Arts Degree

Palm Beach State College has transfer agreements with several private colleges and universities from around the nation. Included are all the members of Independent Colleges and Universities of Florida (ICUF). For transfer agreement information, visit **www.palmbeachstate.edu/transfer**.

Program Length

Students may complete the program in two years if they attend full time.

Location

The program is offered at all Palm Beach State College campuses.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	
-or-		
ENC 1121	Honors College Composition	3
ENC 1102	College Composition 2	
-or-		
ENC 1121	Honors College Composition	
-or-		
ENC 1141	Writing about Literature	3
SPC 1017	Fundamentals of Speech Communications	3
Select two courses from AREA II (Humanities)		6
Select two courses from AREA III (Mathematics)		6
Select two courses from AREA IV (Science)		6
Select two courses from AREA V (Social Science)		6
Select one course from AREA VI (Language/Health)		3
Total Required General Education Credits		**36**
ELECTIVES		
Common Prerequisite Courses		24
Total Program Credits		**60**

Selecting Common Prerequisite Courses - Overview of "FLVC" (www.FLVC.org)

The FLVC online system provides comprehensive access to information for Florida high school and college students. The system, found at **www.FLVC.org**, provides the student with access to information on programs and courses at Florida's 28 colleges and community colleges and 11 universities. Students can access transcripts and grades, and they can "degree-shop" to see how effectively their credits can transfer to other colleges and universities. To 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

FLVC.org provides career planning tools such as Florida Choices Planner 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 FLVC.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 FLVC.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 FLVC.org provides information on financial aid availability and the ability to apply online for some types of state and federal financial aid.

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

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

- Sample Degree Audit, to review requirements of a particular degree program at selected institutions.
- Institutional Degree Audit, to compare the student's academic record at his/her home institution to the major currently on record.
- Degree Program Shopping, to compare the student's academic record to the particular degree programs at his/her home institution.
- Remote Degree Program Shopping, to compare the student's academic record to particular degree programs at another institution.
- Planning, to compare the student's academic record along with courses he/she may want to take to particular degree programs at selected institutions.

College Transcripts and Grades
Currently enrolled, transferring or returning students may be able to access their unofficial Palm Beach State transcript through FLVC.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 and Payments
This link in the FLVC.org system provides access to pay fees online to Palm Beach State.

Records and Registration
This link in the FLVC.org system provides access to records and registration through the Palm Beach State PantherWeb system.

Distance Learning
This section of the FLVC.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 FLVC.org system provides links to electronic library systems such as SUNLINK, the K-12 library system; LINCCWEB, the state college library system; and FCLA, 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 FLVC.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 FLVC.org
Most of the FLVC.org system does not require a log-in or password; however, applying to a college or university online requires a FLVC sign-on. A FLVC sign-on is a self-assigned, unique, log-in/password combination that is associated with all student-based personal information entered on the FLVC Web site.

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 the College. The FLVC system has online help and a glossary of terms to help users navigate through the system. Palm Beach State student services personnel also can help students learn to navigate the FLVC system.

Business and Office Management

PSAV

- Insurance Claims Adjuster
- Insurance Customer Service Representative
- Life, Health and Variable Annuities Agent
- Property and Casualty General Lines Agent
- Real Estate Broker
- Real Estate Sales Associate

CCC

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

AS

- Accounting Technology
- Business Administration and Management
  - SPECIALTY CONCENTRATIONS:
    - MANAGEMENT, SUPERVISION
    - MARKETING
    - BANKING
    - ENTREPRENEUR, SMALL BUSINESS
- Business Entrepreneurship
- Hospitality and Tourism Management
- Office Administration
- Paralegal

CCE (Corporate and Continuing Education)

- Business

Insurance Claims Adjuster

PSAV 5498

Program Website

www.palmbeachstate.edu/programs/Insurance

Program Description

This PSAV program is designed to prepare students to work in an insurance office as an accredited claims adjuster. This program is approved by the Florida Department of Financial Services, Division of Agent and Agency Services, as a pre-licensing requirement for obtaining a ACA 5.20 or 6.20 Insurance License. This course is required for the public adjuster apprentice (3.21) license.

Employment Opportunities

This program will prepare students to work in an insurance office handling insurance claims for the clients on behalf of the insurance company. It also meets the state requirement for pre-licensing for the public adjuster apprentice license.

NOTE: You cannot be licensed in Florida if you do not possess a Social Security Number.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Upon successful completion of the program, students are able to apply to the Florida Department of Insurance to obtain their 5.20 or 6.20 insurance license. This course will also enable students to meet the requirement on the public adjuster apprentice license.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Total program clock hours: 40. Approximate program length: 5 weeks.

Location

This program is offered at the Lake Worth and Boca Raton campuses.

REQUIRED COURSE		CLOCK HOURS
RMI 0635	Insurance Claims Adjuster	40
Total Program Clock Hours		**40**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=177**.

Insurance Customer Service Representative

PSAV 5497

Program Website

www.palmbeachstate.edu/programs/insurance

Program Description

This PSAV program is designed to prepare students to work in an insurance office as a registered customer service representative. This program is approved by the Florida Department of Financial Services, Division of Agent and Agency Services, as a pre-licensing requirement for the RCSR (4.40) Insurance License.

Employment Opportunities

This program will prepare students to work in an insurance office handling customer service issues for their clients on their insurance policies.

NOTE: You cannot be licensed in Florida if you do not possess a Social Security Number.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Upon successful completion of the program, students are eligible to apply to the Florida Department of Insurance to obtain their 4.40 insurance license.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Total program clock hours: 40. Approximate program length: 5 weeks.

Location

This program is offered at the Lake Worth and Palm Beach Gardens campuses.

REQUIRED COURSE		CLOCK HOURS
RMI 0093	Insurance Customer Service Representative	40
Total Program Clock Hours		**40**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=176**.

Life, Health and Variable Annuities Agent

PSAV 5470

Program Website

www.palmbeachstate.edu/programs/insurance

Program Description

This PSAV program prepares the student to take the State of Florida licensing exam for a position as a life insurance agent, including health and variable annuities. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license. This pre-licensing course is approved by the Florida Department of Financial Services, Division of Agent and Agency Services.

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

Employment Opportunities

This program prepares the student for an entry-level insurance position selling life, health, and/or variable annuities.

NOTE: You cannot be licensed in Florida if you do not possess a Social Security Number.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Upon successful completion of the program, the student may take the Florida Department of Insurance examination for licensure in life, health and variable annuities.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSE		CLOCK HOURS
RMI 0092	Life, Health, and Variable Annuities	40
Total Program Clock Hours		**40**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=8**.

Property and Casualty General Lines Agent

PSAV 5469

Program Website
www.palmbeachstate.edu/programs/insurance

Program Description
This PSAV program is designed to prepare students to take the State of Florida licensing examination for the property and casualty general lines (2.20 authority), in preparation for the position of general lines agent. This pre-licensing course is approved by the Florida Department of Financial Services, Division of Agent and Agency Services.

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

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

NOTE: You cannot be licensed in Florida if you do not possess a Social Security Number.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
Upon successful completion of this program, the student is eligible to take the Florida Department of Insurance exam for licensure in property and casualty/general lines.

Program Learning Outcomes
For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
The program is 200 hours in length: 14 weeks.

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

REQUIRED COURSE		CLOCK HOURS
RMI 0091	Property and Casualty/General Lines	200
Total Program Clock Hours		**200**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=9**.

Real Estate Broker

PSAV 5475

Program Website
www.palmbeachstate.edu/programs/realestate

Program Description
This PSAV program is a study of the principles and practices needed to become a real estate broker. Topics include getting started as a broker, valuing real property, listing and selling real property and specialties such as zoning, environmental issues and property management and real estate closings. This pre-licensing class is approved by the Florida Department of Business and Professional Regulation, Real Estate Commission.

This program is designed to prepare students to become a real estate broker by successfully completing this course and then passing the state license exam.

NOTE: An applicant for a Florida Real Estate Broker's License must have held an active Real Estate Sales Associate License for at least 24 months.

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

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
Upon successful completion of the program, the student is eligible to take the broker's exam with the Florida Department of Insurance.

Program Learning Outcomes
For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

In addition to the above requirements, students must either have an active Florida real estate sales associate license for 24 months within the immediate past five years, or have an active real estate broker license, or sales associate license for 24 months within the immediate past five years from another state.

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

Program Length
The program is 72 hours in length: six to nine weeks.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSE	CLOCK HOURS
REE 0042 Real Estate Broker	72
Total Program Clock Hours	**72**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=10**.

Real Estate Sales Associate

PSAV 5499

Program Website

www.palmbeachstate.edu/programs/realestate

Program Description

This PSAV program is a study of the basic principles, practices and theories of real property, economic value, legal implication and relationship to the sales associate and broker. This pre-licensing class is approved by the Florida Department of Business and Professional Regulation, Real estate Commission.

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

Real estate is one of the major industry groups in the Florida economy. The selling and leasing of housing is an especially strong career opportunity in South Florida.

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.

NOTE: You cannot be licensed in Florida if you do not possess a Social Security Number.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Upon successful completion of the program, the student is eligible to take the Sales Associate exam with the Florida Department of Insurance.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Total program clock hours: 63. Approximate program length: four to ten weeks.

Location

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

REQUIRED COURSE		CLOCK HOURS
REE 0047	Florida Real Estate Sales Agent	63
Total Program Clock Hours		**63**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=33**.

Accounting Technology

CCC 6110

Program Website

www.palmbeachstate.edu/programs/accounting

Program Description

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

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

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
OST 1141L	Keyboarding for Microcomputer*	1
OST 1108	Building Typing Speed and Accuracy	1
MTB 1103	Business Mathematics	3
GEB2214	Business Communications	3
CGS 1100	Microcomputer Applications	3
APA 1111	Bookkeeping	3
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2450	Microcomputer Operations Accounting	3
TAX 2000	Federal Income Tax 1	3
Total Program Credits		**27**

**It is recommended that students complete OST1141L before completing OST1108 in order to learn proper typing technique before increasing their typing speed.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=11**.

Banking Specialist-Financial Services

CCC 6117

Program Website

www.palmbeachstate.edu/programs/business

Program Description

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

The Banking Specialist College Credit Certificate program provides students with both general knowledge and specific competencies that establish a foundation for a successful financial services career. This 12-credit certificate includes training in banking principles, business law, marketing and business communications.

Employment Opportunities

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

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
BAN 1004	Principles of Banking	3
MAR 2011	Principles of Marketing	3
BUL 2241	Business Law 1	3
GEB 2214	Business Communications	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=12**.

Business Administration and Management

SEE ADDENDUM

CCC 6111

Program Website

www.palmbeachstate.edu/programs/business

Program Description

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

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

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3
GEB2214	Business Communications	3
BUL 2241	Business Law 1	3
MAR 2011	Principles of Marketing	3
MNA 2345	Principles of Supervision	3
MAN 2021	Principles of Management	3
Total Program Credits		**24**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=13**.

Business Operations

CCC 6481

Program Website

www.palmbeachstate.edu/programs/business

Program Description

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

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

Employment Opportunities

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

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

The program can be completed in one year full time or 1½ years part time.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3
MAR 2011	Principles of Marketing	3
GEB 2214	Business Communications	3
MAN 2021	Principles of Management	3
Total Program Credits		**18**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=14**.

Business Specialist

CCC 6480

Program Website

www.palmbeachstate.edu/programs/business

Program Description

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

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

Employment Opportunities

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

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3
MAR 2011	Principles of Marketing	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=15**.

Entrepreneurship
CCC 6118

Program Website
www.palmbeachstate.edu/programs/business

Program Description
This college credit certificate program is designed for the person who has the vision, strategy and discipline to start a business venture but lacks the business expertise and skills to make it a success. It would also be helpful for those already in business seeking to expand or diversify or those considering self-employment for the first time.

Course content includes entrepreneurial thinking, opportunity recognition, sales and marketing, e-commerce and global challenges, managing economic resources, risk-taking, securing financing, getting the required licensing and certifications, decision making, staffing issues, management and leadership skills.

Employment Opportunities
This program is designed to prepare the students to start their own business venture, work with others to identify business opportunities, or work for an established organization.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

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

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

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

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

REQUIRED COURSES		CREDITS
ENT 1000	Fundamentals of Entrepreneurship	3
ENT 2120	Entrepreneurship Marketing and Selling	3
ENT 2010	New Venture Management	3
ENT 2112	Planning the Entrepreneurial Venture	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=210**.

Food Service Management
CCC 6115

Program Website
www.palmbeachstate.edu/programs/hospitality

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

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

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

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

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

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Approximate program length is one year.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
HFT 1000	Introduction to the Hospitality Business	3
FOS 1201	Food Service Sanitation	2
FSS 1220	Professional Cooking 1	1
FSS 1220L	Professional Cooking Lab	2
HFT 1850C	Dining Room Management	3
FSS 1221C	Quantity Food Production 1	4
FSS 2242C	International Foods	3
FSS 2500	Food and Beverage Cost Control	3
CGS 1100	Microcomputer Applications	3
FSS 2105	Purchasing for the Hospitality Industry	3
Total Required Courses Credits		**27**
ELECTIVE (3 CREDITS REQUIRED)		
Select any course with the prefix FSS or HFT		3
Total Program Credits		**30**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=16**.

Hospitality

CCC 6116

Program Website

www.palmbeachstate.edu/programs/hospitality

Program Description

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

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

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Approximate program length is one year.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
HFT 1000	Introduction to the Hospitality Business	3
HFT 2220	Personnel Management Practices	3
FSS 2105	Purchasing for the Hospitality Industry	3
HFT 2600	Hospitality Industry Law	3
HFT 2410	Hotel-Motel Front Office and Procedures	3
HFT 1630	Management of Security in Hospitality	3
HFT 1313	Hospitality Property Management	3
CGS 1100	Microcomputer Applications	3
FSS 2500	Food and Beverage Cost Control	3
Total Required Courses Credits		**27**
ELECTIVE (3 CREDITS REQUIRED)		
Select any course with the prefix FSS or HFT		3
Total Program Credits		**30**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=17**.

Legal Office Management

CCC 6112

SEE ADDENDUM

Program Website

www.palmbeachstate.edu/programs/officeadmin

Program Description

This college credit certificate program is designed to prepare the student for entry-level employment in a law office. The students will gain an understanding of the legal system and prepare legal documents. Course content includes keyboarding, computer applications and legal office procedures.

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
MTB 1103	Business Mathematics	3
OST 1100C	Beginning Keyboarding*	3
OST 1110C	Intermediate Keyboarding**	3
OST 1355	Records Management	3
OST 2431	Legal Office Procedures	3
OST 2621C	Legal Transcription	3
OST 2714C	Word Processing	3
ELECTIVE (3 CREDITS REQUIRED)		
GEB2214	Business Communications	
-or-		
Select any credit course with the prefix BUL, OST, or PLA***		3
Total Program Credits		**27**

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

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

****OST1141L cannot be used as an elective.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=18**.

Marketing

CCC 6113

SEE ADDENDUM

Program Website

www.palmbeachstate.edu/programs/business

Program Description

This college credit certificate program is designed to prepare the student for entry-level employment in the marketing field. Course content includes marketing, advertising, personal selling, business law, management, and general business knowledge.

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
MAR 2011	Principles of Marketing	3
MKA 1511	Advertising	3
MKA 2021	Personal Selling	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
ENT 1000	Fundamentals of Entrepreneurship	3
Total Program Credits		**24**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=19**.

Office Management

CCC 6114

SEE ADDENDUM

Program Website

www.palmbeachstate.edu/programs/officeadmin

Program Description

This college credit certificate program is designed to prepare the student for entry-level employment in an office setting. Course content includes keyboarding, computer applications and office procedures.

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

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

ELECTIVE (3 CREDITS REQUIRED)

CGS 1513	Electronic Spreadsheets	
-or-		
CGS 1543	Database Management	
-or-		
GEB 2214	Business Communications	
-or-		
Select any credit course with the OST prefix***		3
Total Program Credits		**27**

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

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

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=20**.

Office Software Applications

CCC 6484

SEE ADDENDUM

Program Website

www.palmbeachstate.edu/programs/officeadmin

Program Description

This college credit certificate program is designed to prepare the student for entry-level employment in an office setting. Course content includes keyboarding, computer applications and office procedures.

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CGS 1513	Electronic Spreadsheets	3
CGS 1543	Database Management	3
MTB 1103	Business Mathematics	3
OST 1100C	Beginning Keyboarding*	3
OST 1811	Desktop Publishing	3
OST 1828	Presentation Graphics for Business	3
CGS 1100	Microcomputer Applications	3
OST 2402	Office Procedures and Technology	3
OST 2714C	Word Processing	3
Total Program Credits		**27**

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=21**.

Office Specialist

CCC 6483

Program Website

www.palmbeachstate.edu/programs/officeadmin

Program Description

This college credit certificate program is designed to prepare the student for entry-level employment in an office setting. Course content includes keyboarding, computer applications and office procedures.

Employment Opportunities

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

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

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

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
OST 1100C	Beginning Keyboarding*	3
OST 1355	Records Management	3
OST 2402	Office Procedures and Technology	3
OST 2714C	Word Processing	3
ELECTIVE (3 CREDITS REQUIRED)		
GEB 2214	Business Communications	
	-or-	
Select any credit course with the OST prefix**		3
Total Program Credits		**18**

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

***OST1141L cannot be used as an elective.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=22**.

Office Support
CCC 6482

Program Website
www.palmbeachstate.edu/programs/officeadmin

Program Description
This college credit certificate program is designed to prepare the student for entry-level employment in an office setting. Course content includes keyboarding, computer applications and office procedures.

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

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

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

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

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

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
OST 1100C	Beginning Keyboarding*	3
OST 2714C	Word Processing	3
ELECTIVE (3 CREDITS REQUIRED)		
GEB 2214	Business Communications	
	-or-	
Select any 3 credit course with the OST prefix**		3
Total Program Credits		**12**

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

***OST1141L cannot be used as an elective.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=23**.

Accounting Technology
AS 2050

Program Website
www.palmbeachstate.edu/programs/accounting

Program Description
This degree program is designed for the student who will seek immediate employment in the accounting field upon graduation or who is presently employed in accounting and allied fields and desires advancement. Course content includes accounting, tax, computer applications and business communications.

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

Career Path Notes
Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes
For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts and Strategies	3
Any course from Mathematics - Area III		3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2100	Intermediate Accounting	3
ACG 2360	Cost Accounting	3
ACG 2450	Microcomputer Operations - Accounting	3
CGS 1513	Electronic Spreadsheets	3
APA 1111	Bookkeeping	3
APA 2172	Computerized Bookkeeping	3
BUL 2241	Business Law 1	
-or-		
GEB 1011	Introduction to Business	
-or-		
MAN 2021	Principles of Management	3
CGS 1100	Microcomputer Applications	3
MNA 2100	Human Relations in Business	3
GEB 2214	Business Communications	3
TAX 2000	Federal Income Tax 1	3
TAX 2010	Federal Income Tax 2	3
Total Required Courses Credits		**43**

ELECTIVE (3 CREDITS REQUIRED)		
Select any course with the prefix BUL, CGS, ECO, ENT, GEB, MAN, MAR, MKA, MNA, OST, PLA, or TAX		3
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=4**.

Business Administration and Management

AS

Program Website

www.palmbeachstate.edu/programs/business

Program Description

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

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

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

MANAGEMENT, SUPERVISION CONCENTRATION (AS 2039A)

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
Any MAC prefix course from Mathematics - Area III		3
MAC 2233	Survey of Calculus	3
SPC 1017	Fundamentals of Speech Communication	3
STA 2023	Statistics	3
ECO 2013	Principles of Macroeconomics	3
Any course from Humanities - Area II		3
Total Required General Education Credits		**24**

REQUIRED COURSES

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
ECO 2023	Principles of Microeconomics	3
ENT 1000	Fundamentals of Entrepreneurship	3
GEB 1011	Introduction to Business	3
GEB 2214	Business Communications	3
GEB 2930	Business Capstone	3
Total Required Courses Credits		**28**

PROFESSIONAL CORE COURSES

MNA 2100	Human Relations in Business	3
MNA 2345	Principles of Supervision	3
MAN 2021	Principles of Management	3
MAR 2011	Principles of Marketing	3
Total Professional Core Course Credits		**12**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=213**.

MARKETING CONCENTRATION
(AS 2039B)

GENERAL EDUCATION REQUIREMENTS **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
Any MAC prefix course from Mathematics - Area III		3
MAC 2233	Survey of Calculus	3
SPC 1017	Fundamentals of Speech Communication	3
STA 2023	Statistics	3
ECO 2013	Principles of Macroeconomics	3
Any course from Humanities – Area II		3
Total Required General Education Credits		**24**

REQUIRED COURSES

GEB2214	Business Communications	3
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
ECO 2023	Principles of Microeconomics	3
ENT 1000	Fundamentals of Entrepreneurship	3
GEB 1011	Introduction to Business	3
GEB 2930	Business Capstone	3
Total Required Courses Credits		**28**

PROFESSIONAL CORE COURSES

MAR 2011	Principles of Marketing	3
MKA 1511	Advertising	3
MKA 2021	Personal Selling	3
MAN 2021	Principles of Management	3
Total Professional Core Course Credits		**12**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=214**.

BANKING CONCENTRATION
(AS 2039C)

GENERAL EDUCATION REQUIREMENTS **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
Any MAC prefix course from Mathematics - Area III		3
MAC 2233	Survey of Calculus	3
SPC 1017	Fundamentals of Speech Communication	3
STA 2023	Statistics	3
ECO 2013	Principles of Macroeconomics	3
Any course from Humanities – Area II		3
Total Required General Education Credits		**24**

REQUIRED COURSES

GEB 2214	Business Communications	3
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
ECO 2023	Principles of Microeconomics	3
ENT 1000	Fundamentals of Entrepreneurship	3
GEB 1011	Introduction to Business	3
GEB 2930	Business Capstone	3
Total Required Courses Credits		**28**

PROFESSIONAL CORE COURSES

BAN 1004	Principles of Banking	3
MAR 2011	Principles of Marketing	3
MAN 2021	Principles of Management	3
MNA 2100	Human Relations in Business	3
Total Professional Core Course Credits		**12**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=215**.

Business Entrepreneurship

AS 2040

Program Website

www.palmbeachstate.edu/programs/business

Program Description

This A.S. program is designed for the person who has the vision, strategy, and discipline to start a business venture but lacks the business expertise and skills to make it a success. It would also be helpful for those looking to manage a small business, those already in business seeking to expand or diversify, or those considering self-employment for the first time.

Course content includes entrepreneurial thinking, opportunity recognition, sales and marketing, e-commerce and global challenges, managing economic resources, risk-taking, securing financing, getting the required licensing and certifications, decision making, staffing issues, management and leadership skills.

Employment Opportunities

This program is designed to prepare the students to start their own business venture, work with others to identify business

opportunities, manage a small business, or work for an established organization.

Career Path Notes

Credits earned in this degree program will transfer into Palm Beach State's Bachelor of Applied Science, Supervision and Management - General Management Concentration (BAS T701) program.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Mathematics – Area III		3
Any course from Social Science – Area V		3
Any course from Humanities – Area II		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2450	Microcomputer Operations Accounting	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
ECO 2013	Principles of Macroeconomics	3
ENT 1000	Fundamentals of Entrepreneurship	3
ENT 2120	Entrepreneurship Marketing and Selling	3
ENT 2010	New Venture Management	3
ENT 2112	Planning the Entrepreneurial Venture	3
GEB 1011	Introduction to Business	3
GEB 2214	Business Communications	3
GEB 2930	Business Capstone	3
MAR 2011	Principles of Marketing	3
MNA 2100	Human Relations in Business	3
MNA 2345	Principles of Supervision	3
Total Required Courses Credits		**49**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=211**.

Hospitality and Tourism Management

AS 2060

Program Website

www.palmbeachstate.edu/programs/hospitality

Program Description

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

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Mathematics – Area III		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
CGS 1100	Microcomputer Applications	3
FOS 1201	Food Service Sanitation	2
FSS 1220	Professional Cooking	2
FSS 1220L	Professional Cooking Lab	1
FSS 1221C	Quantity Food Production 1	4
FSS 2105	Purchasing for the Hospitality Industry	3
FSS 2242C	International Foods	3
FSS 2500	Food and Beverage Cost Control	3

HFT 1000	Introduction to the Hospitality Business	3
HFT 1313	Hospitality Property Management	3
HFT 1630	Management of Security in the Hospitality Business	3
HFT 1850C	Dining Room Management	3
HFT 2220	Personnel Management Practices	3
HFT 2410	Hotel-Motel Front Office and Procedures	3
HFT 2510	Sales Promotion and Advertising in Hotels and Food Service	3
HFT 2600	Hospitality Industry Law	3
Total Required Courses Credits		**49**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=25**.

Office Administration

AS 2485

Program Website

www.palmbeachstate.edu/programs/officeadmin

Program Description

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

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

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		**CREDITS**
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Any course from Mathematics - Area III		
-or-		
Natural Science- Area IV		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
APA 1111	Bookkeeping	3
CGS 1513	Electronic Spreadsheets	3
CGS 1100	Microcomputer Applications	3
CGS 1543	Database Management	
-or-		
OST 1783	Workplace Technologies	
-or-		
OST 1811	Desktop Publishing	3
OST 1100C	Beginning Keyboarding*	3
OST 1108	Building Typing Speed and Accuracy	1
OST 1110C	Intermediate Keyboarding**	3
OST 1355	Records Management	3
MTB 1103	Business Mathematics	3
OST 1828	Presentation Graphics for Business	3
OST 1831	Microsoft Windows	1
GEB 2214	Business Communications	3
OST 2339	Business English Review	1
OST 2402	Office Procedures and Technology	3
OST 2714C	Word Processing	3
OST 2501	Administrative Office Management	3
OST 1384	Customer Service	3
Total Required Courses Credits		**45**

ELECTIVE (3 CREDITS REQUIRED)		
APA 2172	Computerized Bookkeeping	4
ACG 2450	Microcomputer Operations Accounting	3
BUL 2241	Business Law 1	3
CGS 2555	Introduction to the Internet	3
CGS 1543	Database Management	3
GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3
OST 2431	Legal Office Procedures	3
OST 2621C	Legal Transcription	3
OST 1811	Desktop Publishing	3
ENT 1000	Fundamentals of Entrepreneurship	3
OST 1783	Workplace Technologies	3
Total Required Elective Credits		**3**
Total Program Credits		**63**

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

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=26**.

Paralegal

AS 2505

Program Website

www.palmbeachstate.edu/programs/paralegal

Program Description

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

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

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts and Strategies	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Mathematics - Area III		
-or-		
Natural Science- Area 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 and Pleadings 1	3
PLA 2229	Court Systems: Procedures and Pleadings 2	3
PLA 2483	Administrative Law	3
PLA 2600	Administration of Estates	3
PLA 2611	Real Estate Law and Property Transactions	3
PLA 2630	Real Estate Closing and Document Preparation	3
PLA 2465	Bankruptcy Law and Procedures	2
PLA 2841	Immigration Law and Procedures	2
Total Required Courses Credits		**40**

ELECTIVES (6 CREDITS REQUIRED)		
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 Electives Credits		**6**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=27**.

Business

CCE

Palm Beach State offers many continuing education courses in the business area, including customized business and industry training, insurance and many other exciting opportunities. For more information, visit **www.palmbeachstate.edu/CCE**.

Child Care, Human Services and Teacher Education

PSAV

- 40-Hour Introductory Child Care Training Certification (Birth to 5 Years)
- 30-Hour Family Child Care Certification
- Caring for Children Birth to 3 Years (FCCPC)
- Early Childhood Professional Certificate (ECPC)–Preschool
- School Age Professional Certificate

CCC

- Addiction Studies
- Child Care Center Management
- Educational Assisting
- High/Scope Preschool Approach Curriculum
- Infant/Toddler
- Pre-School
- Human Services
- Youth Development

AS

- Early Childhood Education
- Educational Assisting
- Human Services
  - SPECIALTY CONCENTRATIONS:
    - Human Services – General
    - Human Services – Youth Development
- Human Services-Addiction Studies

CCE (Corporate and Continuing Education)

- Child Care
- Human Services

Special Program

- Teacher Certification Program

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

PSAV 5348

Program Website

www.palmbeachstate.edu/programs/childcare

Program Description

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

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

PART I – Rules and Regulations–Center Based

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

PART II – Introduction to Child Care Worker Certification

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

PART III – 10-Hour Appropriate Practices

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

Note: The 10-Hour Preschool Appropriate Practices is required for students interested in participating in the Early Childhood Professional Certificate (ECPC).

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Palm Beach State has additional credit child care and education programs.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**

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

Completion Requirements

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

For all information related to the competency exam required for child care certification, go to the Department of Children and Families website: **www.myflorida.com/childcare/training**. For additional information regarding scheduling the exam, visit **www.palmbeachstate.edu/programs/childcare** (*select Child Care Exam*).

Program Length

Total program clock hours: 40.

Location

The program is offered at all Palm Beach State campuses.

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=29**.

30-Hour Family Child Care Certification

PSAV 5363

Program Website

www.palmbeachstate.edu/programs/childcare

Program Description

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

Home child care providers serving children birth to 5 years old must complete a two-part course: Part 1 Rules and Regulations-Family and Part II Introduction to Child Care Worker Certification.

Part I – Rules and Regulations–Family

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

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

Part II – Introduction to Child Care Worker Certification

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

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Palm Beach State has additional credit child care and education programs.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Completion Requirements

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

For all information related to the competency exam required for child care certification, go to the Department of Children and Families website: **www.myflorida.com/childcare/training**. For additional information regarding scheduling the exam, visit **www.palmbeachstate.edu/programs/childcare** (*select Child Care Exam*).

Program Length
Total required hours: 30.

Location
The program is offered at all Palm Beach State campuses.

REQUIRED COURSE		CLOCK HOURS
Part I – Introduction to Child Care		
HEV 0118	Rules and Regulations for Family Child Care	6
Part II – Child Care Certification		
HEV 0115	Introductory Child Care Worker Certification	24
Total Program Clock Hours		**30**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=31**.

Caring for Children Birth to 3 Years (FCCPC)

PSAV 5390

Program Website
www.palmbeachstate.edu/programs/childcare

Program Description
This program prepares the student who works with children Birth to 3 Years old in a licensed child care facility or family child care home for the National CDA Credential. The program is divided into three modules covering the eight content areas for the Florida Child Care Professional Credential (FCCPC) in which a student must demonstrate competence.

The student will successfully complete 120 hours of formal classroom instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3, document 480 hours of work experience and complete all other Palm Beach State requirements. Upon completion of the program the student will be awarded a Florida Child Care Professional Credential (FCCPC) from the Department of Children and Families.

Employment Opportunities
A student completing this program may find employment opportunities as an early childhood provider, practitioner, lead or assistant teacher, curriculum specialist, director and program administrator, just to name a few opportunities in the early childhood field.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
The student who has earned a Department of Children and Families FCCPC from Palm Beach State 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) 868-4049.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes.

Admission Requirements
These requirements must be met before registering for the FCCPC program:

PREREQUISITES

- Change Program Objective Code
- FCCPC Information Session;
- 40-Hour Introductory Child Care Training (Parts I, II, and III) or 30-Hour Family Child Care Training (Parts I and II);
- 10-Hour Infant/Toddler Appropriate Practices (preferred);
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Employed in a licensed child care setting working with children 5 years or younger (preferably birth-3 years of age) or family child care home;
- TABE Exam (9D Survey);
- Must be at least 18 years of age or older;
- Mastery of the English language.

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 Palm Beach State. **The transcript must be received and accepted by the registrar before registering for Module 1.**

Completion Requirements
Students must successfully pass each FCCPC module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Department of Children and Families Florida Child Care Professional Certificate (FCCPC) will be awarded.

Program Length
Total required hours: 600.

Location
The program is offered at all Palm Beach State campuses.

REQUIRED COURSES		CLOCK HOURS
HEV 0807	Caring for Children Birth – 3 Years – Module 1	40
HEV 0808	Caring for Children Birth – 3 Years – Module 2	40
HEV 0809	Caring for Children Birth – 3 Years – Module 3	40
HEV 0999	ECPC/FCCPC Practical Experience	480
Total Program Clock Hours		**600**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=158**.

Early Childhood Professional Certificate (ECPC) - Preschool

PSAV 5364

Program Website
www.palmbeachstate.edu/programs/childcare

Program Description
The Department of Education Early Childhood Professional Certificate (ECPC) program prepares the student who works

with children 3 to 5 years old in a licensed child care facility or family child care home for the National CDA Credential.

The student will successfully complete 120 hours of formal classroom instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3, document 480 hours of work experience and complete all other Palm Beach State requirements.

Upon completion of the program the student will be awarded a Department of Education Early Childhood Professional Certificate (ECPC).

Employment Opportunities

A student completing this program may find employment opportunities as an early childhood provider, practitioner, lead or assistant teacher, curriculum specialist, director and program administrator, just to name a few opportunities in the early childhood field.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

The student who has earned a Department of Education ECPC Certificate from Palm Beach State can receive college credits toward an Associate in Science degree (A.S.) in Early Childhood Education. For more information call (561) 868-4049.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

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

PREREQUISITES

- Change Program Objective Code;
- ECPC Information Session;
- 40-Hour Introductory Child Care Training (Part I, II, & III);
- 10-Hour Preschool Appropriate Practices;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Employed in a licensed child care setting working with children 5 years or younger (preferably 3-5 years of age);
- TABE Exam (9D Survey);
- Must be at least 18 years of age or older;
- Mastery of the English language.

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 Palm Beach State. **The transcript must be received and accepted by the registrar before registering for Module 1**.

Completion Requirements

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

Program Length

Total required hours: 600.

Location

The program is offered at all Palm Beach State campuses.

REQUIRED COURSES		CLOCK HOURS
HEV 0130	Early Childhood Professional Certificate (ECPC) Module 1	40
HEV 0131	Early Childhood Professional Certificate (ECPC) Module 2	40
HEV 0132	Early Childhood Professional Certificate (ECPC) Module 3	40
HEV 0999	ECPC/FCCPC Practical Experience	480
Total Program Clock Hours		**600**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=34**.

School Age Professional Certificate

PSAV 5373

Program Website

www.palmbeachstate.edu/programs/childcare

Program Description

The Department of Education School Age Professional Certificate (SAPC) program prepares the student who works with children 5 years and up (through grade 12) in a licensed afterschool program.

The student must successfully complete the 40-Hour introductory certification training (Part 1- School Age Program Certification and Part 2-Foundations of Advancing Youth Development (AYD) Principles); 80 hours of formal instruction in the six competency goals of SAPC coursework, document 480 hours of work experience in an afterschool program, formal interview, professional resource file/ portfolio and complete all other Palm Beach State requirements.

Upon completion of the program the student will be awarded a Department of Education School Age Professional Certificate.

Students can complete Group A under the School Age Professional Certificate and fulfill the child care training required by the Florida Department of Children and Families for afterschool providers working with children and youths ages 5 years old and up in a licensed child care facility.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

The student who has earned a Department of Education SAPC Certificate, completed 15 college credits at Palm Beach State College towards their degree and has a program objective code of 2374 (Associate in Science Degree: Human Services – Youth Development Concentration), will be eligible for articulation into 3 college credits upon request. The credits will be for the following course: HUS1620-Principles and Best Practices in Afterschool Programs. For more information call (561) 868-4049.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Group A:

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspxl**;
- 40-Hour School Age Certification Parts I: School-Age Certification; Part II: Foundations of Advancing Youth Development Principles-AYD **OR** 40-Hour Child Care Training (birth-5) including the 10-Hour DAP in School-Age.

After registering and paying the applicable tuition fee, students must ALSO register for the class on the Department of Children and Families website: **www.myflorida.com/childcare/training**. This is required for the Part I: School-Age Certification ONLY and does not apply to the Part II: AYD.

For additional information regarding scheduling the exam, visit **www.palmbeachstate.edu/programs/childcare**.

Group B:

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

PREREQUISITES

- Change Program Objective Code;
- SAPC Information Session;
- 40-Hour School-Age Certificate **or** 40-Hour Child Care Training (birth-5) including the 10-Hour DAP in School Age;
- 10-Hour DAP in School-Age (if not included in original 40-hour certification);
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Employed in a licensed child care setting or afterschool program caring for school-age children 5-12 years old;
- Must be at least 18 years of age or older;
- Mastery of the English language.

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 Palm Beach State. **The transcript must be received and accepted by the registrar before registering for Module 1.**

Completion Requirements

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

Completion Requirements for those students wishing to complete Group A courses only:

- Students are required to successfully pass with a score of 70 percent or better the state mandated competency tests to be awarded their Part 1: School Age Child Care Certification. For all information related to the competency exam required for child care certification, go to the Department of Children and Families website: **www.myflorida.com/childcare/training.** For additional information regarding scheduling the exam, visit: **www.palmbeachstate.edu/programs/childcare.**
- Students are required to successfully pass with a score of 70 percent or better the exam for Part 2 Foundations of Advancing Youth Development (AYD) administered the last class session.
- Certification will be awarded to those students passing the required exam for both Part I and II classes.

Program Length

Total program clock hours: 120.

Location

The program is offered at all Palm Beach State campuses.

REQUIRED COURSES		CLOCK HOURS
Group A		
(Both courses must be completed for DCF Certification)		
HEV 0803	Part 1 – School Age Program Certification	28
HEV 0804	Part 2 – Foundations of Advancing Youth Development (AYD) Principles	12
-or-		
Group A		
(All three courses must be completed for DCF Certification)		
HEV 0114	Rules and Regulations for Center-Based	6
HEV 0115	Introductory Child Care Worker Certification	24
HEV 0198	10-Hour School Age Appropriate Practices	10
Group A Total		**40**
Group B		
(Both courses must be completed for SAPC Certification)		
HEV 0194	School Age Professional Certificate Mod 1	40
HEV 0195	School Age Professional Certificate Mod 2	40
Group B Total		**80**
Total Program Clock Hours		**120**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=36**.

Addiction Studies

CCC 6392

Program Website

www.palmbeachstate.edu/programs/humanservices

Program Description

The Addiction Studies college credit certificate provides a quicker and less intensive route for practitioners in the field to obtain their addiction certification provided by the Florida Certification Board. In addition, the college credit certificate provides a vital workforce development initiative to aid students and community agencies in obtaining certification, with increases in salary and employment.

Employment Opportunities

This program is designed to prepare students for employment in the addictions field as substance abuse counselors, human services practitioners, chemical dependency practitioners, addictions specialists, and social services practitioners or to provide supplemental training for persons previously or currently employed in these occupations.

Career Path Notes

The Addiction Studies CCC provides a route for practitioners in the field to obtain their addictions professional certification provided by the Florida Certification Board.

Credits earned in this certificate program will transfer into the Associate in Science (A.S.) degree in Human Services-Addiction Studies.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

The program can be completed in 18 months if you attend full time.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
HUS 1356	HIV AIDS and Domestic Abuse	1
HUS 1001	Introduction to Human Services	3
HUS 1302	Counseling and Interviewing	3
HUS 1421	Assessment and Treatment Planning in Addictions	3
HUS 1423	Group Counseling in Substance Abuse	3
HUS 1424	Counseling the Chemically Dependent	3
HUS 1440	Family Issues in Chemical Dependency	3
HUS 1450	Dual Diagnosis	3
HUS 1400	Psychopharmacology of Drugs of Abuse	2
HUS 1850	Field Work in Human Services 1	3
HUS 1850L	Field Work in Human Services 1 Internship	3
HUS 2308	Psychotherapy: Theory and Practice	3
PSY 2012	General Psychology*	3
SYG 2000	Introduction to Sociology*	3
Total Program Credits		**39**

**Students will need to provide adequate English and Reading placement test scores or complete ENC1101 before enrolling in this course.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=217**.

Child Care Center Management

CCC 6366

Program Website

www.palmbeachstate.edu/programs/childcare

Program Description

This college credit certificate (CCC) program consists of coursework in leadership, administration, educational programming and financial issues associated with managing a quality child care program. This CCC provides instruction consisting of college-level courses to prepare students for the management and administrative aspects of a child care program. The approved course for the foundational level of the Florida Director Credential is EEC 1523 Overview of Child Care Center Management.

Employment Opportunities

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

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

These 12 credits can apply toward the Associate in Science (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:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Palm Beach State offers the coursework required for the foundational and advanced level credential; however, students must submit their application and additional documentation to the Florida Children's Forum for review and issuance of the Director Credential. Questions on the Florida Director Credential requirements should be directed to the Department of Children and Families at (888) 352-2842.

Completion Requirements

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

Program Length

Total program credits: 12.

Location

The program is offered at the Lake Worth campus.

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=37**.

Educational Assisting
CCC 6370

Program Website
www.palmbeachstate.edu/programs/teachered

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

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

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

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
Credits earned in this program transfer into the Educational Assisting Associate in Science (A.S.) degree program.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Total program credits: 15.

Location
The program is offered at all Palm Beach State campuses.

REQUIRED COURSES		CREDITS
DEP 2102	Child Growth and Development	
-or-		
EDP 2002	Introduction to Educational Psychology	3
EDF 1030	Behavior Management in the Classroom	3
EDF 2005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3
Total Program Credits		**15**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=38**.

High/Scope Preschool Approach Curriculum
CCC 6388

Program Website
www.palmbeachstate.edu/programs/childcare

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

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

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

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
These 12 credits can be applied to the Associate in Science (A.S.) degree in Early Childhood Education with a specialization in High Scope.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
The High Scope CCC is a one-year program.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
EEC 1309	Introduction to High/Scope	3
EEC 1220	Curriculum: High/Scope Approach in Language and Literacy	3
EEC 1221	Curriculum: High/Scope Approach in Logical Reasoning Skills	3
EEC 1222	Curriculum: Adult/Child Interaction to Extend Learning	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=39**.

Infant/Toddler

CCC 6367

Program Website
www.palmbeachstate.edu/programs/childcare

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

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

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

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
These 12 credits can be applied to the Associate in Science (A.S.) degree in Early Childhood Education with a specialization in Infant/Toddler.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Total program credits: 12.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	3
EEC 1522	Infant/Toddler Environments	3
EEC 2201	Developing Curriculum for Infants and Toddlers	3
EEC 2407	Social-Emotional Growth and Socialization in Infants and Toddlers	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=40**.

Pre-School

CCC 6368

Program Website
www.palmbeachstate.edu/programs/childcare

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

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

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

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
These 12 credits can be applied to the Associate in Science (A.S.) degree in Early Childhood Education with a specialization in Pre-School.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Total program credits: 12.

Location
The program is offered at all Palm Beach State campuses.

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	
-or-		
EEC 1309	Introduction to High/Scope	3
EEC 1300	Early Childhood Language Arts	3
EEC 1311	Early Childhood Science, Social Studies & Math	3
EEC 1312	Early Childhood Fine Arts and Movement	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=42**.

Human Services

CCC 6361

Program Website

www.palmbeachstate.edu/programs/humanservices

Program Description

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

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

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Approximate program length: 18 months.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
HUS 1001	Introduction to Human Services	3
GEY 2000	Gerontology	
-or-		
HUS 1424	Counseling the Chemically Dependent Person	3
SYG 2361	Death and Dying	3
SYG 2430	Marriage and Family	3
PSY 2012	General Psychology*	3
HUS 1302	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
HUS 1850	Field Work in Human Services 1	3
HUS 1850L	Field Work in Human Services 1 Internship	3
Total Program Credits		**27**

**Students will need to provide adequate English and Reading placement test scores or complete ENC1101 before enrolling in this course.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=44**.

Youth Development

CCC 6387

Program Website

www.palmbeachstate.edu/programs/humanservices

Program Description

This college credit certificate program is designed to be the first educational step to a professional career in Human Services with emphasis in youth services or other positions that are a part of the social services delivery.

This program will focus on broad introductory principles of human services specific to best practices and techniques in youth development. Course work will prepare students to function as youth workers using a youth development approach in community-based, residential, group home and other youth environments. The program examines established quality standards and best practices and their practical application in youth programming.

Employment Opportunities

Upon completion of this program, you may seek employment in social service agencies, government and community agencies, group homes, afterschool programs and educational settings. Some job titles include: outreach worker, recreation worker, youth program assistant, family support worker, job coach, residential worker and team/group facilitator.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Approximate program length: 18 months.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
HUS 1001	Introduction to Human Services	3
HUS 1203	Principles of Group Facilitation	3
HUS 1640	Principles of Youth Work	3
HUS 1620	Principles and Best Practices in Afterschool Programs	3
EDF 1030	Behavior Management in the Classroom	3
DEP 2004	Human Growth and Development	3
PSY 2012	General Psychology*	3
SYG 2010	American Social Problems*	3

HUS 1850	Fieldwork in Human Services 1	3
HUS 1850L	Fieldwork in Human Services 1 Internship	3
Total Program Credits		**30**

**Students will need to provide adequate English and Reading placement test scores or complete ENC1101 before enrolling in this course.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=137**.

Early Childhood Education

AS 2358

SEE ADDENDUM

Program Website

www.palmbeachstate.edu/programs/childcare

Program Description

This degree program provides the student with a thorough background in all aspects of child development while expanding classroom knowledge into practical hands-on teaching experience. This program is intended to provide students with the training and information they need to pursue a career working with infants through school age children.

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

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

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ARH 1000	Art Appreciation	
-or-		
Any course from Humanities - Area II		3
ENC 1101	College Composition 1	3
ESC 1000	Earth Science	
-or-		
Any course from Natural Sciences - Area IV		3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Total Required General Education Credits		**15**

REQUIRED COURSES		CREDITS
CHD 1220	Child Development Infancy/Preschool	3
DEP 2102	Child Growth and Development	3
EDF 2085	Introduction to Diversity for Educators	3
EDG 1314	Education Practicum 1	3
EDF 1030	Behavior Management in the Classroom	3
EEC 1601	Observation and Assessment in Early Childhood	3
EEC 2271	Teaching Children with Special Needs	3
EEC 2710	Conflict Resolution in Early Childhood	3
EEC 2734	Health, Safety, and Nutrition for the Young Child	3
ENC 1102	College Composition 2*	3
MAT 1033	Intermediate Algebra**	3
MUL 1010	Music Appreciation	3
Total Required Courses Credits		**36**

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

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

REQUIRED COLLEGE CREDIT CERTIFICATE (CCC) COURSES

Complete ONE of the following Certificates to complete this AS program:

CHILD CARE CENTER MANAGEMENT (CCC 6366)	12
EEC1523; EEC2002; EEC2202; EEC2521	
-or-	
HIGH SCOPE (CCC 6388)	12
EEC1309; EEC1220; EEC1221; EEC1222	
-or-	
INFANT/TODDLER (CCC 6367)	12
EEC1001; EEC1522: EEC2201; EEC2407	
-or-	
PRE-SCHOOL (CCC 6368)	12
EEC1001 OR EEC1309; EEC1300; EEC1311; EEC1312	
Total Program Credits	**63**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=45**.

Educational Assisting

AS 2369

Program Website
www.palmbeachstate.edu/programs/teachered

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

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

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

Career Path Notes
Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes
For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

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

Location
The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ARH 1000	Art Appreciation	
-or-		
MUL 1010	Music Appreciation	
-or-		
THE 1000	Theater Appreciation	3
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts and Strategies	3
ESC 1000	Earth Science	
-or-		
Any course from Natural Science – Area IV		3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any Literature course from Humanities – Area II		3
AMH 2010	United States History to 1865	3
BSC 1005	Concepts of Biology	
-or-		
Any course from Natural Science – Area IV		3
Total General Education Credits		**27**

REQUIRED COURSES		
CGS 1100	Microcomputer Applications	3
DEP 2102	Child Growth and Development	
-or-		
EDP 2002	Introduction to Educational Psychology	3
EDF 1030	Behavior Management in the Classroom	3
EDF 2005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3
MTB 1103	Business Mathematics	
-or-		
MAT 1033	Intermediate Algebra	
-or-		
Any course from Mathematics – Area III		3
SLS 1501	Strategies for College Success	3
SYG 2010	American Social Problems	
-or-		
SYG 2430	Marriage and Family	3
Total Required Courses Credits		**27**

ELECTIVES - CHOOSE 9 CREDITS		
CHD 1220	Child Development, Infancy/Preschool	3
EEC 2271	Teaching Children with Special Needs	3
EEC 2734	Health, Safety and Nutrition for the Young Child	3
ENC 1102	College Composition 2	3
HUS 1001	Introduction to Human Services	3
HUS 1200	Principles of Group Dynamics	3
MGF 1106	Liberal Arts Mathematics or any course from Mathematics - Area III	3
PHI 1010	Introduction to Philosophy	3
PHI 1600	Ethics	3
SPC 2608	Public Speaking	3
Total Required Elective Credits		**9**
Total Program Credits		**63**

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=50**.

Human Services

AS

Program Website
www.palmbeachstate.edu/programs/humanservices

Program Description
This degree program is designed with two concentrations: traditional human services or youth development. The traditional human services concentration will prepare the

student for an entry-level position as a human services specialist in areas such as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, the elderly, socially and economically handicapped, mentally or emotionally handicapped and others. The youth development concentration will prepare the student for an entry level position as a youth worker in areas such as recreation programs, youth counselor, social and human services assistant, child, family and school social work, social and community service program directors and other youth service occupations in community –based, residential, group home and other youth work environments. Based on the concentration selected course content may include psychological theories, group dynamics, counseling and interviewing, youth development principles, after school programming best practices and supervised clinical fieldwork experiences.

Employment Opportunities

Employment opportunities include positions in social service agencies, government and community agencies, drug and alcohol rehabilitation treatment facilities, group homes, nursing homes, and community-based or school-based after school programs, youth advocacy agencies and educational settings. Some job titles include: outreach worker, youth program assistant, mental health technician, family support worker, addictions counselor, job coach, behavioral technician, habilitation coach, residential worker, youth worker, recreation worker, youth counselor, and team/group facilitator.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

HUMAN SERVICES-GENERAL CONCENTRATION (AS 2345)

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
Any course from Humanities – Area II		3
Any course from Mathematics – Area III		3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Natural Sciences - Area IV		3
Total Required General Education Credits		**18**
REQUIRED COURSES		
CLP 2001	Personality Development and Adjustment	3
DEP 2004	Human Growth and Development	3
ENC 1102	College Composition 2	3
HUS 1001	Introduction to Human Services	3
HUS 1302	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
GEY 2000	Gerontology	
-or-		
HUS 1424	Counseling the Chemically Dependent Person	3
HSC 2100	Health Concepts and Strategies	3
HUS 1850	Field Work in Human Services 1	3
HUS 1850L	Field Work in Human Services 1 Internship	3
HUS 2308	Psychotherapy: Theory and 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 Courses Credits		**47**
Total Program Credits		**65**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=7**.

HUMAN SERVICES – YOUTH DEVELOPMENT CONCENTRATION (AS 2374)

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
Any course from Humanities – Area II		3
Any course from Mathematics – Area III		3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Natural Sciences - Area IV		3
Total Required General Education Credits		**18**
REQUIRED COURSES		
EDF 1030	Behavior Management in the Classroom*	3
DEP 2004	Human Growth and Development	3
ENC 1102	College Composition 2	3
HUS 1001	Introduction to Human Services	3
HUS 1620	Principles and Best Practices in Afterschool Programs*	3
HUS 1203	Principles of Group Facilitation*	3
HUS 1640	Principles of Youth Work*	3

HSC 2100	Health Concepts and Strategies	3
HUS 1850	Field Work in Human Services 1	3
HUS 1850L	Field Work in Human Services 1 Internship	3
HUS 2308	Psychotherapy: Theory and 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*	
-or-		
SYG 2430	Marriage and Family	3
SYG 2010	American Social Problems*	3
Total Required Courses Credits		**47**
Total Program Credits		**65**

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=131**.

Human Services-Addiction Studies

AS 2391

Program Website

www.palmbeachstate.edu/programs/humanservices

Program Description

This program focuses on teaching broad, transferable skills and stresses understanding and demonstration of the human services profession, with an emphasis on addictions. The content includes: personal awareness, history and present state of addictions, interdisciplinary addiction professional roles and functions, various treatment modalities, and therapeutic interventions. It will stress interpersonal communication, assessment, evaluation, working knowledge of DSM diagnostic criteria, etiology of addictions, psychopharmacology, and health and safety issues prevalent in the addictive populations.

Employment Opportunities

This program is designed to prepare students for employment as clinical specialists, human services practitioners, chemical dependency practitioners, addictions specialists, substance abuse counselors, and social services practitioners or to provide supplemental training for persons previously or currently employed in these occupations.

Career Path Notes

The Human Services Addictions Studies A.S. degree provides a route for practitioners in the field to obtain their addictions professional certification provided by the Florida certification Board.

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

The program can be completed in two years if you attend full time.

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		**CREDITS**
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition I	3
Any course from Humanities – Area II		3
Any course from Mathematics – Area III		3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Natural Sciences - Area IV (BSC1005 Concepts of Biology recommended)		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CLP 2001	Personality Development and Adjustment	3
DEP 2004	Human Growth and Development	3
ENC 1102	College Composition 2	3
HSC 2100	Health Concepts and Strategies	3
HUS 1356	HIV AIDS and Domestic Abuse	1
HUS 1001	Introduction to Human Services	3
HUS 1302	Counseling and Interviewing	3
HUS 1421	Assessment and Treatment Planning in Addictions	3
HUS 1423	Group Counseling in Substance Abuse	3
HUS 1424	Counseling the Chemically Dependent	3
HUS 1440	Family Issues in Chemical Dependency	3
HUS 1450	Dual Diagnosis	3
HUS 1400	Psychopharmacology of Drugs of Abuse	2
HUS 1850	Field Work in Human Services 1	3
HUS 1850L	Field Work in Human Services 1 Internship	3
HUS 2308	Psychotherapy: Theory and Practice	3
HUS 2320	Introduction to Crisis Intervention	2
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
Total Required Courses Credits		**55**
Total Program Credits		**73**

.For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=218**.

Child Care

CCE

Palm Beach State offers a variety of early care and education courses in continuing education designed to enhance the knowledge, skills and professional development of those working in the child care field.

Areas of focus for the continuing education courses include VPK performance standards, early literacy, preschool curriculum, infant/toddler curriculum, afterschool and leadership. Students seeking more specialized training can attend one of the continuing education series offered on a yearly basis, including:

- Trainer Approval Series
- Director Training Series
- Preschool Curriculum Series
- Infant/Toddler Curriculum Series

Many of the continuing education course content areas meet the criteria to fulfill one of the requirements for renewal of certifications, such as, FCCPC, ECPC or Director Credential. For more information, visit **www.palmbeachstate.edu/CCE.**

Human Services

CCE

CERTIFIED ADDICTION PROFESSIONAL (CAP)

Palm Beach State 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. For more information, visit **www.palmbeachstate.edu/CCE.**

Teacher Certification Program

F225

Program Website

www.palmbeachstate.edu/programs/teachered

Program Description

This institutional credit program is designed for professionals with non-education bachelor's degrees to help them transition into teaching careers through competency-based coursework, portfolios, and field observation.

This teacher certification program consists of seven hybrid courses and two required field experience courses. The required courses provide the student with a baseline of knowledge in educational theory, effective teaching strategies, classroom management and instructional technology. This program also offers elective courses to further enhance skills in the teaching of reading.

Employment Opportunities

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

Career Path Notes

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

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Candidates for the program must have 1) a non-education bachelor's degree from a regionally accredited college or university and 2) a minimum 2.5 grade point average and also a SOE (statement of eligibility) from DOE. Candidates must complete College and program applications and be interviewed by the program manager.

Completion Requirements

Students must complete all the coursework with a 2.5 GPA or higher, complete a portfolio, demonstrate teaching skills, and pass all FTCE exams.

Program Length

Approximate program length: one year.

Location

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

REQUIRED COURSES		INSTITUTIONAL CREDITS
EPI 0001	Classroom Management	3
EPI 0002	Instructional Strategies	3
EPI 0003	Educational Technology	3
EPI 0004	The Teaching and Learning Process	3
EPI 0010	Foundations of Research-Based Practices in Reading	3
EPI 0020	Professional Foundations	2
EPI 0030	Diversity in the Classroom	2
EPI 0940	Field Experience 1	1
EPI 0945	Field Experience 2	1
Total Program Institutional Credits		**21**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=51**.

Computer Science and Information Technology

CCC

Cisco CCNA
Computer Programming Specialist
Information Management
Information Technology Administration
Information Technology Technician
Programming
Web Development Specialist

AS

Computer Programming
Internet Services Technology
Networking Administrator

ATC

Computer Information Security

CCE (Corporate and Continuing Education)

Computer Science

Cisco CCNA

CCC 6135

Program Website

www.palmbeachstate.edu/programs/computerscience

Program Description

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

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

Employment Opportunities

Employment opportunities include network administration and networking infrastructure support.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Approximate program length: nine months.

Location

The program is offered at the Lake Worth Campus.

REQUIRED COURSES		CREDITS
CTS 1650	Cisco 1 (Networking Essentials)*	3
CTS 2651	Cisco 2 (Router Technology)	3
CTS 2652	Cisco 3 (Switch Technology)	3
CTS 2653	Cisco 4 (Project Based Learning)	3
Total Program Credits		**12**

**Students must complete CNT2000 with a grade of B or higher (or the permission of the Academic Associate Dean) to enroll in this certificate course.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=52**.

Computer Programming Specialist

CCC 6141

Program Website

www.palmbeachstate.edu/programs/computerscience

Program Description

This college credit certificate 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.

Course content includes computer programming concepts and programming languages.

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

Employment Opportunities

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

Career Path Notes

Credits earned in this certificate will transfer directly into the Programming College Credit Certificate and the Associate in Science (A.S.) degree in Programming.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Approximate program length: one year.

Location

The program is offered at the Lake Worth and Boca Raton Campuses.

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
COP 1000	Introduction to Programming Logic	3
COP 2840	Server-Side Programming*	3
ELECTIVES (9 CREDITS REQUIRED)		
Any three COP programming classes		9
Total Program Credits		**18**

**Student will need to complete COP1220, COP1332, COP2334, COP2800 or COP2831 to enroll in this certificate course.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=222**.

Information Management

CCC 6136

Program Website

www.palmbeachstate.edu/programs/computerscience

Program Description

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

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

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Approximate program length: one year.

Location

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

REQUIRED COURSES		CREDITS
CTS 2334	Local Area Networks	3
CTS 2320	Wide Area Networks	3
CNT 2700	TCP/IP and Network Administration	3
CNT 2000	Network Technologies	3
CTS 1110	Microcomputer Operating Systems	3
CGS 1100	Microcomputer Applications	3
CTS 1150	Computer Maintenance and Repair	3
COP 1000	Introduction to Programming Logic	3

CTS 2301	UNIX Installation and Administration using Linux	3
CNT 2402	Implementing and Administering Network Security	3
Total Program Credits		**30**

For a suggested educational plan (course sequence), please see www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=53.

Information Technology Administration

CCC 6142

Program Website

www.palmbeachstate.edu/programs/computerscience

Program Description

This college credit certificate prepares students to work in Internet and intranet environments. The student will learn how to design web pages and utilized applications to create dynamic web pages.

Course content includes computer programming concepts, web design languages and web page design.

This certificate covers the core competencies for basic web page development but does not contain General Education requirements.

Employment Opportunities

This program prepares students for employment as web site developers and web page designers.

Career Path Notes

Credits earned in this certificate will transfer directly into the Web Development Specialist College Credit Certificate and the Associate in Science (A.S.) degree in Internet Services Technology.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Approximate program length: one year.

Location

The program is offered at the Lake Worth and Boca Raton Campuses.

REQUIRED COURSES		**CREDITS**
CGS 1100	Microcomputer Applications	3
COP 1000	Introduction to Programming Logic	3
CGS 2555	Introduction to the Internet	3
CGS 1800	Introduction to Web Site Development	3
COP 2822	Web Site Design	3
CGS 2801	Advanced Web Page Media	3
Total Program Credits		**18**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=223**.

Information Technology Technician

CCC 6143

Program Website

www.palmbeachstate.edu/programs/computerscience

Program Description

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

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

Employment Opportunities

This program prepares students for employment as help desk and network support specialists.

Career Path Notes

Credits earned in this certificate will transfer directly into the Information Management College Credit Certificate and the Associate in Science (A.S.) degree in Networking Administrator.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Approximate program length: one year.

Location

The program is offered at the Lake Worth and Boca Raton Campuses.

REQUIRED COURSES		**CREDITS**
CGS 1100	Microcomputer Applications	3
CTS 1110	Operating Systems	3
CTS 1150	Computer Maintenance and Repair	3
CTS 2301	UNIX Installation and Administration Using Linux	3
CNT 2402	Implementing and Administering Network Security	3
CNT 2000	Network Technologies	3
CTS 2334	Local Area Networks	3
Total Program Credits		**21**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=224**.

Programming
CCC 6137

Program Website
www.palmbeachstate.edu/programs/computerscience

Program Description
This college credit certificate 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.

Course content includes computer programming concepts, programming languages and software project management. This certificate covers the core competencies for programming but does not contain General Education requirements.

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

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes
Credits earned in this certificate will transfer directly into the Associate in Science (A.S.) degree in Computer Programming.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Approximate program length: 18 months.

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

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
COP 1000	Introduction to Programming Logic	3
CIS 2321	Systems and Applications	3
COP 2700	Data Structures (SQL)	3
CIS 2513	Information Technology Project Management	3
CNT 2000	Network Technologies	3
CTS 2301	Unix Installation and Administration Using Linux	3
Total Required Courses Credits		**21**
PROGRAMMING LANGUAGES – CHOOSE 12 CREDITS		
COP 2360	C# Programming	3
COP 1220	Introduction to Programming in C	3
COP 2660	Android Programming	3
COP 2334	Programming in C++	3
COP 2654	Objective C Programming	3
COP 2800	Programming in Java	3
COP 2840	Server-side Programming	3
COP 1332	Visual Basic Programming	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 a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=54**.

Web Development Specialist
CCC 6138

Program Website
www.palmbeachstate.edu/programs/computerscience

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

Course content includes computer programming concepts, Web design languages, computer programming, web page design, server-side and client side scripting and network security. This certificate covers the core competencies for web development, but does not contain General Education requirements.

Employment Opportunities
This program prepares students for employment as Internet/intranet administrators, web site administrators, Internet/intranet developers, web site developers, webmasters, Internet support specialists, web page designers, web managers or web architects.

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

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

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Approximate program length: one year.

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

REQUIRED COURSES		CREDITS
COP 1000	Introduction to Programming Logic	3
CNT 2000	Network Technologies	3
CGS 1100	Microcomputer Applications	3
CGS 2555	Introduction to the Internet	3
COP 2840	Server-side Programming	3
COP 2831	Advanced Web Page Applications (XML and JavaScript)	3
CGS 2801	Advanced Web Page Media	3
CNT 2402	Implementing and Administering Network Security	3
COP 2822	Web Page Design	3
CGS 2802	Web Site Administration	3
CGS 1800	Introduction to Web Site Development	3
CGS 1561	Inside the PC	1
OST 1831	Microsoft Windows	1
Total Program Credits		**35**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=55**.

Computer Programming

AS 2126

Program Website

www.palmbeachstate.edu/programs/computerscience

Program Description

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

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

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any MAC prefix course from Mathematics – Area III		3
Any course from Health and Foreign Language - Area VI		3/4
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES		
CGS 1100	Microcomputer Applications	3
COP 1000	Introduction to Programming Logic	3
CIS 2321	Systems and Applications	3
COP 2700	Data Structures (SQL)	3
CIS 2513	Information Technology Project Management	3
CNT 2000	Network Technologies	3
CTS 2301	Unix Installation and Administration Using Linux	3
Total Required Courses Credits		**21**

PROGRAMMING LANGUAGES – CHOOSE 15 CREDITS		
COP 2360	C# Programming	3
COP 1220	Introduction to Programming in C	3
COP 2660	Android Programming	3
COP 2334	Programming in C++	3
COP 2654	Objective C Programming	3
COP 2800	Programming in Java	3
COP 2840	Server-side Programming	3
COP 1332	Visual Basic Programming	3
COP 2805	Advanced Java Programming	3
COP 2831	Advanced Web Page Applications (XML and JavaScript)	3
Total Programming Languages Credits		**15**

BUSINESS/COMPUTER ELECTIVES (9 CREDITS REQUIRED)	
Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB *	
Total Required Electives Credits	**9**
Total Program Credits	**63**

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=56**.

Internet Services Technology
AS 2122

Program Website
www.palmbeachstate.edu/programs/computerscience

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

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

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

Career Path Notes
Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

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

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

GENERAL EDUCATION REQUIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Mathematics - Area III		3
Any course from Health and Foreign Language - Area VI		3/4
Any course from Social Science-Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES

CNT 2000	Network Technologies	3
CGS 1561	Inside the PC	1
CGS 1100	Microcomputer Applications	3
CGS 2555	Introduction to the Internet	3
CGS 1800	Introduction to Web Site Development	3
CGS 2802	Web Site Administration	3
CIS 2321	Systems and Applications	3
CNT 2402	Implementing and Administering Network Security	3
COP 1000	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 Courses Credits		**41**

BUSINESS/COMPUTER/ART ELECTIVE (4 CREDITS REQUIRED)
Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, GEB, ART, or GRA *

Total Required Elective Credits	**4**
Total Program Credits	**63**

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=57**.

Networking Administrator
AS 2123

Program Website
www.palmbeachstate.edu/programs/computerscience

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

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

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

Career Path Notes
Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision

and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Mathematics - Area III		3
Any course from Health and Foreign Language - Area VI		3/4
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES

CTS 2334	Local Area Networks	3
CTS 2320	Wide Area Networks	3
CNT 2700	TCP/IP and Network Administration	3
CNT 2000	Network Technologies	3
CTS 1110	Microcomputer Operating Systems	3
CGS 1100	Microcomputer Applications	3
CTS 1150	Computer Maintenance and Repair	3
CIS 2321	Systems and Applications	3
CNT 2402	Implementing and Administering Network Security	3
COP 1000	Introduction to Programming Logic	3
CTS 2301	UNIX Installation & Administration using Linux	3
Total Required Courses Credits		**33**

BUSINESS/COMPUTER ELECTIVES (12 CREDITS REQUIRED)

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB *

Total Required Electives Credits	**12**
Total Program Credits	**63**

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=58**.

Computer Information Security

ATC 4139

Program Website

www.palmbeachstate.edu/programs/computerscience

Program Description

This advanced technical certificate program focuses on the critical need for security policies, implementation techniques, intrusion detection and prevention, vulnerabilities, encryption, authentication, compromised networks and different tools to address these topics. Students will learn to recognize computer attacks, identify intrusion methods, prevent network attacks, respond to computer attacks and use security tools.

Employment Opportunities

Upon completion of this program, you may seek employment as an information security technician, information security administrator, information security manager or chief information security officer based on the certificate and your previous work experience and degrees.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

A course or courses from other Computer Science programs at Palm Beach State may transfer into this program.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

In addition to the above requirements, students must have one of the following:

- An A.S. degree or higher in Computer Science or a related field.
- An A.S. degree or higher in an unrelated field with substantial work experience in a computer-related field.

Completion Requirements

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

Program Length

Total program credits: 12.

Location

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

REQUIRED COURSES		CREDITS
CNT 2401	Computer Network Security Policy Development	3
CNT 2407	Information Security Implementation and Standards	3
CNT 2404	Network Attacks and Introduction to TCP/IP Security	3

CNT 2405	Intrusion Detection Systems, Countermeasures and PKI	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=132.

Computer Science

CCE

Palm Beach State offers a full line of continuing education classes in computers designed for both professionals and those interested in learning more about computers. Courses include computer basics, Photoshop, Microsoft Office, QuickBooks, digital photography, web page design and more. For more information, visit **www.palmbeachstate.edu/CCE.**

Creative Arts and Communications

CCC

Graphic Design Technology
- Multimedia Arts
- Web Design

Motion Picture Post-Production Technology

AS

Graphic Design Technology
Interior Design Technology
Motion Picture Production Technology

Graphic Design Technology
CCC

Program Website
www.palmbeachstate.edu/programs/creativearts

Program Description
This college credit certificate program has two certificates that allow the student to focus on specific areas of Graphic Design Technology: Multimedia Arts or Web Design. These certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update his or her skills.

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes
Credits earned in these certificates will transfer directly into the Associate in Science degree in Graphic Design Technology.

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Total program credits: 24.

Location
The program is offered at the Lake Worth campus.

MULTIMEDIA ARTS
(CCC 6022)*

REQUIRED COURSES		CREDITS
ART 1201C	Design Fundamentals	3
ART 1300C	Drawing 1	3
GRA 2131C	Multimedia Graphics	3
ART 1205C	Color Design	3
GRA1190C	Graphic Design I	3
GRA 2132C	Multimedia Design	3
GRA 2160C	Multimedia Animation	3
GRA2144C	Graphic Web Design	3
Total Program Credits		**24**

** Those students going on to the A.S. degree would reduce their A.S. elective courses to 1 credit.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=60**.

WEB DESIGN
(CCC 6023)**

REQUIRED COURSES		CREDITS
ART 1201C	Design Fundamentals	3
ART 1300C	Drawing 1	3
GRA 2131C	Multimedia Graphics	3
ART 1205C	Color Design	3

GRA 2144C	Graphic Web Design	3
GRA 2160C	Multimedia Animation	3
GRA 2722C	Dreamweaver	3
Graphic Design Elective (GRA, ART, PGY)		3
Total Program Credits		**24**

*** Students completing the A.S. degree with this certificate may substitute GRA 2131 for the required course GRA 2100C.*

Students pursuing the A.S. will reduce their A.S. elective courses to 1 credit.

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=61**.

Motion Picture Post-Production Technology

CCC 6019

Program Website

www.palmbeachstate.edu/programs/creativearts

Program Description

This college credit certificate program offers an introduction to area specific knowledge to enhance an existing career or introduce the students to possibilities within the film industry. All courses may be transferred into our A.S. degree. Students work cooperatively with students enrolled in concurrent courses to complete production projects outside of regular class meetings.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Credits earned in this program will transfer directly into the Associate in Science (A.S.) degree in Motion Picture Production.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Total program credits: 16. The certificate can be earned in two semesters.

Location

The program is offered on the Lake Worth campus.

REQUIRED COURSES		CREDITS
FIL 2571C	Introduction to Editing	3
FIL 2537C	Introduction to Sound	3
FIL 2561C	Advanced Editing	3
FIL 2538C	Advanced Sound for Film	3
FIL 2000	Film Appreciation*	3
FIL 2941	Motion Picture Production Internship 1	1
Total Program Credits		**16**

**Students will need to meet General Education placement requirements to enroll in this course.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=144**.

Graphic Design Technology

AS 2011

Program Website

www.palmbeachstate.edu/programs/creativearts

Program Description

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

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

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, the Graphic Design program is approved for transfer to Florida Atlantic University's B.F.A. Graphic Design program. Courses with an asterisk indicate transferability to FAU. For information on transfer agreements, visit **www.palmbeachstate.edu/transfer**.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Program/Interview Counseling: Students are required to seek advisement from the graphic design department chair to ensure that they enroll in the necessary courses to graduate on schedule.

Completion Requirements

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

Program Length

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

Location
The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ARH 1000	Art Appreciation *	3
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Mathematics - Area III	(MAC 1105 recommended)**	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	Publication Design 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 Courses Credits		**36**

ELECTIVES (13 CREDITS REQUIRED)

ART 1301C	Drawing 2	3
CGS 1030	PC Starter	1
COP 2822	Web Page Design (b)	3
GRA 2122C	Publication Design 2	3
GRA 2131C	Multimedia Graphics (a) (b)	3
GRA 2152C	Illustrator 2	3
GRA 2160C	Multimedia Animation (a) (b)	3
GRA 2722C	Dreamweaver (b)	3
GRA 2144C	Graphic Web Design (b)	3
GRA 2157C	Photoshop 2	3
GRA 2940	Graphic Design Internship	3
GRA 2132C	Multimedia Design (a)	3
GRA 2136C	Multimedia Video Editing (a)	3
PGY 2801C	Digital Photography 1	3
Total Required Electives Credits		**13**
Total Program Credits		**64**

(a) Students completing these courses can apply for and receive the Multimedia Arts College Credit Certificate. Those certificate students going onto the A.S. degree would reduce their elective courses to 1 credit.

(b) Students completing these courses can apply for and receive the Web Design College Credit Certificate. Those certificate students going on to complete the A.S. 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 a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=59**.

Interior Design Technology

AS 2012

Program Website
www.palmbeachstate.edu/programs/creativearts

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

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

Employment Opportunities
An interior designer may be self-employed, or may work in areas such as residential design, office design, hospitality design, sustainability specialist and project management.

Career Path Notes
Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

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

Program Learning Outcomes
For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements
Students must have a minimum 2.0 GPA in all major course-work. A grade of C or higher is required to advance in the program.

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

Location
The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ARH 1000	Art Appreciation	
	-or-	
Any course from Humanities - Area II		3
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
PSY 2012	General Psychology	
	-or-	
Any course from Social Science – Area V		3

Any course from Mathematics – Area III		
-or-		
Natural Science – Area IV		3
Total Required General Education Credits		**15**

REQUIRED COURSES

IND 1233C	Design Studio 1	4
IND 1234C	Design Studio 2	4
IND 1401C	Technical Design 1	4
IND 1935	Building and Barrier Free Codes	3
IND 2100	History of Interiors 1	3
IND 2130	History of Interiors 2	3
IND 2202C	Kitchen and Bath Design	4
IND 2237C	Design Studio 3	4
IND 2238C	Design Studio 4	4
IND 2307C	Interior Design Graphics	3
IND 2420	Materials, Estimating and Specifications	3
IND 2424C	Technical Design 2	4
IND 2432C	Interior Lighting	3
IND 2460C	CAD for Interiors 1	3
IND 2505	Professional Practices	3
IND 2608C	Sustainable Design	3
IND 2941	Interior Design Internship	2
IND 2463C	CAD for Interiors 2	3
Total Required Courses Credits		**60**
Total Program Credits		**75**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=62**.

Motion Picture Production Technology

AS 2282

Program Website

www.palmbeachstate.edu/programs/creativearts

Program Description

This degree program provides professional training in film production for students interested in a career in the film industry. The degree program prepares the student to work in a technical capacity in most key crew areas. In this program, students work alongside professionals using cutting edge equipment and technologies, while learning how to put together a film project from the ground up.

The program offers internship experiences in cooperation with the local/regional motion picture industry and through student film production projects. The courses are offered on a block schedule that requires the student to enroll in three or more major courses each term. Course content includes motion picture production, cinematography, lighting, sound, editing and business concepts in the motion picture industries.

Students work cooperatively with those enrolled in concurrent courses to complete an extensive amount of production projects outside of regular class meetings. These projects follow the professional Hollywood model for production.

Employment Opportunities

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

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
FIL 2000	Film Appreciation	3
Any course from Mathematics - Area III		3
Any course from Social Sciences - Area V		3
Total Required General Education Credits		**15**

REQUIRED COURSES

FIL 2480C	Directing for Film	3
FIL 2100	Screenwriting	3
FIL 1461C	Cinematography	3
FIL 2571C	Introduction to Editing	3
FIL 2561C	Advanced Editing	3
FIL 1518C	Lighting and Grip	3
FIL 2537C	Introduction to Sound	3
FIL 2538C	Advanced Sound for Film	3
FIL 1680C	Film Producing and Production Management	3
FIL 1456C	Production Design	3
FIL 2420C	Motion Picture Production 1	3
FIL 2432C	Motion Picture Production 2	3
FIL 2589C	Motion Picture Production 3	3
FIL 2002	Introduction to Film Studies	3
FIL 2031	Film History to the 1940s	3
-or-		
FIL 2032	Film History Since the 1940s	3
FIL 2941	Motion Picture Production Internship 1	1
Total Required Courses Credits		**46**

ELECTIVES (3 CREDITS REQUIRED)

FIL 2470C	Advanced Cinematography	3
FIL 2425CR	Feature Film Production Projects	3
FIL 2671C	Feature Film Post-Production and Marketing	3
FIL 2130	Advanced Screenwriting	3
FIL 2910	Independent Project in Motion Picture and Television Production	3
Total Required Electives Credits		**3**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=193**.

Health Science

PSAV

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

ATD

Medical Transcription
Medical Transcription (Credit)

CCC

Health Informatics Specialist
Medical Information Coder/Biller
Sonography

AS

Dental Hygiene
Health Information Technology
Nursing
Ophthalmic Medical Technology
Radiography
Respiratory Care
Sonography

ATC

Computed Tomography
Magnetic Resonance Imaging

CCE (Corporate and Continuing Education)

Health Science

Dental Assisting

PSAV 5155

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/dentalhealth

Program Description

This 10- month program begins in the fall term of each year and is structured as a daytime program only. Nineteen college credits and 776 clock hours comprise this PSAV Program. After successfully completing the program, the graduate will receive a certificate of completion and a Florida Expanded Functions Certificate. Graduates are eligible to take the Dental Assisting National Board to become certified dental assistants.

Program Accreditation

This program is accredited by the American Dental Association Commission on Dental Accreditation (ADA CODA) 211 East Chicago Av. Chicago, IL 60611-2678 (312) 440-2500 and approved by the Florida State Board of Dentistry.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Employment Opportunities

Students successfully completing this accredited program quality for employment as a dental assistant in a variety of settings, to include, but not limited to general/specialty dental practices, public health, hospitals and other health care related facilities, sales, and educational and research related fields.

Career Path Notes

A student who completes the Dental Assisting Program will be eligible to transfer up to 19 college credits toward the Associate of Science in Dental Hygiene Degree.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**.

Admission Requirements

The Dental Assisting Program is limited in the number of students it may admit to each class. The following criteria are established to be eligible for placement in the selection pool, and must be met by the application deadline date. These criteria supersede any other information. 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. The applicant must submit a completed Dental Assisting application (and all documentation) to the Admissions office at the Lake Worth location by July 1 in order to be eligible for consideration for selection.

1. Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
2. **Complete a Dental Assisting Application**
   In addition to the Palm Beach State general application, the applicant must also submit a Dental Assisting program application, which is located online at **www.palmbeachstate.edu/programs/dentalhealth/dental-assisting**.

Submit a paid receipt for the processing fee along with the Palm Beach State Dental Assisting program application to the Admissions Office.

3. **Academic High School Diploma or GED**
   Official standard high school transcripts or equivalent (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution) must be delivered to Palm Beach State Admissions Office showing proof of a standard high school graduation, GED, or validated foreign equivalent. All applicants – new, current, and college transfer students must have their official high school or GED transcript on file at Palm Beach State. You may download the transcript request form at **www.palmbeachstate.edu/admissions/transcript-request.aspx**.

4. **College Transcripts**
   Official college transcripts (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand-delivered in a sealed envelope sealed by the issuing institution) from ALL post-secondary institutions attended must be submitted.

   All post-secondary records from out of the country must be submitted with a commercial evaluation. Commercial evaluation of foreign transcripts must be conducted by approved evaluators. Download the transcript request form at **www.palmbeachstate.edu/admissions/transcript-request.aspx**.

   If you have attended college, we still require proof of a standard high school diploma, GED or validated foreign equivalent. A minimum 2.0 cumulative college GPA is required to be eligible for consideration in the selection process.

5. **Placement Test Scores**
   A. TABE TEST: All students must take the Test of Adult Basic Education (TABE), Survey, Level A, prior to the start of the Dental Assisting program. A score at least at the 10th grade competency level in all parts (English, reading, and math) of the examination must be mastered in order to graduate the program and receive the certificate of completion. Your scores are valid for two years. The Student Learning Center at each Palm Beach State location provides TABE remediation courses for students who need additional skills to pass the TABE test. For more information, please call (561) 868-3795.

   B. TABE Exemptions: Students with an A.A.S. degree or higher, or students who have already met the minimum cut scores, within the past two years, on the FCELPT (CPT), PERT, SAT1 or ACT-E, are exempt from the exam. Documentation required.

6. **Program Counseling**
   All students are strongly encouraged to contact the dental health services coordinator for program advising as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail **kuzmireb@palmbeachstate.edu**.

7. **Special Notes**
   A. Information regarding additional requirements will be provided upon provisional acceptance into the program: criminal background check, drug screening, and medical exam (including record of immunizations).

   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. All program courses with the prefix DEA and DES must be passed in sequence with a grade of C or higher to continue in the program.

   D Any student who has withdrawn from or failed a DEA or DES course and wishes to re-enter the program must re-apply for a place 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 DES or DEA, he/she will be ineligible for selection for admission or for re-entry into the Dental Assisting and/or Dental Hygiene programs.

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

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

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDIT HOURS/VOC. CREDITS
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
DES 1100	Dental Materials*	2/0
DES 1100L	Dental Materials Lab*	1/0
DES 1832	Expanded Functions Lecture*	1/0
DES 1832L	Expanded Functions Lab*	1/0
DES 1840	Preventive Dentistry*	2/0
DES 2502	Office Management*	1/0
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
DEA 0153	Dental Psychology and Communication	0/1
DEA 0801	Clinical Practice 2	0/1
DEA 0801L	Clinical Practice 2 Lab	0/8
DEA 0941L	Dental Practicum 2 Lab	0/3
DEA 0850	Dental Assisting Clinical Practice 3	0/1
DEA 0850L	Clinical Practice 3 Lab	0/4
Total Program Credits/Voc Credits		**19/25**

**This course articulates with the Palm Beach State Dental Hygiene Program.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=73**.

Massage Therapy

PSAV 5232

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/massagetherapy

Program Description

This PSAV limited access program prepares the student for employment as a licensed massage therapist. Massage therapy is the manipulation of the soft tissues of the human body by a person who is licensed for compensation.

Courses will include lecture and laboratory/clinical experience. Course content includes anatomy and physiology, hydrotherapy, myology, pathology, health care concepts, medical errors, HIV/AIDS education, history, state law, ethics, a variety of allied modalities and traditional oriental medicine.

Program Accreditation

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

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Upon completion of the Massage Therapy program, students receive a Massage Therapy program certificate. The student is then eligible to take the Florida State massage therapy examination. Because the Florida State Board of Massage Therapy has adopted the national examination, once passing this exam, students are granted a Florida State Massage Therapy license and a national certification for Therapeutic Massage and Bodywork.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) exam prior to registering for classes.

In addition to the above requirements, students must:

1. Be 18 years of age or older.
2. Submit health examination, criminal background check, and drug screen results to the program manager prior to the first day of Massage Therapy I. Examination, background check and drug screening must have been performed within the six months prior to the first day of Massage Therapy I class.

See program website for the Fall and Summer program applications.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 9 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length

Total program clock hours: 750

Location

The program is offered at the Boca Raton campus.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
MSS 0252	Massage Therapy 1	200
MSS 0262	Massage Therapy 2	235
MSS 0263	Massage Therapy 3	237
Total Program Clock Hours		**750**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=74**.

Medical Assisting

PSAV 5236

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/medicalassistant

Program Description

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

This PSAV program prepares students for employment as vital members of a physician's health care team. This program is taught in an office-like setting, allowing students to learn the necessary skills to work in both the administrative and clinical settings of a physician's office, outpatient clinics, ambulatory surgery centers, medical and diagnostic laboratories, kidney dialysis centers and offices of other health care practitioners.

Coursework for the Medical Assisting program covers anatomy, physiology, medical terminology, pathophysiology, basic accounting, insurance processing and electronic health records. 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, doing electrocardiography and much more.

Program Accreditation

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (**www.CAAHEP.org**) 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 upon the

recommendation of the Medical Assisting Education Review Board (MAERB), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606, (800) 228-2262.

Employment Opportunities

Upon completion of this program, you may seek employment as a medical assistant in a physician's office, hospital, outpatient clinic, chiropractics, pediatrics, emergency 24-hr care, private and public educational agencies, alternative ambulatory health care services, state and local government agencies, referral and diagnostics labs, and other specializations.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Upon program completion, students must sit for the American Association of Medical Assisting (AAMA) national certification exam to become a Certified Medical Assistant CMA (AAMA). Employers are making hiring decisions based on proof that a candidate for a medical assistant position is certified.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Complete and submit a Medical Assisting application, at **www.palmbeachstate.edu/programs/medicalassistant**.
- Have official transcript(s) in the Admissions Office by the deadline date on the Medical Assisting application.
- Attend one information session (dates on program website).
- Take the TABE prior to enrolling in the program.

In addition to the above requirements, students must:

- Submit health examination, criminal background check, and drug screen results to the program manager prior to the start of the class. More information regarding these requirements will be included in the student's Provisional Acceptance notice.
- The student must pass the TABE test prior to completion of the third sequence of the program.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**), prior to completion of third sequence of program.

Program Length

1,300 hours or approximately 13 months. Medical Assisting is a daytime program only.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
PRN 0022	Body Structure and Function	69
MEA 0230	Medical Terminology for Body Systems	95
OTA 0100	Introduction to Keyboarding/Word Processing	60
MEA 0310	Introduction to Medical Office Procedures	90
MEA 0520	Phlebotomy for the Medical Assistant	75
MEA 0242	Pharmacology for the Medical Assistant	95
MEA 0540	Electrocardiography for the Medical Assistant	75
MEA 0234	Diseases, Disorders and Treatment for Medical Assisting 1	120
MEA 0258	Radiology for the Medical Assistant	50
MEA 0334	Medical Insurance and Coding	75
MEA 0237	Diseases, Disorders and Treatment for Medical Assisting 2	120
MEA 0254	Basic Medical Laboratory Techniques for the Medical Assistant	50
MEA 0322	Advanced Medical Office Procedures	75
MEA 0801	Externship in Medical Assisting	173
Total Program Clock Hours		**1300**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=75**.

Patient Care Assistant

PSAV 5233

Program Website

www.palmbeachstate.edu/programs/patientcare

Program Description

This PSAV program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Students can begin their health careers by enrolling in the Patient Care Assistant program. This is the first step on the nursing or health care career ladder.

The Patient Care Assistant curriculum integrates classroom with clinical performance. Course content includes basic concepts in health science, nursing assistant, home health aide and patient care assisting.

Program Accreditation

This program is approved by the Florida Board of Nursing.

Employment Opportunities

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

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

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.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
No high school diploma or GED is required. Students must complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

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

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A		
HSC 0003	Health Care Concepts	78
HSC 0003L	Health Care Concepts Lab	12
HCP 0120	Nursing Assistant	75
Group B		
HCP 0300	Home Health Aide	50
Group C		
HCP 0620	Patient Care Assistant	75
Total Program Clock Hours		**290**

This program does not offer a formal award.

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=76**.

Practical Nursing

PSAV 5234

LIMITED ACCESS

Program Website
www.palmbeachstate.edu/programs/LPN

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

The program includes but is not limited to theoretical instruction and clinical experience in: medical-surgical nursing, pharmacology and medication administration, geriatric and long term care nursing, and obstetrical and pediatric nursing.

Graduates are eligible to take the NCLEX-PN state board examination to become licensed practical nurses.

Clinical experiences are included as an integral part of this program.

Program Accreditation
This program is approved by the Florida Board of Nursing.

Employment Opportunities
The Licensed Practical Nurse is qualified for employment in hospitals, long-term care facilities, rehabilitation medical offices or clinics and as a private care provider.

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

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

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

In addition to the above requirements, students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes, and

1. Achieve an 80% on the Practical Nursing Procalc (test of math proficiency).
2. Take and pass the Test of Essential Academic Skills (TEAS) during the application period. This test can only be taken once during any one application period.
3. Complete an online Practical Nursing application, located at **www.palmbeachstate.edu/programs/LPN**.

Completion Requirements
Successfully complete all of the courses and achieve the required test scores in the program. Achieve an 11th grade level or higher in math, reading and language on the TABE or qualify for TABE exemption. For more information, visit (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length
Total program clock hours: 1,350.

Lake Worth program length: approximately 16 months. This is a full-time day program. Classroom hours are 8:00 a.m. until 1:30 p.m. Monday through Thursday. Clinical hours are 7:00 a.m. until 3:30 p.m. Monday through Thursday.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A		
HSC 0003	Health Care Concepts	78
PRN 0500	Principles of Basic Nursing Skills	90
Group B		
PRN 0005	Fundamentals of Nursing	100
PRN 0010	Comprehensive Nursing and Transitional Skills	106
PRN 0021	Growth/Development and Nutrition	96
PRN 0022	Body Structure and Function	69
PRN 0030	Introduction to Drug Therapy	100
PRN 0100	Maternal and Newborn Health	86
PRN 0211	Medical-Surgical Nursing 1	104
PRN 0212	Medical-Surgical Nursing 2	115
PRN 0213	Medical-Surgical Nursing 3	123
PRN 0214	Medical-Surgical Nursing 4 including Pediatrics	101

PRN 0371	Introduction to Medical/Surgical Nursing 1	78
PRN 0372	Introduction to Medical/Surgical Nursing 2	104
Total Program Clock Hours		**1350**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=90**.

Surgical Technology

PSAV 5235

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/surgicaltechnology

Program Description

This program is designed to prepare the student for employment as a surgical technologist. In a simulated surgical environment, the student will practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation.

Course content includes surgical technology concepts, surgical techniques and procedures. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Students in the surgical technology program learn through classroom instruction and six months of clinical experience in operating room and related areas.

Program Accreditation

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), **www.CAAHEP.org**, 1361 Park St Clearwater, FL 33756, (727) 210-2350 upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, (309) 694-9262.

Employment Opportunities

Graduates of the program are eligible for employment in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician's offices and medical sales positions.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

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 (AST) and the Association of Operating Room Nurses (AORN) enabling them to qualify for, secure, maintain, and advance in gainful employment in the field of surgical technology.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

In addition to the above requirements, students in this program are required to:

- Attend mandatory information session.
- Take the Test of Adult Basic Education (TABE) before registering for classes
- Take the Testing of Essential Academic Skills (TEAS).
- Complete an online Surgical Technology application, at **www.palmbeachstate.edu/programs/surgicaltechnology**.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 11; English: 11; Mathematics: 10 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**). No minimum scores for TEAS but must still take test.

Program Length

Total program clock hours: 1,340 hours, three terms or approximately 13½ months. This is a full-time day program from 8:00 a.m. until 3:00 p.m. Monday through Thursday. (Clinical hours are 6:45 a.m. until 3:15 p.m.). There are two admission opportunities each year – Fall (October) and Summer A (May).

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
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
STS 0805	Perioperative Anatomy and Medical Terminology	48
STS 0805L	Perioperative Anatomy Lab	48
STS 0008	Pharmacology for the Surgical Technologist	48
STS 0003L	Introduction to Clinical Practicum	48
STS 0120	Surgical Specialties 1	32
STS 0255L	Surgical Specialties 1 Clinical	184
STS 0121	Surgical Specialties 2	32
STS 0256L	Surgical Specialties 2 Clinical	184
STS 0949C	Clinical Practicum (4 Clinical days per week for 6 weeks)	185
Total Program Clock Hours		**1340**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=77**.

Medical Transcription

ATD B525

Program Website

www.palmbeachstate.edu/programs/medicaltranscription

Program Description

This applied technology diploma program prepares the student for employment as a medical language specialist and medical

transcriptionist (MLS/MT). MLS/MTs are specialists in medical language and health care documentation. They interpret and transcribe dictation by physicians and other health care professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnoses, prognoses, etc. The MLS/MT also edits detailed medical reports generated by Speech-Recognition Technology (SRT) software, editing medical content, English, grammar and punctuation as necessary.

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

Employment Opportunities

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

Medical transcription/editing is the only completely mobile health care occupation available today.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Students who complete this program are eligible to sit for the Association for Healthcare Documentation Integrity (AHDI) Registered Medical Transcriptionist (RMT) certification examination. The RMT credential was developed to assure employers that successful candidates are qualified to practice as an MLS/MT.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

ADMISSION PRIOR TO FALL 2012:

The clock hour Applied Technology Diploma (ATD) program will be replaced by a new college credit ATD effective Fall 2012. The last opportunity to begin the clock hour ATD program will be in the Summer 2012 term. All prerequisite courses for the clock hour ATD program must be successfully completed by the end of Spring 2012 term. Please see the program website for tentative course schedule.

TESTING

Students beginning the program prior to Fall 2012:

TABE (Test of Adult Basic Education): Non-credit ATD students are required to take the TABE before registering for foundation (entry-level) courses. Minimum TABE scores: Language 11; Math 10: Reading 11. See VPI Lab at ETA 253, Lake Worth campus, or call 561-868-3795 for remediation.

TABE exemptions: Students with an AAS degree or higher, students who have successfully completed the College Level Academic Skills Rest (CLAST), and students who have already met minimum scores on CPT, SAT or ACT are exempt from the TABE exam. Documentation is required.

TYPING: A minimum typing speed of 45 words per minute, after errors, is required to begin the core program (HIM0263). Email program instructor for typing test instructions when ready to begin HIM0263.

Students beginning the program in Fall 2012 and beyond:

Testing requirements for college credit courses include college placement tests such as CPT, SAT, ACT and PERT (no TABE). See the college credit MT program website for details of required testing. Typing speed requirement and testing remains as listed above.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. TABE scores must be at or above minimum level (see Admission Requirements above). All financial responsibilities must be satisfied.

Program Length

Total program clock hours 1,200. Approximate program length Is 18 months as a part-time student.

Location

This program is offered at the Lake Worth campus. All core courses are currently offered 100% online as well as select prerequisite and/or co-requisite courses depending on specific semester offerings.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
MEA 0230	Medical Terminology for Body Systems	95
PRN 0022	Body Structure and Function	69
OTA 0100	Introduction to Keyboarding/Word Processing	60
OTA 0131	Intermediate Keyboarding and Document Processing	60
HIM 0263	Professional Skills for the Medical Transcriptionist	90
HIM 0030	Fundamentals of Medical Transcription	140
HIM 0001	Health Information Management	90
HIM 0439	Pathophysiology and Pharmacology for Health Professions	90
HIM 0060	Medical Transcription 1	140
HIM 0062	Medical Transcription 2	140
HIM 0812	Medical Transcription Externship	148
Total Program Clock Hours		**1200**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=133**.

Medical Transcription

ATD B530 (Credit)

Program Website

www.palmbeachstate.edu/programs/medicaltranscription

Program Description

This applied technology diploma program prepares the student for employment as a medical language specialist/medical transcriptionist (MLS/MT). MLS/MTs are specialists in medical language and health care documentation. They interpret and transcribe dictation by physicians and other health care professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnoses, prognoses, etc. The MLS/MT also edits detailed medical reports generated by Speech-Recognition Technology (SRT) software, editing medical content, English, grammar and punctuation as necessary.

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

Employment Opportunities

MLS/MTs work in hospitals, clinics, physician offices, transcription services, insurance companies, home health care agencies and other locations where dictation for the purpose of health care documentation requires transcription. Most MLS/MTs work from their homes as independent contractors, subcontractors, or home-based employees who enjoy the full benefits of their employer, including medical benefits, paid time off, 401K, etc. Medical transcription/editing is the only completely mobile health care occupation available today.

Career Path Notes

Students who complete this program are eligible to sit for the Association for Healthcare Documentation Integrity (AHDI) Registered Medical Transcriptionist (RMT) certification examination, developed to assure employers that successful candidates are qualified to practice as an MLS/MT.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Testing requirements for college credit courses include college placement tests, such as CPT, SAT, ACT and PERT. Please see the college credit MT program website, **www.palmbeachstate.edu/programs/medicaltranscription** for details of required testing: A minimum typing speed of 45 words per minute, after errors, is required to begin the core program courses. Email program instructor for typing test instructions when ready to begin core courses.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program with a grade of 75 or better.

Program Length

Total program credits: 33.

Location

This program is offered at the Lake Worth campus. All core courses are currently offered 100% online as well as select prerequisite and/or co-requisite courses depending on specific semester offerings.

REQUIRED COURSES		CLOCK HOURS
BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology Lab 2	1
HSC 2531	Medical Terminology	3
HIM 1000C	Introduction to Health Information Management	3
HIM 1433C	Pathophysiology for Health Information Management	2
HIM 1442C	Pharmacology for Health Information Management	2
HIM 2652C	Medical Transcription Advanced Keyboarding and Technology	2
HIM 2045C	Foundation Skills for Medical Transcription	3
HIM 2020C	Medical Transcription by Body System	3
HIM 2032C	Intermediate Medical Transcription	3
HIM 2034C	Advanced Medical Transcription	3
HIM 2802	Externship for Medical Transcription	1
Total Program Credits		**33**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=179**.

Health Informatics Specialist

CCC 6531

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/healthinformatics

Program Descriptions

This program is designed to prepare students for employment as entry-level health care informatics specialists or to provide supplemental training for persons previously or currently employed in related health record occupations.

The content includes but is not limited to biomedical sciences, including medical terminology, health care delivery systems, basic principles of health care informatics, electronic health/medical record systems, data and workflow management concepts, and project management skills specific to health care informatics, ethical and legal concepts, health data content, clinical classification systems, organization and supervision, quality and performance improvement, health care statistics and research, reimbursement methodologies, professional practice experiences and employability skills.

Employment Opportunities

There is a growing demand for computer professionals in every field and especially in health care. Career opportunities exist in a variety of organizations including hospitals, health care

organizations, third-party insurers, public health agencies, research institutions, medical groups and clinics and industries engaged in health care IT. Graduates are employed as consultants, managers, system designers, database administrators, systems analysts and researchers.

Career Path Notes

Credits earned in this program will transfer directly into the Associate in Science (A.S.) degree in Health Information Technology.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Complete the online information session, located at **www.palmbeachstate.edu/programs/healthinfo/information-sessions.aspx;**
- Complete a limited access application (see online information session for details).

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program with a grade of "C" or better.

Program Length

Total program credits: 18.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CGS 1100	Microcomputer Applications	3
HSC 2531	Medical Terminology	3
HIM 1000C	Introduction to Health Information Management	3
HIM 1210C	Health Information Systems	3
HIM 2510C	Healthcare Data Analysis	3
HIM 2651C	Applied Health Informatics	3
Total Program Credits		**18**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=212**.

Medical Information Coder/Biller

CCC 6528

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/medicalcode

Program Descriptions

This program prepares students for employment as medical coders and health insurance specialists. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients' medical records to ensure appropriate medical insurance reimbursement and compliance.

The Medical Information Coder/Biller program content is comprehensive, covering both inpatient and outpatient coding and documentation principles. This requires knowledge and abilities in anatomy and physiology, pathophysiology, pharmacology, computer software, reimbursement, health insurance, ethics, legal and regulatory requirements, and health information management.

Program Accreditation

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

Employment Opportunities

Upon completion of this program, the student may seek employment as a medical coder or health insurance specialist in a hospital, physician's office, intermediate care facility, insurance company, billing company or clinic. A medical information coder/biller uses the clinical documentation, diagnosis and procedures and translates them into numeric codes. These numeric codes are input into the computer system and used for reimbursement, quality assurance and research.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Completion of the program will provide students with 34 credits, which may be applied to the Health Information Management Associate in Science degree.

Upon completion of the program students may sit for the American Health Information Management Association (AHIMA) CCA certification examination and/or the American Academy of Professional Coders (AAPC) CPC-A certification examination.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Complete the online information session, located at **www.palmbeachstate.edu/programs/healthinfo/information-sessions.aspx**;
- Complete an online Limited Access program application, at **www.palmbeachstate.edu/programs/medicalcode**.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program with a grade of "C" or better.

Program Length

Total program credits: 34. Total program length: 5 semesters part-time. Most of the Medical Information Coder/Biller courses are formatted as hybrid online courses.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
CGS 1100	Microcomputer Applications	3

BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology 2 Lab	1
HSC 2531	Medical Terminology	3
HIM 1000C	Introduction to Health Information Management	3
HIM 1433C	Pathophysiology for Health Information Management	2
HIM 1442C	Pharmacology for Health Information Management	2
HIM 1282C	Fundamentals of Medical Coding	3
HIM 2222C	Medical Coding 1	3
HIM 2272C	Medical Reimbursement and Revenue	3
HIM 2253C	Medical Coding 2	3
HIM 2810L	Advanced Coding Practicum	1
Total Program Credits		**34**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=78**.

Sonography

CCC 6312

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/sonography

Program Description

This college credit certificate program prepares students for a career as a sonographer, who combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Program Accreditation

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

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

- Proof of completion of a two-year allied health education program that is patient care related. Examples include but are not limited to radiography, respiratory therapy, nursing, dental hygienist and paramedic with required classes*.

-or-

- Bachelor degree with required classes*.

  Those applicants who have a Bachelor's degree are required to have direct patient-care experience (minimum of one year) or complete HSC2204 or HSC2531.

-or-

- Proof of completion of an allied health education program from an accredited institution that is patient care related but less than two years, including but not limited to: medical assistant and EMT – PLUS one year of direct patient care employment with required classes*.

*REQUIRED CLASSES for selection consideration – College Level English, College Level Math, Anatomy & Physiology 1 with Lab completed within the last 10 academic years and Applied Physics (students who have completed an accredited radiology program may use radiographic physics to fulfill the applied physics requirement).

Completion Requirements

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

Program Length

Total program credits: 42. This is a four-semester curriculum that begins in Fall term each year. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term.

Location

The program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES		CREDITS
SON 1311	Sonography Cross Sectional Anatomy	2
SON 1100L	Principles and Protocols of Sonography	3
SON 1614	Medical Sonographic Physics 1	3
SON 1111	Abdominal Sonography 1	3
SON 1121	Sonographic OB/GYN 1	3
SON 1000	Practical Aspects of Sonography 1	3
SON 1804L	Clinical Education 1	3
SON 1618	Medical Sonographic Physics 2	3
SON 1112	Abdominal Sonography 2	3
SON 1122	Sonographic OB/GYN 2	3
SON 1001	Practical Aspects of Sonography 2	3
SON 1814L	Clinical Education 2	3
SON 1170	Sonography of the Circulatory System	3
SON 1824L	Clinical Education 3	4
Total Program Credits		**42**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=79**.

Dental Hygiene

AS 2151

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/dentalhealth

Program Description

The program leads to an A.S. degree and is approximately 21 months in length, not including the time necessary to complete the general education and non-technical program core courses. All students accepted into the program must have completed all required natural science courses prior to the beginning of the Dental Hygiene Program. The Dental Hygiene Program begins with the fall term of each year, and is structured as a daytime program only.

Program Accreditation

This program is accredited by the American Dental Association Commission on Dental Accreditation (ADA CODA), 211 East Chicago Ave., Chicago, IL 60611-2678, (312) 440-2500.

Employment Opportunities

Students completing this program and passing the licensing examination may seek employment as a registered dental hygienist in various clinical settings, such as in a general dentist's office or a periodontist's office. Other employment opportunities may include the public health department, the Veterans Administration clinic, or work as a dental hygiene educator or in oral health product sales.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**

Admission

The Dental Hygiene program is limited in the number of students it may admit to each class. The following criteria are established to be eligible for placement in the selection pool and must be met by the application deadline date. These criteria supersede any other information. 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. The applicant must submit a completed dental hygiene application (and all documentation) to the Admissions office at the Lake Worth location by May 15 in order to be eligible for consideration for selection.

1. Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

2. **Complete a Dental Hygiene Application**
   In addition to the Palm Beach State general application, the applicant must also submit the program application, located at **www.palmbeachstate.edu/programs/dentalhealth**. Submit a paid receipt for this processing fee along with a Palm Beach State Dental Hygiene program application to the Admissions Office.

3. **Academic High School Diploma or GED**
   Official standard high school transcripts or equivalent (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution) must be delivered to Palm Beach State Admissions Office showing proof of a standard high school graduation, GED, or validated foreign equivalent. All applicants – new, current, and college transfer students - must have their official high school or GED transcript on file at Palm Beach State. You may download the transcript request form at **www.palmbeachstate.edu/admissions/transcript-request.aspx**.

   Students who received a Florida GED can request their transcript using the downloaded request form at **www.palmbeachstate.edu/admissions/transcript-request.aspx**.

4. **College Transcripts**
   Official college transcripts (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand-delivered in a sealed envelope sealed by the issuing institution) from ALL post-secondary institutions attended must be submitted. Students may download and print the transcript request form at **www.palmbeachstate.edu/admissions/transcript-request.aspx**. All college transcripts from postsecondary institutions out the United States must have a course-by-course commercial evaluation completed by an approved agency. For a current list of approved agencies, visit **www.naces.org/members.htm**. Note: If you have attended college, we still require proof of a standard high school diploma, GED or validated foreign equivalent. A minimum 2.0 cumulative college GPA is required to be eligible for consideration in the selection process.

5. **Placement Test Scores**
   All applicants must submit placement test scores which meet minimum requirements for entrance into college level English and mathematics courses, or required remedial work (including any and all necessary college preparatory courses) must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits each in mathematics and English courses may be used in lieu of placement scores. 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 Counseling**
   All students are strongly encouraged to speak with the Dental Health Services coordinator for counseling, as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@palmbeachstate.edu.

7. **Special Notes**
   A. Applicants who have completed an articulated, accredited dental assisting program at Palm Beach State 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. See list of required sciences at the end of this section.

C. Once officially accepted into the Dental Hygiene Program a criminal background assessment (15 years or up to 5 criminal searches), a drug screening (10 panel), and a medical exam (including a record of immunizations) 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 Palm Beach State.

F. If a student has withdrawn from or received a grade of less than C in a dental hygiene technical core course, that student will not be able to continue in the program. To re-enter the program, he/she must reapply for a position in the following year's class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Dental Assisting program) he/she will be ineligible for selection for admission or for re-entry into the Dental Hygiene program.

All General Education requirements must be completed with a grade of C or better in order to be given credit for selection and/or graduation.

Completion Requirements

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

Program Length

The program is approximately 21 months in length, not including the time necessary to complete the required General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only.

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
SYG 2000	Introduction to Sociology	3
Any course from Mathematics - Area III		3
Any course from Humanities - Area II		3
Total Required General Education Credits		**18**
NATURAL SCIENCE PROGRAM REQUIREMENTS		
BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology 2 Lab	1
Any level transferable Chemistry course		3
HUN 1201	Elements of Nutrition	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
Total Required Natural Science Credits		**18**
REQUIRED COURSES		
DEH 1003	Dental Hygiene Instrumentation	1
DEH 1003L	Dental Hygiene Instrumentation Lab	2
DEH 1130	Oral Embryology and Histology	1
DEH 1800	Dental Hygiene 1	1
DEH 1800L	Dental Hygiene 1 Lab	4
DEH 1802	Dental Hygiene 2	1
DEH 1802L	Dental Hygiene 2 Lab	1
DEH 1811	Dental Ethics and Jurisprudence	1
DEH 2300	Pharmacology	2
DEH 2400	General and Oral Pathology	2
DEH 2602	Periodontology	2
DEH 2701	Community Dentistry	2
DEH 2702L	Community Dentistry Practicum	1
DEH 2804	Dental Hygiene 3	1
DEH 2804L	Dental Hygiene 3 Lab	4
DEH 2806	Dental Hygiene 4	1
DEH 2806L	Dental Hygiene 4 Lab	5
DEH 2934	Compromised Patient	1
DES 1020	Dental Anatomy *	3
DES 1100	Dental Materials *	2
DES 1100L	Dental Materials Lab *	1
DES 1200	Dental Radiology *	2
DES 1200L	Dental Radiology Lab *	1
DES 1600	Office Emergencies*	1
DES 1800	Introduction to Clinical Procedures *	3
DES 1800L	Introduction to Clinical Procedures Lab *	1
DES 1832	Expanded Functions Lecture*	1
DES 1832L	Expanded Functions Lab*	1
DES 1840	Preventive Dentistry *	2
DES 2502	Office Management *	1
Total Required Courses Credits		**52**
Total Program Credits		**88**

** These courses will articulate from the Palm Beach State Dental Assisting Program.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=80**.

Health Information Technology

AS 2529

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/healthinfomgmt

Program Description

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

will obtain knowledge and skills to perform job functions in medical records, medical coding, medical billing and other information-based areas in both the hospital and outpatient settings. Graduates of the program will be able to provide reliable and valid information that drives the health care industry.

This program provides students with the technical expertise in health data collection, analysis, monitoring, maintenance, and reporting activities in compliance with established legal, ethical, regulatory and professional standards. Course content will include both paper and electronic information management concepts and technologies, in addition to ethical and medico-legal aspects, computer information technology, biomedical sciences, health record science, statistics and data literacy, medical coding, clinical classification systems, reimbursement methodologies, quality assessment, health care delivery systems, indexing, performance improvement and professional practice experience.

Employment Opportunities

The roles commonly filled by a registered health information technician (RHIT) include: cancer (or other disease) registrar, clinical coder/compliance auditor/vocabulary specialist, clinical data collection and reporting specialist, data integrity specialist, document imaging coordinator, information access/disclosure specialist, quality improvement specialist, reimbursement specialist/financial services liaison, and instructor/trainer.

Career Path Notes

Please visit **www.hicareers.com.**

Upon completion students are eligible to sit for the Registered Health Information Technician (RHIT) exam provided by the American Health Information Management Association.

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

This program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), **www.CAHIIM.org**.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Complete an online Limited Access program application, at **www.palmbeachstate.edu/programs/healthinfomgmt**;
- Prospective students need to participate in our online Information Session at:
  www.palmbeachstate.edu/programs/healthinfo/information-sessions.aspx.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program with a grade of "C" or better.

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
STA 2023	Statistics	3
BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology 2 Lab	1
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities – Area II		3
Total Required General Education Credits		**23**
REQUIRED COURSES		
CGS 1100	Microcomputer Applications	3
MAN 2021	Principles of Management	3
HSC 2531	Medical Terminology	3
HIM 1000C	Introduction to Health Information Management	3
HIM 1433C	Pathophysiology for Health Information Management	2
HIM 1442C	Pharmacology for Health Information Management	2
HIM 1282C	Fundamentals of Medical Coding	3
HIM 1210C	Health Information System	3
HIM 2222C	Applied Inpatient Coding	3
HIM 2272C	Medical Reimbursement and Revenue	3
HIM 2510C	Healthcare Data Analysis	3
HIM 1012C	Health Information Law, Ethics, and Compliance	3
HIM 2253C	Applied Outpatient Coding	3
HIM 2651C	Applied Health Informatics	3
HIM 2304C	Health Information Department Management	3
HIM 1800C	Health Information Professional Practice	2
HIM 2810L	Advanced Coding Practicum	
-or-		
HIM 2826L	Health Information Skills Lab	1
Total Required Courses Credits		**47**
Total Program Credits		**70**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=81**.

Nursing
AS 2301

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/nursing

Program Description

This degree program focuses on: wellness of self and others; technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment; critical care concepts; and professional development. Upon graduation, the student is awarded an Associate in Science degree (A.S.) and is eligible to take the National Council Licensing Exam (NCLEX) to become a registered nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. Prior to applying for entrance any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure.

Available within this program is admission as either a beginning (generic) or a transition student. Since nursing is a limited access program, entrance requirements are the same; however, the process differs for generic and transition students. Generic students submit information and documents directly to the Palm Beach State Limited Access Program Office, phone number: (561) 868-3639. Transition students submit college application and transcripts to the Admissions Office and all other information directly to the Palm Beach State Nursing Office.

The Nursing program at Palm Beach State is committed to providing the best education for students seeking an Associate of Science Degree (A.S.) in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as registered nurses in hospitals or comparable facilities.

Program Accreditation

This program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 3343 Peachtree Rd NE, Suite 500, Atlanta, GA 30326, phone: (404) 975-5000, fax: (404) 975-5020, website: **www.NLNAC.org**.

Employment Opportunities

As the largest health care occupation, registered nurses hold about 3 million jobs. About three out of five jobs were in hospitals, in inpatient and outpatient departments. Others worked in offices of physicians, long term care facilities, home health care services, employment services, government agencies and outpatient care centers. The remainder worked mostly in social assistance agencies and educational services, public and private. About one in four RNs worked part time.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management or the Bachelor of Science in Nursing. Please visit **www.palmbeachstate.edu/programs/bachelor** for more information.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

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. All students must attend a mandatory Nursing information session. Final selection will be made using a point system that credits former college education; completion of Nursing program General Education requirements; NUR1024; 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 Palm Beach State Nursing Application Form at **www.palmbeachstate.edu/programs/nursing**.) 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. **Application and Deadline(s)**
   A. Generic Students - Must submit a completed Palm Beach State Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or Oct. 1 for spring term.
   B. Transition Students - Must submit Palm Beach State's General Admission Application to the Palm Beach State Admissions Office and send the Nursing Department a letter of intent in addition to a completed Nursing Department information sheet. All admission criteria must be completed by June 1 for fall term and Oct. 1 for spring term. Transition students are admitted on a space available basis.
2. **Standard High School Diploma or GED**
   Proof of a standard high school diploma or a U.S. GED certificate must be submitted.
3. **Transcripts**
   Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.
4. **Cumulative Grade Point Average**
   Cumulative grade point average must be at least a 2.5 in all previous college work attempted.
5. **Medical Exam**
   See section 7-G(3), which follows.
6. **Special Notes**
   A. The Health Education Systems Inc. (HESI) RN Admission Assessment Exam is required. A minimum score of 75 is required on this examination for direct inclusion into the applicant pool. A score of less than 75 on this examination will prohibit entrance for this period. It is recommended, but not required, that the applicant who scores below 75 on the HESI RN Admission Assessment Exam register for NUR 1024, Critical Thinking in Nursing, in order to remediate for another attempt of the HESI RN Admission Assessment Exam.

B. The following courses must be completed with a C or higher prior to submitting an application for consideration:

(1) Chemistry: CHM 1032 Principles of Chemistry completed within the last 10 years.

(2) Growth and Development: Completion of DEP 2004 (Human Growth and Development).

(3) Anatomy and Physiology: Completion of college-level Anatomy and Physiology 1 (lecture and lab - BSC 2085 and BSC 2085L) completed within the last 10 academic years.**

(4) Proficiency of 80% on the Nurse ProCalc software. Successful completion of Nurse ProCalc meets the mathematics competency requirement for graduation. Practice is available through the Student Learning Centers labs. Exams are given in the Lake Worth and Belle Glade Testing Centers.

C. Transition applicants only (in addition to 7-B above):

(1) Professional license: documentation of a valid Florida license

(2) Clinical competencies: documentation of:

(a) Six months clinical experience as a licensed health care professional within the past year.

-or-

(b) Graduation from LPN or Paramedic school within the past six months.

(3) Credit for nursing courses:

Successful completion of the NUR 1023 challenge exam (NLN ACE test - Book 1) with at least a grade of 75 entitles applicant to credits for NUR1023, NUR1023L and NUR1022L upon acceptance into the Nursing program. There is a fee for this exam, and it is arranged through the Nursing Office. Please see **www.palmbeachstate.edu/programs/nursing/lake-worth/acebook-tests.aspx** for testing dates and conditions. Complete the following prerequisites for Nursing 2 (NUR 1213):

(a) Anatomy and Physiology 2 (within 10 academic years) BSC 2086 and BSC 2086L

(b) Microbiology (within 10 academic years) MCB 2010 and MCB 2010L

(c) Introduction to Professional Nursing NUR 2000L

(d) Introduction to Pharmacotherapeutics NUR 1141 or Pharmacology for Nursing NUR 2140

(e) Completion of the Palm Beach State Clinical Competency Check List (NUR1022L) in Nursing skills lab only (at Lake Worth 561-868-3411 or Belle Glade 561-993-1453 by appointment).

D. Challenge Credit

If previous experience and academic preparation warrants, any student may challenge General Education courses through challenge and/or CLEP exams. CLEP exams are arranged with the Testing Center. Education courses may be challenged through college CLEP exams.

E. Readmissions

Students who have been academically dismissed from Palm Beach State'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 Palm Beach State nursing program from the Dean of Health Sciences of the institution from which the student was dismissed. Application is the same as stated above for transition students. (See Nursing Student Handbook for progression statement.)

ALL of the above requirements must be completed before the applicant will be considered for selection.

F. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses. The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.

Completion Requirements

All program requirements must be successfully completed.

Program Length

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

Location

The program is offered at the Lake Worth and Belle Glade campuses. Many prerequisite courses are offered as online courses to meet the demands of student schedules. Some nursing courses are offered in the evenings but most are daytime classes. Currently all theory courses are offered as online courses, once the prerequisites have been completed.

PROGRAM PREREQUISITES		CREDITS
BSC 2085	Anatomy and Physiology 1*	3
BSC 2085L	Anatomy and Physiology 1 Lab*	1
CHM 1032	Principles of Chemistry	3
DEP 2004	Human Growth and Development	3
Total Required Prerequisites Credits		**10**

GENERAL EDUCATION REQUIREMENTS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
HUN 1201	Elements of Nutrition	3
BSC 2086	Anatomy and Physiology 2*	3
BSC 2086L	Anatomy and Physiology 2 Lab*	1
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
PSY 2012	General Psychology	3
Any course from Humanities – Area II		3
Total Required General Education Credits		**20**

REQUIRED COURSES

NUR 2000L	Introduction to Professional Nursing**	1
NUR 1022L	Nursing 1 Skills Lab	1
NUR 1023	Nursing 1	4
NUR 1023L	Nursing 1 Clinical	3
NUR 1141	Introduction to Pharmacotherapeutics	2
	-or-	
NUR 2140	Pharmacology for Nursing***	3
NUR 1213	Nursing 2	7
NUR 1213L	Nursing 2 Clinical	4
NUR 1214L	Nursing 2 Skills Lab	1
NUR 2261	Nursing 3	6
NUR 2261L	Nursing 3 Clinical	4
NUR 2712C	Nursing 4 Clinical	6

NUR 2943L Nursing 4 Clinical Preceptorship	4
Total Required Courses Credits	**42**
Total Program Credits	**72/74**

**If BSC 2085/2085L and BSC 2086/2086L are completed prior to entering the Nursing Program, the BSC 2086 and BSC 2086L must be completed within the last ten (10) years.*

***Transition students only prior to first clinical nursing course.*

****For those students planning to go onto the BSN.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=82**.

Ophthalmic Medical Technology

AS 2229

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/OMT

Program Description

The ophthalmic medical technologist assists the ophthalmologist, eye physician and surgeon in the evaluation of vision and treatment of patients with disorders of the eyes. The program's four-semester, competency-based curriculum is a college-level program consisting of full-time (eight hours per day) didactic classroom experience, hands-on optical analysis and specialized training in vision testing. Students develop, through extensive clinical internships, technical proficiency, including hands-on training in our state-of-the-art medical clinic, under the supervision of a Board-Certified and licensed ophthalmologist, combined with practical experience in local ophthalmic practices, clinics, and hospitals.

Employment Opportunities

The region has a high concentration of health care employers. According to the Florida Society of Ophthalmology there are 1,400 ophthalmologists in Florida. Employment of physicians and surgeons is projected to grow 22 percent from 2008 to 2018. Along with that growth, coupled with the increase in the aging of the population, the demand for COT personnel is expected to increase sharply.

Certified Ophthalmic Technologists (COAs, COTs, and COMTs) work closely with an ophthalmologist in a medical practice. They apply their knowledge of the evaluation of the ophthalmic patient with medical and surgical eye disorders by using their medical skills and high technology, specialized, diagnostic visual testing instrumentation. The information obtained by the COT is used and relied upon by the ophthalmologist to detect, evaluate, diagnose, and treat disease or injury. The duties of a COA include taking a patient's history, measuring visual acuity, assessing optical correction, testing pupils, ocular motility, inspection and assessment of the associated ocular tissues, external ocular examination, and recording intraocular pressure. In addition, the COT is a versatile and valuable member of the medical team by assisting other medical personnel in patient scheduling, performing administrative duties, and instructing and educating patients and their families. The further training of the COT allows for measurement of refractive error, recording the eyeglass prescription, the fitting and evaluation of contact lenses, and assisting in minor office-based ocular procedures, which also includes the supervision and training of other ophthalmic technicians. COMTs are further trained to assist the surgeon in the ambulatory or hospital-based operating room, and perform medical and surgical diagnostic and therapeutic procedures under the direction of the surgeon.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

Upon successful completion of the program, standardized examination, and clinical internships, graduates will be qualified to be certified by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) as a Certified Ophthalmic Assistant (COA), Certified Ophthalmic Technician (COT) or Certified Ophthalmic Medical Technologist (COMT).

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

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 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 program application package by June 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. **Prerequisites**
   Each prospective student must document at least four hours of observation in an ophthalmic practice. Students are encouraged to complete as many General Education courses as possible prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be

completed prior to the program are BSC 2085/BSC2085L Anatomy and Physiology 1 and Lab, BSC 2086/BSC2086L Anatomy and Physiology 2 and Lab, and MCB 2010/MCB2010L Microbiology and Lab.

Completion Requirements

Successfully complete all program requirements and all required courses with a grade of C or higher.

Program Length

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

Location

The program is offered at the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
MAC 1105	College Algebra	3
PSY 2012	General Psychology	3
Any course from Humanities – Area II		3
BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology 2 Lab	1
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
Total Required General Education Credits		**27**

REQUIRED COURSES		
OPT 1110	Physical and Geometric Optics	3
OPT 1150	Ophthalmic Lenses	3
OPT 1210	Anatomy and Physiology of the Eye	3
OPT 1330	Introduction to Vision Care 1	3
OPT 2090	Introduction to Vision Care 2	2
OPT 2222	Ocular Pathology and Pharmacology 1	3
OPT 2223	Ocular Pathology and Pharmacology 2	3
OPT 2350	Advanced Ophthalmic Procedures 1	3
OPT 2351	Advanced Ophthalmic Procedures 2	3
OPT 2375	Refractometry	2
OPT 2375L	Refractometry Lab	2
OPT 2500	Contact Lens Theory	3
OPT 2800L	Vision Care Lab 1	2
OPT 2801L	Vision Care Lab 2	2
OPT 2940	Ophthalmic Medical Practicum 1	4
OPT 2941	Ophthalmic Medical Practicum 2	4
Total Required Courses Credits		**45**
Total Program Credits		**72**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=209**.

Radiography

AS 2303

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/radiography

Program Description

This degree program prepares the student to become a radiologic technologist, combining the high technology of medical imaging with skills of patient care to create X-ray images or radiographs.

The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit **www.palmbeachstate.edu/programs/radiography**.

Program Accreditation

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, website: **www.JRCERT.org**.

Employment Opportunities

The job outlook is excellent for diagnostic imaging personnel. The program has a 100 percent job placement rate, and graduates work in hospitals, imaging centers and doctors' offices.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

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.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. **Special Application and Deadline**
   The applicant must complete and submit the Radiography program application package by Sept. 1 of each year in order to be eligible for consideration for selection into the program.
2. **Standard High School Diploma or GED**
   Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. **Transcripts**
   Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.
4. **Cumulative Grade Point Average**
   Cumulative grade point average must be at least 2.0 in all previous college work attempted.
5. **Placement Test Scores**
   Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.
6. **Program Advisement**
   The program faculty conduct a mandatory open house advisement session.
7. **Prerequisite: Hospital Observation**
   Each prospective student must document at least eight hours of observation in a radiology department.

Completion Requirements
All program requirements must be successfully completed.

Program Length
This is a two-year program beginning in January each year and requires a full-time commitment. Students attend clinical education at local hospitals three days a week each semester.

Location
The program is offered at the Palm Beach Gardens campus.

PROGRAM PREREQUISITES		CREDITS
BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
Total Required Prerequisites Credits		**4**

GENERAL EDUCATION REQUIREMENTS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology 2 Lab	1
ENC 1101	College Composition 1	3
MAC 1105	College Algebra (or designated courses* from Area III)	3
PSY 2012	General Psychology	3
Any course from Humanities - Area II		3
Total Required General Education Credits		**16**

REQUIRED COURSES

CGS 1100	Microcomputer Applications (or equivalent)	3
RTE 1000	Introduction to Radiography	3
RTE 1401	Radiographic Imaging 1	2
RTE 1401L	Radiographic Imaging 1 Lab	1
RTE 1503	Radiographic Procedures 1	3
RTE 1503L	Radiographic Procedures 1 Lab	1
RTE 1513	Radiographic Procedures 2	2
RTE 1513L	Radiographic Procedures 2 Lab	1
RTE 1804	Radiographic Clinical Education 1	3
RTE 1814	Radiographic Clinical Education 2	2
RTE 1457	Radiographic Imaging 2	2
RTE 1457L	Radiographic Imaging 2 Lab	1
RTE 1523	Radiographic Procedures 3	3
RTE 1523L	Radiographic Procedures 3 Lab	1
RTE 1824	Radiographic Clinical Education 3	3
RTE 2533	Radiographic Procedures 4	3
RTE 2533L	Radiographic Procedures 4 Lab	1
RTE 2613	Radiologic Physics	3
RTE 2834	Radiographic Clinical Education 4	3
RTE 2130	Pharmacology for Medical Imaging	3
RTE 2844	Radiographic Clinical Education 5	2
RTE 2385	Radiobiology	3
RTE 2563	Advanced Medical Imaging	3
RTE 2473L	Radiography Seminar	2
RTE 2854	Radiographic Clinical Education 6	3
Total Required Courses Credits		**57**
Total Program Credits		**77**

** MAC 1140, MAC 2233, MAC 2311, MAC 2312, MAC 2313, MAP 2302 OR MAS 2103*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=83**.

Respiratory Care

AS 2148

LIMITED ACCESS

Program Website
www.palmbeachstate.edu/programs/respiratorycare

Program Description
This degree program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to take the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

Graduates of this American Medical Association recognized and nationally accredited program have high employment success because of training in basic life support, advanced cardiac life support, neonatal resuscitation, pediatric life support, electrocardiography, pulmonary function technology and more.

Program Accreditation
Palm Beach State College Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

Employment Opportunities
Respiratory care is one of the fastest growing professions in the country and in Florida. Palm Beach State graduates have enjoyed a high job placement rate.

Respiratory care, also known as respiratory therapy, is an allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Respiratory therapists see a diverse group of patients ranging from newborn and pediatric patients to adults and the elderly. They bring help and relief to patients suffering from asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory distress syndrome, acute respiratory distress, congestive heart failure and conditions brought on by shock, trauma or post-operative surgical complications. Respiratory therapists also are involved in many specialty areas of the hospital such, as labor and delivery, neonatal pediatric and adult intensive care, pulmonary function laboratory, sleep centers, pulmonary and cardiac rehabilitation,

hyperbaric therapy, bronchoscopy and more. There are many opportunities outside of the hospital as well.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

Earning the A.S. degree in respiratory care enables the student to take the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

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 2.6 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 State 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 Palm Beach State. These sessions offer the student guidance through the application process.
9. **Special Notes**
   All professional courses (RET prefix) are taught in a sequence. Each RET course serves as the prerequisite for the subsequent course. Consequently, all professional courses must be taken in sequence. Failure to successfully complete a professional course with a grade of C or higher means the student may not advance to the next course in the program. The student may request to re-enter the program and take the course again at the next offering. Students wishing to repeat the course must request consideration in writing to the program director at least two months prior to the semester they wish to return. There is no guarantee of reinstatement to the program. Readmitted students may be required to repeat corequisite courses even if a grade of C was earned in the previous attempt. This is necessary to ensure that the student is current in his/her skills. Students who voluntarily withdraw from the program either passing or failing have no guarantee for readmission. Students dismissed from a clinical affiliate due to patient safety issues may NOT be eligible for readmission.

Respiratory Care Program Readmission Procedure

Students wishing consideration of readmission must petition in writing to the department chair/program director at least two months prior to the semester they wish to return. The following procedure is required:

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 Palm Beach State 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 as possible prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be completed prior to the program are BSC 2085/2085L Anatomy and Physiology 1 and Lab. Program graduates upon passing the NBRC examinations then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

Completion Requirements

Successfully complete all program requirements and all required courses with a grade of C or higher.

Program Length

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

Location

The program is offered at the Palm Beach Gardens campus.

PROGRAM PREREQUISITES		CREDITS
BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
Any course from Mathematics – Area III with the MAC, MAP or MAS prefix		3
Total Required Prerequisites Credits		**7**

GENERAL EDUCATION REQUIREMENTS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

Any course from Humanities – Area II		3
BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology 2 Lab	1
CHM 1032	Principles of Chemistry (or higher level Chemistry)+*	3
ENC 1101	College Composition 1*	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
SYG 2000	Introduction to Sociology*	3
Total Required General Education Credits		**20**

REQUIRED COURSES

PHY 1001	Applied Physics (or higher level Physics++)	3
RET 1272	Fundamentals of Respiratory Care 1	9
RET 1272L	Fundamentals of Respiratory Care 1 Lab	3
RET 1273	Fundamentals of Respiratory Care 2	6
RET 1273L	Fundamentals of Respiratory Care 2 Lab	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 CareTherapy 4	7
RET 2877L	Clinical Internship 4	2
RET 2878L	Clinical Internship 5	2
Total Required Courses Credits		**49**
Total Program Credits		**76**

** It is suggested that these courses be completed prior to program entry.*

+ CHM1025, CHM1045, CHM1046, CHM2210, CHM2211 or approved transfer credit.

++ PHY2048, PHY2049, PHY2053, PHY2054 or approved transfer credit.

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=84**.

Sonography

AS 2313

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/sonography

Program Description

This degree program combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Program Accreditation

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

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.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

- Proof of completion of a two-year allied health education program that is patient care related. Examples include but are not limited to radiography, respiratory therapy nursing, dental hygienist and paramedic with required classes*.

  -or-

- Bachelor degree with required classes*.

  Those applicants who have a Bachelor's degree are required to have direct patient-care experience (minimum of one year) or complete HSC2204 or HSC2531.

  -or-

  Proof of completion of an allied health education program from an accredited institution that is patient care related but less than two years, including but not limited to: medical assistant and EMT – PLUS one year of direct patient care employment with required classes*.

*REQUIRED CLASSES for selection consideration – College Level English, College Level Math, Anatomy & Physiology 1 with Lab completed within the last 10 academic years and Applied Physics (students who have completed an accredited radiology program may use radiographic physics to fulfill the applied physics requirement.

Completion Requirements

All program requirements must be successfully completed.

Program Length

Total program credits: 72. The program has a four-semester competency-based curriculum. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term.

Location

The program is offered at the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
BSC 1010	Principles of Biology I	3
BSC 1010L	Principles of Biology I Lab	1
BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
MAC 1105	College Algebra (or higher course from Mathematics - Area III)	3
ENC 1101	College Composition 1	3
Any course from Humanities – Area II		3
SPC 1017	Fundamentals of Speech Communication	3
PSY 2012	General Psychology	3
Total Required General Education Credits		**23**

NON-TECHNICAL CORE REQUIREMENTS		
BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology 2 Lab	1
PHY 1001	Applied Physics (or equivalent)	3
Total Required Non-Technical Core Credits		**7**

TECHNICAL CORE REQUIREMENTS*		
SON 1311	Sonography Cross Sectional Anatomy	2
SON 1100L	Principles and Protocols of Sonography	3
SON 1614	Medical Sonographic Physics 1	3
SON 1111	Abdominal Sonography 1	3
SON 1121	Sonographic OB/GYN 1	3
SON 1000	Practical Aspects of Sonography 1	3
SON 1804L	Clinical Education 1	3
SON 1618	Medical Sonographic Physics 2	3
SON 1112	Abdominal Sonography 2	3
SON 1122	Sonographic OB/GYN 2	3
SON 1001	Practical Aspects of Sonography 2	3
SON 1814L	Clinical Education 2	3
SON 1170	Sonography of the Circulatory System	3
SON 1824L	Clinical Education 3	4
Total Required Technical Core Credits		**42**
Total Program Credits		**72**

** Technical Core courses must be taken sequentially.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=85**.

Computed Tomography

ATC 4321

Program Website

www.palmbeachstate.edu/programs/MRI

Program Description

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

This program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Available classes include Cross Sectional Anatomy, Computed Tomography, Computed Tomography Clinical Education, Pharmacology for Medical Imaging and Advanced Pathophysiology for Medical Imaging.

Employment Opportunities

This ATC curriculum is offered to Radiologic Technologists (RTs) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the advanced modality registration examination offered by the ARRT in CT.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

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.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements
Successfully complete all program requirements.

Program Length
Nine credit hours, or approximately one semester.

Location
The program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES		CREDITS
RTE 2571	Computed Tomography 1	3
RTE 2571L	Computed Tomography Clinical Education	3
RTE 2762	Cross Sectional Anatomy	3
Total Program Credits		**9**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=88**.

Magnetic Resonance Imaging
ATC 4322

Program Website
www.palmbeachstate.edu/programs/MRI

Program Description
This advanced technical certificate program is a five-course, two-semester program which begins in the fall of each year and ends at the completion of the spring term (August to May).

An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 12 credit hours from the courses listed below. The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training.

Employment Opportunities
This program is offered to Radiologic Technologists (RTs) licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Magnetic Resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

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.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements
Successfully complete all required program courses.

Program Length
12 credits or approximately 10 months.

Location
The program is offered at 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 Courses Credits		**9**
ELECTIVE (3 CREDITS REQUIRED)		
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
Total Required Elective Credits		**3**
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=89**.

Health Science
CCE

Palm Beach State offers many courses to health care professionals to earn continuing education units (CEUs) to maintain licensure. Palm Beach State is an approved provider for continuing education in many professions, including nursing, dentistry, occupational therapy, respiratory care, massage therapy, clinical laboratory and other areas. For more information, **www.palmbeachstate.edu/CCE.**

Public Safety

PSAV

- Auxiliary Law Enforcement Officer
- Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement
- Criminal Justice Academies
  - PROGRAMS:
    - Corrections Officer
    - Law Enforcement Officer
- Cross-Over CMS Law Enforcement to Correctional Officer
- Cross-Over Correctional Officer to CMS Law Enforcement
- Firefighter
- Fire Apparatus Operator
- Fire Inspector 1
- Fire Instructor
- Fire Investigator 1
- Fire Officer 1
- Public Safety Telecommunications

ATD

- Emergency Medical Technician

CCC

- Crime Scene Technology
- Emergency Management
- Paramedic

AS

- Crime Scene Technology
- Criminal Justice Technology
  - SPECIALTY CONCENTRATIONS:
    - Law Enforcement Officer
    - General (Non-Sworn)
- Emergency Management
- Emergency Medical Services
- Fire Science Technology

CCE (Corporate and Continuing Education)

- Public Safety

Auxiliary Law Enforcement Officer

PSAV 5602

Program Website

www.palmbeachstate.edu/programs/criminaljustice

Program Description

Course work will include introduction to law enforcement, patrol, investigations, traffic crash investigations as well as training and proficiency demonstration in firearms, defensive tactics, vehicle operations and first aid.

Employment Opportunities

Upon completion of this program you may seek employment as an auxiliary officer. In many agencies, this is a volunteer position.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Palm Beach State College Criminal Justice Institute qualifies the completer to obtain Florida certification as a Law Enforcement Auxiliary Officer.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admissions Requirements

Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Take the BAT or Shield Test;
- Submit a Letter of Authorization from sponsoring agency. Or if self sponsored, minimal background investigation to include fingerprints, driving record and medical.

Completion Requirements

Pass all modules with a minimum 80%. Meet the 100% attendance requirement established by FDLE.

Program Length

Total program clock hours: 319.

Location

This program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
CJK 0240	Law Enforcement Auxiliary Introduction	27
CJK 0241	Law Enforcement Auxiliary Patrol and Traffic	19
CJK 0242	Law Enforcement Auxiliary Investigations	17
CJK 0422	Dart-Firing Stun Gun	8
CJK 0031	CMS First Aide For Criminal Justice Officers	40
CJK 0040	Criminal Justice Firearms	80
CJK 0051	Criminal Justice Defensive Tactics	80
CJK 0020	CMS Law Enforcement Vehicle Operations	48
Total Program Clock Hours		**319**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=170**.

Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement

PSAV 5609

Program Website
www.palmbeachstate.edu/programs/criminaljustice

Program Description
This program prepares the certified Correctional Probation Officer to be a licensed Law Enforcement Officer. Course work will include: introduction to law enforcement, vehicle operations, law enforcement high liability, patrol, investigations, traffic stops, traffic crash investigations and tactical applications.

Employment Opportunities
Upon completion of this program you may seek employment as a State of Florida certified law enforcement officer.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
Palm Beach State College Criminal Justice Institute qualifies the completer to obtain certification as a law enforcement officer through the Florida Department of Law Enforcement.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admissions Requirements
Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the BAT or Shield Test.
- Submit a Letter of Good Standing.

Completion Requirements
Pass all modules with a minimum 80%. Meet the 100% attendance requirement mandated by FDLE.

Program Length
Total program clock hours: 529.

Location
This program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
CJK 0221	Correctional Crossover to Law Enforcement Introduction and Legal	47
CJK 0222	Correctional Crossover to Law Enforcement Communications	56
CJK 0223	Correctional Crossover to Law Enforcement Human Issues	32
CJK 0061	Patrol 1	58
CJK 0062	Patrol 2	40
CJK 0076	Crime Scene Investigations	24
CJK 0071	Criminal Investigations	56
CJK 0082	Traffic Stops	24
CJK 0083	DUI Traffic Stops	24
CJK 0086	Traffic Crash Investigations	32
CJK 0020	CMS Law Enforcement Vehicle Operations	48
CJK 0422	Dart Firing Stun Gun	8
CJK 0040	Criminal Justice Firearms	80
Total Program Clock Hours		**529**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=135**.

Criminal Justice Academies

PSAV

Program Website
www.palmbeachstate.edu/programs/criminaljustice

Program Description
The Criminal Justice Institute (CJI) is a limited access program governed by Palm Beach State, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

The Corrections Basic Recruit Training prepares students as entry level corrections officers in the state of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

The Law Enforcement Basic Recruit Training prepares students as entry-level law enforcement officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

Employment Opportunities
Two programs are available: the Corrections Officer Program, which provides eligibility for certification as a Florida corrections officer, and the Law Enforcement Officer Program, which provides eligibility for certification as a Florida law enforcement officer.

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes
Students completing either program of the Criminal Justice Academies are strongly encouraged to continue their education by completing the A.S. degree in Criminal Justice Technology. Students completing the Law Enforcement program or the Corrections programs automatically earn credits towards the A.S. degree in Criminal Justice Technology.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

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 Selection Center Testing through Palm Beach State or enter under the auspices of a Palm Beach County law

enforcement agency. Additionally, they must complete a College application, achieve passing scores on the Basic Ability Test (BAT), and successfully pass a fitness agility and ability test (LE only), 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 **www.palmbeachstate.edu/programs/criminaljustice**.

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 Palm Beach State 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 Commission (CJSTC) 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.

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. A total of three attempts will be permitted. Failure of the third test attempt will necessitate repeating the complete academy training program.

Program Length

Corrections Officer Program:
Total program clock hours: 420

Approximate program length: 4 months

Law Enforcement Officer Program:
Total program clock hours: 770

Approximate program length: 6 months

Location

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

CORRECTIONS OFFICER PROGRAM
(PSAV 5601)

REQUIRED COURSES		CLOCK HOURS
CJK 0300	Introduction to Corrections	32
CJK 0305	Correctional Communications	40
CJK 0310	Correctional Officer Safety	16
CJK 0315	Correctional Facility and Equipment	8
CJK 0320	Correctional Intake and Release	18
CJK 0051	Criminal Justice Defensive Tactics	80
CJK 0040	Criminal Justice Firearms	80
CJK 0031	CMS First Aide for Criminal Justice Officers	40
CJK 0325	Supervising in a Correctional Facility	40
CJK 0330	Supervising Special Populations	20
CJK 0335	Responding to Correctional Incidents and Emergencies	16
CJK 0340	Correctional Officer Wellness and Physical Abilities	30
Total Program Clock Hours		**420**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=91**.

LAW ENFORCEMENT OFFICER PROGRAM
(PSAV 5600)

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

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=92**.

Cross-over CMS Law Enforcement to Correctional Officer

PSAV 5614

Program Website

www.palmbeachstate.edu/programs/criminaljustice

Program Description

The Criminal Justice Institute (CJI) offers this course meeting all requirements established by Palm Beach State College, the Florida Criminal Justice Standards and Training Commission and the Region XII Training Council.

The Law Enforcement Officer Cross-Over to Correctional Officer prepares currently certified Law Enforcement Officers to become certified Correctional 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 Officer Certification Examination (SOCE). This minimum standards class is regulated by Florida Statutes and Florida Administrative Code and is a highly structured and disciplined program with special rules, policies and procedures.

Employment Opportunities

This program provides eligibility for certification as a Correctional Officer which, upon certification, allows the graduate to be employed anywhere in the State of Florida as a Correctional Officer.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Students completing this program are strongly encouraged to continue their education by completing the A.A. or A.S. degree in Criminal Justice. Students completing the Cross-over program and passing the SOCE automatically earn credits towards a Criminal Justice degree.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admissions Requirements

Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Be an active certified officer in the discipline the officer is moving from; or
- Have successfully completed a Commission-approved Basic Recruit Training program and passed the State Officer Certification Examination within four years, for the discipline the officer is moving from.
- Provide a letter of good standing from their agency.

Completion Requirements

Modular Examination Failure:

Students are entitled to one re-test should they fail any of the examinations or proficiency tests which must be taken before the completion of the academy. Failure of the re-test will result in the student repeating that module.

State Officer Certification Examination:

At the completion of the academy, the applicant must file with the Criminal Justice Standards and Training Commission (CJSTC) to take the officer certification examination. A student has three attempts to pass this examination and if the examination is not passed after three attempts, the student must take the entire academy program over.

Program Length

Total program clock hours: 156.

Location

This program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
CJK 0350	Law Enforcement Crossover to Correctional Introduction and Legal	22
CJK 0352	Law Enforcement Crossover to Correctional Officer Safety	14
CJK 0315	Correctional Facility and Equipment	8
CJK 0351	Law Enforcement Crossover to Correctional Procedures	14
CJK 0325	Supervision in a Correctional Facility	40
CJK 0353	Law Enforcement Crossover to Correctional Supervising Special Populations	14
CJK 0393	Crossover Program Updates	8
CJK 0354	Law Enforcement Crossover to Correctional Officer Wellness	12
CJK 0392	Crossover Handgun Transition	24
Total Program Clock Hours		**156**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=93**.

Cross-Over Correctional Officer to CMS Law Enforcement

PSAV 5613

Program Website

www.palmbeachstate.edu/programs/criminaljustice

Program Description

The Criminal Justice Institute (CJI) offers this course meeting all requirements established by Palm Beach State College, the Florida Criminal Justice Standards and Training Commission and the Region XII Training Council.

The Correctional Cross-Over to Law Enforcement prepares currently certified Correctional Officers to become certified 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 Officer Certification Examination (SOCE). This minimum standards class is regulated by Florida Statutes and Florida Administrative Code and is a highly structured and disciplined program with special rules, policies and procedures.

Employment Opportunities

This program provides eligibility for certification as a Florida Law Enforcement Officer which, upon completion, allows the graduate to be employed anywhere in the State of Florida as a Law Enforcement Officer.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Students completing this program are strongly encouraged to continue their education by completing the A.A. or A.S. degree in Criminal Justice. Students completing the Cross-over program and passing the SOCE automatically earn credits towards a Criminal Justice degree.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admissions Requirement

Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Be an active certified officer in the discipline the officer is moving from; or
- Have successfully completed a Commission-approved Basic Recruit Training program and passed the State Officer

Certification Examination within four years, for the discipline the officer is moving from.

- Provide a letter of good standing from their agency.

Completion Requirements

Modular Examination Failure:

Students are entitled to one re-test should they fail any of the examinations or proficiency tests which must be taken before the completion of the academy. Failure of the re-test will result in the student repeating that module. Failure of any three examinations will result in the student being dismissed from the program.

State Officer Certification Examination:

At the completion of the academy, the applicant must file with the Criminal Justice Standards and Training Commission (CJSTC) to take the officer certification examination. A student has three attempts to pass this examination and if the examination is not passed after three attempts, the student must take the entire academy program over.

Program Length

TotaL program clock hours: 489.

Location

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

REQUIRED COURSES		CLOCK HOURS
CJK 0290	Correctional Crossover to Law Enforcement and Legal Overview	48
CJK 0291	Correctional Crossover to Law Enforcement Human Interaction and Communications	56
CJK 0292	Correctional Crossover to Law Enforcement Response to Human Issues	24
CJK 0061	Patrol 1	58
CJK 0294	Correctional Crossover to Law Enforcement Patrol 2	20
CJK 0076	Crime Scene Investigations	24
CJK 0071	Criminal Investigations	56
CJK 0082	Traffic Stops	24
CJK 0083	DUI Traffic Stops	24
CJK 0086	Traffic Crash Investigations	32
CJK 0393	Crossover Program Updates	8
CJK 0020	CMS Law Enforcement Vehicle Operations	48
CJK 0422	Dart-Firing Stun Gun	8
CJK 0295	Correctional Crossover to Law Enforcement Officer Wellness	35
CJK 0392	Crossover Handgun Transition	24
Total Program Clock Hours		**489**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=94**.

Firefighter

PSAV 5043

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/fire

Program Description

For students seeking state certification as a firefighter, classes are offered on both daytime and nighttime schedules in the Fall and Spring terms of each academic year. The program follows the curriculum established by the Bureau of Fire Standards and Training of the Florida State Fire College in Ocala.

The PSAV firefighter program is a two-part course.

Part I (Firefighter 1) 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 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 1.

Part II (Firefighter 2) 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 pre-incident survey and wildlife firefighting - 5130 and 5190. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter 2. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Successful completion of this Certificate Firefighter Program allows the student to take the state certification examination. The student will earn 3 college credits towards the A.S. degree in Fire Science.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- For the additional admission requirements to the program, go to **www.palmbeachstate.edu/programs/fire** and download the Fire Information/Application packet.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length

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

Location

This program is offered at the Lake Worth campus.

REQUIRED COURSE		CLOCK HOURS
FFP 0021	Firefighter	450
Total Program Clock Hours		**450**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=95**.

Fire Apparatus Operator

PSAV 5615

Program Website

www.palmbeachstate.edu/programs/fire

Program Description

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

This program prepares the firefighter to understand the science of fluids at rest and in motion, and the physical relationships between water and the mechanisms for moving it to achieve desired fire flows. The program concentrates on numerical data and mathematical calculations. It also includes the study of the practices and procedures involved in the safe and effective operation of today's fire apparatus. This is a hands-on program designed to train driver/operators to meet all pertinent requirements contained in NFPA 1002.

Employment Opportunities

Existing firefighters can enhance their opportunities for advancement or employment by completing this program. Approximately 16 percent of all firefighters in Florida are fire apparatus operators or in the acting position on a regular basis.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Fire apparatus operator is usually the first promotional opportunity a firefighter has. It is the first rung of the promotional ladder.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Be state certified firefighters.

Completion Requirements

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

Program Length

Two 48-hour courses.

Location

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

REQUIRED COURSES		CREDITS
FFP 1301	Fire Hydraulics	3
FFP 1302	Fire Apparatus and Equipment	3
Total Program Credits		**6**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=96**.

Fire Inspector 1

PSAV 5618

Program Website

www.palmbeachstate.edu/programs/fire

Program Description

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

This program is aimed at the individual who wishes to become state certified to inspect residential, commercial, educational and other structures. The program includes an understanding of fire inspection practices, fire protection systems, fire codes and standards, building construction and plan reviews.

Employment Opportunities

Students who complete this program are employable as a state fire inspector. Typically this skill set enhances a person's existing job duties and responsibilities.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

This program is a prerequisite to becoming a certified fire inspector. All fire/rescue departments and many educational and commercial institutions utilize the services of fire inspectors.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Day program – three to four months; night program – six to seven months.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
FFP 1505	Fire Prevention	3
FFP 1540	Private Fire Protection Systems	3
FFP 2120	Building Construction Fire Protection	3
FFP 2510	Related Fire Codes and Standards	3
FFP 2521	Blueprint Reading and Plan Examination	3
Total Program Credits		**15**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=97**.

Fire Instructor

PSAV 5616

Program Website
www.palmbeachstate.edu/programs/fire

Program Description
This PSAV certification program prepares the student to design and utilize a lesson plan and present a class. It also allows the student to challenge the state test for certification as an Instructor I, and as an Instructor II if he/she has an A.S. degree or higher.

This curriculum is intended to facilitate the development of nationally applicable performance standards for uniformed fire service personnel. The program prepares the prospective instructor to design, present and develop a training curriculum.

Employment Opportunities
Every fire department as well as other agencies that provide fire protection need personnel to be trained as fire instructors. Individuals who wish to be fire instructors must meet the criteria set forth by the State Fire Marshal's office which requires the firefighter to have at least six years fire service experience as well as successful completion of the classes that make up this PSAV certificate.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
This program is a prerequisite to becoming certified to teach credit courses for any institution of higher education. Most fire rescue departments require state certification for their training officers. Applicants for the state certification exam must also have at least six years experience in the fire service.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Be a working or volunteer firefighter

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

Program Length
Two 48-hour courses.

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

REQUIRED COURSES		CREDITS
FFP 2740	Fire Service Course Delivery	3
FFP 2741	Fire Service Course Design	3
Total Program Credits		**6**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=98**.

Fire Investigator 1

PSAV 5619

Program Website
www.palmbeachstate.edu/programs/fire

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

The program focuses on broad, transferable skills and stresses understanding and demonstration of fire chemistry and fire behavior, the determination of the point of origin and causes of fires, the conduct of crime and fire scene processing and investigation, significant court cases and precedents, and courtroom procedures.

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

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
This training gives the fire safety inspector the necessary training to conduct fire investigations for their agency.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Students must:

- Have a standard high school diploma or GED;

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
Four 48-hour courses.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
FFP 1540	Private Fire Protection Systems	3
FFP 2111	Fire Chemistry	3
FFP 2120	Building Construction Fire Protection	3
FFP 2610	Fire Investigation: Origin and Cause	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=99**.

Fire Officer 1

PSAV 5617

Program Website
www.palmbeachstate.edu/programs/fire

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

This program is geared for the sitting and prospective company officer. It trains the firefighter to lead in-service company fire safety inspections, use proper strategies and tactics to fight fire, be an effective incident commander, and serve as a trainer, mentor and middle manager.

Employment Opportunities
Existing firefighters can enhance their opportunity for advancement or employment by completing this program. Approximately 17 percent of all firefighters in Florida hold the rank of first line supervisor or are in the acting position on a regular basis.

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes
Company officer is usually the second rung of the fire service career ladder. This certificate will demonstrate that the firefighter has properly prepared him/herself academically for the position.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Must be a working or volunteer firefighter

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

The following classes are offered free online or by UASI:

FFP 1824 – Basic Incident Management System I-200
FFP 1825 – Intermediate Incident Management System I-300
FFP 1832 – Emergency Response to Terrorism.

Program Length
This program is 24 credits.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
FFP 1505	Fire Prevention	3
FFP 1540	Private Fire Protection Systems	3
FFP 1824	Basic Incident Management System I-200	1
FFP 1825	Intermediate Incident Management System I-300	1
FFP 1832	Emergency Response to Terrorism	1
FFP 2120	Building Construction Fire Protection	3
FFP 2720	Company Officer and Leadership	3
FFP 2740	Fire Service Course Delivery	3
FFP 2810	Firefighting Strategy and Tactics 1	3
FFP 2811	Firefighting Strategy and Tactics 2	3
Total Program Credits		**24**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=100**.

Public Safety Telecommunications

PSAV 5455

Program Website
www.palmbeachstate.edu/programs/criminaljustice

Program Description
Course content includes standard telecommunication operating procedures for police, fire, and emergency medical services. This course is the certification course for all Public Safety Telecommunicators.

Employment Opportunities
This course is required for employment at any Florida public safety telecommunication center.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
Palm Beach State College offers advanced training education courses for individuals in the field of public safety telecommunications.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements
Student must pass the mid-term and final exam with a 70% or better and must have a final average of 70% to pass the course.

Program Length
232 hours of required course material as well as an additional 16 hours for state certification examination preparation.

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSE		CLOCK HOURS
EMS 0000	Public Safety Telecommunicator	232
Total Program Credits		**232**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=208**.

Emergency Medical Technician (EMT-B)

ATD B217

LIMITED ACCESS

Program Website
www.palmbeachstate.edu/programs/EMS

Program Description
This applied technology diploma program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician - Basic. EMT-Bs serve as a link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Bs. This includes all skills necessary for the individual to provide emergency care at a basic life support level with an ambulance service or other emergency services agency.

Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Standard Curriculum.

Employment Opportunities
EMT-Bs work in hospitals and doctor's offices, drive ambulances and also provide basic emergency care such as stabilizing patients, controlling bleeding and giving oxygen.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

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.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Complete an EMT program application, located at **www.palmbeachstate.edu/programs/ems/emt-program**.

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

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

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

Location
The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
EMS 1119	Emergency Medical Technician Basic (Lecture)	6
EMS 1119L	Emergency Medical Technician Basic Lab	3
EMS 1431	EMT-Basic Hospital and Field Experience	2
Total Program Credits		**11**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=102**.

Crime Scene Technology

CCC 6436

Program Website
www.palmbeachstate.edu/programs/criminaljustice

Program Description
This college credit certificate program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

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

Employment Opportunities
The student who completes the program may find employment as a crime scene technologist, evidence technician, medical

examiner investigator, medical investigator, insurance investigator or forensic paralegal.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Total program credits: 28.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
CJB 1711	Introduction to Crime Scene Technology	3
CJB 1712	Crime Scene Photography 1	3
CJB 1722	Crime Scene Photography 2	3
CJB 1721	Advanced Crime Scene Technology	3
CJB 1465	Injury and Death Investigation	3
CJB 2735	Fingerprint Classification	3
CJB 2703	Crime Scene Safety	2
CJB 2704	Courtroom Presentation of Scientific Evidence	3
CJB 2736	Latent Fingerprint Development	3
CJB 2748	Biological Evidence	2
Total Program Credits		**28**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=103**.

Emergency Management

CCC 6437

Program Website

www.palmbeachstate.edu/programs/emergencymgmt

Program Description

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

This certificate program provides students with knowledge to be able to coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.

The program will provide the student with many national certifications from the Federal Emergency Management Administration (FEMA).

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Students who complete the certificate may apply those credits towards an A.S. degree in Fire Science.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Program can be completed in 12 months.

Location

The program is offered online.

REQUIRED COURSES		CREDITS
FFP 1822	Introduction to Emergency Management and Homeland Security	3
FFP 1820	Basic Emergency Planning Concepts	3
FFP 1830	Hazards Analysis and Impacts	3
FFP 1882	Emergency Operations Center (EOC) Operations and Design	3
FFP 2842	Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation	3
FFP 2880	Emergency Management Public Policy, Relations and Education	3
FFP 2840	Emergency Response and Recovery Operations	3
FFP 1841	Business Contingency Planning	3
Total Program Credits		**24**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=109**.

Paramedic

CCC 6450

LIMITED ACCESS

Program Website

www.palmbeachstate.edu/programs/EMS

Program Description

This college credit certificate program is offered for the student who wishes to complete the core curriculum and be eligible for NREMT certification or certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. The course content includes lecture, skills lab and hospital/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

Program Accreditation

The Paramedic Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation for EMS Programs (CoAEMSP), 4101 W. Green Oaks Blvd., Suite 305-599, Arlington, Texas 76016, (817) 330-0080, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum [FS 401.2701(1)(a) 5a].

Employment Opportunities

Employment opportunities are limited in this field, and graduates have a 60 percent job placement rate.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Be a certified Florida EMT or eligible for the Florida EMT exam to apply and must score a 70 on the NFSI.

Completion Requirements

Courses must be completed with a score of 80 or better. Students must successfully complete BLS, ACLS, PHTLS, and PALS.

Program Length

This intensive three-semester program includes a clinical internship in area hospitals and on emergency response units where students care for patients in emergency settings. Day shift classes start in the fall.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
EMS 2620C	Paramedic 1	12
EMS 2621C	Paramedic 2	12
EMS 2622C	Paramedic 3	5
EMS 2664	Paramedic Clinical 1	4
EMS 2665	Paramedic Clinical 2	6
EMS 2658	Paramedic Clinical 3	2
EMS 2659	Paramedic Field Internship	1
Total Program Credits		**42**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=104**.

Crime Scene Technology

AS 2435

Program Website

www.palmbeachstate.edu/programs/criminaljustice

Program Description

This degree program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

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

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts and Strategies	3
Any course from Humanities – Area II		3
Any course from Mathematics – Area III		3

POS 1041	Introduction to American Government	3
SPC 1017	Fundamentals of Speech Communication	3
Total Required General Education Credits		**18**

REQUIRED COURSES

CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration or Criminal Justice	
or		
CCJ 1618	Criminal Psychology	3
CGS 1100	Microcomputer Applications	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration 1	3
CJL 2100	Criminal Law	3
Total Required Courses Credits		**18**

CORE PROGRAM REQUIREMENTS

CJB 1465	Injury and Death Investigation	3
CJB 1711	Introduction to Crime Scene Technology	3
CJB 1712	Crime Scene Photography 1	3
CJB 1721	Advanced Crime Scene Technology	3
CJB 1722	Crime Scene Photography 2	3
CJB 2703	Crime Scene Safety	2
CJB 2704	Courtroom Presentation of Scientific Evidence	3
CJB 2735	Fingerprint Classification	3
CJB 2736	Latent Fingerprint Development	3
CJB 2748	Biological Evidence	2
Total Required Core Program Credits		**28**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=105**.

Criminal Justice Technology

AS

Program Website

www.palmbeachstate.edu/programs/criminaljustice

Program Description

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

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admissions Requirements

Students who wish to be admitted to the Law Enforcement Academy prior to entering the A.S. Criminal Justice Technology program must follow the procedures outlined at **www.palmbeachstate.edu/programs/criminaljustice**. Admission is not guaranteed.

For students starting in the A.S. degree program, a standard high school diploma or GED and an online Application at **www.palmbeachstate.edu/admissions/admissions-applications.aspx** must be submitted to the College.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

LAW ENFORCEMENT OFFICER CONCENTRATION

AS 2606

GENERAL EDUCATION REQUIREMENTS **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition I	3
Any course from Mathematics – Area III		3
POS 1041	Introduction to American Government	3
HSC 2100	Health Concepts and Strategies	3
-or-		
SPN 1120	Elementary Spanish I	4
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Total Required General Education Credits		**18/19**

REQUIRED COURSES

CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CJE 1711	Criminal Justice Capstone Course	3
CJJ 2002	Juvenile Delinquency	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration I	3
CJL 2100	Criminal Law	3
Total Required Courses Credits		**21**

REQUIRED CONCENTRATION

Law Enforcement Academy (Florida Law Enforcement Academy and state exam passage required)	22
Total Required Concentration Credits	**22**

ELECTIVE (3 CREDITS REQUIRED)

CGS 1100	Microcomputer Applications	3
CJE 1301	Police Administration II	3
CCJ 1618	Criminal Psychology	3
CJL 1062	Introduction to Constitutional Law	3
CJL 2130	Laws of Evidence	3
CJL 2403	Law of Arrest, Search and Seizure	3

CJE 2600	Criminal Investigation	3
DSC 1002	Terrorism and U.S. Security	3
Total Required Elective Credits		**3**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=107**.

GENERAL (NON-SWORN) CONCENTRATION
AS 2611

GENERAL EDUCATION REQIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition I	3
Any course from Mathematics – Area III		3
POS 1041	American Government	3
HSC 2100	Health Concepts and Strategies	3
-or-		
SPN 1120	Elementary Spanish I	4
SPC 1017	Fundamentals of Speech Communications	3
Any course from Humanities - Area II		3
Total Required General Education Credits		**18/19**

REQUIRED COURSES

CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CJJ 2002	Juvenile Delinquency	3
CCJ 1618	Criminal Psychology	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration I	3
CJL 2100	Criminal Law	3
Total Required Courses Credits		**21**

REQUIRED CONCENTRATION

CCJ/CJE/CJL/CJB courses		18
CJE 1711	Criminal Justice Capstone Course	3
Total Required Concentration Credits		**21**

ELECTIVE (3 CREDITS REQUIRED)

CJE 1301	Police Administration II	3
CGS 1100	Microcomputer Applications	3
CJL 1062	Introduction to Constitutional Law	3
CJL 2130	Laws of Evidence	3
CJL 2403	Law of Arrest, Search, and Seizure	3
CJE 2600	Criminal Investigation	3
DSC 1002	Terrorism and U.S. Security	3
Total Required Elective Credits		**3**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=108**.

Emergency Management
AS 2438

Program Website

www.palmbeachstate.edu/programs/emergencymgmt

Program Description

This degree program prepares the student to work in a variety of fields requiring expertise in the field of Emergency Management.

Emergency Management personnel plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations.

Upon completion, the student will be able to prepare and analyze damage assessments, coordinate disaster response or crisis management activities, prepare emergency management plans, have knowledge of homeland and border security initiatives, mitigate damages from emergency events, and help public and private sector entities recover and resume operations in a timely manner.

The program will provide the student with several national certifications from the Federal Emergency Management Administration (FEMA).

Employment Opportunities

Organizations employing graduates include county governments, city and town governments, various federal agencies, private corporations and companies involved with disaster recovery.

Some entry-level positions include emergency management directors, emergency management coordinators, emergency planners and emergency preparedness program specialist.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered online.

GENERAL EDUCATION REQUIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
SPC 1017	Fundamentals of Speech Communication	3
POS 1041	Introduction to American Government	3
Any course from Science – Area IV		3
Any course from Humanities - Area II		3

Any course from Mathematics - Area III		3
Total Required General Education Credits		**21**

REQUIRED COURSES

FFP 1822	Introduction to Emergency Management and Homeland Security	3
FFP 1830	Hazards Analysis and Impacts	3
FFP 1820	Basic Emergency Planning Concepts	3
FFP 1841	Business Contingency Planning	3
FFP 1882	Emergency Operations Center (EOC) Operations and Design	3
FFP 2840	Emergency Response and Recovery Operations	3
FFP 2842	Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation	3
FFP 2880	Emergency Management Public Policy, Relations and Education	3
CJL 1062	Introduction to Constitutional Law	3
FFP 1850	Public Relations and Media Interactions in Emergency Management	3
FFP 2800	Public Education and Personnel Development in Emergency Management	3
DSC 1590	Intelligence Analysis and Security Management	3
DSC 1242	Transportation and Border Security	3
Total Required Courses Credits		**39**
TOTAL PROGRAM CREDITS		**60**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=225**.

Emergency Medical Services

AS 2449

Program Website

www.palmbeachstate.edu/programs/EMS

Program Description

This degree program is designed for the student who wishes to increase his/her opportunities in the EMS field. In addition to the EMT and Paramedic Certificates, students will complete general education courses and electives.

Employment Opportunities

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Mathematics - Area III		3
PSY 2012	General Psychology	
or		
SYG 2000	Introduction to Sociology	3
Total Required General Education Credits		**15**

TECHNICAL CORE REQUIRED COURSES

EMS 1119	Emergency Medical Technician Basic*	6
EMS 1119L	EMT-Basic Lab*	3
EMS 1431	EMT-Basic Hospital and Field Experience*	2
EMS 2620C	Paramedic 1	12
EMS 2621C	Paramedic 2	12
EMS 2622C	Paramedic 3	5
EMS 2658	Paramedic Clinical 3	2
EMS 2659	Paramedic Field Internship	1
EMS 2664	Paramedic Clinical 1	4
EMS 2665	Paramedic Clinical 2	6
Total Required Technical Core Credits		**53**

ELECTIVES (5 CREDITS REQUIRED)

CGS 1100	Microcomputer Applications	3
EDF 2005	Introduction to the Teaching Profession	3
EDP 2002	Introduction to Educational Psychology	3
HSC 1010	Introduction to Developmental Concepts for Health Care Providers	2
HSC 2100	Health Concepts and Strategies	3
HSC 2531	Medical Terminology	3
MNA 2100	Human Relations in Business	3
MNA 2303	Introduction to Public Personnel Management	3
MNA 2345	Principles of Supervision	3
POS 1041	Introduction to American Government	3
Any course(s) from Area IV - Natural Sciences		
Any FFP (Fire Science) College Credit Course		
Total Required Electives Credits		**5**
Total Program Credits		**73**

**Students holding current/valid Florida State EMT-Basic certificates may be able to obtain credit for these classes toward the EMS A.S. degree. See Palm Beach State EMT program manager for more information.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=129**.

Fire Science Technology

AS 2195

Program Website

www.palmbeachstate.edu/programs/fire

Program Description

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

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

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Other than the "Fire Inspector" classes which can be taken by civilian students, the technical proficiency needed for this program requires that the student be a certified firefighter or fire inspector before being accepted into any of the technical core or elective classes that make up this curriculum.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
POS 1041	Introduction to American Government	3
SPC 1017	Fundamentals of Speech Communication	3
MAC 1105	College Algebra	
	-or-	
Any course from Mathematics – Area III		3
Any course from Humanities - Area II		3
Any course from Natural Sciences - Area IV		3
Total Required General Education Credits		**18**

REQUIRED COURSES

FFP 1505	Fire Prevention	3
FFP 1540	Private Fire Protection Systems	3
FFP 2120	Building Construction Fire Protection	3
FFP 2510	Related Fire Codes and Standards	3
FFP 2521	Blueprint Reading and Plans Examination	3
FFP 2612	Fire Behavior and Combustion	3
FFP 2702	Principles of Emergency Services	3
FFP 2720	Company Officer and Leadership	3
FFP 2206	Principles of Fire and Emergency Services Safety	3
FFP 2810	Firefighting Strategy and Tactics 1	3
Total Required Courses Credits		**30**

ELECTIVES (12 CREDITS REQUIRED)

ENC 1210	Technical Communications or equivalent	3
FFP 1000	Introduction to Fire Science	3
FFP 1301	Fire Hydraulics	3
FFP 1302	Fire Apparatus and Equipment	3
FFP 1820	Basic Emergency Planning Concepts	3
FFP 1822	Introduction to Emergency Management and Homeland Security	3
FFP 1824	Basic Incident Management System I-200	1
FFP 1825	Intermediate Incident Management System I-300	1
FFP 1830	Hazards Analysis and Impacts	3
FFP 1832	Emergency Response to Terrorism	1
FFP 1841	Business Contingency and Continuity of Operations Planning (COOP)	3
FFP 1882	Emergency Operations Center (EOC) Operations and Design	3
FFP 2111	Fire Chemistry	3
FFP 2401	Hazardous Materials for Emergency Operations	3
FFP 2402	Hazardous Materials for Emergency Operations 2	3
FFP 2423C	Hazardous Materials 3	2
FFP 2541	Private Fire Protection Systems 2	3
FFP 2610	Fire Investigation: Origin and Cause	3
FFP 2706	Public Information Officer	3
FFP 2740	Fire Service Course Delivery	3
FFP 2741	Fire Service Course Design	3
FFP 2770	Legal and Ethical Issues for Fire Service	3
FFP 2780	Fire Service Administration	3
FFP 2811	Firefighting Strategy and Tactics 2	3
FFP 2840	Emergency Response and Recovery Operations	3
FFP 2842	Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation	3
FFP 2880	Emergency Management Public Policy, Relations and Education	3
HSC 2100	Health Concepts and Strategies	3
MNA 2303	Introduction to Public Personnel Management	3
Total Electives Credits		**12**
Total Program Credits		**60**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=110**.

Public Safety

CCE

Palm Beach State 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

Palm Beach State 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. For the current offerings, please see **www.palmbeachstate.edu/programs/criminaljustice**.

FIRE/EMS

Palm Beach State provides continuing education to fire/EMS personnel in many areas including ACLS, BLS, specialized fire fighting topics and many other training opportunities. For more information, visit **www.palmbeachstate.edu/CCE**.

Science and Environment

CCC

Biotechnology
Landscape and Horticulture Specialist
Landscape and Horticulture Professional 1
Landscape and Horticulture Professional 2

AS

Biotechnology
Environmental Science Technology
Landscape and Horticulture Management

Biotechnology

CCC 6159

Program Website
www.palmbeachstate.edu/programs/biotechnology

Program Description
The College Credit Certificate program has been designed for those students who are currently employed in the biotechnology industry or for those who would like to pursue a biotechnology career or have a bachelor's degree in another academic discipline.

The Biotechnology College Credit Certificate provides the student with comprehensive knowledge, specific competencies and lab techniques that enhance current skill while establishing a foundation for a successful bioscience career.

This 19-credit certificate offers courses in biotechnology principles, tissue culture and instrumentation and includes an internship with local bioscience firms and institutions.

Employment Opportunities
Careers in biotechnology include: research associate, cell culture technician, cloning technician, quality control technician, bioinformaticist, fermentation specialist, regulatory affairs, patent law, molecular ecologist, agriculture biotechnologist, protein purification specialist, forensic crime lab technician, cell biologist, brewmaster, business development and mass spectroscopist.

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
Credits in this certificate program will transfer directly into the Associate in Arts (A.A.) or the Associate in Science (A.S.) degree program in Biotechnology.

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

Program Length
This program can be finished in 18 months.

Location
The program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES		CREDITS
BSC 2421	Introduction to Biotechnology	3
BSC 2421L	Introduction to Biotechnology Lab	2
BSC 2420	Biotechnology 1	3
BSC 2420L	Biotechnology 1 Lab	2
BSC 2427	Biotechnology 2, Molecular Biology, Cell and Immunobiology	3
BSC 2427L	Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab	2
Total Required Courses Credits		**15**

ELECTIVES (4 CREDITS REQUIRED)		
BSC 2416C	Introduction to Tissue Culture Lab	
-or-		
BSC 2426C	Introduction to Biotechnology Instrumentation Lab	2
BSC 2945C	Biotechnology Internship	2
Total Required Electives Credits		**4**
Total Program Credits		**19**

All students must have the corequisites of CHM1045/L for BSC2420/L and the coreq of CHM1046/L for BSC2427/L or complete these courses during their enrollment in the certificate.

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=138**.

Landscape and Horticulture Specialist

CCC 6219

Program Website

www.palmbeachstate.edu/programs/horticulture

Program Description

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional I certificate. All of the courses required for this certification can be applied to an A.S. degree in Landscape and Horticulture Management.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

Total program credits: 12.

Location

The program is offered at the Palm Beach Gardens campus and may be completed online.

REQUIRED COURSES		CREDITS
BOT 2000	Plant Physiology	3
SWS 1102	Soils and Fertilizers	
-or-		
Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements		3
HOS 1010	Introduction to Horticulture	
-or-		
ORH 2251	Florida Horticulture Professional Preparation	3
ORH 2510	Ornamental Plant Identification 1	
-or-		
ORH 2511	Introduction to Plants of the South Florida Ecosystems	3
Total Program Credits		**12**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=67**.

Landscape and Horticulture Professional 1

CCC 6220

Program Website

www.palmbeachstate.edu/programs/horticulture

Program Description

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional II certification. All of the courses required for this certification can be applied to an A.S. degree in Landscape and Horticulture Management.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Complete Landscape and Horticulture Specialist Certificate

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

Program Length
Total program credits: 18.

Location
The program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES		CREDITS
BOT 2000	Plant Physiology	
-or-		
Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements		3
SWS 1102	Soils and Fertilizers	
-or-		
GCO 2230	Pumps and Irrigation	3
HOS 1010	Introduction to Horticulture	
-or-		
ORH 2251	Florida Horticulture Professional Preparation	3
ORH 2510	Ornamental Plant Identification 1	
-or-		
ORH 2511	Introduction to Plants of the South Florida Ecosystems	3
PMA 2213	Plant Pest Management	3
Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA,or SOS not used for other requirements		3
Total Program Credits		**18**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=68**.

Landscape and Horticulture Professional 2

CCC 6221

Program Website
www.palmbeachstate.edu/programs/horticulture

Program Description
This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Employment Opportunities
Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many are self-employed in landscaping.

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

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

Admission Requirements
Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Complete Landscape/Horticulture Professional I Certificate

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

Program Length
Total program credits: 30.

Location
The program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES		CREDITS
BOT 2000	Plant Physiology	
-or-		
Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements		3
SWS 1102	Soils and Fertilizers	
-or-		
GCO 2230	Pumps and Irrigation	3
HOS 1010	Introduction to Horticulture	
-or-		
ORH 2251	Florida Horticulture Professional Preparation	3
ORH 2510	Ornamental Plant Identification 1	
-or-		
ORH 2511	Introduction to Plants of the South Florida Ecosystems	3
PMA 2213	Plant Pest Management	3
Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements		3
PLS 2220	Plant Propagation	3
ORH 1016	Environmental Issues in Horticulture	3
ELECTIVES (6 CREDITS REQUIRED)		
Any courses with the prefix BOT, GCO, IPM, LDE, ORH, PMA, or SOS not used for other requirements		6
Total Program Credits		**30**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=69**.

Biotechnology

AS 2158

Program Website
www.palmbeachstate.edu/programs/biotechnology

Program Description
This degree program is designed for students who will seek employment as biotechnology research technicians, biological technicians, cell culture technicians or biotechnology manufacturing technicians, or for persons wanting career advancement already employed in the field.

Course content includes biology and chemistry concepts, algebraic and statistical analysis, basic microbiology concepts,

biohazard and safety procedures, human anatomy and physiology, core biotechnical laboratory techniques and industry workplace experience.

Employment Opportunities

The program prepares the student for employment in entry-level biotechnology positions. Students can work in the biotechnology industry, pharmaceutical manufacturing and related industries.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
MAC 1105	College Algebra	3
BSC 1010	Principles of Biology 1	3
BSC 1010L	Principles of Biology 1 Lab	1
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**16**

REQUIRED COURSES

BSC 2421	Introduction to Biotechnology	3
and		
BSC 2421L	Introduction to Biotechnology Lab	2
-or-		
BSC 1404C	Introduction to Biotechnological Methods (*)	5
BSC 2420	Biotechnology 1	3
BSC 2420L	Biotechnology 1 Lab	2
BSC 2427	Biotechnology 2, Molecular Biology, Cell and Immunobiology	3
BSC 2427L	Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab	2
BSC 2945C	Biotechnology Internship	2
BSC 2416C	Introduction to Tissue Culture Lab	2
BSC 2426C	Introduction to Biotechnology Instrumentation Lab	2
BSC 2435	Introduction to Bioinformatics	1
CHM 1045	General Chemistry 1	3
CHM 1045L	General Chemistry 1 Lab	1
CHM 1046	General Chemistry 2	3
CHM 1046L	General Chemistry 2 Lab	1
CHM 2210	Organic Chemistry 1	3
CHM 2210L	Organic Chemistry 1 Lab	1
CHM 2211	Organic Chemistry 2	3
CHM 2211L	Organic Chemistry 2 Lab	1
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
STA 2023	Statistics	3
Total Required Courses Credits		**45**
Total Program Credits		**61**

**A challenge exam is available for those students who qualify to take this course. Those who do not pass the exam will be advised to take BSC 2421 and BSC 2421L. See Program Director for details.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=72**.

Environmental Science Technology

AS 2216

Program Website

www.palmbeachstate.edu/programs/environmentalscience

Program Description

This degree program prepares students for rewarding and meaningful careers in which they can impart a lasting change on the future of Florida's natural environment.

Courses include a wide range of environmental focuses, providing students with a well founded education that prepares them for positions in environmental assessment, restoration, research and public education.

Students receive quality, hands-on experience that apply toward many critical initiatives for Florida's environment.

Employment Opportunities

The purposes for studying Environmental Science Technology are diverse. Positions range from working in ecological restoration, eco-tourism, and hazardous materials detection in the environment, to monitoring the quality, quantity and safety of surface and groundwater supplies, to public education and conservation.

Upon completion of this program, students may seek employment as an environmental technician or as a field technician with government agencies, engineering or environmental consulting firms.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a

four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
MAC 1105	College Algebra	3
HSC 2100	Health Concepts and Strategies	3
SPC 1017	Fundamentals of Speech Communication	3
GEA 1000	Principles of Geography and Conservation	
-or-		
Any course from Social Science – Area V		3
Any course from Humanities – Area II		3
Total Required General Education Credits		**18**
REQUIRED COURSES		
BSC 1010	Principles of Biology 1 (AA)	3
BSC 1010L	Principles of Biology 1 Lab (AA)	1
BSC 1050	Environmental Conservation	3
CHM 1045	General Chemistry 1 (AA)	3
CHM 1045L	General Chemistry 1 Lab (AA)	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 (AA)	3
EVS 2193C	Environmental Sampling Techniques	4
EVR 2858	Environmental Law	3
EVS 2601	Hazardous Materials and Environmental Air Quality	3
EVS 2015	Writing for Science	3
EVS 2020	Scientific Monitoring and Data Methods	3
EVS 2870C	Wildlife Ecology	4
Total Required Courses Credits		**46**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=70**.

Landscape and Horticulture Management

AS 2191

Program Website

www.palmbeachstate.edu/programs/horticulture

Program Description

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

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

Employment Opportunities

Students may work at golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises or garden centers. Many students are self-employed in landscaping.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
BOT 1010	General Botany	3
BOT 1010L	General Botany Lab	1
Any course from Mathematics - Area III		3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**19**

REQUIRED COURSES

GCO 2230	Pumping and Irrigation Systems	3
PMA 2213	Plant Pest Management	3
MAN 2021	Principles of Management	
-or-		
MNA 2345	Principles of Supervision	
-or-		
SBM 2000	Small Business Management	3
ORH 1005L	Professional Landscape Installation and Maintenance	3
BOT 2000	Plant Physiology	3
ORH 2510	Ornamental Plant Identification 1	3
HOS 1010	Introduction to Horticulture	
-or-		
ORH 2251	Florida Horticulture Professional Preparation	3
LDE 2000	Introduction to Landscape Design	3
ORH 1016	Environmental Issues in Horticulture	3
PLS 2220	Plant Propagation	3
SWS 1102	Soils and Fertilizers	3
Total Required Courses Credits		**33**

ELECTIVES (12 CREDITS REQUIRED)*

APA 1111	Bookkeeping 1	3
BSC 1010	Principles of Biology 1	3
BSC 1050	Environmental Conservation	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
CHM 1032	Principles of Chemistry	3
CHM 1045	General Chemistry 1	3
MAN 2021	Principles of Management	3
MNA 2345	Principles of Supervision	3
ORH 1320	Introduction to Palms and Their Culture	3
ORH 1840	Landscape Construction	3
ORH 2220	Turfgrass Culture	3
ORH 2241	Arboriculture	3
ORH 2511	Introduction to Plants of South Florida Ecosystems	3
ORH 2515	Plants of the South Florida Ecosystems-Grassses, Sedges, Rushes, and Grass-Like Native Plants	3
ORH 2521	Horticultural Taxonomy	3
LDE 2510	Computer-Aided Landscape Design	3
PMA 2213	Plant Pest Management	3
SBM 2000	Small Business Management	3
ORH 1512	Plant Selection for Landscape Situations	3
ORH 2516	Annuals, Bedding Plants, Groundcovers, and Small Perennials	3
ORH 1000	Business Practices, Regulations, Licenses, and Concerns Unique to the Landscape Industry	1
VEC 1201	Vegetable Growing and Edible Landscaping	3
Total Electives Credits		**12**
Total Program Credits		**64**

** Completed courses can only be used to meet one program requirement.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=71**.

Trade and Industry

PSAV

- Apprenticeship Programs
- Automotive Service Technology 1
- Automotive Service Technology 2
- Cosmetology
- Diesel Technology 1
- Diesel Technology 2
- Facials Specialty
- Green Building Trades
- Heating, Ventilation, Air Conditioning and Refrigeration
- Heavy Equipment Mechanics
- Machining Technology
- Nails Technician
- Welding Technology

CCC

- Alternative Energy Engineering
- Commercial Pilot
  - SPECIALTY CONCENTRATIONS:
    - Airplane Concentration
    - Helicopter Concentration
- Drafting for Sustainable Construction
- Sustainable Building Specialist

AS

- Aeronautical Science
  - SPECIALTY CONCENTRATIONS:
    - Operations Concentration
    - Professional Pilot Concentration
- Electrical Power Technology
- Industrial Management Technology
- Sugar Technology
- Sustainable Construction Management

Apprenticeship Programs

PSAV

Program Website

www.palmbeachstate.edu/programs/apprenticeships

Program Description

These PSAV programs are a combination of on-the-job training and related classroom instruction offered by Palm Beach State for a private sector sponsor that is registered with the apprenticeship registration agency (Florida Department of Education).

Employment Opportunities

Apprenticeships are available in:

- Electrical Apprentice (5170)
- Electrical Apprentice (5257)
- HVAC Tech Apprentice (5266)
- Plumbing Apprentice (5174)

The student works during the day and attends classes two nights a week during the academic year, learning both the practical and theoretical aspects of a highly skilled occupation. Classes are held at various locations in central Palm Beach County.

Career Path Notes

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

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

Admission Requirements

Apprentices are enrolled at Palm Beach State in PSAV career certificate programs. The prospective student applies directly to the apprenticeship organization. Full-time employment with a participating sponsor is required of apprenticeship students.

Completion Requirements

Successfully complete all required courses.

Program Length

Programs require from four to five years to complete.

Location

The programs are offered at the Lake Worth campus and at various off-site locations.

Automotive Service Technology 1

PSAV 5463

Program Website

www.palmbeachstate.edu/programs/autoservice

Program Description

This program is designed to prepare students for employment in a variety of occupations and careers found in the automotive service and repair industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this high wage field.

Coursework for the Automotive Service Technology 1 program prepares students for the Automotive Technician ASE (National Automotive Service Excellence) certification exams in Engine Repair (A1), Steering and Suspension (A4), Brakes (A5), and Electrical/Electronic Systems (A6). For more information please refer to **www.ASE.com**.

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship
- Proper and safe use of tools and diagnostic equipment.

The Automotive Service Technology program is certified as a Master Training Program by the National Automotive Technicians Education Foundation (NATEF) meeting national training standards in Automotive Service Excellence areas of certification: **www.NATEF.org**.

Employment Opportunities

Upon completion of this program, students may seek employment as entry-level automotive technicians in dealerships, independent repair shops or fleet maintenance facilities. Students may choose to enter jobs as technicians, service advisors, parts specialists or entrepreneurs.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Upon completion of the Automotive Service Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced automotive program, Automotive Service Technology 2. Once both automotive PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to **www.palmbeachstate.edu/programs/industrialmgmt**.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

1. No high school diploma or GED is required.
2. Complete an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
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. Attend a program informational session or meet with the program advisor.
6. Successfully completing the Automotive Service Technology 1 program is required for entry into the Automotive Service Technology 2 program.

Completion Requirements

1. Pass the Test of Adult Basic Education (TABE) at the 10th level for mathematics and 9th level for language and reading, or qualify for test exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).
2. Successfully complete all of the courses in the program.
3. All financial responsibilities must be satisfied.

Program Length

The Automotive Service Technology 1 program is 1,050 hours long. The full-time (day) program can be completed in approximately one year. The part-time program, offered in the evenings, is approximately 17 months long.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A – Automotive Lube Technician		
AER 0006	Introduction to Automotive Services	150
Group B – Automotive Services Assistor		
AER 0033	Applied Academic for Automotive Technicians	75
AER 0080	Workplace Skills for Automotive Technicians	
-or-		
AER 0940	Automotive Services Field Work Experience	75
Group C – Engine Repair Technician		
AER 0199	Automotive Engine Repair	150
Group F – Automotive Suspension and Steering Technician		
AER 0499	Automotive Steering and Suspension	150
Group G – Automotive Brake Technician		
AER 0599	Automotive Brake Systems	150
Group H – Automotive Electrical/Electronic Technician		
AER 0691	Automotive Electrical and Electronic Systems 1	150
AER 0692	Automotive Electrical and Electronic Systems 2	150
Total Program Clock Hours		**1050**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=111**.

Automotive Service Technology 2

PSAV 5458

Program Website

www.palmbeachstate.edu/programs/autoservice

Program Description

This is an advanced program designed to prepare students for employment in a variety of occupations and careers found in the automotive service and repair industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this High Wage Field.

Coursework for the Automotive Service Technology 2 program prepares students for the Automotive Technician ASE (National Automotive Service Excellence) certification exams in Automatic Transmission/Transaxle (A2), Manual Drive Train and Axles (A3), Heating and Air Conditioning (A7), and Engine Performance (A8). For more information, please refer to **www.ASE.com**.

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship
- Proper and safe use of tools and diagnostic equipment.

The Automotive Service Technology program is accredited as a Master Training Program by the National Automotive Technicians Education Foundation (NATEF) meeting national training standards in Automotive Service Excellence areas of certification: **www.NATEF.org**.

Employment Opportunities

Upon completion of this program, students may seek employment as entry-level automotive technicians in dealerships, independent repair shops, or fleet maintenance facilities. Students may choose to enter jobs as technicians, service advisors, parts specialists or entrepreneurs.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Upon completion of the Automotive Service Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced automotive program, Automotive Service Technology 2. Once both automotive PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to **www.palmbeachstate.edu/programs/industrialmgmt**.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

1. Successfully complete the Automotive Service Technology 1 Program.
2. Complete an online application for admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
3. Send request for official high school transcripts, GED or validated foreign equivalent to the Admissions Office.
4. Attend a program informational session or meet with the program advisor.

Completion Requirements

1. Successfully complete all of the courses in the program.
2. All financial responsibilities must be satisfied.

Program Length

The Automotive Service Technology 2 Program is 750 hours long. The full-time (days) program can be completed in approximately six months. The part time program, offered in the evenings, is approximately 12 months long.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group D – Automatic Transmission and Transaxle Technician		
AER 0299	Automotive Automatic Transmissions And Transaxles	150
Group E – Manual Transmission and Transaxle Technician		
AER 0399	Automotive Manual Transmissions and Transaxles	150
Group I – Automotive Heating and Air-Conditioning Technician		
AER 0759	Automotive Heating and Air Conditioning	150
Group J – Automotive Engine Performance Technician		
AER 0891	Automotive Engine Performance 1	150
AER 0892	Automotive Engine Performance 2	150
Total Program Clock Hours		**750**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=112**.

Cosmetology

PSAV 5357

Program Website

www.palmbeachstate.edu/programs/cosmetology

Program Description

The program includes theory and salon experience in hair styling, hair cutting, hair coloring, permanent waving and hair relaxing, manicures and pedicures, salon management and skin care services. In addition, course work covers cosmetology law, ethics, and other technical information related to the field.

Instruction is designed to prepare the student to successfully pass the Florida State Board of Cosmetology exam. Upon passing the examination, the student will become a licensed cosmetologist.

The 1200-hour program consists of ten required courses. The curriculum builds upon knowledge and skill sets from each previous course. Thus, a student cannot take two courses simultaneously. Each course must be completed and passed before enrolling in the next required course.

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Students may choose to take continuing education courses in the cosmetology field.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) before registering for classes.

Completion Requirements

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

Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 8; Mathematics: 8 or qualify for TABE exemption (please see **www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length

Total program clock hours: 1,200. Approximate program length: one year for daytime students, two years for evening students. New daytime classes start in August, January and May each year. New evening classes start in August and January.

Location

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

REQUIRED COURSES		CLOCK HOURS
COS 0200	Cosmetology 1 - Introduction	120
COS 0301	Cosmetology 2 - Haircutting	120
COS 0400	Cosmetology 3 - Styling	120
COS 0600	Cosmetology 5 - Chemicals	120
COS 0700	Cosmetology 6 - Haircolor	120
COS 0870	Cosmetology 4 - Salon Management	120
CSP 0240	Facials	120
CSP 0010	Manicuring, Pedicuring and Nail Extensions	120
CSP 0011	Salon Practice Lab 2	120
CSP 0300	Salon Practice Lab 1	120
Total Program Clock Hours		**1200**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=114**.

Diesel Technology 1

PSAV 5468

Program Website

www.palmbeachstate.edu/programs/diesel

Program Description

This program is designed to prepare the students for employment in a variety of occupations and careers found in the diesel and heavy truck industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this high wage field.

Coursework for the Diesel Technology 1 program prepares students for the Medium/Heavy Truck Technician ASE (National Automotive Service Excellence) certification exams in Diesel Engines (T2), Brake Systems (T4) and Electrical and Electronic Systems (T6). For more information, please refer to **www.ASE.com**.

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship

Coursework for this program covers instruction in the proper and safe use of heavy diesel service tools and diagnostic equipment. The curriculum is designed to give students a combination of classroom and lab related activities.

The Diesel Technology Program is accredited by the National Automotive Education Foundation (NATEF): **www.NATEF.org**.

Employment Opportunities

Upon completion of this program, you may seek employment as a heavy/medium truck technician, fleet technician, bus mechanic, marine diesel technician, heavy equipment repair or parts counterperson.

Some diesel technicians work on heavy trucks and off-road equipment, including bulldozers, cranes, loaders, farm tractors or combines.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Upon completion of the Diesel Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced diesel program, Diesel Technology 2. Once both Diesel PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information, visit **www.palmbeachstate.edu/programs/industrialmgmt**.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) before registering for classes.
- Attend a program information session or meet with the program advisor.

Completion Requirements

1. Students must successfully complete all courses listed in the catalog for this program.
2. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading 9; English 9; Mathematics 9; or qualify for TABE exemption (please see **www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).
3. All financial responsibilities must be satisfied.

Program Length

Total program clock hours: 1,050. The program can be finished in one year if you attend full time (days).

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A – Diesel Engine/Mechanic Technician Helper		
DIM 0004	Introduction to Diesel Technology	150
DIM 0014	Diesel Engine Systems 1	150
DIM 0006	Diesel Engine Systems 2	150
Group B – Diesel Electrical and Electronics Technician		
DIM 0302	Electrical and Electronic Systems 1	150
DIM 0303	Electrical and Electronic Systems 2	150
Group C – Diesel Brakes Technician		
DIM 0007	Heavy Truck Brake Systems 1	150
DIM 0008	Heavy Truck Brake Systems 2	150
Total Program Clock Hours		**1050**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=153**.

Diesel Technology 2

PSAV 5457

Program Website

www.palmbeachstate.edu/programs/diesel

Program Description

This is an advanced program designed to prepare the students for employment in a variety of occupations and careers found in the diesel and heavy truck industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry- level employment in this high wage field.

Coursework for the advanced Diesel Technology 2 program prepares students for the Medium/Heavy Truck Technician ASE (National Automotive Service Excellence) certification exams in Drive Train (T3), Suspension and Steering (T5), Heating Ventilation and A/C (T7) and Preventive Maintenance and Inspection (T8). For further information, visit **www.ASE.com**.

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship

Coursework for this program covers instruction in the proper and safe use of heavy diesel service tools and diagnostic equipment. The curriculum is designed to give students a combination of classroom and lab related activities.

The Diesel Technology Program is accredited by the National Automotive Education Foundation (NATEF): **www.NATEF.org**.

Employment Opportunities

Upon completion of this program, you may seek employment as a heavy/medium truck technician, fleet technician, bus mechanic, marine diesel technician, heavy equipment repair or parts counterperson. Some diesel technicians work on heavy trucks and off-road equipment, including bulldozers, cranes, loaders, farm tractors or combines.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Upon completion of the Diesel Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced diesel program, Diesel Technology 2. Once both Diesel PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information, visit **www.palmbeachstate.edu/programs/industrialmgmt**.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

No high school diploma or GED is required. Students must:

- Successfully complete Diesel Technology 1.
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) before registering for classes.
- Attend a program information session or meet with the program advisor.

Completion Requirements

1. Students must successfully complete all courses listed in the catalog for this program.
2. All financial responsibilities must be satisfied.

Program Length

Total program clock hours: 750. The program can be finished in eight months if you attend full time (days).

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A – Diesel Engine Preventive Maintenance Technician		
DIM 0103	Preventive Maintenance Inspection	150
Group B - Diesel Heating and Air Conditioning Technician		
DIM 0610	Heating and Air Conditioning	150
Group C – Diesel Steering and Suspension Technician		
DIM 0500	Truck Steering and Suspension	150
Group D – Diesel Drivetrain Technician		
DIM 0201	Drive Train Systems	150
DIM 0106	Hydraulic Systems	150
Total Program Clock Hours		**750**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=154**.

Facials Specialty

PSAV 5355

Program Website

www.palmbeachstate.edu/programs/facial

Program Description

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

The program is designed to provide competencies in different types of facials and spa skin care treatments. Hair removal and different types of make-ups are demonstrated and performed.

Employment Opportunities

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

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Students may choose to take continuing education courses in the facial specialty field.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

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

Location

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

REQUIRED COURSE		CLOCK HOURS
CSP 0260	Facial Specialist	260
Total Program Clock Hours		**260**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=116**.

Green Building Trades

PSAV 5247

Program Website

www.palmbeachstate.edu/programs/greentrades

Program Description

Learn what it takes to become a part of the green building trades. Our Green Building Trades program includes a wide range of alternative energy resources relating to sustainability. Courses include weatherization, biofuels, nuclear, wind, solar photovoltaic installation, HVAC indoor air quality, building management systems, alternative heating and cooling systems, sustainable electrical systems, sustainable plumbing components and "Green" concept for insulation in the plumbing and HVAC trades. All of these components will provide trainees knowledge with the latest techniques that are required to make a building more energy efficient.

Employment Opportunities

According to the Bureau of Labor Statistics employment of electricians should increase 12 percent between 2008 and 2018, about as fast as the average for all occupations. Employment of plumbers, pipelayers, pipefitters, and steamfitters is expected to grow 16 percent between 2008 and 2018, faster than the average for all occupations. Employment of HVAC technicians is expected to grow 34 percent between 2010 and 2020, much faster than the average of all occupations.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Upon completion students are awarded 24 credits towards the A.S. degree in Industrial Management Technology or students have the option of starting work in the electrical industry and continuing their education through the Apprenticeship programs.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading 9; English 9; Mathematics 9 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length

Total program clock hours: 900. Approximate program length: 9 months.

Location

This program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A		
BCV 0002	Introduction to Sustainable Concepts	150
BCV 0830	Alternative Energy	150
ACR 0762	Introduction to Sustainable HVAC Practices	150
Group B		
ETP 0450	Solar Photovoltaic Systems Installer	150
BCV 0606	Introduction to Sustainable Electrical Practices	150
BCV 0500	Introduction to Sustainable Plumbing Practices	150
Total Program Clock Hours		**900**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=207**.

Heating, Ventilation, Air Conditioning and Refrigeration

PSAV 5267

Program Website

www.palmbeachstate.edu/programs/HVAC

Program Description

This PSAV program's course content includes broad, transferable skills, and stresses the understanding of all aspects of the heating, air conditioning and refrigeration industry. The curriculum emphasizes operational functions of systems, along with troubleshooting and repair of systems. The underlying principles of technology, labor issues, health, safety and environmental issues are also covered.

Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 10 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length

Total program clock hours: 1,350.

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A - Heating, A/C, and Refrigeration Helper		
ACR 0501	Introduction to HVAC/R Principles	120
ACR 0961	HVAC/R Field Work Experience 1	75
ACR 0510	HVAC/R Tools and Component Fabrication	120
Group B - Heating, A/C and Refrigeration Mechanic Assistant		
ACR 0530	Electricity for HVAC/R	120
ACR 0962	HVAC/R Field Work Experience 2	75
ACR 0706	Introduction to HVAC/R System Installations	120
Group C - Heating, A/C and Refrigeration Mechanics		
ACR 0307	Electronics and Refrigeration Systems	120
ACR 0622	Heating Service and System Troubleshooting	120
ACR 0430	Indoor Air Quality for Air Conditioning	120
ACR 0816	Installation and Repair of HVAC/R Systems	120
Group D - Heating, A/C and Refrigeration Technician		
ACR 0710	Commercial HVAC/R Mechanical Components	
-or-		
ACR 0963	Field Work in HVAC/R 3	120
ACR 0066	Technical Engineering of HVAC/R Systems	120
-or-		
ACR 0964	Field Work in HVAC/R 4	120
Total Program Clock Hours		**1350**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=130**.

Heavy Equipment Mechanics

PSAV 5456

Program Website

www.palmbeachstate.edu/programs/heavyequipmentmechanic

Program Description

This PSAV program is designed to prepare the student for employment as bus, truck and diesel engine mechanics, diesel mechanics helpers, mobile heavy equipment mechanics,

construction equipment mechanics, and industrial truck mechanics.

Employment Opportunities

Entry-level mechanic positions such as bus, heavy trucks and other diesel applications.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Heavy equipment mechanics are in high demand, and this program is the first step to a successful career.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 9 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length

Total program clock hours: 1,800. Approximate program length: 18 months evening students.

Location

The program is offered at the Belle Glade campus.

REQUIRED COURSES		CLOCK HOURS
Group A – Diesel Engine/Mechanic Technician Helper		
DIM 0840	Introduction to Heavy Equipment Mechanic	150
Group B – Diesel Electrical and Electronics Technician		
DIM 0843	Electrical/Electronic Systems in Heavy Equipment 1	150
DIM 0844	Electrical/Electronic Systems in Heavy Equipment 2	150
Group C - Diesel Engine Preventive Maintenance Technician		
DIM 0845	Preventive Maintenance Inspection in Heavy Equipment	150
Group D - Diesel Engine Technician		
DIM 0841	Heavy Equipment Mechanic Systems	150
DIM 0842	Heavy Equipment Engine Systems	150
Group E - Diesel Brakes Technician		
DIM 0850	Heavy Equipment Brake Systems	150
DIM 0848	Drive Train Systems in Heavy Equipment 1	150
Group F - Diesel Heating and Air Conditioning Technician		
DIM 0851	Heating and Air Conditioning Systems in Heavy Equipment	150
Group G - Diesel Steering and Suspension Technician		
DIM 0847	Heavy Equipment Steering and Suspension	150
Group H - Diesel Drive Train Technician		
DIM 0846	Hydraulic Systems in Heavy Equipment	150
Group I - Diesel Power Train Technician		
DIM 0849	Drive Train Systems in Heavy Equipment 2	150
Total Program Clock Hours		**1800**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=156**.

Machining Technology

PSAV 5459

Program Website

www.palmbeachstate.edu/programs/machining

Program Description

This PSAV program is designed to prepare the student for employment in the manufacturing industry as a machinist. Course content includes safety issues of the manufacturing environment, associated math and blueprint reading skills, computer numerical control (CNC) programming, manufacturing planning/methods, inspection methods, coordinate measuring machine (CMM) use and related machining concepts and theories. Shop or laboratory activities are an integral part of the program and provide instruction in the various machine tools, machine accessories and programming techniques related to current industry standard and practices.

Employment Opportunities

Student may find entry-level employment as machinists, machinist helpers, computer aided design/computer aided manufacturing (CAD/CAM) operators or programmers, and CAD/CAM machine operators or programmers.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

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

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) before registering for classes.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 8; Mathematics: 9 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length

Total program clock hours: 1,500. Approximate program length: 13 months.

Location
The program is offered at 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	Introduction to CAD/CAM Programming	120
PMT 0251	Introduction to CNC Machining	120
Group D - Machinist		
PMT 0258	CNC Milling Methods	120
PMT 0259	CNC Lathe Methods	120
PMT 0228	Advanced CNC Concepts	
-or-		
PMT 0290	Machining Field Experience 1	120
PMT 0265	Machining Technologies	
-or-		
PMT 0291	Machining Field Experience 2	60
Total Program Clock Hours		**1500**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=118**.

Nails Technician

PSAV 5356

Program Website
www.palmbeachstate.edu/programs/nailtech

Program Description
This PSAV program prepares the student for employment as a registered nail specialist. This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

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

Gainful Employment
Program length excludes this program from gainful employment reporting requirements.

Career Path Notes
Students may choose to take continuing education courses in the nail technician field.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
No high school diploma or GED is required. Students must:

- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

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

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

REQUIRED COURSE		CLOCK HOURS
CSP 0013	Nail Specialist	240
Total Program Clock Hours		**240**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=117**.

Residential and Commercial Electrician

PSAV 5246

Program Website
www.palmbeachstate.edu/programs/electrician

Program Description
The world would not function as it does today without electricity. Choosing a career as an electrician will provide you with a skill you can take anywhere and be successful. A long-term electrician career requires strong problem-solving skills as well as manual dexterity and the ability to work in different environments. The student will have opportunity to gain all the skills required to become an entry-level electrician in the areas of residential and commercial applications.

Employment Opportunities
According to the Bureau of Labor Statistics employment of electricians should increase 12 percent between 2008 and 2018, about as fast as the average for all occupations. As the population grows, electricians will be needed to wire new homes, restaurants, schools and other structures that will be built to accommodate the growing population. In addition, older buildings will require improvements to their electrical systems to meet modern codes and accommodate higher electricity consumption due to the greater use of electronic equipment in houses and workplaces.

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes
Upon completion students are awarded 24 credits towards the A.S. degree in Industrial Management Technology or students have the option of starting work in the electrical industry and continuing their education through the Apprenticeship programs.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
No high school diploma or GED is required. Students must:
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) before registering for classes.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading 9; English 9; Mathematics 9 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

Program Length
Total program clock hours: 1,200.

Location
This program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A – Electrician Helper		
BCV 0600	Electrician Helper 1	150
BCV 0601	Electrician Helper 2	150
Group B – Residential Electrician		
BCV 0641	Residential Wiring 1	150
BCV 0642	Residential Wiring 2	150
BCV0644	Residential Wiring 3	150
Group C – Commercial Electrician		
BCV 0660	Commercial Wiring 1	150
BCV 0661	Commercial Wiring 2	150
BCV 0655	Commercial Wiring 3	150
Total Program Clock Hours		**1200**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=205**.

Welding Technology
PSAV 5460

Program Website
www.palmbeachstate.edu/programs/welding

Program Description
This program prepares the student for entry-level employment in a variety of occupations in the welding industry. The content includes, but is not limited to, communication skills, human relations, employability skills, safe and efficient work practices, reading blueprints, identifying metals and basic shop skills.

Shop activities are an integral part of this program and provide instruction in the various processes and fabrication skills, including torch cutting, arc welding, MIG welding, flux core welding, TIG welding, pipe welding, certification test preparation, use of current industry standards, practices and techniques.

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

Gainful Employment
For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

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

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
No high school diploma or GED is required. Students must:
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Take the Test of Adult Basic Education (TABE) before registering for classes.

Completion Requirements
Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 9 or qualify for TABE exemption (**www.palmbeachstate.edu/slc/lake-worth/vpi-lab.aspx**).

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

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

REQUIRED COURSES		CLOCK HOURS
Group A		
PMT 0108	Introduction to Welding	120
PMT 0109	Introduction to Welding 2	120
Group B		
PMT 0126	Shielded Metal Arc Welding	120
PMT 0127	Shielded Metal Arc Welding Advanced	120
Group C		
PMT 0147	Gas Metal Arc Welding	120
Group D		
PMT 0143	Flux Cored Arc Welding	120
Group E		
PMT 0150	Gas Tungsten Arc Welding	120
PMT 0151	Gas Tungsten Arc Welding Advanced	120
Group F		
PMT 0167	Pipe Welding	120
PMT 0168	Pipe Welding Advanced	90
Total Program Clock Hours		**1170**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=119**.

Alternative Energy Engineering Technology

CCC 6272

Program Website

www.palmbeachstate.edu/programs/EPT

Program Description

The Alternative Energy Engineering Technology certificate prepares students for careers in the growing "green" alternative energy industries. This program offers a sequence of courses that provides coherent and rigorous content and relevant technical knowledge and skills needed to prepare for further education and careers in the growing alternative energy career cluster; it includes competency-based applied learning that contributes to the general employability skills, technical skills and knowledge of all aspects of alternative energy careers.

Employment Opportunities

Upon completion of this program, students may seek employment in an entry-level position in alternative energy industries, including bio-fuels, wind or solar industry. This program will provide supplemental education to technicians working in the electrical power industry or prepare students for employment in the growing alternative energy industries.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Courses from the program transfer directly into Palm Beach State's Electrical Power Technology A.S. degree program. Please visit **www.palmbeachstate.edu/programs/EPT** for more information.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a two- or four-year program. For more information, contact the college or university to which you wish to transfer.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

This program can be completed in one year full time or 1-1/2 years part time.

Location

This program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES		CREDITS
ETP 1200	Power Plant Science	3
ETP 1511	Introduction to Bio Fuels	3
ETP 1530	Introduction to Wind Energy	3
ETP 1402	Introduction to Solar Energy	3
ETI 1701	Environmental Health and Safety	3
EVR 2266	Survey of Environmental Mapping/GIS/ Remote Sensing	3
Total Program Credits		**18**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=178**.

Commercial Pilot

CCC

Program Website

www.palmbeachstate.edu/programs/aeroscience

Program Description

This program is designed to train the student for a career as a professional pilot. There are two options that the student can choose from: Airplane or Helicopter. Upon completion of the Airplane certificate option, the student will possess an FAA Commercial Airplane Single and Multi Engine Land license. Upon completion of the Helicopter certificate option, the student will possess an FAA Commercial Rotorcraft Helicopter Land license.

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

In order to get college credits for FAA licenses and/or ratings already held, the student must be enrolled in this program and must have accumulated at least 16 hours of college credits from courses within this program. For more information, see **www.palmbeachstate.edu/prior-learning/prof-pilot-license-credit-equivalency.aspx**.

For a list of flight schools that are currently affiliated with Palm Beach State for flight training and other information, please refer to the Aeronautical Science Advisory Guide, located at **www.palmbeachstate.edu/programs/aeroscience**.

Employment Opportunities

Students who successfully complete this program are qualified to fly as a professional pilot. However, most major airlines, charter companies and private aircraft owners require more experience. Graduates of this program should continue to get the Associate of Science Degree that will include all FAA Flight Instructor licenses. Once these licenses are successfully attained, then the student can build flight experience required for these major flying careers.

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Palm Beach State currently has an articulation or transfer agreement with Embry-Riddle Aeronautical University which will allow the student who successfully completes the A.S.

degree in Aeronautical Science to transfer the credits toward a Bachelor of Science in Professional Aeronautical and Technical Management.

Admission Requirements

To be admitted into this program, the student must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.
- Attend a regularly scheduled flight training orientation session. At the session the student must be prepared to present the following documents:
- Obtain a panthercard (Palm Beach State student ID)
- Provide proof of citizenship documents or Transportation Security Administration (TSA) approval prior to beginning any flight training. For non-US citizens, the TSA approval process could take as long as two months to complete. For more information, see the following website, **www.flightschoolcandidates.gov**.
- Obtain a 1st, 2nd, or 3rd class FAA medical from an Aviation Medical Examiner (AME) before beginning any flight training. The FAA medical certificate must be presented to the aviation program manager before flight training can be initiated. All current AMEs can be found at **www.faa.gov/pilots/amelocator**.
- In order to meet the requirements of certain aeronautical classes, students who have not successfully completed college-level math and/or English, must furnish official test scores from ACT, SAT, CPT, or PERT prior to registration. Test scores are valid for two years from the date the test was taken. The following scores are required:

  PERT (Postsecondary Education Readiness Test) score of 84 (Reading) and 90 (Writing) or above or successful completion of REA0001 and ENC0001 or higher English course.

  PERT (Postsecondary Education Readiness Test) score of 96 or above in Math or successful completion of MAT0012 or higher level math course.

Completion Requirements

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

Program Length

This program can be finished in two semesters.

Location

This program is offered at the Lake Worth campus and local airports.

COMMERCIAL PILOT – AIRPLANE CONCENTRATION
CCC 6164A

CERTIFICATE CORE COURSES		CREDITS
ATF 1602C	Flight Simulator	3
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3
Total Required Certificate Core Credits		**12**
REQUIRED COURSES		
ATF 1111C	Private Pilot Flight 1 - Airplane	2
ATF 1112C	Private Pilot Flight 2 - Airplane	2
ATF 1150LA-B	Flight Lab 1 - Airplane	1
ATF 2300	Instrument Rating Flight 1 - Airplane	2
ATF 2302	Instrument Rating Flight 2 - Airplane	1
ATF 2250L	Flight Lab 2 - Airplane	1
ATF 2204C	Commercial Pilot Flight - Airplane	2
Total Required Courses Credits		**11**
ELECTIVE (1 CREDIT REQUIRED)		
ATF 2400L	Commercial Pilot Multi-Engine Flight - Airplane	1
ATT 2131	Flight Instructor Ground School	3
ATF 2500C	Flight Instructor (Initial CFI) Flight - Airplane	2
ASC 1101	Aero-Navigation	3
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ASC 1640	Propulsion Systems	3
ASC 2550	Aerodynamics	3
Total Required Elective Credit		**1**
Total Program Credits		**24**

COMMERCIAL PILOT - HELICOPTER CONCENTRATION
CCC 6164H

CERTIFICATE CORE COURSES		CREDITS
ATF 1602C	Flight Simulator	3
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3
Total Required Core Credits		**12**
REQUIRED COURSES		
ATF 1140C	Private Pilot Flight 1 - Helicopter	2
ATF 1142C	Private Pilot Flight 2 - Helicopter	2
ATF 1342L	Flight Lab 1 - Helicopter	1
ATF 2340	Instrument Rating Flight 1 - Helicopter	2
ATF 2341L	Instrument Rating Flight 2 - Helicopter	1
ATF 2240L	Flight Lab 2 - Helicopter	1
ATF 2241C	Commercial Pilot Flight - Helicopter	2
Total Required Courses Credits		**11**
ELECTIVE (1 CREDIT REQUIRED)		
ATT 2131	Flight Instructor Ground School	3
ATF 2540L	Flight Instructor (Initial CFI) Flight – Helicopter*	1
ATF 2244L	Commercial Pilot Night Vision Goggles Flight - Helicopter	1
ATF 2242L	Commercial Pilot External Load Flight - Helicopter	1
ATF 2243	Commercial Pilot Turbine Flight - Helicopter	1
ASC 1101	Aero-Navigation	3
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ASC 1640	Propulsion Systems	3
ASC 2550	Aerodynamics	3
Total Required Elective Credit		**1**
Total Program Credits		**24**

**Students wishing to instruct in Robinson helicopters must also take ATF2541L to meet the requirements of SFAR 73-2.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=165**.

Drafting for Sustainable Construction

CCC 6222

Program Website

www.palmbeachstate.edu/programs/drafting

Program Description

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

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

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Credits from this certificate program will transfer directly into the Associate in Science (A.S.) degree in Sustainable Construction Management.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
BCN 1003	Construction Calculations	3
ETD 1031	Introduction to Construction Drawing	3
BCN 1040	Sustainable Construction Basics	3
BCN1210	Building Construction Materials and Methods 1	3
BCN 2253C	Architectural Drafting 1	3
BCN 2259C	Architectural Drafting 2	3
BCN 2080C	Architectural Drafting and Design 1	3
BCN 2081C	Architectural Drafting and Design 2	3
Total Program Credits		**24**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=121**.

Sustainable Building Specialist

CCC 6223

Program Website

www.palmbeachstate.edu/programs/buildingconstruction

Program Description

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

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

Employment Opportunities

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

Gainful Employment

For information about graduation rates, the median debt of students who completed the program, and other related information, see **www.palmbeachstate.edu/areasofstudy/gainfulemployment.**

Career Path Notes

Credits from this certificate program will transfer directly into the Associate in Science (A.S.) degree in Sustainable Construction Management.

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
BCN 1003	Construction Calculations	3
ETD 1031	Introduction to Construction Drawing	3
BCN 1272	Plans Interpretation	3
BCN 1040	Sustainable Construction Basics	3
BCN 1210	Building Construction Materials and Methods 1	3
BCT 1770	Construction Estimating	3
SUR 1101C	Surveying for Site Layout	3
ETI 1701	Environmental Health and Safety	3
Total Program Credits		**24**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=120**.

Aeronautical Science

AS

Program Website
www.palmbeachstate.edu/programs/aeroscience

OPERATIONS CONCENTRATION
AS 2172

Program Description

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

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

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

Career Path Notes

Palm Beach State currently has a Transfer Agreement with Embry-Riddle Aeronautical University which will allow the student who successfully completes this program to transfer the credits to ERAU toward a Bachelor of Science in Professional Aeronautics, Technical Management and/or Aviation Maintenance Management.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

To be admitted into this program, the student must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- For the Maintenance Management Concentration, possess an FAA A&P license.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics	3
Any course from Humanities - Area II		3
Any MAC prefix course from Mathematics – Area III		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**

REQUIRED COURSES

ACG 2022	Financial Accounting	4
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ATT 1100	Private Pilot Ground School	3
MAR 2011	Principles of Marketing	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
Total Required Courses Credits		**22**

Choose ONE of the following options:

MAINTENANCE MANAGEMENT COURSES

AMT 1933	Airframe and Power Plant Certification	24
Total Maintenance Management Credits		**24**

-or-

OPERATIONS OPTION COURSES

ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
MNA 2100	Human Relations in Business	3
OST 2335	Business Communications	3
POS 1001	Introduction to Political Science	3
ENT 1000	Fundamentals of Entrepreneurship	3
Total Required Operations Option Credits		**24**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=124**.

PROFESSIONAL PILOT - AIRPLANE CONCENTRATION
AS 2197A

Program Description

This program is designed to train the student for a career as a professional pilot. Upon completion of the Airplane degree concentration, the student will possess an FAA Commercial Airplane Single Engine Land license. The student may choose as electives, the Flight Instructor licenses.

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

In order to get college credits for FAA licenses and/or ratings already held, the student must be enrolled in this program and must have accumulated at least 16 hours of college credits from courses within this program. For more information, visit **www.palmbeachstate.edu/prior-learning/prof-pilot-license-credit-equivalency.aspx.**

For a list of flight schools that are currently affiliated with Palm Beach State for flight training and other information, refer to the Aeronautical Science Advisory Guide located at **www.palmbeachstate.edu/programs/aeroscience**.

Employment Opportunities

Students who successfully complete this program are qualified to fly as a professional pilot. However, most major airlines, charter companies and private aircraft owners require more experience. We suggest that the student of this program choose all Flight Instructor courses as electives. Once these licenses are successfully attained, the student will qualify for a job as a Flight Instructor in order to build the flight experience required for these major flying careers.

Career Path Notes

Palm Beach State currently has a Transfer Agreement with Embry-Riddle Aeronautical University which will allow the student who successfully completes this program to transfer the credits toward a Bachelor of Science in Professional Aeronautics and/or Technical Management.

Program Learning Outcomes

For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

To be admitted into this program, the student must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**;
- Attend a regularly scheduled Flight Training Orientation Session. At the session, the student must be prepared to present the following documents;
- Obtain a PantherCard (Palm Beach State student ID);
- Provide proof of US citizenship documents or Transportation Security Administration (TSA) approval. For non-US citizens, the TSA approval process could take as long as 120 days to complete. See the following website for more information: **www.flightschoolcandidates.gov**.
- Obtain a 1st, 2nd, or 3rd class FAA medical from an Aviation Medical Examiner (AME) before beginning any flight training. See **www.faa.gov/pilots/amelocator** for a listing of all current AMEs.
- In order to meet the requirements of certain aeronautical classes, students who have not successfully completed college-level math and/or English, must furnish official test scores from ACT, SAT, CPT, or PERT prior to registration. Test scores are valid for two years from the date the test was taken. The following scores are required:

  PERT (Postsecondary Education Readiness Test) score of 84 (Reading), and 90 (Writing) or above or successful completion of REA0001 and ENC0001 or higher English course.

  PERT (Postsecondary Education Readiness Test) score of 96 or above in Math or successful completion of MAT0012 or higher level math course.

Completion Requirements

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

Program Length

Total program credits: 64. Approximate program length: 18 to 21 months.

Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics	3
Any MAC prefix course from Mathematics – Area III		3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**
CORE PROGRAM REQUIREMENTS		
ASC 1101	Aero-Navigation	3
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ASC 1640	Propulsion Systems 3	
ASC 2550	Aerodynamics	3
ATF 1602C	Basic Flight Simulator	3
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3
ATT 2131	Flight Instructor Ground School	3
Total Required Core Program Credits		**30**
REQUIRED COURSES		
ATF 1111C	Private Pilot Flight 1 - Airplane	2
ATF 1112C	Private Pilot Flight 2 - Airplane	2
ATF 1150LA-B	Flight Lab 1 - Airplane	1
ATF 2300	Instrument Rating Flight 1 - Airplane	2
ATF 2302L	Instrument Rating Flight 2 - Airplane	1
ATF 2250L	Flight Lab 2 - Airplane	1
ATF 2204C	Commercial Pilot Flight - Airplane	2
Total Required Courses Credits		**11**
ELECTIVES (5 CREDITS REQUIRED)*		
ATF 2245	Commercial Pilot Flight 1 Additional Rating Helicopter	2
ATF 2246	Commercial Pilot Flight 2 Additional Rating Helicopter	2
ATF 2400L	Commercial Pilot Multi-Engine Flight - Airplane	1
ATF 2500C	Flight Instructor (Initial CFI) Flight - Airplane	2
ATF 2530L	Flight Instructor Instrument (CFI-I) Flight - Airplane	1
ATF 2510L	Flight Instructor Multi-Engine (MEI) Flight - Airplane	1
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
MAN 2021	Principles of Management	3
POS 1001	Introduction to Political Science	3
Total Required Electives Credits		**5**
Total Program Credits		**64**

**Students should be advised by the Aeronautical Science Department Chair prior to registering for Professional Pilot Concentration electives.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=196**.

PROFESSIONAL PILOT - HELICOPTER CONCENTRATION
AS 2197H

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics	3
Any course from Humanities - Area II		3
Any MAC prefix course from Mathematics – Area III		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**18**
REQUIRED COURSES		
ATF 1140C	Private Pilot Flight 1 – Helicopter	2
ATF 1142C	Private Pilot Flight 2 - Helicopter	2
ATF 1342L	Flight Lab 1 - Helicopter	1
ATF 2340	Instrument Rating Flight 1 - Helicopter	2
ATF 2341L	Instrument Rating Flight 2 - Helicopter	1
ATF 2240L	Flight Lab 2 - Helicopter	1
ATF 2241C	Commercial Pilot Flight - Helicopter	2
Total Required Courses Credits		**11**
CORE PROGRAM REQUIREMENTS		
ASC 1101	Aero-Navigation	3
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ASC 1640	Propulsion Systems	3
ASC 2550	Aerodynamics	3
ATF 1602C	Flight Simulator	3
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3
ATT 2131	Flight Instructor Ground School	3
Total Required Core Program Credits		**30**
ELECTIVES (5 CREDITS REQUIRED)*		
ATF 2231	Commercial Pilot Flight 1 Additional Rating Airplane	2
ATF 2232	Commercial Pilot Flight 2 Additional Rating Airplane	2
ATF 2540L	Flight Instructor (Initial CFI) Flight - Helicopter*	1
ATF 2541L	Flight Instructor Instrument (CFI-I) Flight - Helicopter	1
ATF 2244L	Commercial Pilot Night Vision Goggles Flight - Helicopter	1
ATF 2242L	Commercial Pilot External Load Flight - Helicopter	1
ATF 2243	Commercial Pilot Turbine Flight - Helicopter	1
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
MAN 2021	Principles of Management	3
POS 1001	Introduction to Political Science	3
Total Required Electives Credits		**5**
Total Program Credits		**64**

**Students wishing to instruct in Robinson helicopters must also take ATF2541L to meet the requirements of SFAR 73-2. Students should be advised by the Aeronautical Science Department Chair prior to registering for Professional Pilot Concentration electives.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=188**.

Electrical Power Technology
AS 2270

Program Website
www.palmbeachstate.edu/programs/EPT

Program Description
The Electrical Power Technology program is designed for the student who is seeking an A.S. degree and preparing for a career in the power technology field or instrumentation and control fields. It is also designed for employees in these fields who seek further education and career advancements. The skillset and knowledge acquired in the program applies to both the power industry and aerospace industry.

Course content includes core courses in power generation with special programs in instrumentation and control, electrical engineering, process control technology and mechanical engineering.

Employment Opportunities
Upon completion of this program, you may seek employment in an entry-level position with a broad base of skills in power generation and instrumentation and control fields. There will be expanded employment opportunities due to Florida's projected additional power needs. Job titles include technician in power generation, power technology, smart grid, electronics, engineering, operations control, instrumentation and controls, testing, calibrations, rotating machinery, research and development or as engineering assistants.

Career Path Notes
Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, please visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes
For detailed information, visit
www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements
Students must:
- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

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

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

Location
The program is offered at the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3

MAC 1105	College Algebra	3
SPC 1017	Fundamentals of Speech Communication	3
PSY 2012	General Psychology	3
PHY 1001	Applied Physics	3
Any course from Humanities Area II		3
Total Required General Education Credits		**18**

CORE PROGRAM REQUIREMENTS

EET 1015C	DC Circuit Analysis	3
EET 1025C	AC Circuit Analysis	3
ETP 1220	Power Plant Fundamentals	3
ETI 1701	Industrial Safety	3
CGS 1100	Microcomputer Applications	
-or-		
EVR 2266	Survey of Environmental Mappings/GIS/ Remote Sensing*	3
ETP 1200	Power Plant Science	3
ETI 1000	Industrial Tools and Equipment	3
EET 1215C	Introduction to Electronics	3
CET 2123C	Microprocessors 1	3
CET 2127C	Microprocessors 2	3
ETS 2520C	Process Measurement Fundamentals	2
ETS 2700C	Fluid and Pneumatic Controls	3
ETS 2530C	Process Control Technology	3
EET 2930	Special Topics in Electrical Engineering	3
Total Required Core Program Credits		**41**

ELECTIVES (9 CREDITS REQUIRED)

ETI 2941	EPT Internship (6 credits)	6
ETI 2942	EPT Internship (3 credits)	3
ETP 1511	Introduction to Bio Fuels	3
ETP 1530	Introduction to Wind Energy	3
ETP 1540	Introduction to Hydro Power	3
ETP 1402	Introduction to Solar Energy	3
EVR 2266	Survey of Environmental Mapping/GIS/ Remote Sensing*	3
Total Required Electives Credits		**9**
Total Program Credits		**68**

**Course may only be used once toward the A.S. degree.*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=126**.

Industrial Management Technology

AS 2224

Program Website

www.palmbeachstate.edu/programs/industrialmgmt

Program Description

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

Course content includes a core of business, human relations and managerial courses coupled with a technical core curriculum from a variety of technical areas including apprenticeship programs, automotive programs, cosmetology, heavy equipment mechanics, machining, welding and other PSAV trade and industrial programs offered at Palm Beach State.

Employment Opportunities

Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of automotive, cosmetology, heavy equipment mechanics, machining, welding and other industrial fields requiring a broad knowledge of supervisory and operational managerial skills.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, please visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Mathematics - Area III		3
Any course from Social Science - Area V		3
Total Required General Education Credits		**15**

MANAGEMENT CORE REQUIREMENTS

CGS 1100	Microcomputer Applications	3
ETI 1701	Environmental Health and Safety	3
MNA 2100	Human Relations in Business	3
GEB 1011	Introduction to Business	3
MAR 2011	Principles of Marketing	3
MAN 2021	Principles of Management	3
GEB 2930	Business Capstone	3
Total Required Management Core Credits		**21**

TECHNICAL SKILL ARTICULATION CREDIT REQUIREMENTS

Complete ONE of the following Palm Beach State programs:

APPRENTICESHIP PROGRAM*

Building Trades Apprenticeship (Journeyperson Status)	24

-**or**-

PSAV PROGRAM*

Automotive Service Technology 1 (PSAV 5463) and Automotive Service Technology 2 (PSAV 5458)	24
Cosmetology (PSAV 5357)	24
Diesel Technology 1 (PSAV 5468) and Diesel Technology 2 (PSAV 5457)	24
Heating, Ventilation, Air Conditioning and Refrigeration (PSAV 5267)	24
Heavy Equipment Mechanics (PSAV 5456)	24
Machining Technology (PSAV 5459)	24
Welding Technology (PSAV 5460)	24
Total Required Technical Skill Articulation Credits	**24**
Total Program Credits	**60**

**Accepted as Prior Learning Credit Course (number listed for each articulated program).*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=164**.

Sugar Technology

AS 2243

Program Website

www.palmbeachstate.edu/programs/sugar

Program Description

This program prepares student for employment as vital members of the sugar cane industry. The program is taught in classroom and factory settings, allowing students to learn the principles and necessary skills to work in practical settings of sugar cane milling, processing, and refining.

The student will understand technical factory operations for sugar cane milling, processing, and refining. The student will be introduced to the concepts of quality assurance, control, and issues related to government and industry regulations and practices.

Employment Opportunities

Upon completion of this program, the student may seek employment in an entry-level position with essential knowledge for sugar cane milling and processing.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, please visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

This program is offered at the Belle Glade campus.

GENERAL EDUCATION REQUIREMENTS		**CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
MAC 1105	College Algebra *	3
STA 1021	Probability and Statistics	1
Any course from Area II – Humanities		3
Any course from Area V – Social Science		3
PHY 1001	Applied Physics *	3
CHM 1032	Principles of Chemistry *	3
CHM 1032L	Principles of Chemistry Lab *	1
**Taken prior to enrolling in STI courses*		
Total Required General Education Credits		**23**

REQUIRED COURSES

AOM 1261	Agriculture and Cane Farming	2
AOM 1262	Sugar Cane Processing Overview and Engineering Practices	2
AOM 1263C	Cane Quality and Analysis; Factory Analytical Methods	3
AOM 1274C	Material Balance Calculations and Factory Control 1	3
AOM 1265C	Cane Preparation, Milling and Diffusion 1	3
AOM 1266C	Cane Preparation, Milling and Diffusion 2	3
AOM 2267C	Clarification, Filtration and Evaporation 1	3
AOM 2269C	Crystallization 1	3
AOM 2270C	Crystallization 2; Centrifugation	3
AOM 2271	Sugar and Molasses Quality, Handling, Storage and Shipping	3
AOM 2275	Material Balance Calculations and Factory Control 2	3
AOM 2273	Basics of Sugar Refining	3
AOM 2277	Regulatory and Quality Control	3
Total Program Credits		**60**

** Taken prior to enrolling in STI courses*

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=128**.

Sustainable Construction Management

AS 2212

Program Website

www.palmbeachstate.edu/programs/sustainableconstruction

Program Description

This degree program is designed for the student who seeks immediate employment in sustainable construction or is presently employed in construction related industries and seeks advancement.

Course content includes a core of business, human relations and managerial courses coupled with a technical core curriculum from a variety of technical areas including building construction, architectural drafting/design and sustainable construction applications.

Employment Opportunities

Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of construction, architectural drafting/design and other building and construction related fields.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, please visit **www.palmbeachstate.edu/programs/bachelor**.

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

Program Learning Outcomes

For detailed information, visit **www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes**

Admission Requirements

Students must:

- Have a standard high school diploma or GED;
- Complete an online Application for Admission, located at **www.palmbeachstate.edu/admissions/admissions-applications.aspx**.

Completion Requirements

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

Program Length

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

Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 40-41.		
ENC 1101	College Composition 1	3
Any course from Mathematics – Area III		3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Social Science – Area V		3
Any course from Humanities – Area II		3
Total Required General Education Credits		**15**

REQUIRED COURSES		
CGS 1100	Microcomputer Applications	3
BCN 2220	Building Construction Materials and Methods 2	3
BCT 2730	Construction Supervision Procedure	3
BCN 2793	Project Management for Sustainable Construction	3
BCN 2598	Sustainable Construction Application	3
BCT 1743	Construction Law	3
BCT 1750	Construction Finance	3
BCN 2941	Building Construction Experience	
-or-		
Any course with prefix BCN, BCT, ETD, ETI, IND or SUR not used for other requirements		4
Total Required Courses Credits		**25**

Complete ONE of the following credit certificate programs:

DRAFTING FOR SUSTAINABLE CONSTRUCTION
(CCC 6222)

BCN 1003	Construction Calculations	3
ETD 1031	Introduction to Construction Drawing	3
BCN 1040	Sustainable Construction Basics	3
BCN 1210	Building Construction Materials and Methods 1	3
BCN 2253C	Architectural Drafting 1	3
BCN 2259C	Architectural Drafting 2	3
BCN 2080C	Architectural Drafting and Design 1	3
BCN 2081C	Architectural Drafting and Design 2	3

-**or**-

SUSTAINABLE BUILDING SPECIALIST
(CCC 6223)

BCN 1003	Construction Calculations	3
ETD 1031	Introduction to Construction Drawing	3
BCN 1272	Plans Interpretation	3
BCN 1040	Sustainable Construction Basics	3
BCN 1210	Building Construction Materials and Methods 1	3
BCT 1770	Construction Estimating	3
SUR 1101C	Surveying for Site Layout	3
ETI 1701	Environmental Health and Safety	3
Total Required Courses through Credit Certificate		**24**
Total Program Credits		**64**

For a suggested educational plan (course sequence), please see **www.palmbeachstate.edu/areasofstudy/programsheet/index.asp?id=163**.

Florida's Statewide Course Numbering System

SEE ADDENDUM

All public two- and four-year colleges and universities in Florida and 27 participating non-public institutions 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. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is located at **http://scns.fldoe.org**.

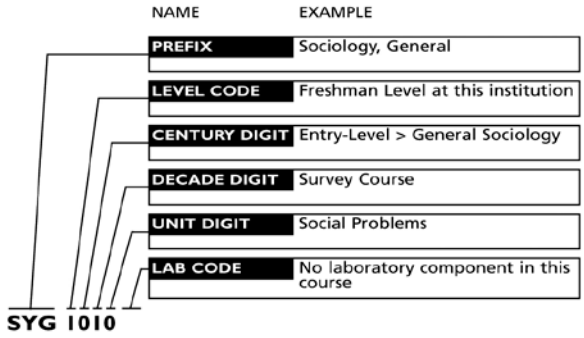
Each participating school controls the title, credit, content and level of each course they offer. The level is the first number in the course number. It generally tells the year or level at which this course is offered. (Ex. SYG 1010 is a freshman level course.) This number does not affect the transferability of a course. The course level numbers at Palm Beach State are as follows:

- 0* - college preparatory credit, vocational preparatory and postsecondary adult vocational (PSAV) (These do not transfer)
- 1 - freshman year
- 2 - sophomore year
- 3 - junior year
- 4 - senior year

*Some EAP college preparatory courses are level "1" courses but do not transfer. These courses will be listed as "institutional credit" in the course descriptions.

THE COURSE PREFIX

The course prefix is a three-letter grouping that stands for a major division of an academic discipline, subject area, or sub-category of knowledge. (Ex: SYG stands for General Sociology). The prefix does not identify the department which offers a course. Instead, the course content determines the prefix given to a course.



EXAMPLE OF COURSE IDENTIFIER

The course identifier, the prefix and the last three numbers of the course numbers (Ex. SYG 1010), are assigned by members of faculty discipline committees appointed by the Florida Department of Education in Tallahassee. These committees are made up of a balance of faculty from two- and four-year, public and private, participating schools that offer this subject area or specialization.

SYG _010 is a survey course in social problems offered by 33 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. Palm Beach State 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 (prefix and last three digits) 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 Palm Beach State. The same course is offered at a participating four-year school as SYG 2010. A student who has successfully completed SYG 1010 at Palm Beach State 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.

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

EXCEPTIONS TO THE GENERAL RULE FOR EQUAL COURSES

The following courses are exceptions to the general rule for course equality and may not transfer. The ability of these courses to transfer is up to the receiving school:

- Courses not offered by the receiving institution.
- For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- College preparatory and vocational preparatory courses. SEE ADDENDUM
- Graduate courses.
- Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.
- 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.

COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS

The Statewide Course Numbering System makes available on its home page (**http://scns.fldoe.org**) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the College's Office of Academic Services, (561) 868-3893, **gamblek@palmbeachstate.edu** 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 via the Web at **http://scns.fldoe.org**.

Course Prefixes by Subject Area

SEE ADDENDUM

The following is a list of course prefixes, arranged by subject areas. Because some prefixes may apply to more than one subject area, there may be duplications. For current course offerings, consult Palm Beach State's Schedule of Classes at **www.palmbeachstate.edu/PantherWeb**.

Accounting ..... ACG, APA, TAX
Acting ..... TPP
Addiction Studies ..... CLP, DEP, HUS, PSY, SYG
Adult Echo Sonography ..... SON
Aeronautics/Aviation Science ..... ASC, ATF, ATT, AVM
American History ..... AMH
American Literature ..... AML
Anatomy and Physiology ..... BSC
Anthropology ..... ANT
Applied Welding Technology ..... PMT
Architectural Design ..... ARC
Art ..... ART
Art History ..... ARH
Astronomy ..... AST
Automotive Services ..... AER
Auxiliary Law Enforcement ..... CJK
Baccalaureate ..... BUL, CNT, COP, CTS, DSC, FIN, GEB, HAS, HSC, ISM, MAN, MAR, NUR, PAD
Banking ..... BAN
Biological Sciences ..... BOT, BSC, MCB, OCE, PCB
Biotechnology ..... BSC
Bookkeeping ..... APA
Botany ..... BOT
Bricklayer ..... BCA
Building Construction ..... BCN, BCT, ETD, ETI, PTA, SUR
Business ..... GEB, ENT
Business Administration ..... GEB, MAN, MAR
Business Law ..... BUL
Chemistry ..... CHM
Child Care and Development ..... CHD, DEP, EEC, HEV
College Preparatory Courses ..... EAP, ENC, ESL, MAT, REA
Commercial Art ..... ART, GRA
Commercial Driving ..... CDO
Computers-Drafting ..... ETD
Computers-Engineering, PC Support, Programming, Security, and Technology ..... CEN, CET, CGS, CIS, CNT, COP, CTS
Computers-General Studies ..... CGS
Communications ..... ENC, SPC
Corrections Officer ..... CJK
Cosmetology ..... COS, CSP
Creative Writing ..... CRW
Crime Scene Technology ..... CJB
Criminal Justice ..... CCJ, CJD, CJE, CJJ, CJL, CJT, CJK
Criminal Justice Crossover ..... CJK
Criminal Psychology ..... CCJ
Database Administration. ..... COP, ISM
Dental Assisting ..... DEA
Dental Hygiene ..... DEH, DES
Diesel Technology ..... DIM
Drafting and Construction ..... BCN, BCT, ETD, ETI, EGS, SUR
Earth Science ..... ESC
Early Childhood Education ..... EEC
Ecology ..... PCB
Economics ..... ECO, ECS
Education ..... EEC, EDF, EDG, EDP, EEX, EME, LIN
Educational Assisting ..... EDF, EDG, EDP, EME
Electrical Power Technology ..... CET, EET, ETI, ETM, ETP, ETS
Electrician ..... BCV
Electronics Engineering and Technology ..... EET, EEV
Emergency Management ..... CCJ, DSC, FFP
Emergency Medical Services ..... EMS
Emergency Medical Technician ..... EMS
Engineering Technology ..... EGN, EGS, ETD, ETI
English as a Second Language ..... EAP, ESL, LIN
English Language/Literature ..... AML, CRW, ENC, ENL, LIN, LIT
Entrepreneurship ..... ACG, BUL, ECO, ENT, CGS, GEB, ISM, MAN, MAR, MNA, RMI
Environmental Science ..... BSC, EVR, EVS, GLY, PCB
Epidemiology. ..... HSC
Facial Specialist ..... COS, CSP
Film, Television, and Motion Picture Technology ..... FIL
Finance ..... FIN
Fire Fighter and Fire Science ..... FFP
Fire Sprinkler ..... BCA
Food Science ..... FOS, FSS
Foreign Language ..... FRE, GER, SPN
French Language ..... FRE
General Management ..... GEB, MAN, MAR
Geography ..... GEA
Geology ..... GLY
German Language ..... GER
Gerontology ..... GEY
Government ..... CPO, POS
Graphic Arts/Graphic Design ..... GRA
Green Building Trades ..... ACR, BCV, ETP
Health Management ..... GEB, HSA, HSC, MAN
Health Education, Safety and Sciences ..... HSA, HSC
Health Information Management ..... HIM, HSA, HSC
Heating, Ventilation, Air Conditioning and Refrigeration ..... ACR
Heavy Duty Truck/Bus Mechanics ..... DIM
Heavy Equipment Mechanics ..... DIM
History ..... AMH, WOH
Horticulture ..... BOT, GCO, HOS, IPM, LDE, ORH, PLS, PMA, SOS, VEC
Hospitality and Tourism ..... HFT
Human Services ..... HUS
Humanities ..... AML, ARH, ENL, LIT, MUH, MUL, MUT, THE
Industrial Management Technology ..... BCA, BCT, BCN, ETC, ETD, ETI
Information Management, Technology ..... BUL, CEN, CGS, CIS CNT, COP, CTS, GEB, FIN, ISM
Insurance, Annuities and General Lines ..... RMI
Interdisciplinary, Honors ..... IDH
Interior Design ..... IND
International Studies ..... INR
Internet Services ..... CEN, CGS, CIS, CNT, COP
Journalism ..... JOU
Landscape and Horticulture ..... BOT, GCO, HOS, IPM, LDE, ORH, PLS, PMA, SOS, VEC
Law Enforcement ..... CCJ, CJB, CJE, CJK, CJL

SEE ADDENDUM

Linguistics ..... LIN
Literature ..... AML, ENL, LIT
Machining Technology ..... PMT
Magnetic Resonance Imaging, Tomography ..... SON
Management ..... MAN, MNA, ENT
Manufacturing, Robotic/Automated ..... ETI
Marketing ..... MAR, MKA
Mass Communications ..... MMC
Massage Therapy ..... MSS
Mathematics ..... MAC, MAP, MAS, MAT, MGF, MTB, MTG, STA
Medical Assisting, Coder/Biller and Transcription ..... HIM, MEA, MRE, MTS, OST, OTA
Motion Picture Production ..... FIL
Music-Applied ..... MVB, MVJ, MVK, MVP, MVS, MVV, MVW
Music-General ..... MUC, MUH, MUL, MUN, MUS, MUT
Nail Specialist ..... COS, CSP
Natural Science ..... AST, BOT, BSC, CHM, ESC, GLY, HUN, MCB, OCE, PHY, PSC
Networking ..... CEN, CGS, CIS, CNT, COP, CTS
Nursing ..... NUR
Nutrition ..... HUN
Oceanography ..... OCE
Office Administration ..... GEB, OCA, OFT, OST, OTA
Ophthalmic Medical Technology ..... OPT
Paralegal ..... PLA
Paramedic ..... EMS
Patient Care Assistant ..... HCP
Pest Management ..... IPM
Philosophy ..... PHI
Photography ..... PGY
Physical Education and Fitness ..... HLP, PEO, PEP, PET
Physical Science ..... AST, ESC, GLY, PSC
Physics ..... PHY
Plumbing ..... BCA
Political Science ..... POS
Practical Nursing ..... PRN
Professional Pilot Technology ..... ASC, ATF, ATT, AVM
Project Management ..... ISM, MAN, MNA
Psychology ..... CLP, DEP, PSY, SOP
Public Relations ..... PUR
Public Safety Management ..... DSC, GEB, MAN, PAD
Radiography ..... RTE
Reading (College Preparatory) ..... REA
Real Estate ..... REE
Religion ..... REL
Respiratory Care ..... RET
Security and Network Assurance (IT Forensics) ..... CNT, ISM
Social Science ..... AMH, ANT, ECO, GEA, POS, PSY, SYG
Social Work ..... SOW
Sociology ..... SYG
Sonography ..... SON
Spanish Language ..... SPN
Special Education ..... EEX
Speech Communications ..... SPC
Statistics ..... STA
Student Life Skills ..... SLS
Sugar Technology ..... AOM
Supervision and Management ..... BUL, DSC, FIN, GEB, HSA, HSC, ISM, MAN, MAR, PAD
Surgical Technology ..... STS
Surveying, Land ..... SUR
Taxes ..... TAX
Sustainable Construction ..... BCN, BCT, ETD, ETI, SUR
Teacher Certification Program ..... EPI
Theater Arts ..... THE, TPA, TPP
Vocational Preparatory ..... VPI
Water/Waste Water Management ..... EVS
Web Development and Design ..... CEN, CGS, CIS, CNT, COP
Word Processing ..... OST
World History ..... WOH
Youth Development ..... HUS

Introduction to Course Descriptions

The course list is in alphabetical order by course prefix. The course list contains the full title of the course, initials of the degree/certificates 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 and a description of the course.

New or revised courses may have incomplete course number information at the time of this printing. For new courses, the proposed prefix followed by "0, 1, 2, 3 or 4 XXX" will be used for the course number, with the proposed number in parenthesis. (ex. ENC 1XXX (ENC 1222))

Courses that are Gordon Rule and/or General Education courses will have a (*) at the end of the course listing to remind students that they may need to complete placement testing and remediation before taking these courses. These courses do not count toward Gordon Rule and General Education unless they are completed with a "C" or higher.

For the most current listing of courses and course information, visit:

www.palmbeachstate.edu/areasofstudy/coursedescriptions.aspx
or
www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx.

When considering enrollment in courses offered at Palm Beach State, students in Associate in Science or certificate programs should refer to the program descriptions in this catalog for the list of required and elective courses in their program. For suggested course completion order and to obtain the most recent course configuration, please consult the program contact. For a list of program contacts, visit **www.palmbeachstate.edu/academicservices/information-and-reference/program-contact-list.aspx**. Associate in Arts (A.A.) 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 and to obtain current information on degree requirements before enrolling in courses, consult a Palm Beach State academic advisor, an academic advisor at the targeted four-year institution, **www.flvc.org**, or **www.palmbeachstate.edu/admissions/transfer-students.aspx**.

BACCALAUREATE LEVEL COURSES

BUL 3130 Legal and Ethical Environment of Business (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department

The course includes issues such as: contracts, torts, legal/political/economic aspects of ethics and the law, antitrust law, employment law, administrative law, securities law, and international business law topics.

CNT 4406 Network Security and Cryptography (BAS)
3 credits (3 lecture hours)

This course will address the issues of network security with regards to securing data from unauthorized access through the use of various cryptographic techniques. The algorithms used for symmetric ciphers, asymmetric ciphers, and cryptographic data integrity will be discussed. The student will learn the practical use of algorithms for the encryption of data: a public key infrastructure will be implemented to issue certificates, Transport Level Security will be implemented to secure both web and remote access, and Virtual Private Networks will be implemented to secure data in transit across unsecured networks.

CNT 4408 Information System Security (BAS)
3 credits (3 lecture hours)

The goal of this course is to provide the student with knowledge of the principles and fundamentals of information and network security. The student will receive a comprehensive overview of the need for security, planning for security, risk management, security technologies, and security and personnel.

COP 3530 Programming Languages and Concepts (BAS)
3 credits (3 lecture hours)

The student will learn about sequential, decision, and repetition logic structures. Students will explore data structures such as arrays, stacks, queues, and linked lists. The object-oriented programming paradigm will be used by the students in the design of applications where data and methods interact.

COP 4834 Web Scripting (BAS)
3 credits (3 lecture hours)

Students in this course will learn an open-source programming language to create server-side scripts to process data from web pages. The student will create server-side scripts to connect to open-source databases and manipulate data within the database.

CTS 4425 ASP.NET Web Application Development (BAS)
3 credits (3 lecture hours)

Students in this course will learn to use ASP.NET to process data from web pages. The student will create n-tier ASP.NET Web applications. SQL Server databases will be accessed and manipulated using ADO.NET. Students will implement code that provides persistence of data between user requests.

DSC 3079 Foundations of Public Safety (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

This course provides an introspective review of the history of public safety including the roles of law enforcement, emergency management and the fire service. Explores the evolution of homeland security and the agencies involved.

DSC 4034 Security and Emergency Communications (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation.

DSC 4710 Capstone: Public Safety Management (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project. This course should be taken during the last semester of the program.

ENT 3413 Venture Finance for Entrepreneurship (BAS)
3 credits (3 lecture hours)

This course covers various aspects of financing an entrepreneurial venture. Major topics include attracting seed and growth capital from sources such as venture capital, investment banking, government, and commercial banks. Among the issues discussed are valuing a company, going public, selling out, acquisitions, bankruptcy, different legal forms of organization, partnerships, and taxes.

ENT 4013 Planning New Ventures (BAS)
3 credits (3 lecture hours)

This course exposes students to basic entrepreneurial finance and the principles of business planning. Students have the opportunity to complete a business plan for the creation of a new venture. In the process of development, they identify new emerging opportunities for providing goods and services, demonstrate the need for such goods or services through market research, and develop financial statements for the proposed venture. The course then traces new venture creation from the first perception of an opportunity to the point of value realization. This includes testing/adapting the business concept, developing a business plan, defining a market and distribution plan, gathering resources, and raising finance.

ENT 4114 Advance Business Planning (BAS)
3 credits (3 lecture hours)

This course focuses on the critical decisions and action steps that entrepreneurs must make in both planning and initiating a new venture. Students develop new venture implementation plans and learn how to manage their execution.

ENT 4214 Entrepreneurship Leadership (BAS)
3 credits (3 lecture hours)

This course is focused on exposing students to entrepreneurial leaders and experiences that have led to their success and failures. Additionally, students are exposed to the ideas and experiences that have shaped successful entrepreneurs in their personal businesses. That knowledge will give students a greater opportunity for success in their own ventures or to share those in their work environment.

ENT 4704 International Entrepreneurship (BAS)
3 credits (3 lecture hours)

International entrepreneurship is a survey course examining the key elements of the international entrepreneurial venture. The learning perspective is that of the global entrepreneur, one whose business is "born global" and who may capitalize upon resources from anywhere.

ENT 4900 Capstone Experience: Entrepreneurship (BAS)
3 credits (3 lecture hours)
Prerequisite: Student must complete all upper division courses before enrolling in this course

This final course emphasizes entrepreneurship practices and research. Students explore the risks and rewards of business ventures through contemporary entrepreneurial theories learned throughout the program. The course culminates in the program level project designed to incorporate theoretical knowledge in to the development of an innovative business plan.

FIN 3400 Principles of Financial Management (BAS)
3 credits (3 lecture hours)
Prerequisites: ACG 2022, Admission to the BAS Supervision and Management program or consent of the department

This is an introductory course in managerial finance in which the student should attain a clear, basic understanding of the fundamentals of finance and their association to the decision-making framework faced by a financial manager who is charged with maximizing shareholders' wealth. Topics include: financial statement analysis, financial planning and forecasting, time value of money, risk and rates of return, asset valuation, capital budgeting, capital structure, dividend policy and working capital management.

GEB 3213 Business Writing (BAS)
3 credits (3 lecture hours)
Prerequisites: Admission to the BAS Supervision and Management program or consent of the department; ENC1102 or ENC1122 (with a grade of C or higher)

This course is designed to teach oral and written communication skills as applied to business settings. Topics include: listening skills, verbal and nonverbal messages, presentation skills, proper punctuation, grammar and spelling, and using reference materials.

GEB 3375 Foundations of International Business (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

An overview of the principal aspects of conducting international business. Domestic and international business characteristics are compared, and international political and legal environments are studied. Topics include: international trade theory, foreign exchange, export and import strategies, negotiations and diplomacy, and human resource management in the global marketplace.

GEB 3453 Business Ethics and Stakeholder Management (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

Managers nowadays are confronted with increasingly complex environments and face challenges trying to balance economic, legal and ethical responsibilities vis-à-vis the stakeholder groups with which they interact. This course investigates the spectrum of business ethics and social responsibility issues that managers face in today's organization. The course will be grounded in contemporary events and address these challenges from both an individual and a managerial perspective.

GEB 4113 Entrepreneurship (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
In this course students will examine the concepts and issues of creating new ventures and the challenges of managing their growth through assigned readings, case analyses of business ventures, and entrepreneurs as guest speakers. Student teams will research a business opportunity and develop and present a business plan for the new venture.

GEB 4891 Strategic Management & Decision Making (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, formulate goals and objectives, develop action plans, and evaluate the effectiveness of the outcome of the plan. Case studies are used to promote decision making abilities.

GEB 4935 Capstone: General Management (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project. This course should be taken during the last semester of the program.

HSA 3110 Health Care Organization & Management (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
An examination of organizational structure of a variety of health care facilities, including general hospitals, ambulatory facilities, HMOs, long-term care facilities, neighborhood health centers and the implications of such organizational structure for successful administration.

HSA 3160 Health Care Marketing (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
A comprehensive overview of marketing strategies and technologies that might effectuate productive network systems. The primary focus will be processes within the health care system. Emphasis will be put on process from an administrative perspective.

HSA 4109 Principles of Managed Care (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
Basic knowledge relating to the perspective and practices of managed care. Special features of managed care will be discussed including primary care provider, care containment, utilization review and case management; types of managed care plans/models will be explored.

HSA 4421 Legal Aspects & Legislation in Health Care (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
Corporate structure and legal liabilities of health care institutions and professionals are studied from a local, state and federal regulatory position.

HSA 4553 Ethics in Health Care (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
The principles of ethical issues surrounding health care consumers and providers of health care are examined in depth. The course focuses on ethics and its principles and application in service settings. Contemporary issues confronting those delivering and using health care will be examined.

HSA 4938 Capstone: Health Management (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project. This course should be taken during the last semester of the program.

HSC 4500 Epidemiology (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
Study of epidemiology as a scientific discipline and its role in health service planning and administration. Emphasis on methods for studying chronic disease, public health, vital statistics, sanitation, and communicable disease.

ISM 3113 Systems Analysis and Design (BAS)
3 credits (3 lecture hours)
This course introduces the student to the analysis, design, implementation, and operation of information systems. Students will learn the various approaches to analyzing information systems and the steps necessary to gather information on the system requirements and to model business needs. They will then create blueprints for how the system should be built. The students will work on real world projects to apply the concepts and methods learned in this class.

ISM 3212 Database Management Systems (BAS)
3 credits (3 lecture hours)
Basic instruction in Data Structures, Data Modeling and Data Dictionaries. Main features of Linked-List, Hierarchical, Network and Relational Database Models as well as extensive Business Application problem solving is included.

ISM 3314 Project Management (BAS)
3 credits (3 lecture hours)
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.

ISM 4011 Management Information Systems (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
Study of language, concepts, structures, and processes involved in management of information systems including fundamentals of computer-based technology, and the use of business-based software for support of managerial decisions.

ISM 4117 Data Mining and Data Warehousing (BAS)
3 credits (3 lecture hours)
The student will utilize the techniques of data mining (DM). The implementation and benefits of data mining for industries such as retail, target marketing, fraud protection, health care, web, and E-commerce will be examined. The student will examine detailed case studies and will use current mining tools on real data.

ISM 4210 Database Administration and Architecture (BAS)
3 credits (3 lecture hours)
This course explores the day-to-day tasks of a database administrator. The essential techniques for database optimization, sizing and configuring storage space for tables, indexes, sub-indexes as well as security consideration in an N-tier distributed architecture will be examined and implemented.

ISM 4211 Database Systems and Physical Design (BAS)
3 credits (3 lecture hours)
The student will learn the managerial activities performed by a database administrator and learn how to optimize the access to databases. The physical design, database server architecture, capacity planning, and storage structure are examined. Security and maintenance tasks will be performed.

ISM 4213 Advanced Database Management (BAS)
3 credits (3 lecture hours)
The student will learn the fundamentals and applications of database management systems. The student will implement, compile, and execute stored database procedures and functions. The student will apply advanced techniques such as data structure management, error management, data management, application management, and transaction management.

ISM 4220 Business Data Communications, Telecommunications/Network (BAS)
3 credits (3 lecture hours)
This course provides the student with an understanding of the basic features and technologies used in computer networks. The technologies necessary to implement voice, data, and information networks will be examined. The student will gain an understanding of the practical application of networks in the management of a business.

ISM 4312 Project and Change Management (BAS)
(3 credits (3 lecture hours)
Introduces the use of scheduling, resource-allocation, and capacity planning in the design, development, and implementation of information systems and/or system changes. Covers state of the art models, such as the capability maturity model developed at the software engineering institute.)

ISM 4313 Managing IT Integration (BAS)
(3 credits (3 lecture hours)
Course requirements include acquisition and sourcing, integration, project management, testing and quality assurance, organizational context and architecture)

ISM 4320 Applications in Information Security (BAS)
3 credits (3 lecture hours)
The student will become familiar with the applications that are necessary to secure a network from intrusion; firewalls, Bastion Hosts, Proxy Servers, and Honeypots will be implemented. The student will also use applications to perform vulnerability testing to determine network weaknesses.

ISM 4323 Security Management (BAS)
3 credits (3 lecture hours)
The management of information security and its relation to organizational management will be examined in this class. The student will learn how to develop security policies. Development of policies will include procedures for assessing an organization's security, identifying risks, and reviewing laws and ethics.

ISM 4324 Computer Forensics (BAS)
3 credits (3 lecture hours)
This course provides the student with an understanding of the importance of computer forensics and the procedures and responsibilities of investigators. The student will obtain digital evidence through the forensic analysis of computers and networks. The student will perform network surveillance and analyze intrusion signatures. The methodology of how intrusion incidents should be handled will also be examined.

ISM 4330 Information Management Capstone Experience (BAS)
3 credits (3 lecture hours)
Prerequisite: Permission of Instructor; this course should be taken in the student's last semester
This course focuses on the integration of knowledge, skills, and abilities learned in the Information Management Database Administration or Security and Network Assurance (IT Forensics) program concentrations through a capstone project.

ISM 4332 IT Project Schedule & Cost Control (BAS)
3 credits (3 lecture hours)
Students will develop fundamental skills in estimating, scheduling, cost control, and reporting, essential for successful information technology projects.)

ISM 4881 Capstone Experience: Project Management (BAS)
3 credits (3 lecture hours)
Prerequisite: Student must complete all upper division courses before enrolling in this course
This course is the capstone class for technology management and it is the opportunity for the student to demonstrate that he/she has assimilated the material from the program and can apply it in the real world. It focuses on giving the student practical, business-world experience in actual cases and companies dealing with technology management issues today.

MAN 3025 Administrative Management (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
Introduction to the theory and practice of managing formal organizations, including planning, organizational theory, human behavior and control.

MAN 3240 Organizational Theory and Management (BAS)
3 credits (3 lecture hours)
Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development.

MAN 3301 Human Resources Management (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees, and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.

MAN 4120 Leadership Challenges and Supervision (BAS)
3 credits (3 lecture hours)
Prerequisite: FIN 3400, GEB 3213 (with a grade of C or higher)
Discussion and application of leadership theories include skill formation to develop leadership abilities. Team building skills are emphasized to enhance leadership effectiveness. Students learn the importance of visioning in their organizations.

MAN 4162 Customer Relations for Business (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
This course examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

MAN 4401 Labor Relations Management (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
This course explores the impact of employees' organizations on labor relations, current problems, conflicts and trends, and includes the development of managerial approaches to achieve labor-management cooperation.

MAN 4504 Operational Decision Making (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
The application of management systems, project management, quantitative principles and techniques to the effective planning and utilization of resources in the operations of manufacturing, research and services.

MAN 4520 Quality Management Control (BAS)
3 credits (3 lecture hours)
Overview of the history and current practices related to the quality movement. Students will study contributions of quality experts such as **D**eming, **J**uran and **C**rosby, and will be introduced to the concepts of team management, group processes, and problem-solving skills. Various measurement tools for process improvement and control will be examined.)

MAN 4574 Acquisitions Management (BAS)
(3 credits (3 lecture hours)
Students will be exposed to the fundamentals of acquisitions. This course provides conceptual material on acquisitions, to include program planning, execution, and control. Students will be introduced to the elements of program risk and learn risk management techniques. The systems engineering process will be emphasized to include work-breakdown structures, cost-benefit analysis, and scheduling.)

MAN 4584 Project Risk Management (BAS)
3 credits (3 lecture hours)
This course is designed to give insight into the problems that may arise in a project setting. This course will also give students the needed skills to identify risks and make preparations to diffuse and solve conflicts. This course will also allow students to become familiar with the preparation and skills used to diffuse risk in the project management setting.

MAN 4802 Entrepreneurship and Small Business Management (BAS)
3 credits (3 lecture hours)
In this course student study the factors involved in starting and managing a small to medium size business. Emphasis is placed on conduct of pre-business feasibility study, start-up of business, successful management of the firm, and options for succession or termination.

MAR 4802 Marketing for Managers (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)
This course helps develop the marketing knowledge and skills necessary for the successful manager of an organization. Students will understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services.

NUR 3069 Advance Health Assessment (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program
The registered nurse student will learn a knowledge base which details the physiological, pathophysiological and psychological aspects of performing a comprehensive health assessment in a variety of environments within diverse populations of health care clients.

NUR 3119 Heritage of Nursing Concepts (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program
Focus is on philosophical and theoretical foundations of nursing as a profession. The student is introduced to the history of nursing through defining concepts and the development of theories across the last century. Teaching strategies are designated to enhance students' abilities and skills to bridge the theory-practice gap and expand their knowledge regarding theoretical frame work in nursing profession through analytical and apply learning activities. Emphasis is placed on the nurse applying theory in today's health care arena to ensure positive client outcomes.

NUR 3125 Pathophysiology for Clinical Nursing Practice (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program
Registered nurse students will learn the advanced study of pathophysiology and symptomatology across the life span. Students will learn to recognize alterations in physiologic functions and manifestation of disease.

NUR 3164 Nursing Research and Informatics (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program
Concepts in research, healthcare informatics, trends and exploring innovative strategies and applications are introduced and used to document in the electronic health record. Students learn the relationship between nursing research and utilization of evidence-based practice and how to apply it when documenting in the patient's record. This course also explores the research process as a foundation for acquiring skills needed to access, critically appraise and synthesize literature.

NUR 3678 Nursing Care of Vulnerable Populations (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program
The course implements topics that focus on the recommended competencies as developed by the American Association of Colleges of Nurses (AACN) for the baccalaureate nurse. Emphasis is placed on the aging population and the need for a

transformational leadership in a health workforce that is capable of delivering competent care to older adults. The second half of the course emphasizes the growing vulnerable population focusing on the leadership role of the nurses in advocacy, cultural competence, and ethical issues specific to social justice and distribution of resources.

NUR 3825 Nursing Role Transitional Perspective (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program

Role expectations for baccalaureate nurse; development of a professional self-concept; interface of personal and professional growth; transition from task to theory will be explored and real-world experience discussed. Legal issues in nursing will be discussed in detail as well as the historical and current issues affecting health care today.

NUR 4107 Nursing Perspectives/Global Trends (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program

This course is an introduction to the current health care delivery systems on local, regional, national and global levels. Health care economics and health care policy plus their impacts on for-profit health care models are reviewed. Growth of HMO's and health care systems in other countries are examined.

NUR 4636C Community Health Nursing (BSN)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: Acceptance into the RN-BSN program

The role of the nurse in dealing with family crises, gerontological problems, child-bearing and child-rearing families, and medical-surgical conditions is explored. Historical, legal, ethical, land economic issues affecting adult/gerontological nursing are reviewed. Adaptive responses of client groups and research on community nursing and its application to groups of clients within the community are examined. Assessment of the community and its health care delivery systems and epidemiology and biostatistics applied to community nursing is practiced along with the social structure of families and communities.

NUR 4655 Nursing in a Multicultural Society (BS)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program

The course presents concepts in trans-cultural nursing focusing on the nurse leader developing cultural competency while learning more about the health/illness beliefs of patients. The course is developed to provide the cultural foundation of existing models related to trans-cultural nursing and allows the nurse leader to identify key components impacting the cultural diversity of identified sub-cultures. Health care delivery within the United States is also discussed with a focus on the Institute of Medicine report on Standards of Care as it applies to health disparities.

NUR 4827 Leadership and Management in Professional Nursing (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program

The registered nurse student will learn the theory and techniques of leadership to enable him/her to assume a leadership role in a health care facility. The registered nurse student will also learn skills that will enable her/him to collaborate with other members of a health care team.

NUR 4847 Clinical Decision Making/Critical Thinking (BSN)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program

This course provides a conceptual understanding of the logical and critical thought processes required of the professional nurse.

NUR 4945 Nursing Capstone Experience (BS)
3 credits (3 lecture hours)
Prerequisite: Students must complete all upper division NUR courses before enrolling in this course

The Capstone in the BSN program concentrates on strategic planning concepts as they apply to professional nursing practice. The course will prepare the nurse leader in the integration of knowledge, skills and abilities learned from taking courses in the Bachelor of Science in Nursing program. This course will be taken in the last semester of the BSN program.

PAD 4393 Critical Incident Management (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

Emergency management and disaster planning on events most likely to affect Florida including reviewing the four phases of planning, mitigation, response, and preparedness. Includes FEMA and Federal Government NIMS IS-700, ICS-100 and ICS-200 certifications.

PAD 4426 Public Sector Labor Relations (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

An examination of the historical development of labor relations and collective bargaining in the public sector and the impact of public employees' unions on public personnel administration.

PAD 4442 Public Safety Community Relations (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

This course studies the complex field of educating the public and responding to public concerns. Topics include information dissemination procedures and obligations unique to public organization, as well as techniques of interaction with the media.

PAD 4604 Regulatory Policy Administrative Law for the Public Sector (BAS)
3 credits (3 lecture hours)
Prerequisites: FIN 3400, GEB 3213 (with a grade of C or higher)

Examines the issues of administrative ethics in public service. Topics include public integrity, ethics codes, administrative discretion, secrecy and sunshine laws, and organizational pressures on whistle-blowing.

RMI 3004 Risk Management (BAS)
3 credits (3 lecture hours)

This course covers basic principles and concepts relating to risk management as it relates to personal and business environments. The major areas of instruction include property/casualty, life, life and health.

ASSOCIATE AND PSAV LEVEL 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: ACG2022
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: ACG2071
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.

ACG 2360 Cost Accounting (AS)
3 credits (3 lecture hours)
Prerequisite: ACG2071
Examines common cost systems with emphasis on cost for materials, labor, overhead, standard costs and cost relationships.

ACG 2450 Microcomputer Operations Accounting (AS)
3 credits (3 lecture hours)
Prerequisites: ACG2022 or (MTB1103 and APA1111) and CGS1100
An overview of microcomputer accounting applications. A general accounting program is used to complete the accounting cycle for different types of businesses. Excel is used to develop spread-sheet analysis.

ACR 0066 Technical Engineering of HVAC/R Systems (PSAV)
120 clock hours
Corequisites: ACR0710 (or ACR0963), VPI0100, VPI0200, VPI0300
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
Corequisites: ACR0706, VPI0100, VPI0200, VPI0300
This course provides solid-state electronics used in HVAC and R systems including principles of direct digital controls and solid-state circuits. Hands-on practice is provided with circuit boards, programmable thermostats, operating mechanical refrigeration service and testing equipment, and refrigerant recovery systems. Also covered are functions of a building-management system.

ACR 0430 Indoor Air Quality for Air Conditioning (PSAV)
120 clock hours
Corequisites: ACR0622, VPI0100, VPI0200, VPI0300
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
Corequisites: VPI0100, VPI0200, VPI0300
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.

ACR 0510 HVAC/R Tools and Component Fabrication (PSAV)
120 clock hours
Corequisites: ACR0501, VPI0100, VPI0200, VPI0300
This course provides lecture, demonstration and hands-on practice in the proper use of tools and measuring techniques in the trade. Students will identify tubing types, pipe fitting, bends and assembling techniques. Students will solder, braze, fabricate and leak test piping, tubes and fittings. Also provided is instruction in oral and written communication, research, and employability skills. Entrepreneurship is discussed.

ACR 0530 Electricity for HVAC/R (PSAV)
120 clock hours
Corequisites: ACR0510, VPI0100, VPI0200, VPI0300
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 and System Trouble Shooting (PSAV)
120 clock hours
Corequisites: ACR0307, VPI0100, VPI0200, VPI0300
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 Installations (PSAV)
120 clock hours
Corequisites: ACR0530, VPI0100, VPI0200, VPI0300
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
Corequisites: ACR0816, VPI0100, VPI0200, VPI0300
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 0762 Introduction to Sustainable HVAC Practices (PSAV)

150 clock hours
Corequisites: ETP0450 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course describes the different energy efficient systems HVAC professionals may use for different applications. The course illustrates how each of these systems may be applied and installed. It shows the advantages and disadvantages of each technology and how that particular HVAC system contributes to the building's overall efficiency. It shows how different climates throughout the country play a vital role in determining which system can be the most beneficial.

ACR 0816 Installation and Repair of HVAC/R Systems (PSAV)

120 clock hours
Corequisites: ACR0430, VPI0100, VPI0200, VPI0300

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 Air Conditioning and Refrigeration Apprenticeship Co-op (First Year) (PSAV)

475 clock hours

This course provides related technical instruction and hands-on experience in which students attain basic field knowledge of the heating, ventilation, air conditioning and refrigeration industry, including identification of parts of a blueprint, mechanical and architectural drawings, use of basic drafting tools, drawing simple prints and sketches, size calculations using basic formulas, and ability to discuss the Florida Energy Code and make calculations using the Code. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job-skills plan. The second semester of this course includes use of Manual J, safe use of equipment and tools, operating principle of different fans, proper use of equipment to check air flow, and the relation of air distribution to duct sizes and design.

ACR 0931 R Air Conditioning and Refrigeration Apprenticeship Co-op (First Year-Summer) (PSAV)

350 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. The respective 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 0932 R Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year) (PSAV)

475 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. The respective 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 0933 R Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year-Summer) (PSAV)

350 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. The respective 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 0934 R Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year) (PSAV)

475 clock hours

This is a related technical instruction and hands-on course in which students attain basic field knowledge of the heating, ventilation, air conditioning and refrigeration industry, including identification of parts of a blueprint, mechanical and architectural drawings, use of basic drafting tools, drawing simple prints and sketches, size calculations using basic formulas, and ability to discuss the Florida Energy Code and make calculations using the Code. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills plan. The second semester of this course includes use of Manual J, safe use of equipment and tools, operating principle of different fans, proper use of equipment to check air flow, and the relation of air distribution to duct sizes and design.

ACR 0935 R Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year-Summer) (PSAV)

350 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. Specific job skills must be identified in a job-skills plan.

ACR 0936 R Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year) (PSAV)

475 clock hours

This is a related technical instruction and hands-on course in which students attain basic knowledge of the heating ventilation, air conditioning and refrigeration industry, including math, safety, refrigeration practice.

ACR 0937 R Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year-Summer) (PSAV)

350 clock hours

This course provides related technical instruction and hands-on experience in which students attain basic knowledge of the heating, ventilation, air conditioning and refrigeration industry, including math, safety, refrigeration practices, the basic refrigeration cycle, and identification of basic and specialized tools.

ACR 0940 Air Conditioning and Refrigeration Apprenticeship 1 (PSAV)

72 clock hours

This course provides technical instruction and hands-on application in which students attain basic knowledge of the

heating, ventilation, air conditioning and refrigeration industry including math, safety, refrigeration practices, the basic refrigeration cycle, and identification of basic and specialized tools.

ACR 0941 Air Conditioning and Refrigeration Apprenticeship 2 (PSAV)

72 clock hours

This course provides technical instruction and hands-on application in which students attain basic knowledge of the heating, ventilation, air conditioning and refrigeration industry, including cutting, joining and brazing copper tubing, soldering and brazing practices, and use of recovery equipment.

ACR 0942 Air Conditioning and Refrigeration Apprenticeship 3 (PSAV)

72 clock hours

This course provides technical instruction and hands-on application in which students attain basic knowledge of the heating, ventilation, air conditioning and refrigeration industry including defining electrical and electronic terms, AC and DC current, series and parallel circuits, and basic motor theory.

ACR 0943 Air Conditioning and Refrigeration Apprenticeship 4 (PSAV)

72 clock hours

This course provides technical instruction and hands-on application in which students attain basic knowledge of the heating, ventilation, air conditioning and refrigeration industry including formulas to solve electrical problems, components of an electrical circuit, common circuit controls in A/C systems, safety devices used in electrical systems, differentiation between circuit diagrams, and safety procedures for servicing electric motors.

ACR 0944 Air Conditioning and Refrigeration Apprenticeship 5 (PSAV)

72 clock hours

This course provides hands-on application in which students attain basic knowledge of the heating, ventilation, air conditioning and refrigeration industry, including identification of parts of a blueprint, mechanical and architectural drawings, use of basic drafting tools, drawing simple prints and sketches, size calculations using basic formulas, and ability to discuss the Florida Energy Code and make calculations using the Code.

ACR 0945 Air Conditioning and Refrigeration Apprenticeship 6 (PSAV)

72 clock hours

This course provides technical instruction and hands-on application in which students attain basic knowledge of the heating, ventilation, air conditioning and refrigeration industry, including calculation of heat loss and gain, use of Manual J, safe use of equipment and tools, operation principles of various fans, equipment use to check air flow, and air distribution related to duct size and design.

ACR 0946 Air Conditioning and Refrigeration Apprenticeship 7 (PSAV)

72 clock hours

This course provides students with realistic on-the-job training experience. The respective cooperative teacher and employer will provide the supervision in the on-the-job portion of the program and it will be scheduled as required hours for the program. Identify specific welding job skills that will be evaluated selectively on a minimum basis during each grading period.

ACR 0947 Air Conditioning and Refrigeration Apprenticeship 8 (PSAV)

72 clock hours

This course provides technical instruction and hands-on application in which students attain basic knowledge of the heating, ventilation, air conditioning and refrigeration industry including chemical water treatment, types of pneumatic systems, use of volume boxes, use of dampers, energy management systems gas furnace operation, and indoor air quality.

ACR 0961 HVAC/R Field Work Experience 1 (PSAV)

75 clock hours

Corequisites: ACR0066 (or ACR0964), VPI0100, VPI0200, VPI0300

This course provides students with realistic on-the-job training experience. The respective cooperative teacher and employer will supervise the on-the-job portion of the program which will be scheduled as required hours for the program. Identify specific heating, AC, refrigeration and helper job skills that will be evaluated selectively on a minimum basis during each grading period.

ACR 0962 HVAC/R Field Work Experience 2 (PSAV)

75 clock hours

Corequisites: ACR0961, VPI0100, VPI0200, VPI0300

This course provides students with realistic on-the-job training experience. The respective cooperative teacher and employer will supervise the on-the-job portion of the program which will be scheduled as required hours for the program. Identify specific heating, AC, refrigeration and helper job skills that will be evaluated selectively on a minimum basis during each grading period.

ACR 0963 Field Work in HVAC/R 3 (PSAV)

120 clock hours

Corequisites: ACR0816, VPI0100, VPI0200, VPI0300

This course provides students with realistic on-the-job training experience. The respective cooperative teacher and employer will supervise the on-the-job portion of the program which will be scheduled as required hours for the program. Identify specific heating, AC, refrigeration and helper job skills that will be evaluated selectively on a minimum basis during each grading period.

ACR 0964 Field Work in HVAC/R 4 (PSAV)

120 clock hours

Corequisites: ACR0710 (or ACR0963), VPI0100, VPI0200, VPI0300

This course provides students with realistic on-the-job training experience. The respective cooperative teacher and employer will supervise the on-the-job portion of the program which will be scheduled as required hours for the program. Identify specific heating, AC, refrigeration and helper job skills that will be evaluated selectively on a minimum basis during each grading period.

AER 0006 Introduction to Automotive Services (PSAV)

150 clock hours

Corequisites: VPI0100, VPI0200, VPI0300

This course will introduce students to entry level skills in basic automotive service and systems operations. The topics covered include shop safety, OSHA rules, identification and proper use of shop tools and equipment, automotive component identification, ASE certification requirements, use of electronic service information, proper use of measuring tools, EPA rules on hazardous waste handling and disposal, routine maintenance and

customer service. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0033 Applied Academics for Automotive Technicians (PSAV)
75 clock hours
Prerequisite: AER0692 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300
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 used in the automotive service industry.

AER 0080 Workplace Skills for Automotive Technicians (PSAV)
75 clock hours
Prerequisite: AER0692 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300
This course will introduce the major components of obtaining employment and basic understanding of entrepreneurship. Major topics will include job search, employment retention skills, business ownership and work ethics. All of the course content will relate to the automotive service industry.

AER 0199 Automotive Engine Repair (PSAV)
150 clock hours
Corequisites: AER0692 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to establish proficiency in engine theory and repair. Areas of concentration will include the diagnosis and repair of cylinder head and valve train, engine block, lubrication and cooling systems. The course will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0299 Automotive Automatic Transmissions and Transaxles (PSAV)
150 clock hours
Prerequisite: AER0080 or AER0940 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to teach the principles, operation, diagnosis and repair of automatic transmissions and transaxles. The areas of concentration will include preventive maintenance, service adjustments, removal and installation and component replacement. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0399 Automotive Manual Transmissions and Transaxles (PSAV)
150 clock hours
Prerequisite: AER0080 or AER0940 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to establish proficiency in the operation, service, diagnosis and repair of manual transmissions and transaxles. An emphasis will be placed on the removal, repair and replacement clutch assemblies, drive shafts, differentials and four-wheel drive components. The course will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0499 Automotive Steering And Suspension (PSAV)
150 clock hours
Corequisites: AER0692 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to establish proficiency in steering, suspension and wheel alignment systems. Emphasis will be placed on the 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.

AER 0599 Automotive Brake Systems (PSAV)
150 clock hours
Corequisites: AER0691 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
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 related miscellaneous mechanical/electrical components. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0691 Automotive Electrical and Electronic Systems 1 (PSAV)
150 clock hours
Corequisites: AER0006 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to teach the principles of electrical and electronic diagnosing and troubleshooting of automotive parts and components. An emphasis will also be placed on the proper diagnosis, service and repair of battery and starting systems. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0692 Automotive Electrical and Electronic Systems 2 (PSAV)
150 clock hours
Corequisites: AER0599 (with grade of C or higher), VPI0100, VPI0200, VPI0300
This is an advanced course designed to establish proficiency in the diagnosis and repair of the vehicle's charging systems, lighting systems, driver information systems and electrical/electronic accessories. The course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0759 Automotive Heating And Air Conditioning (PSAV)
150 clock hours
Prerequisite: AER0080 or AER0940 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to establish proficiency in the diagnosis 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 0891 Automotive Engine Performance 1 (PSAV)
150 clock hours
Prerequisite: AER0080 or AER0940 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300
This is an introductory course designed to establish proficiency in the diagnosis and repair of engine ignition systems, computerized controls, and emissions systems. Special emphasis will be placed

on the proper use of engine performance diagnostic tools such as the engine analyzer, oscilloscope, emissions analyzer and hand held scan tools. The course instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0892 Automotive Engine Performance 2 (PSAV)
150 clock hours
Corequisites: AER0891 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course is designed to establish an advanced level of proficiency in the diagnosis and repair of engine performance and drivability problems that may affect the power, fuel economy, emission output levels and dependability of the vehicle. The major areas covered include the diagnosis and troubleshooting of the emission control system, computer system, ignition system, fuel system, exhaust system and the engine's mechanical system. The student will learn to use diagnostic tools such as a trouble code scanner, oscilloscope, computer analyzer and a dynamometer. The course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0940 Automotive Services Field Work Experience (PSAV)
75 clock hours
Prerequisites: Instructor permission required, AER0692 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

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. Selected job skills will be evaluated a minimum of once during each grading period.

AMH 2010 United States History To 1865 (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate English and reading placement scores or course completion required to enroll in this General Education course.

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. Requires a demonstration of computer application. (*)

AMH 2010 Honors United States History To 1865 (AA)
3 credits (3 lecture hours)
Prerequisite: Admissions to the Honors College. Prerequisite: Appropriate English and reading placement scores or course completion required to enroll in this General Education course.

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. Requires a demonstration of computer application. (*)

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. (*)

AMH 2020 Honors United States History from 1865 to Present (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College

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. (*)

AML 2010 American Literature to 1865 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)

Study of the literature of America from colonial times through the Civil War era. Students will examine the literary works, ideas, authors, history and intellectual climate of early America. Students will also develop effective reading, writing and analytical skills and a sense of literary taste. (*)

AML 2010 Honors American Literature to 1865 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)

Study of the literature of America from colonial times through the Civil War era. Students examine the literary works, ideas, authors, history and intellectual climate of early America. Students will also develop effective reading, writing and analytical skills and a sense of literary taste. (*)

AML 2020 American Literature After 1865 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)

Study of the literature of America from the Civil War through the modern era. Students will examine the literary works, ideas, authors, history and intellectual climate of modern America. Students will also develop effective reading, writing and analytical skills and a sense of literary taste. (*)

AML 2020 Honors American Literature After 1865 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)

Study of the literature of America from the Civil War through the modern era. Students examine the literary works, ideas, authors, history and intellectual climate of modern America. They also develop effective reading, writing and analytical skills and a sense of literary taste. (*)

AML 2600 African American Literature (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

AML 2600 Honors African American Literature (AA)
3 credits (3 lecture hours)
Prerequisites: Admissions to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

AML 2631 Hispanic American Literature (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC 1121 (with a grade of C or higher)
This course surveys literature by Hispanic Americans throughout American history, with an emphasis on contemporary works. Issues of varied influences, culture, disenfranchisement, agency, identity and inclusion are among those considered. The student will develop an understanding of the Hispanic American experience and its rich literary traditions. (*)

AML 2660 Jewish American Literature (AA)
3 credits (3 lecture hours)
Prerequisite: A grade of C or higher in ENC1101 or its equivalent
This course explores the representations and interpretations of Jews and Judaism throughout American literary history and culture, from the seventeenth century through present day. Readings trace how Jewish writers negotiate Jewish and national identity as they use numerous literary genres in their attempt to define what it means to be Jewish in America, what it means to be American, and what it means to be a Jewish American. (*)

AMT 1933 Airframe and Power Plant Certification (AS)
24 credits (24 lecture hours)
Prerequisite: Verification of Airframe and Power Plant Certification
This internal institutional course acknowledges articulation credits for those students who currently hold (1) an Airframe Certificate and (2) a Power Plant Mechanics Certificate, issued by the Federal Aviation Administration (FAA), and allows them to pursue the Maintenance Management two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry. This course is awarded through prior learning assessment.

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. Demonstration of computer application is required. (*)

AOM 1261 Agriculture and Cane Farming (AS)
2 credits (2 lecture hours)
Prerequisites: CHM1032, CHM1032L, MAC1105, PHY1001 (with a grade of C or higher)
Students will understand and appreciate the activities involved in land preparation, cane planting and fertilization, weed control, irrigation and drainage, and harvesting and transportation of the cane to the mill. This introductory course provides students with the background to understand the impact of agricultural activities on mill operations.

AOM 1262 Sugar Cane Processing Overview and Engineering Practices (AS)
2 credits (2 lecture hours)
Prerequisite: AOM1261 (with a grade of C or higher)
Students will understand and appreciate the activities that take place in a raw sugar mill and the basic engineering concepts involved. The overall process will be understood in terms of mass and volume flow and the means of achieving these, using pumps, conveyors, etc. Basic qualitative concepts of temperature, heat and heat transfer are covered.

AOM 1263C Cane Quality and Analysis; Factory Analytical Methods (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1262 (with a grade of C or higher)
Students will understand and appreciate the activities of the laboratory for both cane quality analysis and for factory process control and determination of raw sugar quality. Units of measurement, precision and accuracy, data recording, and computer entry are explained. The concept of the factory material balance are introduced.

AOM 1265C Cane Preparation, Milling and Diffusion - 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1274C (with a grade of C or higher)
Students will understand and appreciate the factors involved in determining satisfactory extraction of sucrose from cane and the equipment required. Students will also appreciate the importance of cane quality and steady operation of the cane factory and the problems that can occur in milling operations on a descriptive rather than quantitative level.

AOM 1266C Cane Preparation, Milling and Diffusion - 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1265C (with a grade of C or higher)
Students will understand and appreciate the mechanical and operational issues involved in the extraction of sucrose from cane from a quantitative perspective and will become aware of the engineering issues involved. This course introduces students to technologies not employed in the local industry and the benefits of automation.

AOM 1274C Material Balance Calculations and Factory Control - 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1263C (with a grade of C or higher)
Students will understand and appreciate the factors involved in determining satisfactory operation of the sugar factory and the measurements and analyses involved. Students will appreciate the factors involved in performance assessment and how a factory report is produced at a basic level - more complex issues to be covered in AOM2275.

AOM 2267C Clarification, Filtration and Evaporation - 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM1266C (with a grade of C or higher)
Students will understand and appreciate the thermal and chemical aspects of juice purification, the issues of removal and treatment of impurities and the importance of evaporation as an operation in the factory. The treatment of the subject is more descriptive than quantitative and focuses on the types of equipment and systems involved.

AOM 2269C Crystallization - 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Students will become aware of the essential importance of crystallization in raw sugar production, the types of equipment used and the general operating conditions, including, from a more qualitative perspective, the underlying physical principles involved. Students will become familiar with the underlying quantitative calculations of sugar recovery by crystallization.

AOM 2270C Crystallization - 2; Centrifugation (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: AOM2269C (with a grade of C or higher)
Students will become aware of the critical quantitative data and calculations necessary for operation of this stage of raw sugar production, the practical limits of the technology and the application of automatic control. At the end of this course, students should be able to derive a crystallization scheme for a range of syrup characteristics and centrifugation options.

AOM 2271 Sugar and Molasses Quality, Handling, Storage and Shipping (AS)
3 credits (3 lecture hours)
Prerequisite: AOM2270C (with a grade of C or higher)
Students will become familiar with the issues involved in the keeping quality, handling and storage of the raw sugar factory products, both sugar and molasses. The concept of raw sugar specifications and contracts are introduced and the importance of meeting these specifications are emphasized, as well as the customer/refiner concerns on sugar and molasses quality.

AOM 2273 Basics of Sugar Refining (AS)
3 credits (3 lecture hours)
Prerequisite: AOM2275 (with a grade of C or higher)
Students will become familiar with the issues involved in the keeping quality, handling and storage of the raw sugar factory products, both sugar and molasses. The concept of raw sugar specifications and contracts are introduced and the importance of meeting these specifications are emphasized, as well as the customer/refiner concerns on sugar and molasses quality.

AOM 2275 Material Balance Calculations and Factory Control - 2 (AS)
3 credits (3 lecture hours)
Prerequisite: AOM2271 (with a grade of C or higher)
Students will become familiar with the formal reports created by the chief chemists in the raw sugar mills. They will understand that the reports are used for recording production rates and factory efficiencies, for both individual factory operations and for the overall industry. Students will become familiar with modern computerized reporting systems.

AOM 2277 Regulatory and Quality Control (AS)
3 credits (3 lecture hours)
Prerequisite: AOM2273 (with a grade of C or higher)
Students will become aware of the impact of the important external factors that are involved in sugar production operations, especially those involving government regulations. Customer and industry standards are explained and the importance of maintaining an operation that passes government and industry requirements are stressed.

APA 1111 Bookkeeping (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 2172 Computerized Bookkeeping (AS)
3 credits (3 lecture hours)
Prerequisites: CGS1100 and (APA1111 or ACG2022)
An overview of computerized bookkeeping applications software. A computerized bookkeeping program will be used to familiarize the students with the basic support tools available to a full-charge bookkeeper.

ARC 1002 Introduction to Architecture (AA)
3 credits (3 lecture hours)
For the beginner, an introduction to the world of architecture and its expression of meaning through design. Includes a survey of the role of the architect (past, present and future), and analysis of the scope of the profession and its problems, emphasizing the broad range of physical, cultural and sociological factors that influence it. Serves also as a practical introduction to the pre-architecture program, giving students a verbal and conceptual foundation to navigate the rest of the program at an accelerated pace.

ARC 1131C Architecture Graphics 1 (AA)
2 credits (1 lecture hour, 2 lab hours)
This course provides multi-media communication techniques, language, graphics, models, development of explanatory vocabulary, both verbal and visual. Exercises in the graphic simulation of spaces.

ARC 1132C Architecture Graphics 2 (AA)
2 credits (1 lecture hour, 2 lab hours)
Control of graphic media and methods of application is emphasized as a basic tool of visual communication. The student concentrates on the use of graphite and ink media in combination with his/her mechanical projections skills. The beginning student using these projections and media skills must be able to represent the basic components of physical environmental objects: mass, space, shape, size, color, texture, pattern, tone, light, movement, ratio, rhythm, and scale.

ARC 1301C Architectural Design 1 (AA)
4 credits (3 lecture hours, 2 lab hours)
Corequisites: ARC 1131C, ARC1701
This course provides the first of the four pre-professional architectural design studios. Its purpose is to integrate design thought processes with the creation of two-dimensional and three-dimensional representations (drawings and models). Emphasis is on learning about architectural design ideas and issues, employing effective architectural design processes, and developing one's creativity. The ultimate goal is to create a competitive portfolio of work required for entry into limited access Professional Bachelor of Architecture or Master of Architecture Degree programs.

ARC 1302C Architectural Design 2 (AA)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC1301C, ARC1701
Corequisites: ARC1132C, ARC2201
This course is the second of the four pre-professional architectural design studios. Its purpose is to continue manipulation of design thought processes with the creation of two-dimensional and three-dimensional representations (drawings and models). Emphasis is on expanding the dialog about architectural design issues in space analysis/synthesis and organization, as well as, the continued development of skills in drawing and model production. The ultimate goal is to create a competitive portfolio of work required for entry into limited access Professional Bachelor or Master of Architecture Degree programs.

ARC 1701 History of Architecture 1 (AA)
3 credits (3 lecture hours)
This course is a world-wide survey of social, political, material, and cultural factors which have generated distinctive architectural responses (styles) in cultures from pre-history up to the 18th century. Information from this course provides a basis for cross-cultural, architectural comparison/evaluation of the contemporary built environment.

ARC 1702 History of Architecture 2 (AA)
3 credits (3 lecture hours)
Prerequisite: ARC1701
This course is a world-wide survey of social, political, material, and cultural factors which have generated distinctive architectural responses (styles) in cultures from the Industrial Revolution (mid-eighteenth century) through the present. Information from this course provides a basis for cross-cultural, architectural comparison/evaluation of the contemporary built environment.

ARC 2180CR Intro to Digital Architecture (AA)
3 credits (1 lecture hour, 4 lab hours)
This is an introductory course that focuses on using computers and software (Autocad, Revit, Rhinoceros and Adobe Suite) to create three-dimensional representations, graphic presentations and layouts. The emphasis is on establishing basic and intermediate level skills for architectural designers to utilize computer software to produce architectural designs and presentations.

ARC 2190CR The Architecture Portfolio (AA)
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: ARC1302C
An introduction to creating, binding and reproducing graphic materials for the process of applying to upper level architecture schools.

ARC 2201 Theory of Architecture (AA)
3 credits (3 lecture hours)
Prerequisite: ARC1301C
Corequisite: ARC1302C
This course is a survey of the basic principles, theories, concepts, goals and aspirations of architects and architecture of contemporary times. Information from this course provides the basis for cross-cultural comparison/evaluation of the evolution of contemporary architecture and architectural discourse.

ARC 2303C Architectural Design 3 (AA)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC1302C, ARC2201(or ARC2212)
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 4 (AA)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: ARC2303C, ARC2461
Corequisite: ARC2501
This course is the last of the four pre-professional architecture design studios. Its purpose is to summarize and engage the various foundation skills, abilities and understandings from the previous courses with the creation of two-dimensional and three-dimensional representations (drawings and models). Emphasis is on expanding the dialog of architectural design issues in space analysis/synthesis, organization, programming and context, as well as, the role of the architect in theory and practice. The ultimate goal is to create a competitive portfolio of work required for entry into a limited access Professional Bachelor or Master of Architecture Degree program.

ARC 2461 Materials and Methods of Construction 1 (AA)
3 credits (3 lecture hours)
Prerequisite: ARC 2302
This course is an introduction to the materials and methods of contemporary building construction with emphasis on wood, masonry, concrete and steel. The evaluations of these and other materials and their functional applications, the roles of zoning and building codes, and the importance of details to convey how buildings are put together are stressed. Lab exercises and field trips to building sites and fabricating plants are used to enhance understanding of the subject matter.

ARC 2501 Structures (AA)
3 credits (3 lecture hours)
Prerequisite: MAC2233
This course is a basic introduction to the evaluation of structures as applied to architecture. Studies include statics, stress, and the characteristics of beam and column behavior. The student will be encouraged to develop a structural "sense" in creating architectural solutions. Lab assignment reinforces the understanding of the concepts and processes of evaluation.

ARH 1000 Art Appreciation (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate English and reading placement scores or course completion required to enroll in this General Education course
This course will survey the important works of the visual arts from the past and present. Develop an awareness of the media, technique and evaluation of works of art from Western and non-Western cultures. (*)

ARH 1000 Honors Art Appreciation (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College and appropriate English and reading placement scores or course completion required to enroll in this General Education course
This course will survey the important works of the visual arts from the past and present. Develop an awareness of the media, technique and evaluation of works of art from Western and non-Western cultures. (*)

ARH 2050 Art History 1 (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate English and reading placement scores or course completion required to enroll in this General Education course
This course is a study of works of art from prehistoric world through the Renaissance including painting, sculpture and architecture.(*)

ARH 2050 Honors Art History 1 (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College. Appropriate English and reading placement scores or course completion required to enroll in this General Education course
This course is a study of works of art from prehistoric world through the Renaissance including painting, sculpture and architecture. (*)

ARH 2051 Art History 2 (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate English and reading placement scores or course completion
This course is a study of works of art from post Renaissance through modern including painting, sculpture and architecture. (*)

ARH 2051 Honors Art History 2 (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College. Appropriate English and reading placement scores or course completion
This course is a study of works of art from post Renaissance through modern including painting, sculpture and architecture. (*)

ART 1201C Design Fundamentals (AA)
3 credits (2 lecture hours, 2 lab hours)
This course provides basic exploration of the design principles and elements of design, emphasizing the vocabulary of art and technical skill in handling current art tools, and new art tools such as computers and software.

ART 1203C Three-Dimensional Design (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C
This is an introductory course in three dimensional visual experiences with emphasis on observing reality using the principles of three-dimensional design. Technical skills utilize sculptural media. Form in space, plane and space, surface and relief and line and point.

ART 1205C Color Design (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, ART1300C
This course is an exploration of color, as an element of design and provides further understanding of the principles of design while working with color. Understanding the nature of color temperature, and principles of composition with emphasis on color theory and the use of color and light in 3D design.

ART 1300C Drawing 1 (AA)
3 credits (2 lecture hours, 2 lab hours)
This is an introductory course in drawing using three dimensional design principles. Emphasis is on articulating 3D illusion on two dimensional surface. Technical skills are developed through various graphic media. Understanding illusion by exploring value changes to achieved form, also creating expressive drawing and balance compositions.

ART 1301C Drawing 2 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, ART1300C
This is an introductory courses in figure drawing in which the student studies skeletal drawing and the muscular composition of the human form. In addition, full color figure drawings in a variety of medium such as Portrait studies are also explored. Drawings exhibit the design concepts learned in ART 1300C. Students develop sensitivity to the page composition and ability to employ the use of negative space.

ART 1750C Ceramics 1 (AA)
3 credits (2 lecture hours, 2 lab hours)
Introduces basic methods of ceramic production in hand building, wheel throwing and glaze application.

ART 1751C Ceramics 2 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1750C
Continuation of ART1750C. Basic methods of ceramic production in hand building, wheel throwing and glaze application.

ART 2330C Life Drawing (AA)
3 credits (2 lecture hours, 2 lab hours)
This studio course provides students a thorough understanding of the structure and anatomy of the human figure from an artistic perspective. With this foundation, students render proportion, weight, form and mass of the figure. Drawing skills developed in previous classes are further refined through a variety of dry media.

ART 2500C Painting 1 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, ART1300C
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 2 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART2500C
Continuation of ART2500C with further investigation of expression and composition through technical procedures.

ART 2502C Figure Painting (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART2330C
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 hours, 2 lab hours)
Prerequisite: ART1201C
This course is an AA elective for the Fine Arts program. It focuses 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.

ASC 1101 Aero-Navigation (AS)
3 credits (3 lecture hours)
Prerequisite: PERT (Postsecondary Education Readiness Test) scores of 84 (Reading) and 90 (Writing) or above, or successful completion of REA0007 and ENC0015
This is a course for pilots that will introduce them to navigation including piloting, dead reckoning, radio and celestial as well as the use of serial charts, plotters and navigational procedures.

ASC 1210 Aero-Meteorology (AS)
3 credits (3 lecture hours)
Prerequisite: PERT (Postsecondary Education Readiness Test) scores of 84 (Reading) and 90 (Writing) or above, or successful completion of REA0007 and ENC0015

This is a course for pilots that will introduce them to aviation weather, its hazards, and available FAA services.

ASC 1310 Aero-Safety and Regulations (AS)
3 credits (3 lecture hours)
Prerequisite: PERT (Postsecondary Education Readiness Test) scores of 84 (Reading) and 90 (Writing) or above, or successful completion of REA0007 and ENC0015

This is a course for pilots that will provide an 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)
Prerequisite: PERT test scores of 84 (Reading) and 90 (Writing) or above, or successful completion of REA0007 and ENC0015

This course provides an investigation into the theory of engines and the related equipment, engine construction, and engine operating procedures. Performance diagnosis and principles of safe engine operation are emphasized.

ASC 2550 Aerodynamics (AS)
3 credits (3 lecture hours)
Prerequisite: PERT (Postsecondary Education Readiness Test) scores of 84 (Reading) and 90 (Writing) or above, or successful completion of REA0007 and ENC0015

This is a course for pilots to introduce them to the 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 1002L Descriptive Astronomy Lab (AA)
1 credit (2 lab hours)
Corequisite: AST1002 (with a grade of C or higher)

A laboratory in support of an introductory survey of the universe. Includes exercises on the properties of light, optics, laws of planetary motion, stellar and galactic structure, and observation with a telescope. (*)

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 1111C Private Pilot Flight 1 - Airplane (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisite: Acceptance into the Aeronautical Science Flight Training Program
Prerequisite or Corequisite: ATT1100 (with a grade of C or higher)

Due to strict regulations of the FAA and Homeland Security regarding flight training, students must be accepted into Program Objective 2197 or 6164 through a Controlled Access program before being allowed to register for this class. This is the first of two courses needed to complete the training required for the FAA Private Pilot License. It includes 35 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor.

ATF 1112C Private Pilot Flight 2 - Airplane (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisite: ATF1100C

This is the second of two courses needed to complete the training required for the FAA Private Pilot's License. ATF1111C (Private Pilot Flight 1 - Airplane) must be completed before taking this course. This course provides the hours needed for cross country flight training and preparation for the FAA Private Pilot checkride. It includes 25 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor (includes 10 hours of solo). After successfully completing this course, the student would have the aeronautical skills and experience for the FAA Private Pilot checkride. This course does not include the FAA checkride. It is up to the student to make the arrangements necessary to take the checkride with the FAA after completing this course. However, the FAA Private License is a prerequisite for the next flight course.

ATF 1140C Private Pilot Flight 1 - Helicopter (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisite: Acceptance into the Aeronautical Science Flight Training Program
Prerequisite or Corequisite: ATT1100 (with a grade of C or higher)

Due to strict regulations of the FAA and Homeland Security regarding flight training, it is necessary to restrict access to the flight training classes. Students must be accepted into Program Objectives 2197 or 6164 through a Controlled Access program designed for all flight training classes. This is the first of two courses needed to complete the training required for the FAA Private Pilot License. It includes 35 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor.

ATF 1142C Private Pilot Flight 2 - Helicopter (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisite: ATF1140C

This is the second of two courses needed to complete the training required for the FAA Private Pilot's License. ATF1140C (Private Pilot Flight 1 - Helicopter) must be completed before taking this course. This course provides the hours needed for cross country flight training and preparation for the FAA Private Pilot checkride.

It includes 25 hours of dual flight instruction, and 10 hours of ground instruction with an FAA approved flight instructor (includes 10 hours of solo). After successfully completing this course, the student would have the aeronautical skills and experience for the FAA Private Pilot checkride. This course does not include the FAA checkride. It is up to the student to make the arrangements necessary to take the checkride with the FAA after completing this course. However, the FAA Private License is a prerequisite for the next flight course.

ATF 1150 E Flight Lab 1 (AS)
.2 credits (.6 lab hours)
Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)

In accordance with the Federal Aviation Regulations, Part 61, the Private Pilot must have 50 hours of cross country pilot-in-command in order to be eligible to apply for the Instrument Rating. This is a five modular course (A-E) in which each module provides the student with 10 hours of flight time in a two place airplane. Completing all modules will allow the student to build the FAA required cross country pilot-in-command flight time. Students having adequate flight time previously logged may choose to seek exemption from this course by applying for credit through the Prior Learning Portfolio process as outlined on the following web site: **www.palmbeachstate.edu/Prior-Learning**.

ATF 1150LA Flight Lab 1 - Airplane (AS)
.5 credits (2 lab hours)
Prerequisites: Acceptance into the Aeronautical Science Flight Training Program and FAA Private Pilot License

This is a two modular course that allows the Private Pilot to meet the FAR, Part 61, requirement of 50 hours of cross country pilot-in-command time in order to be eligible to apply for the Instrument Rating. Each module provides the student with 20 hours of supervised solo flight time and 4 hours of ground instruction with an FAA approved flight instructor. After successfully completing both modules and the Instrument Rating courses, the student will have accumulated the required FAA cross country pilot-in-command flight time needed for the Instrument Rating.

ATF 1150LB Flight Lab 1 - Airplane (AS)
.5 credits (2 lab hours)
Prerequisite: ATF1150LA

This is a two modular course that allows the Private Pilot to meet the FAR, Part 61, requirement of 50 hours of cross pilot-in-command time in order to be eligible to apply for the Instrument Rating. Each module provides the student with 20 hours of supervised solo flight time and 4 hours of ground instruction with an FAA approved flight instructor. After successfully completing both modules and the Instrument Rating courses, the student will have accumulated the required FAA cross country pilot-in-command flight time needed for the Instrument Rating.

ATF 1342L Flight Lab 1 - Helicopter (AS)
1 credit (3 lab hours)
Prerequisites: FAA Private Pilot License and acceptance into the Aeronautical Science Flight Training Program

This course allows the Private Pilot to meet the FAR, Part 61, requirement of 50 hours of cross country pilot-in-command time in order to be eligible to apply for the Instrument Rating. It includes 35 hours of instrument training dual flights and 5 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course and the Instrument Rating course, the student will have accumulated the required FAA cross country pilot-in-command flight time needed for the Instrument Rating.

ATF 1602C Flight Simulator (AS)
3 credits (1 lecture hour, 4 lab hours)
Prerequisites: Acceptance into the Aeronautical Science Flight Training Program; PERT (Postsecondary Education Readiness Test) score of 96 or above in Math, or successful completion of MAT0018 or higher level math course is required

Due to strict regulations of the FAA and Homeland Security regarding flight training, it is necessary to restrict access to the flight training classes. Students must be accepted into Program Objectives 2197 A or H, or 6164 A or H through a Controlled Access program designed for all flight training classes. This course is the simulator class that prepares the student for portions of the FAA requirements for the private pilot license and the instrument rating. The student will log 50 hours of instrument training and 10 hours of ground instruction as required by Federal Aviation Regulations Part 61.

ATF 2204C Commercial Pilot Flight - Airplane (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: FAA Private Pilot's License with Instrument Rating and acceptance into the Aeronautical Science Flight Training Program
Prerequisite or Corequisite: ATT2110

This course provides the training required for the FAA Commercial Pilot License. It includes 10 hours of dual flight instruction in a complex airplane, 10 hours of dual flight instruction in a non-complex airplane and 15 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot checkride.

ATF 2231C Commercial Pilot Flight 1 Additional Rating Airplane (AS)
2 credits (1 lecture, 2 lab)
Prerequisite: Acceptance into the Aeronautical Science Flight Training Program; FAA Commercial Pilot Helicopter License

This is the first of two courses that provides the student with the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot Airplane Additional Rating license. It includes 20 hours dual instruction and 10 hours performing the duties of PIC with an instructor, and 15 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course and ATF2232C, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot Airplane Additional Rating checkride. This course does not include the FAA checkride. It is up to the student to make the arrangements necessary to take the checkride with the FAA after completing this course.

ATF 2232C Commercial Pilot Flight 2 Additional Rating Airplane (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisite: Acceptance into the Aeronautical Science Flight Training Program; FAA Commercial Pilot Helicopter License, ATF2231C

This is the second of two courses that provides the student with the aeronautical skills and experience necessary to meet the

requirements for the FAA Commercial Pilot Airplane Additional Rating license. It includes 25 hours of solo, and 15 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course and ATF2231C, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot Airplane Additional Rating checkride. This course does not include the FAA checkride. It is up to the student to make the arrangements necessary to take the checkride with the FAA after completing this course.

ATF 2240L Flight Lab 2 - Helicopter (AS)
1 credit (2 lab hours)
Prerequisites: FAA Private Pilot's License with Instrument Rating and acceptance into the Aeronautical Science Flight Training Program

This course allows the Commercial Pilot to meet the SFAR 73 requirements to instruct in a Robinson helicopter. It includes 20 hours of solo flight time and 4 hours of ground instruction with an FAA approved flight instructor. After the Commercial Pilot successfully completes this course, ATF2540 and ATF2541, the Commercial Pilot will have accumulated the required flight time to meet the requirements for the SFAR 73 endorsement.

ATF 2241C Commercial Pilot Flight - Helicopter (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: FAA Private Pilot's License with Instrument Rating and acceptance into the Aeronautical Science Flight Training Program
Prerequisite or Corequisite: ATT2110 (with a grade of C or higher)

This course provides training required for the FAA Commercial Pilot License. It includes 20 hours of dual flight instruction and 15 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot checkride.

ATF 2242L Commercial Pilot External Load Flight - Helicopter (AS)
1 credit (2 lab hours)
Prerequisites: FAA Commercial Pilot License and acceptance into the Aeronautical Science Flight Training Program

This course is an introduction to external load helicopter operations. It includes 15 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have aeronautical skills and experience applicable for an external load operator.

ATF 2243 Commercial Pilot Turbine Flight - Helicopter (AS)
1 credit (1 lecture hour)
Prerequisites: FAA Commercial Pilot License and acceptance into the Aeronautical Science Flight Training Program

This course is an introduction to turbine helicopter flight. It includes 5 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have aeronautical skills and experience applicable for turbine flight operators.

ATF 2244L Commercial Pilot Night Vision Goggles Flight - Helicopter (AS)
1 credit (2 lab hours)
Prerequisites: FAA Commercial Pilot License and acceptance into the Aeronautical Science Flight Training Program

This course provides the hours needed to meet the requirements of night vision goggles flight training. It includes 10 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the Night Vision Goggles endorsement.

ATF 2245C Commercial Pilot Flight 1 Additional Rating – Helicopter (AS)
2 credits (1 lecture hours, 2 lab hours)
Prerequisite: Acceptance into the Aeronautical Science Flight Training Program; FAA Commercial Pilot Airplane License

This is the first of two courses that provides the student with the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot Helicopter Additional Rating license. It includes 20 hours dual instruction and 10 hours performing the duties of PIC with an instructor, and 15 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course and ATF2246C, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot Helicopter Additional Rating checkride. This course does not include the FAA checkride. It is up to the student to make the arrangements necessary to take the checkride with the FAA after completing this course.

ATF 2246C Commercial Pilot Flight 2 Additional Rating – Helicopter (AS)
2 credits (1 lecture hours, 2 lab hours)
Prerequisites: Acceptance into the Aeronautical Science Flight Training Program; FAA Commercial Pilot Airplane License, ATF2245C

This is the second of two courses that provides the student with the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot Helicopter Additional Rating license. It includes 25 hours of solo, and 15 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course and ATF2245C, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot Helicopter Additional Rating checkride. This course does not include the FAA checkride. It is up to the student to make the arrangements necessary to take the checkride with the FAA after completing this course.

ATF 2250L Flight Lab 2 - Airplane (AS)
1 credit (3 lab hours)
Prerequisites: FAA Private Pilot License and acceptance into the Aeronautical Science Flight Training Program

This course allows the Private Pilot to meet the Federal Aviation Regulations, Part 61, commercial cross country and specific flight requirements in order to be eligible to apply for the Commercial Pilot license. It includes 41 hours of supervised solo flight time, 4 hours of dual flight instruction, and 8 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course and ATF2204C, the student will have accumulated the FAA required total flight time, cross country and specific flight requirements of the FAA Commercial Pilot license.

ATF 2300 Instrument Rating Flight 1 - Airplane (AS)
2 credits (2 lecture hours)
Prerequisites: FAA Private Pilot License and acceptance into the Aeronautical Science Flight Training Program
Prerequisite or Corequisite: ATT2120 (with a grade of C or higher)

This is the first of two courses needed to complete the training required for the FAA Instrument Rating. This course provides the hours needed to meet the first phase of instrument flight training: basic attitude instrument flying, navigation and instrument approaches. It includes 20 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will then take ATF2302L to meet the requirements for the FAA Instrument Rating checkride.

ATF 2302L Instrument Rating Flight 2 - Airplane (AS)
1 credit (2 lab hours)
Prerequisite: ATF2300

This is the second of two courses needed to complete the training required for the FAA Instrument Rating. This course provides the hours needed to meet the final phase of instrument flight training: cross country and preparation for the FAA Instrument Rating checkride. It includes 15 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Instrument Rating checkride.

ATF 2340 Instrument Rating Flight 1 - Helicopter (AS)
2 credits (2 lecture hours)
Prerequisites: FAA Private Pilot License and acceptance into the Aeronautical Science Flight Training Program
Prerequisite or Corequisite: ATT2120 (with a grade of C or higher)

This is the first of two courses needed to complete the training required for the FAA Instrument Rating. This course provides the hours needed to meet the first phase of instrument flight training: basic attitude instrument flying, navigation and instrument approaches. It includes 20 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will then be able to take ATF2341L to meet the requirements for the FAA Instrument Rating checkride.

ATF 2341L Instrument Rating Flight 2 - Helicopter (AS)
1 credit (2 lab hours)
Prerequisite: ATF2340

This is the second of two courses needed to complete the training required for the FAA Instrument Rating. This course provides the hours needed to meet the final phase of instrument flight training: cross country and preparation for the FAA Instrument Rating checkride. It includes 15 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Instrument Rating checkride.

ATF 2400L Commercial Pilot Multi-Engine Flight - Airplane (AS)
1 credit (2 lab hours)
Prerequisites: Commercial Pilot License with Instrument Rating and acceptance into the Aeronautical Science Flight Training Program

This course provides the Commercial Pilot, Single Engine rating, the training required for the FAA Commercial Pilot, Multi-Engine rating. It includes 15 hours of dual flight instruction in a multi-engine airplane and 8 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Commercial Pilot Multi-Engine Rating checkride.

ATF 2500C Flight Instructor (Initial CFI) Flight - Airplane (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: FAA Commercial Pilot License with Instrument Rating and acceptance into the Aeronautical Science Flight Training Program
Prerequisite or Corequisite: ATT2131 (with a grade of C or higher)

This course provides the hours needed to meet the requirements of the FAA Flight Instructor License (Initial CFI). It includes 17 hours of dual flight instruction in a non-complex airplane, 3 hours of dual flight instruction in a complex airplane, and 25 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Flight Instructor License.

ATF 2510L Flight Instructor Multi-Engine (MEI) Flight - Airplane (AS)
1 credit (2 lab hours)
Prerequisites: FAA Commercial Pilot License with Multi-Engine Rating and Flight Instructor, Instrument Rating and acceptance into the Aeronautical Science Flight Training Program

This course provides the hours needed to meet the requirements of the FAA Flight Instructor Multi-engine Rating (MEI). It includes 15 hours of dual flight instruction in a multi-engine aircraft and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Flight Instructor Multi-Engine Rating.

ATF 2530L Flight Instructor Instrument (CFI-I) Flight - Airplane (AS)
1 credit (2 lab hours)
Prerequisites: FAA Commercial Pilot License with Instrument Rating and a Flight Instructor License and acceptance into the Aeronautical Science Flight Training Program

This course provides the hours needed to meet the requirements of the FAA Flight Instructor Instrument Rating (CFI-I). It includes 10 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Flight Instructor Instrument Rating.

ATF 2540L Flight Instructor (Initial CFI) Flight - Helicopter (AS)
1 credit (3 lab hours)
Prerequisites: FAA Commercial Pilot License with Instrument Rating and acceptance into the Aeronautical Science Flight Training Program
Prerequisite or Corequisite: ATT2131 (with a grade of C or higher)

This course provides the hours needed to meet the requirements of the FAA Flight Instructor License (Initial CFI). It includes 20 hours of dual flight instruction and 25 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Flight Instructor License.

ATF 2541L Flight Instructor Instrument (CFI-I) Flight - Helicopter (AS)

1 credit (2 lab hours)
Prerequisites: FAA Commercial Pilot License with Instrument Rating and a Flight Instructor License, and acceptance into the Aeronautical Science Flight Training Program

This course provides the hours needed to meet the requirements of the FAA Flight Instructor Instrument Rating (CFI-I). It includes 10 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. After successfully completing this course, the student will have the aeronautical skills and experience necessary to meet the requirements for the FAA Flight Instructor Instrument Rating and the requirements for the SFAR 73 endorsement.

ATT 1100 Private Pilot Ground School (AS)

3 credits (3 lecture hours)
Prerequisite: PERT (Postsecondary Education Readiness Test) score of 96 or above in Math or successful completion of MAT0018

This is a course for pilots that includes basic aerodynamics, airplane performance, airplane systems and power plants, aviation weather, FARS, navigation, flight operations, aeromedical factors, aeronautical decision making, and crew resource management. It prepares the student for the FAA Private Pilot Knowledge Test.

ATT 2110 Commercial Pilot Ground School (AS)

3 credits (3 lecture hours)
Prerequisite or Corequisite: ATT2120

This is a course for pilots that includes basic aerodynamics, advanced airplane performance, airplane systems and power plants, aviation weather, FARS, navigation, flight operations, aeromedical factors, aeronautical decision making, cockpit resource management and multi-engine airplane operation. It prepares the student for the FAA Commercial Pilot Knowledge Test and the multi-engine airplane rating.

ATT 2120 Instrument Ground School (AS)

3 credits (3 lecture hours)
Prerequisite or Corequisite: ATT1100

This is a course for pilots that has an emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. It prepares the student for the FAA Instrument Rating Knowledge test.

ATT 2131 Flight Instructor Ground School (AS)

3 credits (3 lecture hours)
Prerequisite or Corequisite: ATT2110

This is a course for pilots that introduces the student to fundamentals of flight instruction: 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 and Flight Instructor Knowledge tests.

BAN 1004 Principles of Banking (AS)

3 credits (3 lecture hours)

This course provides entry level bankers with the information they need to provide effective service to their customers and thereby improve bank profitability, including: how banks affect the economy, the banking business, products and services provided, and how they are provided. Students will understand the interrelationships among bank departments, laws and regulations.

BCA 0340 Electrical Apprenticeship 9 (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain basic knowledge of fire alarm systems, application, installation, and the codes and standards. An introduction to instrumentation, process control, telephone writing, and high voltage testing.

BCA 0341 Electrical Apprenticeship 10 (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain basic knowledge of air conditioning/refrigeration fundamentals, installation of basic security systems, installing and proper use of Programmable Controllers. Applying the NEC for Code Calculations is also included.

BCA 0345 R Electrical Apprenticeship Co-op 9 (PSAV)

475 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 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 0346 R Electrical Apprenticeship Co-op 10 (PSAV)

350 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 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 0350 Apprenticeship in Residential Wiring 1 (First Year - First Course) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain knowledge of the electrical industry, including general job site safety, proper tool identification and use, basic rigging and digging techniques, introductory level construction blueprints and shop math.

BCA 0351 Apprenticeship in Residential Wiring 2 (First Year - Second Course (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain knowledge of the electrical industry, including basic knowledge of the National Electrical Code(NEC) and its application to residential wiring, basic knowledge of the various types of standard and special circuits wiring load calculation and installation techniques, selection of conduit, wire, boxes and cable trays.

BCA 0352 Apprenticeship in Residential Wiring 3 (Second Year - Second Course) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain knowledge of the electrical

industry, including introductory AC theory, AC circuitry, single and three phase circuitry and systems, generation of AC power, transformers, various AC motors.

BCA 0353 Apprenticeship in Electrical Wiring 4 (Second Year - Second Course) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain knowledge of the electrical industry, including 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 Kirchhoff's Law are covered. Series and parallel circuits, magnetism and DC motors/generators and controls are covered.

BCA 0354 Apprenticeship in Electrical Wiring 5 (Third Year - First Course) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain the ability to understand building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

BCA 0355 Apprenticeship in Electrical Wiring 6 (Third Year - Second Course) (PSAV)

72 clock hours

This is a related technical instruction and hands-on course in which students attain the ability to understand building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

BCA 0356 Apprenticeship in Electrical Wiring 7 (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 motors.

BCA 0357 Apprenticeship in Electrical Wiring 8 (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.

BCA 0358 R Electrical Apprenticeship Co-op 1 (PSAV)

475 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 the electrical field. The respective journeyman teacher and employer provide on-the-job supervision. Specific skills are identified on a work process form. The selected job skills are evaluated as the apprentice rotates through various job processes.

BCA 0359 R Electrical Apprenticeship Co-op 2 (PSAV)

350 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 the electrical field. The respective journeyman teacher and employer provide on-the-job supervision. Specific skills are identified on a work process form. The selected job skills are evaluated as the apprentice rotates through various job processes.

BCA 0361 R Electrical Apprenticeship Co-op 3 (PSAV)

475 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 the electrical field. The respective journeyman teacher and employer provide on-the-job supervision. Specific skills are identified on a work process form. The selected job skills are evaluated as the apprentice rotates through various job processes.

BCA 0362 R Electrical Apprenticeship Co-op 4 (PSAV)

350 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 the electrical field. The respective journeyman teacher and employer provide on-the-job supervision. Specific skills are identified on a work process form. The selected job skills are evaluated as the apprentice rotates through various job processes.

BCA 0364 R Electrical Apprenticeship Co-op 5 (PSAV)

475 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 the electrical field. The respective journeyman teacher and employer provide on-the-job supervision. Specific skills are identified on a work process form. The selected job skills are evaluated as the apprentice rotates through various job processes.

BCA 0365 R Electrical Apprenticeship Co-op 6 (PSAV)

350 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 the electrical field. The respective journeyman teacher and employer provide on-the-job supervision. Specific skills are identified on a work process form. The selected job skills are evaluated as the apprentice rotates through various job processes.

BCA 0367 R Electrical Apprenticeship Co-op 7 (PSAV)

475 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 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 0368 R Electrical Apprenticeship Co-op 8 (PSAV)

350 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 the electrical field. The respective journeyman teacher and employer provide on-the-job supervision. Specific skills are identified on a work process form. The selected job skills are evaluated as the apprentice rotates through various job processes.

BCA 0450 Plumber Apprenticeship 1 (First Year-Term A) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain basic knowledge of the essentials of law and careers related to plumbing, various tools, pipes and fittings used in plumbing installation, safety and hazardous materials training; as well a review of basic mathematics and related sciences applied to the plumber's trade.

BCA 0451 Plumber Apprenticeship 2 (First Year - Term B) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain basic knowledge of standards of an overview of installation practices of plumbing fixtures, faucets, and valves. Safety and health are emphasized. The student is introduced to blueprint reading and sketching.

BCA 0452 Plumber Apprenticeship 3 (Second Year - Term A) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain basic knowledge of classroom instruction, continue plumbing installation techniques including water pipes, distribution systems, water heaters, sewage and drainage fixtures. Applied mathematics continues to build on the concepts covered in the first year courses.

BCA 0453 Plumber Apprenticeship 4 (Second Year - Term B) (PSAV)

72 clock hours

This course provides related technical and hands-on application in which students attain knowledge of 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 pressure are related to plumbing. Rigging and hoisting techniques and safety are reviewed.

BCA 0454 Plumber Apprenticeship 5 (Third Year - Term A) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain basic knowledge of students who are introduced to residential and commercial installation of plumbing fixtures and appliances, more on the mathematical concepts commonly used by plumbers, and emphasis on gas codes for installation, inspection, and testing.

BCA 0455 Plumber Apprenticeship 6 (Third Year - Term B) (PSAV)

72 clock hours

This course provides related instruction and hands-on course in which students attain basic knowledge of tank capacities, volume and weight of water, sizing storm drains, and piping expansion. Advanced scientific topics related to plumbing trade are covered which include heat transfer, basic electricity, electric current, electrical safety, and electrical troubleshooting. Advanced structural blueprint reading are presented including floor plans, site plans, plumbing, electrical, HVAC, and detail plans.

BCA 0456 Plumber Apprenticeship 7 (Fourth Year - Term A) (PSAV)

72 clock hours

This course provides related technical and hands-on course in which students attain basic knowledge of repairing and servicing of residential, commercial, institutional, and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas to calculate pipe and system sizing. Heating systems are covered including hot water boiler, hydronic, warm air, solar, and humidification systems.

BCA 0457 Plumber Apprenticeship 8 (Fourth Year - Term B) (PSAV)

72 clock hours

This course provides related technical instruction and hands-on application in which students attain basic knowledge of the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching, and material take-off and estimating are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, portable water supply pump for mobile homes and trailer parks.

BCA 0460 R Plumber Apprenticeship Co-op 1 (PSAV)

475 clock hours

A coordinated work-study program reinforcing the educational and professional growth of students through parallel involvement in classroom studies and field experience is provided. Students and their coordinator determine the objectives for the on-the-job assignment. Students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

BCA 0461 R Plumber Apprenticeship Co-op 2 (PSAV)

350 clock hours

Continues the field experience part of the Plumber Apprenticeship program. A directed work-study program.

BCA 0462 R Plumber Apprenticeship Co-op 3 (PSAV)

475 clock hours

Continues the field experience of students in the Plumber Apprenticeship program. Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe.

BCA 0463 R Plumber Apprenticeship Co-op 4 (PSAV)

350 clock hours

Completes the second year of the Plumber Apprenticeship program. It continues the directed work-study experience of the apprenticeship introducing drainage piping and blueprint reading and layout.

BCA 0464 R Plumber Apprenticeship Co-op 5 (PSAV)

475 clock hours

Continues the Plumber Apprenticeship program. Venting, pipe cutting, reaming, threading and flanging are taught including use of power tools and safety.

BCA 0465 R Plumber Apprenticeship Co-op 6 (PSAV)

350 clock hours

Continues the Plumber Apprenticeship program by providing directed work-study experience in hot and cold water systems in domestic installations.

BCA 0466 R Plumber Apprenticeship Co-op 7 (PSAV)
475 clock hours
Continues the directed work-study portion of the Plumber Apprenticeship program with emphasis on gas systems applications, safety, and code requirements.

BCA 0467 R Plumber Apprenticeship Co-op 8 (PSAV)
350 clock hours
Final directed work-study sequence in the four-year Plumber Apprenticeship program. This course trains the student in single fixture and water heater systems installation.

BCA 0470 Fire Sprinkler Apprenticeship 1 (Fall) (PSAV)
72 clock hours
This course provides related technical instruction and hands-on application in which students attain basic knowledge of the Fire Sprinkler Fitter Trade including workplace safety, materials, common tools, pipe hangers, supports, restraints, guides, threaded steel piping systems and fittings.

BCA 0471 Fire Sprinkler Apprenticeship 2 (Spring) (PSAV)
72 clock hours
This course provides related technical instruction and hands-on application in which students attain basic knowledge of the Fire Sprinkler Fitter Trade including the ability to identify and to describe metal, plastic, copper tube, and underground pipe systems, tools, classifications, fitting, joining and handling methods.

BCA 0472 Fire Sprinkler Apprenticeship 3 (Fall) (PSAV)
72 clock hours
This course provides related technical instruction and hands-on application in which students attain basic knowledge of the various types of fire sprinkler systems, their usage, safety, and installation.

BCA 0473 Fire Sprinkler Apprenticeship 4 (Spring) (PSAV)
72 clock hours
This course provides related technical instruction and hands-on application in which students attain basic knowledge of the purpose and operation of wet fire sprinkler systems and dry pipe systems.

BCA 0474 Fire Sprinkler Apprenticeship 5 (Fall) (PSAV)
72 clock hours
This course provides related technical instruction and hands-on application in which students attain basic knowledge of the planning and design of fire sprinkler systems and the mathematics used to perform sprinkler system installation.

BCA 0475 Fire Sprinkler Apprenticeship 6 (Spring) (PSAV)
72 clock hours
This course provides related technical instruction and hands-on application in which students attain basic knowledge of the fire sprinkler system with emphasis on supply systems.

BCA 0476 Fire Sprinkler Apprenticeship 7 (Fall) (PSAV)
72 clock hours
This course provides related technical instruction and hands-on application in which students attain basic knowledge of special extinguishing systems, their design and inspection.

BCA 0477 Fire Sprinkler Apprenticeship 8 (Spring) (PSAV)
72 clock hours
This course provides related technical instruction and hands-on application in which students attain basic knowledge of special extinguishing systems with basic hydraulic concepts, system design and hydraulic calculations. An introduction to foremanship, documentation, and tracking is included.

BCA 0480 R Fire Sprinkler Apprentice Coop 1 (PSAV)
475 clock hours
This course provides apprenticeship with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0481 R Fire Sprinkler Apprentice Coop 2 (PSAV)
350 clock hours
This course provides apprenticeship with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0482 R Fire Sprinkler Apprentice Coop 3 (PSAV)
475 clock hours
This course provides apprenticeship with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0483 R Fire Sprinkler Apprentice Coop 4 (PSAV)
350 clock hours
This course provides apprenticeship with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0484 R Fire Sprinkler Apprentice Coop 5 (PSAV)
475 clock hours
This course provides apprenticeship with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0485 R Fire Sprinkler Apprentice Coop 6 (PSAV)
350 clock hours
This course provides apprenticeship with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0486 R Fire Sprinkler Apprentice Coop 7 (PSAV)
475 clock hours
This course provides apprenticeship with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0487 R Fire Sprinkler Apprentice Coop 8 (PSAV)
350 clock hours
This course provides apprenticeship with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCN 1003 Construction Calculations (AS)
3 credits (3 lecture hours)
Technical calculations required in "Sustainable Construction" projects are recognized and techniques to quantify each are presented, explained, illustrated and practiced. Includes construction and operational problems.

BCN 1040 Sustainable Construction Basics (AS)
3 credits (3 lecture hours)
Course will survey various methods and practices of building sustainability practices designed into new buildings. Comparative evaluations of performance results, as "green" building dominates today will be covered.

BCN 1210 Building Construction Materials and Methods 1 (AS)
3 credits (3 lecture hours)
Identification of industry standard sources, properties and building materials required for use in residential and commercial construction.

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 2080C Architectural Drafting and Design 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Corequisite: BCN2253C (with a grade of C or higher)
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.

BCN 2081C Architectural Drafting and Design 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: BCN2080C (with a grade of C or higher)
Corequisite: BCN2259C (with a grade of C or higher)
This course continues investigation and development of space-shaping language and its inherent structure and process of application. Skills learned in Architectural Drafting and Design 1 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.

BCN 2220 Building Construction Materials and Methods 2 (AS)
3 credits (3 lecture hours)
Prerequisite: BCN1210
Identification and analysis of industry standard sources, properties, building materials, methods and systems required for use in residential and commercial construction.

BCN 2253C Architectural Drafting 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Corequisite: ETD1031 (with a grade of C or higher)
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 2259C Architectural Drafting 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: BCN2253C (with a grade of C or higher)
Corequisite: BCN2081C (with a grade of C or higher)
This course prepares students to do residential, multi-family and small commercial drawings. Problems presented have varied material and structural systems. Emphasis is placed on building codes and costs.

BCN 2598 Sustainable Construction Applications (AS)
3 credits (3 lecture hours)
Prerequisite: BCN1040
Course content leads students through each design/build step of a typical residential and commercial building as a means to illustrate rating options within the LEED method of evaluating Green Buildings.

BCN 2793 Project Management for Sustainable Construction (AS)
3 credits (3 lecture hours)
This course covers the major components needed to manage a project from inception to completion including estimating, scheduling, logistics, and coordination of materials, labor and sustainable construction processes to meet schedule, LEED and cost objectives. Project management software is utilized.

BCN 2941 Building Construction Experience (AS)
4 credits (4 lecture hours)
Prerequisite: Documentation of 4 years of bona fide experience toward journeyman level tradesmanship
Credit will be given to a person who can document four years of bona fide industry experience in building, drafting and design, building construction technology or journeyman level tradesmanship in building. From workplace experience, identify basic interrelationships of various building practices in the construction industry (design, materials, regulations and contractors). Course credit awarded through prior learning assessment process.

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 1770 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 2730 Construction Supervision Procedure (AS)
3 credits (3 lecture hours)
This course examines techniques of supervision and management of human and other resources necessary to complete a construction project. Construction industry organization and management structure are discussed in relation to scheduling, material procurement, and equipment management. Human resource topics include labor and human relations, safety, morale, motivation, leadership, delegation of authority in management of skilled and unskilled labor, technical, professional, and administrative personnel.

BCV 0002 Introduction to Sustainable Concepts (PSAV)
150 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides introductory coverage of: basic safety, construction math, hand tools, power tools, construction drawings, basic rigging, basic communication skills, basic employability skills, materials handling and weatherization concepts.

BCV 0500 Introduction to Sustainable Plumbing Practices (PSAV)
150 clock hours
Corequisites: BCV0606 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
Provides a history of plumbing and also discusses the current technology, green industries, and associations that make up the modern plumbing profession. This course also provides an overview of the insulation industry, factors to consider when choosing a vocation in the insulation industry, and why insulation is used.

BCV 0600 Electrician Helper 1 (PSAV)
150 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to teach entry-level job skills. Topics include concepts of work and energy, electrical terminology, Ohms Law and DC circuitry.

BCV 0601 Electrician Helper 2 (PSAV)
150 clock hours
Corequisites: BCV0600 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to teach entry-level job skills. Topics include test equipment, Ohms Law, principles of induction, principles of capacitance, and the principles of magnetism/electromagnetism.

BCV 0606 Introduction to Sustainable Electrical Practices (PSAV)
150 clock hours
Corequisites: EPT0450 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
Students will learn to install residential service and wiring, read basic electrical construction drawings, and bend pipe to pull electrical wiring. 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.

BCV 0641 Residential Wiring 1 (PSAV)
150 clock hours
Corequisites: BCV0601 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to give students the necessary skills in residential wiring to establish the foundation for becoming an electrical helper. Topics include: 1) Proper use of both hand and power tools, 2) Blueprint reading, 3) Materials identification, 4) Basic residential circuits, 5) Terminology, 6) Wiring techniques, and 7) The National Electric Code (NEC) requirement.

BCV 0642 Residential Wiring 2 (PSAV)
150 clock hours
Corequisites: BCV0641 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to give students the necessary skills to perform residential installations. This course provides instruction on wiring techniques learned in the lab that is incorporated in the actual wiring of a building.

BCV 0644 Residential Wiring 3 (PSAV)
150 clock hours
Prerequisite: BCV0642 (with a grade of C or higher);
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to give students the necessary skills to perform residential installations. Topics on leadership skills, teamwork, and management are also reviewed. This course provides instruction on wiring techniques learned in the lab that is incorporated in the actual wiring of a building.

BCV 0655 Commercial Wiring 3 (PSAV)
150 clock hours
Prerequisite: BCV0661 (with a grade of C or higher);
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to give students the necessary skills to perform commercial installations including 3-phase receptacle circuits and emergency lighting systems. This course provides instruction in wiring techniques learned in the lab which are incorporated in the actual wiring of a building.

BCV 0660 Commercial Wiring 1 (PSAV)
150 clock hours
Corequisites: BCV0642 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to give students the necessary skills to function in the commercial electrical installation environment. Topics include: 1) Commercial circuit requirements, 2) NEC requirements, 3) Conduit bending experience, 4) Conduit installations, 5) Commercial lighting systems, and 6) Site plans and interpretation.

BCV 0661 Commercial Wiring 2 (PSAV)
150 clock hours
Corequisites: BCV0660 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to give students the necessary skills to perform commercial installations. This course provides instruction in wiring techniques learned in the lab which are incorporated in the actual wiring of a building.

BCV 0830 Alternative Energy (PSAV)
150 clock hours
Corequisites: BCV0002 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course identifies the need for alternative energy development. Describes the contribution and potential of individual alternative energy sources such as biomass/biofuels, nuclear power, solar power and wind power. Shop or laboratory activities are an integral part of this course. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

BOT 1010 General Botany (AA)
3 credits (3 lecture hours)
Corequisite: BOT 1010L

This course provides an introductory survey of plant science where students will learn the main points of plant structure and function, plant classification and naming, plant-related vocabulary, the plant life cycle, floral biology, major plant groups with examples from local and everyday plants, and plant ecology. (*)

BOT 1010L General Botany Lab (AA)
1 credit (2 lab hours)
Corequisite: BOT 1010

This course provides an introductory survey of plant science where students will learn the main points of plant structure and function, plant classification and naming, plant-related vocabulary, the plant life cycle, floral biology, major plant groups with examples from local and everyday plants, and plant ecology. (*)

BOT 2000 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.

BSC 1005 Concepts in Biology (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate math, English and reading placement scores or course completion

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 BSC1010. (*)

BSC 1005 Honors Concepts in Biology (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College; Appropriate math, English and reading placement scores or course completion

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 BSC1010. (*)

BSC 1005L Concepts in Biology Lab (AA)
1 credit (2 lab hours)
Prerequisite: Appropriate math, English and reading placement scores or course completion

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. (*)

BSC 1010 Principles of Biology 1 (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate math, English and reading placement scores or course completion
Corequisite: BSC1010L (with a grade of C or higher)

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 BSC1011 and BSC1011L must take both BSC1010 and BSC1010L. (*)

BSC 1010 Honors Principles of Biology 1 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, Appropriate math, English and reading placement scores or course completion
Corequisite: BSC1010L (with a grade of C or higher)

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 BSC1011 and BSC1011L must take both BSC1010 and BSC1010L. (*)

BSC 1010L Principles of Biology 1 Lab (AA)
1 credit (3 lab hours)
Prerequisite: Appropriate math, English and reading placement scores or course completion
Corequisite: BSC1010 (with a grade of C or higher)

Laboratory studies in biochemistry, physiology, genetics, cell biology, and other related topics will be emphasized. (*)

BSC 1011 Principles of Biology 2 (AA)
3 credits (3 lecture hours)
Prerequisites: BSC1010, BSC1010L (with a grade of C or higher
Corequisite: BSC1011L (with a grade of C or higher)

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 2 Lab (AA)
1 credit (3 lab hours)
Prerequisites: BSC1010, BSC1010L (with a grade of C or higher)
Corequisite: BSC1011 (with a grade of C or higher)

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. (*)

BSC 1050 Honors Environmental Conservation (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College

This course examines man's role in modifying the natural environment. Students examine ecological problems and opportunities. Field trips and projects may be required. (*)

BSC 1050L Honors Environmental Conservation Lab (AA)
1 credit (3 lab hours)
Prerequisite: Admission to the Honors College

This course examines man's role in modifying the natural environment from a research perspective. An on-going research project will be used as a case study. Students develop library and field research skills and presentation skills.

BSC 1404C Introduction to Biotechnological Methods (AS)
5 credits (3 lecture hours, 6 lab hours)
Prerequisites: Enrollment in Palm Beach County School District's Biotechnology Academies, completion of Biotec 1, 2, and 3 high school courses and department challenge exam completed with 80% pass rate

This course builds upon the concepts taught in Introduction to Biotechnology and teaches basic concepts and techniques necessary to work effectively in a biotechnology laboratory. The nature of science, lab work, and the role of the biotechnician are discussed. Basic skills learned include: following procedures and keeping records; laboratory safety procedures for biological, chemical, and radiological hazards; laboratory mathematics and measuring; preparing solutions; and basic techniques used in separating biomolecules. Students will develop confidence in their ability to work safely with basic biotech lab instruments. Course credit awarded through prior learning assessment process.

BSC 2085 Anatomy and Physiology 1 (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate math, English and reading placement scores or course completion
Corequisite: BSC2085L (with a grade of C or higher)

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 2085 Honors Anatomy and Physiology 1 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College; Appropriate math, English and reading placement scores or course completion
Corequisite: BSC2085L (with a grade of C or higher)

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 2085L Anatomy and Physiology 1 Lab (AA)
1 credit (3 lab hours)
Prerequisite: Appropriate math, English and reading placement scores or course completion
Corequisite: BSC2085 (with a grade of C or higher)

This laboratory accompanies BSC2085. 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 2086 Anatomy and Physiology 2 (AA)
3 credits (3 lecture hours)
Prerequisites: BSC2085, BSC2085L (with a grade of C or higher)
Corequisite: BSC2086L (with a grade of C or higher)

A continuation of BSC2085, the circulatory, endocrine, digestive, excretory, respiratory, and reproductive systems of the body are studied. (*)

BSC 2086L Anatomy and Physiology 2 Lab (AA)
1 credit (3 lab hours)
Prerequisites: BSC2085, BSC2085L (with a grade of C or higher)
Corequisite: BSC2086 (with a grade of C or higher)

This laboratory accompanies BSC2086. 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. (*)

BSC 2416C Introduction to Tissue Culture Lab (AA)
2 credits (1 lecture hour, 3 lab hours)
Prerequisites: BSC2421, BSC2421L (with a grade of C or higher)

Introduction to Tissue Culture is a course designed to provide students with hands-on experience in the proper laboratory methodology and techniques associated with various cell and tissue cultures. The purpose of this course is to introduce students to the components of a tissue culture laboratory (equipment, instruments, etc.) and provide them with a basic understanding of the proper use and care of these components. Students will be exposed to various cell culture lines and learn how to handle and maintain different cells, prepare various media solutions, carry-out general tissue culture assays (such as transfections) and perform a batch scale-up of cells using bioreactors.

BSC 2420 Biotechnology 1 (AA)
3 credits (3 lecture hours)
Prerequisite: BSC2421 (with a grade of C or higher)
Corequisites: CHM1045, CHM1045L (with a grade of C or higher)

This course provides a specific approach to the main topics of biotechnology, starting with Genomics and Recombinant DNA Technology and Genetic Engineering, continuing with Proteomics, with protein expression, structure, processing, production, and purification. All these followed with examples of microbial biotechnology including: fermentation, bioreactors and industrial microbiology with biotechnology. It also includes biotechnology in plants, animals and agricultural industry, bioremediation and the environment, as well as aquatic biotechnology. There is a strong emphasis in biomedical and forensic biotechnology including vaccinology, pharmacogenomics, the human genome, regenerative medicine, gene therapy, cloning, and stem cell applications and implications.

BSC 2420L Biotechnology 1 Lab (AA)
2 credits (6 lab hours)
Prerequisite: BSC2421L (with a grade of C or higher)
Corequisites: BSC2420, CHM1045, CHM1045L (with a grade of C or higher)

This laboratory course includes a hands on experience for the students with some of the basic and common biotechnology laboratory techniques in the areas of genomics, proteomics, genetic engineering and recombinant DNA technology.

BSC 2421 Introduction to Biotechnology (AA)
3 credits (3 lecture hours)
Corequisite: BSC2421L (with a grade of C or higher)

This lecture course provides a comprehensive approach to the concepts of biotechnology both in a historical and current context. It will take the students through the basic principles of genomics proteomics with DNA protein structure function. It will emphasize in the molecular biology aspects of genetic engineering and recombinant DNA technology. Ethical, legal, social concerns and implications of biotechnology will also be addressed. (*)

BSC 2421 Honors Introduction to Biotechnology (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
Corequisite: BSC2421L (with a grade of C or higher)

This lecture course provides a comprehensive approach to the concepts of biotechnology both in a historical and current context. It will take the students through the basic principles of genomics proteomics with DNA protein structure function. It will emphasize in the molecular biology aspects of genetic engineering and recombinant DNA technology. Ethical, legal, social concerns and implications of biotechnology will also be addressed. (*)

BSC 2421L Introduction to Biotechnology Lab (AA)
2 credits (6 lab hours)
Corequisite: BSC2421 (with a grade of C or higher)

This laboratory course provides hands on experience for basic and common biotechnology laboratory techniques in the areas of laboratory safety, aseptic techniques, measurements and calculations, preparation of solutions, use of pH meters, spectrophotometers, centrifuges, etc., as well as training in specific biotechnology techniques, including DNA extraction and amplification, gene cloning, nucleic acids and protein isolation and identification. (*)

BSC 2426C Introduction to Biotechnology Instrumentation Lab (AA)
2 credits (1 lecture hour, 3 lab hours)
Prerequisites: BSC2421, BSC2421L (with a grade of C or higher)

This course is designed to provide hands-on experience in some of the basic and essential instrumentation skills required in chemistry, molecular biology and biotechnology. Students will learn the basics of laboratory safety, aseptic technique, measurements and calculations and preparation of solutions/samples. This knowledge will then be applied to advanced instrumentation utilizing spectrophotometers, centrifuges, thermal cyclers, automated DNA sequencing by PAGE, GC/MS, FPLC, and bioreactors. Students will also gain a well-rounded understanding of the maintenance of these various instruments; from ordering supplies to requesting technical support and daily/monthly maintenance.

BSC 2427 Biotechnology 2, Molecular Biology, Cell and Immunobiology (AA)
3 credits (3 lecture hours)
Prerequisites: BSC2420L, CHM1045, CHM1045
Corequisites: BSC2427L, CHM1046, CHM1046L

This lecture course provides a relatively deep exploration of the basic foundations of modern biotechnology, with emphasis in molecular and cell biology as required disciplines for the study development, and applications of genetic engineering, recombinant DNA technology, which includes hands on laboratory exercise in the main general techniques. It also includes molecular considerations of some of the latest advances in oncology and cancer prevention, pharmacogenomics, as well as stem cell technology. The final part of the course focuses on basic concepts of immunobiology and medical immunology, which are also relevant to biomedical biotechnology, particularly in the areas of applications of monoclonal antibodies, anti allergic medications, recombinant DNA vaccines, transplants, immuno-modulation and gene therapy.

BSC 2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab (AA)
2 credits (6 lab hours)
Prerequisites: BSC2420L, CHM1045, CHM1045L (with a grade of C or higher)
Corequisites: BSC2427, CHM1046, CHM1046L (with a grade of C or higher)

This course provides a deep exploration of the basic foundations of molecular biotechnology, with emphasis on proteomics, which includes the study of protein structure, isolation, identification and purification. We will explore areas of immunobiological assays, which are relevant to biomedical biotechnology, particularly in the areas of applications of monoclonal and polyclonal antibodies and antigen detection assays. Cell and tissue culture technology and techniques will also be addressed. Mutagenesis and protein engineering, including fermentation and bioreactors, and protein separation, analysis and interactions will also be addressed.

BSC 2435 Introduction to Bioinformatics (AA)
1 credit (1 lecture hour)
Prerequisites: BSC2421, BSC2421L (with a grade of C or higher)

Current topics in bioinformatics and computational biology. Includes methods for high throughput data collection, storing, and accessing biological data. Covers programs and algorithms used to analyze data.

BSC 2945C Biotechnology Internship (AA)
2 credits (1 lecture hour, 10 lab hours)
Prerequisites: CHM1046, CHM1046L, BSC2421, BSC2420, BSC2420L, BSC2427 (with a grade of C or higher)

This is a practical application of procedures in the real world settings with biotechnology and closely related disciplines. This experience will allow the student to perform hands on work and observation of biotechnology in any kind of institution directly or indirectly related with the field which includes but is not limited to; academic, governmental, private industry or research oriented institutions and other fields with similar experiences.

BUL 2241 Business Law 1 (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 2 (AA)
3 credits (3 lecture hours)

Continuation of BUL2241 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; and (4) methods for testing, examining, construction and criticizing criminological theories.

CCJ 1020 Administration of Criminal Justice (AA)
3 credits (3 lecture hours)
This course provides an overview of the criminal justice administration system. The emphasis is on due process, justice and Constitutional guarantees, civil rights and those incarcerated at various levels.

CCJ 1618 Criminal Psychology (AA)
3 credits (3 lecture hours)
Criminal Justice is all about human behavior, and behavioral science has always sought to understand the "criminal mind." This course introduces students to the theory and practice of modern criminal psychology. Students will understand the major theories and models of criminal behavior and the major classes of psychopathology that are associated with criminal activity. These insights are then applied to the major crime classifications to form an integrative model of criminal psychology. Students will learn how this model is applied to the practical work of law enforcement and criminal justice professionals who investigate, prosecute, and adjudicate crimes involving questions of choice, action, free will, mental status and mental disorder.

CET 2123C Microprocessors 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET1215C (with a grade of C or higher)
This course teaches the principles of digital electronics technology. It introduces the microprocessor and its basic programming languages and techniques. Introduces the concept of electronic memory and the most common devices to store it.

CET 2127C Microprocessors 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: CET2123C
This course studies microprocessors applications, with emphasis in Programmable Logic Controllers (PLC'S) and Distributed Control Systems (DCS's).

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 1100 Microcomputer Applications (AA)
3 credits (3 lecture hours)
Prerequisite: None (Knowledge of the keyboard is desirable)
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, and presentation graphics, as they apply to the workplace, will be explored in the course.

CGS 1100 Honors Microcomputer Applications (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College (Knowledge of the keyboard is desirable)
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, and presentation graphics, as they apply to the workplace, will be explored in the course.

CGS 1513 Electronic Spreadsheets (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100 or OST1831
This course provides to utilize electronic spreadsheet software typically used in the workplace. Practical hands-on assignments in the areas of spreadsheet design and implementation, as they apply to the workplace, will be explored in the course.

CGS 1543 Database Management (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100 or OST1831
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 1800 Introduction to Web Site Development (AS)
3 credits (3 lecture hours)
Corequisite: CGS1100
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 2555 Introduction to the Internet (AA)
3 credits (3 lecture hours)
Corequisite: CGS1100
This course provides the digital information to work and study in contemporary society by understanding the electronic communications. Students will learn how to get connected to the Internet, perform research via the Internet and create a personal Web page.

CGS 2801 Advanced Web Page Media (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1800
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: CGS1100

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 send mail.

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 1025 Introductory Chemistry (AA)
3 credits (3 lecture hours)
Corequisite: MAT1033 (with a grade of C or higher)

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 A. Course topics include: chemical measurements and conversions, matter, atomic structure, chemical bonding, formula writing, naming inorganic compounds, stoichiometry, and ideal gases. Students are strongly encouraged to take the on-line chemistry placement test to determine their accurate course registration for CHM1025 or CHM1045 A. You will need a calculator when taking the test. No record 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. (*)

CHM 1032 Principles of Chemistry (AA)
3 credits (3 lecture hours)
Prerequisite: Must meet placement requirements in mathematics, English and reading to enroll in course
Recommended Corequisite: CHM1032L (with a grade of C or higher)

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 and is designated for Nursing and other Allied Health students. (*)

CHM 1032L Principles of Chemistry Lab (AA)
1 credit (2 lab hours)
Prerequisite: Must meet placement requirements in mathematics, English and reading to enroll in course
Recommended Corequisite: CHM1032 (with a grade of C or higher)

This course is a study of metric measurements, physical and chemical properties, elements and compounds and laboratory techniques and skills. (*)

CHM 1045 General Chemistry 1 (AA)
3 credits (3 lecture hours)
Prerequisite: MAT1033 (with a grade of C or higher)
Corequisites: CHM1045L, MAC1105 (with a grade of C or higher)

This course is a part of the chemistry sequence CHM1045 and CHM1046. 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 1045 Honors General Chemistry 1 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, MAT1033 (with a grade of C or higher)
Corequisites: CHM1045L, MAC1105 (with a grade of C or higher)

This course is a part of the chemistry sequence CHM1045 and CHM1046. 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 1 Lab (AA)
1 credit (3 lab hours)
Corequisite: CHM1045 (with a grade of C or higher)

The course covers introduction to basic lab safety and fundamental techniques of general chemistry: separation, filtration, carrying out simple reactions, titrations, etc. (*)

CHM 1046 General Chemistry 2 (AA)
3 credits (3 lecture hours)
Prerequisites: CHM1045, CHM1045L, MAC1105 (with a grade of C or higher)
Corequisite: CHM1046L (with a grade of C or higher)

This course is the second part of general chemistry sequence CHM1045 and CHM1046. 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 2 Lab (AA)
1 credit (3 lab hours)
Prerequisite: CHM1045L (with a grade of C or higher)
Corequisite: CHM1046 (with a grade of C or higher)

This is a continuation of CHM1045 lab. Experiments on thermochemistry, acid base reactions, titrations, etc. will be carried out. (*)

CHM 2210 Organic Chemistry 1 (AA)
3 credits (3 lecture hours)
Prerequisites: CHM1046, CHM1046L (with a grade of C or higher)
Corequisite: CHM2210L

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.

CHM 2210L Organic Chemistry 1 Lab (AA)
1 credit (4 lab hours)
Prerequisites: CHM1046, CHM1046L (with a grade of C or higher)
Corequisite: CHM2210

Laboratory portion of Organic Chemistry 1. Introduction of organic laboratory principles and techniques: vacuum filtration; recrystallization; extraction; distillation; and chromatography.

CHM 2211 Organic Chemistry 2 (AA)
3 credits (3 lecture hours)
Prerequisite: CHM2210
Corequisite: CHM2211L

Continuation of CHM2210. The study of NMR aromatic compounds and other compounds containing oxygen and nitrogen.

CHM 2211L Organic Chemistry 2 Lab (AA)
1 credit (4 lab hours)
Prerequisites: CHM2210, CHM2210L
Corequisite: CHM2211

This course is a continuation of CHM2210L with more complex synthesis and introduction to IR and gas chromatography.

CIS 2321 Systems and Applications (AS)
3 credits (3 lecture hours)
Corequisite: CGS1100

Utilize 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 2513 Information Technology Project Management (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100

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 1465 Injury and Death Investigation (AS)
3 credits (3 lecture hours)
Corequisites: CJB1711, CJB1712

This course exposes the student to the identification of injuries, wounds and disease that are responsible for death or serious injury. Also covered are the role and responsibility of the Medical Examiners Office, and the diagnosis of cause and manner of death. Mass disaster human identification protocols and legal standards to include chain of custody procedures.

CJB 1711 Introduction to Crime Scene Technology (AS)
3 credits (3 lecture hours)
Corequisites: CJB1465, CJB1712

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 1 (AS)
3 credits (3 lecture hours)
Corequisites: CJB1465, CJB1711

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)
Prerequisites: CJB1465, CJB1711, CJB1712

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 2 (AS)
3 credits (3 lecture hours)
Prerequisite: CJB1465, CJB1711, CJB1712

This course expands upon the concepts, knowledge and skills taught in Crime Scene Photography 1 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)
Prerequisites: CJB1721, CJB1722, CJB2735

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)
Prerequisite: CJB2703

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. The course will utilize the rules of evidence for the state of Florida and Federal courts. Mock trial exercises will be used.

CJB 2713 Introduction to Forensic Science (AA)
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)
Prerequisites: CJB1465, CJB1711, CJB1712

This course teaches the Henry modified system and NCIC system of fingerprint classification and prepares the student for a position as a fingerprint examiner.

CJB 2736 Latent Fingerprint Development (AS)
3 credits (3 lecture hours)
Prerequisite: CJB2703

This course provides 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 practice. Emphasis will be placed on the comparison of latent prints to fingerprint standards.

CJB 2748 Biological Evidence (AS)
2 credits (2 lecture hours)
Prerequisite: CJB2703
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.

CJE 1300 Police Administration 1 (AA)
3 credits (3 lecture hours)
This course provides administrative activity of a modern police department including administration, budget, records, support services, recruitment, supervision, human resource evaluation, discipline, planning, training, accreditation and standards.

CJE 1301 Police Administration 2 (AA)
3 credits (3 lecture hours)
This course provides law enforcement operations with emphasis in examining the operations and administration of components such as patrol, communications, juvenile justice, organized crime, narcotics, crime against persons and property, community policing and detective divisions. Specialized divisions such K-9, mounted, special weapons and tactical (SWAT) and homeland security will also be discussed.

CJE 1711 Criminal Justice Capstone Course (AS)
3 credits (3 lecture hours)
Prerequisites: CCJ1010, CCJ1020, CGS1100
Corequisite: CJE1300
This course is an in-depth research and analytical project which will address a criminal justice issue relevant to the students' study in criminal justice. The course includes the preparation of a study plan and a final research paper.

CJE 2600 Criminal Investigation (AA)
3 credits (3 lecture hours)
This course provides a survey of methods and techniques used by law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, and the role of forensic science, constitutional law, and other legal protocols in the formulation and prosecution of a criminal case. Case preparation and presentation will be explored along with courtroom techniques and investigative demeanor.

CJJ 2002 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.

CJK 0007 Introduction to Law Enforcement (PSAV)
11 clock hours
This course presents the foundation of modern law enforcement. Topics include: Constitutional Law, Values and Ethics, and Community Oriented Policing.

CJK 0008 Legal (PSAV)
69 clock hours
This course presents various aspects of criminal law and case law the law enforcement officer encounters in his/her everyday activities. The course will highlight and emphasize those areas of criminal law and case law, such as search and seizure, use of force, juvenile law and civil issues. Students will participate in practical experience exercises; scenarios and role playing to develop necessary skills.

CJK 0011 Human Issues (PSAV)
40 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 0017 Communications (PSAV)
76 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 CMS Law Enforcement 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 Aide 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 Criminal Justice Firearms (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 0051 Criminal Justice Defensive Tactics (PSAV)
80 clock hours
This course provides skills development for the officer, appropriate for the threat level, within Florida law. Demonstration of proficiency is required.

CJK 0061 Patrol 1 (PSAV)
58 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 0062 Patrol 2 (PSAV)
40 clock hours
This second segment of Patrol will focus on specific training topics in situations encountered by the law enforcement officer, to include: hazardous materials, explosive devices and weapons of mass destruction; and crowd control, gangs and extremist groups.

CJK 0071 Criminal Investigations (PSAV)
56 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 0076 Crime Scene Investigations (PSAV)
24 clock hours
This course presents the investigative process and requirements for specific types of offenses.

CJK 0082 Traffic Stops (PSAV)
24 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, and unattended vehicles.

CJK 0083 DUI Traffic Stops (PSAV)
24 clock hours
This course presents the procedures and safety issues when dealing with the vehicle and driver in cases involving drivers under the influence of alcohol and/or drugs.

CJK 0086 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 0096 Criminal Justice Officer Physical Fitness Training (LE) (PSAV)
60 clock hours
Prerequisites: Physical exam and completion of form CJSTC-75B by a licensed medical doctor
The physical fitness training will present wellness, conditioning and nutritional aspects of physical fitness necessary for the law enforcement officer. The course will include a fitness assessment at the beginning, midpoint and conclusion of the academy as well as conditioning throughout the course to achieve improvement of the physical fitness of the recruit.

CJK 0240 Law Enforcement Auxiliary Introduction (PSAV)
27 clock hours
This course covers the requirements for completing the basic recruit training program as well as the importance of ethics, values, and professionalism in both their personal and professional lives. Also covered is the criminal justice system and its functions.

CJK 0241 Law Enforcement Auxiliary Patrol and Traffic (PSAV)
19 clock hours
Course covers officer survival, patrol techniques, contact, arrest and transporting prisoners, crowd control, incident command and traffic direction, stops and crash investigations.

CJK 0242 Law Enforcement Auxiliary Investigations (PSAV)
17 clock hours
Course covers the patrol officer's responsibilities in crime scene investigations and criminal investigations to include all types of crimes against both persons and property.

CJK 0290 Correctional Crossover to Law Enforcement and Legal Overview (PSAV)
48 clock hours
This course introduces the recruit to the concepts and theories associated with law enforcement and legal within the Florida criminal justice system.

CJK 0291 Correctional Crossover to Law Enforcement Human Interaction and Communications (PSAV)
56 clock hours
This course introduces the recruit to the concepts and theories associated with human interaction and communications.

CJK 0292 Correctional Crossover to Law Enforcement Response to Human Issues (PSAV)
24 clock hours
This course introduces the recruit to the concepts and theories associated with appropriate response to human issues.

CJK 0294 Correctional Crossover to Law Enforcement Patrol 2 (PSAV)
20 clock hours
This course introduces the recruit to the concepts and theories associated with responding to and handling unusual situations faced by the patrol officer.

CJK 0295 Correctional Crossover to Law Enforcement Officer Wellness (PSAV)
35 clock hours
This course introduces the recruit to the concepts and theories associated with officer wellness.

CJK 0300 Introduction to Corrections (PSAV)
32 clock hours
This course introduces the recruit to the concepts and theories associated with the correctional side of the criminal justice system.

CJK 0305 Correctional Communications (PSAV)
40 clock hours
This course covers all aspects of communication within the correctional setting.

CJK 0310 Correctional Officer Safety (PSAV)
16 clock hours
This course covers all aspects of officer safety within the correctional setting.

CJK 0315 Correctional Facility and Equipment (PSAV)
8 clock hours
This course details and describes correctional facilities and equipment.

CJK 0320 Correctional Intake and Release (PSAV)
18 clock hours
This course details the intake and release requirements and processes.

CJK 0325 Supervising in a Correctional Facility (PSAV)
40 clock hours
This course details the supervision of inmates within a correctional facility.

CJK 0330 Supervising Special Populations (PSAV)
20 clock hours
This course details the special needs, requirements and services for special population inmates within a correctional facility.

CJK 0335 Responding to Correctional Incidents and Emergencies (PSAV)
16 clock hours
This course details the procedures and requirements when dealing with critical incidents and emergencies within a correctional facility.

CJK 0340 Correctional Officer Wellness and Physical Abilities (PSAV)
30 clock hours
This course covers aspects of officer wellness and physical fitness training.

CJK 0350 Law Enforcement Crossover to Correctional Introduction and Legal (PSAV)
22 clock hours
This course introduces the recruit to the concepts and theories associated with corrections and legal within the Florida criminal justice system.

CJK 0351 Law Enforcement Crossover to Correctional Procedures (PSAV)
14 clock hours
This course introduces the recruit to the procedures necessary to manage a safe correctional facility.

CJK 0352 Law Enforcement Crossover to Correctional Officer *Safety* *(PSAV)*
14 clock hours
This course introduces the recruit to the concepts and theories associated with officer safety in the corrections environment.

CJK 0353 Law Enforcement Crossover to Correctional Supervising Special Populations (PSAV)
14 clock hours
This course introduces the recruit to the correct management and supervision of special populations within the correctional facility.

CJK 0354 Law Enforcement Crossover to Correctional Officer Wellness (PSAV)
12 clock hours
This course introduces the recruit to the importance of proper physical conditioning and proper diet.

CJK 0392 Crossover Handgun Transition (PSAV)
24 clock hours
This course provides training and proficiency testing with the handgun.

CJK 0393 Crossover Program Updates (PSAV)
8 clock hours
This course provides the recruit with the updates and changes to the program they are crossing over to**.**

CJK 0422 Dart-Firing Stun Gun (PSAV)
8 clock hours
This course will introduce the student to the basics of both the stun gun as well as the dart-firing stun gun and provide some fundamental knowledge on this emerging tool in criminal justice.

CJK 1933 Applied Law Enforcement Officer Competencies (AS)
22 credits (22 lecture hours)
Prerequisites: The successful completion of (or earned prior learning credit for) the Law Enforcement Officer Track PSAV Academy (5600) or a certified Corrections Officer with successful completion of the Crossover to CMS Law Enforcement Officer PSAV Academy (5613); application and acceptance into the Law Enforcement Officer AS degree; and 12 credits completed toward the Law Enforcement Officer AS degree
This course acknowledges PSAV articulation to credit for the Law Enforcement Officer AS degree (AS 2606). This course is for internal Palm Beach State record keeping only.

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)
The course provides to examine evidence and rules governing admissibility of evidence to court. The course also studies the criminal justice system, with an emphasis on Florida and Federal 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 arresting in Florida Statutes; 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.

CLP 2001 Personality Development and Adjustment (AA)
3 credits (3 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher)
This course provides a summary of the major personality theories. The course emphasizes an exposure and analysis of the theories that explain the development of personality and the effect that personality has in individual and group behaviors.

CNT 2000 Network Technologies (AA)
3 credits (3 lecture hours)
Corequisite: CGS1100
This course includes the basic concepts of networking including transmission media, the OSI model, protocols and relationships between the parts of the network.

CNT 2401 Computer Network Security Policy Development (ATC)
3 credits (3 lecture hours)
Prerequisites: CIS A.S. Degree and experience and/or knowledge of CEN2522 and CEN2705
Develops security policies and strategies after exploring the concept of trustworthy computing and the important role that security plays with respect to people, processes and technologies in an organization. The course is structured around three phases of network security: planning, building and managing security policies.

CNT 2402 Implementing and Administering Network Security (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100

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.

CNT 2404 Network Attacks and Introduction to TCP/IP Security (ATC)
3 credits (3 lecture hours)
Prerequisite: CNT2407

This course will provide students with critical information which detects and prevents common attacks and vulnerabilities using security technologies. Students will also explore techniques on how to stay current on vulnerabilities and other security topics.

CNT 2405 Intrusion Detection Systems, Countermeasures and PKI (ATC)
3 credits (3 lecture hours)
Prerequisite: CNT2404

This course will provide students with critical information to identify and secures a network perimeter. Students will examine and use tools to secure computer running versions of Windows. The course includes Microsoft Baseline Security Analyzer (MBSA), Solarwinds Remote Management Systems and other RSA standard security tools. Network encryption and authentication tools are examined.

CNT 2407 Information Security Implementation and Standards (ATC)
3 credits (3 lecture hours)
Prerequisites: CIS A.S. Degree and CNT2401

Identifies common types of security attacks and implements practical solutions to protect organizations from internal and external threats. Students will assess security risks; secure network perimeters, servers and work stations; and respond to security incidents.

CNT 2700 TCP/IP and Network Administration (AA)
3 credits (3 lecture hours)
Prerequisite: CNT2000 or CTS1110

The course provides a comprehensive understanding of Microsoft Windows Active Directory and to tackle enterprise level administration. The course focuses on planning, installing, and configuring DNS and Active Directory, utilizing group policy, monitoring performance, managing software installation, and using Remote Installation Services.

COP 1000 Introduction to Programming Logic (AA)
3 credits (3 lecture hours)
Prerequisite or Corequisite: CGS1100

This course provides programming logic that emphasizes the use of flow charts, pseudo-code, and functional structure charts to develop well-formed algorithms. Both structured and object-oriented design methodologies will be examined.

COP 1220 Introduction to Programming in C (AA)
3 credits (3 lecture hours)
Prerequisite: COP1000

Introduction to the C language emphasizes 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: COP1000

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 1933 A Applied Technical Skills - Certified Internet Web (CIW) Associate Design Specialist (PROSO001) (AS)
6 credits (6 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2122 program code, current Certified Internet Web (CIW) Associate Design Specialist (PROSO001) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Certified Internet Web (CIW) Associate Design Specialist (PROSO001) certification toward the Internet Services Technology AS degree. This course is for internal Palm Beach State record keeping only.

COP 1933 B Applied Technical Skills - Microsoft Certified Professional Developer (MCPD) - ASP.NET Developer (MICRO062) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2122 program code, current Microsoft Certified Professional Developer (MCPD) - ASP.NET Developer (MICRO062) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Microsoft Certified Professional Developer (MCPD) - ASP.NET Developer (MICRO062) certification toward the Internet Services Technology AS degree. This course is for internal Palm Beach State record keeping only.

COP 1933 C Applied Technical Skills - Microsoft Certified Professional Developer (MCPD) - Web Developer (MICRO043) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2122 program code, current Microsoft Certified Professional Developer (MCPD) - Web Developer (MICRO043) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Microsoft Certified Professional Developer (MCPD) - Web Developer (MICRO043) certification toward the Internet Services Technology AS degree. This course is for internal Palm Beach State record keeping only.

COP 1933 D Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Distributed Applications (MICRO047) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2126 program code, current Microsoft Certified Technology Specialist (MCTS) - Distributed Applications (MICRO047) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Microsoft Certified Technology Specialist (MCTS) - Distributed Applications (MICRO047) certification toward the Computer Programming AS degree. This course is for internal Palm Beach State record keeping only.

COP 1933 E Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Windows Applications (MICRO049) (AS)

3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2126 program code, current Microsoft Certified Technology Specialist (MCTS) - Windows Applications (MICRO049) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Microsoft Certified Technology Specialist (MCTS) - Windows Applications (MICRO049) certification toward the Computer Programming AS degree. This course is for internal Palm Beach State record keeping only.

COP 1933 F Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Web Applications (MICRO048) (AS)

3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2126 program code, current Microsoft Certified Technology Specialist (MCTS) - Web Applications (MICRO048) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Microsoft Certified Technology Specialist (MCTS) - Web Applications (MICRO048) certification toward the Computer Programming AS degree. This course is for internal Palm Beach State record keeping only.

COP 2334 Programming in C++ (AA)

3 credits (3 lecture hours)
Prerequisite: COP1000

An intermediate level programming course assumes knowledge of how to program in C. This class emphasizes class data types, C++ functions, overloading, class inheritance, C++ I/O streams, object oriented program design, and program reusability.

COP 2360 C# Programming (AA)

3 credits (3 lecture hours)
Prerequisite: COP1000

This course introduces students to Visual C# programming with a focus on mobile devices such as smart phones and tablets. The students will learn about Visual Studio IDE and its components. They also learn about control structures, classes, object-oriented programming concepts such as Inheritance, Polymorphism, exception handling, event handling, and Graphical User Interface (GUI) programming for mobile devices.

COP 2654 Objective C Programming (AA)

3 credits (3 lecture hours)
Prerequisite: COP1000 (with a grade of C or higher)

This is an intermediate level programming course and it assumes a knowledge of programming logic. This course emphasizes the historical evolution of Objective-C; how to use Xcode to program in Objective-C on an Apple Mac; how to use the various system data types; how to use sequence, selection, repetition and object oriented programming with classes and class inheritance; and how to use Objective-C I/O streams as well as a brief introduction to iPhone programming.

COP 2660 Android Programming (AA)

3 credits (3 lecture hours)
Prerequisite: COP1000

This course introduces students to Android programming with a focus on mobile devices such as smart phones and tablets. The students will learn about Android Software Development Kit (SDK) and its components. They also learn about control structures, classes, object-oriented programming concepts such as Inheritance, Polymorphism, exception handling, event handling, and Graphical User Interface (GUI) programming for mobile devices.

COP 2700 Data Structures (SQL) (AA)

3 credits (3 lecture hours)
Prerequisite: COP1000

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 Applets. 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: COP2800

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 Site Design (AA)

3 credits (3 lecture hours)
Prerequisites: CGS2555 or ART1201C, ART1300C, GRA2100C (or GRA2131C) and ART1205C

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: COP2822 or COP1220

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 2840 Server-side Programming (AA)
3 credits (3 lecture hours)
Prerequisites: COP1000 and one of the following: COP1220, COP1332, COP2334, COP2800, or COP2831

This course introduces students to the following server-side scripting languages: CGI/PERL, PHP, Visual Basic, Active Server Pages, and Java Server Pages. Students will gain the skills necessary to design applications and dynamic web pages using server-side scripting languages. Students will be familiarized with basic SQL commands, which are used to communicate with databases, and will learn how to issue SQL commands from scripting languages.

COS 0200 Cosmetology 1 - Introduction (PSAV)
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300

This course provides proficiency in hair shampooing and scalp treatments. Lectures center on history and career opportunities, life skills, professional image, communicating for success, infection control, properties of hair and scalp, shampooing, rinsing and conditioning. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

COS 0301 Cosmetology 2 - Haircutting (PSAV)
120 clock hours
Corequisites: COS0400 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides proficiency in hair shaping (cutting) and instruction in the selection of proper hair cutting, implements and proper style selection. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

COS 0400 Cosmetology 3 - Styling (PSAV)
120 clock hours
Corequisites: COS0200 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides proficiency in hairstyling. Lectures will cover principles of hair design, hairstyling, braiding and braid extensions, and wig and hair enhancements. Emphasis will be placed on creating hairstyles on mannequins and classmates. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

COS 0600 Cosmetology 5 - Chemicals (PSAV)
120 clock hours
Corequisites: COS0301 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides proficiency in permanent waving/reconstruction and curl/chemical relaxing. Instruction in analyzing the hair, selection of approximate solutions and implements are also provided. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

COS 0700 Cosmetology 6 - Haircolor (PSAV)
120 clock hours
Corequisites: COS0600 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides proficiency in all types of hair coloring and bleaching. Emphasis will be placed on the analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment for coloring, and basics of chemistry. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law.

COS 0870 Cosmetology 4 - Salon Management (PSAV)
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300

This course provides proficiency in employability skills, communication, and math required to succeed in the salon industry. The course will touch on entrepreneurship plus an overview of State Board of Cosmetology requirements, laws, rules and regulations. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards.

CPO 2002 Comparative Governments (AA)
3 credits (3 lecture hours)
Prerequisite: POS 1001 (with a grade of C or higher) or POS1041 (with a grade of C or higher) or permission of instructor

This course provides an introduction of comparative model for understanding diverse governmental institutions and political systems throughout the world, including a study of other nations' history, culture, constitution, governmental institutions, political processes and domestic and foreign policies. Governments are selected from different continents and different political traditions and include Great Britain, Germany, Russia, China, Japan, Brazil, South Africa and Iran.

CRW 2001 Creative Writing (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC1121

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 required. Students prepare a final portfolio and learn how to submit works for publication.

CRW 2100 Introduction to Fiction Writing 1 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)

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 2101 Introduction to Fiction Writing 2 (AA)
3 credits (3 lecture hours)
Prerequisite: CRW2100 (with a grade of C or higher)

This is a workshop-based course for budding short fiction writers. Authors will have the opportunity to create new stories as well as to continue development of their writing projects/portfolios begun in CRW2100. Submissions will be critiqued by the professor and fellow students, deepening the writer's knowledge of necessary fictional elements; marketing techniques will be emphasized.

CSP 0010 Manicuring, Pedicuring, and Nail Extensions (PSAV)
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300

This course is designed to establish proficiency in manicuring and pedicuring and in applying artificial nails and nail wraps.

Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law. (Course only for students enrolled in Cosmetology PSAV program - see CSP0013 for Nail Technician program).

CSP 0011 Salon Practice Lab 2 (PSAV)
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides additional proficiency in all phases of cosmetology salon procedures in the salon lab setting for students to continue to increase speed while improving their skills overall. All competencies, assignments, practical services and hours are completed as preparation is made to apply to the Florida Board of Cosmetology for examination and licensure.

CSP 0013 Nail Specialist (PSAV)
240 clock hours
This course provides proficiency in manicuring, pedicuring, applying artificial nails and nail wraps. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards and State Board law. This program prepares the student for employment as a registered Nail Specialist.

CSP 0240 Facials (PSAV)
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in facials and makeup. Lectures center on skin structure and growth, anatomy and physiology, electricity, hair removal, facials and makeup. Instruction will consist of both classroom and laboratory activities designed to achieve salon/industry standards and State Board law. (Course only for students enrolled in Cosmetology PSAV program - see CSP0260 for Facial Specialty program).

CSP 0260 Facial Specialist (PSAV)
260 clock hours
This course provides proficiency in different types of facials and spa skin care treatments. Hair removal and different types of make-ups are demonstrated and performed. Instruction will consist of both classroom and laboratory activities, which are designed to achieve spa/industry standards and State Board law. This course prepares the student for employment as a registered Facial Specialist.

CSP 0300 Salon Practice Lab 1 (PSAV)
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in all phases of cosmetology procedures. The focus is to perform cosmetology services on patrons in a salon setting. 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 Board of Cosmetology for examination.

CTS 1110 Microcomputer Operating Systems (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100 or OST1831
This course provides an introduction to a client operating system. Students will be presented with an overview of Windows networking family, as well as cover such topics as installation, working with users and group, the file system, profiles, local policies, security, protocols, internetworking, remote access, printing and troubleshooting.

CTS 1150 Computer Maintenance and Repair (AS)
3 credits (3 lecture hours)
This course is designed to give the student hands on experience working with personal computers. It will provide the student with the various techniques and procedures for installing and troubleshooting computer hardware.

CTS 1650 CISCO 1 (Networking Essentials) (AS)
3 credits (3 lecture hours)
Prerequisite: CNT2000 (with a grade of B or higher) or permission of associate dean
This course provides an introduction to the fundamentals of numbering systems, the OSI model and networking industry standards, networking topologies and medium, IP addressing and subnetting, basic network design as well as networking components.

CTS 1933 A Applied Technical Skills - Certified Wireless Network Administrator (CWNPT001) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2123 program code, current Certified Wireless Network Administrator (CWNPT001) certification and submission of completed prior learning form to Registrar
This course acknowledges articulation credits for a current Certified Wireless Network Administrator (CWNPT001) certification toward the Networking Administrator AS degree. This course is for internal Palm Beach State record keeping only.

CTS 1933 B Applied Technical Skills - Cisco Certified Network Professional (CCNP) (CISCO005) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2123 program code, current Cisco Certified Network Professional (CCNP) (CISCO005) certification and submission of prior learning form to Registrar
This course acknowledges articulation credits for a current Cisco Certified Network Professional (CCNP) (CISCO005) certification toward the Networking Administrator AS degree. This course is for internal Palm Beach State record keeping only.

CTS 1933 C Applied Technical Skills - CompTIA Network+ (COMPT006) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2123 program code, current CompTIA Network+ (COMPT006) certification and submission of completed prior learning form to Registrar
This course acknowledges articulation credits for a current CompTIA Network+ (COMPT006) certification toward the Networking Administrator AS degree. This course is for internal Palm Beach State record keeping only.

CTS 1933 D Applied Technical Skills - Microsoft Certified Desktop Support Technician (MCDST) (MICRO006) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2123, or 2126 program code, current Microsoft Certified Desktop Support Technician (MCDST) (MICRO006) certification and submission of completed prior learning form to Registrar
This course acknowledges articulation credits for a current Microsoft Certified Desktop Support Technician (MCDST) (MICRO006) certification toward the Computer Programming or Networking Administrator AS degree. This course is for internal Palm Beach State record keeping only.

CTS 1933 E Applied Technical Skills - CompTIA Server+ (COMPT009) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2123, or 2126 program code, current CompTIA Server+ (COMPT009) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current CompTIA Server+ (COMPT009) certification toward the Computer Programming or Networking Administrator AS degree. This course is for internal Palm Beach State record keeping only.

CTS 1933 F Applied Technical Skills - Microsoft Certified Systems Engineer (MCSE) (MICRO012) Programming (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2126 program code, current Microsoft Certified Systems Engineer (MCSE) (MICRO012) Programming certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Microsoft Certified Systems Engineer (MCSE) (MICRO012) Programming certification toward the Computer Programming AS degree. This course is for internal Palm Beach State record keeping only.

CTS 1933 G Applied Technical Skills - Microsoft Certified Systems Engineer (MCSE) (MICRO012) Networking Administration (AS)
9 credits (9 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2123 program code, current Microsoft Certified Systems Engineer (MCSE) (MICRO012) Networking Administration certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Microsoft Certified Systems Engineer (MCSE) (MICRO012) Networking Administration certification toward the Networking Administrator AS degree. This course is for internal Palm Beach State record keeping only.

CTS 1933 H Applied Technical Skills - Microsoft Certified IT Professional (MCIT) Server Administrator (MICRO034) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State indicating 2123 program code, current Microsoft Certified IT Professional (MCIT) Server Administrator (MICRO034) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Microsoft Certified IT Professional (MCIT) Server Administrator (MICRO034) certification toward the Networking Administrator AS degree. This course is for internal Palm Beach State record keeping only.

CTS 2301 UNIX Installation and Administration Using LINUX (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100

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.

CTS 2320 Wide Area Networks (AA)
3 credits (3 lecture hours)
Prerequisite: CNT2000 or CTS1110

This course provides the skills needed to install, configure, manage, monitor, and troubleshoot Windows Server networking. In particular, topics covered include the proper use of networking protocols and networking services such as Dynamic Host Configuration Protocol, Domain Name Service, Windows Internet Name Service, Routing and Remote Access, IP Routing, IP Security, Internet Connection Sharing, Network Address Translation, and Certificate Services. Students have an opportunity to apply their knowledge through hands-on projects and case study assignments. As you complete the hands-on projects, you will be keeping a journal of your lab observations.

CTS 2334 Local Area Networks (AA)
3 credits (3 lecture hours)
Prerequisite: CNT2000 or CTS1110

The main goal of this course is to provide students with a comprehensive understanding of Windows Server and to prepare students to tackle server administration. The course focuses on selecting server and client hardware, installing and configuring a server, setting up and managing network printing services, establishing remote access services, interoperating on a network, setting up the web server, monitoring and tuning a server, and troubleshooting problems. Students have an opportunity to apply their knowledge through hands-on projects and case study assignments.

CTS 2651 CISCO 2 (Router Technology) (AS)
3 credits (3 lecture hours)
Prerequisite: CTS1650

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.

CTS 2652 CISCO 3 (Switch Technology) (AS)
3 credits (3 lecture hours)
Prerequisite: CTS2651

This course introduces students to switching technology including LAN switching theory, LAN switched design, VLAN, VTP, and STP switch configurations as well as wireless technology.

CTS 2653 CISCO 4 (Project Based Learning) (AS)
3 credits (3 lecture hours)
Prerequisites: CTS2652

This course provides an introduction to the fundamentals of scaling networks employing NAT and PAT, DHCP, WAN technologies such as PPP, ISDN and DDR, and Frame Relay.

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 toxicites, 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 1 (PSAV)
32 clock hours
Recommended Prerequisites: DES1200, DES1200L
Corequisite: DEA0800L (with a grade of C or higher)
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 1 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 2 (PSAV)
32 clock hours
Corequisite: DEA0801L (with a grade of C or higher)
This course is designed to introduce and 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 0801L Clinical Practice 2 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 and DEA 0801 Clinical Practice II.

DEA 0850 Dental Assisting Clinical Practice 3 (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 0850L Clinical Practice 3 Lab (PSAV)
128 clock hours
Corequisite: DEA0850 (with a grade of C or higher)
This course is designed to enhance the dental assisting student clinical skills and competencies during a supervised externship in a private dental office.

DEA 0940L Dental Practicum 1 Lab (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 2 Lab (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: DES1800, DES1800L
Corequisite: DEH1003L (with a grade of C or higher)
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: DES1800, DES1800L
Corequisite: DEH1003 (with a grade of C or higher)
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 1.

DEH 1130 Oral Embryology and Histology (AS)
1 credit (1 lecture hour)
Recommended Prerequisite: 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 1 (AS)
1 credit (1 lecture hour)
Corequisite: DEH1800L
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 1 Lab (AS)
4 credits (12 clinical hours)
Corequisite: DEH1800
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 2 (AS)
1 credit (1 lecture hour)
Corequisite: DEH1802L
This course is a continuation 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 2 Lab (AS)
1 credit (3 clinical hours)
Corequisite: DEH1802

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)

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: BSC2085/2085L, BSC2086/2086L, MCB2010/2010L, CHM1020

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)

A comprehensive study of oral abnormalities and disease processes with emphasis on clinical identification.

DEH 2602 Periodontology (AS)
2 credits (2 lecture hours)
Recommended Prerequisites: DEH1800C, DEH1802C
Recommended Corequisite: DEH2804C

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)

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: DEH2701 (with a grade of C or higher)

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 DEH2701.

DEH 2804 Dental Hygiene 3 (AS)
1 credit (1 lecture hour)
Corequisite: DEH2804L

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 3 Lab (AS)
4 credits (1 lecture hour)
Corequisite: DEH2804

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 4 (AS)
1 credit (1 lecture hour)
Corequisite: DEH2806L

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 4 Lab (AS)
5 credits (15 clinical hours)
Corequisite: DEH2806

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 2934 Compromised Patient (AS)
1 credit (1 lecture hour)
Recommended Prerequisite: DES1840
Recommended Corequisites: DEH2603, DEH2804C

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 2004 Human Growth and Development (AA)
3 credits (3 lecture hours)
Recommended Prerequisite: PSY2012

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. Principles of health promotion and disease prevention will be integrated with course content. Biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors.

DEP 2102 Child Growth and Development (AA)
3 credits (3 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher)

This course provides an overview of a child from prenatal development through adolescence. The student will learn the various domains of development and associate theories and concepts with each domain (physical, cognitive and socio-emotional). Applicable to educators, parents and people who wish to work with children, an observation and analysis component is integral to this course.

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)
Corequisite: DES1100L (with a grade of C or higher)
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)
Corequisite: DES1100 (with a grade of C or higher)
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)
Corequisite: DES1200L (with a grade of C or higher)
Applications of techniques taught in dental radiology lecture as used in clinical practice.

DES 1200L Dental Radiology Lab (AS)
1 credit (2 lab hours)
Corequisite: DES1200 (with a grade of C or higher)
Applications of techniques taught in dental radiology lecture as used in clinical practice.

DES 1600 Office Emergencies (AS)
1 credit (1 lecture hour)
This course introduces the student to medical emergencies and the basic logical ways of accessing the patient's physical status when presenting for dental treatment. This course will also give them the knowledge of common medical emergencies enabling them to know how and when to anticipate and manage those emergencies thus reducing the likelihood of their occurrence.

DES 1800 Introduction to Clinical Procedures (AS)
3 credits (3 lecture hours)
Corequisite: DES1800L (with a grade of C or higher)
This course includes a study of: basic medical/dental terminology, the history of dentistry and the theory and techniques of clinical procedures, including microbiology and aseptic procedure, instrument design and patient/operator positioning, the oral exam, dental charting, and basic patient oral hygiene instruction. Infection control guidelines will be stressed throughout this course.

DES 1800L Introduction to Clinical Procedures Lab (AS)
1 credit (2 lab hours)
Corequisite: DES1800 (with a grade of C or higher)
A study of basic medical/dental terminology, the history of dentistry, the theory and techniques of clinical procedures; including instrument design and patient/operator positioning, the oral exam, dental charting, instrument transfer and oral evacuation. Infection control guidelines will be stressed throughout this course.

DES 1832 Expanded Functions Lecture (AS)
1 credit (1 lecture hour)
Corequisite: DES1832L (with a grade of C or higher)
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 1832L Expanded Functions Lab (AS)
1 credit (2 lab hours)
Corequisite: DES1832 (with a grade of C or higher)
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 are 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.

DIM 0004 Introduction to Diesel Technology (PSAV)
150 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides entry level skills in heavy truck service and systems operation. The topics covered include shop safety, OSHA rules, applied math and science principles, identification and proper use of shop tools and equipment, heavy truck component identification, use of electronic service information, proper use of measuring tools, EPA rules on hazardous waste handling and disposal. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0006 Diesel Engine Systems 2 (PSAV)
150 clock hours
Corequisites: DIM0014 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides advanced proficiency in the diagnosis and repair of electronic diesel engines, computerized controls, hydro mechanical diesel fuel injection systems, fuel subsystems, and electronic injection systems. Special emphasis will be placed on the proper use of engine performance diagnostic tools, oscilloscope, analyzers and hand held scan tools. Students will also learn employability skills and entrepreneurial opportunities in diesel technology. The course instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0007 Heavy Truck Brake Systems 1 (PSAV)
150 clock hours
Prerequisite: DIM303 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

The course provides an introduction to the operation and maintenance of truck air brake system. The areas covered will include: air supply circuits, air compressors, governors, air dryers, evaporators, brake control valves, and parking/emergency brake circuits. This course also covers the types of foundation brakes and related mechanical systems. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0008 Heavy Truck Brake Systems 2 (PSAV)
150 clock hours
Corequisites: DIM0007 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides an advanced proficiency in the operation and servicing of heavy truck brake systems. Instruction will include disc and drum brakes, hydraulic brake systems, air over hydraulic brake systems, power assist units, ABS-anti-lock systems, and related miscellaneous mechanical/electrical components. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

DIM 0014 Diesel Engine Systems 1 (PSAV)
150 clock hours
Corequisites: DIM0004 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides proficiency in diesel engine theory and repair. Areas of concentration will include the diagnosis and repair of the cylinder head 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.

DIM 0103 Preventive Maintenance Inspection (PSAV)
150 clock hours
Prerequisites: DIM0004, DIM0008 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course provides an introduction to establish proficiency on the preventive maintenance of heavy truck systems. Special emphasis will be placed on fluid inspection systems, fluid maintenance and replacement, lubrication, oil analysis, air intake systems, cooling system maintenance and DOT compliance. The course instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0106 Hydraulic Systems (PSAV)
150 clock hours
Prerequisites: DIM0004, DIM0008 (with a grade of C or higher)
Corequisites: DIM0201 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

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 0201 Drive Train Systems (PSAV)
150 clock hours
Prerequisites: DIM0004, DIM0008 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course provides proficiency in service and adjustment of power train systems used on medium and heavy trucks. Emphasis will be placed on the service, adjustment and replacement clutch components, standard transmissions, torque converters and automatic transmissions. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve industry standards and safety.

DIM 0302 Electrical and Electronic Systems 1 (PSAV)
150 clock hours
Prerequisite: DIM0006 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course provides the principles of electrical and electronic diagnosing and troubleshooting of automotive parts and components. An emphasis will also be placed on the proper diagnosis, service and repair of battery and starting systems. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

DIM 0303 Electrical and Electronic Systems 2 (PSAV)
150 clock hours
Corequisites: DIM0302 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides advanced electrical and electronics system proficiency in the diagnosis and repair of heavy truck charging systems, lighting systems, driver information systems, multiplexing and data link lines, and electrical/electronic accessories. The course will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0500 Truck Steering and Suspension (PSAV)
150 clock hours
Prerequisites: DIM0004, DIM0008 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course is designed to establish proficiency in steering, suspension and wheel alignment systems used on medium and heavy trucks. Emphasis will be placed on the diagnosis, repair and replacement of components that are critical to safe and efficient operation of the vehicle. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve industry standards and safety.

DIM 0610 Heating and Air Conditioning (PSAV)
150 clock hours
Prerequisites: DIM0004, DIM0008 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course is designed to establish proficiency in the diagnosis and repair of heating, air conditioning and engine cooling systems. Emphasis will be placed on electronic controls, vacuum and mechanical components, clutch and compressor, refrigerant recovery, and compliance with EPA regulations. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0840 Introduction to Heavy Equipment Mechanic (PSAV)
150 clock hours
Corequisites: VPI0100, VPI0200, VPI0300

This course provides entry level skills in heavy equipment service and systems operation. The topics covered include shop safety,

OSHA rules, applied math and science principles, identification and proper use of shop tools and equipment, heavy equipment component identification, use of electronic service information, proper use of measuring tools, and EPA rules on hazardous waste handling and disposal. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0841 Heavy Equipment Mechanic Systems (PSAV)
150 clock hours
Corequisites: DIM0840 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides an introduction in the diagnosis and repair of agricultural, construction, mining equipment, and diesel and natural gas engines. This course also covers construction foundation and related mechanical systems. Students will also learn employability skills and entrepreneurial opportunities in heavy equipment mechanic field.

DIM 0842 Heavy Equipment Engine Systems (PSAV)
150 clock hours
Corequisites: DIM0841 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides advanced proficiency in diesel engines theory and repair. Areas of concentration will include the diagnosis and repair of diesel engines, lubrication, fuel, and cooling systems. Special emphasis will be placed on the proper use of engine performance diagnostic tools, oscilloscope, analyzers and hand held scan tools. Course will consist of both classroom and laboratory activities designed to meet industry standards and safety.

DIM 0843 Electrical/Electronic Systems in Heavy Equipment 1 (PSAV)
150 clock hours
Prerequisite: DIM0842 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course provides the principles of electrical and electronic diagnosing and troubleshooting of heavy equipment parts and components. An emphasis will also be placed on the proper diagnosis, service and repair of battery and starting systems. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

DIM 0844 Electrical/Electronic Systems in Heavy Equipment 2 (PSAV)
150 clock hours
Corequisites: DIM0843 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course provides advanced electrical and electronics system proficiency in the diagnosis and repair of heavy equipment charging systems, lighting systems, operator information systems, multiplexing and data link lines, and electrical/electronic accessories. The course will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0845 Preventive Maintenance Inspection in Heavy Equipment (PSAV)
150 clock hours
Prerequisite: DIM0844 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course provides an introduction to establish proficiency on the preventive maintenance of heavy equipment systems. Special emphasis will be placed on fluid inspection systems, fluid maintenance and replacement, lubrication, oil analysis, air intake systems, cooling system maintenance and DOT compliance. The course instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

DIM 0846 Hydraulic Systems in Heavy Equipment (PSAV)
150 clock hours
Prerequisite: DIM0845 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course will introduce the student to the basic principles of hydraulic pumps, motors, and hydraulic accessories in heavy equipment. 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; heavy equipment mechanic 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 0847 Heavy Equipment Steering/Suspension (PSAV)
150 clock hours
Prerequisite: DIM0846 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course is designed to establish proficiency in steering, suspension and wheel alignment systems used on heavy equipment. Emphasis will be placed on the diagnosis, repair and replacement of components that are critical to safe and efficient operation of the vehicle. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve industry standards and safety.

DIM 0848 Drive Train Systems in Heavy Equipment 1 (PSAV)
150 clock hours
Prerequisites: DIM0846, DIM0850 (with a grade of C of higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course provides proficiency in service and adjustment of power train systems used on heavy equipment. Emphasis will be placed on the service, adjustment and replacement of clutch components, standard transmissions, torque converters and automatic transmissions. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve industry standards and safety.

DIM 0849 Drive Train Systems in Heavy Equipment 2 (PSAV)
150 clock hours
Prerequisite: DIM0848 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course provides proficiency in service and adjustment of track type systems, servo transmissions, transfer case and final drives systems used on heavy equipment. Emphasis will be placed on the service, adjustment and replacement of these components. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve industry standards and safety.

DIM 0850 Heavy Equipment Brake Systems (PSAV)
150 clock hours
Prerequisite: DIM0849 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course provides an introduction to the operation and maintenance of heavy equipment brake systems. The areas

covered will include: air systems, air compressors, governors, air dryers, evaporators, brake control valves, disc and drum brakes, hydraulic brake systems, air over hydraulic brake systems, power assist units, ABS-anti-lock systems, and related miscellaneous mechanical/electrical components. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

DIM 0851 Heating and Air Conditioning Systems in Heavy Equipment (PSAV)

150 clock hours
Prerequisites: DIM0840, DIM0850 (with a grade of C or higher)
Corequisites: VPI0100, VPI0200, VPI0300

This course is designed to establish proficiency in the diagnosis and repair of heavy equipment heating, air conditioning and engine cooling systems. Emphasis will be placed on off road vehicle electronic controls, vacuum and mechanical components, clutch and compressor, refrigerant recovery, and compliance with EPA regulations. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

DSC 1002 Terrorism and U.S. Security (AA)

3 credits (3 lecture hours)

This course teaches the foundations of national security as it relates to world terrorism, the United States engagement in the war against international terrorism, and the application of preemption known as the Bush Doctrine. The course is a survey of the history and cultural development of Islam and the extreme manifestation of political militancy known as Jihad. The cultural and political history will enhance student understanding of the factors leading up to the events of September 11, 2001 and how those events changed American security.

DSC 1242 Transportation and Border Security (AS)

3 credits (3 lecture hours)

This course provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course covers a time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course will include an exploration of technological solutions employed to enhance security of borders and transportation systems. Students will be required to discuss the legal, economic, political, and cultural concerns and impacts associated with transportation and border security. The course provides students with a knowledge level understanding of the variety of challenges inherent in transportation and border security.

DSC 1590 Intelligence Analysis and Security Management (AS)

3 credits (3 lecture hours)

This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.

SEE ADDENDUM

EAP 0300 Introduction to Listening and Speaking Skills (Prep)

4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL scores 42-71 Listening, Compass/ESL Composite scores between 59-68 and/or a score of 29 or below on the College Placement test (CPT)

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. Students should expect to spend time outside of class week completing Lab assignments in the Student Learning Center.

EAP 0360 Introduction to Grammar Foundations (Prep)

4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL Composite scores between 59-68 and/or a score of 29 or below on the College Placement Test (CPT) or Compass/ESL scores 42-58 Grammar

This course prepares students for EAP Intermediate English including 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. Students should expect to spend time outside of class week completing Lab assignments in the Student Learning Center.

EAP 0382 Integrated Reading and Writing (Prep)

4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL Composite scores between 59-68, Compass/ESL scores 38-68 Reading and/or a score of 29 or below on the College Placement Test (CPT)

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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP 0420 Intermediate Reading (Prep)

3 institutional credits (3 lecture hours)
Prerequisite: A CPT score of 0-54 or a PERT score of 50-73 (Students required to prove English proficiency may be placed into the ESL Foundation program.)

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. This course emphasizes the establishment of a foundation for academic literacy. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP 0460 Intermediate Grammar (Prep)

3 institutional credits (3 lecture hours)
Prerequisite: A CPT score of 0-54 or above, a PERT score of 50-80 or above, or successful completion of previous course level

This course is designed for students whose primary language is not English and whose placement test scores indicate the need for instruction in basic grammar skills. The course emphasizes the mastery of grammar skills needed for academic purposes. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

SEE ADDENDUM

EAP 1520 High Intermediate Reading (Prep)
3 institutional credits (3 lecture hours)
Prerequisite: A CPT score of 55-68, a PERT score of 74-83 or successful completion of EAP0420

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.

EAP 1584 High Intermediate English (Prep)
3 institutional credits (3 lecture hours)
Prerequisite: A CPT score of 55-68, a PERT score of 81-89 or successful completion of EAP0460

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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP 1620 Advanced Reading (Prep)
3 institutional credits (3 lecture hours)
Prerequisite: CPT score of 69-82, PERT score of 84-103 or successful completion of EAP1520
Corequisite: SLS1501

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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP 1684 Advanced English (Prep)
3 institutional credits (3 lecture hours)
Prerequisites: A CPT (College Placement Test) score of 69-82, PERT score of 90-98, or successful completion of EAP1584
Corequisite: SLS1501

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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

ECO 2013 Principles of Macroeconomics (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate English and reading placement scores or course completion

Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies. (*)

ECO 2013 Honors Principles of Macroeconomics (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College; Appropriate English and reading placement scores or course completion

Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies. (*)

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.

EDF 1030 Behavior Management in the Classroom (AA)
3 credits (3 lecture hours)

This course provides the student with a historical overview of classroom management theories from basic behavior modification through current trends. This class provides an eclectic approach to understanding the varied models and also includes a practical application of these principles to real classroom problems and management techniques. The course is designed to provide guidance for teachers in infant through secondary classrooms.

EDF 2005 Introduction to the Teaching Profession (AA)
3 credits (3 lecture hours)

This course provides a survey of historical sociological and philosophical foundations of education; governance and finance of education; educational policies; legal, moral, and ethical issues; and the professionalism of teaching. Students will be provided exposure to the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field observation in a K-12 setting.

EDF 2085 Introduction to Diversity for Educators (AA)
3 credits (3 lecture hours)

This course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided exposure to the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required.

EDG 1314 Education Practicum 1 (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 Concentration

This course provides the student with experience teaching in an approved early childhood classroom under the supervision of trained and approved instructors.

EDG 1315 Education Practicum 2 (AS)
3 credits (15 lab hours)
Prerequisite: EDG1314

This course is a continuation of EDG 1314. 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. Students will work in an approved child care setting 30 hours per week for 8 weeks (total 225 hours).

EDP 2002 Introduction to Educational Psychology (AA)
3 credits (3 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher) 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 1220 Curriculum: High/Scope Approach in Language and Literacy (AS)
3 credits (3 lecture hours)
Prerequisite: EEC1309
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: High/Scope Approach in Logical Reasoning Skills (AS)
3 credits (3 lecture hours)
Prerequisite: EEC1309
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: Adult/Child Interaction to Extend Learning (AS)
3 credits (3 lecture hours)
Prerequisite: EEC1309
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 1300 Early Childhood Language Arts (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 1309 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 Science, Social Studies and Math (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 1312 Early Childhood Fine Arts and Movement (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 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 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 child care and education program administration in creating and sustaining an effective organizational structure in a child care and education setting. Topics include organizational structure and dynamics, ethics and professionalism; personnel policies and procedures; leadership; staff development, evaluation and retention.

EEC 2201 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 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 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 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 2734 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.

EET 1015C DC Circuit Analysis (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: MAC1105 (with a grade of C or higher)
Corequisite: PHY1001 (with a grade of C or higher)
This course provides an introduction to the underlying principles of electronics that have contributed to advances in the fields of communications, computers, power 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 Circuit Analysis (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: PHY1001 (with a grade of C or higher), EET1015C
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 1215C Introduction to Electronics (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET1015C, EET1215C (with a grade of C or higher)
This course will develop skill sets for testing, trouble-shooting, configuration/set up and analysis of electrical and electro-mechanical devices.

EET 2930 Special Topics in Electrical Engineering (AS)
3 credits (3 lecture hours)
Prerequisites: CET2123C, EST2520, ETS2530C (with a grade of C or higher)
Corequisites: CET2127C, ETS2700C (with a grade of C or higher)
This course teaches specific competencies related to electronic circuit analysis. It covers analog and digital electronic circuits. The content of the course is customized to meet the special technical training needs for professionals in the instrumentation and control field.

EEX 2010 Introduction to Special Education (AA)
3 credits (3 lecture hours)
This course is an introduction to exceptional student education and includes basic information on etiology and characteristics as well as the programs and services provided to this population.

EGN 1002C Introduction to Engineering (AA)
3 credits (2 lecture hours, 2 lab hours)
Corequisite: MAC1105 (with a grade of C or higher)
This course is an introduction to the basic concepts and tools of the various engineering disciplines. This class provides a multidiscipline, collaborative approach in which the students build and demonstrate devices or apply computer modeling of engineering problems and report findings both in paper and presentation form.

EME 2040 Introduction to Technology for Educators (AA)
3 credits (3 lecture hours)
This course will provide application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software and peripherals for the personal computer as well as the data-driven decision-making processes. This course includes identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use,

and effective instructional strategies for teachers and students in regard to research, analysis and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies and the National Educational Technology Standards.

EMS 0000 Public Safety Telecommunicator (PSAV)
232 clock hours

The course prepares students for employment as dispatcher for police, fire and ambulance agencies. The content includes, but is not limited to, ethics and the role of the telecommunicator; standard telecommunication procedures; overview of emergency agencies; communications equipment, functions and terminology; telephone and dispatching procedures and techniques; federal, state, and local communication rules; and emergency situations and operating procedures.

EMS 1119 Emergency Medical Technician Basic (AS)
6 credits (6 lecture hours)
Prerequisites: Limited Access program application, Red Cross or AHA BLS for Health Care Provider (CPR)
Corequisites: EMS1119L, EMS1431

This course provides a lecture component of the EMT program. The student will be taught how to conduct initial and ongoing patient assessments. Topics discussed include performing detailed history and physical exams, various traumas, medical and behavioral emergency situations.

EMS 1119L Emergency Medical Technician Basic Lab (AS)
3 credits (6 lab hours)
Corequisites: EMS1119, EMS1431

This course provides the practical application of the didactic instruction received in EMS 1119 and EMS 1431 and is an integral component of the EMT-Basic program. It is designed to provide the student with exposure to pre-hospital emergency medicine, automatic external defibrillation, extrication, management of trauma and medical emergencies. Students address medical/legal/ethical issues and will learn how to interact within the EMS system.

EMS 1431 EMT-Basic Hospital and Field Experience (AS)
2 credits (6 clinical hours)
Corequisites: EMS1119, EMS1119L

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 EMS1119 and EMS1119L. 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 EMS1119 and EMS1119L.

EMS 2620C Paramedic 1 (AS)
12 credits (9 lecture hours, 6 lab hours)
Prerequisite: Florida State EMT certification (or State exam eligible, which must be passed during EMS2620C)*
**Subject to State changes*
Corequisite: EMS2664

This is the first of three, limited access didactic/lab, courses in the Paramedic program. It will cover Modules I, II, and III of the U.S. D.O.T. 1998 EMT-P National Standards Curriculum, as well as CPR, Anatomy and Physiology, and basic ECG interpretation.

EMS 2621C Paramedic 2 (AS)
12 credits (9 lecture hours, 6 lab hours)
Prerequisites: EMS2620C, EMS2664
Corequisite: EMS2665

This is the second of three, limited access didactic/lab, courses in the Paramedic Program. It will cover Modules IV and V of the U.S. D.O.T. 1998 EMT-P National Standards Curriculum, as well as ACLS, ITLS and 12 Lead ECG.

EMS 2622C Paramedic 3 (AS)
5 credits (3 lecture hours, 4 lab hours)
Prerequisites: EMS2621C, EMS2665
Corequisite: EMS2658

This is the third of three, limited access didactic/lab, courses in the Paramedic Program. It will cover Modules V, VI, VII and VIII of the U.S. D.O.T. 1998 EMT-P National Standards Curriculum, as well as PALS.

EMS 2658 Paramedic Clinical 3 (AS)
2 credits (6 clinical hours)
Prerequisites: EMS2621C (with a grade of C or higher), EMS2665
Corequisite: EMS2622C (with a grade of C or higher)

This is the third of four, limited access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in EMS2622C, students will participate in various selected hospital and pre-hospital EMS provider rotations. Students will be responsible for patient care under the direction of clinical instructors and paramedic preceptors.

EMS 2659 Paramedic Field Internship (AS)
1 credit (8 clinical hours)
Corequisites: EMS2622C, EMS2658

This is the final limited access clinical rotation in the Paramedic Program. One hundred percent 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 Palm Beach State. A passing score on a program wide comprehensive final exam is required by Florida State Statute to pass the program.

EMS 2664 Paramedic Clinical 1 (AS)
4 credits (12 clinical hours)
Prerequisite: Florida State EMT certification (or state exam eligible), which must be passed prior to EMS2621C)
Corequisite: EMS2620C

This is the first of four, limited access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in 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 2 (AS)
6 credits (12 clinical hours)
Prerequisites: EMS2620C, EMS2664
Corequisite: EMS2621C

This is the second of four, limited access clinical rotations, in the Paramedic Program. Based upon knowledge and skills being taught in 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.

SEE ADDENDUM

ENC 0015 Developmental Writing 1 (Prep)
3 institutional credits (3 lecture hours)
Prerequisite: CPT score of 0-60 (SS) or PERT score of 50-89
Corequisite: SLS1501

This course provides a preparation for ENC0025 by focusing on grammar and sentence skills to develop college level paragraphs. Additional emphasis is on sentence structure, vocabulary, and usage. Students should expect to spend time outside of class each week completing assignments in the Student Learning Center.

ENC 0025 Developmental Writing 2 (Prep)
3 institutional credits (3 lecture hours)
Prerequisite: CPT score of 61-82 (SS) or PERT score of 90-98, or successful completion of ENC0015
Corequisite: SLS1501

This course provides a solid foundation in paragraph and essay structure to prepare students for ENC1101 and all language-based credit courses. It covers a variety of rhetorical modes, grammar, and syntax, vocabulary and usage, as well as development of timed writing skills. Students should expect to spend time outside of class each week completing assignments in the Student Learning Center.

ENC 1101 College Composition 1 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC0025 (or appropriate English placement scores) and appropriate reading placement scores or course completion

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. (*)

ENC 1102 College Composition 2 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

ENC 1121 Honors College Composition 1 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College

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. (*)

ENC 1122 Honors College Composition 2 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)

This course is an advanced composition course emphasizing creative expression and critical thinking. It is a continuation of ENC1121. (*)

ENC 1141 Writing About Literature (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

ENC 1141 Honors Writing About Literature (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

ENC 1210 Technical Communication (AS)
3 credits (3 lecture hours)
Prerequisite: ENC0010 or adequate score on the placement exam

Students learn basic applied, technical communication, including audience analysis; basic letters, memos and emails; incident, progress, and travel reports; research; proposals; and elements of longer reports including abstracts, tables of contents, and appendices. Students apply design principles to documents, illustrations, PowerPoint presentations, and web sites. Students test, revise and edit all work.

ENL 2012 English Literature Before 1800 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

ENL 2012 Honors English Literature Before 1800 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

ENL 2022 English Literature After 1800 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

ENL 2022 Honors English Literature After 1800 (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)

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. (*)

ENT 1000 Fundamentals of Entrepreneurship (AS)
3 credits (3 lecture hours)
Students will learn about the entrepreneurial process and the role of entrepreneurship in the economy. Topics include starting and running a business, idea and product development, building a business model, marketing research, team building, basic business plan development, and funding opportunities.

ENT 2010 New Venture Management (AS)
3 credits (3 lecture hours)
Prerequisite or Corequisite: ENT1000
In this course, students will learn the knowledge and skills necessary to successfully plan, design, and manage a new business venture.

ENT 2112 Planning the Entrepreneurial Venture (AS)
3 credits (3 lecture hours)
Prerequisites: ENT1000, ENT2120
Prerequisite or Corequisite: ENT2010
In this course, students will develop the skills necessary to create a new business venture. They will learn the process of starting a new venture, growing the venture, and successfully harvesting and maintaining it. Students will also plan, prepare, and present a business plan for the purpose of launching and funding an entrepreneurial venture.

ENT 2120 Entrepreneurship Marketing and Selling (AS)
3 credits (3 lecture hours)
Prerequisite or Corequisite: ENT1000
In this course, students will acquire the skills to successfully plan and research the marketing aspects of launching a new business venture. Students will analyze marketing opportunities, research target markets, develop a marketing strategy, and develop brand positioning. Students will learn how to develop new products and services and provide a foundation for establishing pricing strategies. Online marketing tools will also be explored. Students will write a comprehensive marketing plan for a new business venture.

EPI 0001 Classroom Management (IC)
3 credits (2 lecture hours)
Prerequisites: Bachelor's degree and 2.5 GPA
This course provides the participant to set up a classroom, establish classroom policies and procedures, create objective-based lesson plans that integrate Sunshine State Standards, identify various teaching strategies and presentation styles, and manage behavior problems in the classroom. Students will also develop methods to maintain cooperative relations with all stakeholders in the educational process and review legal obligations of the teaching profession.

EPI 0002 Instructional Strategies (IC)
3 credits (2 lecture hours)
Prerequisites: Bachelor's degree and 2.5 GPA
This course provides the participant to proficiently apply a variety of curriculum design models, instructional strategies, presentational styles, and assessment methods. Participants will also develop and apply to instruction effective accommodations for exceptional students.

EPI 0003 Educational Technology (IC)
3 credits (2 lecture hours)
Prerequisites: Bachelor's degree and 2.5 GPA
This course provides the participant to integrate technology into the learning process. The participant will practice methods of keeping computer-based records, developing multimedia presentations, technologically enhancing content area instructional strategies, utilizing Internet resources, designing Webquests, employing computer-aided instruction, and following copyright and fair use guidelines.

EPI 0004 The Teaching and Learning Process (IC)
3 credits (2 lecture hours)
Prerequisites: Bachelor's degree and 2.5 GPA
This course provides the participant with a foundation in various learning theories as applied to the instructional process. The participant will define, cite examples of, and utilize principles of stages of development, learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition to create effective learning environments and to choose appropriate instructional strategies.

EPI 0009 Foundations in Language and Cognition in Reading (IC)
3 credits (3 lecture hours)
This course teaches language structure and function, and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Instruction is grounded in scientifically-based research.

EPI 0010 Foundations of Research-Based Practices in Reading (IC)
3 credits (2 lecture hours)
Prerequisites: Bachelor's degree and 2.5 GPA
This course provides the participant with substantive knowledge of language structure and function as well as reading strategies for the content area classroom. The participant will identify, illustrate, and utilize principles of phonemic awareness, fluency, building vocabulary, instructional texts, metacomprehension, instructional practices and strategies, diverse learners, and electronic texts to create effective reading practices.

EPI 0011 Foundations of Assessment in Reading (IC)
3 credits (3 lecture hours)
Prerequisite: EPI0009 or EPI0010 (with a grade of C or higher) or accepted documentation of Reading Competency 1 and Reading Competency 2
This course teaches the role of assessments in guiding reading instruction and instructional decision-making for reading progress.

EPI 0020 Professional Foundations (IC)
2 credits (1 lecture hour)
Prerequisites: Bachelor's degree and 2.5 GPA
Corequisite: EPI0940 (with a grade of C or higher)
This course provides the participant with the foundation for becoming a productive member of the teaching profession. The participant will identify, discuss, and evaluate the history and philosophy of teaching, school governance, school finance, school law, ethics and excellence, school purpose, and continuing professional development.

EPI 0030 Diversity in the Classroom (IC)
2 credits (1 lecture hour)
Prerequisites: Bachelor's degree and 2.5 GPA
Corequisite: EPI0945 (with a grade of C or higher)
This course provides the participant to teach the variety of backgrounds and cultures that may be found in a diverse classroom, focusing on effects of social class, ethnicity, gender

and age differences, exceptionalities, religion, language, prejudice, and multicultural teaching.

EPI 0940 Field Experience 1 (IC)
1 credit (15 clinical hours)
Prerequisites: Bachelor's degree and 2.5 GPA
Corequisite: EPI0020 (with a grade of C or higher)

The course provides the participant with a complete 15 of the program-required 30 hours of field observation in a public, charter, or private school setting to gain insight into the instructional process. The participant will especially observe and reflect upon presentation styles, teaching and learning strategies, assessment methods, and management techniques.

EPI 0945 Field Experience 2 (IC)
1 credit (15 clinical hours)
Prerequisites: Bachelor's degree and 2.5 GPA
Corequisite: EPI0030 (with a grade of C or higher)

The course provides the participant with a complete 15 hours of the program-required 30 hours of field observation in a public, charter, or private school setting to gain insight into the instructional process. The participant will especially observe and reflect upon practices relating to diversity in the classroom.

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). (*)

ETD 1031 Introduction to Construction Drawing (AS)
3 credits (3 lecture hours)

Provides students with basic information on purpose, use, importance, and preparation methodology of drawings for new buildings.

ETI 1000 Industrial Tools and Equipment (AS)
3 credits (3 lecture hours)
Prerequisite: ETI 1700

This course teaches the skills necessary to properly select, inspect, use, and care for the tools, test equipment, and lifting/handling equipment commonly used in the performance of assigned tasks in an industrial plant setting.

ETI 1701 Environmental Health and Safety (AS)
3 credits (3 lecture hours)

This course covers the supervisory and management roles in environmental, health and safety practices and procedures in manufacturing, construction, or other industrial settings.

ETI 1933 A Applied Technologies - Automotive Services (AS)
24 credits (24 lecture hours)
Successful completion of Automotive Service Technology 1 PSAV 5463 and Automotive Service Technology 2 PSAV 5458 coursework and the successful completion of 12 credits toward the Industrial Management Technology AS degree

This course acknowledges articulation credits for those students who complete Automotive Service Technology 1 PSAV 5463 and Automotive Service Technology 2 PSAV 5458 at Palm Beach State College in the Trade and Industrial area and are now applying these contact hours to the Industrial Management Technology AS degree. This course is for internal Palm Beach State record keeping only.

ETI 1933 B Applied Technologies - Cosmetology (AS)
24 credits (24 lecture hours)
Successful completion of Cosmetology PSAV 5357 coursework and successful completion of 12 credits toward the Industrial Management Technology AS degree

This course acknowledges articulation credits for those students who complete Cosmetology PSAV 5357 at Palm Beach State College in the Trade and Industrial area and are now applying these contact hours to the Industrial Management Technology AS degree. This course is for internal Palm Beach State record keeping only.

ETI 1933 C Applied Technologies - Diesel Technology (AS)
24 credits (24 lecture hours)
Successful completion of Diesel Technology 1 PSAV 5468 and Diesel Technology 2 PSAV 5457 coursework and successful completion of 12 credits toward the Industrial Management Technology AS degree

This course acknowledges articulation credits for those students who complete Diesel Technology 1 PSAV 5468 and Diesel Technology 2 PSAV 5457 at Palm Beach State in the Trade and Industrial area and are now applying these contact hours to the Industrial Management Technology AS degree. This course is for internal Palm Beach State record keeping only.

ETI 1933 D Applied Technologies - Heating, Ventilation, Air Conditioning and Refrigeration (AS)
24 credits (24 lecture hours)
Successful completion of Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267 coursework and successful completion of 12 credits toward the Industrial Management Technology AS degree

This course acknowledges articulation credits for those students who complete Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267 at Palm Beach State in the Trade and Industrial area and are now applying these contact hours to the Industrial Management Technology AS degree. This course is for internal Palm Beach State record keeping only.

ETI 1933 E Applied Technologies - Machining Technology (AS)
24 credits (24 lecture hours)
Successful completion of Machining Technology PSAV 5459 coursework and successful completion of 12 credits toward the Industrial Management Technology AS degree

This course acknowledges articulation credits for those students who complete Machining Technology PSAV 5459 at Palm Beach State in the Trade and Industrial area and are now applying these contact hours to the Industrial Management Technology AS degree. This course is for internal Palm Beach State record keeping only.

ETI 1933 F Applied Technologies - Welding Technology (AS)
24 credits (24 lecture hours)
Successful completion of Welding Technology PSAV 5460 coursework and successful completion of 12 credits toward the Industrial Management Technology AS degree

This course acknowledges articulation credits for those students who complete Welding Technology PSAV 5460 at Palm Beach State in the Trade and Industrial area and are now applying these contact hours to the Industrial Management Technology AS degree. This course is for internal Palm Beach State record keeping only.

ETI 1933 G Applied Technologies - Apprenticeship (AS)
24 credits (24 lecture hours)
Successful completion of a Palm Beach State College PSAV Apprenticeship program (Brick & Block Masonry-5254, Electrical-5170 and 5257, Fire Sprinkler-5265, HVAC Tech-5266, and Plumbing-5174) and successful completion of 12 credits toward the Industrial Management Technology AS degree

This course acknowledges articulation credits for those students who complete a Palm Beach State PSAV Apprenticeship program (Brick & Block Masonry-5254, Electrical-5170 and 5257, Fire Sprinkler-5265, HVAC Tech-5266, and Plumbing-5174) in the Trade and Industrial area and are now applying these contact hours to the Industrial Management Technology AS degree. This course is for internal Palm Beach State record keeping only.

ETI 1933 H Applied Technologies - Heavy Equipment Mechanics (AS)
24 credits (24 lecture hours)
Successful completion of Heavy Equipment Mechanics PSAV 5456 coursework and the successful completion of 12 credits toward the Industrial Management Technology AS degree.

This course acknowledges articulation credits for those students who complete Heavy Equipment Mechanics PSAV 5456 at Palm Beach State College in the Trade and Industrial area and are now applying these contacts hours to the Industrial Management Technology AS degree. This course is for internal Palm Beach State record keeping only.

ETI 2941 EPT Internship (6 credits) (AS)
6 credits (30 lab hours)
Prerequisites: EET1025C, ETI1000, ETP1200 (with a grade of C or higher)

This course offers an internship in Electronic Engineering Technology with the purpose of providing the student with supervised work experience at a cooperating enterprise.

ETI 2942 EPT Internship (3 credits) (AS)
3 credits (15 lab hours)
Prerequisites: EET1025C, ETI1000, ETP1200 (with a grade of C or higher)

Experience in the administrative and organizational part of Power Generation.

ETP 0450 Solar Photovoltaic Systems Installer (PSAV)
150 clock hours
Corequisites: BCV0830 (with a grade of C or higher), VPI0100, VPI0200, VPI0300

This course includes Solar Photovoltaic (PV) System Design, Installation and Maintenance program which presents information that will assist the sustainable industry in increasing the number and skill level of workers who are available to meet the workforce needs for current and emerging alternative energy industries.

ETP 1200 Power Plant Science (AS)
3 credits (3 lecture hours)

This course teaches the fundamental techniques in the study of power plant science. Coursework covers the broad spectrum of power plant theory which encompasses basic chemistry, electrical, mathematics, physics, heat transfer, thermodynamics, fluid flow and communication. Additionally, the student is provided the basic science of wind, solar and hydro energy production.

ETP 1220 Power Plant Fundamentals (AS)
3 credits (3 lecture hours)

This course teaches the theory of operation of power plants. Additionally, the student is presented with instruction in theory, chemistry and equipment to understand how a power plant works.

ETP 1402 Introduction to Solar Energy (AS)
3 credits (3 lecture hours)
Prerequisite: ETP1200 (with a grade of C or higher)

Solar energy is a rapidly growing sector of the energy market. The course is a guide to the design, installation and evaluation of residential and small commercial solar energy systems. The course covers both photovoltaics and solar thermal applications. Content includes system advantages, disadvantages, site selection, component operations installation requirements and recommended practices.

ETP 1511 Introduction to Bio Fuels (AS)
3 credits (3 lecture hours)
Prerequisite: ETP1200 (with a grade of C or higher)

Introduction to Bio Fuels studies the nature of biofuels, particularly ethanol and biodiesel. Feedstocks, processing methods, fermentation/distillation and purification are considered. A detailed economic and environmental impact analysis is performed to determine the effects of renewable energy on the commercialization of these new global energy sources.

ETP 1530 Introduction to Wind Energy (AS)
3 credits (3 lecture hours)
Prerequisite: ETP1200 (with a grade of C or higher)

The wind energy industry is the fastest growing segment of renewable energy production in North America experiencing a 25% annual growth. This is an introductory course in surveying the advantages and disadvantages of wind power. Site surveys, wind charts, and efficiency ratings for small and large wind turbines are presented and discussed. Both stand alone and grid connected systems will be presented.

ETP 1540 Introduction to Hydro Power (AS)
3 credits (3 lecture hours)
Prerequisite: ETP1200 (with a grade of C or higher)
Corequisite: EET1015C (with a grade of C or higher)

This course deals with the harvesting energy from water. It addresses the availability of resources, types of systems in common use and the processes of setting up such systems. Other related subjects such as turbine design, efficiency, limitation and costs are discussed.

ETS 2520C Process Measurement Fundamentals (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisite: EET1215C (with a grade of C or higher)

This course teaches the typical measurements made in industrial measurement and control loops. The basic physics involved in the measurements is covered, as well as the common types of sensor used in industry. Pressure, temperature, flow, level and analytical measurement theory is emphasized.

ETS 2530C Process Control Technology (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET1215C (with a grade of C or higher)
Corequisite: ETS2520C (with a grade of C or higher)

This course teaches theory and applications in industrial process control loops. Common process loops are developed, the physics

is covered, and loop tuning methods are used to analyze process response. Process control models are used to show the advantages and disadvantages of the common types of control methodology used for loop tuning.

ETS 2700C Fluid and Pneumatic Controls (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETS2530C (with a grade of C or higher)

This course teaches familiarization with pneumatic control theory and the typical pneumatic devices in use today in power plants. It makes an emphasis in pneumatically controlled and operated final control elements and positioners.

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 geologic history, pre-human history, period of early man, and period of modern man.

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 2266 Honors Survey of Environmental Mapping/GIS/Remote Sensing (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College

Provides students with a survey in fundamental mapping skills, geographic information systems, and remote sensing technologies.

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)
3 credits (24 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.

EVS 2015 Writing for Science (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 (with a grade of C or higher)

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 Scientific Monitoring and Data Methods (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 (with a grade of C or higher)

Basic computer literacy including spreadsheet, 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 2193C 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 2870C Wildlife Ecology (AA)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: BSC1050 (with a grade of C or higher)

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 0021 Fire Fighter (PSAV)
450 clock hours

This course provides the basic firefighter program that prepares students for the safe, dependable and prompt performance of duties in the fire station as well as in the community. It includes orientation to the fire service, instruction in fire alarms, vehicles, apparatus and equipment, and first responder emergency medical techniques. Students who successfully complete the course may participate in the State of Florida Fire Fighter certification examination.

FFP 1000 Introduction to Fire Science (AS)
3 credits (3 lecture hours)
Prerequisites: Completion of Firefighter PSAV 5043 and 12 credits toward the Fire Science AS2195

This course provides an understanding of essential fire skills training. The firefighter program content includes, but is not limited to, orientation, fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder, emergency medical techniques, water supplies, principles of in-service inspections, safety, controlled burning, and employability skills.

FFP 1301 Fire Hydraulics (AS)
3 credits (3 lecture hours)

An overview of fire characteristics, properties of water, apparatus and appliances. Emphasis on developing proper fire streams using hydraulic calculations (theoretical and practical). Also covers drafting of water, velocity and discharge, friction loss, engine and nozzle pressure, pressure losses, municipal water supplies, standpipes and sprinklers, flow and pump testing and applications in fire science.

FFP 1302 Fire Apparatus and Equipment (AS)
3 credits (3 lecture hours)
Prerequisite: FFP1301
The course provides the laws, rules and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fireground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of pre-connected lines, tandem pumping, drafting, relays and master streams. Students should have a basic understanding of fire stream hydraulics prior to entering this course.

FFP 1505 Fire Prevention (AS)
3 credits (3 lecture hours)
This course provides a study of fire inspection practices, including such items as purpose, definition, liability, authority, responsibility, organizational structure, fire courses, fire behavior, flame spread, inspection technique, methods of conducting inspections, occupancy types, fire load, and Fire Prevention Bureau certification.

FFP 1540 Private Fire Protection Systems (AS)
3 credits (3 lecture hours)
This course provides a study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its need, construction and preventive maintenance and individual use.

FFP 1820 Basic Emergency Planning Concepts (AS)
3 credits (3 lecture hours)
This course introduces students to basic emergency planning concepts for federal, state, local governments and businesses. The course also demonstrates the importance of all hazard risk assessments and exercising plans for refinement.

FFP 1822 Introduction to Emergency Management and Homeland Security (AS)
3 credits (3 lecture hours)
This course discusses the evolution of emergency management. It provides an insight of emergency management systems including: function; phases of emergency management; relationships between local, state, federal agencies; career opportunities; emergency manager responsibilities. The course also examines modern approaches to disaster management based on theory, legal requirements and community expectations.

FFP 1824 Basic Incident Management System I-200 (AS)
1 credit (1 lecture hour)
In this course, students must demonstrate knowledge of the principles and features of an incident command system, how an incident command system is organized, incident facilities and their purposes (such as command post, staging area, bases, camps and heliports-helispots), incident resources such as strike teams, task forces, and single resources and common responsibilities, such as communications and forms, in incident management.

FFP 1825 Intermediate Incident Management System I-300 (AS)
1 credit (1 lecture hour)
Prerequisite: FFP1824
In this course, students must be able to list and describe the duties of various positions within the incident command system, construct an incident management organization for a given incident or event, including appropriate procedures for establishing command, transferring command, and terminating an incident, demonstrate knowledge of efficient incident resource management including logistics, finance, administration, and record-keeping, demonstrate a familiarity with air operations, and demonstrate knowledge of incident planning processes.

FFP 1830 Hazards Analysis and Impacts (AS)
3 credits (3 lecture hours)
This course provides an overview for all hazards and disaster dynamics. Impact on population, infrastructure and economy will also be examined. The course includes the disaster management cycle and hazard monitoring systems.

FFP 1832 Emergency Response to Terrorism (AS)
1 credit (1 lecture hour)
This course provides a 2-day training to prepare first-responder personnel to take the appropriate course of action at the scene of a potential terrorist incident. The course will provide students with a general understanding and recognition of terrorism, defensive considerations (biological, nuclear, incendiary, chemical, and explosive), as well as command and control issues associated with criminal incidents.

FFP 1841 Business Contingency Planning (AS)
3 credits (3 lecture hours)
This course focuses on business contingency plans and survivability of disaster impacts. Course work will spotlight the importance of local business recovery and its impact on community recovery. Students will examine methods used by business to continue service to its clients and will develop a contingency plan for a small business.

FFP 1850 Public Relations & Media Interactions in Emergency Management (AS)
3 credits (3 lecture hours)
Public relations is an important and rapidly growing profession. Society today is increasingly becoming more global and complex, and in this environment, business, government, non-profit and other organizations must have people who can communicate the needs of the organization to its various constituents. Those with public relations and communications expertise are well positioned to excel in this role. This course is designed to give students an overview of the public relations field and its vital role in organizations.

FFP 1882 Emergency Operations Center (EOC) Operations and Design (AS)
3 credits (3 lecture hours)
This course discusses the operational philosophies and the importance of an emergency operations center. The course will discuss EOC staffing, activation levels, logistics, and will allow students to participate in designing the perfect EOC.

FFP 2111 Fire Chemistry (AS)
3 credits (3 lecture hours)
This course provides the knowledge and skills pertaining to chemistry that will be useful to the Hazardous Materials Technician. The course features forms of matter, energy, common substances, chemical formulas/structure, bonding of atoms, molecules, isotopes, chemical reactions, and physical effects of chemical exposure to victims. Particular emphasis is placed on how this knowledge can be effectively used at a Hazardous Materials incident.

FFP 2120 Building Construction Fire Protection (AS)
3 credits (3 lecture hours)
This course provides the fundamentals of building construction and design, fire protection features and special considerations for fire inspection and suppression personnel.

FFP 2206 Principles of Fire and Emergency Services Safety and Survival (AS)
3 credits (3 lecture hours)
This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FFP 2401 Hazardous Materials for Emergency Operations (AS)
3 credits (3 lecture hours)
This course provides basic hazardous materials identification processes, incident control techniques, personnel safety, environmental considerations and basic principles of chemistry.

FFP 2402 Hazardous Materials for Emergency Operations 2 (AS)
3 credits (3 lecture hours)
Prerequisites: FFP2111, FFP2401 and must be a firefighter with documentation
This course provides the second half of the two-part program in bringing a hazardous materials incident safely to conclusion. It concentrates on integrating knowledge about hazardous materials chemistry, storage, transportation, and potential release scenarios with information about local hazardous materials incident plans and response systems. The course is for personnel with hazardous materials response and mitigation functions.

FFP 2423C Hazardous Materials 3 (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: FFP2401, FFP2402, FFP2111
This course provides the final component of the four part Hazardous Materials Technician program. It focuses on bringing a hazardous materials incident safely to conclusion with concentration on integrating knowledge about hazardous materials chemistry, storage, transportation, and potential release scenarios. Students will be taught the use of personal protective equipment, tools, detection devises, decontamination procedures and the use of specialized equipment that will allow them to successfully mitigate a hazardous materials emergency. The course is for personnel who will face hazardous materials response and mitigation functions.

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 2521 Blueprint Reading and Plan Examination (AS)
3 credits (3 lecture hours)
An introductory course to architectural working drawings and their reading and interpretation.

FFP 2541 Private Fire Protection Systems 2 (AS)
3 credits (3 lecture hours)
Prerequisites: FFP1540 and completion of Fire Inspector 1 PSAV certificate
This course provides different components of fire protection by surveying pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.

FFP 2610 Fire Investigation: Origin And Cause (AS)
3 credits (3 lecture hours)
This course is designed to enhance the fire investigators ability to detect and determinate 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 and boat and ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems.

FFP 2612 Fire Behavior and Combustion (AS)
3 credits (3 lecture hours)
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

FFP 2702 Principles of Emergency Services (AS)
3 credits (3 lecture hours)
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

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 and Leadership (AS)
3 credits (3 lecture hours)
The course provides basic aspects of leadership specifically those areas that deal with leadership style, communications, group dynamics, individual behavior, motivation and the various types of management currently used in the fire service community.

FFP 2740 Fire Service Course Delivery (AS)
3 credits (3 lecture hours)
This course provides an overview of effective methods and techniques used in the teaching process and an opportunity to gain experience through various practical applications. Upon successful completion the student will have satisfied the academic requirements for certification at the Instructor I level.

FFP 2741 Fire Service Course Design (AS)
3 credits (3 lecture hours)
Prerequisite: FFP2740
This course provides the principles of effective curriculum design. It stresses the principles of adult learning and student-centered learning. Topics include designing courses and units that address learning, performance, and behavioral objectives.

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)
This course provides the principles of management theory and its application in the fire service. The course is intended for officers whose area of responsibility encompasses long and short range planning, budgeting and administration.

FFP 2800 Public Education and Personnel Development in Emergency Management (AS)
3 credits (3 lecture hours)
This course is designed to teach students organizational behavior concepts and present techniques for increasing personal and organizational effectiveness. Concepts and techniques will be presented to diagnose organizational problems by reviewing case studies and conducting research. Solutions will be developed for increasing productivity and organizational effectiveness in the Emergency Management arena.

FFP 2810 Firefighting Strategy and Tactics 1 (AS)
3 credits (3 lecture hours)
This course provides basic factors involved in coping with a fire emergency and determining the best use of available resources in protecting lives and property from fire, heat and smoke. The course emphasizes the changing nature of an emergency situation and the ways in which the fire officer can evaluate the effectiveness of their proposed plan of action.

FFP 2811 Firefighting Strategy and Tactics 2 (AS)
3 credits (3 lecture hours)
Prerequisite: FFP2810
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.

FFP 2840 Emergency Response and Recovery Operations (AS)
3 credits (3 lecture hours)
This course takes a theoretical examination and practical application of post event management activities. Discussions and course work will include public health, sheltering, evacuation, human behavior, damage assessment, debris removal, individual and public assistance and media relations. Students will play various EOC roles which will develop decision making skills.

FFP 2842 Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation (AS)
3 credits (3 lecture hours)
This course takes a theoretical examination and practical application of pre-disaster management and planning. The integration of mitigation, preparedness, and recovery activities is critical to protecting communities from major impacts. Students will discuss strategies for effective planning that gains political and public support. Professional networking is heavily encouraged.

FFP 2880 Emergency Management Public Policy, Relations and Education (AS)
3 credits (3 lecture hours)
This course will provide knowledge of establishing and executing public policy in emergency management. It will also examine how disasters have shaped political processes at all levels of government, nationally and internationally. The course also examines a variety of public education methodologies used to educate and execute public policy.

FIL 1456C Production Design (AS)
3 credits (2 lecture hours, 2 lab hours)
This course provides hands on experience 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 1461C Cinematography (AS)
3 credits (2 lecture hours, 2 lab hours)
This course provides the techniques and methodologies associated with video and film camera work and lighting. Single and multi-camera approaches well as field and studio applications will be considered.

FIL 1518C Lighting and Grip (AS)
3 credits (2 lecture hours, 2 lab hours)
This course provides the techniques and methodologies associated with video and film camera work and lighting. Single and multi-camera approaches well as field and studio applications will be considered.

FIL 1680C Film Producing and Production Management (AS)
3 credits (2 lecture hours, 2 lab 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. Techniques in office management, personnel management, and paperwork management will be covered. An emphasis will be placed on the roles and responsibilities of the producer, unit production manager and 1st assistant director as well as their departments. Techniques in managing a budget and schedule through the use of computer software applications will also be covered. Students will complete assignments in conjunction with students in other concurrent program courses.

FIL 2000 Film Appreciation (AA)
3 credits (3 lecture hours)
This course will serve as an introduction to the basic terminology, 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 2002 Introduction to Film Studies (AA)
3 credits (3 lecture hours)
Prerequisite: FIL2000 (with a grade of C or higher)
This course will serve as an introduction to the techniques of academic film analysis and criticism. A survey of key contributors to film theory and film criticism will provide an in-depth examination of film as an art form. Discussion will involve artistic influences and movements; their effect on the medium will be another key component of study.

FIL 2031 Film History to the 1940s (AA)
3 credits (3 lecture hours)
This course introduces the student to the evolution of the motion picture from the 1890s - 1940s through lectures and screening of selected films. The focus is on specific movements, individuals and developments in cinema during the early period of the history of film.

FIL 2032 Film History Since the 1940s (AA)
3 credits (3 lecture hours)
This course introduces the student to the evolution of the motion picture from the 1940s until the present through lectures and screening of selected films. The focus is on specific movements, individuals and developments in cinema during the later period of the history of film.

FIL 2100 Screenwriting (AS)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)
This a 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 2130 Advanced Screenwriting (AS)
3 credits (3 lecture hours)
Prerequisite: FIL2100 (with a grade of C or higher)
This course provides 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 2420C Motion Picture Production 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: FIL1461C, FIL1518C, FIL2000, FIL2537C, FIL2571C (with a grade of C or higher)
This course is designed to provide students with a basic understanding of the practices, techniques, personnel and organization of film and television production. Application of methods learned through semester long production cycle. Production work is completed primarily outside of regular class meeting times. Departmental interaction and cooperation is required.

FIL 2425CR Feature Film Production Projects (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL2432C (with a grade of C or higher)
This course provides the student with an opportunity to pursue working on a feature film project, either developed and crewed internally by students or for an outside agency/client, with faculty supervision. Course will be repeated up to four times. Evaluation in this course will be based on written reports, production assignments and adherence to policy and procedures throughout the semester. Course will build upon training and theory conducted in traditional courses allowing students to practice and hone their skills in a professional work environment.

FIL 2432C Motion Picture Production 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Corequisites: FIL2538C, FIL2561C (with a grade of C or higher)
This course is designed to provide students with the opportunity to execute skills learned in production technique classes in an actual working production environment. Students study the filmmaking process from concept to completion with special emphasis placed on the relationship between various job categories by rotating through the various on-set positions to complete larger scale short film projects. Students will complete assignments in conjunction with students in other concurrent program courses. Students function in above and below the line capacities. Students will complete assignments in conjunction with students in other concurrent program courses.

FIL 2470C Advanced Cinematography (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: FIL1461C (with a grade of C or higher)
This course allows students to access techniques and methodologies associated with professional film camera work, advanced operational techniques, camera support equipment and the role of the cinematographer. Advanced emphasis on the various roles and responsibilities of a traditional feature film camera team. Students will complete assignments in conjunction with students in other concurrent program courses.

FIL 2480C Directing for Film (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: FIL1461C, FIL1518C, FIL2000, FIL2537C, FIL2571C (with a grade of C or higher)
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. Students will coordinate production projects with students in other concurrent program courses.

FIL 2537C Introduction to Sound (AS)
3 credits (2 lecture hours, 2 lab hours)
This course provides the theory and practice of production and post-production film sound preparing students for operational aptitude with special emphasis on techniques of achieving quality sound for every application.

FIL 2538C Advanced Sound for Film (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL2537C (with a grade of C or higher)
This course provides the theory and practice of production and post-production film sound preparing students for operational aptitude with special emphasis on techniques of achieving quality sound for every application.

FIL 2561C Advanced Editing (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL2571C (with a grade of C or higher)
This course introduces students to the techniques of video and film post-production editing. Students become familiar with linear and non-linear formats.

FIL 2571C Introduction to Editing (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 Avid and Final Cut Pro platforms. Students will complete assignments in conjunction with students in other concurrent program courses.

FIL 2589C Motion Picture Production 3 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL2432C
This capstone course is designed to enhance skills learned in production technique classes in a working production environment. Students study the filmmaking process from

concept to completion. Emphasis is placed on the relationship between job categories by rotating through the various leadership positions to complete large scale short film projects. Students will work in conjunction with other concurrent program courses.

FIL 2671C Feature Film Post-Production and Marketing (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL2425C (with a grade of C or higher)

This course provides the student with an opportunity to complete the feature film project began in Feature Film Production the previous semester either developed and crewed internally by students or for an outside agency/client, with faculty supervision. Above-the-line crew will work with the picture and sound editing teams to complete the film. In addition, marketing and press materials will be generated as well as DVD menu and case design. Evaluation in this course will be based on written reports, production assignments and adherence to policy and procedures throughout the semester.

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 base on written reports and production projects, which are submitted throughout the semester.

FIL 2941 Motion Picture Production Internship 1 (AS)
1 credit (8 lab hours)
Prerequisite: FIL2420C (with a grade of C or higher)

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.

FOL 1572 Renaissance Futurism - Urban and Architecture Survey in Florence and Rome (AA)
3 credits (3 lecture hours)

This course is a survey of social, political, material and cultural factors which have generated distinctive architectural responses (styles) in cultures from the Renaissance through the present. Information from this course provides a basis for cross-cultural, architectural comparison/evaluation of the contemporary built environment.

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 1 (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 2 (AA)
4 credits (4 lecture hours)
Prerequisite: FRE1120 (with a grade of C or higher) 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. (*)

FSS 1220 Professional Cooking (AS)
2 credits (2 lecture hours)
Prerequisite or Corequisite: FOS1201 (with a grade of C or higher
Corequisite: FSS1220L (with a grade of C or higher)

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: FSS1220 (with a grade of C or higher)

Basic terms, tools, and techniques are to be taught with the professional kitchen in mind.

FSS 1221C Quantity Food Production 1 (AS)
4 credits (2 lecture hours, 4 lab hours)
Prerequisite: FSS1210C, or FSS1220 and FSS1220L (with a grade of C or higher)

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 2105 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 2242C International Foods (AS)
3 credits (1 lecture hour, 4 lab hours)
Prerequisites: FOS1201, FSS1220, FSS1220L, FSS1221C (with a grade of C or higher)

This course will explore the aspects of culture and food in the international arena. Students will develop practical techniques used in creating and presenting international cuisine. There will be a focus on traditional cuisine to general geographic areas throughout the course. Focus will be placed on understanding the similarities and differences in the international cuisines.

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)

This course examines irrigation principles and equipment used in South Florida horticulture. Water requirements of plants, design and layout, pumps and valves, installation and troubleshooting, and job estimating are included. This course is applicable to residential and commercial installations.

GEA 1000 Principles of Geography and Conservation (AA)
3 credits (3 lecture hours)
Prerequisite: Appropriate English and reading placement scores or course completion

This course provides 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, economic, social, political, religious, cultural and ethnic characteristics of major countries and world regions. (*)

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.

GEB 1933 Applied Technical Skills - Certified Bookkeeper (AIOPB001) (AS)
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College indicating 2050 program code, current Certified Bookkeeper (AIOPB001) certification and submission of completed prior learning form to Registrar

This course acknowledges articulation credits for a current Certified Bookkeeper (AIOPB001) certification toward the Accounting Technology AS degree. This course is for internal Palm Beach State record keeping only.

GEB 2214 Business Communications (AS)
3 credits (3 lecture hours)

This course develops effective oral and written communications skills in a business environment. Emphasis will be on communicating professionally in written correspondence, interviewing, public relations, business presentations, and interpersonal/team work. Opportunities to recognize complex issues, organize ideas and thoughts in a consistently logical format, and communicate these ideas in a succinct and concise manner will be included.

GEB 2930 Business Capstone (AS)
3 credits (3 lecture hours)
Prerequisite: MAN2021 or ENT2112 (with a grade of C or higher)

This course is designed to integrate the knowledge and skills learned in the program. Students will demonstrate their understanding of the core program learning outcomes through the completion of a Capstone Project. Students must be in their last semester when enrolling.

GER 1120 Elementary German 1 (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. Honors credit available. (*)

GER 1121 Elementary German 2 (AA)
4 credits (4 lecture hours)
Prerequisite: GER1120 (with a grade of C or higher) or equivalent

This is a continuation of GER1120. 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. Honors credit available.

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 and demonstrations 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 1190C Graphic Design 1 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, ART1300C

This course provides an introduction to graphic design using the visual elements and principles of design, including visual communication utilization of symbols, knowledge of tools and layout procedures is provided.

GRA 1530C Typography (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART1201C

This course covers the historical development of printed type, type classification and recognition, typographic elements and special skills as they relate to current software. Students will explore type as an expressive design element and will practice vital typographic design theory in order to solve design problems and communicate their concepts effectively.

GRA 2100C Introduction to Macintosh Graphics (AS)
3 credits (2 lecture hours, 2 lab hours)
Pre/Corequisites: ART1201C, ART1300C (with a grade of C or higher)

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 Publication Design 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2100C (with a grade of C or higher) or department chairperson's permission required

This course is an introduction to layout design and information organization in various single and multi-page layout formats using industry leading software. The student will learn how to plan a project, choose and edit images and text, use essential keyboard shortcuts and provide correctly composed files.

GRA 2122C Publication Design 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2121C (with a grade of C or higher) or permission of department chair

This course is a continuation of GRA2121C. Students will learn how to combine text, images, typography, editing, and printing in one application and prepare documents for publication whether digital or print.

GRA 2131C Multimedia Graphics (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, ART1300C

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.

GRA 2132C Multimedia Design (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, GRA2131C (with a grade of C or higher)

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.

GRA 2136C Multimedia Video Editing (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, GRA2131C (with a grade of C or higher)

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.

GRA 2144C Graphic Web Design (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, GRA2131C

The student will start with web graphics and web layout and learn to make backgrounds, buttons, and banners to use on their pages. 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 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2100C (with a grade of C or higher) or permission of department chair

This course provides a comprehensive 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 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2151C (with a grade of C or higher) 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 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2100C (with a grade of C or higher) 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 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2156C (with a grade of C or higher)

This intermediate course will expand upon the information gained in GRA2156C Photoshop 1, 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 2160C Multimedia Animation (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, GRA2131C

Students will learn how to generate frame-by-frame motion, path animations as well as create, import and edit video files. In addition, they will learn how to optimize sound files for different uses.

GRA 2171C Portfolio Composition (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA2191C (with a grade of C or higher)

This course provides visualization and presentation of layout and design with emphasis on designing a company's advertising program. Speed and proficiency are goals, and the production becomes the basis for a personal portfolio.

GRA 2191C Graphic Design 2 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: GRA1190C, GRA2100C (with a grade of C or higher) 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 2722C Dreamweaver (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, GRA2131C

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)
Prerequisites: 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. Liability insurance required.

HEV 0001 Infant/Toddler Appropriate Practices (PSAV)
5 clock hours

This is the Department of Children and Families "Infant Toddler Appropriate Practices" course and is based on the National Association for the Education of Young Children's (NAEYC) standards. It is designed for the child care professionals responsible for the care of children birth through 36 months. It provides an overview of how developmentally appropriate practices applies to infant and toddlers; child development theories, stages, and developmental alerts; the concept of play and how to encourage infant and toddlers in learning through appropriate play activities; how to design effective environments; quality child/caregiver relationships; and positive guidance strategies. This 5-hour course provides caregivers with the tools they need to ensure that Florida's children are happy, healthy, and safe in their environment.

HEV 0002 Preschool Appropriate Practices (PSAV)
5 clock hours

This is the Department of Children and Families Preschool Appropriate Practices course and is based on the National Association for the Education of Young Children's (NAEYC) standards. It is designed for child care professionals responsible for the care of children 3 to 5 years old. It provides an overview of how developmentally appropriate practices applies to young children; child development theories, milestones, and developmental alerts; the importance of play; techniques to design a quality learning environment; positive guidance strategies; and creating a caring community in the classroom. This 5-hour course provides caregivers with the tools they need to ensure that Florida's children are happy, healthy, and safe in their environment.

HEV 0003 School Age Appropriate Practices (PSAV)
5 clock hours

This is the Department of Children and Families "School Age Practices" course and is based on the National Association for the Education of Young Children's (NAEYC) standards. It is designed for child care professionals responsible for the care of children 5 to 12 years old. It provides an overview of how developmentally appropriate practices applies to school age children; child development theories, developmental domains and delays; how children learn through play and how to create opportunities for children to learn; techniques to design effective learning environments; positive guidance strategies; and how to build a classroom community. This 5-hour course provides caregivers with the tools they need to ensure that Florida's children are happy, healthy, and safe in their environment.

HEV 0004 Understanding Developmentally Appropriate Practice (PSAV)
5 clock hours

This is the Department of Children and Families "Understanding Developmentally Appropriate Practice" course and is based on the National Association for the Education of Young Children's (NAEYC) standards. It is designed for child care professionals responsible for the care of children from birth through school age. This 5-hour course provides caregivers with an overview of what Developmentally Appropriate Practice (DAP) is and why it is important to practitioners in the field. It includes key elements of quality care, child development theories, brain development, developmental domains, elements of quality learning centers, how to implement DAP in a professional manner, and characteristics of a quality caregiver. This course must be taken prior to the Department of Children and Families 5-hour PSP, ITP, or SAP.

HEV 0106 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 0114 Rules and Regulations for Center-Based (PSAV)
6 clock hours

This course will familiarize child care professionals working in a licensed child care facility with the Florida rules and regulations governing licensed facilities providing care to children birth to 5 years old. It will examine the various statutes governing physical environment, hiring practices, training, nutrition, health and safety, as well as, record keeping.

HEV 0118 Rules & Regulations for Family Child Care (PSAV)
6 clock hours

This course will familiarize child care professionals owning and operating a licensed family child care home with the Florida rules and regulations governing licensed family child care homes providing care to children. It will examine the various statutes governing physical environment, hiring practices, business and financial operations, training, nutrition, health and safety, as well as, record keeping.

HEV 0123 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 0130 Early Childhood Professional Certificate (ECPC) Module 1 (PSAV)
40 clock hours
Prerequisites: 40-Hour Child Care Training Certification (includes 10-Hour Appropriate Practice for Preschool) and 5-Hour VPK Emergent Literacy

The first module of the Early Childhood Professional Certificate (ECPC) introduces the student to the ECPC credentialing process. The student will receive formal instruction in these competencies: professionalism, health and safety, and the learning environment. During this module the student will begin preparing a professional resource file and portfolio which will be completed by Module 3. The student will also be required to demonstrate the competencies learned throughout the program during a 2-hour onsite observation which meets State and National ECPC credential requirements. This observation must be conducted in a PRESCHOOL classroom with children 3 to 5 years old.

HEV 0131 Early Childhood Professional Certificate (ECPC) Module 2 (PSAV)
40 clock hours
Prerequisite: HEV0130 (with a grade of C or higher)

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. Students must successfully pass this module with a passing grade of A, B or C and complete all other course requirements to be eligible to continue in the CDA program.

HEV 0132 Early Childhood Professional Certificate (ECPC) Module 3 (PSAV)
40 clock hours
Prerequisite: HEV0131 (with a grade of C or higher)

This third module in the Early Childhood Professional Certificate (ECPC) program covers the following competency areas: social and emotional development; relationships with families; program operation; and observing and recording children's behavior. The student will be required to demonstrate the competencies learned throughout the program during a 2-hour onsite observation which meets State and National ECPC credential requirements. This observation must be conducted in a PRESCHOOL classroom with children 3-5 years old.

HEV 0167 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. This course will familiarize students with the need for quality care, stages of development, appropriate learning environments, health and safety practices, positive guidance techniques, observation and assessment, building relationships with Families, as well as, professional characteristics of a quality caregiver.

HEV 0198 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 0803 Part 1 - School Age Program Certification (PSAV)
28 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 0804 Part 2 - Foundations of Advancing Youth Development (AYD) Principles (PSAV)
12 clock hours

This certification fulfills the remaining 12 hours of training required by the state for afterschool providers serving school age children ages 5 and up (through grade 5). This training will introduce afterschool providers to a specialized school age curriculum, Advancing Youth Development (AYD), which focuses on the stages of youth development; developmental outcomes; cultural assumptions and stereotypes; supports for youth development for children ages 5 and up.

HEV 0807 Caring for Children Birth - 3 Years Module 1 (PSAV)
40 clock hours

The first module of the Caring for Children Birth - 3 Module 1 (FCCPC) introduces the student to the FCCPC credentialing process. The student will receive formal instruction in these competencies: safe, healthy, learning environment; establishing relationships with families; and professionalism. During this module the student will also begin compiling a professional resource file and portfolio which will be completed by the end of

the program. The student will be required to demonstrate the competencies learned throughout the program during a 2-hour onsite observation.

HEV 0808 Caring for Children Birth - 3 Years Module 2 (PSAV)
40 clock hours
The student will explore the FCCPC competency standards and the system of competency-based performance evaluation. The program is divided into three modules covering the thirteen functional areas in which a caregiver must demonstrate competence in order to meet the FCCPC competency standards. The program provides the 124 hours of formal instruction required for the FCCPC assessment, including at least ten hours in each subject area. The following will be addressed in Module 2: 1) Steps to advance children's physical and intellectual development; 2) Positive ways to support children's social and emotional development; and 3) Maintaining a commitment to professionalism.

HEV 0809 Caring for Children Birth - 3 Years Module 3 (PSAV)
40 clock hours
The third module of Caring for Children Birth to 3 (FCCPC) covers the following competency areas: effective program operation; observing and recording children's behavior; and principles of child growth and development. During this module the student will also begin compiling a professional resource file and portfolio which will be completed by the end of the program. The student will be required to demonstrate the competencies learned throughout the program during a 2-hour onsite observation. This observation must be conducted in a classroom with children Birth to 3 years old.

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 1313 Hospitality Property Management (AS)
3 credits (3 lecture hours)
This course covers the principles of property management covering security, parking, general cleaning of facility, laundry, recreation, pools, spas, equipment and public space.

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 1850C Dining Room Management (AS)
3 credits (2 lecture hours, 4 lab hours)
Prerequisite: FOS1201 (with a grade of C or higher)
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 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 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 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 2600 Hospitality Industry Law (AS)
3 credits (3 lecture hours)
A study of the laws applicable to the ownership and operation of places of public hospitality. The student is exposed to the basic laws that govern hotels, restaurants, and clubs. The case study approach is used to familiarize the student with the myriad legal problems to which operators are exposed on a daily frequency.

HIM 0001 Health Information Management (ATD)
90 clock hours
Prerequisites: HSC0003, OTA0100 (with a grade of C or higher)
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 and ethical issues, basic employability skills and interviewing techniques for career development.

HIM 0030 Fundamentals of Medical Transcription (ATD)
140 clock hours
Prerequisites: MEA0230, OTA0100, PRN0022 (with a grade of C or higher)
This introductory-level medical transcription course provides lecture and medical transcription of various forms of medical case reports. It provides the opportunity to use transcription skills using medical terminology, anatomy and physiology, and basic keyboarding knowledge. Emphasis will be on content, format, style and medical grammar related to case reports.

HIM 0060 Medical Transcription 1 (ATD)
140 clock hours
Prerequisites: HIM0030, HIM0439 (with a grade of C or higher)
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 0062 Medical Transcription 2 (ATD)
140 clock hours
Prerequisites: HIM0001, HIM0060 (with a grade of C or higher)
This course provides lecture and advanced medical dictation and transcription of prerecorded medical case reports. Emphasis will be on accuracy and productivity.

HIM 0220 Medical Coding 1 (ATD)
120 clock hours
Prerequisites: HIM0280, OTA0100 (with a grade of C or higher)
This course will provide the student with instruction and hands-on application of advanced ICD-9-CM coding conventions and applications including inpatient services.

HIM 0250 Medical Coding 2 (ATD)
120 clock hours
Prerequisite: HIM0220 (with a grade of C or higher)
This course will provide the student with advanced instruction and hands-on application of CPT coding for the physician office and outpatient services.

HIM 0263 Professional Skills for the Medical Transcriptionist (ATD)
90 clock hours
Prerequisites: MEA0230, OTA0100, PRN0022 (with a grade of C or higher)
This introductory-level medical transcription course provides American Association of Medical Transcriptionists program objectives. These objectives include grammar, spelling, technology, quality assurance, career skills, and professional development skills particular to the medical transcriptionist.

HIM 0270 Insurance Billing and Claims (ATD)
95 clock hours
Prerequisites: HIM0280, OTA0100 (with a grade of C or higher)
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
Prerequisites: MEA0230, PRN0022 (with a grade of C or higher)
This course will introduce the student to the scope of practice of the medical coder/biller. Emphasis will be on the structure and origin of the ICD-9-CM and CPT coding systems along with their basic rules and regulations. The focus of this course will be on coding rules for the CPT, ICD-9-CM, and Level II (HCPCS) coding with additional topics of insurance fraud and abuse.

HIM 0439 Pathophysiology and Pharmacology for Health Professions (ATD)
90 clock hours
Prerequisites: MEA0230, PRN0022 (with a grade of C or higher)
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 health care issues relating to pharmacology.

HIM 0812 Medical Transcription Externship (ATD)
148 clock hours
Prerequisites: HIM0062, HIM0263 (with a grade of C or higher)
This course provides the student with medical transcription experience. Student will be able to demonstrate the ability to transcribe from original dictation representing various specialties, authors, and formats. In this process, they will utilize knowledge gained from previous transcription courses to research diseases and/or conditions, related procedures, and treatments; this information will be transcribed, proofread, and submitted to a contracted transcription company.

HIM 0812L Advanced Coding Practicum (ATD)
108 clock hours
Prerequisites: HIM0001, HIM0250, HIM0270 (with a grade of C or higher)
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 1000C Introduction to Health Information Management (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: CGS1100 (or HIM2652C), HSC2531 (with a grade of C or higher)
This course provides an overview of health information management and professional development. Emphasis will be the role, purpose, and forms of medical records and related legal and ethical issues, basic employability skills, health delivery systems, and interviewing techniques for career development. Additionally, the course provides an overview of reimbursement for health care services.

HIM 1012C Health Information Law, Ethics, and Compliance (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1000C, MAN2021 (with a grade of C or higher)
This course includes the law, ethics, and compliance issues associated with health information management. The course will demonstrate the accreditation, licensing, and certification process, apply legal concepts to current health information management issues, and address regulatory monitoring and regulations for compliance. Ethical issues that arise in the area of health information management will be evaluated and application of ethical decision-making tools utilized.

HIM 1210C Health Information System (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: CGS1100 (with a grade of C or higher)
This course will give the student the knowledge and skills relating to the purpose, use, maintenance, and regulations associated with various basic and specialized health information systems. These systems include clinical decision support systems, electronic health records, voice recognition systems, and other electronic systems used by the health care industry.

HIM 1282C Fundamentals of Medical Coding (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: BSC2086, BSC2086L, HSC2531 (with a grade of C or higher)
This course will introduce the student to the scope of practice of the medical information coder/biller. Emphasis will be on the structure and origin of the ICD-9-CM and CPT coding systems along with their basic rules and regulations.

HIM 1433C Pathophysiology for Health Information Management (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: BSC2086, BSC2086L (with a grade of C or higher)
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, and infectious diseases. This will also include the study of the major diseases associated with each body system.

HIM 1442C Pharmacology for Health Information Management (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: BSC2086, BSC2086L (with a grade of C or higher)
This course focuses on recognition of drug names and drug classes. Students will understand drug actions and the rationale for treatment; discern between sound-alike drugs; understand side effects, allergic effects and other effects of drugs; perform calculations for measurement and dosage; and address various health care issues relating to pharmacology.

HIM 1800C Health Information Professional Practice (AS)
2 credits (1 lecture hour, 8 lab hours)
Prerequisite: Department chair's permission required
This capstone course provides the student with professional practice experience with a health information management department to demonstrate mastery of require competencies. Previous course content will be applied in the workplace to reinforce and demonstrate skills and knowledge gained in previous coursework.

HIM 2020C Medical Transcription by Body System (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM2045C, HIM2652C (with a grade of C or higher)
This beginner-level medical transcription course blends foundation skills with medical terminology, A&P, advanced keyboarding, style and formatting with medical specialties and body systems. Students will transcribe basic reports used in acute health care covering dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, urology, obstetrics and gynecology, orthopedics, neurology, immunology, oncology and endocrinology, while meeting progressively demanding accuracy standards and developing research skills.

HIM 2032C Intermediate Medical Transcription (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1433C, HIM2020C (with a grade of C or higher)
This course provides lecture and medical transcription of intermediate-level health care dictation using intermediate proofreading, editing, and research skills, while meeting progressively demanding accuracy and productivity standards. Transcription in a variety of medical specialties will require an understanding of the pathophysiology involved in each report. Speech recognition editing is introduced.

HIM 2034C Advanced Medical Transcription (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1442C, HIM2032C (with a grade of C or higher)
This course provides transcription of advanced health care dictation including surgical specialties, radiology, pathology and laboratory medicine with emphasis on understanding the correlation between the medical specialty, pathophysiology and pharmacology. Speech recognition editing skills are advanced. Emphasis is on accuracy and increasing productivity.

HIM 2045C Foundation Skills for Medical Transcription (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: BSC2086, BSC2086L, HSC2531 (with a grade of C or higher), students must be able to type 45 wpm
This introductory-level medical transcription course provides AHDI (Association for Health Care Documentation Integrity) program objectives incorporating rules of English language, grammar punctuation, spelling and sentence structure with medical style standards specifically applicable to medical transcription. Use of appropriate reference materials, introduction to report formats, quality assurance and editing practices prepare the beginner medical transcriptionist to apply new medical knowledge to the creation of medical reports.

HIM 2222C Applied Inpatient Coding (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1282C, HIM1433C (with a grade of C or higher)
This course will provide the student with instruction and hands-on application of advanced diagnostic coding conventions and applications including inpatient services. Reimbursement and compliance issues focusing on inpatient coding will be covered.

HIM 2253C Applied Outpatient Coding (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1282C, HIM1442C (with a grade of C or higher)
This course will provide the student with advanced instruction and hands-on application of CPT coding for the physician office and hospital outpatient services. Topics will include the use of Modifiers, APCs, and medical necessity.

HIM 2272C Medical Reimbursement and Revenue (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1000C, HIM1282C (with a grade of C or higher)
This course focuses on the fundamentals of health insurance and the processing of claims. Revenue cycle, payment methodologies, and billing compliance are the primary topics of study. Simulation of medical office billing software, encoder 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 for both the inpatient and outpatient settings.

HIM 2304C Health Information Department Management (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1210C, MAN2021 (with a grade of C or higher)
Leadership in the Health Information Management department in both the traditional acute care setting and in non-traditional settings will be taught within this course. The concepts of utilization management, risk management, and case management will be included in addition to human resources, workflow, and other management objectives as they apply to health information management.

HIM 2510C Health Care Data Analysis (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: CGS1100, STA2023 (with a grade of C or higher)
This course will teach students the various aspects of health data uses, conventions and organization. The student will apply the principles associated with assuring the quality of health care data, research procedures, and statistical analysis from both primary and secondary data sources.

HIM 2651C Applied Health Informatics (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1000C, HIM1210C (with a grade of C or higher)
Review of the latest trends and applications in health informatics including guidelines for developing and implementing EHR strategies for health care organizations. Topics include the expanded interaction among HIM professionals with IT professionals, system vendors, system users, and other stakeholders. Additionally this course covers the Personal Health Record, e-Health record laws and regulations, e-prescribing, systems integration concepts and standards, messaging standards, and project management skills.

HIM 2652C Medical Transcription Advanced Keyboarding and Technology (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: HSC2531 (with a grade of C or higher), students must be able to type 45 wpm
Students learn advanced Microsoft Word functions and computer technology including productivity software, macros, word expanders, increasing speed and accuracy; downloading digital voice files; security, confidentiality and HIPAA compliance issues for remote employees; proper computer maintenance (virus protection, defragmenting disk drives, temporary files); electronic media, Internet research and references; importance of an ergonomic workstation; advanced Windows functions and shortcut keys.

HIM 2802 Externship for Medical Transcription (AS)
1 credit (8 lab hours)
Prerequisites: HIM1000C, HIM2034C (with a grade of a C or higher)
Students transcribe various health care documents from original dictation representing various specialties, authors, and formats in a simulated professional practice setting. Focus is on transcription accuracy, productivity, professional and ethical conduct, dynamics and ergonomics of work environments and the importance of industry, networking and professional organizations. Students prepare to sit for the AHDI Registered Medical Transcriptionist (RMT) Certification Exam.

HIM 2810L Advanced Coding Practicum (AS)
1 credit (8 lab hours)
Prerequisite: Program manager's permission required
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, students 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 2826L Health Information Skills Lab (AS)
1 credit (5 lab hours)
Prerequisite: Department chair's permission required
This course provides the health information management student with professional practice skills assessments simulations. Previous course content will be applied in the workplace required activities to reinforce and demonstrate skills and knowledge gained in previous coursework.

HLP 1080 Physical Fitness 1 (AA)
1 credit (2 lab hours)
Introduces concepts of fitness for living. A personal fitness evaluation and planned program for fitness are included.

HOS 1010 Introduction to Horticulture (AS)
3 credits (3 lecture hours)
This course explores every key facet relevant to subtropical horticulture: basic plant science, fertilization, irrigation, pest management, plant selections, propagation, planning, soils, mulching, plant installation, and plant maintenance.

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 0003L Health Care Concepts Lab (PSAV)
12 clock hours
This course provides a laboratory/skills session to supplement HSC0003. The student will be introduced to hands on care skills for patient personal care including bed making.

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)
This course is designed to provide students with scientific information on many of today's important health related topics and issues. Using current events and evolving research, emphasis is on the leading causes of death and the development of personal wellness plans to help prevent life-style diseases. There is a major focus on self-assessment and up-to-date data from the fields of stress management, nutrition, weight management and physical fitness. (*)

HSC 1101 Honors Contemporary Issues in Health (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
This course is designed to provide students with scientific information on many of today's important health related topics and issues. Using current events and evolving research, emphasis is on the leading causes of death and the development of personal wellness plans to help prevent life-style diseases. There is a major focus on self-assessment and up-to-date data from the fields of stress management, nutrition, weight management and physical fitness. (*)

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: Admission to the Honors College
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 2130 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)
Recommended Prerequisite: HSC2100
This course is an introduction to the nation's community health system and related educational functions. Surveyed are historical and administrative structures, concepts and scope of varied programs, (county, state and federal) topical treatment of major contemporary health problems and the relatedness of health education and community functions. (*)

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 1201 Elements of Nutrition (AA)
3 credits (3 lecture hours)
This course provides an in-depth view of digestion, absorption, the metabolic pathways of the nutrients and hormonal regulation of these pathways. Factors related to regulating energy needs, current government dietary guidelines, specific lifecycle needs and research-based standards for analyzing nutrient adequacy are examined. Concerns with food-borne illness and water contamination are also reviewed. (*)

HUN 1201 Honors Elements of Nutrition (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
This course provides an in-depth view of digestion, absorption, the metabolic pathways of the nutrients and hormonal regulation of these pathways. Factors related to regulating energy needs, current government dietary guidelines, specific lifecycle needs and research-based standards for analyzing nutrient adequacy are examined. Concerns with food-borne illness and water contamination are also reviewed. (*)

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: PSY2012 (with a grade of C or higher)
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 1203 Principles of Group Facilitation (AS)
3 credits (3 lecture hours)
A course designed to help students increase their ability to work effectively with children/youth in group settings. Group processes explored include cooperative learning, conflict resolution, communication and problem-solving.

HUS 1302 Counseling and Interviewing (AS)
3 credits (3 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher)
This course teaches skills, knowledge and attitudes for counseling, interviewing, and problem solving as used in therapy or in everyday situations. The course develops counseling skills for the client-counselor relationship. 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. Techniques used in assessing the client and the problems are taught as part of the total process.

HUS 1400 Psychopharmacology of Drugs of Abuse (AS)
2 credits (2 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher) or permission of instructor

This course provides students with an introduction to psychopharmacology and an overview of drugs and their action and effects on the body and brain, as well as an exploration of use and abuse of both legal and illegal drugs

HUS 1421 Assessment and Treatment Planning in Addictions (AS)
3 credits (3 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher) or permission of instructor

This course introduces students to a variety of models and theories of addiction. It enables students to master the core functions of screening, intake and assessment. Students will study the process of identifying problems, establishing goals, and deciding on a treatment plan for clients.

HUS 1423 Group Counseling in Substance Abuse (AS)
3 credits (3 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher) or permission of instructor

Students will acquire knowledge of group processes and practices in group counseling. Students will be introduced to different types of groups and understand how theory guides practice. Group counseling, as it specifically relates to addictions, is emphasized.

HUS 1424 Counseling the Chemically Dependent Person (AS)
3 credits (3 lecture hours)

This course provides the student who has elected to counsel the chemically dependent person. It addresses the pathology of chemical dependency and provides knowledge of helping resources. Discussion, role-play, and critique are used as teaching tools. Both individual and group counseling techniques are taught.

HUS 1440 Family Issues in Chemical Dependency (AS)
3 credits (3 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher) or permission of instructor

This course prepares students to assess, identify, and treat individuals and families affected by addiction and familiarizes them with current treatment methods, techniques, and practices in the AODA field.

HUS 1450 Dual Diagnosis (AS)
3 credits (3 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher) or permission of instructor

This course acquaints students with concepts of chemical dependence, co-occurring disorders, and their impact on families and the community. Developmental models, theories, etiology of addictions/addictive behaviors and theory of dual diagnosis are explored. Students will examine different strategies and techniques on how to identify and assess persons with dual diagnosis

HUS 1620 Principles and Best Practices in Afterschool Programs (AS)
3 credits (3 lecture hours)

An overview of the knowledge and skills necessary to implement a developmentally appropriate afterschool program for children and youth. The course examines established quality program elements and standards and best practices and their practical application to daily program practice.

HUS 1640 Principles of Youth Work (AS)
3 credits (3 lecture hours)

Prepares students to function as youth workers using a youth development approach in community-based, residential, group home and other youth work environments. Students will explore these concepts: developing a professional awareness of youth work; identifying and distinguishing between asset building models and deficit based models of adolescent development; and developing a capacity to design and implement programs consistent with the needs of youth in relation to available resources.

HUS 1850 Field Work in Human Services 1 (AS)
3 credits (3 lecture hours)
Prerequisites: HUS1200 or HUS1203 or HUS1302 or HUS2308
Corequisite: HUS1850L

This course offers an understanding of the role and function of programs and services in a variety of human services organizations, including the not-for-profit agencies. In addition, students study the private sector of human service organizations, using both macro and micro practices.

HUS 1850L Field Work in Human Services 1 Internship (AS)
3 credits (9 lab hours)
Prerequisite: HUS1200 or HUS1203 or HUS 1302 or HUS2308
Corequisite: HUS1850

Each student is assigned to a human services program for approximately 9 hours a week, for 16 weeks, and must have a minimum of 144 fieldwork hours during the semester. 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: PSY2012 (with a grade of C or higher)

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 2320 Introduction to Crisis Intervention (AS)
2 credits (2 lecture hours)
Prerequisite: PSY2012 (with a grade of C or higher) or permission of instructor

This course provides students with the theoretical and practical understanding of human crises. It includes intervention techniques and referral to facilities and agencies available for persons in crisis situations.

HUS 2851 Field Work in Human Services 2 (AS)
2 credits (2 lecture hours)
Prerequisite: HUS1850

This course provides the second fieldwork class required by the A.S. program which offers the student another opportunity to work in a different human service agency. This second class allows

the student more exposure and experience in working in the field, in order to enhance the understanding of the role and function of programs and services in a variety of human service organizations.

HUS 2851L Field Work in Human Services 2 Internship (AS)
3 credits (9 lab hours)
Prerequisite: HUS1200 or HUS1302 or HUS2308
Corequisite: HUS2851

This course provides the second module of fieldwork to enable each student to participate in a second area of "learning by doing," or on-the-job training. Students will continue under supervision and will keep a daily journal of their on-the-job experiences to share with their classmates and instructors.

IDH 2105 Honors Knowledge Through the Ages (AA)
3 credits (3 lecture hours)
Prerequisites: ENC1101 or ENC1121 (with a grade of C or higher) and admission to the Honors College

What does it mean to be an honors student? This seminar deals with the great academic discussion "What is knowledge and who am I?" started in the languages of antiquity and continued through today. The process of rational thought, the rise of the university and the evolution of information revolutions, combine to present approaches to knowledge that the various disciplines employ in science, mathematics, linguistics, psychology and the humanities.

IDH 2911 Honors Research Process (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College

This honors course will introduce students to the process of research, i.e. the tools, concepts and resources necessary to search, evaluate and use information in a variety of formats and subject disciplines. The focus will be to analyze and utilize information critically using a broad range of materials and interdisciplinary concepts needed for honors research and academic/professional success.

IND 1233C Design Studio 1 (AS)
4 credits (3 lecture hours, 2 lab hours)
Corequisite: IND1401C (with a grade of C or higher)

This course provides an introduction to interior design fundamentals, space analysis and problem solving. Emphasis will be given to design theory, design terminology and the design process. Students will build upon conceptual and technical skills learned while examining the built environment and human factors through research, drawing and visual perception.

IND 1234C Design Studio 2 (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: IND1233C (with a grade of C or higher)

This course provides the study of interior design concepts and requirements in residential projects. Programming, human factors, ergonomics, space planning and the study of the functional and aesthetic aspects of residential environments will be explored. Students will continue to develop and expand their ability to address the challenges of complex design issues while strengthening graphic communication and presentation skills.

IND 1401C Technical Design 1 (AS)
4 credits (3 lecture hours, 2 lab hours)
Corequisite: IND1233C (with a grade of C or higher)

This course provides an introduction to graphic communication theory and the various drawing techniques employed in the interior design process. It includes two-dimensional drafting techniques and terminology used in the production of floor plans, elevations and section drawings for interior design applications. The focus will be on creating accurate architectural drawings using manual drafting techniques.

IND 1935 Building and Barrier Free Codes (AS)
3 credits (3 lecture hours)
Prerequisite: IND1233C (with a grade of C or higher)

This course provides building and barrier-free codes requirements essential for the design and development of residential and commercial spaces. It includes the basic skills required to understand and apply fundamental code concepts to building design and construction, and the specific provisions for barrier-free interiors as mandated in the Americans with Disabilities Act, Aging-in-Place concepts and Universal Design principles.

IND 2100 History of Interiors 1 (AS)
3 credits (3 lecture hours)

This course provides a historical review and an integrated approach to the study of the design of the built environment from Ancient Egypt through the Eighteenth Century. It includes design and architectural terminology, classical forms, motifs and furniture styles.

IND 2130 History of Interiors 2 (AS)
3 credits (3 lecture hours)

This course provides a historical review and an integrated approach to the study of the design of the built environment from the Nineteenth Century to the present. It includes design and architectural terminology, classical and modern forms, motifs and furniture styles.

IND 2202C Introduction to Kitchen and Bath Design (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: IND1234C, IND2424C (with a grade of C or higher)

This course provides the student 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 (NKBA). Students develop comprehensive projects solving kitchen and bath design problems.

IND 2203C Advanced Kitchen and Bath Design (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: IND2202C (with a grade of C or higher)

This course develops advanced skills necessary to design more complex kitchen and bathroom 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 3 (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: IND1234C, IND2424C (with a grade of C or higher)

This course provides emphasis on issues of public and private use of interior spaces such as offices, financial institutions and hospitality spaces. Application of research, programming, space planning, technical issues, furniture and material specification, and final presentation with attention to environmental needs and building codes.

IND 2238C Design Studio 4 (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: IND2237C (with a grade of C or higher)

This course focuses on advanced concepts of public and commercial interior design projects. Application of research,

programming, space planning, construction documentation, furniture and material specification, and final presentation with attention to environmental issues and building codes.

IND 2307C Interior Design Graphics (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: IND1401C (with a grade of C or higher)
This course emphasizes on graphic communication as part of the design process. Integration of drawing skills employed in representational methods used to analyze and describe interiors and conceptual ideas. One and two point perspective drawings, material delineation, tonal investigation, compositional and presentation techniques are included.

IND 2420 Materials, Estimating and Specifications (AS)
3 credits (3 lecture hours)
This course provides the information to establish a systematic approach for selecting materials in interiors. Students will 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. Students will learn the appropriate estimating techniques to determine accurate material amounts for any given job.

IND 2424C Technical Design 2 (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: IND1401C (with a grade of C or higher)
Corequisite: IND1234C (with a grade of C or higher)
This course covers intermediate technical aspects of materials, structure and mechanical systems. The focus is on architectural construction, finish materials, millwork, and specifications. Drafting and working drawings are emphasized.

IND 2432C Interior Lighting (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND1234C, IND2424C (with a grade of C or higher)
A study of lighting principles, lighting systems, light sources, calculation of lighting levels, communication of lighting design and specifications. Emphasis is placed on communicating a design solution by practical application of learned principles in residential and non-residential environments.

IND 2460C CAD for Interiors 1 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: IND2424C (with a grade of C or higher)
This course is an introduction to computer-aided design and drafting as it applies in the field of interior design. It includes basic computer concepts, current software and its application in two-dimensional drawings of residential and commercial interiors.

IND 2463C CAD for Interiors 2 (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: IND2460C (with a grade of C or higher)
This course provides the study of computer-aided design and drafting as it applies in the field of interior design. It includes advanced software concepts and its application in two-dimensional and three-dimensional drawings of residential and commercial interiors.

IND 2505 Professional Practices (AS)
3 credits (3 lecture hours)
This course provides interior design business principles and practices, project management, contract documentation and contract administration. It also includes legal aspects, marketing strategies, professional ethics and career planning.

IND 2608C Sustainable Design (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND1234C, IND2424C (with a grade of C or higher)
This course will focus on the study of global environmental issues and their impact on the design process, including the history, principles and theories of sustainability, product standards and certifications, and the LEED Green Building Rating System. It will provide students with the opportunity to utilize sustainable design philosophies, products, and processes with emphasis placed upon environmental awareness in the creative process.

IND 2941 Interior Design Internship (AS)
2 credits (10 lab hours)
Prerequisite: IND1234C (with a grade of C or higher)
This course will prepare the student to enter the professional world of interior design. Students 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)
Prerequisite: POS1001 or POS1041 (with a grade of C or higher) or permission of the instructor
This course provides the dynamics of global politics practiced today, including analysis and application of theories about international relations and a study of international political systems. Students look at actors influencing the international political agenda and conflicts, focusing on issues facing international leaders, such as military security, trade and political economy, environmental threats, human rights abuses, refugees, crime and terrorism.

JOU 2103 Specialized News Writing (AA)
3 credits (3 lecture hours)
Prerequisite: MMC1100 or permission of department chair
Corequisite: ENC1101 or ENC1121 (with a grade of C or higher)
This course is designed to teach the student basic ways to improve his/her reporting skills learned in MMC1100 (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.

LDE 2000 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.

LDE 2510 Computer-Aided Landscape Design (AS)
3 credits (3 lecture hours)
Recommended Prerequisite: ORH2830 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.

LIN 2740 Applied Linguistics (AA)
3 credits (3 lecture hours)
This course will focus on the application of general linguistics, including syntax, morphology, phonology, psycholinguistics, and sociolinguistics, to teaching English as a second language with

emphasis on classroom application of linguistic theories for ELLs (English Language Learners).

LIT 1050 Survey of Literary Humor (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)
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 culture. (*)

LIT 1370 The Bible as Literature (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)
A survey of works collected in the Hebrew Bible and the New Testament, focusing on literary features that influence interpretation, as well as on the significance these works have for students as modern readers. (*)

LIT 2090 Contemporary Literature (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

LIT 2090 Honors Contemporary Literature (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

LIT 2110 World Literature Before the Renaissance (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

LIT 2110 Honors World Literature Before the Renaissance (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

LIT 2120 World Literature After the Renaissance (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

LIT 2120 Honors World Literature After the Renaissance (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

LIT 2190 Introduction to Afro-Caribbean Literature (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

LIT 2380 Women In Literature (AA)
3 credits (3 lecture hours)
Prerequisite: ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

LIT 2380 Honors Women In Literature (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, ENC1101 or ENC1121 (with a grade of C or higher)
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. (*)

MAC 1105 College Algebra (AA)
3 credits (3 lecture hours)
Prerequisite: MAT1033 (with a grade of C or higher)
This course includes: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay). (*)

MAC 1105 Honors College Algebra (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, MAT1033 (with a grade of C or higher)
This course includes: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; applications (such as curve

fitting, modeling, optimization, exponential and logarithmic growth and decay). (*)

MAC 1114 Trigonometry (AA)
3 credits (3 lecture hours)
Prerequisite: MAC1140 or MAC1105 (with a grade of C or higher)
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 1114 Honors Trigonometry (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College, MAC1140 or MAC1105 (with a grade of C or higher)
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 or MAC1105 (with a grade of C or higher)
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 1140 Honors Precalculus (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to the Honors College;. a suitable score on the placement test or MAC1105 (with a grade of C or higher)
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 1147 Precalculus Algebra and Trigonometry (AA)
5 credits (5 lecture hours)
Prerequisite: MAC1105 (with a grade of B or higher)
This course is designed to satisfy the dual requirements of MAC1114 and MAC1140, preparing the student for Calculus. Polynomial, rational, and other algebraic functions; trigonometric, inverse trigonometric, exponential and logarithmic functions; piecewise-defined functions; properties and graphs of functions; polynomial and rational inequalities; trigonometric identities; conditional trigonometric equations; conic sections; solutions of triangles; vector algebra; parametric equations; polar coordinates; matrices and determinants; sequences and series; mathematical induction; binomial theorem; applications. (*)

MAC 2233 Survey of Calculus (AA)
3 credits (3 lecture hours)
Prerequisite: MAC1105 or MAC1140 (with a grade of C or higher) with suitable placement scores
Not open to students who have credit in MAC2311. Rates of change, derivatives, and integration with applications to business are studied. (*)

MAC 2311 Calculus With Analytic Geometry 1 (AA)
4 credits (4 lecture hours)
Prerequisites: MAC1114 and MAC1140 (with a grade of C or higher) or MAC1147 (with a grade of C or higher)
Topics include derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. (*)

MAC 2311 Honors Calculus With Analytic Geometry 1 (AA)
4 credits (4 lecture hours)
Prerequisites: Admission to the Honors College, MAC1114 and MAC1140 (with a grade of C or higher) or MAC1147 (with a grade of C or higher)
Topics include derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications.(*)

MAC 2312 Calculus With Analytic Geometry 2 (AA)
4 credits (4 lecture hours)
Prerequisite: MAC2311 (with a grade of C or higher)
Topics include techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. (*)

MAC 2312 Honors Calculus With Analytic Geometry 2 (AA)
4 credits (4 lecture hours)
Prerequisite: Admission to the Honors College, MAC2311 (with a grade of C or higher)
Topics include techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. (*)

MAC 2313 Calculus With Analytic Geometry 3 (AA)
4 credits (4 lecture hours)
Prerequisite: MAC2312 (with a grade of C or higher)
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: MAC2312 (with a grade of C or higher)
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 Linear Algebra (AA)
3 credits (3 lecture hours)
Prerequisite: MAC2311 or MAC2233 (with a grade of C or higher)
Vectors and vector spaces, linear transformations and matrices, rank and determinants, systems of linear equations, diagonalization, characteristic values. (*)

MAT 0018 Developmental Mathematics 1 (Prep) SEE ADDENDUM
3 institutional credits (3 lecture hours)
Prerequisite: CPT score of 0-44 (EA) or PERT score of 50-95
Corequisite: SLS1501
This course provides a transition from arithmetic to algebra and shows the relevancy of mathematics in everyday life and in the

SEE ADDENDUM

workplace. Students review whole numbers, fractions, decimals and percents and develop skills using algebraic variables, terms and equations.

MAT 0028 Developmental Mathematics 2 (Prep)
3 institutional credits (3 lecture hours)
Prerequisite: CPT score of 45-71 (EA) or PERT score of 96-112, or successful completion of MAT0018
Corequisite: SLS1501
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.

MAT 1033 Intermediate Algebra (AA)
3 credits (3 lecture hours)
Prerequisite: Successful completion of MAT0028
This course prepares students for MAC1105. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. MAT1033 is NOT a Gordon Rule course and does NOT satisfy part of the math requirement for graduation.

MCB 2010 Microbiology (AA)
3 credits (3 lecture hours)
Prerequisite: BSC2085 or BSC1010 (with a grade of C or higher)
Corequisite: MCB2010L (with a grade of C or higher)
This course is a survey of the structure, physiology, genetics and control of microorganisms. The course includes an overview of the medical importance of bacteria, viruses, protozoa, and multicellular parasites with examination of host-microorganism interactions, including non-specific and specific immunity. (*)

MCB 2010 Honors Microbiology (AA)
3 credits (3 lecture hours)
Prerequisites: Admission to Honors College, BSC2085 or BSC1010 (with a grade of C or higher)
Corequisite: MCB2010L (with a grade of C or higher)
This course is a survey of the structure, physiology, genetics and control of microorganisms. The course includes an overview of the medical importance of bacteria, viruses, protozoa, and multicellular parasites with examination of host-microorganism interactions, including non-specific and specific immunity. (*)

MCB 2010L Microbiology Lab (AA)
1 credit (2 lab hours)
Corequisite: MCB2010
This is the laboratory to accompany MCB 2010. (*)

MEA 0230 Medical Terminology for Body Systems (PSAV)
95 clock hours
The course is designed to acquaint the student, who is preparing for a health-related vocation with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and the use of a medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields.

MEA 0234 Diseases, Disorders, and Treatment for Medical Assisting 1 (PSAV)
120 clock hours
This course provides a study of the cause, effect and treatment of infectious diseases, neoplasms, congenital diseases, urinary system, male and female reproductive systems, digestive system and their related treatments. It will focus on the skills necessary to assist in diagnostic and treatment procedures.

MEA 0237 Diseases, Disorders, and Treatment for Medical Assisting 2 (PSAV)
120 clock hours
This course provides the second part of the study of cause, effect and treatment of respiratory, circulatory, nervous, endocrine, musculoskeletal, integumentary systems, eye and ear diseases/treatments, pain management, medical emergencies with a holistic approach to diseases and their related treatments. It will focus on the skills necessary to assist in diagnostic and treatment procedures.

MEA 0242 Pharmacology for the Medical Assistant (PSAV)
95 clock hours
This course introduces the Medical Assisting 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 0254 Basic Medical Laboratory Techniques for the 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 is an integral part of this course.

MEA 0258 Radiology for the Medical Assistant (PSAV)
50 clock hours
This course provides basic principles of x-ray handling and processing, radiographic technique and radiation biology, including protection for self, patient and public. Upon successful completion of this course, the student can take the exam given by the Florida Department of Health for certification as a Basic X-ray Operator.

MEA 0310 Introduction to Medical Office Procedures (PSAV)
90 clock hours
This course provides a study on cause, effect and treatment of respiratory, circulatory, nervous, endocrine, musculoskeletal, integumentary systems, eye and ear diseases/treatments, pain management, medical emergencies with a holistic approach to diseases and their related treatments. It will focus on the skills necessary to assist in diagnostic and treatment procedures.

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 provides an understanding of normal cardiac function, vital signs, relationship of ECG markings to normal function, responsibility to ensure that patient has been prepared mentally and physically, and that equipment is set up properly. A Medical Assistant must be able to recognize electrical interferences and make appropriate corrections or adjustments to obtain the most accurate electrocardiogram possible.

MEA 0801 Externship in Medical Assisting (PSAV)
173 clock hours

This course provides student with hands-on experience in a physician's office or out-patient clinic, without payment, to demonstrate mastery of required competencies by the American Association of Medical Assistants. Externship should provide the Medical Assistant with ample experience in administrative and clinical skills. All program requirements must be completed successfully, prior to Externship.

MGF 1106 Liberal Arts Mathematics (AA)
3 credits (3 lecture hours)
Prerequisites: MAT1033 (with a grade of C or higher) or adequate placement scores

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. (*)

MGF 1107 Finite Mathematics (AA)
3 credits (3 lecture hours)
Prerequisite: MAT1033 (with a grade of C or higher) 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. (*)

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 Personal Selling (AS)
3 credits (3 lecture hours)

This course provides the student a good understanding of the growing role of salespeople in the business world today.

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: ENC1101 or ENC1121 (with a grade of C or higher)

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 1 (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC1100 or JOU2103

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 2 (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC1100 or JOU2103

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)

This course provides a study of the major issues facing the manager of public employees. These include selection and promotional process, performance appraisal systems, labor relations, employee rights and the future 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 1 (PSAV)
200 clock hours
Prerequisite: HSC0003 (with a grade of C or higher)

This course provides, but is not limited to, the theory and practice of massage, practice and demonstration, hygiene, ethics, history, professionalism, massage law, medical terminology, human anatomy and physiology I, Allied Modalities I (Seated/Chair, reflexology, paraffin bath), Pathology I, Myology I (introduction to muscles, structure and their movement), HIV/AIDS. Liability insurance required. After completion of this course, students are eligible to register for MSS 0262. 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 the Florida Department of Health Board of Massage Therapy and National Certifications Board for Therapeutic Massage and Bodywork licensure and certification examination.

MSS 0262 Massage Therapy 2 (PSAV)
235 clock hours
Prerequisite: MSS0252

This course provides, but not limited to, the theory and practice of massage, practice and demonstration, human anatomy & physiology II, Pathology II, Myology II, Allied Modalities II (Introductions to Neuromuscular therapy, Shiatsu, Sports massage, Body Rolling, Cranial Sacral) Theory and Practice of Hydrotherapy I (whirlpool foot bath, Vichy Shower spa, Hot/Cold packs), consultation, and Clinical. After completion of this course, students will be eligible to register for MSS 0263, Massage Therapy III. Liability insurance required. 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.

MSS 0263 Massage Therapy 3 (PSAV)
237 clock hours
Prerequisite: MSS0262

This course provides, but not limited to, the theory and practice of massage, practice and demonstration, Human anatomy & physiology III, Pathology III, Myology III, Allied Modalities III (Introductions to Lymph Drainage, Thai, Reiki, Pre-natal, Infant), Theory and practice of Hydrotherapy, Florida Statutes/Rules, Business/Entrepreneurship and Medical Errors. Liability insurance are required. Upon completion of this course, students will have completed the 750-hour Massage Therapy program.

MTB 1103 Business Mathematics (AS)
3 credits (3 lecture hours)

This course includes information and practice in regular, everyday business situations involving the following: bank and sales records, business percentages, finance charges, payrolls and taxes, financial statements, insurance, stocks and bonds, compound interest and present value, and annuities.

MTG 2206 College Geometry (AA)
3 credits (3 lecture hours)
Prerequisite: MAT1033 (with a grade of C or higher) or adequate placement scores

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)

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. Writing assignments are included. (*)

MUL 1010 Music Appreciation (AA)
3 credits (3 lecture hours)
This course provides a survey of historical periods of Western art music including musical styles, musical elements, and composers and their works. Basic musical concepts will be covered. Students will develop intelligent listening skills by studying and listening to representative musical compositions. Writing assignments are included. (*)

MUL 1010 Honors Music Appreciation (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
This course provides a survey of historical periods of Western art music including musical styles, musical elements, and composers and their works. Basic musical concepts will be covered. Students will develop intelligent listening skills by studying and listening to representative musical compositions. Writing assignments are included. (*)

MUN 1120 R Concert Band (AA)
1 credit (2 lab hours)
This course provides open audition to all Palm Beach State students who play an instrument, regardless of major. Students develop their instrumental and musical skills through the study and performance of a variety of music for the concert band. Public performances (outside of class time) are a required part of this course. This course is repeatable for credit.

MUN 1310 R Concert Chorus (AA)
1 credit (3 lab hours)
This course provides open membership to all Palm Beach State students interested in singing choral music, regardless of major. No audition is required. Students develop their vocal and musical skills through the study and performance of a varied repertoire of choral music. Public performances (outside of class time) are a required part of this course. This course is repeatable for credit.

MUN 1430 R Brass Ensemble (AA)
1 credit (2 lab hours)
This course provides membership by audition to all Palm Beach State students who play a brass instrument, regardless of major. Students develop their instrumental and musical skills through the study and performance of original and transcribed music for the small brass ensemble. Music from the Renaissance through the twentieth century will be studied and performed. This course is repeatable for credit.

MUN 1492 R Guitar Ensemble (AA)
1 credit (2 lab hours)
This course provides membership by audition to all Palm Beach State students who play acoustic guitar, regardless of major. Students develop their instrumental and musical skills through the study and performance of original and transcribed music for a guitar ensemble from duets to octets. Music is taken from classical and jazz literature. This course is repeatable for credit.

MUN 1710 A 12 O'Clock Jazz Band (R) (AA)
1 credit (3 lab hours)
This course provides membership by audition to all qualified instrumentalists, regardless of major. Students develop their instrumental and musical skills through the study and performance of standard repertoire for the modern jazz ensemble (in the form of a 17-piece big band). Public performances (outside of class time) are a required part of this course. This course is repeatable for credit.

MUN 1710 C Jazz Combo (R) (AA)
1 credit (3 lab hours)
Prerequisite: Audition required
This course provides membership by audition to all qualified instrumentalists, regardless of major. Students develop their instrumental and musical skills through the study and performance of standard repertoire for the modern jazz combo (usually consisting of a pianist, drummer, bass player, guitarist, two to three horns, and sometimes a vocalist). Public performances (outside of class time) are a required part of this course. This course is repeatable for credit.

MUN 1710 D/MUN 2710 D Tuesday Nite Jazz Band (R) (AA)
1 credit (2 lab hours)
Prerequisites to MUN 2710 D: MUN1710 D (two semesters) and audition required
This course provides membership by audition to all qualified advanced instrumentalists, regardless of major. Students develop their instrumental and musical skills through the study and performance of advanced repertoire for the modern jazz ensemble (in the form of a 17-piece big band). Public performances (outside of class time) are a required part of this course. This course is repeatable for credit.

MUN 1710 E Jazz Guitar Ensemble (R) (AA)
1 credit (3 lab hours)
This course provides membership by audition to all Palm Beach State students who play jazz guitar, regardless of major. Students develop their instrumental and musical skills through the study and performance of standard repertoire for the jazz guitar ensemble Public performances (outside of class time) are a required part of this course. This course is repeatable for credit.

MUN 1720 R Troubadours (AA)
1 credit (3 lab hours)
This course provides membership selectively by audition to all Palm Beach State students, regardless of major. Students develop their vocal and musical skills through the study and performance of standard repertoire for the vocal jazz ensemble (consisting of 8-12 singers and a rhythm section). Members are selected by annual audition in August, and membership remains fixed through Fall and Spring semesters. Public performances (outside of class time) are a required part of this course. This course is repeatable for credit.

MUS 0010L Recital Seminar (AA)
0 credit (1 lecture hour)
Required corequisite to music applied private instruction.

MUT 1001 Fundamentals of Music (AA)
3 credits (3 lecture hours)
This course provides the basic foundations of music including scales, intervals, key signatures, major and minor keys, triads, and rhythm. The student will learn to read and write music using basic notation. (*)

MUT 1111 Music Theory 1 (AA)
3 credits (3 lecture hours)
Prerequisite: Students will be required to take and pass a music theory skill assessment test before being allowed to continue with this course. The test will be administered on or before the first day of classes. Students who do not pass the exam will be dropped from this course during the add/drop period of registration and encouraged to enroll in MUT1001 Fundamentals of Music.
Corequisite: MUT1241L
This course provides a study on music notation and harmony including major and minor scales, key signatures, triads, intervals, and rhythm. Students will learn to write four-part music, including primary chords in first inversion and cadences. This is university-parallel course for students majoring in music.

MUT 1112 Music Theory 2 (AA)
3 credits (3 lecture hours)
Prerequisite: MUT1111 (with a grade of C or higher) or equivalent
Corequisite: MUT1242L
Continuation of MUT1111. This course provides a new material which includes secondary chords, chord inversions, proper usage of non-chord tones, and diatonic seventh chords. The student will learn to write music using figured bass and to harmonize melodies using the chords and harmonic practices studied.

MUT 1241L Ear Training and Sight Singing 1 (AA)
1 credit (2 lab hours)
Prerequisite: Students will be required to take and pass a music theory skill assessment test before being allowed to continue with this course. The test will be administered on or before the first day of classes. Students who do not pass the exam will be dropped from this course during the add/drop period of registration and encouraged to enroll in MUT1001 Fundamentals of Music
Corequisites: MUT1111 or equivalent and MVK1111 A, MVK1311 R or equivalent
This course provides the student knowledge to sing and play notated music (both pitch and rhythm) as well as to notate music that the student hears (aural dictation). Melodies using the major and minor scales and intervals from the tonic and dominant triad will be studied. This is a university parallel course for students who plan to major in music.

MUT 1242L Ear Training and Sight Singing 2 (AA)
1 credit (2 lab hours)
Prerequisite: MUT1241L (with a grade of C or higher)
Corequisite: MUT1112
This course provides new elements for the alto and tenor clefs, the subdivided beat in simple and compound meters, diatonic seventh chords, and diatonic chord progressions involving I (i), IV (iv), V, ii6 (ii 6) and vi (VI). Students will learn to read (sing) and write (by aural dictation) pitch and rhythm together.

MUT 2116 Music Theory 3 (AA)
3 credits (3 lecture hours)
Prerequisite: MUT1112 (with a grade of C or higher) or equivalent
Corequisite: MUT2246L
This course introduces the use of chromatic harmony with new elements including Secondary Dominant Chords and Secondary Diminished Seventh Chords, Augmented Sixth Chords, Neapolitan Sixth Chords, Borrowed Chords, and Modulation.

MUT 2117 Music Theory 4 (AA)
3 credits (3 lecture hours)
Prerequisite: MUT2116 (with a grade of C or higher) or equivalent
Corequisite: MUT2247L
This course provides new elements including extended chords (9th, 11th, 13th) and modal harmony. Post-common practice harmony is covered including twelve-tone serialism and other forms of non-functional harmony. Students will study musical forms and write a musical composition utilizing these forms.

MUT 2246L Ear Training and Sight Singing 3 (AA)
1 credit (2 lab hours)
Prerequisite: MUT1242L (with a grade of C or higher)
Corequisite: MUT2116
This course provides pitch sight singing and dictation focuses on chromatic melodies, including secondary-dominant harmonies and chromatic non-chord tones. Students will learn to perform (by sight) and write (by aural dictation) rhythms including syncopation, triplets, and duplets. Cadences using chromatic chords will also be studied.

MUT 2247L Ear Training and Sight Singing 4 (AA)
1 credit (2 lab hours)
Prerequisite: MUT2246L (with a grade of C or higher)
Corequisite: MUT2117
This course provides students knowledge to perform (sight sing) and notate (aural dictation) rhythms using mixed meters, the hemiola, and further subdivision of the beat. Twentieth century melodies and advanced chromaticism will also be studied.

MUT 2641L Instrumental Improvisation (AA)
1 credit (3 lab hours)
Prerequisite: MUT 1111 or with special permission
This course provides a laboratory session involving application of the many concepts associated with improvisation. Correct chord-scale relationships, realization of chord progressions, analysis of song forms, and performance of standard jazz repertoire are the topics that will be covered in this class. Students will apply these concepts through individual performance and improvisation.

MVK 1111 A Class Instruction - Piano 1 (AA)
1 credit (2 lab hours)
This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. Playing positions, fingering, note identification, and reading beginning level rhythms are covered. Not repeatable for grade.

MVK 1111 B Class Instruction - Piano 2 (AA)
1 credit (2 lab hours)
Prerequisite: MVK 1111 A or equivalent
This course provides with attention to beginning level keyboard literature and developing skills such as music reading, technique,

and modal and diatonic harmonization. Reading rhythms and ensemble playing are included. Not repeatable for credit.

MVK 2121L Class Instruction - Piano 3 (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 levels. Students will learn both solo and ensemble intermediate level repertoire. Not repeatable for credit.

MVK 2122L Class Instruction - Piano 4 (AA)
1 credit (2 lab hours)
Prerequisite: MVK2121L or equivalent

This course provides special consideration to students who are preparing for the Upper Division Piano Proficiency Examination. Rhythmic reading in various meters, all major and minor scales and arpeggios, and harmonization and chord progressions will be included. The student will demonstrate intermediate to early advanced level solo and ensemble repertoire. Not repeatable for credit.

MVS 1116 Class Instruction Guitar 1 (AA)
1 credit (2 lab hours)

This course provides class lessons for beginning guitar students. Instruction includes elementary technical exercises, fundamental chords, chord progression, simple accompaniments, and music reading.

MVS 1117 Class Instruction Guitar 2 (AA)
1 credit (2 lab hours)
Prerequisite: MVS1116

This course provides students more advanced skills including playing melodies in 5th and 7th positions, playing moveable chords, and improvising utilizing the blues scale and its progression.

MVV 1111 A Class Instruction Voice 1 (AA)
1 credit (2 lab hours)

This course provides small class lessons for the beginning singer or one who has had little formal training. It includes instruction in proper breathing for singing, tone production and resonance, range expansion and register blending, diction and articulation, music learning, and interpretation and performance skills. Students will sing assigned songs and exercises in class both individually and in groups. Not repeatable for credit.

MUSIC APPLIED PRIVATE INSTRUCTION (AA)
(FRESHMAN/SOPHOMORE)

Corequisite: MUS0010L (Recital Seminar)

Four semesters of applied private lessons are required for all music pre-majors. Non-music pre-majors and non-degree-seeking students may take private lessons only by permission of the Music Department chairman. Applied private lessons in the Fall and Spring terms are for one hour per week (2 credits) and numbered in the 1300/2300 series. Applied private lessons in the Summer A and Summer B terms are for one hour per week (1 credit) and numbered in the 1200/2200 series. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. The letter "R" is added to the common course number for each applied music course indicating that the course is repeatable up to nine (9) times for credit.

FALL AND SPRING TERMS
1300/2300 SERIES

BRASSES - FRESHMAN LEVEL
2 credits (one hour per week)

MVB 1311 R Trumpet (AA)
Corequisite: MUN 1120 R

MVB 1313 R Trombone (AA)
Corequisite: MUN 1120 R

MVB 2321 R Trumpet (AA)
Prerequisite: 2 semesters of MVB1311 R w/grade of B or higher
Corequisite: MUN 1120 R

MVB 2322 R French Horn *(AA)*
*Prerequisite: 2 semesters of MVB131**2** R w/grade of B or higher*
Corequisite: MUN 1120 R

MVB 2324 R Baritone Horn (AA)
Prerequisite: 2 semesters of MVB 1314 R w/grade of B or higher
Corequisite: MUN 1120 R

KEYBOARD - FRESHMAN LEVEL
2 credits (one hour per week)

MVK 1311 R Piano (AA)
Corequisite: MUN 1310 R or MUN 1120 R

MVJ 1314 R Jazz Piano (AA)
Corequisite: MUN 1710 A or C, MUN 1310 R or MUN 1120 R

KEYBOARD - SOPHOMORE
2 credits (one hour per week)

MVK 2321 R Piano (AA)
Prerequisite: 2 semesters of MVK1311 R w/grade of B or higher
Corequisite: MUN 1310 R or MUN 1120 R

MVK 2324 R Jazz Piano (AA)
Prerequisite: 2 semesters of MVK1314 R w/grade of B or higher
Corequisite: MUN 1710 C, A, or D

PERCUSSION - FRESHMAN LEVEL
2 credits (one hour per week)

MVP 1311 R Percussion (AA)
Corequisite: MUN 1120 R

PERCUSSION - SOPHOMORE LEVEL
2 credits (one hour per week)

MVP 2321 R Percussion (AA)
Prerequisite: 2 semesters of MVP1311 R w/grade of B or higher
Corequisite: MUN 1120R

STRINGS - FRESHMAN LEVEL
2 credits (one hour per week)

MVS 1314 R String Bass (AA)
Corequisite: MUN 1710 C, MUN1710 A, MUN 1120 R or MUN 1310 R

MVS 1316 R Classical Guitar (AA)
Corequisite: MUN 1492 (preferred), MUN 1710 E or MUN 1310 R

MVJ 1317 R Bass Guitar (AA)
Corequisite: MUN 1710 C, A, E, or MUN 1310 R

MVJ 1313 R Jazz Guitar (AA)
Corequisite: MUN 1710 E

STRINGS - SOPHOMORE LEVEL
2 credits (one hour per week)

MVJ 2323 R Jazz Guitar (AA)
Prerequisite: 2 semesters of MVS 1318 R w/grade of B or higher
Corequisite: MUN 1710 E

MVJ 2324 R Bass Guitar (AA)
Prerequisite: 2 semesters of MVS 1317 R w/grade of B or higher
Corequisite: MUN 1710 E

MVS 2324 R String Bass (AA)
Prerequisite: 2 semesters of MVS 1314 R w/grade of B or higher
Corequisite: MUN 1710 C, A, D or MUN 1120 R

MVS 2326 R Classical Guitar (AA)
Prerequisite: 2 semesters of MVS1316 R w/grade of B or higher
Corequisite: MUN 1492 (preferred), MUN 1710 E or MUN 1310 R

VOICE - FRESHMAN LEVEL
2 credits (one hour per week)

MVV 1311 R Voice (AA)
Prerequisite: MUN 1120 R
Corequisite: MUN1310R

VOICE - SOPHOMORE LEVEL
2 credits (one hour per week)

MVV 2321 R Voice (AA)
Prerequisites: 2 semesters of MVV 1311R w/grade of B or higher plus MUN 1120 R
Corequisite: MUN1310 R

WOODWINDS - FRESHMAN LEVEL
2 credits (one hour per week)

MVW 1311 R Flute (AA)
Corequisite: MUN 1120 R

MVW 1313 R Clarinet (AA)
Corequisite: MUN 1120 R

MVW 1315 R Saxophone (AA)
Corequisite: MUN 1120 R

WOODWINDS - SOPHOMORE LEVEL
2 credits (one hour per week)

MVW 2323 R Clarinet (AA)
Prerequisite: 2 semesters of MVW 1313 R w/grade of B or higher
Corequisite: MUN 1120R

MVW 2325 R Saxophone (AA)
Prerequisite: 2 semesters of MVW 1315 R w/grade of B or higher
Corequisite: MUN 1120 R

SUMMER A AND SUMMER B TERMS, 1200/2200 SERIES

APPLIED JAZZ PIANO, SECONDARY INSTRUMENT
(1 credit, one hour per week)

MVJ 1210 R Applied Jazz Piano-Freshman Level (AA)

APPLIED JAZZ GUITAR
(1 credit, one hour per week)

MVJ 1213 R Applied Jazz Guitar-Freshman Level (AA)

MVJ 2223 R Applied Jazz Guitar-Sophomore Level (AA)
Prerequisite: MVS 2328 R

APPLIED PIANO, SECONDARY INSTRUMENT
(1 credit, one hour per week)

MVK 1211 R Applied Piano, Secondary Instrument - Freshman Level (AA)

APPLIED VOICE
(1 credit, one hour per week)

MVV 1211 R Applied Voice - Freshman (AA)

MVV 2221 R Applied Voice - Sophomore (AA)
Prerequisite: MVV 2321 R

NUR 1022L Nursing 1 Skills Lab (AS)
1 credit (3 lab hours)
Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1023, NUR1141 (or NUR2140) (with a grade of C or higher), NUR1023L
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 on the development of problem-solving skills with a wellness focus. This course may be taken independently with special permission.

NUR 1023 Nursing 1 (AS)
4 credits (4 lecture hours)
Corequisites: BSC2086/2086L,MCB2010/2010L, NUR1141 (or NUR2140) (with a grade of C or higher), NUR1022L, NUR1023L
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 1 Clinical (AS)
3 credits (8 clinical hours)
Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1023, NUR1141 (or NUR2140) (with a grade of C or higher), NUR1022L
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 1024 Critical Thinking in Nursing (AS)
3 credits (3 lecture hours)
Prerequisites: BSC2085/2085L, HSC1010 (or DEP2004) (with a grade of C or higher)
This course is designed to assist the pre nursing or 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 (AS)
2 credits (2 lecture hours)
Corequisites: BSC2085/2085L, MCB2010/2010L (with a grade of C or higher)
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 2 (AS)
7 credits (7 lecture hours)
Prerequisites: NUR1023, NUR1141 (or NUR2140) (with a grade of C or higher), NUR1022L, NUR1023L
Corequisites: HUN1201 (with a grade of C or higher), NUR1213L, NUR1214L
Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be applied to 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 2 Clinical (AS)
4 credits (12 clinical hours)
Prerequisites: NU1023, NUR1141 (or NUR2140) (with a grade C or higher), NUR1022L, NUR1023L
Corequisites: HUN1201, NUR1213 (with a grade of C or higher), NUR1214L
The continuing nursing student will integrate content from classroom learning activities and skills lab when caring for individuals with commonly occurring human responses progressing to less commonly occurring responses to health challenges. Practice involves, but is not limited to: adult and geriatric clients in a variety of settings within the community.

NUR 1214L Nursing 2 Skills Lab (AS)
1 credit (3 lab hours)
Prerequisites: NUR1023, NUR1141 (or NUR2140) (with a grade of C or higher), NUR1022L, NUR1023L
Corequisites: HUN1201, NUR1213 (with a grade of C or higher), NUR1213L
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 on the development of problem-solving skills with a wellness focus.

NUR 2000L Introduction to Professional Nursing (AS)
1 credit (3 lecture hours)
Prerequisite: LPN; transitional students (Nursing AS - Program Code 2301)
This course must be taken prior to entering the nursing program. This course is designed as a transitional course for the licensed LPN or Paramedic student who is becoming a professional nurse. This course encompasses the area of role definition; providing/managing care of individuals and groups utilizing goal attainment to reach an optimum state of health and wellness.

NUR 2140 Pharmacology for Nursing (AS)
3 credits (3 lecture hours)
Corequisites: BSC2085/2085L, MCB2010/2010L (with a grade of C or higher)
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 the 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 2261 Nursing 3 (AS)
6 credits (6 lecture hours)
Prerequisites: NUR1213 (with a grade of C or higher), NUR1213L, NUR1214L
Corequisites: PSY2012 (with a grade of C or higher), NUR2261L
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 childbearing families in their human responses to health challenges. The focus is on the application and analysis of these concepts to assist individuals to achieve their goals.

NUR 2261L Nursing 3 Clinical (AS)
4 credits (12 clinical hours)
Prerequisites: NUR1141 (or NUR2140), NUR1213 (with a grade of C or higher), NUR1213L, NUR1214L
Corequisites: NUR2261, PSY2012 (with a grade of C or higher)
Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be analyzed and applied to the nursing care of clients across the lifespan. Clinicals will occur with childbearing families, pediatric, and adult patients in a variety of settings within the community, including acute care facilities.

NUR 2712C Nursing 4 Clinical (AS)
6 credits (3 lecture hours, 9 lab hours)
Prerequisites: NUR2261, PSY2012 (with a grade of C or higher), NUR2261L
Corequisite: NUR2943L
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 will be explored with high acuity settings.

NUR 2943L Nursing 4 Clinical Preceptorship (AS)
4 credits (12 lab hours)
Prerequisites: NUR2261, PSY2012 (with a grade of C or higher), NUR2261L
Corequisite: NUR2712C (with a grade of C or higher)
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.

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)
Corequisite: OCE1001
A hands-on laboratory experience in physical, chemical, biological and geographical oceanography. (*)

OPT 1110 Physical and Geometric Optics (AS)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program
This course introduces the student to the basic properties of light. The principles of physical, geometric optics, refraction, and reflection are explained using diagrams and real-life examples. The optical properties of prisms, lenses, mirrors and the wave nature of light are explored. An understanding of human refractive errors and corrective optical lenses illustrates application of these principles.

OPT 1150 Ophthalmic Lenses (AS)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program
This course presents principles of the lenses that are used in the visual correction of the human eye. Components of the refractive power of a lens, sphere, cylinder and axis, and reading addition are discussed. The application of prisms, lens designs, and materials in the dispensing of spectacle correction is covered with specific applications to patient care.

OPT 1210 Anatomy and Physiology of the Eye (AS)
3 credits (3 lecture hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, BSC2086 (with a grade of C or higher)
This course explores, in detail, the anatomy of the human eye. Students will study the eye's embryology and development, structures of the orbit, extraocular muscles and external structures surrounding the eye (adnexa). The anterior segment, refractive structures, and posterior segment including their vascular, lymphatic, and nerve supply are discussed in detail. Particular focus will be on the visual pathway.

OPT 1330 Introduction to Vision Care 1 (AS)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program
This course introduces the student to the field of ophthalmic medical assisting. Review of basic ophthalmic skills necessary in evaluating patients include history taking, visual acuity assessment, ocular motility and neuro-ophthalmic assessment. Ophthalmic terminology, use of electronic medical records for documenting findings, and developing a clear understanding of the psychology of patient interaction are presented.

OPT 2090 Introduction to Vision Care 2 (AS)
2 credits (2 lecture hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT1330 (with a grade of C or higher)
This course introduces the student to the Palm Beach State College Vision Care Clinic. Students will be able to apply the technical skills that were learned in their previous course work. Emphasis will be on developing the skill set required for the electronic health record (EHR) chart documentation, communication, and professionalism.

OPT 2222 Ocular Pathology and Pharmacology 1 (AS)
3 credits (3 lecture hours)
Prerequisite: Acceptance into the Ophthalmic Medical Technology AS degree program
This course introduces the student to the diagnosis and pathology of ocular disease and how it relates to the patient's overall health. Attention is given to specific ocular disorders that are the most commonly encountered in an ophthalmic practice. Commonly used diagnostic and therapeutic drugs for ocular examination and the treatment of eye disease will be presented.

OPT 2223 Ocular Pathology and Pharmacology 2 (AS)
3 credits (3 lecture hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT2222 (with a grade of C or higher)
This is the second, of a two-part course, on diseases that affect the eyes and visual system. The advanced pathology of primary

ocular diseases and the effects of systemic disease on the eyes will be explored. Particular attention will be given to a disease and the pharmaceutical agents used in its diagnosis and treatment.

OPT 2350 Advanced Ophthalmic Procedures 1 (AS)
3 credits (3 lecture hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT1330 (with a grade of C or higher)

This course introduces the student to the terminology and theory of advanced diagnostic testing in the ophthalmic practice. Students will develop competency in the advanced clinical diagnostic techniques learned in coursework which includes tonometry, external testing for dry eye, slit lamp examination, confrontation and formal visual field testing, and external ocular photography.

OPT 2351 Advanced Ophthalmic Procedures 2 (AS)
3 credits (3 lecture hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT2350 (with a grade of C or higher)

This course is a continuation of OPT2350. The student will develop competencies in advanced diagnostic testing, corneal topography, anterior segment photography, fundus photography, retinal imaging, B-scan and A-scan ultrasonography with IOL calculations. Introduction to surgical assisting of minor-in-office procedures, including maintaining sterile technique, and the preparation of instrumentation, will provide the foundation for further advancement in clinical responsibilities.

OPT 2375 Refractometry (AS)
2 credits (2 lecture hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT1330 (with a grade of C or higher)
Corequisite: OPT2375L (with a grade of C or higher)

This course covers the important technical components of measuring visual correction. Assessment of uncorrected visual acuity, measuring of existing corrective lenses, objective measurement of refractive error including sphere, cylinder, astigmatism axis, and the refinement of the vision correction will be emphasized.

OPT 2375L Refractometry Lab (AS)
2 credits (4 lab hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT1330 (with a grade of C or higher)
Corequisite: OPT2375 (with a grade of C or higher)

This laboratory course focuses on the technique of measuring visual correction utilizing the knowledge gained in OPT2375. Assessment of uncorrected visual acuity, measuring of existing corrective lenses, objective measurement of refractive error including sphere, cylinder, astigmatism axis using the retinoscope, will be combined to refine the vision correction.

OPT 2500 Contact Lens Theory (AS)
3 credits (3 lecture hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT1330 (with a grade of C or higher)

This course explores contact lenses. Relevant corneal anatomy, physiology, shape, and refractive properties of the cornea are reviewed. Analysis of contact lens materials, rigid gas permeable, soft, and silicone hydrogels and the techniques of handling, fitting, and care are demonstrated. Techniques for determining the best fit, sharpest visual acuity, and maximum comfort for the patient will be discussed.

OPT 2800L Vision Care Lab 1 (AS)
2 credits (4 lab hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT1330 (with a grade of C or higher)

This course offers the student the opportunity to experience the fundamentals of the ophthalmic examination in a clinical setting. Students will have the opportunity to observe, work with the EHR, participate in the examination of patients, and apply the basic skills and knowledge obtained in course work while supervised in a clinical setting.

OPT 2801L Vision Care Lab 2 (AS)
2 credits (4 lab hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT2800L (with a grade of C or higher)

This course is a continuation of OPT2800L. The supervised student will gain a working knowledge of advanced clinical duties and responsibilities. Emphasis will be placed on the continued development of basic clinical skills, while developing skills in advanced diagnostic testing, corneal topography, anterior segment photography, fundus photography, retinal imaging, A-scan biometry with IOL calculations, and ophthalmic B-scan ultrasonography.

OPT 2940 Ophthalmic Medical Practicum 1 (AS)
4 credits (32 clinical hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT2801L (with a grade of C or higher)

This course is a supervised externship in an approved ophthalmological practice. The student will gain a working knowledge of the daily duties and responsibilities of an ophthalmic technician. Emphasis will be placed on the development of skills in refractometry, advanced tonometry, visual fields testing, and contact lens dispensing.

OPT 2941 Ophthalmic Medical Practicum 2 (AS)
4 credits (32 clinical hours)
Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT2801L (with a grade of C or higher)

This course is an externship in an approved surgical training facility. The student will build upon a working knowledge of the duties and responsibilities of the ophthalmic medical technician in a surgical setting. Emphasis will be placed upon the development of skills in operating room circulating, surgical assisting, maintaining sterile technique and instrumentation management in the operating room.

ORH 1000 Business Practices, Regulations, Licenses, and Concerns Unique to the Landscape Industry (AS)
1 credit (1 lecture hour)

A short course to help Horticulture near graduates and non-degree seeking students master the business-related aspects of landscaping unique to the industry. This class prepares students to deal with bidding and estimating landscape work, landscape maintenance contracts and subcontracting, prevailing Green

Industry business practices, bonding and insurance applied to the industry, environmental regulations, wellfield regulations, licenses and certifications, the seasonal business cycle, labor issues, customer relations, professional organizations, equipment depreciation and other unique tax situations, and sources of information and assistance.

ORH 1005L Professional Landscape Installation and Maintenance
3 credits (3 lecture hours)
This course provides outdoor and hands-on experience of a professional landscape installer with emphasis on skills required by the Florida Nursery, Growers and Landscape Association for various statewide professional certifications.

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 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 1512 Plant Selections for Landscape Situations (AS)
3 credits (3 lecture hours)
Recommended Prerequisite: ORH2510 or ORH2800 (ORH2800 excellent to take simultaneously)
An overview of landscape situations and species to apply to them. The aim of the course is to develop the ability to select species and species combinations appropriate to specific landscaping situations, including northern exposures, shade, salt, high exposure, xeriscaping, wet sites, ground-covers, flowering shrubs, bedding plants, hedges, and specimen trees. This is not a plant identification course (those are ORH2510 and ORH2511), but rather a plant selection and utilization course. English plant names will be emphasized.

ORH 1840 Landscape Construction (AS)
3 credits (3 lecture hours)
This course provides basic skills in landscape construction. Blueprint reading, landscape layout, installing of plant materials, hardscape construction, drainage systems and landscape lighting are emphasized.

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 turfgrasses 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 course provides information that focuses on the planting and care of trees, shrubs, and vines in the landscape. Special emphasis is given to the establishment, fertilization, irrigation, and pruning of woody plant species.

ORH 2251 Florida Horticulture Professional Preparation (AS)
3 credits (3 lecture hours)
This course is a vocationally-oriented introduction to horticulture, aimed at preparation for the Florida Certified Horticulture Professional exam.

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 2515 Plants of the South Florida Ecosystems - Grasses, Sedges, Rushes, and Grass-Like Native Plants (AS)
3 credits (3 lecture hours)
This course explores herbaceous species, primarily grasses, sedges, rushes, composites, xyris species, eriocaulons, and assorted plant groups where multiple species occur locally. The plants are studied in the field and in the classroom.

ORH 2516 Annuals, Bedding Plants, Groundcovers, and Small Perennials (AS)
3 credits (3 lecture hours)
This course delves into the "heart" of gardening: flowers. The class explores the use of non-woody flowering plants for creation of floral displays in garden beds and in containers. The main focus will be on selection of flowering species, with supplemental consideration of site preparation, irrigation, fertilization, pest and disease management, seasonality, routine maintenance, and microhabitat influence on temporary plant selection.

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 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)
Prerequisite: Must meet placement requirements in English and reading

This course emphasizes the basic principles of oral interpretation as applied to the interpretation of prose drama and poetry. Primarily it strives to teach 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 Theatre as well as individual interpretation is studied.

OST 1100C Beginning Keyboarding (AS)
3 credits (1 lecture hour, 4 lab hours)

This course provides techniques and basic skill in the touch system of keyboarding. In addition, students prepare business letters, memorandums, reports, and tables using a popular word processing software application.

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: OST1100C

This course provides students a word processing program to key and format more advanced styles of business correspondence such as business letters with special features, interoffice memos, multi-page reports, agendas, news releases, minutes, letters of application, resumes, financial documents, and forms.

OST 1141L Keyboarding for Microcomputer (AS)
1 credit (2 lab hours)

This course provides the "touch" method of alphabetic and numeric keyboarding on the computer as well as on the ten-key numeric keypad. This course may not be used for credit as part of the Office Administration degree or certificate programs.

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 1384 Customer Service (AS)
3 credits (3 lecture hours)

This course covers the many skills that make up effective customer service including listening techniques, verbal and nonverbal communication, use of technology, enhancing customer relation skills, building rapport with customers, dealing with customer service problems, and handling difficult customers.

OST 1783 Workplace Technologies (AS)
3 credits (3 lecture hours)

This is an exploratory course designed to introduce students to current and emerging technology used in the workplace. Upon completion, students should understand the importance of keeping abreast of technological changes that affect the business environment. Students should have basic computer skills prior to taking this course.

OST 1811 Desktop Publishing (AS)
3 credits (3 lecture hours)

This course provides hands-on training in desktop publishing using Microsoft Publisher software. Students will develop the skills necessary to create publications such as flyers, newsletters, brochures, business cards, and business forms.

OST 1828 Presentation Graphics for Business (AS)
3 credits (3 lecture hours)

This course provides hands-on training in the use of Microsoft PowerPoint, a popular presentation graphics program. Students will use various features of the program, basic and advanced, to develop computer generated slide presentations.

OST 1831 Microsoft Windows (AS)
1 credit (1 lecture hour)

This course gives the students instruction in the use of the Windows operating system. Topics include customizing the desktop, controlling applications, file management, and operation of various accessory programs.

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: CGS1100, OST1110C (or OST2714C)

This course will provide an understanding of the role of an administrative office professional. Topics include time management and organization, written communication, telecommunications, information processing, meeting and travel planning, mail and correspondence processing, office ethics, and career planning.

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 2501 Administrative Office Management (AS)
3 credits (3 lecture hours)
Prerequisite: CGS1100

This course is a study of current office management principles, concepts, organizational trends, technology, and human relations as they relate to the responsibilities of the administrative office manager.

OST 2621C Legal Transcription (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: OST1100C

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 2714C Word Processing (AS)
3 credits (2 lecture hours, 2 lab hours)

Students will develop skill in word processing techniques using 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 Intermediate Keyboarding and Document Processing (PSAV)
60 clock hours
Prerequisite: OTA0100 (with a grade of C or higher)

This course reinforces skills acquired in Introduction to Keyboarding/Word Processing and introduces more advanced applications. Primary emphasis is placed on document production and increasing speed and accuracy.

PCB 2350C Tropical Ecology (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: 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 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 1401C Introduction to Photography (AA)
3 credits (2 lecture hours, 2 lab hours)

This is an introduction to black and white photography. The camera's construction and operation is explained. Emphasis is on printing and darkroom procedures. Course can be repeated for credit.

PGY 2445C Experimental Photography (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY1401C or instructor permission required

This course is designed to help students develop their own sensitivity through experimentation. This course is for those students familiar with processing 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 complete 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 1 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY1401C 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 2 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: PGY1401C, PGY2801C 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 readings 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: MAC1105 (with a grade of C or higher)

This course provides an overview of physical principles for engineering, medical, and other technical personnel. Topics include mechanics, temperature and heat, electricity and magnetism, optics, and modern physics. (*)

PHY 2048 General Physics with Calculus 1 (AA)
4 credits (4 lecture hours)
Prerequisite: MAC2311 (with a grade of C or higher)
Corequisite: PHY2048L (with a grade of C or higher)

Designed for students in engineering, science, and mathematics who have completed Calculus with Analytic Geometry 1 (MAC2311). This course is a prerequisite for the sequel PHY2049. Topics include vector algebra, kinematics, dynamics, energy and momentum, fluids, and thermodynamics. (*)

PHY 2048 Honors General Physics with Calculus 1 (AA)
4 credits (4 lecture hours)
Prerequisite: Admission to the Honors College, MAC2311 (with a grade of C or higher)
Corequisite: PHY2048L (with a grade of C or higher)

Designed for students in engineering, science, and mathematics who have completed Calculus with Analytic Geometry 1 (MAC2311). This course is a prerequisite for the sequel PHY2049. Topics include vector algebra, kinematics, dynamics, energy and momentum, fluids, and thermodynamics. (*)

PHY 2048L General Physics 1 and General Physics with Calculus 1 Lab (AA)
1 credit (2 lab hours)
Corequisite: PHY2053 or PHY2048 (with a grade of C or higher)

This laboratory course provides the student the basic ideas of measurement, analysis of experimental data, and laboratory methods. Each experiment is designed to verify a principle or concept of physics. (*)

PHY 2049 General Physics with Calculus 2 (AA)
4 credits (4 lecture hours)
Prerequisite: PHY2048 (with a grade of C or higher)
Corequisites: PHY2049L, MAC2312 (with a grade of C or higher)

Second term of the general physics with calculus sequence. Topics include electrostatics, direct and alternating current circuits, magnetism, electromagnetic induction, electromagnetic waves, and geometric and wave optics. (*)

PHY 2049L General Physics 2 and General Physics with Calculus 2 Lab (AA)
1 credit (2 lab hours)
Prerequisite: PHY2048L (with a grade of C or higher)
Corequisite: PHY2049 or PHY2054 (with a grade of C or higher)

In this sequel to PHY2048L, students continue the operations of apparatus setup, data collection, and statistical analysis. Each experiment is designed to verify a principle or concept of physics. (*)

PHY 2053 General Physics 1 (AA)
4 credits (4 lecture hours)
Prerequisite: MAC1105 (with a grade of C or higher)
Corequisites: MAC1114, PHY2048L (with a grade of C or higher)

Designed for pre-medical, pre-dental, pre-pharmacy, technical and liberal arts students not majoring in engineering, physical science, or mathematics. This course is a prerequisite for the sequel PHY 2054. Topics include vector algebra, kinematics, dynamics, energy and momentum, fluids, and thermodynamics. (*)

PHY 2053 Honors General Physics 1 (AA)
4 credits (4 lecture hours)
Prerequisites: Admission to the Honors College, MAC1105 (with a grade of C or higher)
Corequisites: MAC1114, PHY2048L (with a grade of C or higher)

Designed for pre-medical, pre-dental, pre-pharmacy, technical and liberal arts students not majoring in engineering, physical science, or mathematics. This course is a prerequisite for the sequel PHY 2054. Topics include vector algebra, kinematics, dynamics, energy and momentum, fluids, and thermodynamics. (*)

PHY 2054 General Physics 2 (AA)
4 credits (4 lecture hours)
Prerequisites: PHY2053, PHY 2048L (with a grade of C or higher)
Corequisite: PHY2049L (with a grade of C or higher)

Second term of the general physics sequence. This course provides topics in electrostatics, direct and alternating current circuits, magnetism, electromagnetic induction, electromagnetic waves, optics, quantum physics, and 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 1 (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 1 (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 2 (AS)
3 credits (3 lecture hours)
Prerequisite: PLA1104
This is an advanced course in civil and criminal legal writing and research.

PLA 2209 Court System: Procedures and Pleadings 1 (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 2 (AS)
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA2209
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 bankruptcy, 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 2630 Real Estate Closing and Document Preparation (AS)
3 credits (3 lecture hours)
Prerequisite: PLA2611
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 and 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 U.S. Citizenship and Immigration Services (USCIS).

PLS 2220 Plant Propagation (AS)
3 credits (3 lecture hours)
This course provides modern techniques of sexual and asexual propagation are surveyed and demonstrated in lecture and lab. Methods include seed germination, grafting, cuttage, and micropropagation. Biochemical processes involved with propagation techniques will be 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
Corequisites: VPI0100, VPI0200, VPI0300
This course provides a hands-on experience in which students will use the oxy-acetylene process to braze weld, flame cut and weld medium carbon steel of various thicknesses. Safe practices in the handling and use of highly pressurized gases are emphasized. Applied physics, math, work place and communication skills are covered.

PMT 0109 Introduction to Welding 2 (PSAV)
120 clock hours
Corequisites: PMT0108 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides an introduction to arc welding. Students will perform numerous hands-on shop activities. Safe practices in the

preparation of the work area and handling of materials are emphasized.

PMT 0126 Shielded Metal Arc Welding (PSAV)
120 clock hours
Corequisites: PMT0109 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides an introduction to Shielded Metal Arc Welding. Students will identify metals, interpret welding symbols, demonstrate the use of filler metals and shielding gases and fabricate parts from a drawing or sketch. 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
Corequisites: PMT0126 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides an advanced track in SMAW which will allow students to perform lab/shop procedures to safely prepare the work area, identify and use filler metals and shielding gases and perform visual and destructive analysis in the qualification testing of welds on carbon steel. Pipe welding techniques will be introduced.

PMT 0143 Flux Cored Arc Welding (PSAV)
120 clock hours
Corequisites: PMT0147 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides practical application of setting up, operating, inspecting and making minor repairs to flux cored arc welding equipment and accessories. Students will make fillet and groove welds in all positions, on plain carbon steel and will practice skills relating to personal and environmental safety and in accordance with regulating authorities.

PMT 0147 Gas Metal Arc Welding (PSAV)
120 clock hours
Corequisites: PMT0127 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides practical application of setting up, operating, inspecting and making minor repairs to gas metal arc welding equipment and accessories. Students will make fillet and groove, welds in all positions, on plain carbon steel, aluminum and stainless steel. Related personal and environmental safety issues are emphasized.

PMT 0150 Gas Tungsten Arc Welding (PSAV)
120 clock hours
Corequisites: PMT0143 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides an introduction to setting up, operating, inspecting and making minor repairs to Gas Tungsten Arc Welding equipment and accessories. Students will safely prepare the work area, identify and use filler metals and shielding gases and make fillet welds in all positions on aluminum and carbon steel. Related personal and environmental safety skills will be covered.

PMT 0151 Gas Tungsten Arc Welding - Advanced (PSAV)
120 clock hours
Corequisites: PMT0150 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides advanced hands-on skills setting up Gas Tungsten Arc Welding (GTAW) equipment for welding carbon steel, aluminum, and stainless steel. Student will perform GTAW fillet and groove welds in varied positions. Student will also be introduced to the skills and techniques needed for cutting, and fabricating pipe.

PMT 0167 Pipe Welding (PSAV)
120 clock hours
Corequisites: PMT0151 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides skills needed to cut prepare, tack, and weld carbon steel pipe. The student will perform lab and shop procedures to safely prepare the work area, set up welding equipment, and strike an arc. Students will identify and use filler metals and shielding gases. Techniques for finding, identifying, and avoiding weld imperfections are emphasized.

PMT 0168 Pipe Welding Advanced (PSAV)
90 clock hours
Corequisites: PMT0167 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides knowledge on repair and fabrication of ferrous and non-ferrous metal products using working drawings and blueprints. Students will perform lab and shop procedures to safely prepare the area, set up welding equipment, strike an arc, and identify and use filler metals and shielding gases. High quality workmanship and avoidance of weld imperfections are emphasized.

PMT 0201 Shop Math, Blueprints and Measurements (PSAV)
120 clock hours
Corequisites: PMT0202, VPI0100, VPI0200, VPI0300
This course provides skills on job-related math, blueprint, communication, employability, and entrepreneurship. Students will interpret basic machining and blueprint information, and apply blue print specifications in production operations of basic set-ups for manual machining operations.

PMT 0202 Introduction To Machining (PSAV)
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides students an introduction to professional standards for maintaining a safe work area, planning machine operations, performing basic measuring operations, identifying and resolving basic machine maintenance issues. Students set up and operate power saws, pedestal grinders, and drill presses and apply bench-working skills.

PMT 0211 Manual Machining (PSAV)
120 clock hours
Corequisites: PMT0201, VPI0100, VPI0200, VPI0300
This course provides skills to develop competencies for manual machining operations in the machining technology industry. Students will sharpen machine tools, perform basic manual engine lathe, milling machine, and grinding machine set ups and operate machinery. Advanced job-related math problems will be addressed as they relate to machine set-up and operation.

PMT 0228 Advanced CNC Concepts (PSAV)
120 clock hours
Corequisites: PMT0259, VPI0100, VPI0200, VPI0300
Advanced set up, operation and programming of 5 Axis mill and C Axis Lathe CNC machines is covered. Student will coordinate activities of the CAD/CAM software packages and the machine controls to produce hardware to blueprint tolerances. Student will use touch-off and toolsetter probes to decrease setup time.

PMT 0229 Inspection Methods (PSAV)
120 clock hours
Corequisites: PMT0230, VPI0100, VPI0200, VPI0300
This course is designed to develop advanced level competencies in blueprint interpretation, inspection methods, statistical process control (SPC), and the operation and use of coordinate measuring machinery (CMM). Students 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
Corequisites: PMT0211, VPI0100, VPI0200, VPI0300
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. Students will plan multiple machining operations involving machine threading and boring with advanced set-ups. Basic inspection methods and techniques will be introduced in this course.

PMT 0251 Introduction to CNC Machining (PSAV)
120 clock hours
Corequisites: PMT0260, VPI0100, VPI0200, VPI0300
The basic set up, operation and programming of Computer Numerical Controlled (CNC) machines are covered. Student will coordinate activities of the CAD/CAM software packages and the machine controls to produce hardware to blueprint tolerances.

PMT 0258 CNC Milling Methods (PSAV)
120 clock hours
Corequisites: PMT0251, VPI0100, VPI0200, VPI0300
This course will develop advanced level competencies in the operation of Computer Numerical Controlled (CNC) milling machines and create CNC code from parts geometry. Students will demonstrate safe operating procedures and standard set-up and control of CNC milling equipment.

PMT 0259 CNC Lathe Methods (PSAV)
120 clock hours
Corequisites: PMT0258, VPI0100, VPI0200, VPI0300
This course will develop competencies in the operation of Computer Numerical Controlled (CNC) lathe and in the creation CNC code from parts geometry. Students will practice safe operating procedures as well as standard set-up and control of the CNC lathe.

PMT 0260 Introduction to CAD/CAM Programming (PSAV)
120 clock hours
Corequisites: PMT0510, VPI0100, VPI0200, VPI0300
This course provides an introduction computer aided operations for machining technology. The students will familiarize with the basic operation and programming of Computer Numerical Controlled (CNC) machines and Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM). Students will use CAD drawing and CAM programming techniques to design, program and machine a part using the CAD/CAM process.

PMT 0265 Machining Technologies (PSAV)
60 clock hours
Corequisites: PMT0228 (or PMT0290), VPI0100, VPI0200, VPI0300
This course provides skills to develop competencies in advanced lathe and milling machine operations, and advanced CAD/CAM operations. Students will complete a project which will include a CAD drawing, applicable CAD/CAM and CNC programming, and the use of multiple machines. Industry best practices as they pertain to machining operations, quality standards and safe operating practices will be covered.

PMT 0290 Machining Field Experience 1 (PSAV)
120 clock hours
Corequisites: PMT0259, VPI0100, VPI0200, VPI0300
Provides students with realistic on-the-job training experience. Supervision is provided by the respective cooperative teacher and employer. The on-the-job portion of the program will be scheduled as required hours for the program. Specific machining job skills must be identified. Selected job skills will be evaluated a minimum of once during each grading period.

PMT 0291 Machining Field Experience 2 (PSAV)
60 clock hours
Corequisites: PMT0228 (or PMT0290), VPI0100, VPI0200, VPI0300
Provides students with realistic on-the-job training experience. Supervision is provided by the respective cooperative teacher and employer. The on-the-job portion of the program will be scheduled as required hours for the program. Specific machining job skills must be identified. Selected job skills will be evaluated a minimum of once during each grading period.

PMT 0500 Manufacturing Methods (PSAV)
120 clock hours
Corequisites: PMT0229, VPI0100, VPI0200, VPI0300
This course provides an introduction to job planning activities as they relate to manufacturing and quality issues. Students will practice: 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
Corequisites: PMT0500, VPI0100, VPI0200, VPI0300
Advanced competencies in the process of job planning activities are covered. 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.

POS 1001 Introduction to Political Science (AA)
3 credits (3 lecture hours)
This course provides an introduction to the discipline and practice of political science, including politics, law, public administration, political theory and international relations, highlighting the U.S. Constitution, governmental institutions and political practices. Students compare the U.S. with other nations and their constitutions, governmental institutions, and political systems and complete application exercises to develop skills necessary to become effective global citizens (*)

POS 1041 Introduction to American Government (AA)
3 credits (3 lecture hours)
This course provides a detailed study of the origin and development of America's unique constitutional democracy and its political institutions, highlighting the federal level of government. It will include information about the U.S. Constitution, Bill of Rights, branches of government, public policy, political ideologies, interest groups, political parties, elections, mass media and other critical components of the political process (*)

POS 1041 Honors Introduction to American Government (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
This course provides a detailed study of the origin and development of America's unique constitutional democracy and its political institutions, highlighting the federal level of government. It will include information about the U.S. Constitution, Bill of Rights, branches of government, public policy, political ideologies, interest groups, political parties, elections, mass media and other critical components of the political process. (*)

POS 2112 American State and Local Government (AA)
3 credits (3 lecture hours)
Prerequisite: POS1001 or POS1041 (with a grade of C or higher) or permission of instructor
This course provides an introduction to the organization and behavior of major political actors, institutions, policies and localities in the 50 states, with particular emphasis on the state of Florida. It includes a study of the U.S. and state constitutions and the history and development of American federalism. Students will analyze various policies, including taxation, education, welfare, criminal justice, transportation and growth management (*)

PRN 0005 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 0211 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 0212 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 0213 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 0214 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 0371 Introduction to Medical/Surgical Nursing 1 (PSAV)
78 clock hours
This course instructs the student in the application of basic principles of medical and surgical nursing. This includes the nursing process, documentation, recognizing the signs/symptoms of illness and further instruction on infection control.

SEE ADDENDUM

PRN 0372 Introduction to Medical/Surgical Nursing 2 (PSAV)
104 clock hours
This course instructs the student in the application of basic principles of medical and surgical nursing. This includes care of the oncology and geriatric patient as well as the preoperative, intraoperative, and postoperative care of the surgical patient.

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)
This course explores various aspects of human behavior and mental processes 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 aspects of behavior and emotions, the learning process, and biological foundations of behavior. A demonstration of computer application is also required. (*)

PSY 2012 Honors General Psychology (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
This course explores various aspects of human behavior and mental processes 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 aspects of behavior and emotions, the learning process, and biological foundations of behavior. A demonstration of computer application is also required. (*)

REA 0007 Developmental Reading 1 (Prep)
3 institutional credits (3 lecture hours)
Prerequisite: CPT score of 0-60 (RC) or PERT score of 50-83
Corequisite: SLS1501
This course provides students with a comprehensive approach to college reading. It covers the reading process, reading aids, basic vocabulary skills, and literal comprehension skills. REA0007 prepares students for REA0017 and helps them apply their reading skills to other college courses. REA0007 includes a required lab component. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

REA 0017 Developmental Reading 2 (Prep)
3 institutional credits (3 lecture hours)
Prerequisite: CPT score of 61-82 (RC), or PERT score of 84-103, or successful completion of REA0007
Corequisite: SLS1501
This course provides an intensive review of the reading skills necessary for success in college. In addition to vocabulary and comprehension, it emphasizes critical and analytical reading. Students apply higher level reading strategies to college-level reading selections. REA0017 includes a required lab component. Students should expect to spend time outside of class week completing Lab assignments in the Student Learning Center.

REE 0042 Real Estate Broker (PSAV)
72 clock hours
Prerequisites: Must have a real estate license, completed a 45-Hour Post-Licensure Real Estate class and department permission
The purpose of this course is to provide the licensed Real Estate Sales Associate with the fundamental knowledge required by the Florida Real Estate Commission to successfully complete the State License Examination for the Real Estate Brokers. The content includes appraising, finance, investment and other related real estate topics.

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 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 1 (AS)
9 credits (9 lecture hours)
Corequisites: RET1272L, RET1874L (with a grade of C or higher)
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. The basic components will be incorporated into discussions regarding cardiopulmonary anatomy and physiology.

RET 1272L Fundamentals of Respiratory Care 1 Lab (AS)
3 credits (6 lab hours)
Corequisites: RET1272, RET1874L (with a grade of C or higher)
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.

RET 1273 Fundamentals of Respiratory Care 2 (AS)
6 credits (6 lecture hours)
Prerequisites: RET1272/1272L, RET1874L (with a grade of C or higher)
Corequisites: RET1273L, RET1875L (with a grade of C or higher)
Continues basic science, theories and technologies in respiratory care including blood gas analysis, airway management, pulmonary function, cardiopulmonary diseases and mechanical ventilation.

RET 1273L Fundamentals of Respiratory Care 2 Lab (AS)
2 credits (4 lab hours)
Prerequisites: RET1272/1272L, RET 1874L (with a grade of C or higher)
Corequisites: RET1273, RET1875L (with a grade of C or higher)
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.

RET 1874L Clinical Internship 1 (AS)
1 credit (8 lab hours)
Corequisites: RET1272, RET1272L (with a grade of C or higher)
This course provides an orientation to the clinical practice of respiratory care which is emphasized in this 8 hour per week, class/hospital based course. Organization of the patient chart, aseptic technique, sterilization techniques, patient assessment, pharmacology, application of skills (oxygen therapy, etc.) learned in RET1272L and time management are stressed in this clinical internship.

RET 1875L Clinical Internship 2 (AS)
3 credits (24 lab hours)
Prerequisites: RET1272/1272L, RET 1874L (with a grade of C or higher)
Corequisites: RET1273/1273L (with a grade of C or higher)
Direct patient contact is emphasized within this 24-hour/week, hospital-based course. Included but not limited to is medical gas therapy, pharmacologic aerosol delivery, patient assessment and reporting, lung expansion therapy, positive pressure breathing techniques and blood gas sampling and analysis.

RET 1876C Clinical Internship 3 (AS)
4 credits (3 lecture hours, 12 lab hours)
Prerequisites: RET1273/1273L, RET1875L (with a grade of C or higher)
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 patient assessment, mechanical ventilation techniques, cardiopulmonary resuscitation, and patient care planning with the health care team. Physician contact is required.

RET 2280C Fundamentals of Respiratory Care Therapy 3 (AS)
7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET1273/1273L, RET1876C (with a grade of C or higher)
Corequisite: RET2877L (with a grade of C or higher)
This course provides respiratory care clinical lectures on advanced cardiopulmonary monitoring/diagnostic techniques to include hemodynamic monitoring, fluid and electrolyte balance, advanced EKG and cardiovascular pharmacology. Advanced cardiac life support (ACLS) certification.

RET 2534C Fundamentals of Respiratory Care Therapy 4 (AS)
7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET2280C, RET2877L (with a grade of C or higher)
Corequisite: RET2878L (with a grade of C or higher)
This course provides combined lecture and laboratory instruction specific to neonatal respiratory care, pediatric respiratory care, advanced pulmonary function, sleep medicine, home care and pulmonary rehabilitation. Certification NRP and PALS. Students will sit for self assessment examinations (SAE's) to assess preparedness for National Board examinations.

RET 2877L Clinical Internship 4 (AS)
2 credits (16 lab hours)
Prerequisite: RET1876C (with a grade of C or higher)
Corequisite: RET2280C (with a grade of C or higher)
Hospital-based internship provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing, and research methods focusing on decision-making in patient-case management.

RET 2878L Clinical Internship 5 (AS)
2 credits (16 lab hours)
Prerequisite: RET2877L (with a grade of C or higher)
Corequisite: RET2534C (with a grade of C or higher)
This course solidifies the adult critical care experience. Students will also be exposed to Neonatal Intensive Care, Pediatric Intensive Care, and specialty relations of their choosing. Elective rotations will be determined by the instructor and student and is subject to approval of the Director of Clinical Education.

RMI 0091 Property and Casualty/General Lines (PSAV)
200 clock hours
Prepares students to take the State of Florida 2-20 licensing exam for General Lines Agent. Topics included are automobile, fire and allied lines, general liability, homeowner's insurance, crime and surety, workers' compensation, inland and ocean marine, aviation, and boiler machinery.

RMI 0092 Life, Health and Variable Annuities (PSAV)
40 clock hours
Prepares students to take the State of Florida 2-15 licensing exam for Life, Health and Variable Annuity Agent. Topics included are insurance terminology and concepts, federal and state regulations, and legal contracts.

RMI 0093 Insurance Customer Service Representative (PSAV)
40 clock hours
This "designation" course is approved by Florida Department of Insurance for the 4.40 Insurance license. Students must pass the class with a score of 70% or higher to meet the state requirements. Topics covered are property and casualty, health insurance, agency operations, and good customer service.

RMI 0635 Insurance Claims Adjuster (PSAV)
40 clock hours
This "designation" course is approved by Florida Department of Insurance for the 6.20 Adjuster's license. Students must pass the class with a score of 70% or higher to meet the state requirements. Topics covered are property and casualty, general lines, health insurance, agency operations, policies and coverages. Emphasis is on adjusting insurance claims. This course is a pre-licensing requirement for the Public Adjuster Apprentice Insurance License.

RTE 1000 Introduction to Radiography (AS)
3 credits (3 lecture hours)
Prerequisite: Program Admission
This course provides an introduction to the program, profession, didactic and clinical environments. Students will demonstrate knowledge of radiation protection, x-ray production, interactions, principles of radiographic imaging, equipment and radiographic technique.

RTE 1401 Radiographic Imaging 1 (AS)
2 credits (2 lecture hours)
Prerequisite: RTE1000
Corequisite: RTE1401L

An analysis of technical systems and radiographic technique. The student will describe 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 1 Lab (AS)
1 credit (2 lab hours)
Prerequisite: RTE1000
Corequisite: RTE1401

Laboratory exercises to accompany RTE1401, the student will demonstrate the clinical applications of technique systems, radiographic technique, the Inverse Square Law, x-ray production, x-ray emission, x-ray interactions, and quality control.

RTE 1457 Radiographic Imaging 2 (AS)
2 credits (2 lecture hours)
Prerequisite: RTE1401
Corequisite: RTE1457L

This course provides an analysis of image formation, film, imaging screens, cassettes, beam restrictors, grids, image processing, processors, darkroom chemistry, digital imaging, image quality, quality control, and the theory and practice of safe exposure values.

RTE 1457L Radiographic Imaging 2 Lab (AS)
1 credit (2 lab hours)
Prerequisite: RTE1401L
Corequisite: RTE1457

Laboratory exercises to accompany RTE1457, the student will demonstrate the clinical applications of film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, digital imaging, image quality and quality control.

RTE 1503 Radiographic Procedures 1 (AS)
3 credits (3 lecture hours)
Prerequisite: Program Admission
Corequisites: RTE1503L, RTE1804

This course provides instruction in radiographic examinations of the chest, abdomen, upper extremities, and shoulder girdle. The student will demonstrate understanding of anatomy, physiology, radiographic procedures, technical factors and related pathology for each unit of study. An introduction to medical terminology, radiographic terminology, and the fundamentals of patient care is made.

RTE 1503L Radiographic Procedures 1 Lab (AS)
1 credit (2 lab hours)
Prerequisite: Program Admission
Corequisite: RTE1503

Laboratory to accompany RTE1503 the Radiography student will simulate radiographic examinations of the chest, abdomen, upper extremities, and shoulders. Emphasis is placed on the fundamentals of patient care.

RTE 1513 Radiographic Procedures 2 (AS)
2 credits (2 lecture hours)
Prerequisite: RTE1503
Corequisites: RTE1513L, RTE1814

This course provides the radiography student with instruction in radiographic examinations of the lower extremities and gastrointestinal system. The learner will demonstrate understanding of radiographic anatomy, surface landmarks, positioning technique, pathology and image evaluation shall be made. This course includes discussion of patient care and medical terminology related to course topics, as well as the composition, use and effects of contrast media on the human body.

RTE 1513L Radiographic Procedures 2 Lab (AS)
1 credit (2 lab hours)
Prerequisite: RTE1503L
Corequisite: RTE1513

Laboratory to accompany RTE1513 provides the radiography student with an opportunity to simulation of radiographic examinations of the lower extremities and gastrointestinal systems. Special emphasis of radiographic anatomy, surface landmarks, positioning, technique, pathology and image evaluation will be made.

RTE 1523 Radiographic Procedures 3 (AS)
3 credits (3 lecture hours)
Prerequisite: RTE1513
Corequisites: RTE1523L, RTE1824

This course is a continuation of study in radiologic anatomy, positioning, pathology and image evaluation with emphasis on radiography of the biliary and genitourinary systems, tomography, the vertebral column, and bony thorax. The learner will demonstrate knowledge 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 3 Lab (AS)
1 credit (2 lab hours)
Prerequisite: RTE1513L
Corequisite: RTE1523

Laboratory to accompany RTE1523 in which the student will simulate radiographic examinations of the genitourinary systems, vertebral column, and bony thorax. Special emphasis of anatomy, landmarks, positioning, technique and image evaluation will be made.

RTE 1804 Radiographic Clinical Education 1 (AS)
3 credits (24 clinical hours)
Corequisite: RTE1503

This course is designed to provide the student with the practical application, in a supervised clinical setting, of the theory covered in RTE1503and RTE1000. Rotations through selected areas of the Radiography Department allow the student to gain first-hand experiences in image management and transportation of patients. The student will observe, assist and perform basic radiographic procedures (chest, abdomen and extremities) under direct supervision.

RTE 1814 Radiographic Clinical Education 2 (AS)
2 credits (18 clinical hours)
Prerequisite: RTE1804
Corequisite: RTE1513

A continuation of RTE1804 with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed on upper and lower extremities, gastrointestinal tract procedures and film critique.

RTE 1824 Radiographic Clinical Education 3 (AS)
3 credits (24 clinical hours)
Prerequisite: RTE1814
Corequisite: RTE1523

A continuation of RTE1814 with students performing radiographic examination under direct supervision in Clinical Education

Centers. Emphasis is placed on the spine, biliary, genitourinary system, thorax, and image evaluation. Students will begin to perform procedures with indirect supervision.

RTE 2130 Pharmacology for Medical Imaging (AS)
3 credits (3 lecture hours)
Prerequisite: RTE2563 or Registered Technologist
Corequisite: RTE2854

The learner will demonstrate knowledge 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: RTE2613

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)
Corequisite: RTE2385

Prospective graduates will prepare for entry into the field of medical imaging 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 4 (AS)
3 credits (3 lecture hours)
Prerequisite: RTE1523
Corequisites: RTE2533L, RTE2834

Student radiographers will continue study in radiologic anatomy, positioning, patient care, pathology and image evaluation with emphasis on the skull and special procedures. Topics include sinuses, mastoids, facial bones, orbits, mammography, operative procedures, myelography and other special procedures. This course includes discussion of age appropriate patient care, contrast media and medical terminology related to course topics.

RTE 2533L Radiographic Procedures 4 Lab (AS)
1 credit (2 lab hours)
Corequisite: RTE2533

Laboratory to accompany RTE2533 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: RTE2533
Corequisite: RTE2844

This course prepares the radiographer to conduct diagnostic vascular procedures and patient care inangiography, peripheral venography, vascular, and non-vascular interventions. An introduction to cross-sectional anatomy, CT, MRI, sonography, nuclear medicine and radiation therapy is provided.

RTE 2571 Computed Tomography 1 (ATC)
3 credits (3 lecture hours)
Pre or Corequisite: RTE2762 (with a grade of C or higher)

This course provides the registered radiographer advanced imaging techniques of computed tomography. This introduction to the CT scanning technology will include 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)

The course provides the registered radiographer 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: RTE2762 (with a grade of C or higher)

Registered radiographers will develop an understanding of 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 2576 Magnetic Resonance Imaging 2 (ATC)
3 credits (3 lecture hours)
Prerequisite: RTE2575 (with a grade of C or higher)

The registered radiographer continues exploration of Magnetic Resonance Imaging and to 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 2 (ATC)
3 credits (24 lab hours)
Prerequisite: RTE2575 (with a grade of C or higher)

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 RTE2575 and RTE2576 will be applied. Students will observe, assist, and perform Magnetic Resonance Imaging under the supervision and guidance of a qualified MRI Technologist.

RTE 2577L Magnetic Resonance Imaging Clinical Education 1 (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 2613 Radiologic Physics (AS)
3 credits (3 lecture hours)
Prerequisite: RTE1457

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)

Registered radiographers will identify cross-sectional anatomy as it appears in CT and MRI scanning. Normal anatomic structures of the head, neck, thorax, abdomen, pelvis, spine and extremities will be presented in multi-planar sections.

RTE 2834 Radiographic Clinical Education 4 (AS)
3 credits (24 clinical hours)
Prerequisite: RTE1824
Corequisite: RTE2533

A continuation of RTE1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on the radiography of the skull and special procedures. Includes image evaluation.

RTE 2844 Radiographic Clinical Education 5 (AS)
2 credits (18 clinical hours)
Prerequisite: RTE2834
Corequisite: RTE2563

A continuation of RTE2834 with students perfecting positioning skills and learning to work independently. Clinical rotation through Special procedures, mammography, radiation oncology, CT, MRI, nuclear medicine and ultrasound, at the end of which, each student will be able to discuss the theoretical and clinical application of each modality. Includes image evaluation.

RTE 2854 Radiographic Clinical Education 6 (AS)
3 credits (24 clinical hours)
Prerequisite: RTE2844
Corequisite: RTE2130

A continuation of RTE2844 with students practicing positioning skills with indirect supervision. Emphasis is placed on completing clinical competencies. Rotations through advanced imaging modalities are included. Includes image evaluation.

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 classroom setting and/or independent study. The goal is to identify occupations that are congruent with one's personal needs. exploration.

SLS 1301 Career Development (AA)
3 credits (3 lecture hours)

This course provides guidance to students through the career development process. Students will assess their interests, values, skills, personality traits, and academic strengths and connect these to occupations and college majors. Occupations congruent with student needs will be identified and resources for career information research will be explored. Communication and networking skills, job-search strategies, resume writing and interviewing will be covered.

SLS 1302 Career Information and Decision-Making (AA)
1 credit (1 lecture hour)

This course provides research selected occupations and college majors and develops a career and educational plan in a small group and independent study format. Use Career Center and community resources for research purposes and learn effective decision-making techniques. This course is for the student who has completed SLS1300 or has three or four occupations in mind to research in detail.

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) SEE ADDENDUM
3 credits (3 lecture hours)

This course surveys various academic skills, life skills, and college and community resources used by successful students. Topics include values, goals, learning, communicating, studying, managing time and money, note-taking, test-taking, diversity, health, and career exploration.

SLS 2261 Leadership Development (AA)
3 credits (3 lecture hours)
Prerequisites: ENC1101 (or ENC1121), SPC1017 (with a grade of C or higher) - (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 1 (AS)
3 credits (3 lecture hours)
Prerequisites: SON1100L, SON1311 (with a grade of C or higher)
Corequisites: SON1112, SON1121, SON1618 (with a grade of C or higher)

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 2 (AS)
3 credits (3 lecture hours)
Prerequisite: SON1000 (with a grade of C or higher)
Corequisite: SON1824L (with a grade of C or higher)

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 1100L Principles and Protocols of Sonography Lab (AS)
3 credits (6 lab hours)
Corequisites: SON1111, SON1311, SON1614 (with a grade of C or higher)

An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen, small parts, pelvis and beginning OB.

SON 1111 Abdominal Sonography 1 (AS)
3 credits (3 lecture hours)
Corequisites: SON1100L, SON1311, SON1614 (with a grade of C or higher)

An introduction to the transverse and longitudinal anatomy of the abdominal and superficial structures and its recognition on sonographic visualization systems.

SON 1112 Abdominal Sonography 2 (AS)
3 credits (3 lecture hours)
Prerequisites: SON1111 (with a grade of C or higher)
Corequisites: SON1000, SON1121, SON1618 (with a grade of C or higher)

An in-depth presentation of abdominal and small parts area stressing physiology, and pathology of. Pertinent laboratory tests as well as signs and symptoms related to disease processes of each organ will be discussed and the studies to make a diagnostically acceptable study.

SON 1121 Sonographic OB/GYN 1 (AS)
3 credits (3 lecture hours)
Prerequisites: SON1100L, SON1311 (with a grade of C or higher)
Corequisites: SON1000, SON1112, SON1618 (with a grade of C or higher)

An introduction to the transverse and longitudinal 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 2 (AS)
3 credits (3 lecture hours)
Prerequisite: SON1121 (with a grade of C or higher
Corequisite: SON1170 (with a grade of C or higher)

This course provides discussion on laboratory tests, signs and symptoms of gynecologic disease along with pathologies related to genetics and teratogenesis in OB. Scan recognition of normal and abnormal cases.

SON 1170 Sonography of the Circulatory System (AS)
3 credits (3 lecture hours)
Prerequisites: SON1112, SON1618 (with a grade of C or higher)
Corequisites: SON1122, SON1814L (with a grade of C or higher)

An introduction to the hemodynamics of the circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures.

SON 1311 Sonography Cross Sectional Anatomy (AS)
2 credits (2 lecture hours)
Corequisite: SON1100L (with a grade of C or higher)

Introduces the student to the sonographic representation of the abdominal structures and female pelvic anatomy in regards to the cross sectional anatomy.

SON 1614 Medical Sonographic Physics 1 (AS)
3 credits (3 lecture hours)
Corequisites: SON1100L, SON1111, SON1311 (with a grade of C or higher)

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 2 (AS)
3 credits (3 lecture hours)
Prerequisite: SON1614 (with a grade of C or higher)
Corequisites: SON1000, SON1112, SON1121 (with a grade of C or higher)

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 1 (AS)
3 credits (24 clinical hours)
Prerequisites: SON1100L, SON1311 (with a grade of C or higher)
Corequisites: SON1112, SON1121, SON1618 (with a grade of C or higher)

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 supervision.

SON 1814L Clinical Education 2 (AS)
3 credits (24 clinical hours)
Prerequisite: SON1804L (with a grade of C or higher)
Corequisites: SON1122, SON1170 (with a grade of C or higher)

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 3 (AS)
4 credits (32 clinical hours)
Prerequisite: SON1814L (with a grade of C or higher)
Corequisite: SON1001 (with a grade of C or higher)

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.

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.

SPC 1017 Fundamentals of Speech Communication (AA)
3 credits (3 lecture hours)

This course will introduce the student to the basic principles of effective speech communication. Topics will include intrapersonal 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 an ability to analyze and think critically about communication in today's dynamic and diverse global marketplace. (*)

SPC 1017 Honors Fundamentals of Speech Communication (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
This course will introduce the student to the basic principles of effective speech communication. Topics will include intrapersonal 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 an ability to analyze and think critically about communication in today's dynamic and diverse global marketplace. (*)

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: SPC1017 (with a grade of C or higher) 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 2608 Public Speaking (AA)
3 credits (3 lecture hours)
Prerequisite: SPC1017 (with a grade of C or higher) 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 1 (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. (*)

SPN 1120 Honors Elementary Spanish 1 (AA)
4 credits (4 lecture hours)
Prerequisite: Admission to the Honors College
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. (*)

SPN 1121 Elementary Spanish 2 (AA)
4 credits (4 lecture hours)
Prerequisite: SPN1120 (with a grade of C or higher) or equivalent
A continuation of SPN1120 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 1121 Honors Elementary Spanish 2 (AA)
4 credits (4 lecture hours)
Prerequisites: Admission to the Honors College, SPN1120 (with a grade of C or higher) or equivalent
A continuation of SPN1120 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 2200 Intermediate Spanish 1 (AA)
3 credits (3 lecture hours)
Prerequisite: SPN1121 (with a grade of C or higher) 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. Honors credit available. (*)

SPN 2201 Intermediate Spanish 2 (AA)
3 credits (3 lecture hours)
Prerequisite: SPN1121 (with a grade of C or higher) or permission of department chair
This class is a continuation of SPN2200. 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. Honors credit available. (*)

SPN 2240 Intermediate Conversational Spanish 1 (AA)
3 credits (3 lecture hours)
Prerequisite: SPN1121 (with a grade of C or higher) 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. Honors credit available.

SPN 2241 Intermediate Conversational Spanish 2 (AA)
3 credits (3 lecture hours)
Prerequisite: SPN1121 (with a grade of C or higher) 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 SPN2240. Cooperative learning and pair work is utilized. Honors credit available.

STA 1021 Probability and Statistics (AA)
1 credit (1 lecture hour)
Prerequisites: MAT1033 (with a grade of C or higher) or appropriate placement scores or course completion
STA1021 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)
Prerequisites: MAT1033 (with a grade of C or higher) or appropriate placement scores or course completion
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)
Prerequisites: Admission to the Honors College, MAT1033 (with a grade of C or higher) or appropriate placement scores or course completion
Topics include probability, random variables, hypothesis testing, confidence intervals, correlation, linear regression, small sample methods, and non-parametric statistics. (*)

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
This course focuses on pharmacology specific to the operating room environment. This includes medications, classifications, drug handling and methods and techniques of anesthetic agents and equipment to deliver anesthesia.

STS 0120 Surgical Specialties 1 (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 or the following services: diagnostic procedures, general surgery, plastic and reconstructive, obstetrics and 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 1 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 2 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
This 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 0949C 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 Surveying for Site Layout (AS)
3 credits (2 lecture hours, 2 lab hours)
Introduction to land surveying basics, including equipment and its care. Develop student ability to lay-out proposed new buildings on a construction site to assure building location, size and elevations are as shown on construction drawings.

SWS 1102 Soils and Fertilizers (AS)
3 credits (3 lecture hours)
This course provides a study of soil characteristics, classifications, testing, and plant nutrition. Management of soils and amendments for specific horticultural purposes by understanding soil reaction and types and uses of fertilizers.

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. (*)

SYG 1251 Cross-Cultural Communication (AA)
3 credits (3 lecture hours)
This course offers students an overview of topics related to cultural communication and understanding by introducing students to different cultures and language groups found in Florida. Students develop an awareness and understanding of the complexities surrounding language, culture, and learning in order to meet the needs of linguistically and culturally diverse learners.

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. (*)

SYG 2000 Honors Introduction to Sociology (AA)
3 credits (3 lecture hours)
Prerequisite: Admission to the Honors College
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. (*)

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. Demonstration of computer application is 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 students a standard core of basic theory and practical concepts essential for integrating what they have learned into their own personal and interpersonal relationships.

TAX 2000 Federal Income Tax 1 (AS)
3 credits (3 lecture hours)
Prerequisite: ACG2022 or instructor permission required
Introduction to federal, state and local business taxes for students desiring an associate in science degree in Accounting Technology.

TAX 2010 Federal Income Tax 2 (AS)
3 credits (3 lecture hours)
Prerequisite: TAX2000 or equivalent
This is a continuation of TAX2000, 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.

THE 1000 Theatre Appreciation (AA)
3 credits (3 lecture hours)
An introduction to: the art, business and history of theatre. The course is designed to increase the students understanding and appreciation of the work of the various artists engaged in creating theatre through a participatory approach. (*)

THE 2051 Theater for a Children's Audience (AA)
3 credits (3 lecture hours)
This course provides knowledge to analyze the theory of children's theatre, to survey its development within the American community, and to peruse materials available for use with and for children.

THE 2300 Dramatic Literature (AA)
3 credits (3 lecture hours)
Prerequisite: THE1000 (with a grade of C or higher)
This course explores dramatic literature, and develops the student's knowledge and appreciation of the elements of western dramatic 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 focusing on a specific theater topic. The topics may vary and are designed to enhance specific professional skills. Topics are selected based on what is

new or currently relevant in the field. This course is repeatable for grade.

TPA 1200 Stagecraft 1 (AA)
3 credits (3 lecture hours)
This course presents lectures and classroom demonstrations in the construction, painting, and handling of scenery, makeup and the making of properties. Crew hours are required.

TPA 1211 Advanced Stagecraft (AA)
3 credits (3 lecture hours)
Prerequisite: TPA1200
This course provides knowledge with special emphasis on set design and of designing and executing model sets along with the principles of stage lighting in classroom demonstrations and experiences.

TPA 2290 R Technical Theater Lab 1 (AA)
1 credit (2 lab hours)
This course is designed to provide hands-on experience in the backstage operation of a theatre. The concentration of the course will vary depending on the skills of the student and the needs of the theatre. This course is repeatable for grade.

TPP 1120 R Improvisation for Actors (AA)
1 credit (2 lab hours)
Course is designed to teach the fundamentals of improvisations; the students then take those skills and apply them to "spot improv" performances in non-traditional venues for non-traditional audiences. The improv techniques are also used to create scenes in which they make statements about social problems and solutions.

TPP 1600 Playwriting (AA)
3 credits (3 lecture hours)
This course is an introduction to the study, analysis and actual writing of plays for the theatre. Special emphasis is on the student developing skills in the technique of writing short scenes that stress creating characters, handling dialog and plot structure.

TPP 2100 Acting 1 (AA)
3 credits (3 lecture hours)
Prerequisite: THE1000 (with a grade of C or higher) 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 2 (AA)
3 credits (3 lecture hours)
Prerequisite: TPP2100 or permission of department chair
This course is a continuation of TPP 2100 with special emphasis on the various processes of developing characterization. The student also studies the script in depth to discover the relationships that affect the character. Students will study different methods of acting, and present monologues and scenes for stage performance.

TPP 2190 R Rehearsal and Performance 1 (AA)
1 credit (2 lab hours)
This course is designed to provide a “hands-on” experience in rehearsal and performance techniques used in professional production. Emphasis is on warm-up, reading, blocking, audience-actor relationships, incorporation of director's guidance, and the nuances of creating a character. This course is repeatable for grade.

TPP 2300 Directing (AA)
3 credits (3 lecture hours)
Prerequisites: THE1000, TPP2100, TPA1200
An investigation of the problems of choosing and analyzing scripts, casting, rehearsals, costuming, make-up, organization, and the management of the Educational Theatre.

TPP 2514 Movement for the Theater (AA)
3 credits (3 lecture hours)
This course provides an introduction to the study, analysis, and application of various styles of movement required in theatrical productions. Special emphasis is on preparing the student to use physical characteristics appropriate for a play placed in a particular local and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime will be included in the course.

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, as well as the 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.

VEC 1201 Vegetable Growing and Edible Landscaping (AS)
3 credits (3 lecture hours)
This course explores cultivation of vegetables as well as the use of edible plants in ornamental landscaping.

SEE ADDENDUM

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 Mideastern 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.

President

Dennis P. Gallon
Ph.D., University of Florida

District Board of Trustees

David H. Talley Chairperson
Carolyn L. Williams, Vice Chairperson
William Berger
John W. Dowd III
Wendy S. Link
Laura E. Stevens, Student

President's Staff

Peter Barbatis
Ed.D., Florida International University
Vice President, Student Services and Enrollment Management

Richard A. Becker
B.A., Mount Union College
Vice President, Administration and Business Services

Holly L. Bennett
Ph.D., Pennsylvania State University
Provost, Palm Beach State at Belle Glade

Suellen Mann
M.B.A., University of Miami
Executive Director, Palm Beach State College Foundation

Erin S. McColskey
M.S., Florida State University
Executive Assistant to the President for College Advancement and Communications

Bernadette M. Russell
Ph.D., Syracuse University
Provost, Palm Beach State at Boca Raton

Sharon A. Sass
Ph.D., University of Nebraska
Vice President, Academic Affairs

Maria M. Vallejo
Ph.D., New York University
Provost, Palm Beach State at Lake Worth

Jean A. Wihbey
Ph.D., University of Connecticut
Provost, Palm Beach State at Palm Beach Gardens

Vacant
General Counsel

Deans and Registrar

Nicole P. Banks
M.Ed., Wright State University
Dean, Student Services,
Palm Beach State at Boca Raton

Irving Berkowitz
Ph.D., Tulane University
Dean, Academic Affairs,
Palm Beach State at Lake Worth

Michael L. Foster
Ph.D., University of South Carolina
Dean, Academic Affairs,
Palm Beach State at Boca Raton

Anita Kaplan
Ed.D., University of Massachusetts
Dean, Bachelor Degree Programs
Palm Beach State at Lake Worth

Scott MacLachlan
M.Ed., Georgia Southern University
Dean, Student Services
Palm Beach State at Palm Beach Gardens

Penny J. McIsaac
M.Ed., Florida Atlantic University
Dean, Student Services,
Palm Beach State at Lake Worth

Barry L. Moore
Ed.D., University of North Florida
Dean, Educational Services,
Palm Beach State at Belle Glade

Edward Mueller
B.A., Florida Atlantic University
College Registrar

Ginger L. Pedersen
Ed.D., Florida Atlantic University
Dean, Curriculum & Educational Technology

Patricia V. Richie
M.S., Johns Hopkins University
Dean, Business, Trade & Industry

Jacqueline Rogers
M.S., Palm Beach Atlantic University
Dean, Health Sciences and Public Safety

Edward W. Willey
M.S., Nova Southeastern University
Dean, Academic Affairs,
Palm Beach State at Palm Beach Gardens

,

College Administration

Susan Bierster
M.H.S.A., Florida International University
Associate Dean, Academic Affairs
Palm Beach State at Lake Worth

James L. Bruton
M.A.S.S., Florida A&M University
Associate Dean, Academic Affairs
Palm Beach State at Boca Raton

Susan M. Caldwell
M.A., Florida Atlantic University
Associate Dean, Academic Affairs
Palm Beach State at Lake Worth

Jennifer D. Campbell
Ph.D., University of Georgia
Director, Institutional Research and Effectiveness

Barbara M. Cipriano
M.S., Barry University
Associate Dean, Public Safety
Palm Beach State at Lake Worth

Tunjarnika L. Coleman-Ferrell
Ed.D., Florida Atlantic University
Associate Dean, Academic Affairs
Palm Beach State at Boca Raton

James E. Duffie
M.A.C., University of West Florida
Controller/Director, Procurement Services

Robert Gingras
Ph.D., Florida State University
Associate Dean, Academic Affairs
Palm Beach State at Palm Beach Gardens

Ellen Grace
Ed.D., Virginia Polytechnic Institute and State University
Executive Director, Human Resources, Safety & Risk

Vernon Grant
M.F.A., Pratt Institute
Associate Dean, Academic Affairs
Palm Beach State at Lake Worth

David B. Holstein
Ed.D., Olivet Nazarene University
Director, Athletics

Brian C. Kelley
M.L.S., Florida State University
Director, Library Learning Resource Center
Palm Beach State at Lake Worth

Eric D. Kennedy
M.S., Troy State University
Associate Dean, Trade & Industry
Palm Beach State at Lake Worth

David L. Knopp
M.B.A., Illinois State University
Associate Dean, Academic Affairs
Palm Beach State at Lake Worth

Anthony J. Parziale
M.B.A., University of Massachusetts
Chief Information Officer

David Pena
Ph.D., Florida State University
Director, Library Learning Resource Center
Palm Beach State at Palm Beach Gardens

Carlos F. Ramos
M.S., Florida Atlantic University
Associate Dean, Academic Affairs
Palm Beach State at Lake Worth

Grace H. Truman
Ed.D., West Virginia University
Director, College Relations and Marketing

Robert J. Van Der Velde
J.D., Cleveland State University
Associate Dean, Academic Affairs
Palm Beach State at Palm Beach Gardens

John T. Wasukanis
B.A., Lawrence Technological University
Director, Facilities

Nancy C. Zinser
M.S., Boston University
Associate Dean, Health Sciences
Palm Beach State at Lake Worth

Vacant
Associate Dean, Academic Affairs
Palm Beach State at Lake Worth

Vacant
Director, Financial Aid

Academic Faculty and Instructors

Abbondanza, David L.
M.A., Florida Atlantic University
Associate Professor, English

Aguila, Susan D.
M.A., Florida Atlantic University
Associate Professor, English

Aikhionbare, Victor E.
Ph.D., Texas Tech University
Professor III, Political Science

Alexander, Carol A.
M.S.N., Boston University
Professor II, Nursing

Allen, Carolyn
M.S., Florida Atlantic University
Associate Professor, Biology

Allen, Robbie W.
M.A., University of South Florida
Associate Professor, Library Learning Resource Center

Alonso-Sheldon, Rita M.
B.A., Florida Atlantic University
Assistant Professor, Reading

Alvarez, Patricia S.
M.A., University of South Florida
Associate Professor, Library Learning Resource Center

Ames, Robert S.
M.S., Syracuse University
Associate Professor, Mathematics

Ammons, Archie W.
Ph.D., Texas A&M University-Corpus Christi
Professor I, Biology

Anderson, Roxanna M.
Ph.D., New York University
Professor II, Psychology

Andric, Oleg
M.S., Florida Atlantic University
Associate Professor, Electrical Power Technology

Arango-Jaramillo, Silvio
Ph.D., University of Maryland
Professor III, Biology

Arbona, Maria F.
Psy.D., Caribbean Center for Advanced Studies
Professor III, Psychology

Aurelien, Louise
Ed.D., University of Florida
Professor II, Nursing

Aviles, Hernan O.
Ph.D., Indiana State University
Professor III, Biology

Bailey, Mary T.
M.S., Florida International University
Professor I, English for Academic Purposes

Baird, Diane S.
M.A., Florida Atlantic University
Associate Professor, English

Barbee, Kathleen S.
Certificate of Cosmetology, Lowell Academy
Instructor, Nail/Facial Specialty

Barney, Zalmond C.
M.S., Florida Atlantic University
Associate Professor, Mathematics

Basant, Garfield A.
M.S., Nova Southeastern University
Associate Professor, Mathematics

Beck, Bruce M.
M.A., Florida Atlantic University
Associate Professor, English

Beckles, Lloyd
M.A., University of Missouri
Associate Professor, Economics

Bennett, Freddie L.
Ed.D., University of Utah
Professor III, Strategies for College Success

Berg, Jacquelynn R.
M.A.T., Stetson University
Professor II, English

Bergel, Mary U.
A.A.S., Palm Beach State College
Instructor, Patient Care Assistant

Berry, Esther E.
Ed.D., Howard University
Professor III, Psychology

Best, Latsy I.
M.S., Nova Southeastern University
Associate Professor, Biology

Betancourt, Patricia D.
M.A., Portland State University
Associate Professor, Foreign Language

Bickings, Douglas
A.A.S., Indian River State College
Instructor, Automotive Service Technology

Biderman, Mary A.
M.A., Columbia University
Professor I, Nursing

Biferie, Michelle J.
M.A., Florida Atlantic University
Associate Professor, Speech Communications

Blair, Edward
Ph.D., University of Florida
Professor I, Psychology

Boone, Jeanne S.
M.Ed., Florida Atlantic University
Associate Professor, Health Education

Boulware, Roy C.
M.S., Florida Atlantic University
Associate Professor, Mathematics

Bradshaw, Colleen M.
M.S., Nova Southeastern University
Associate Professor, Dental Hygiene

Braga, Patty A.
M.S., Nova Southeastern University
Associate Professor, Sonography

Brahlek, Steve J.
M.A., Northern Michigan University
Associate Professor, English

Brecker, Edward M.
D.C., Life University
Associate Professor, Biology

Brown, Karen M.
J.D., Suffolk University Law School
Professor III, Paralegal

Brown, Ralston S.
B.S., Southern Connecticut State University
Assistant Professor, Mathematics

Burkett, Gail G.
M.A., Trinity College
Associate Professor, Mathematics

Bush, Christine W.
Ed.S., Nova Southeastern University
Professor I, Mathematics

Butler, Reginald B.
M.S., Nova Southeastern University
Associate Professor, Mathematics

Cameron, Joanne F.
M.S., Florida State University
Associate Professor, Library Learning Resource Center

Capers, Caroll T.
Ph.D., University of Phoenix
Professor I, Management (BAS)

Capute, Ronald A.
M.B.A., New York Institute of Technology
Associate Professor, Business

Chan, Kenny
M.S., Florida Atlantic University
Associate Professor, Mathematics

Chance, Richard A.
M.A., Florida International University
Associate Professor, Information Management (BAS)

Chandramohan, Sankaranarayana
Ph.D., University of Florida
Professor II, Biology

Chernekoff, Carleton L.
B.A., University of Pittsburgh
Assistant Professor, English

Childers, David C.
M.A., Central Michigan University
Associate Professor, Speech Communications

Chow, Emma J.
M.S., Florida Atlantic University
Associate Professor, Chemistry

Christensen, Cheryl S.
M.D., Universidad Iberoamericana
Professor I, Biology

Ciucci, Tracy M.
M.A., Western Michigan University
Associate Professor, Health Education

Copeland, Deborah P.
M.S.N., Barry University
Professor II, Nursing

Copper, Michael S.
Ph.D., Nova Southeastern University
Professor III, Computer Science

Cornwell, Douglas W.
M.L.S., Syracuse University
Associate Professor, Library Learning Resource Center

Cota, Jo Lana
A.A., PalmBeach State College
Instructor, Surgical Technology

Cox, Eugenia
Ph.D., All-Russian Scientific-Research Institute of Geophysical Prospecting Methods
Associate Professor, Mathematics

Crane, Loriene M.
M.A., Ball State University
Associate Professor, Speech Communications

Cuan, Omar J.
M.A., University of Miami
Associate Professor, History

D'Agati, Robin A.
M.A.C., Florida Atlantic University
Associate Professor, Accounting

Daniel, Nelson W.
Ph.D., University of Idaho
Professor II, Accounting

Danso, Emmanuel A.
M.A.C., University of Miami
Associate Professor, Accounting

de Beaufort, Jacques
M.F.A., California Institute of Arts
Associate Professor, Art

DeMarco, Shernett A.
M.S.N, Mercy College
Professor I, Nursing

Dennis, Michael H.
A.S., Benjamin Franklin Institute of Technology
Instructor, Automotive Service Technology

Diaz, Gisela M.
M.S., Florida State University
Professor I, Psychology

Difederico-Yates, Adina
M.S.N., South University
Professor I, Nursing

Dilgen, Regina M.
Ph.D., Florida Atlantic University
Professor III, English

Dillon, Rodney E.
M.A., University of Florida
Associate Professor, History

Domnitch, Jay H.
M.S.T., Middle Tennessee State University
Associate Professor, Mathematics

Doran, Eileen C.
B.S., Palm Beach Atlantic University
Assistant Professor, Mathematics

Duff, Suzanne M.
M.S., Palm Beach Atlantic University
Associate Professor, Human Services

Duffey, Lydia A.
M.S., Independent University
Associate Professor, Dental Hygiene

Duncan, David D.
M.A., Clark Atlanta University
Professor II, English

Duncombe, Tcherina
M.S., Florida Atlantic University
Professor I, Biology

Escoffery, Leonie I.
M.A., Florida Atlantic University
Associate Professor, Speech Communications

Espinosa, Zenaida I.
M.S., Florida State University
Associate Professor, Art

Fairbanks, Tod R.
Ph.D., Rush University
Professor II, Biology

Faquir, Maqsood M.
Ed.S., Florida Atlantic University
Professor II, Health Education

Fawcett, Colleen
M.S., Nova Southeastern University
Associate Professor, Early Childhood Education

Fazelpour, Alireza
M.S., Middle East Technical University
Professor II, Computer Science

Feliciano, Nazare
M.F.A., School of the Art Institute of Chicago
Professor II, Art

Fielder, Robin
M.A., Florida Atlantic University
Associate Professor, English

Findley, Brian W.
Ph.D., Florida Atlantic University
Professor II, Health Education

Fine, Africa R.
M.A., Florida Atlantic University
Associate Professor, English

Fleisher, Richard S.
M.S., Syracuse University
Associate Professor, Physics

Flynn, Kerry O.
M.S., Nova Southeastern University
Associate Professor, Dental Health Services

Fontenot, Danny W.
B.S., Nova Southeastern University
Assistant Professor, Hospitality

Frever, Trinna S.
Ph.D., Michigan State University
Professor II, English

Frieary, Debra F.
A.A.S., Orange County Community College
Instructor, Practical Nursing

Friedman, Paul L.
M.A., Union Institute & University
Professor I, Crime Scene Technology

Frishman, Stephen Z.
Ph.D., Wayne State University
Professor II, Speech Communications

Froehlich, Patricia
M.S., Long Island University
Professor I, Dietetics

Gailey, James R.
M.Ed., Georgia Southern University
Associate Professor, Health Education

Galvin, Mary E.
Ph.D., State University of New York at Albany
Professor I, English

Garcia-Landry, Maria P.
M.S., Nova Southeastern University
Associate Professor, English Prep

Gaul, John H.
Ph.D., University of Illinois
Professor I, Chemistry

Gaylord, Cory
D.N.Sc., University of Tennessee
Professor III, Nursing

Gent, Victor B.
J.D., University of Kansas
Professor I, Speech Communications

Gibble, David L.
M.M., University of North Texas
Associate Professor, Music

Gibson, Stephen M.
M.A., Syracuse University
Associate Professor, English

Gill, Sofia
M.B.A., Florida Institute of Technology
Associate Professor, Computer Science

Goegelman, Cindy M.
M.S.N., Emory University
Associate Professor, Nursing

Goldman, Barbara J.
M.S., Syracuse University
Associate Professor, Nutrition

Gordon, Jermaine A.
M.S., Florida Atlantic University
Associate Professor, Mathematics

Gorgevska, Alexandra
Ph.D., Wayne State University
Professor I, Bio-Chemistry

Gossman, David C.
D.B.A., Nova Southeastern University
Professor I, Business (BAS)

Grasso, Marie T.
M.S., Adelphi University
Associate Professor, Physics

Graziose, James T.
M.S., Nova Southeastern University
Associate Professor, Mathematics

Greenwell, Sabrina M.
Ed.D., University of Central Florida
Professor II, Education

Grimm, Carol C.
M.C.S., Nova Southeastern University
Associate Professor, Computer Science

Gupta, Sapna
Ph.D., University of Toledo
Professor III, Organic Chemistry

Hamilton, Sheril D.
Certificate of Cosmetology, North Technical Education Center
Instructor, Cosmetology

Hamlin, Monica L.
J.D., Florida State University
Associate Professor, Strategies for College Success

Harn, H. Marty
B.S., Nova Southeastern University
Instructor, Criminal Justice

Hartman, Wendy R.
M.S., Florida Atlantic University
Associate Professor, Biology

Harwood, Stephanie S.
M.B.A., University of Central Florida
Assistant Professor, Respiratory Care

Hawkins, Bradley J.
M.B.A., Nova Southeastern University
Counselor/Associate Professor, Student Services

Heath, Laura A.
Ph.D., Florida Atlantic University
Professor III, Mathematics

Hedstrom, Shelly K.
M.A., Saint Michael's College
Professor II, English for Academic Purposes

Hendrix, Mark A.
M.A., University of Saint Thomas
Associate Professor, Strategies for College Success

Herrington, Lawrence D.
M.S.N., University of Texas
Professor I, Nursing

Hitchcock, Susan K.
M.S., University of Akron
Associate Professor, Mathematics

Hoban, Jeannie M.
M.S., Florida International University
Counselor/Associate Professor, Student Services

Hogan, Lisa A.
M.L.S., Dominican University
Associate Professor, Library Learning Resource Center

Holmes-DeGraw, Margaret M.
M.S.N., Columbia University
Professor I, Nursing

Holt, A. Roland
M.S., Georgia Institute of Technology
Associate Professor, Industrial Engineering/Management

Hopkins, Kristin M.
M.A., Suny College at Brockport
Associate Professor, Art

Horvath, Elizabeth I.
Ph.D., Florida Atlantic University
Professor II, Computer Science

Horwitz, James J.
M.S., Northern Illinois University
Professor II, Biology

Hyland, David A.
M.F.A., Ohio State University
Associate Professor, Theatre and Film

Jahn, George A.
M.A., University of Miami
Associate Professor, Mathematics

Johnson, Bradley R.
M.F.A., University of Miami
Associate Professor, English

Johnson, Charles W.
Certificate of General Automotive Mechanics, N.E. Bergen Tech.
Instructor, Diesel Technology

Joinson, Tracy
M.S., Florida State University
Counselor/Associate Professor, Student Services

Jordan, Lilian R.
M.S., Florida Atlantic University
Professor II, Physics

Joseph, Mauvlette J.
M.A., Oxford Brookes University
Assistant Professor, Mathematics

Judd, Cynthia B.
M.S., University of Miami
Professor I, Chemistry

Kass, Mitchell E.
Ph.D., City University of New York
Professor III, Sociology

Kent, Leslie N.
M.S., Florida Atlantic University
Professor II, Nursing

Kershner, Robert M.
M.D., University of Vermont
Professor III, Biology

Kevetos, Joyce A.
M.A., Central Connecticut State University
Associate Professor, Strategies for College Success

Kirby, Traci
B.S.N., Auburn University at Montgomery
Instructor, Practical Nursing

Klass, Traci M.
Ph.D., University of Florida
Professor II, English

Klauza, Matthew D.
Ph.D., Auburn University
Professor II, English

Knysh, Nataliya
M.S., Kharkiv State University
Associate Professor, Mathematics

Kovac, Barbara L.
M.A., State University of New York
Associate Professor, Nursing

Krull, Robert H.
M.S., Florida State University
Associate Professor, Library Learning Resource Center

Ladika-Cipolla, Heidi M.
M.P.S., Lynn University
Associate Professor, Hospitality

Landsdorf, Stacey
B.A., Oakland University
Instructor, Cosmetology

Langston, Marie A.
M.Ed., Florida Atlantic University
Associate Professor, Mathematics

Larenas, Manuel R.
M. Ed., Florida Atlantic University
Associate Professor, Strategies for College Success

Larocca, Nicholas T.
M.A., Minnesota State University
Associate Professor, English

Latimer, Michael C.
M.S., Midwestern State University
Associate Professor, Radiography

Laurent, Jean D.
A.A., Broward College
Instructor, Heating, Ventilation, Air Conditioning & Refrigeration

Lazzara, Valerie M.
B.A., Florida Atlantic University
Assistant Professor, English

Liang, Lee Z.
M.S., Michigan State University
Associate Professor, Biology

Librun, Witny
M.S., Florida International University
Associate Professor, Mathematics

Luma, Andrew E.
Ph.D., Texas Tech University
Professor III, Political Science

MacLachlan, Shari L.
Ph.D., Florida Atlantic University
Professor III, Geography

MacMullen, Michael J.
M.M., Arizona State University
Associate Professor, Music

Mahmoud, Jihan S.
Ph.D., University of Kentucky
Professor I, Nursing (BSN)

Manesh, Madjid (Mike)
M.S., Nova Southeastern University
Associate Professor, Mathematics

Marshall, Deborah J.
M.Ed., University of Florida
Professor II, Nursing

Marshall, Richard A.
M.S., University of Kansas
Associate Professor, Strategies for College Success

Martin, Sharon E.
M.A., University of West Florida
Associate Professor, Speech Communications

Martin, Tommy
M.S., Nova Southeastern University
Associate Professor, Computer Science

Martin, Victoria R.
M.F.A., University of Miami
Professor I, Art

Marx, Lourdes I.
M.A., University of Florida
Associate Professor, English for Academic Purposes

Mason-Egan, Pamela D.
Ed.D., Hofstra University
Professor I, Strategies for College Success

Maxwell, Judy A.
B.S., Embry-Riddle Aeronautical University
Assistant Professor, Aviation

McBrayer, Cheri L.
B.S.N., Florida Atlantic University
Instructor, Practical Nursing

McCauley, Judith A.
M.A., New York University
Associate Professor, Dental Hygiene

McClendon, Jyrece M.
M.S., Florida State University
Professor I, Strategies for College Success

McDermott, Rachel M.
M.A., Florida Atlantic University
Associate Professor, English

McDonald, Nancy D.
M.A., Western Kentucky University
Professor I, English

McDonald, Patricia R.
M.A., Florida Atlantic University
Associate Professor, English

McGaughey, Marilee S.
M.A., University of Tennessee
Associate Professor, Dental Hygiene

Mears, Lisa A.
M.Ed., University of Central Florida
Associate Professor, Office Administration

Mendez-Hasselman, Wendy
M.A., University of Colorado
Professor I, Foreign Language

Middleton, Sallie R.
Ph.D., Florida International University
Professor II, History

Miles, Jessica A.
M.S., Florida Atlantic University
Professor II, Environmental Science Technology

Miles, Michael T.
Ed.D., Nova Southeastern University
Professor III, Psychology

Millas, Joseph J.
M.A., Louisiana State University
Professor II, Speech Communications

Miquel, Louise C.
A.S., Palm Beach State College
Assistant Professor, Medical Transcription

Mkpong, Offiong E.
Ph.D., Ohio State University
Professor III, Biology

Montalban, Juana B.
Certificate of Cosmetology, Wilfred Academy Beauty School
Instructor, Cosmetology

Montalvo, Gladys B.
Ed.D., Nova Southeastern University
Professor III, Reading

Montonen, Jane M.
M.B.A., Florida Atlantic University
Professor I, Business

Mukherjee, Eliana C.
M.A., Harvard University
Associate Professor, Education

Munro, Sophia I.
Ph.D., Florida Atlantic University
Professor III, Reading

Murcia, Jeanne A.
M.S., Fairleigh Dickinson University
Associate Professor, Computer Science

Myers, Kenneth R.
M.S., Florida State University
Associate Professor, Library Learning Resource Center

Myslivecek, Paula R.
M.S., Queen's University
Associate Professor, Health Education

Naylor, Heather J.
M.A., New York University
Professor I, Sociology

Nixon, David H.
M.A., Florida Atlantic University
Associate Professor, English

O'Brien, Gerald T.
M.S., Mississippi State University
Associate Professor, Physical Science

Opritsa, Alex A.
M.S., Florida Atlantic University
Associate Professor, Mathematics

Osavio, June E.
M.S.N., University of Phoenix
Associate Professor, Nursing

Osterman, Patricia P.
M.A., Indiana University
Professor I, English

Pachter, Marcie I.
M.A., Indiana State University
Associate Professor, Speech Communications

Pacovsky, Raymond S.
Ph.D., Michigan State University
Professor II, Biology

Panai, Carmen M.
B.S.N., University of Alberta
Instructor, Practical Nursing

Pannozzo, Pamela L.
J.D., University of South Carolina
Professor II, Biology

Pate, Glenn L.
M.S., University of Kentucky
Associate Professor, Accounting

Patel, Dharmesh P.
M.Arch., University of California
Associate Professor, Architecture

Peck, Edwin T.
M.A., New York University
Associate Professor, English

Peifer-Neil, Nancy M.
M.A., Walden University
Professor II, Nursing (BSN)

Pena-Lopez, Jessica
Ph.D., Florida Atlantic University
Professor II, Mathematics

Pernal, Mary C.
Ph.D., State University of New York
Professor II, English

Peters, Jeffrey C.
M.A., Montclair State University
Counselor/Associate Professor, Student Services

Piccolino, Anthony V.
Ed.D., Columbia University
Professor III, Mathematics

Pick, Joseph R.
M.A., York University
Associate Professor, Mathematics

Pleasant, Rebecca J.
M.S.N, University of Virginia
Professor I, Nursing

Policy, Carole D.
Ph.D., Florida State University
Professor III, English

Porro, Ana M.
Ph.D., Florida Atlantic University
Professor III, Mathematics

Price, Austin
Certificate of Welding Technology, Palm Beach State College
Instructor, Welding

Proctor, Roberta L.
M.A., Purdue University
Associate Professor, English

Pryzby, Barbara J.
M.S.N., Florida Atlantic University
Associate Professor, Nursing

Rajcoomar, Bob
M.D., University of Saskatchewan
Professor III, Health Education

Randolph, Terrell H.
M.A., Florida Atlantic University
Professor I, Political Science

Ray, Charlie L.
Ph.D., Florida State University
Professor III, Biology

Ray, Magdala T.
Ed.D., Florida Atlantic University
Professor I, Reading

Raza, Asif N.
Ph.D., Loyola University
Professor III, Sociology

Ribar, John E.
M.A., Rutgers University
Associate Professor, English

Rogers, Estaline A.
M.L.S., University of South Florida
Associate Professor, Library Learning Resource Center

Rogers, George K.
Ph.D., University of Michigan
Professor III, Environmental Horticulture

Rosenthal, Ira A.
M.S., University of South Carolina
Professor I, Mathematics

Rossman, David S.
M.A., Florida Atlantic University
Associate Professor, Speech Communications

Rudayeva, Yelena
Ph.D., Odessa State University
Professor II, Biology

Rueda-De-Leon, Rolando
Ph.D., Nova Southeastern University
Professor III, Information Management

Ruffin, Derrick L.
Ed.D., Nova Southeastern University
Professor III, Mathematics

Salzinger, Samantha K.
M.F.A, Yale University
Associate Professor, Art

Scheffer, Barbara J.
J.D., Nova Southeastern University
Professor III, Paralegal

Scheurer, Vicki F.
M.A., Florida Atlantic University
Associate Professor, English

Schmidt, Waweise J.
M.S., University of Delaware
Professor I, Biology

Seenath, Lystra
M.A., Florida Atlantic University
Associate Professor, Economics

Sellars, Trineshia N.
M.S., Florida Agricultural & Mechanical University
Associate Professor, Chemistry

Seminerio, Michael A.
M.F.A., Florida State University
Professor I, Motion Picture & TV Technology

Setterlund, Susan K.
M.A., University of South Florida
Associate Professor, Library Learning Resource Center

Sfiropoulos, Mike
M.A., Florida Atlantic University
Professor I, English for Academic Purposes

Sharlin, Judith
Ph.D., Tufts University
Professor I, Nutrition

Sharp, Barbara Y.
M.Ed., University of Floriday
Associate Professor, Mathematics

Shaver, Vicki E.
Ed.D., Florida Atlantic University
Professor III, Radiography

Shepardson, Richard G.
Ph.D., Indiana University of Pennsylvania
Professor II, English for Academic Purposes

Shreve, Richard R.
Ph.D., Illinois Institute of Technology
Associate Professor, Chemistry

Siassi, Tony
M.S., Nova Southeastern University
Associate Professor, Mathematics

Simmons, Vanger A.
M.A., Hampton University
Associate Professor, Strategies for College Success

Singer, Doreen L.
B.A., Johnson and Wales University
Instructor, Surgical Technology

Siniscalchi, Timothy
M.S.T., Boston College
Associate Professor, Mathematics

Sipes, Ann M.
M.S.N., Florida Atlantic University
Professor I, Nursing

Slesinger, Victor E.
M.A., Pennsylvania State University
Associate Professor, Foreign Language

Smith, Sean P.
M.L.S., Mercer University
Professor I, History

Smith, Warren
M.B.A., Babson College
Associate Professor, Economics

Snowberger, Deborah I.
M.A., University of Wurzburg
Professor I, English

Sooklall, Raywattie
M.S., City University of New York
Professor I, Nursing

St. Pierre, Karin L.
Ph.D., Florida Atlantic University
Professor III, English

Stashenko, Vetaley
Ph.D., National University of Life & Environmental Sciences of Ukraine
Professor II, Biology

Steff, Julia A.
B.S., Stephens College
Assistant Professor, Health Information Management

Stemle, Steven V.
M.S., Southern Illinois University
Associate Professor, Science, Earth/Physical

Stephens, Sherry M.
M.F.A., Pratt Institute
Associate Professor, Art

Stonecipher, Melissa
M.A., City University of New York
Associate Professor, English

Storms, Timi A.
B.B.A., Northwood University
Instructor, Massage Therapy

Streicher, Lee S.
M.F.S., National University
Professor I, Criminal Justice

Stuart-Tuggle, Gracelyn V.
M.A.C., Florida Atlantic University
Professor I, Accounting

Sullivan, Clark S.
M.S., Nova Southeastern University
Associate Professor, Mathematics

Sullivan, Jeannette C.
M.A., Institute of Transpersonal Psychology
Associate Professor, Strategies for College Success

Sundquist, Jeffrey J.
M.S., University of Wisconsin
Associate Professor, Physics

Talebi, Massoud (Mike)
M.S., Michigan State University
Professor I, Mathematics

Taylor, Kristy K.
M.S., Touro University International
Professor I, Health Education

Thomasson, Gary D.
M.S., University of Tennessee
Associate Professor, Mathematics

Thomasson, Kathryn J.
M.S., University of Tennessee
Associate Professor, Mathematics

Thorsen, Deborah
M.S., University of Georgia
Professor I, Economics

Tierney, Patrick C.
M.A., Youngstown State University
Associate Professor, English

Tomei, Gail B.
M.A., Wayne State University
Counselor/Associate Professor, Student Services

Tomei, Megan
B.A., Florida Atlantic University
Associate Professor, Speech Communications

Toohey, Patricia U.
M.S., State University of New York at New Paltz
Associate Professor, Mathematics

Treanor, John T.
A.S., Palm Beach State College
Assistant Professor, EMS/Paramedic

Trezise, Lynn F.
M.A., University of Florida
Associate Professor, Architecture

Trigoboff, Debra
Ed.D., Florida International University
Professor II, Education

Trupin, Andrew S.
Ph.D., University of Colorado
Professor III, Physics

Tuisku, Connie L.
M.L.S., University of Michigan
Associate Professor, Library Learning Resource Center

Ulyanova Oberst, Marina
Ph.D., Leningrad Technological Institute
Professor III, Chemistry

Urbanek, Susan M.
M.F.A., Vermont College of Norwich University
Professor I, Art

Vassell, Winsome E.
M.S.N., University of Phoenix
Professor I, Nursing

Venereo, Jesus J.
M.D., The Higher Institute of Medical Sciences of Havana
Instructor, Medical Assisting

Vitrano, Mary E.
M.B.A., Adelphi University
Associate Professor, Computer Science

Wallace, Ilse M.
M.S., Florida Atlantic University
Associate Professor, Nursing

Webber, Allen L.
M.M., Miami University
Professor II, Music

Weissman, Bradley S.
M.S., Florida Atlantic University
Associate Professor, Biology

Weissman, Nancy L.
Ph.D., Florida Atlantic University
Professor II, Respiratory Care

Wilbanks, Cassandra G.
M.S., Nova Southeastern University
Associate Professor, Early Childhood Education

Wilber, Elizabeth J.
M.Ed., University of Pennsylvania
Associate Professor, Reading

Wilkins, Clyde S.
M.D., St. George's University
Professor I, Anatomy & Physiology

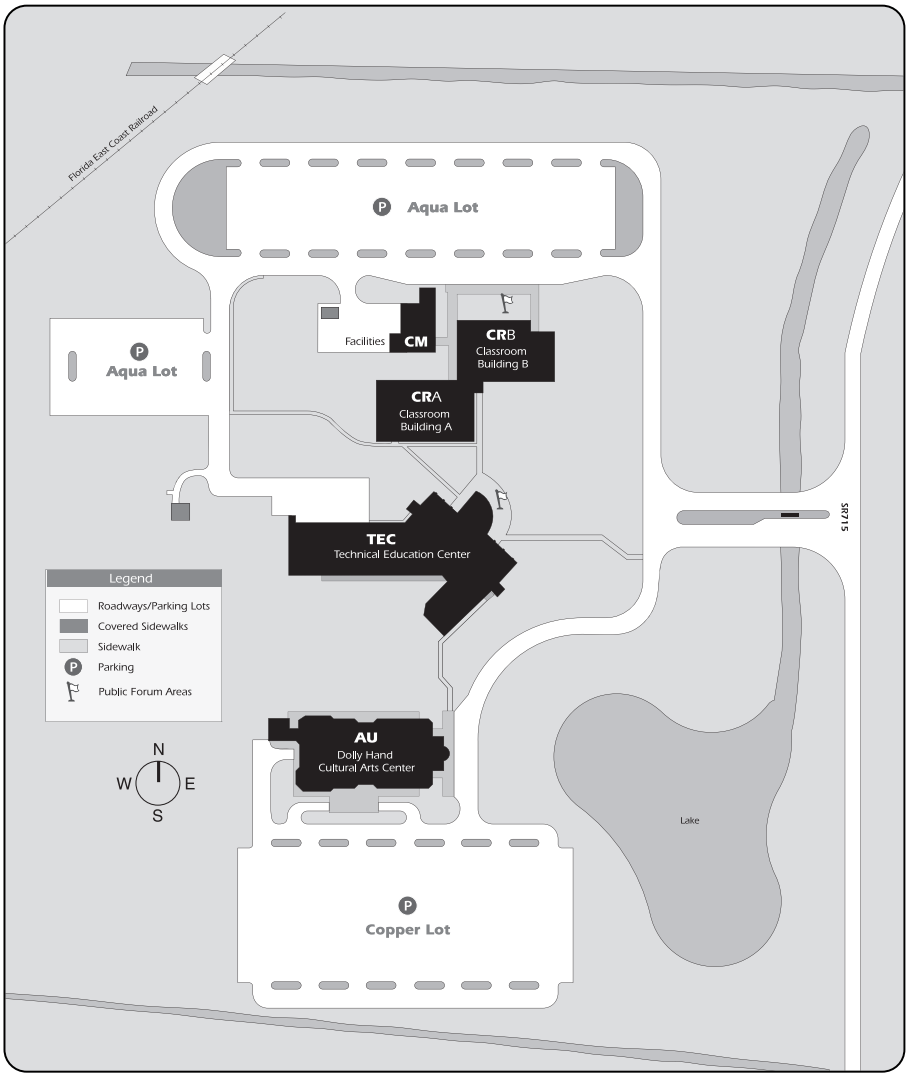
Williams, Sandra K.
M.S., Illinois State University
Professor II, Art

Wilson, Rose A.
M.S., Florida Atlantic University
Associate Professor, Mathematics

Yale, Mindy
Certificate of Massage Therapy, Boca Raton Institute
Instructor, Massage Therapy

PALM BEACH STATE COLLEGE AT BELLE GLADE

1977 College Drive, Belle Glade, FL 33430-3611 **561-996-7222**



AU - Dolly Hand Cultural Arts Center

CRA - Registration & Classrooms

- Administration
- Testing Center
- Computer Center
- Financial Aid
- Cashier
- Prep Lab
- Provost's Office
- Security

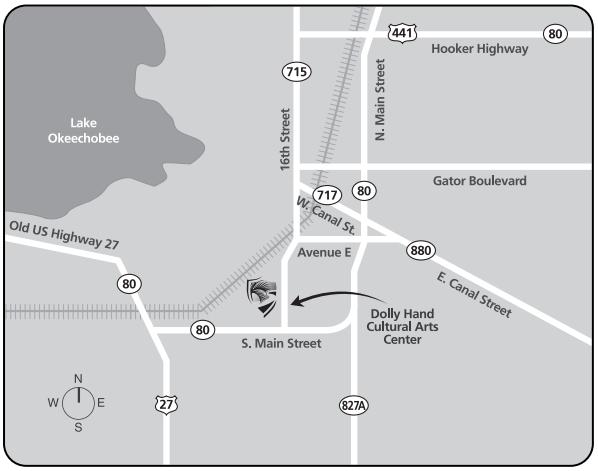
CRB - Classrooms

- Library Learning Resource Center
- Bookstore
- Security
- Student Lounge / Vending machines

CM - Facilities

TEC - Technical Education Center

- Cafe
- Construction Trades
- Cosmetology
- Criminal Justice
- Sugar Technology
- Heavy Equipment Mechanics
- Welding
- Wellness / Fitness Center



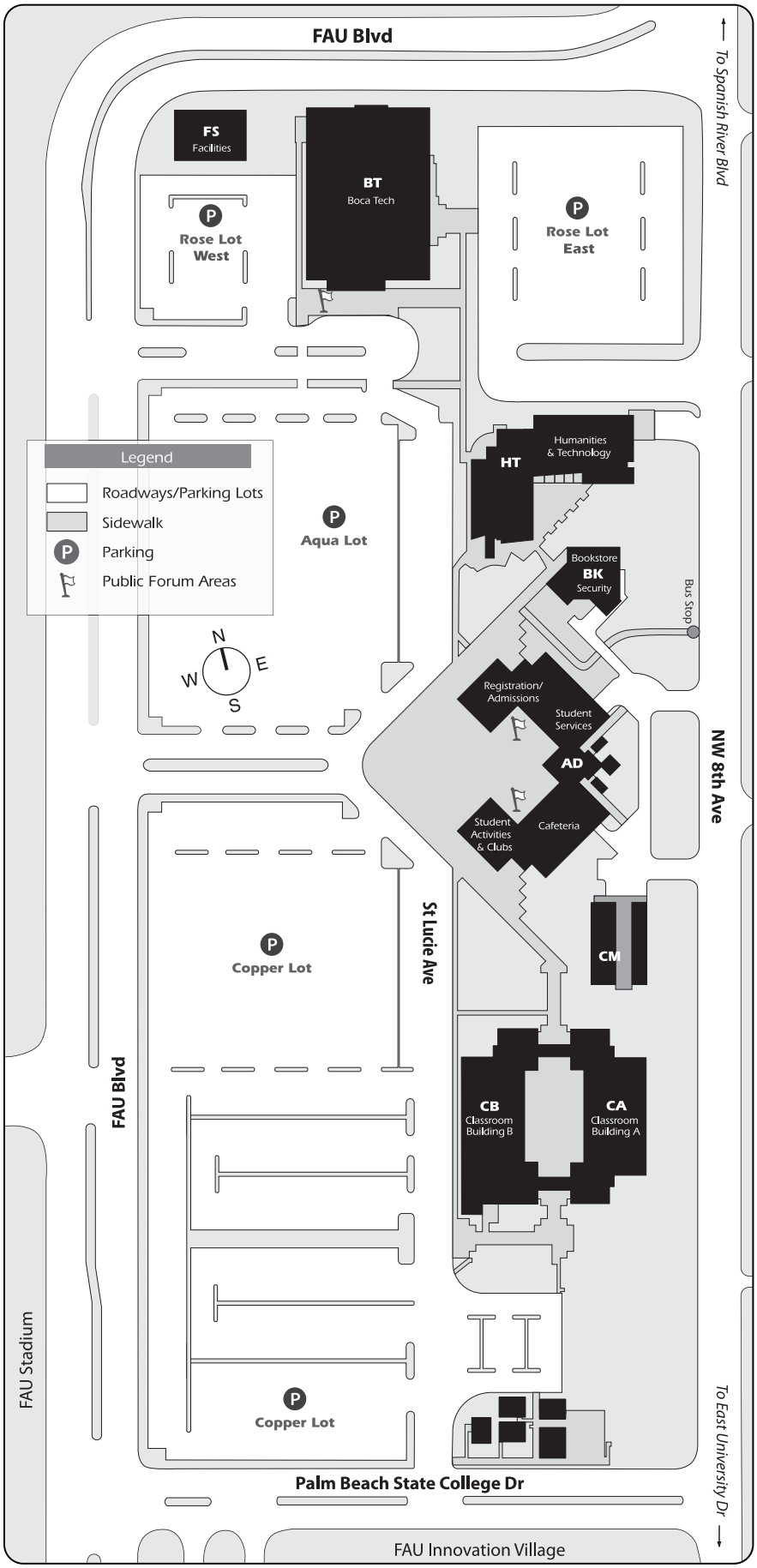
DIRECTIONS

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. The College 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. The College is on the right.

PALM BEACH STATE COLLEGE AT BOCA RATON

3000 Saint Lucie Avenue, Boca Raton, FL 33431-6490 **561-393-7222**



AD - Administration

1st Floor
- Academic Advisement
- Admissions/Registration
- Cafeteria
- Cashier
- Count deHoernle Student Center
- Dean of Student Services
- Financial Aid
- Student Organizations

2nd Floor
- Mechanical Room

3rd Floor
- Center for Business & Entrepreneurship (CBE)
- Small Business Development Center (SBDC)
- Procurement Technical Assistance Center (PTAC)
- Information Technology

4th Floor
- Dean of Academic Affairs
- Corporate & Continuing Education
- Provost's Office

BK - Bookstore
- Instructional Support Center
- Security

BT - BocaTech
- Career Center
- Child Care Classrooms
- Computer Lab
- Massage Therapy
- Student Learning Center / Lab
- Testing Center
- Wellness Center

CA - Classroom Building A
- Classrooms

CB - Classroom Building B

1st Floor
- Ceramics Classroom
- Photography Lab
- Science Labs

2nd Floor
- Classrooms
- Faculty Workroom

CM - Central Mechanical

FS - Facilities South
- Facilities Offices / Central Receiving

HT - Humanities & Technology
COUNTESS DE HOERNLE HUMANITIES & TECHNOLOGY BLDG.
- Architecture and Art Studios
- English
- Lecture Hall
- Media Technology & Instructional Services (MTIS)
- Videoconference Studio

DIRECTIONS

From I-95:
Take exit 45. Turn left (east) onto Glades Rd. Turn left onto East University Dr. Just after the Henderson School, turn right onto NW 8th Ave. Turn left onto Palm Beach State College Dr.

From Spanish River Boulevard:
Turn left (north) onto NW 8th Ave. Turn right onto FAU Blvd. or continue straight on NW 8th Avenue to Palm Beach State College Drive. The campus is north east of the stadium.

PALM BEACH STATE COLLEGE AT LAKE WORTH

4200 Congress Avenue, Lake Worth, FL 33461-4796 **561-967-7222**

PALM BEACH STATE COLLEGE AT LAKE WORTH

4200 Congress Avenue, Lake Worth, FL 33461-4796 **561-967-7222**

AD - Administration/District Offices
G. Tony Tate Bldg.
- Advancement & Communications
- College Relations & Marketing
- General Counsel
- 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
- Counseling Center

CBP - Center for Bachelor's Programs
- Dean of Baccalaureate Studies
- Bachelor's Degree Programs
- Honors College
- Wattenbarger Conference Center

CF - Cafeteria
- Conference Room E & F
- Dr. Kathryn W. Davis Global Education Center

CM - Central Mechanical

CN - Concession Stand / Press Box

CJA - **E** Criminal Justice A - E

CRA - General Classrooms A
- Foundation
- Provost's Office

CRB - General Classrooms B

CE - Continuing Education
Paul W. Graham Bldg.
- Early Childhood Education
- College Information Center
- Crossroads
- Dean of Academic Affairs
- Grants/Resource Development
- Institute of Teacher Education
- Multimedia Boardroom

CS - College Wide Services
- College Registrar
- Graduation Office
- Outreach Services
- Student Support Services

CT - Counseling & Testing
Student Services Center
- Academic Advisement
- Career Center
- Disability Support Services
- Testing Center

DH - Dental Health

DW - Central Receiving/Facilities

ETA - Education and Training Center
- Dean of Business, Trade & Industry
- Dean of Health Sciences & Public Safety
- Aeronautical Science
- Business Applications
- Center for Health Sciences & Public Safety (Corporate & Continuing Ed)
- Commercial HVAC
- Computer Applications
- Electrical
- Health Informatics Specialist
- Health Information Technology
- Machining Technology
- Math Lab
- Medical Assistant
- Medical Coder/Biller
- Medical Transcription
- Patient Care Assistant
- Plumbing
- Practical Nursing
- Sheet Metal
- Surgical Technology
- Vocational Preparatory Instruction (VPI)

ETB - Education and Training Center
- Automotive bays

ETC - Education and Training Center
- Automotive Service Technology

ETD - Education and Training Center
- Carpentry
- Cosmetology
- Diesel Mechanics
- Welding

FAC - Fire Academy Complex

FC - Facilities Central

FD - Facilities District
Claude A. Edwards Bldg.

FN - Finance
- **$** - Cashier

HU - Humanities
- Art Gallery

IT - Information Technology

LLRC - Library
Harold C. Manor Bldg.
- Library Learning Resource Center
- Media Technology & Instructional Services (MTIS)

NS - Natural Science
- Science Classrooms and Labs

OF - Office Building
- PantherCard

PE/GYM - Gymnasium
Elisabeth W. Erling Bldg.

PG - Student Services Center
Paul J. Glynn Bldg.
- Admissions/Registration
- Dean of Student Services
- Financial Aid
- International Admissions
- Limited Access Admissions
- New Student Enrollment
- Web Registration

PS - Purchasing Dept/Print Shop

PSA - Public Safety Training Center
- Firing Range

PSC – Public Safety Training Center
- Criminal Justice Institute
- Emergency Management
- Fire Academy
- Paramedic

PSD – Public Safety Training Center
- Conference Center
- Emergency Medical Serivces (EMS)
- Emergency Medical Tech (EMT)
- Public Safety Telecommunications

PSW – Public Safety Training Center
- Wellness Center

SAC - Student Activities Center
- Student Organizations

SCA - Science A
- TRIO Educational Opportunity Center
- Talent Search
- Upward Bound

SCC - Classrooms

SEC - Security

SS - Social Science
Britton G. Sayles Bldg

TC - Technology Center
Count and Countess de Hoernle Bldg.
- Academic Services
- CAD/Drafting Lab
- Dean of Curriculum & Educational Technology
- Graphic Design Lab
- Institutional Research & Effectiveness
- Student Learning Center:
  - Computer Lab
  - EAP/English/Reading Labs

TE - Technical Education

TL - Technical Laboratory

VL - Vocational Lab

DIRECTIONS

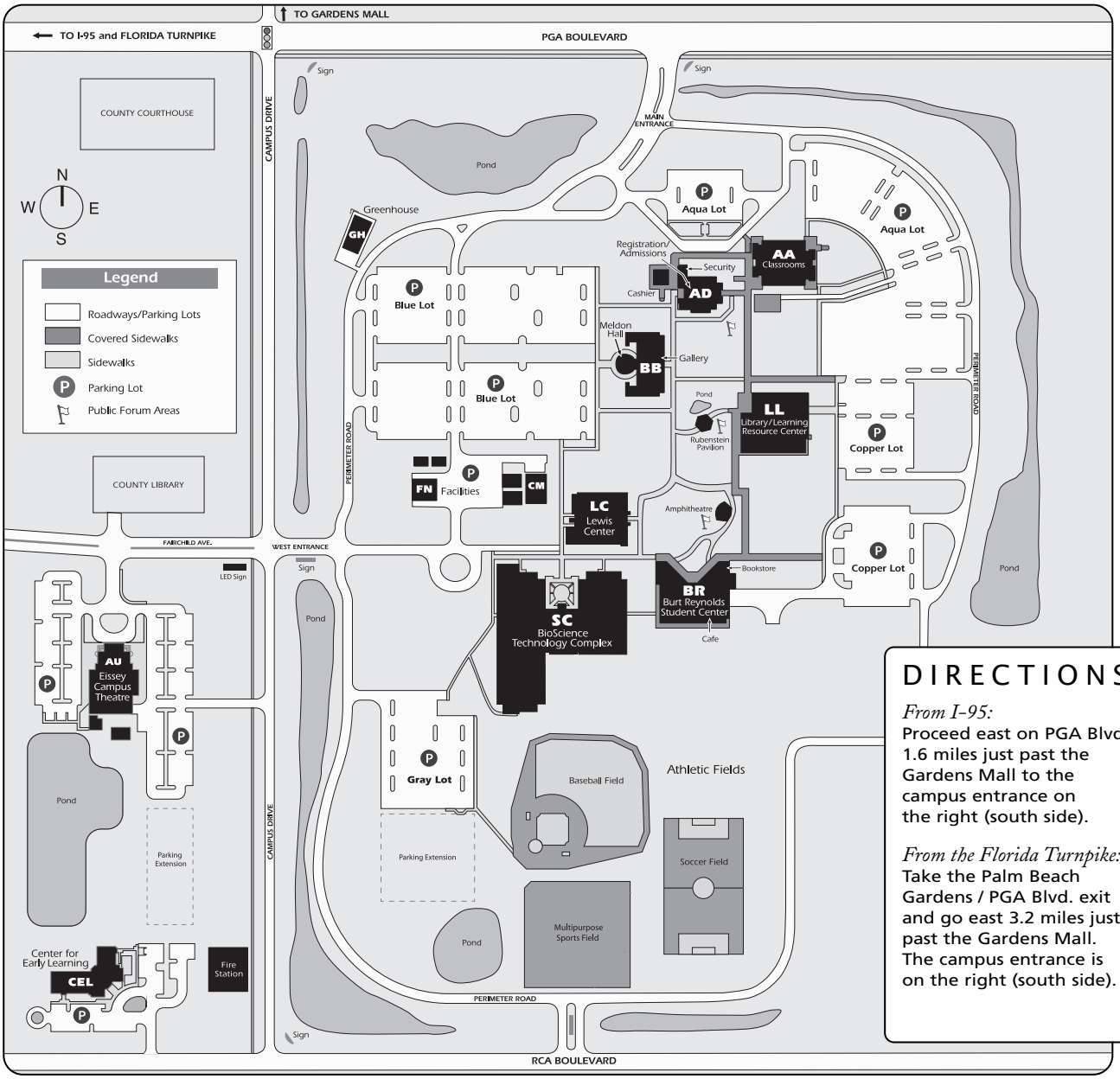
From I-95:
Proceed west on 6th Avenue South approximately 2 miles to the south entrance. Turn right (north) into the campus. Visitor parking is straight ahead.

From the Florida Turnpike:
Take the Lake Worth Road exit and go east approximately 5 miles to Congress Ave. Go through the light, and turn right (south) into the campus.

Please note: Due to ongoing construction and renovation, building descriptions or locations may have changed.

PALM BEACH STATE COLLEGE AT PALM BEACH GARDENS

3160 PGA Blvd, Palm Beach Gardens, FL 33410-2893 **561-207-5000**



DIRECTIONS

From I-95:
Proceed east on PGA Blvd. 1.6 miles just past the Gardens Mall to the campus entrance on the right (south side).

From the Florida Turnpike:
Take the Palm Beach Gardens / PGA Blvd. exit and go east 3.2 miles just past the Gardens Mall. The campus entrance is on the right (south side).

AA - Classroom Building

AD - Administration
- Academic Dean
- Admissions / Registration
- Cashier
- Corporate & Continuing Education (CCE)
- Dean of Student Services
- Financial Aid
- Provost
- Security
- Student Services

AU - Eissey Campus Theatre

BB - Classroom Building
- Art Gallery
- Art Labs
- Associate Dean
- Meldon Lecture Hall
- SLC - Student Learning Center
  - Math, English/Reading Labs

BR - Burt Reynolds Student Center
- Advisement
- Bookstore
- Cafeteria
- Career Center
- Disabilities Services
- Student Activities
- Test Center

CEL - Center for Early Learning

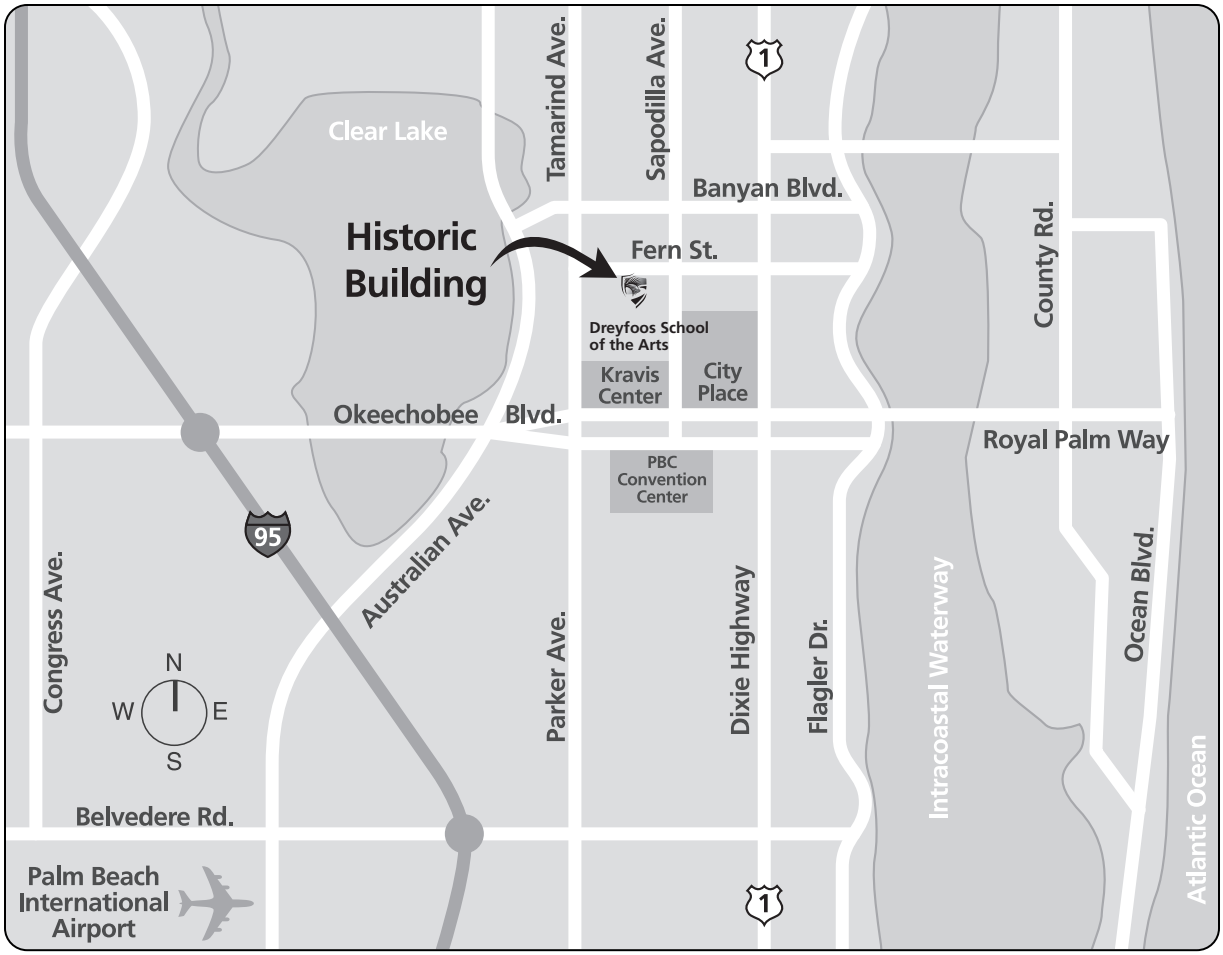
FN - Facilities
- Central Receiving

LC - Phillip D. Lewis Center
- Computer Science
- Radiography
- Respiratory Care
- Sonography

LL - Library Learning Resource Center
- Instructional Support Center
- Law Library
- MTIS - Media Technology & Instructional Services
- PTLC - Professional Teaching & Learning Center

SC - BioScience Technology Complex
- Associate Dean
- BioScience Multi-Media Lecture Hall
- Biotechnology
- Electrical Power Technology
- Environmental Science
- Institute for Energy & Environmental Sustainability
- Landscape and Horticulture
- Ophthalmic Medical Technology
- Science Labs
- Wellness Center

812 Fern Street, West Palm Beach, FL 33401 **561-967-7222**



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 Junior College.

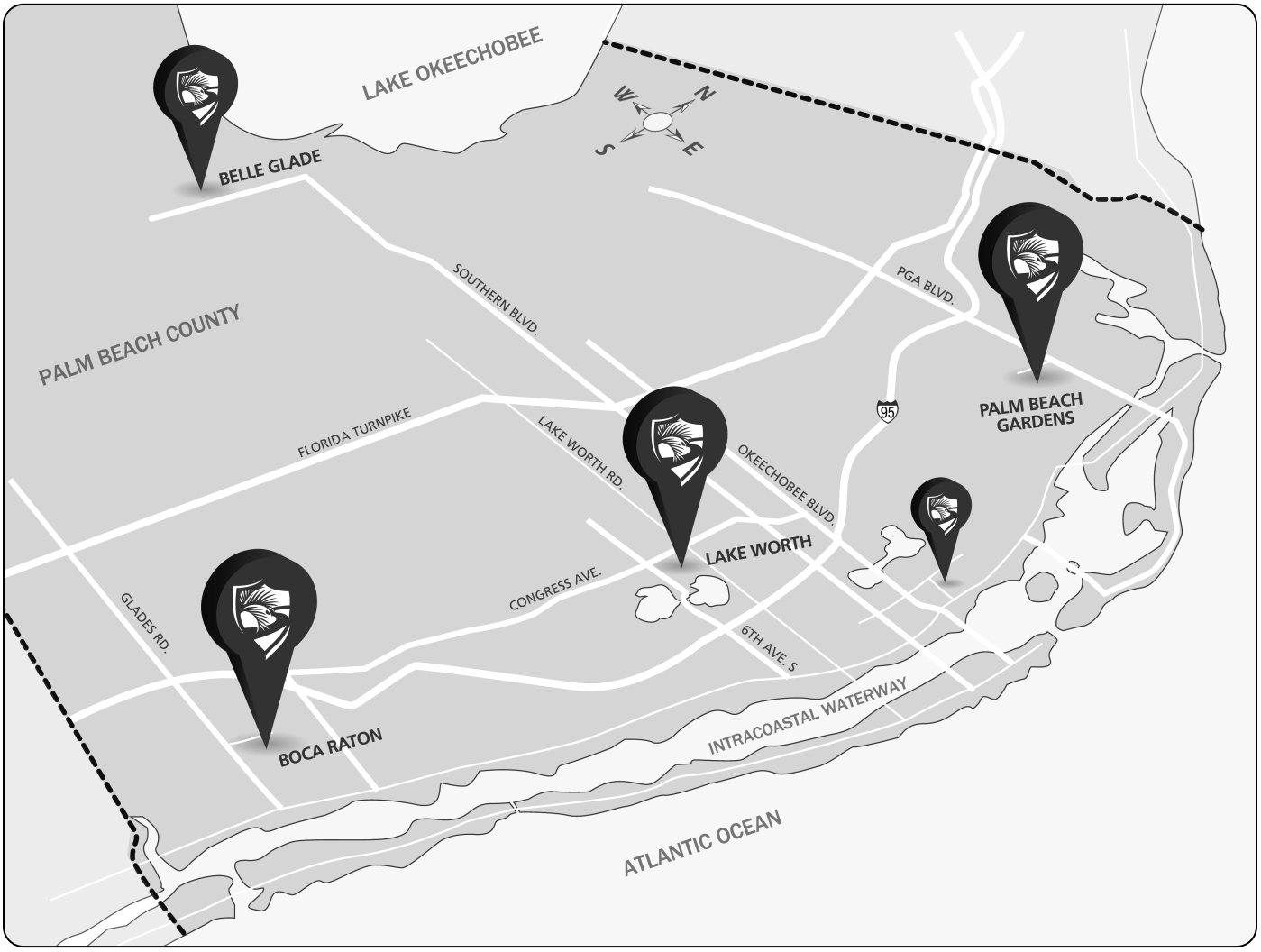
The Mediterranean Revival-style building is listed on the National Register of Historic Places.

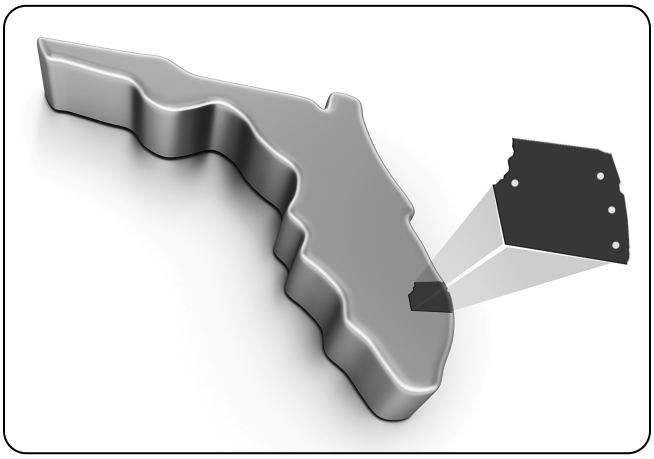
Count and Countess de Hoernle Historic Building

Classrooms
Institute of Excellence in Early Care and Education

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. The Historic Building is on the right.





College Information Center
561-967-7222

Palm Beach State College
locations and centers throughout Palm Beach County

Belle Glade
1977 College Drive

Boca Raton
3000 Saint Lucie Avenue

Lake Worth
4200 Congress Avenue

Palm Beach Gardens
3160 PGA Boulevard

West Palm Beach
812 Fern Street

A

Academic Advisement 24
Academic Policies 30
Academic Programs 39
Academic Recognition 30
Academic Support and Opportunities 27
Accounting Technology (A.S.) 65
Accounting Technology (CCC) 58
Accreditation 5
Addiction Studies (CCC) 75
Admission Criteria 7
Admission Policies 7
Admission Procedures 9
Advanced International Certificate of Education (AICE) 34
Advanced Placement (AP) 34
Aeronautical Science (AS) 155
Alternative Energy Engineering Technology (CCC) 152
Alternative Ways to Earn College Credit 33
Application and Registration Fees 18
Apprenticeship Programs (PSAV) 142
Areas of Study 39
Associate in Arts (A.A.) Transfer Degree 52
Associate in Science (A.S.) 42
Athletics 26
Attendance of Classes 30
Audit and Withdrawal Policies 33
Auditing Courses 33
Automotive Service Technology 1 (PSAV) 143
Automotive Service Technology 2 (PSAV) 144
Auxiliary Law Enforcement Officer (PSAV) 120

B

Bachelor's Degrees and Certificate 46
Bachelor's Degree-Seeking Students 11
Banking Specialist-Financial Services (CCC) 59
Beliefs 5
Belle Glade Location 5
Biotechnology (AS) 138
Biotechnology (CCC) 136
Boca Raton Location 5
Business Administration and Management (AS) 66
Business Administration and Management (CCC) 59
Business and Office Management Programs 55
Business Entrepreneurship (AS) 67
Business Operations (CCC) 60
Business Specialist (CCC) 60
Business - CCE 70

C

Career Pathway 35
Career Planning and Employment Services 24
Caring for Children - Birth to 3 Years (FCCPC) - PSAV 73
Catalog in Effect for Graduation Policy 35
Center for Early Learning 24
Certificate of Professional Preparation In Project Management (CPP) 51
Certificate Programs 42
Change of Grade Procedure 32
Challenge Examinations 35
Child Care - CCE 84
Child Care Center Management (CCC) 76
Child Care Programs 71
Child Care Services 24
Cisco CCNA (CCC) 85
Classification of Students 30
Class Tuition and Fees 18
College Level Examination Program (CLEP) 34
College Readiness 23
Commencement Ceremony 37
Commercial Pilot (CCC) 152
Computed Tomography (ATC) 118
Computer Information Security (ATC) 91
Computer Programming (AS) 89
Computer Programming Specialist (CCC) 86
Computer Science and Information Technology Programs 85
Computer Science - CCE 92
Conditions for Admission 7
Corequisites 18
Corporate and Continuing Education 27
Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement (PSAV) 121
Cosmetology (PSAV) 144
Counseling Center 25
Course Descriptions 161
Creative Arts and Communications Programs 93
Credit by Examination 34
Credit for Prior Learning 34
Crime Scene Technology (AS) 130
Crime Scene Technology (CCC) 128
Criminal Justice Academies (PSAV) 121
Criminal Justice Technology (AS) 131
Cross-Over CMS Law Enforcement to Correctional Officer 122
Cross-Over Correctional Officer to CMS Law Enforcement (PSAV) 123
Crossroads 25

D

Dean's List 30
Degree Audit 39
Degree Verifications 37
Degrees 42
Dental Assisting (PSAV) 98
Dental Hygiene (AS) 108
Diesel Technology 1 (PSAV) 145
Diesel Technology 2 (PSAV) 146
Directory 267
Disability Support Services 25
Disbursement of Financial Aid 21
Dismissal, Academic 31
District Board of Trustees 267
Drafting for Sustainable Construction (CCC) 154
Dual Enrollment, High School 14

E

eLearning 27
Early Admission, High School 14
Early Childhood Education (AS) 80
Early Childhood Professional Certificate (ECPC) – Preschool (PSAV) 73
Educational Assisting (AS) 81
Educational Assisting (CCC) 77
Educational Opportunity Center 26
Electrical Power Technology (AS) 157
Emergency Management (AS) 132
Emergency Management (CCC) 129
Emergency Medical Services (AS) 133
Emergency Medical Technician – EMT-B (ATD) 128
English for Academic Purposes (EAP) Foundation 23
Enrollment Status 30
Enrollment Status for Financial Aid 22
Enrollment Verification 30
Entrepreneurship (CCC) 61
Environmental Science Technology (AS) 139
Equal Access ii
Excelsior College Exams (ECE) 34
Excess Hours Advisory 19

F

Facials Specialty (PSAV) 147
Faculty/Instructor Withdrawals 30
FLVC.org 53
Fees and Payment 18
Financial Aid 21
Financial Aid for Students with Disabilities 22
Fire Apparatus Operator (PSAV) 125
Fire Inspector 1 (PSAV) 125
Fire Instructor (PSAV) 126
Fire Investigator 1 (PSAV) 126
Fire Officer 1 (PSAV) 127
Fire Science Technology (AS) 134
Firefighter (PSAV) 124

Florida Residency for Tuition Purposes..... 8
Florida Statewide Course Numbering System (SCNS)..... 161
Food Service Management (CCC)..... 61
Foreign Language Requirement, A.A. 53
Foundation 5
40-Hour Introductory Child Care Training Certification - Birth to 5 Years (PSAV) 71
Full-time Student..... 30

G

Gainful Employment..... 22
General Education 39
Grade Change Procedure..... 32
Grade Forgiveness Policy..... 32
Grade Point Average (GPA)..... 32
Grade Reports..... 31
Grades 31
Grading System..... 32
Graduation..... 35
Graduation Distinctions..... 36
Graduation Requirements 37
Graphic Design Technology (AS)..... 94
Graphic Design Technology (CCC)..... 93
Green Building Trades (PSAV)..... 147
Guaranteed Transfer to the State University System (SUS)..... 51

H

Health Informatics Specialist (CCC)..... 105
Health Information Technology (AS)..... 109
Health Science - CCE..... 119
Health Science Programs..... 98
Heating, Ventilation, Air Conditioning and Refrigeration (PSAV)..... 148
Heavy Equipment Mechanics (PSAV)..... 148
High School Dual Enrollment and Early Admission..... 14
High/Scope Preschool Approach Curriculum (CCC)..... 77
History of Palm Beach State College..... 4
Honors College 27
Hospitality and Tourism Management (AS).... 68
Hospitality (CCC)..... 62
Human Services (AS)..... 81
Human Services (CCC)..... 79
Human Services – Addiction Studies (AS) 83
Human Services - CCE..... 84

I

Incomplete Grades 32
Industrial Management Technology (AS)..... 158
Infant/Toddler (CCC)..... 78
Information Management (BAS)..... 47
Information Management (CCC)..... 86
Information Technology Administration (CCC)..... 87
Information Technology Technician (CCC)..... 87
Inspection of Student Records..... 37
Institute of Excellence in Early Care and Education 28
Institute of Teacher Education..... 28
Insurance Claims Adjuster (PSAV)..... 55
Insurance Customer Service Representative (PSAV)..... 56
Interior Design Technology (AS)..... 95
International Baccalaureate (IB) 34
International Students 10
Internet Courses 28
Internet Services Technology (AS) 90

L

Lake Worth Location..... 6
Landscape and Horticulture Management (AS) 140
Landscape and Horticulture Professional 1 (CCC) 137
Landscape and Horticulture Professional 2 (CCC) 138
Landscape and Horticulture Specialist (CCC)..... 137
Learning Outcomes..... 35
Legal Office Management (CCC) 62
Library Learning Resource Centers 28
Life, Health and Variable Annuities Agent (PSAV) 56
Limited Access Programs 16
Locations..... 5

M

Machining Technology (PSAV) 149
Magnetic Resonance Imaging (ATC)..... 119
Maps
- Belle Glade 276
- Boca Raton 277
- Lake Worth..... 278-279
- Palm Beach Gardens..... 280
- West Palm Beach..... 281
- County-wide..... 282

Marketing (CCC)..... 63
Massage Therapy (PSAV) 100
Maximum Course Load 30
Medical Assisting (PSAV)..... 100
Medical Information Coder/Biller (CCC) 106
Medical Transcription (ATD) 103
Medical Transcription (ATD - Credit)..... 105
Memberships..... 5
Military Service Credits..... 34
Mission 4
Motion Picture Production Technology (AS)..... 96
Motion Picture Post-Production Technology (CCC)..... 94

N

Nails Technician (PSAV)..... 150
Networking Administrator (AS)..... 90
Non-degree-seeking Students..... 13
Non-discriminatory Policy..... 8
Nursing (BSN)..... 50
Nursing (AS) 111

O

Office Administration (AS) 69
Office Management (CCC)..... 63
Office Software Applications (CCC) 64
Office Specialist (CCC) 64
Office Support (CCC) 65
Ophthalmic Medical Technology (AS) 113

P

Palm Beach Gardens Location..... 6
PantherCard..... 25
PantherWeb..... 25
Paralegal (AS)..... 70
Paramedic (CCC)..... 129
Patient Care Assistant (PSAV)..... 101
Placement Testing..... 16
Post Secondary Adult Vocational Certificate (PSAV) 14, 42
Practical Nursing (PSAV)..... 102
Prerequisites..... 18
Pre-School (CCC) 78
President's List..... 30
Prior Learning Assessment..... 34
Probation, Academic..... 31
Program Groups..... 43
Programming (CCC)..... 88
Property and Casualty General Lines Agent (PSAV) 57
Public Safety - CCE 135
Public Safety Programs 120
Public Safety Telecommunications (PSAV).... 127

R

Radiography (AS)..... 114
Readmission of Former Students..... 12
Real Estate Broker (PSAV) 57
Real Estate Sales Associate (PSAV)..... 58
Registration Dates..... 18
Religious Observances Policy ii
Repeated Courses and Academic Average..... 32
Residency Classification 8
Residential and Commercial Electrician (PSAV) 150

Respiratory Care (AS) 115
Returned Checks 19

S

School Age Professional Certificate (PSAV) 74
School Age (CCC) 77
Science and Environment Programs 136
Senior Citizen Fee Waiver 19
Sex Crimes Prevention Act ii
Sonography (AS) 117
Sonography (CCC) 107
Standards of Academic Progress 31
State Employee Fee Waiver 19
Student Classification 30
Student Directory Information 38
Student Government 26
Student Handbook 25
Student Learning Center 23
Student Life 26
Student Organizations and Clubs 26
Student Publications 25
Student Records 37
Student Right to Privacy 38
Student Services/Student Life 24
Student Success Grants 26
Student Support Services 26
Supervision and Management (BAS) 48
Sugar Technology (AS) 159
Surgical Technology (PSAV) 103
Suspension, Academic 31
Sustainable Building Specialist (CCC) 154
Sustainable Construction Management (AS) 160

T

TABE (Test of Adult Basic Education) 18
Teacher Certification Program (F225) 84
Testing Services 26
30-Hour Family Child Care Certification (PSAV) 72
Trade and Industry Programs 142
Transcripts 9
Transfer Students 12
Transient Students 13

U

UExcel Examinations (UExcel) 34
Unpaid Accounts 19

V

Verification of Enrollment 30
Veteran Services (VA) 22
Vision 4
Vocational Preparatory Instruction (VPI) Lab 29

W

Web Development Specialist (CCC) 88
Welding Technology (PSAV) 151
Withdrawals and Financial Aid 22
Withdrawal from Courses 33

Y

Youth Development (CCC) 79

Academic Affairs	www.PalmBeachState.edu/AcademicAffairs
Academic Calendar	www.PalmBeachState.edu/AcademicCalendar
Admissions	www.PalmBeachState.edu/Admissions
Advising	www.PalmBeachState.edu/Advising
Athletics	www.PalmBeachState.edu/Athletics
Blackboard	https://PalmBeachState.Blackboard.com
Bookstore	www.PalmBeachState.edu/Bookstore
Campus Life	www.PalmBeachState.edu/CampusLife
Campus Locations	www.PalmBeachState.edu/Locations
Career Center	www.PalmBeachState.edu/Career
Catalog	www.PalmBeachState.edu/Catalog
Contact Us	www.PalmBeachState.edu/ContactUs
Continuing Education	www.PalmBeachState.edu/CCE
Counseling Center	www.PalmBeachState.edu/CounselingCenter
Course Descriptions	www.PalmBeachState.edu/AreasofStudy
Current Student links	www.PalmBeachState.edu/Current
Disability Services	www.PalmBeachState.edu/Disability
Dual Enrollment	www.PalmBeachState.edu/DualEnroll
eLearning	www.PalmBeachState.edu/eLearning
Email Information	www.PalmBeachState.edu/Helpdesk
Emergency Alert	www.PalmBeachState.edu/Alert
Events Calendar	www.PalmBeachState.edu/Events
Financial Aid	www.PalmBeachState.edu/FinancialAid
Florida Virtual Campus	www.flvc.org
Future Student links	www.PalmBeachState.edu/ProspectiveStudents
Graduation	www.PalmBeachState.edu/Graduation
Global Education Center	www.PalmBeachState.edu/GlobalEducation
Honors College	www.PalmBeachState.edu/Honors
Hours - Student Services	www.PalmBeachState.edu/StudentServices
International Students	www.PalmBeachState.edu/International
Library	www.PalmBeachState.edu/Library
Outreach and Recruitment	www.PalmBeachState.edu/OutreachTrio
PantherCard	www.PalmBeachState.edu/PantherCard
PantherWeb	www.PalmBeachState.edu/PantherWeb
Parking	www.PalmBeachState.edu/Security
People Finder	www.PalmBeachState.edu/PeopleFinder
Program Areas	www.PalmBeachState.edu/AreasofStudy
Registration	www.PalmBeachState.edu/Admissions
Residency	www.PalmBeachState.edu/Admissions
Safety	www.PalmBeachState.edu/Safety
Scholarships	www.PalmBeachState.edu/FinancialAid
Security	www.PalmBeachState.edu/Security
Social Media links	www.PalmBeachState.edu/SocialMedia
Student Activities	www.PalmBeachState.edu/StudentActivities
Student Learning Centers	www.PalmBeachState.edu/SLC
Student Success	www.PalmBeachState.edu/StudentSuccess
Student Updates	www.PalmBeachState.edu/StudentUpdates
Testing Center	www.PalmBeachState.edu/Testing
Transcripts, Records, Grades	www.PalmBeachState.edu/Admissions
Transfer Agreements	www.PalmBeachState.edu/Transfer
Tuition and Fees	www.PalmBeachState.edu/FinancialAid
Veteran Affairs	www.PalmBeachState.edu/VeteransServices
Wireless Locations (PAW)	www.PalmBeachState.edu/PAW

need to know

COLLEGE INFORMATION CENTER

561.967.7222

PALM BEACH STATE COLLEGE 2013-2014

catalog

PALM BEACH STATE COLLEGE

Your Pathway to Success

BELLE GLADE
1977 College Drive

BOCA RATON
3000 St. Lucie Avenue

LAKE WORTH
4200 Congress Avenue

PALM BEACH GARDENS
3160 PGA Boulevard

Stay connected!

561.967.7222

Toll-Free
866.576.7222

www.PalmBeachState.edu

CRM 0513-0042

ADDENDUM TO CATALOG 2013-14

PALM BEACH STATE COLLEGE

October 21, 2013

==========

Admissions

Page 9

2. Application Fee

New students will be assessed a ~~$30~~ $40 nonrefundable application fee. International (F-1/M-1) students will be assessed a $75 nonrefundable application fee. Returning students, high school dual enrollment and early admission students, and transient students who attend a Florida public institution will not be assessed an application fee.

Note: The fee for the first PERT, TABE or Compass exam taken at Palm Beach State is included in the application fee. The application fee must be paid before taking the exam.

Page 10

4. Placement Tests

All degree-seeking students, college credit certificate-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 (CPT), Postsecondary Education Readiness Test (PERT), ~~ACT-E,~~ACT, or ~~SAT1~~ SAT before registration. ~~(If ACT-E or SAT1 scores are too low, students must retest or take PERT for placement.)~~ Test scores are valid for two years from the date the test was taken.

If ACT or SAT scores do not meet the state-designated minimums, students must retest or take PERT for placement. The fee for the first PERT exam taken at Palm Beach State is included in the application fee. Students must pay the application fee before taking the exam. A retest fee is charged for any subsequent testing.

Exempt from the placement test requirement are students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the U.S. Armed Service~~. Students who have not yet taken one of the placement tests listed above should contact the Academic Advising department.~~ For a listing of the placement test scores, see Table 1-1 in this section of the catalog.

Students whose native language is not English and who did not ~~graduate from a U.S. high school or~~ transfer from a U.S. postsecondary institution also are required to prove college-level English proficiency. Contact the Academic Advising department at any campus for more information about testing requirements.

** Gordon Rule requirement is explained in the Areas of Study section of this catalog. 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 of classes. For New Student Orientation registration instructions, visit **www.palmbeachstate.edu/advising**.

ADDENDUM TO CATALOG 2013-14
PALM BEACH STATE COLLEGE
October 21, 2013
==========

Page 59

CHANGE IN CAREER PATH NOTES

Business Administration and Management

CCC 6111

Career Path Notes

Credits earned in this certificate program will transfer into the Associate in Science (A.S.) degree in Business Administration and Management. Students who complete this certificate cannot be awarded the Marketing CCC (6113).

Page 62

CHANGE IN CAREER PATH NOTES

Legal Office Management

CCC 6112

Career Path Notes

Credits earned in this college credit certificate program will transfer directly into the Associate in Science (A.S.) degree in Office Administration. Students who complete this certificate cannot be awarded the Office Management CCC (6114) or the Office Software Applications CCC (6484).

Page 63

CHANGE IN CAREER PATH NOTES

Marketing

CCC 6113

Career Path Notes

Credits earned in this certificate program will transfer into the Associate in Science (A.S.) degree in Business Administration and Management. Students who complete this certificate cannot be awarded the Business Administration and Management CCC (6111).

Page 63/64

CHANGE IN CAREER PATH NOTES

==========

Page 161

COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System

All public two- and four-year colleges and universities in Florida and 27 participating non-public institutions 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. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is located at **http://scns.fldoe.org**.

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 Palm Beach State are as follows:

- 0* - college ~~preparatory~~ developmental education credit, vocational ~~preparatory~~ developmental education and postsecondary adult vocational (PSAV) (These do not transfer)
- 1 - freshman year
- 2 - sophomore year
- 3 - junior year
- 4 - senior year

~~*Some EAP college preparatory developmental education courses are level "1" courses but do not transfer. These courses will be listed as "institutional credit" in the course descriptions.~~

Page 162

COURSE DESCRIPTIONS

EXCEPTIONS TO THE GENERAL RULE FOR EQUAL COURSES

The following courses are exceptions to the general rule for course equality and may not transfer. The ability of these courses to transfer is up to the receiving school:

- Courses not offered by the receiving institution.
- For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- College ~~preparatory~~ developmental education ~~—~~and vocational ~~preparatory~~ developmental education courses.
- Graduate courses.
- Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.
- College ~~preparatory~~ developmental education, vocational ~~preparatory~~ developmental education, 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.

Page 163

COURSE DESCRIPTIONS

Course Prefixes by Subject Area

The following is a list of course prefixes, arranged by subject areas. Because some prefixes may apply to more than one subject area, there may be duplications. For current course offerings, consult Palm Beach State's Schedule of Classes at **www.palmbeachstate.edu/PantherWeb**.

Accounting ..... ACG, APA, TAX
Acting ..... TPP
Addiction Studies ..... CLP, DEP, HUS, PSY, SYG
Adult Echo Sonography ..... SON
Aeronautics/Aviation Science ..... ASC, ATF, ATT, AVM
American History ..... AMH
American Literature ..... AML
Anatomy and Physiology ..... BSC
Anthropology ..... ANT
Applied Welding Technology ..... PMT
Architectural Design ..... ARC
Art ..... ART
Art History ..... ARH
Astronomy ..... AST
Automotive Services ..... AER
Auxiliary Law Enforcement ..... CJK

==========

Baccalaureate.....BUL, CNT, COP, CTS, DSC, FIN, GEB, HAS, HSC, ISM, MAN, MAR, NUR, PAD
Banking.....BAN
Biological Sciences.....BOT, BSC, MCB, OCE, PCB
Biotechnology.....BSC
Bookkeeping.....APA
Botany.....BOT
Bricklayer.....BCA
Building Construction.....BCN, BCT, ETD, ETI, PTA, SUR
Business.....GEB, ENT
Business Administration.....GEB, MAN, MAR
Business Law.....BUL
Chemistry.....CHM
Child Care and Development.....CHD, DEP, EEC, HEV
College ~~Preparatory~~ Developmental Education Courses.....EAP, ENC, ESL, MAT, REA
Commercial Art.....ART, GRA

Page 164

COURSE DESCRIPTIONS

Radiography.....RTE
Reading (~~College Preparatory~~) (Developmental Education).....REA
Real Estate.....REE
Religion.....REL
Respiratory Care.....RET
Security and Network Assurance (IT Forensics).....CNT, ISM
Social Science.....AMH, ANT, ECO, GEA, POS, PSY, SYG
Social Work.....SOW
Sociology.....SYG
Sonography.....SON
Spanish Language.....SPN
Special Education.....EEX
Speech Communications.....SPC
Statistics.....STA
Student Life Skills.....SLS
Sugar Technology.....AOM
Supervision and Management.....BUL, DSC, FIN, GEB, HSA, HSC, ISM, MAN, MAR, PAD
Surgical Technology.....STS
Surveying, Land.....SUR
Taxes.....TAX
Sustainable Construction.....BCN, BCT, ETD, ETI, SUR
Teacher Certification Program.....EPI
Theater Arts.....THE, TPA, TPP
Vocational ~~Preparatory~~ Developmental Education.....VPI
Water/Waste Water Management.....EVS
Web Development and Design.....CEN, CGS, CIS, CNT, COP
Word Processing.....OST
World History.....WOH
Youth Development.....HUS

ADDENDUM TO CATALOG 2013-2014

PALM BEACH STATE COLLEGE

October 21, 2013

==========

Page 235-236

COURSE DESCRIPTIONS

EAP 0300 Introduction to Listening and Speaking Skills (~~Prep~~) (Dev Ed)

4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL scores 42-71 Listening, Compass/ESL Composite scores between 59-68 and/or a score of 29 or below on the College Placement test (CPT)

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. Students should expect to spend time outside of class week completing Lab assignments in the Student Learning Center.

EAP 0360 Introduction to Grammar Foundations (~~Prep~~) (Dev Ed)

4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL Composite scores between 59-68 and/or a score of 29 or below on the College Placement Test (CPT) or Compass/ESL scores 42-58 Grammar

This course prepares students for EAP Intermediate English including 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. Students should expect to spend time outside of class week completing Lab assignments in the Student Learning Center.

EAP 0382 Integrated Reading and Writing (~~Prep~~) (Dev Ed)

4 institutional credits (4 lecture hours)
Prerequisites: Compass/ESL Composite scores between 59-68, Compass/ESL scores 38-68 Reading and/or a score of 29 or below on the College Placement Test (CPT)

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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP 0420 Intermediate Reading (~~Prep~~) (Dev Ed)

3 institutional credits (3 lecture hours)
Prerequisite: A CPT score of 0-54 or a PERT score of 50-73 (Students required to prove English proficiency may be placed into the ESL Foundation program.)

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. This course emphasizes the establishment of a foundation for academic literacy. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP 0460 Intermediate Grammar (~~Prep~~) (Dev Ed)

3 institutional credits (3 lecture hours)
Prerequisite: A CPT score of 0-54 or above, a PERT score of 50-80 or above, or successful completion of previous course level

This course is designed for students whose primary language is not English and whose placement test scores indicate the need for instruction in basic grammar skills. The course emphasizes the mastery of grammar skills needed for academic purposes. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP 1520 High Intermediate Reading (~~Prep~~) (AA)

3 institutional credits (3 lecture hours)
Prerequisite: A CPT score of 55-68, a PERT score of 74-83 or successful completion of EAP0420

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.

EAP 1584 High Intermediate English (~~Prep~~) (AA)

3 institutional credits (3 lecture hours)
Prerequisite: A CPT score of 55-68, a PERT score of 81-89 or successful completion of EAP0460

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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP 1620 Advanced Reading (~~Prep~~) (AA)

3 institutional credits (3 lecture hours)
Prerequisite: CPT score of 69-82, PERT score of 84-~~103~~ 105 or successful completion of EAP1520
Corequisite: SLS1501

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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

ADDENDUM TO CATALOG 2013-2014

PALM BEACH STATE COLLEGE

October 21, 2013

==========

EAP 1684 Advanced English (~~Prep~~) (AA)
3 institutional credits (3 lecture hours)
Prerequisites: A CPT (College Placement Test) score of 69-82, PERT score of 90-~~98~~,- 102, or successful completion of EAP1584
Corequisite: SLS1501

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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

Page 241-242

COURSE DESCRIPTIONS

~~**ENC 0015 Developmental Writing 1** (Prep)~~
~~*3 institutional credits (3 lecture hours)*~~
~~*Prerequisite: CPT score of 0-60 (SS) or PERT score of 50-89*~~
~~*Corequisite: SLS1501*~~
~~This course provides a preparation for ENC0025 by focusing on grammar and sentence skills to develop college level paragraphs. Additional emphasis is on sentence structure, vocabulary, and usage. Students should expect to spend time outside of class each week completing assignments in the Student Learning Center.~~

ENC 0017 College Reading and Writing (Dev Ed)
4 institutional credits (4 lecture hours)
Prerequisite: Non-Exempt students will need to provide CPT score of 0-82 (SS/RC) or PERT score of REA 50-105 and/or ENG 50-102
Corequisite: SLS1501
An integrated reading and writing course focusing on critical reading and writing skills required for college-level course work.

ENC 0025 Developmental Writing 2 (~~Prep~~) (Dev Ed)
3 institutional credits (3 lecture hours)
Prerequisite: Non-Exempt students will need to provide CPT score of 61-82 (SS) or PERT score of ENG 90-~~98~~ 102, ~~or successful completion of ENC0015~~
Corequisite: SLS1501
This course provides a solid foundation in paragraph and essay structure to prepare students for ENC1101 and all language-based credit courses. It covers a variety of rhetorical modes, grammar, and syntax, vocabulary and usage, as well as development of timed writing skills. Students should expect to spend time outside of class each week completing assignments in the Student Learning Center.

ENC 1101 College Composition 1 (AA)
3 credits (3 lecture hours)
~~*Prerequisite: ENC0025 (or appropriate English placement scores) and appropriate reading placement scores or course completion*~~
Prerequisite: Non-Exempt students will need to provide appropriate English placement scores and reading placement scores
Corequisite: ENC1101L
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. *(To exempt from the ENC1101L corequisite requirement, students must meet one of the following test scores: SAT combined verbal and math score of 1170 -or- ACT average score of 24 (English, Reading) -or- PERT score of 113 for reading and PERT score of 123 for writing. If the student does not enroll in ENC1101 that term, the exemption will need to be reapplied.) (*)*

ENC 1101L College Composition 1 Lab (AA)
1 credit (2 lab hours)
Prerequisite: Non-Exempt students will need to provide appropriate English placement scores and appropriate reading placement scores
Corequisite: ENC1101
Course reinforces and strengthens the fundamentals of academic essay structure, and the mechanics, syntax and grammar being taught in ENC 1101. After successfully completing this course, students should demonstrate critical reading skills, knowledge of the elements of the academic essay, evaluation of varied sentence structures, and basic understanding of grammar, punctuation and mechanics. This course does not count as a General Education course credit. *(To exempt from this course requirement, students must meet one of the following test scores: SAT combined verbal and math score of 1170 -or- ACT average score of 24 (English, Reading) -or- PERT score of 113 for reading and PERT score of 123 for writing. If the student does not enroll in ENC1101 in the term of the exemption, the exemption will need to be reapplied.)*

ADDENDUM TO CATALOG 2013-2014

PALM BEACH STATE COLLEGE

October 21, 2013

==========

Page 279

COURSE DESCRIPTIONS

~~**MAT 0018 Developmental Mathematics 1** (Prep)~~
~~*3 institutional credits (3 lecture hours)*~~
~~*Prerequisite: CPT score of 0-44 (EA) or PERT score of 50-95*~~
~~*Corequisite: SLS1501*~~
~~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.~~

MAT 0022 Developmental Algebra (Dev Ed)
4 institutional credits (4 lecture hours)
Prerequisite: Non-Exempt students will need to provide a CPT score of 0-71 (EA) or a PERT score of 55-113
Corequisite: SLS1501
This course provides a transition from arithmetic to algebra and a solid foundation in algebra for the purpose of preparing students for credit mathematics courses. This course covers integers, fractions, decimals, equations, proportions, inequalities, polynomials, graphing, rational expressions, and radical expressions with real applications integrated throughout.

MAT 0028 Developmental Mathematics 2 ~~(Prep)~~ (Dev Ed)
3 institutional credits (3 lecture hours)
Prerequisite: Non-Exempt students will need to provide CPT score of 45-71 (EA) or PERT score of 96-113, ~~or successful completion of MAT0018~~
Corequisite: SLS1501
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.

MAT 1033 Intermediate Algebra (AA)
3 credits (3 lecture hours)
~~*Prerequisite: Successful completion of MAT0028*~~
Corequisite: MAT1033L
This course prepares students for MAC1105. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. MAT1033 is NOT a Gordon Rule course and does NOT satisfy part of the math requirement for graduation.

MAT 1033L Intermediate Algebra Lab (AA)
1 credits (2 lab hours)
Corequisite: MAT1033L
This course supports students learning MAT 1033. Topics include sets, properties of real numbers, linear equations, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. MAT1033L is NOT a Gordon Rule course and does NOT satisfy part of the math requirement for graduation.

ADDENDUM TO CATALOG 2013-2014

PALM BEACH STATE COLLEGE

October 21, 2013

==========

Page 309-310

COURSE DESCRIPTIONS

~~**REA 0007 Developmental Reading 1** (Prep)~~
~~*3 institutional credits (3 lecture hours)*~~
~~*Prerequisite: CPT score of 0-60 (RC) or PERT score of 50-83*~~
~~*Corequisite: SLS1501*~~

~~This course provides students with a comprehensive approach to college reading. It covers the reading process, reading aids, basic vocabulary skills, and literal comprehension skills. REA0007 prepares students for REA0017 and helps them apply their reading skills to other college courses. REA0007 includes a required lab component. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.~~

REA 0017 Developmental Reading 2 ~~(Prep)~~ (Dev Ed)
3 institutional credits (3 lecture hours)
Prerequisite: Non-Exempt students must have a CPT score of 61-82 (RC), or PERT score of 84-~~103~~ 105, ~~or successful completion of REA0007~~
Corequisite: SLS1501

This course provides an intensive review of the reading skills necessary for success in college. In addition to vocabulary and comprehension, it emphasizes critical and analytical reading. Students apply higher level reading strategies to college-level reading selections. REA0017 includes a required lab component. Students should expect to spend time outside of class week completing Lab assignments in the Student Learning Center.

Page 261

COURSE DESCRIPTIONS

SLS 1501 ~~**Strategies for College Success**~~ **Introduction to the College Experience** (AA)
3 credits (3 lecture hours)

This course surveys various academic skills, life skills, and college and community resources used by successful students. Topics include values, goals, learning, communicating, studying, managing time and money, note-taking, test-taking, diversity, health, and career exploration.

Page 325

COURSE DESCRIPTIONS

VEC 1201 Vegetable Growing and Edible Landscaping (AS)
3 credits (3 lecture hours)

This course explores cultivation of vegetables as well as the use of edible plants in ornamental landscaping.

VPI 0100 Vocational Preparatory Reading *(~~PSAV PREP~~) (PSAV Dev Ed)*
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. This course covers reading aids, basic vocabulary and comprehension skills.

VPI 0200 Vocational Preparatory Mathematics *(~~PSAV PREP~~) (PSAV Dev Ed)*
30 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 *(~~PSAV PREP~~) (PSAV Dev Ed)*
20 clock hours
This course is intended for the student whose TABE score indicates improvements 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 Mideastern 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.

Office Management

CCC 6114

Career Path Notes

Credits earned in this certificate program will transfer directly into the Associate in Science (A.S.) degree in Office Administration. Students who complete this certificate cannot be awarded the Legal Office Management CCC (6112) or the Office Software Applications CCC (6484).

Page 64

CHANGE IN CAREER PATH NOTES

Office Software Applications

CCC 6484

Career Path Notes

Credits earned in this certificate program will transfer directly into the Associate in Science (A.S.) degree in Office Administration. Students who complete this certificate cannot be awarded the Legal Office Management CCC (6112) or the Office Management CCC (6114).

Page 80

CHANGE IN MATH REQUIREMENTS

Early Childhood Education

AS 2358

REQUIRED COURSES		CREDITS
CHD 1220	Child Development Infancy/Preschool	3
DEP 2102	Child Growth and Development	3
EDF 2085	Introduction to Diversity for Educators	3
EDG 1314	Education Practicum I	3
EDF 1030	Behavior Management in the Classroom	3
EEC 1601	Observation and Assessment in Early Childhood	3
EEC 2271	Teaching Children with Special Needs	3
EEC 2710	Conflict Resolution in Early Childhood	3
EEC 2734	Health, Safety, and Nutrition for the Young Child	3

ENC 1102	College Composition 2*	3
MTB 1103	Business Mathematics**	
	-or-	
MAT 1033	Intermediate Algebra**	
	-or-	
Any course from Mathematics – Area III		3
Total Required Courses Credits		36

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

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

6. Acceptance of Students
Upon completion of all forms and assuming eligibility, the applicant will receive a letter of acceptance and information from the Admissions Office. Limited or selected admission programs require a second step in the admission process. Any student falsifying or omitting any application information will be subject to rejection or dismissal without refund.

7. **SLS1501** – As a condition of admission, all first-time-in-college students are required to take SLS1501, Introduction to the College Experience, during their first semester of enrollment.

Page 11

- Compass/ESL - A score of 69 is required on the Compass/ESL test, which the College administers through its Testing Centers. The fee for the first Compass/ESL test taken at Palm Beach State is included in the application fee. Students must pay the application fee before taking the exam. A retest fee is charged for any subsequent testing. This test may be taken once every 30 days. After passing the Compass/ESL test, students should see an advisor.

Page 16

Placement Testing

REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS

All degree-seeking and non-degree-seeking students wishing to take Gordon Rule writing and mathematics courses~~, or who have not successfully completed college-level math and English~~ must furnish official test scores from one of the following state-approved placement tests: CPT, PERT, ~~ACT E or SAT1~~ ACT or SAT. Test scores must not be more than two years old (two years from the date the test was taken). Students are exempt from the placement testing requirement if they:

- Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma **or**
- Are serving as an active duty member of any branch of the U.S. Armed Service **or**
- Provide proof of successful completion of college-level math or English

Students who are not exempt, have not taken any of the above tests, or whose test scores have expired, or whose ~~ACT E or SAT1~~ ACT or SAT scores do not meet the state-designated minimums, must take the PERT for placement. The fee for the first PERT exam taken at Palm Beach State is included in the application fee. Students must pay the application fee before taking the exam. A retest fee is charged for any subsequent testing. For more information, visit **www.palmbeachstate.edu/testing**.

The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. Higher placement test scores place students into regular or advanced courses, while lower scores require students to be placed into ~~college preparatory~~ developmental education courses.

For a listing of placement test scores, see Table 1-1. Advisors will use this information for placement of a student in mathematics, English, ~~reading~~ and Gordon Rule writing classes.

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

- ~~Students required to take PERT must bear the cost of the test.~~

- Test scores expire two years from the date of the test if a student does not enroll within those two years. Test scores will remain valid and will not expire if a student maintains continuous enrollment (complete one credit course per academic year).

- Students who are required to enroll in ~~test into~~ developmental education ~~preparatory~~ English, reading or mathematics courses must also take the corequisite course ~~Strategies for College Success~~ Introduction to the College Experience (SLS 1501).

- ~~Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take English for Academic Purposes (EAP) preparatory courses.~~

- Students may register for a course lower than indicated by test scores but not in a higher one.

- Students placed into the college ~~preparatory~~ developmental education program will be allowed three attempts to complete each subject area.

- Students who are required to enroll in ~~test into~~ the college ~~preparatory~~ developmental education program must begin taking these course(s) ~~college preparatory courses~~ during their first 12 semester hours of credit course work at the College and must continue enrollment ~~to enroll in college preparatory courses~~ until all ~~preparatory~~ developmental education requirements are completed.

- Students who are required to enroll in ~~take test into~~ the college ~~preparatory~~ developmental education English/Reading course ~~or reading~~ cannot enroll in any Gordon Rule writing course until ~~all preparatory course(s) in the respective areas~~ the requirement has ~~have~~ been successfully satisfied. Students who test into college ~~preparatory~~ developmental mathematics cannot enroll in any course for which mathematics is a prerequisite until college ~~preparatory~~ developmental math is successfully satisfied.

- Students are not permitted to audit college developmental education ~~preparatory~~ courses.

- Students must wait 30 days before retesting in a subject area ~~(*please refer to the PERT retake policy in this section of the Catalog*).~~ Students currently enrolled in a college ~~preparatory~~ developmental education course may not attempt to test out of that area after the add/drop deadline.

- College developmental education ~~preparatory~~ courses shall be graded A, B, C, N (Not Pass). ~~and will be three contact hours per week.~~ ~~Three institutional~~ Institutional credits will be granted for each course successfully completed. Institution credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.

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

PLACEMENT TEST SCORES — Table 1-1

STUDENTS WHO TEST INTO ANY PREP ENGLISH, READING, OR MATH COURSE MUST ALSO TAKE SLS 1501 (STRATEGIES FOR COLLEGE SUCCESS)

ESL PREP COURSES	CPT	PERT
EAP 0420 — Intermediate Reading*	0-54 (RC)	50-73
EAP 1520 — High-Intermediate Reading	55-68 (RC)	74-83
EAP 1620 — Advanced Reading	69-82 (RC)	84-103
EAP 0460 — Intermediate Grammar*	0-54 (SS)	50-80
EAP 1584 — High-Intermediate English	55-68 (SS)	81-89
EAP 1684 — Advanced English	69-82 (SS)	90-98

COLLEGE PREP COURSES	CPT	PERT
REA 0007 — Developmental Reading 1	0-68 (RC)	50-83
REA 0017 — Developmental Reading 2	61-82 (RC)	84-103
ENC 0015 — Developmental Writing 1	0-68 (SS)	50-89
ENC 0025 — Developmental Writing 2	61-82 (SS)	90-98
MAT 0018 — Developmental Mathematics 1	0-44 (EA)	50-95
MAT 0028 — Developmental Mathematics 2	45-71 (EA)	96-112

*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 ESL preparatory courses.

COLLEGE-LEVEL ENGLISH	ACT ENHANCED Students below minimum score must retest or take PERT	SAT 1 Students below 440 must retest or take PERT	CPT	PERT
ENC 1101 – College Composition 1	17 & above (English) 18 & above (Reading)	440 & above (Verbal)	83 & above (both RC & SS)	104-150 (Reading) 99-150 (Writing)
COLLEGE-LEVEL MATH	**ACT ENHANCED**	**SAT 1**	**CPT**	**PERT**
MAT 1033 – Intermediate Algebra	19 & above (Math) or MAT 0028	440 & above (Math) or MAT 0028	72 & above (EA) or MAT 0028	113-122 (Math)
MAC 1105 – College Algebra or MGF 1106 – Liberal Arts Math or MGF 1107 – Finite Math or MTG 2206 – College Geometry or STA 2023 – Statistics	20 & above (Math) OR "C" or above in MAT1033	450 or above (Math) OR "C" or above in MAT 1033	72 & above (EA) and 44 & above (CLN) OR "C" or above in MAT 1033	123-150 (Math)
MAC 1114 – Trigonometry or MAC 1140 – Precalculus	22 & above (Math) OR "C" or above in MAC1105	480 or above (Math) OR "C" or above in MAC 1105	72 & above (EA) and 75 & above (CLN) OR "C" or above in MAC 1105	Students must use ACT E, SAT 1 or CPT Score
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 (CLN) OR "C" or above in MAC 1105 or MAC 1140 (preferred)	Students must use ACT E, SAT 1 or CPT Score
MAC 2311 — Calculus & Analytic Geometry 1	28 & above (Math) OR "C" or above in MAC1114 and MAC 1140	560 & above (Math) OR "C" or above in MAC1114 and MAC 1140	72 & above (EA) and 95 & above (CLN) OR "C" or above in MAC 1114 and MAC 1140	Students must use ACT E, SAT 1 or CPT Score

PLACEMENT TEST SCORES (For Spring 2014-2 Only)

STUDENTS WHO TEST INTO ANY DEVELOPMENTAL EDUCATION COURSE MUST ALSO ENROLL IN SLS 1501 (INTRODUCTION TO THE COLLEGE EXPERIENCE)

ESL DEVELOPMENTAL COURSE	CPT	PERT
EAP 0420 Intermediate Reading	0-54 (RC)	50-73
EAP 0460 Intermediate Grammar	0-54 (SS)	50-80

DEVELOPMENTAL COURSES	CPT	PERT
ENC 0017 Developmental Reading and Writing	0-82 (RC)	50-105 (R)
ENC 0017 Developmental Reading and Writing	0-82-(SS)	50-102 (W)
MAT 0022 Developmental Algebra	0-71 (EA)	50-113 (M)

COLLEGE-LEVEL ENGLISH	ACT Students below minimum score must retest or take PERT	SAT Students below 440 must retest or take PERT	CPT	COMPASS-ESL or PERT
EAP 1520 - High Intermediate Reading			55-68 (RC)	74-83 (Compass ESL)
EAP 1620 - Advanced Reading			69-82 (RC)	84-105 (Compass-ESL)
EAP 1584 - High Intermediate English			55-68 (SS)	81-89 (Compass-ESL)
EAP 1684 - Advanced English			69-82 (SS)	90-102 (Compass-ESL)
ENC 1101 - College Composition 1	17 & above (English) 19 & above (Reading)	440 & above (Verbal)	83 & above (both RC & SS)	106-150 (Reading) 103-150 (Writing)

COLLEGE-LEVEL MATH	ACT	SAT	CPT	PERT
MAT 1033 – Intermediate Algebra	19 & above (Math) or MAT 0022	440 & above (Math) or MAT 0022	72 & above (EA) or MAT 0022	114-122 (Math)
MAC 1105 – College Algebra or MGF 1106 – Liberal Arts Math or MGF 1107 – Finite Math or MTG 2206 – College Geometry or STA 2023 – Statistics	20 & above (Math) OR "C" or above in MAT1033	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	123-150 (Math)
MAC 1114 – Trigonometry or MAC 1140 – Precalculus	22 & above (Math) OR "C" or above in MAC1105	480 or above (Math) OR "C" or above in MAC 1105	72 & above (EA) and 75 & above (CLM) OR "C" or above in MAC 1105	Students must use ACT, SAT or CPT Score
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)	Students must use ACT, SAT or CPT Score
MAC 2311 Calculus & Analytic Geometry 1	28 & above (Math) OR "C" or above in MAC1114 and MAC 1140	560 & above (Math) OR "C" or above in MAC1114 and MAC 1140	72 & above (EA) and 95 & above (CLM) OR "C" or above in MAC 1114 and MAC 1140	Students must use ACT, SAT or CPT Score

Page 18

~~PERT RETAKE POLICY~~

~~In accordance with Florida State Board Rule 6A-10.0315, college students have a maximum of two attempts on each subsection (reading, writing, and math) of the PERT. After the first attempt, students must wait a minimum of 30 days before requesting a second attempt. Proof of remediation is required prior to retesting. Permission must also be granted in order to retake any section of the test beyond two attempts. The cost of retesting is the same as the initial test fee. Students seeking to retake the PERT must complete a PERT retake request form, located at **www.palmbeachstate.edu/testing/documents/PERTretakepolicy.pdf**, and provide the appropriate proof of remediation.~~

TABE Test Requirements for PSAV Programs

The TABE is a state requirement for students entering PSAV certificate programs of more than 450 contact hours. Students are required to take the TABE prior to enrolling in the program. TABE test scores expire two years from the date of the test. Students with an A.A.S. degree or higher, students who demonstrate readiness for public postsecondary education in accordance with Florida Statute 1008.30, students who have successfully completed (all sections) or are exempt (all sections) from satisfying the College Level Academic Skills (CLAS) test, or students who have already met the minimum cut scores within the past two years on the ~~ACT-E, SAT1,~~ ACT, SAT, CPT or PERT 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 at Palm Beach State College.~~ The fee for the first TABE exam taken at Palm Beach State is included in the application fee. Students must pay the application fee before taking the exam. Students must wait 30 days before retaking the TABE and will be charged a retest fee.

Students who do not meet TABE test standards and do not have an exemption as identified above ~~for certain programs~~ will be required to enroll in vocational preparatory (VPI) courses along with their technical courses. Go to **www.palmbeachstate.edu/academicservices/curriculum-and-programs/tabe-standards.aspx** for more information and a list of programs that are affected by this policy.

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

Page 23

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 CPT or PERT.~~ There are two college readiness areas – mathematics and combined reading and English. Please refer to Table 1-1 in the Admission section of this catalog.

The College Readiness program is designed for students at all levels of college 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:

~~• Developmental Reading 1 and 2 (REA 0007 and REA 0017)~~

~~• Developmental Writing 1 and 2 (ENC 0015 and ENC 0025)~~

• College Reading and Writing (ENC 0017)

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

• Intermediate Reading~~, High Intermediate Reading, Advanced Reading~~ (EAP 0420, ~~EAP 1520 and EAP 1620~~)

• Intermediate Grammar, ~~High Intermediate English, Advanced English~~ (EAP 0460, ~~EAP 1584 and EAP 1684~~)

For all college readiness students:
• ~~Developmental Mathematics 1 and 2 (MAT 0018 and MAT 0028)~~
• Developmental Algebra (MAT 0022)
• ~~Strategies for College Success~~ Introduction to the College Experience (SLS 1501). A key course in the College Readiness program is SLS 1501, ~~Strategies for College Success~~ Introduction to the College Experience. 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 College courses.

COLLEGE READINESS SUPPORT
In addition to the courses, the College offers a complete support network, including 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 the College. Take the courses in a sequence - for example, take Developmental Mathematics 2 as soon as you successfully complete Developmental Mathematics 1. 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
The College 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 at each location. Students must successfully complete all three foundation classes before registering for any other classes at the College.

English for Academic Purposes – College Credit
In addition to foundation and developmental English for Academic Purposes (EAP) courses, the College offers credit-level EAP courses to further develop English language skills for students whose first language was not English. These courses earn AA elective credit that counts towards the Associate in Arts degree. Some students may be required to enroll in these courses. Please see an academic advisor for more information.