

PALM BEACH STATE COLLEGE

2018
2019

catalog



PALM BEACH STATE
COLLEGE

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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 or certificate 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.

Notice of Nondiscrimination

Palm Beach State College, an equal access/equal opportunity institution, complies with all applicable federal and state laws and therefore does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, pregnancy status, and any other factor protected under the law, state or federal, in employment, admissions, or educational programs and activities.

The following offices have been designated to ensure compliance and handle inquiries or concerns regarding the nondiscrimination requirements of the Title II of the Americans with Disability Act (ADA), section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972:

Disability Support Services/Access

Kathleen Karran-McCoy
Interim Dean of Student Development
Palm Beach State College
4200 Congress Avenue, MS # 54
Lake Worth, FL 33461-4796
561-868-3371

Employment Access

Juanita Hook
Assistant Director of Human Resources & Equity Officer
Palm Beach State College
4200 Congress Avenue, MS # 10
Lake Worth, FL 33461-4796
561-868-3111

Facilities Access

John T. Wasukanis
Facilities Director
Palm Beach State College
4200 Congress Avenue, MS #42
Lake Worth, FL 33461-4796
561-868- 3615

Admissions

Peter Biegel
Interim College Registrar
Palm Beach State College
4200 Congress Avenue, MS # 13
Lake Worth, FL 33461-4796
561-868-3532

Title IX Coordinator

Penny Mclsaac

4200 Congress Avenue, MS #9
Lake Worth, FL 33461-4796
561-868- 3277

In addition, information concerning Title IX and all other discrimination laws may be obtained at the following Palm Beach State College locations:

Belle Glade
Disability Support Services Office
1977 College Drive, CRA 105.6
Belle Glade, FL 33430-3699
561-993-1182

Boca Raton
Disability Support Services Office
801 Palm Beach State College Drive, AD 144
Boca Raton, FL 33431-6490
561-862-4378

Lake Worth
Disability Support Services Office
4200 Congress Avenue, CT 111
Lake Worth, FL 33461-4796
561-868-3046

Loxahatchee Groves
Disability Support Services Office
15845 Southern Boulevard
Loxahatchee, FL 33470-9204
561-790-9021

Palm Beach Gardens
Disability Support Services Office
3160 PGA Boulevard, BR 129.4
Palm Beach Gardens, FL 33410-2893
561-207-5346

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

Kathleen Karran-McCoy
Interim Dean of Student Development
Palm Beach State College
4200 Congress Avenue, MS #54
Lake Worth, FL 33461-4796
Telephone: 561-868-3371 (V/TTY)

For further information on notice of nondiscrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 800-421-3481.

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 notify instructors and other appropriate College personnel in writing, 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 each appeal and response 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.

Students are responsible for all material covered during their approved absence. The approval shall detail a reasonable period for the student to complete missed work and make-up assignments. When possible, major class assignments, examinations and official ceremonies, shall not be scheduled on major religious holidays.

Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act and Florida Laws require registered sex offenders/predators to provide to the Florida Department of Law Enforcement notice of each institution of higher education in the state, including each campus at which the offender/predator is enrolled, employed, volunteering or carries on a vocation. A registered sex offender/predator may also have to provide notice to the Sheriff's office, the Department of Law Enforcement or the Department of Corrections upon a change in enrollment, volunteer or employment status. 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.

General Information

History

www.palmbeachstate.edu/History

From its humble beginnings in 1933 with 41 students in a building next to Palm Beach High School, Palm Beach State College has grown to become the largest institution of higher education in Palm Beach County. Currently serving 49,000 students annually, the College offers classes at five campuses and online. Over time, the College's mission has become more comprehensive to serve the educational needs of Palm Beach County residents. Palm Beach State College now offers bachelor's and associate degrees, professional certificates, workforce development and lifelong learning.

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

County School Superintendent Joe Youngblood and Howell Watkins, principal of Palm Beach High School, consulted with the University of Florida and the Florida State Women's College (Florida State University) and based Palm Beach Junior 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.

John I. Leonard became the first president of Palm Beach Junior College in 1936. By 1948, the College had outgrown its original building and moved to Morrison Field, a retired Air Force base used in World War II. Just three years later, though, the Korean Conflict erupted, and Morrison Field was reactivated. The air base later became Palm Beach International Airport.

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 and began 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.

Dennis P. Gallon, Ph.D., served as president for 18 years, beginning in 1997. Dr. Gallon expanded the College's comprehensive mission with more workforce education programs and expanded business and industry partnerships. In 2008, the College received State Board of Education approval to offer its first baccalaureate degree, a Bachelor of Applied Science in Supervision and Management. Upper-level courses in this degree program began in 2009, and the College was renamed Palm Beach State College in 2010 to reflect its expanded educational offerings.

Ava L. Parker, J.D., became Palm Beach State College's first woman president in 2015. President Parker is leading Palm Beach County's largest higher education institution with a strategic approach emphasizing innovation, student success, and business and community collaboration. Under her leadership, the College has opened a fifth campus, improved student success rates and increased support for the College from both public and private sources. PBSC also has set enrollment records, with the highest fall enrollment in the College's history achieved in Fall 2017.

Mission

PBSC provides student-centered learning experiences that transform lives and strengthen our community.

Vision

Palm Beach State College is nationally recognized as an innovative academic leader advancing student success through its unparalleled commitment to excellence, engagement, and dynamic partnerships.

Values

Transformational

We provide pathways and opportunities that positively and profoundly change the lives of our constituents.

Conscientious

We will serve the College, community and global society as we aspire to always do what is right, just and fair.

Optimistic

We inspire hope and encouragement in our constituents for the achievement of their goals and in the pursuit of lifelong learning.

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.

Institutional Advancement

The Office of Institutional Advancement provides value by expanding awareness of, engagement in and philanthropic giving to Palm Beach State College. Institutional Advancement is responsible for a broad range of activities that serve as the framework for creating lasting relationships and building support from a variety of constituencies, including alumni, donors and community members. The Institutional Advancement team is committed to delivering responsive, professional and timely service to all stakeholders while pursuing the College's vision and assisting in fulfilling its mission.

Locations

Courses are offered at College campuses in Belle Glade, Boca Raton, Lake Worth, Loxahatchee Groves and Palm Beach Gardens. Each campus offers general education courses; however, certain programs may not be available at all campuses. [View detailed campus maps at www.palmbeachstate.edu/Locations](http://www.palmbeachstate.edu/Locations).

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. With the support and guidance of local educational, community and civic leaders, 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 the Associate in Arts degree for transfer to four-year institutions as well as career and technical programs and continuing education courses. The 470-seat Dolly Hand Cultural Arts Center at Belle Glade presents 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. Nearly 4,000 students are enrolled at the campus currently, attending classes in person or online.

BOCA RATON

Palm Beach State College serves 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, transferring into FAU baccalaureate programs after completing their associate degrees at PBSC. 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 serves more than 15,000 students annually.

LAKE WORTH

Lake Worth is the College's largest and longest-established campus. Bordered by Lake Osborne and John Prince Park, the 114-acre campus offers bachelor's degrees as well as numerous programs for those planning to transfer to universities or enter or advance in the workforce. The campus serves more than 30,000 students annually, and its student body is a microcosm of the richly diverse population of the greater Lake Worth area.

The Dr. Floyd F. Koch Honors College is headquartered at the Lake Worth campus. The Panthers intercollegiate athletic teams play and practice at this campus, which also is home to the Dr. Kathryn W. Davis Global Education Center, an education and information resource center for immigrants residing in Palm Beach County. Outstanding campus features include the spacious Watson B. Duncan III Theatre, which serves as a performing arts instructional facility and presents world-class cultural and entertainment events and visiting artists for the public. The campus also houses the Public Safety Training Center, a comprehensive education and training hub for criminal justice, fire, emergency management and emergency medical services programs.

LOXAHATCHEE GROVES

Palm Beach State College's newest campus in Loxahatchee Groves opened its doors in 2017. Named in honor of former president Dr. Dennis P. Gallon, the 75-acre campus provides increased access and convenience for residents of central western Palm Beach County. The new campus' initial focus is on innovative technology and health sciences programs and features state-of-the-art virtual reality learning technology in its science laboratories. A partnership with Modernizing Medicine Inc. enables students to learn using the latest software found in hospitals and health care settings.

Reflecting the workforce needs of the area, the campus houses an expanded Bachelor of Science in Nursing (RN-BSN) degree program as well as degree and certificate programs in the health information technology field. The campus also offers the Associate in Arts courses/degrees with focus on creative delivery systems. Currently, approximately 4,000 students are enrolled at the campus.

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 houses an expanded science curriculum, energy and engineering technology programs, the Math & Science Institute, and the Collegiate High School focused on science, technology, engineering and mathematics (STEM). The campus features modern multimedia classrooms and laboratories, a horticultural nursery, community athletic fields and an art gallery. 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.

Admissions

[Academic Calendar](#)

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 may not be 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 postsecondary coursework, in accordance with section 1007.263, Florida Statutes. The College defines this competency as any student who has received a C or higher in the equivalent of Palm Beach State ENC1101 (College Composition) and MAT1033 (Intermediate Algebra or higher) or has received an associate degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education.*

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

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

In accordance with Florida statutes, no student will be admitted to 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.*

Enrollment Services Policies/Procedures

COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS (SSN)

Federal legislation relating to the American Opportunity Tax Credit 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 College is authorized by IRS 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 the catalog.

STUDENT RIGHT TO PRIVACY

The College respects students' personal information and protects 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.

CONDITIONS FOR ADMISSION

At the point of application and payment of the appropriate application fee, 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 check the status of their received and/or evaluated 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 awarding 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 international students on an F-1 visa. Contact the International Student Office for more information.

NON-DISCRIMINATORY POLICY

Palm Beach State College, an equal access/equal opportunity institution, complies with all applicable federal and state laws and therefore does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, pregnancy status, and any other factor protected under the law, state or federal, in employment, admissions, or educational programs and activities. Limited Access programs select students using an 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 criteria. Decision on admission rests with the College 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:

Peter J. Biegel
Interim College Registrar
Palm Beach State College
4200 Congress Avenue, MS #13
Lake Worth, FL 33461
561-868-3532
DistrictRegistrar@palmbeachstate.edu

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.

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 email 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 email. Students must check their College-assigned email address frequently to ensure they obtain critical information and assignments.
- 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. For additional information regarding the release of student records, refer to the Academic Policies section of the catalog.

Students may view their transcripts from other institutions at any campus registrar's office 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

For the purpose of assessing tuition cost in the State's public colleges and universities, students are classified as Florida residents or non-Florida residents in accordance with criteria set forth in [Florida Statute \(FS\) 1009.21](#), [State Board of Education Rules 6A-10.044](#) and [6A-20.003](#). 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.

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 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 residency is requested. 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. For more information, visit www.FloridaShines.org. F-1 visa students cannot be considered for in-state residency.

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

INITIAL RESIDENCY CLASSIFICATION

The initial classification for Florida residency for tuition purposes is determined upon submission of the application for admission for all new and returning (degree- or non-degree-seeking) students. Students seeking an in-state resident classification are required to complete the Florida Residency Declaration for Tuition Purposes section of the application and provide information that pertains to the claimant (person claiming to be the Florida resident). For independent students, the claimant is the student and the student provides his/her own information. For dependent students, the claimant is a parent or legal guardian and the parent's or legal guardian's information must be provided. For specific definitions of a dependent and an independent student, please refer to the [Florida Residency for Tuition Purposes Guidelines](#).

When completing the Florida Residency Declaration for Tuition Purposes, information may be provided for at least two of the following three documents: Florida voter's registration card, Florida driver's license or identification card and/or Florida vehicle registration. Other acceptable documents that may be used for residency purposes are listed in the [Florida Residency for Tuition Purposes Guidelines](#). All documents supporting the establishment of Florida residency must have been dated, issued or filed 12 months or more prior to the first day of classes of the term for which Florida residency is requested.

After the College reviews and verifies the residency information, a residency classification email will be sent to each student informing them of their residency status and, if appropriate, will outline if additional information or documentation is required. Failure to provide all requested information or documentation before the first scheduled class day of the term or session in which the student enrolls will result in a non-Florida classification and the student will be charged out-of-state tuition rates.

Note: *The residency classification for Transient students who attend a Florida public college or university will be the same residency classification determined by their home institution.*

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 Request for Florida Residency for Tuition Purposes 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 Request for Florida Residency for Tuition Purposes form, go to www.palmbeachstate.edu/Admissions.

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 Florida Residency for Tuition Purposes may appeal to the Residency Appeal Committee by submitting a completed Appeal of Florida Residency Classification form to any campus Registrar's Office. For more information, go to www.palmbeachstate.edu, then click, "Apply", then "Forms", then Appeal of Florida Residency Classification form.

Enrollment Process

1. Application

Instructions for applying to the College are located online at www.palmbeachstate.edu, *click on APPLY*. Applicants should carefully read the instructions to determine which application process to complete. Applicants are notified of their application status by email to their personal email account and/or their newly assigned Palm Beach State College email account.

2. Application Fee

New students will be assessed a \$40 (nonrefundable) application fee. International (F-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 LOEP exam taken at Palm Beach State is included in the application fee. The application fee must be paid before taking the exam.*

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. Florida public high school, college, and or university transcripts should be sent electronically via the Florida Automated System for Transferring Electronic Records (FASTER). Secure PDF Transcripts should be sent to Transcriptevaluation@plambeachstate.edu.

- 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 Home Education Graduation Affidavit.
- Applicants with out-of-country high school credentials must provide proof of completion of U.S. High School equivalent (subject to the College's evaluation).
- 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. The high school transcript may be waived for admissions purposes if a student has earned an AA, Bachelor, or higher degree from a regionally accredited institution.
- 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 College also accepts commercial evaluations from AACRAO International Education Services at IES.AACRAO.org. The registrar must receive all international students' (on F1 visa) transcripts and commercial evaluations before a first term of enrollment.

To be considered official, transcripts must be sent directly to the College from the issuing institution. Faxed transcripts are not considered official.

Transcript request forms are available online at www.palmbeachstate.edu/Admissions. All transcripts and documents received become property of the College and will not be transmitted to third parties, except in accordance with state or federal law. Students can check the status of their received and/or evaluated transcripts at www.palmbeachstate.edu/Pantherweb.

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

Note: *The application for admissions and nonrefundable \$40 application fee must be submitted before any transcripts are evaluated. 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

All students seeking a degree or college credit certificate or who intend to take Gordon Rule writing and mathematics courses and have not successfully completed college-level math and English must furnish official test scores. Students may provide their official scores

from the Postsecondary Education Readiness Test (PERT), Accuplacer, ACT or SAT and must do so before registration. 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, TABE or LOEP 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.

Students whose primary language is not English and did not graduate from a U.S. high school or pass a U.S. GED test in English are required to prove college-level English proficiency. Students who transfer from a non-U.S. postsecondary institution must also prove English proficiency. For more information, contact any campus Academic Advising department.

Placement Test Exemptions--Students are exempt from the placement test requirement if they provide the appropriate documentation showing that they:

- entered 9th grade in a Florida public high 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 Services; or
- have test scores (ACT, SAT, Accuplacer or PERT) that are less than two years old from date test was taken and scores meet the state-designated minimums for college-level English and mathematics courses; or
- have successfully completed college preparatory or developmental education course requirements in English, reading and mathematics; or
- provide proof of successful completion of college-level English and mathematics courses from a regionally accredited college or university.

Note: *Students who are exempt may request to take the PERT or to enroll in developmental education if they wish. Exempted students are strongly encouraged to meet with an academic advisor, prior to enrollment of classes, to assist them in evaluating their college readiness level.*

5. New Student Orientation

All first-time-in-college (FTIC) degree-seeking students must complete New Student Orientation before being allowed to register for classes. For detailed instructions on scheduling a New Student Orientation, please go to www.palmbeachstate.edu/Orientation.

As a condition of admission, all FTIC degree-seeking students are required to take and successfully complete Introduction to the College Experience (SLS 1501) during their first term of enrollment.

Previous high school Dual Enrollment and Early Admit students who have earned more than 15 college credits may be exempt from SLS 1501.

6. Register and Pay for Classes

Students must register for classes through [PantherWeb](#). Payment of fees is accepted online through PantherWeb, by mail or at any campus Cashier's Office.

NON-NATIVE ENGLISH SPEAKERS

Degree-Seeking

The testing criteria and guidelines for the admission to Palm Beach State College of non-native English speakers are as follows:

Non-native English speakers who are planning to pursue a degree program at Palm Beach State College are advised to first consult with an advisor to discuss pathways to achieve their educational objectives at Palm Beach State College.

Applicants are required to take the Post-secondary Education Readiness Test (PERT). Based on the PERT results in Reading and Writing, students may continue into college-level English (ENC1101) or take the Level of English Proficiency (LOEP) test, for initial placement into the English for Academic Purposes (EAP) program.

Applicants need a minimum composite score of 71 in both Reading and English on the LOEP to be classified as degree-seeking at Palm Beach State College.

- Degree-seeking students required to enroll in EAP courses must enroll in the program each term until all required EAP courses have been successfully completed.
- Upon completion of the 300-level courses (EAP0388, EAP0382, EAP0300), students using their math PERT scores may enroll in the appropriate math and other general education or elective courses.
- Students with a TOEFL score is 197 or above on the computer version, or 71 or above on the Internet version, or 530 or above on the paper version, or a composite score of 116 or above in both Reading and English on the LOEP, will be exempt from the EAP program. The PERT scores will be used for course placement.

- Upon successful completion of the EAP program students will matriculate into ENC1101.
- Applicants who transfer from a non-U.S. postsecondary institutions must also prove English proficiency.

Non Degree-Seeking

Applicants who are non-degree seeking or entering college-credit programs that do not require placement testing must prove English Proficiency with the LOEP or valid COMPASS scores. A composite score of 86 or above in both Reading and English on the LOEP or 69 on the COMPASS is required to prove English Proficiency.

Applicants who score 70 or below on the LOEP are not eligible for college-level EAP courses. They are only eligible for the ESL courses offered through our Continuing Education Department for remediation.

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. If you are applying for a limited access program, please check the program requirement to verify if secondary transcripts are necessary in addition to post-secondary coursework. For detailed information about each of the College's limited access programs, visit www.palmbeachstate.edu/Admissions. Admission to the College does not imply nor guarantee admission into any program with special admission requirements.

INTERNATIONAL STUDENTS

International Applicants (F-1) 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:

1. Print and complete a paper application for admission at www.palmbeachstate.edu/International. (*Please visit www.palmbeachstate.edu/AcademicCalendar for the application deadline.*)
2. Submit a non-refundable \$75.00 (US) application fee. The application will not be processed until the application fee has been paid in full.
3. Must provide proof of completion of U.S. High School equivalent (subject to the College's evaluation).
4. Submit a transcript from each postsecondary 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. For a listing of approved agencies, visit www.NACES.org/members.htm. The College also accepts commercial evaluations from AACRAO International Education Services at IES.AACRAO.org. 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:
 - LOEP (Levels of English Proficiency) – A minimum composite score of 86 in both Reading and English on the LOEP test, which the College administers through its Testing Centers. The fee for the first LOEP 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.
 - TOEFL (Test of English as a Foreign Language) – A score of 500 or higher on the TOEFL (paper-based), 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 (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 or higher on the Compass/ESL test.

IELTS (International English Language Testing System) – A score of 5.5 or higher on the IELTS test.

- Successful completion of the GED in English.
 - 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 must maintain a minimum Palm Beach State cumulative grade point average (CGPA) of 2.0 every semester to remain eligible for enrollment at the College.
- 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.

BACHELOR'S DEGREE-SEEKING STUDENTS

1. New/transfer students: submit an [online application for admission](#).
Current/returning Palm Beach State College students: submit program objective change form
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 a Palm Beach State College A.A., A.S., or A.A.S. degree program.
* *The degree or earned credits must have been completed and awarded by a regionally accredited education institution. Refer to Areas of Study section of the catalog.*
 - 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, CBP112, Lake Worth campus or visit website www.palmbeachstate.edu/programs/Bachelor for more information.

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.

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](#).
- Send for any additional transcripts to update admission records. Previously outstanding transcripts must be received prior to registration. All new transcripts should be received before registration but must be received within one term or the student may not register for subsequent terms.
- Update placement tests (ACT, SAT, Accuplacer 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 the 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 earned college credit toward a degree or post-secondary certificate at any other college or university. A transfer student should:

- Submit an [online application for admission](#).
- The application for admissions and nonrefundable \$40 application fee must be submitted before any transcripts are evaluated.
- Submit high school and, if applicable, all college transcripts. The high school transcript may be waived for admissions purposes if a student has earned an Associate, Bachelor, or higher degree from a regionally accredited institution.
- 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 or IES.AACRAO.org.

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 must be received and evaluated by Palm Beach State for financial aid to 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.)

Palm Beach State College accepts for transfer only those credit courses completed at other regionally accredited institutions with grade of D or higher. Only courses with a grade of C or higher, when appropriate, can be used to satisfy any General Education Requirements. Plus (+) and minus (-) designations used with grades will be removed from all transfer courses.

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.*

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, submit an [online application for admission](#).

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's office. International students on an F-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 the 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.

To apply for admission:

- Students attending a Florida public institution must go to www.FloridaShines.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 course requirements apply, unless specifically waived by the home institution. Transient requests for courses in controlled, limited access programs, or bachelors may require departmental approval and additional documentation. 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 Study section of the catalog. In general, a person wanting to enroll in a PSAV program must do the following:

1. Submit an [online application for admission](#).
2. Submit an official high school or GED transcript if program requires a standard high school diploma.
3. Take the appropriate test (if applicable) according to the requirements of the program.

Note: *Students seeking admission to a Public Safety limited access program (i.e., emergency medical technician, firefighter and paramedic), should go to www.palmbeachstate.edu/Admissions, click on Limited Access Programs. 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/charter, home education and private school students to earn high school and college credits toward both high school and college graduation requirements. Private (non-public) schools participating in dual enrollment must have an approved Dual Enrollment Articulation Agreement between the private school and Palm Beach State College prior to referring students for dual enrollment. Home Education students must submit each year a Statement of Legal Compliance form to verify eligibility. The form is available online at www.palmbeachstate.edu/DualEnroll.

The school approved 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 financially obligated 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 developmental education courses;
- Physical education activity courses;
- Courses less than three credits (unless the course is a corequisite or in PSAV dual enrollment);
- 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.

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

- Have earned four high school credits, two of which must include an English Language Arts course and a mathematics course.
- Have an unweighted high school cumulative grade point average (GPA) of 3.0 or higher.
- Enroll and attend a MANDATORY Palm Beach State [Dual Enrollment Information/Advising session](#) prior to registration of class(es).
- Submit an [online Palm Beach State Application for Admission](#).
- Submit official "college ready" placement test scores (ACT, SAT, Accuplacer or PERT) that are less than two years old from the date the test was taken.
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor. (*A form must be completed and 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, F or W 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 need to:

- Be a high school senior.
- Have an unweighted high school cumulative grade point average (GPA) of 3.2 or higher.

- Enroll and attend a MANDATORY Palm Beach State [Dual Enrollment Information/Advising session](#) prior to registration of class (es).
- Submit an [online Palm Beach State Application for Admission](#).
- Submit an official recommendation letter from the high school principal. College credits earned during the early admission period must be used to satisfy high school graduation requirements, with the high school principal determining how these credits are to be utilized.
- Submit official “college ready” placement test scores (ACT, SAT, Accuplacer or PERT) that are less than two years old from the date the test was taken.
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor. *(A form must be completed and submitted for each term of enrollment.)*
- Enroll and maintain at Palm Beach State a full-time status (12-18 college credit hours) for the fall and/or spring terms only.
- Earn a college 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.

Collegiate High School Enrollment Requirements

Palm Beach State Collegiate High School is a dual enrollment school choice option for high school seniors who have completed all requirements for high school graduation other than those which can be satisfied by PBSC courses. Students are enrolled as full-time students at Palm Beach State College's Palm Beach Gardens campus and may earn up to 30 or more semester hours of college credit.

The Collegiate High School is open to high school seniors who:

- Have an unweighted high school GPA of a 3.2 or higher.
- Have the minimum test scores listed below:
 - SAT – 24 Reading, 25 Writing, and 24.5 Math; or
 - ACT – 17 or higher (English), 19 or higher (reading) and 20 or higher (math)
- Have completed all requirements for high school graduation other than those that can be satisfied by PBSC courses.

To apply for admission, students must:

- Submit an [online Palm Beach State Application for Admission](#)
- Submit official ACT or SAT test scores.
- Enroll and attend a MANDATORY Palm Beach State [Dual Enrollment Information/Advising session](#) prior to registration of class(es).

Postsecondary Adult Vocational (PSAV) Dual Enrollment Requirements

Palm Beach State will assume to educate and train students in the approved PSAV Programs at the PBSC Belle Glade campus.

- Have a 2.0 or higher unweighted high school GPA.
- Be the appropriate age (if applicable for the program).
- Enroll and attend a MANDATORY Palm Beach State [Dual Enrollment Information/Advising session](#) prior to registration of class (es).
- Submit an [online Palm Beach State Application for Admission](#).
- Take the Test of Adult Basic Education (TABE).
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor. *(A form must be completed and submitted for each term of enrollment.)*
 - Home education students must complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the Palm Beach State College dual enrollment coordinator and a [Home Education/Dual Enrollment/Early Admission Legal Compliance and Articulation Agreement form](#). *(Both forms must be completed and 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.

Withdrawal Policy for Dual Enrollment Program

Dual Enrollment students who withdraw from a class will not be allowed to enroll the following semester. To re-enroll in the Dual Enrollment program, after one semester, students must appeal to their respective high school principal with the Special Withdrawal Circumstance Appeal Approval Form.

Placement Testing

REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS

Unless a student qualifies for an exemption as outlined below, all degree-seeking and non-degree-seeking students wishing to take Gordon Rule writing and mathematics courses must furnish official test scores from one of the following state-approved placement tests: PERT, Accuplacer, ACT or SAT. Test scores expire two years from the date of the test.

Important: To enroll in any general education mathematics course, all students (exempt or non-exempt) must have adequate placement test scores or a grade of C or higher in the required prerequisite course(s).

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 developmental education courses. [Test Score Charts](#).

Students who are not exempt from placement testing (see exemptions below) and have not taken any of the above tests, or whose test scores have expired, or whose 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.

Placement Test Exemptions

Students are exempt from the placement test requirement if they provide the appropriate documentation showing that they:

- entered 9th grade in a Florida public high 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 Services; or
- have official test scores (ACT, SAT, Accuplacer or PERT) that are less than two years old from date test was taken and scores meet the state-designated minimums for college-level English and mathematics courses; or
- have successfully completed developmental education course requirements in English, reading and mathematics; or
- have successfully completed (grade of C or higher) college-level English and mathematics courses from a regionally accredited college or university.

Note: *Students who are exempt may request to take the PERT or to enroll in developmental education if they wish. Exempted students are strongly encouraged to meet with an academic advisor, prior to enrollment of classes, to assist them in evaluating their college readiness level.*

PLACEMENT INTO DEVELOPMENTAL EDUCATION COURSES

- 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 developmental education English, reading or mathematics courses must also take and successfully pass the corequisite course, Introduction to the College Experience (SLS 1501).
- Students may register for a course lower than indicated by test scores but not in a higher one.
- Students placed into developmental education will be allowed three attempts to complete each subject area. However, the tuition fee for the third attempt will be subject to the full cost of instruction (out-of-state tuition fee).
- Students who are required to enroll in a developmental education English/Reading course cannot enroll in any Gordon Rule writing course until the requirement has been successfully satisfied. Students who test into college developmental education mathematics cannot enroll in any course for which mathematics is a prerequisite until college developmental education math is successfully satisfied.
- Students are not permitted to audit college developmental education courses.
- Students must wait 30 days before retesting in a subject area. Students currently enrolled in a college developmental education course may not attempt to test out of that area after the add/drop deadline.
- College developmental education courses shall be graded A, B, C, N (Not Pass). Institutional credits will be granted for each course successfully completed. Institutional credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.
- All students who test into developmental education courses are strongly encouraged to read the College Readiness section of the Catalog.

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 developmental education courses.*

TABE Test Requirement for PSAV Programs

The TABE is a basic skills examination 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. Refer to the program information in the Areas of Study section of the catalog for required TABE scores. TABE test scores expire two years from the date of the test. Students must wait 30 days before retaking the TABE at Palm Beach State College. The fee for the first TABE test taken at Palm Beach State is included in the application fee. Students must pay the application fee before taking the test. A retest fee is charged for any subsequent testing.

TABE Exemptions -- Students are exempt from taking TABE if they provide the appropriate documentation showing that they:

- entered 9th grade in a Florida public high 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 Services; or
- have an associate degree or higher; or
- have official test scores (ACT, SAT, Accuplacer or PERT) that are less than two years old from date test was taken and scores meet the state-designated minimums for college-level English and mathematics courses; or
- have successfully completed college preparatory or developmental education course requirements in English, reading and mathematics; or
- provide proof of successful completion (grade of C or higher) of college-level English and mathematics courses from a regionally accredited college or university; or
- have passed related state, national, or industry certification or licensure examination; or
- are enrolled in an apprenticeship program that is registered with the Florida Department of Education.

Students who are not exempt from the TABE test requirement and do not meet TABE minimum test score requirements will be required to enroll in vocational preparatory (VPI) courses along with their technical courses. For a listing of PSAV programs affected by this policy, visit www.palmbeachstate.edu/AcademicServices, click on *Curriculum and Programs* and then click on *TABE Standards*.

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 the 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 (with a grade of C or higher).

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/Tuition-Fees.aspx. 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 subject to change by action of the Florida Legislature or the District Board of Trustees.

All fees must be paid by the payment due date indicated on the student's class 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 through [PantherWeb](#), by mail, or in person. Payments can be made with cash, check, money order, credit or debit card. We accept Visa, MasterCard, American Express, Optima, Discover, JCB or non North American Diners Club. Wire transfers can be arranged through the Cashier's Office. Students can also authorize Florida Prepaid billing through [PantherWeb](#).

RETURNED CHECKS

In accordance with section 832, 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/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 additional collection costs of up to 30% of the principal amount plus costs. Credit Bureau reporting through collection agencies will also occur for delinquent accounts.

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 \$40 application fee. 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.

To apply for the fee waiver, senior citizens must:

- Submit an [online Palm Beach State Application for Admission](#) if they are a new or readmission student.
- Submit a completed and signed [Senior Citizen Tuition Waiver form](#) to any campus Admissions Office on the designated registration day for senior citizens. At this time, the Admissions Office will have the senior citizen complete a Request to Audit form. *(A Senior Citizen Tuition Waiver form must be submitted for each term of registration.)*
- Register for classes in person only on the designated registration day for senior citizens. Registration will be granted on a "space available" basis (at least one seat available in the class). Senior citizens are ineligible for the tuition waiver if they register for and/or drop the class(es) prior to the designated senior citizens registration date. Please refer to the [Registration Calendar](#) for the appropriate term registration dates.

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 \$40 application fee, registration fees, and, if applicable, any per-class special fees and/or lab fees.

To apply for the fee waiver, state employees must:

- Submit an [online Palm Beach State Application for Admission](#) if they are a new or readmission student.
- Submit a completed and signed [State Employee Tuition Waiver form](#) to any campus Admissions Office on the designated registration day for state employees. *(A State Employee Tuition Waiver form must be submitted for each term of registration.)*
- Register for classes in person only on the designated registration day for state employees. Registration will be granted on a "space available" basis (at least one seat available in the class). 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. Please refer to the [Registration Calendar](#) for the appropriate term registration dates. Any prerequisites and/or corequisites of courses must be satisfied.

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.

Financial Aid

Types of financial aid available include state and federal grants, scholarships, Federal Work-Study programs and Federal Direct 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.

How to Apply for Financial Aid

You must complete a Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/> to apply for the following:

- Federal and State grants (funds that do not need to be paid back).
- Any Palm Beach State College Scholarship.
- Federal Work-Study job, which allows students to earn money for their education through on-campus or community service jobs.

If you are seeking a Federal Direct Loan or Parent PLUS Federal Loan, additional information is available at www.studentloans.gov.

Please consult the College website (www.palmbeachstate.edu) for important details on specific financial aid programs stemming from federal, state and institutional sources

You must complete a Free Application for Federal Student Aid (FAFSA).

- Complete your FSAID at <https://fsaid.ed.gov/npas/index.html>
- Complete the FAFSA at <https://fafsa.ed.gov/>
- If you need assistance attend one of our FAFSA Workshops: palmbeachstate.edu/financialaid/FAFSA-Workshops.aspx
- For valuable financial aid information, view the FA TV videos: <https://pbstate.financialaidtv.com/browse>
- The Financial Aid Office will receive the result of the FAFSA to determine your grant and scholarship eligibility. (Keep abreast of all financial aid email sent to your school email account.)
- For additional questions and answers, visit our Financial Aid webpage and view the Q & A section: palmbeachstate.edu/FinancialAid.

VERY IMPORTANT: Monitor your College email account for notices sent to you by the Office of Financial Aid. If you have red flags, you may need to provide additional documents.

***Please confirm that your contact information is up to date with the Registration Office

Note: After submitting your FAFSA, you may get selected for verification by the Department of Education. The Financial Aid Office retains the right to request any additional documentation deemed necessary to complete the review or verification of an application.

What do I have to do if I have been selected for Verification?

See Verification information on FA TV: <https://pbstate.financialaidtv.com/play/36532-verification/8454-what-do-i-have-do-if-i-have-been-selected-verification>

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 considered under the consortium/ transient agreement to have award amounts adjusted if they qualify for dual enrollment. See the campus Office of Financial Aid for details.
- Students in default on a federal loan are ineligible for federal and state financial aid.
- Finally, as always, eligibility for financial aid depends upon meeting Standards of Satisfactory Academic Progress (SAP). Please visit the Financial Aid webpage for additional information on SAP. Students must monitor SAP to be eligible for Financial Aid. What is Satisfactory Academic Progress? See SAP policy on FA TV: <https://pbstate.financialaidtv.com/play/54455-satisfactory-academic-progress-sap/39632-what-satisfactory-academic-progress-sap-and-how-does-it-apply-me>
- Students who are registered for remedial courses can only receive financial aid for up to 30 credits. Seek financial aid advisement to determine how remedial courses relate to ensuring Satisfactory Academic Progress and the 150 percent of maximum timeframe.

IMPORTANT STUDENT RESPONSIBILITIES

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.

What happens if I withdraw from all of my classes?

When a student withdraws or his/her enrollment is otherwise terminated, the College will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of federal financial aid (aka "Title IV") that must be returned to the Federal Student Aid Programs (if any). This process is referred to as "Return to Title IV" (R2T4). The calculation of R2T4 has no relationship to the tuition and fees that the student may be charged by the College. The R2T4 calculation is performed using forms and/or software compliant with U.S. Department of Education guidelines. Please meet with a Financial Aid advisor before completely withdrawing from all your courses. Learn how this R2T4 will impact future attendance at the College.

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/or documentation 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 refund after all tuition, fees and book charges are paid in full and credit balance is obtained.

Direct bank deposit is highly recommended and is available to all students. The sign-up 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 used to determine the enrollment status for financial aid recipients. Most financial aid programs permit part-time enrollment status.

| Status | Credit Hours Required |
|---------------------|-----------------------|
| Full-time | 12 or more |
| Three-quarter time | 9 to 11 |
| Half-time | 6 to 8 |
| Less than half-time | 1 to 5 |

* *Certificate students enrolled in a clock hour program are considered full-time.*

Gainful Employment

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

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 webpage, www.palmbeachstate.edu/admissions, 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. Palm Beach State College is also in compliance with the Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"). All students using Post 9/11 and Montgomery GI Bill-Active Duty will be qualified for in-state tuition in accordance with Section 702. Please see the Veterans Services webpage for details on the various VA Benefits and application instructions, www.palmbeachstate.edu/VeteransServices.

College Readiness

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 who 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

The College Readiness program is tailored to each student's needs. There are several options for college readiness in the areas of mathematics, reading and English. 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:

- College Reading and Writing (ENC 0017)
- College Grammar Essentials (ENC 0050)
- College Sentence Essentials (ENC 0051)
- College Writing Essentials (ENC 0052)
- College Reading (REA 0056)

College readiness courses for students with limited English proficiency:

- Introduction to Speaking/Listening (EAP 300)
- Integrated Reading and Writing (EAP 0382)
- Integrated Speech/Grammar (EAP 0388)
- Speaking/Listening 1 (EAP 0400)
- Intermediate Reading (EAP 0420)
- Intermediate Grammar (EAP 0460)

For all college readiness students:

- Developmental Algebra (MAT 0022)
- Developmental Math 1 (MAT 0055)
- Advanced Developmental Algebra (MAT 0056)
- Introduction to the College Experience (SLS 1501). This course is a key course in the College Readiness program. The 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 TIP FOR COLLEGE READINESS STUDENTS

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 (EAP)

The English for Academic Purposes (EAP) program at Palm Beach State College consists of the following four levels of instruction for students with limited English proficiency:

1 - Foundations

- A - EAP 0388 Integrated Speech/Grammar (4 credits)
- B - EAP 0382 Integrated Reading/Writing (4 credits)
- C - EAP 0300 Introduction to Speaking /Listening (4 credits)

The College offers the Foundation program for students with limited English proficiency who have been placed into this level, prior to taking EAP College Readiness courses. The Foundation program includes three courses in reading and writing, grammar and speech, 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 at each campus location.

2 - College Readiness

- A - EAP 0460 Intermediate Grammar (3 credits)
- B - EAP 0420 Intermediate Reading (3 credits)
- C - EAP 0400 Speaking and Listening (3 credits)

3 - Credit Courses

- A - EAP 1584 High Intermediate English (3 credits)
- B - EAP 1520 High Intermediate Reading (3 credits)
- C - EAP 1500 Speaking and Listening (3 credits)

4 - Credit Courses

- A - EAP 1684 Advanced English (3 credits)
- B - EAP 1620 Advanced Reading (3 credits)
- C - EAP 1600 Advanced Speaking and Listening (3 credits)

These courses earn A.A. elective credits that count toward the Associate in Arts (AA) degree. Please see an academic advisor for more information.

Student Learning Center

The Student Learning Center (SLC) 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.

Student Services & Student Life

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

Academic advisors and counselors assist students in designing an educational plan that meets their academic and personal goals. They also serve as a referral source for the many supportive services and resources at the College. Students are urged to maintain contact with their advisors to be certain they are on track to complete their program of study. Students assume ultimate responsibility for course selection. For more information, visit www.palmbeachstate.edu/Advising.

Career Centers

Career Center services are available at each campus location. Students can meet with a career advisor to discuss major and career options, to polish their resume and cover letter, create a LinkedIn profile and search for jobs and internships. The Career Centers offer online career assessment inventories for students to become self-aware about their interests, values and skills to learn how they relate to majors and occupations.

Stop in during walk-in Career Advising hours and meet with us in person to facilitate your career advising needs or schedule a personal appointment online. We encourage all PBSC students and recent alumni to upload their resumes into the online job portal where employers can search for students meeting their hiring needs. In the online job portal, students can view and apply to job and internship listings, learn about job fairs, RSVP to attend career events and workshops, and connect with career mentors through the portal.

The Career Centers offer workshops on resume writing, mock interviews, job search strategies, and job and internship fairs, along with industry career panels and other career events. The Career Center webpage offers many online career resources, which include career videos, What Can I Do With a Major In, employment resources and online career assessment inventories. We encourage students to explore our webpage and make the best use of the online career planning tools.

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 or real estate). 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 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 on file. Transfer students 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.

Counseling Center

The Student Counseling Center provides services and programs to help students maintain their emotional well-being in order to achieve their educational goals. Support services and community resources are provided through the Counseling Center. In addition, students have access to the Student Assistance Program (SAP) through BayCare Behavioral Health. Students may access these free and confidential counseling services 24/7/365 by calling 1-800-878-5470 or going online at www.BayCare.org/SAP.

The Student Counseling Center is located on the Lake Worth campus in Room SCA-103. For more information, call 561-868-3980 or learn more at www.palmbeachstate.edu/counselingcenter.

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 (ADA) Amendments Act of 2008. 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 home campus of the need for reasonable accommodations, services and academic adjustments to provide appropriate documentation by a qualified medical or mental health professional that verifies and supports the student's 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 private and kept separately in the DSS Office.

Students with disabilities are encouraged to meet with the Disability Support Service Manager at their campus before registration. The manager will assist with accommodation needs and coordinate with other campus resources and academic supports to best meet the educational needs of students with disabilities. Visit www.palmbeachstate.edu/Disability for more details and contact information.

Ombudsman

The Ombudsman serves as an advocate for students by exploring informal resolutions to conflicts, assisting students with understanding college policies and procedures, and facilitating effective communication. This student advocate supports students with options for how to address their concerns, complaints or issues through established procedures. This office reports directly to the Vice President for Student Affairs and Enrollment Management (see section 1006.51, Florida Statutes). The Ombudsman can be reached at (561) 868-3371.

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 security office at the Belle Glade and Loxahatchee Groves campuses). 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, debit card at campus bookstores, cafeterias, and vending machines, and for printing/copying on campus. It also 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/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 Life

ATHLETICS

Palm Beach State College is a member of the National Junior College Athletic Association (NJCAA) and the Florida College System Activities Association, the governing bodies for intercollegiate sports competition for the Florida College System. Palm Beach State competes at the Division I level in the Southern Conference, Region VIII, in Baseball, Men's and Women's Basketball, Softball, and Volleyball.

The Panthers play all of their home games on the Lake Worth Campus for all sports. All home events are free to Palm Beach State students, faculty and staff with a valid Palm Beach State ID. At the current time, admissions to games is free to the public. For more information, please visit www.palmbeachstate.edu/Athletics.

INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities represent a broad selection of individual and team sports. Club sports are also available. Students must tryout, be prepared to play at much higher levels of competition and travel to games outside the College. 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.

Student Success Grants

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

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) is a U.S. Department of Education grant-funded program. The EOC grant provides assistance and information on the college application process to qualified high school students and adults who would like to enter or continue a program of postsecondary education. Services include vocational and career counseling, GED preparation, academic advising, and financial aid and college admissions workshops. The EOC assists residents of Palm Beach County and has a focus on low-income and/or are potential first-generation college students. For more information, call 561-868-3681 for the Lake Worth office or 561-868-4068 for the West Palm Beach office.

STUDENT SUPPORT SERVICES

This program is a U.S. Department of Education grant-funded TRIO program serving 175 low-income, first-generation college students and students with disabilities. Services provided include personalized academic and financial aid advisement, tutoring, career exploration activities, academic workshops, cultural events, and university tours. The program assists students with progression, retention, 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 and be a US citizen or permanent resident 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, students and the community. A variety of national and state exams for students, including PERT, LOEP, CLEP, Accuplacer and TABE are administered, in addition to out-of-class and distance learning exams. Certification testing is also conducted on select campuses. The centers are certified by the National College Testing Association (NCTA) and therefore maintain a comprehensive set of standards, 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.

Academic Support

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 Silver 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 Gold. 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 561-868-3895 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, email, 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 email to elearning@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 include:

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.

Teacher Education

The Teacher Education Program at Palm Beach State College offers a variety of education opportunities for teaching professionals in Palm Beach County. The Teacher Education programs are collaboratively working with both the School District of Palm Beach County and private institutions, to provide:

- An Alternative Teacher Certification Program — a certification pathway for professionals with non-education bachelor degrees. Courses such as classroom management, instructional strategies, and the teaching and learning process are excellent for the new teacher and are taught by seasoned administrators.
- Test Preparation- noncredit workshops for Florida Teacher Certification Exam preparation and select subject area exams such as ESE K-12 and Elementary Education K-6.
- Professional Development opportunities— noncredit workshops for personal growth in areas such as classroom management, and credit courses for ESOL compliance. Teacher

To find out more about Teacher Education, visit www.palmbeachstate.edu/programs/TeacherEd or call 561-868-3823.

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 150 full-text databases and eBooks are available online. The Collection includes 190,000 volumes, over 100,000 eBooks and 50,000 eJournals (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 Industry 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, www.palmbeachstate.edu/slc/lake-worth/VPI-Lab.aspx, for course schedules and further information.

Academic Policies

Class Attendance

Students are expected to attend all of their scheduled classes for the duration of the session. 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 syllabus. Students should seek any needed clarification from the class faculty/instructor.

Vocational Clock Hour Programs

All faculty and instructors who teach vocational clock hour programs are required to take attendance for every class meeting. Students who stop attending, withdraw or are dropped should be reported immediately. Do not delay reporting students, as there is a chance they could receive Federal funds they are not entitled to keep.

Clock Hour/PSAV Attendance: Unlike Credit Hour programs, students pursuing a career or workforce certificate in a Postsecondary Adult Vocational (PSAV) program attend their classes on a "clock hour" basis. One hour of accountable attendance is based on the student's actual presence and participation for a complete 60-minute period of instruction, which may include up to a 10-minute break. Instructors in clock hour programs are required to record attendance daily including the student's arrival and departure times. Clock Hour/PSAV program attendance is particularly important to financial aid distribution, which is based on the student's completion of a specified number of hours and weeks (a

defined payment period for the program). Each Clock Hour/PSAV program will publish their course sequence, class schedule and projected payment periods at the beginning of the program.

Clock Hour/PSAV Excused Absence: Unless otherwise stipulated or regulated by accrediting agencies, state licensing agencies or restrictions of the academic program, students enrolled in Clock Hour/PSAV programs may have up to 10% of the total clock hours within each of the program's defined payment periods considered as excused absences. These are absences for which the "seat time" does not have to be made up. Any missed hours exceeding the 10% excused absence threshold must be made up to meet progression and completion standards. (These makeup hours will not be used to meet Title IV financial aid attendance compliance.) Instructors will clearly identify within their course syllabus the specific attendance requirements for the course, including the possibilities and processes for making up time and missed assignments. The submission of assignments missed due to absences does not satisfy the "seat-time" requirement.

At the end of each semester and summer, PSAV instructors, including adjuncts, must file a copy of all attendance records with their associate dean's or immediate supervisor's office.

"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. For more information, please review the online [attendance reporting procedure](#).

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

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

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 developmental education 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 developmental education courses cannot be counted when determining a student's enrollment status, but must be taken if required.

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 email official enrollment verification certificates free of charge. For more information, visit www.palmbeachstate.edu/Admissions.

Academic Recognition

PRESIDENT'S LIST

At the end of each fall or spring term, a 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, a 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 each fall or spring term, a 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, a 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 "Satisfactory Academic Progress (SAP) for Financial Aid Students" listed in the [Student Handbook](#) and online at [Financial Aid](#).*

Developmental Education Course Note: *Developmental education 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 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. Academic dismissal requires the student to stay out of school for one full calendar year to reflect on his/her commitment to education and to make any necessary changes to facilitate future success. Academic dismissal is noted on the student's permanent record. Students readmitted after being academically dismissed will be on academic probation and must meet with an academic advisor prior to registering for classes.

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](#). 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 developmental education 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 Class |

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 appropriate 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
- F = 0 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 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 or designee. 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 [Academic/Registration Calendar](#) 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 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 or designee. 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 developmental education 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 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 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. Veterans receiving benefits must see their Veteran Academic Advisor prior to considering an audit or withdrawal.

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 developmental 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](#). 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. 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). Students wishing to have work evaluated for courses completed through online providers should review the [Online Course Equivalency Process](#).

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](#).

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 [Credit by Examination site](#). The score minimums, credit hours 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 outstanding 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.

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, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credits (120% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for the intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirement for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

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 declare the program 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.*

GRADUATION REQUIREMENTS FOR THE BACHELOR'S DEGREE

- Ensure all required official and complete high school and postsecondary transcripts have been received by the College.
- Complete at least 25 percent of the degree 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.
- Complete all course requirements as specified in the program of study published in the effective catalog.
- Successfully complete all courses in the 120 credit hours program.
- Successfully complete the Capstone course requirement at Palm Beach State College.
- Complete all General Education courses AND upper division courses with a grade of C or higher.
- Earn a cumulative grade point average (GPA) of 2.0 or higher in each of the following areas:
- Foreign Language Requirement:
 - High School transcript showing two credits earned in the same foreign language.
 - Present an evaluated transcript indicating a high school education has been earned from an institution where the primary language of instruction is something other than English.
 - Present an evaluated transcript showing transferred credits earned at an institution of higher education where the primary language of instruction is something other than English.
 - Submit proof of a score sufficient to earn foreign language level 2 credit via CLEP, SAT II, AP, AICE, IB, or other appropriate exam accepted for credit or placement at Palm Beach State College.
- Civic Literacy Competency Requirement

In accordance with Florida State Board of Education Administrative Rule 6A-10.02413, Civic Literacy Competency, first-time-in-college AA and baccalaureate students entering a Florida College System institution in the 2018-2019 academic year, and thereafter must demonstrate competency in civic literacy prior to graduation. Students can meet this requirement through one of the following options: successfully pass POS1041 Introduction to American Government or AMH2020 United States History from 1865 to Present; or achieve a standard score on one of three assessments:

1. AP Government and Politics: united State (standard score = 3)
 2. AP United States History (standard score = 4)
 3. CLEP: American Government (standard score = 50)
- Satisfy all outstanding obligations, financial or otherwise, to the College.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS (A.A.) DEGREE

- Ensure all required official and complete high school and postsecondary transcripts have been received by the College.
- Complete at least 25 percent of the degree 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.
- Complete all course requirements as specified in the program of study published in the effective catalog.
- Complete a minimum of 36 credit hours of General Education courses and 24 credit hours of elective courses with a grade of C or higher.
- Earn a cumulative grade point average (GPA) of 2.0 or higher in each of the following areas:
- Foreign Language Requirement:
 - High School transcript showing two credits earned in the same foreign language. Home school acceptable with detailed high school transcript.
 - Present an evaluated transcript indicating a high school education has been earned from an institution where the primary language of instruction is something other than English.
 - Present an evaluated transcript showing transferred credits earned at an institution of higher education where the primary language of instruction is something other than English.
 - Submit proof of a score sufficient to earn foreign language level 2 credit via CLEP, SAT II, AP, AICE, IB, or other appropriate exam accepted for credit or placement at Palm Beach State College.

- Civic Literacy Competency Requirement

In accordance with Florida State Board of Education Administrative Rule 6A-10.02413, Civic Literacy Competency, first-time-in-college AA and baccalaureate students entering a Florida College System institution in the 2018-2019 academic year, and thereafter must demonstrate competency in civic literacy prior to graduation. Students can meet this requirement through one of the following options: successfully pass POS1041 Introduction to American Government or AMH2020 United States History from 1865 to Present; or achieve a standard score on one of three assessments:

1. AP Government and Politics: united State (standard score = 3)
2. AP United States History (standard score = 4)
3. CLEP: American Government (standard score = 50)

- Satisfy all outstanding obligations, financial or otherwise, to the College.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

- Ensure all required official and complete high school and postsecondary transcripts have been received by the College.
- Complete all course requirements as specified in the program of study published in the effective catalog.
- Complete the number of program-specific General Education courses with a grade of C or higher.
- Complete at least 25 percent of the degree 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.
- Earn a cumulative grade point average (GPA) of 2.0 or higher in each of the following areas:
- Satisfy all outstanding obligations, financial or otherwise, to the College.

GRADUATION REQUIREMENTS FOR THE ADVANCED TECHNICAL CERTIFICATE (ATC), APPLIED TECHNOLOGY DIPLOMA (ATD), OR COLLEGE CREDIT CERTIFICATE (CCC)

- Ensure all required official and complete high school and postsecondary transcripts have been received by the College.
- Complete all course requirements as specified in the program of study published in the effective catalog.
- Complete at least 25 percent of the degree 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.
- Earn a cumulative grade point average (GPA) of 2.0 or higher for all required certificate or diploma program courses.
- Satisfy all outstanding obligations, financial or otherwise, to the College.

GRADUATION REQUIREMENTS FOR THE POSTSECONDARY ADULT VOCATIONAL CERTIFICATE (PSAV)

- Ensure all required official high school and postsecondary transcripts have been received by the College.
- Complete all course requirements as specified in the program of study published in the effective catalog.
- If PSAV program requires the Test of Adult Basic Education (TABE), the student must qualify for [TABE exemption](#) or take the test and achieve the appropriate minimum skill level scores. For required TABE scores, please refer to the Areas of Study for the particular PSAV program.
- Satisfy all outstanding obligations, financial or otherwise, to the College.

GRADUATION REQUIREMENTS FOR THE EDUCATOR PREPARATION INSTITUTE (EPI) CERTIFICATE

- Ensure all required official and complete high school and postsecondary transcripts have been received by the College.
- Complete all course requirements as specified in the program of study published in the effective catalog.
- Complete at least 25 percent of the 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.
- Earn a cumulative grade point average (GPA) of 2.5 or higher for all required program courses.
- Satisfy all outstanding obligations, financial or otherwise, to the College.

GRADUATION REQUIREMENTS FOR THE CERTIFICATE OF PROFESSIONAL PREPARATION (CPP) CERTIFICATE

- Ensure all required official and complete high school and postsecondary transcripts have been received by the College.
- Complete all course requirements as specified in the program of study published in the effective catalog.
- Complete at least 25 percent of the 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.
- Earn a cumulative grade point average (GPA) of 2.5 or higher for all required program courses.

- Satisfy all outstanding obligations, financial or otherwise, to the College.

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.

GRADUATION DISTINCTIONS

The College gives special recognition to students in a degree program (Bachelor's and Associates) 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 in a degree program with a cumulative GPA of 3.2 or higher will be noted in the Commencement program and transcript as graduating with the following distinctions:

| | |
|------------|--|
| 3.2 - 3.49 | <i>Cum Laude (with Honors)</i> |
| 3.5 - 3.79 | <i>Magna Cum Laude (with High Honors)</i> |
| 3.8 - 4.0 | <i>Summa Cum Laude (with Highest Honors)</i> |

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 email account inviting them to participate in the Fall or Spring term commencement 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.

Note: *Summer graduates who are in enrolled in the spring term with six credits or less remaining for the completion of their degree program may participate in the spring ceremony. Students wishing to participate should send an email request to the Graduation Office at graduation@palmbeachstate.edu.*

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 email 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 [Admissions-Enrollment Verification](#).

Security of Student Records

DEFINITION - STUDENT RECORDS

Educational records, including records, files, documents or other materials which contain information directly related to the student, are maintained by the College. These 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 who have a legitimate educational interest as defined by college policy;
- 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 only obtain an official copy of the record. It is recommended that the student 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 campus 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
- Personal email 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. The non-disclosure form is located on [Pantherweb](#). (Log into PantherWeb at the top of your screen.)

STUDENT RECORDS AMENDMENT APPEAL PROCESS

If a student believes there is inaccurate, misleading information in the permanent record which is otherwise in violation of the student's privacy rights, 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.

Areas of Study

- [GENERAL EDUCATION](#)
- [DEGREE AND CERTIFICATE LIST](#)
- [META MAJORS](#)

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 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 the website](#). 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.

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. 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 Art
- 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
- EPI - Educator Preparation Institute
- 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.

EDUCATOR PREPARATION INSTITUTE

Provides an alternate route to teacher certification for mid-career professionals and college graduates who were not education majors.

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.

META MAJORS

A meta-major is a collection of academic programs that have common or related content, and the intent is for Florida College System institutions to be able to advise associate degree seeking students based on the selection of a meta-major academic pathway. There are eight meta-majors, and each has gateway courses in English and mathematics that are appropriate for the meta-major. [View more details.](#)

General Education

GENERAL EDUCATION REQUIREMENTS FOR DEGREES

General Education is a grouping of courses selected from five 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.

In compliance with Rule 6A-14.0303, General Education Core Course Options, prior to the award of an Associate in Arts degree, students must complete at least one course from each of the General Education subject areas listed in this section. <https://www.flrules.org/gateway/ruleNo.asp?id=6A-14.0303>

General Education Core Course Options

Communication:

1. ENC X101 English Composition I; or

Any student who successfully completes a course with an ENC prefix for which ENC X101 is an immediate prerequisite shall be considered to have completed the communication core. Students who satisfy the core from a higher level course will select from additional courses to meet the required nine communications credits. Consult with an Academic Advisor to discuss requirements for your major.

Humanities:

1. ARH X000 Art Appreciation;
2. HUM X020 Introduction to Humanities;
3. LIT X000 Introduction to Literature;
4. MUL X010 Music Literature/Music Appreciation;
5. PHI X010 Introduction to Philosophy; or
6. THE X000 Theatre Appreciation.

Mathematics:

1. MAC X105 College Algebra;
2. MAC X311 Calculus I;
3. MGF X106 Liberal Arts Mathematics I;
4. MGF X107 Liberal Arts Mathematics II;
5. STA X023 Statistical Methods; or

Any student who successfully completes a mathematics course for which one (1) of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core. Students who satisfy the core from a higher level course will select from additional courses to meet the required six mathematics credits. Consult with an Academic Advisor to discuss requirements for your major.

Natural Sciences:

1. AST X002 Descriptive Astronomy;
2. BSC X005 General Biology;
3. BSC X010 General Biology I;
4. BSC X085 Anatomy and Physiology I;
5. CHM X020 Chemistry for Liberal Studies;
6. CHM X045 General Chemistry I;
7. ESC X000 Introduction to Earth Science;
8. EVR X001 Introduction to Environmental Science;
9. PHY X020 Fundamentals of Physics;
10. PHY X048 General Physics with Calculus;
11. PHY X053 General Physics I; or

Any student who successfully completes a natural science course for which one (1) of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core. Students who satisfy the core from a higher level course will select from additional courses to meet the required nine natural sciences credits. Consult with an Academic Advisor to discuss requirements for your major.

Social Sciences:

1. AMH X020 Introductory Survey Since 1877;
2. ANT X000 Introduction to Anthropology;
3. ECO X013 Principles of Macroeconomics;
4. POS X041 American Government;
5. PSY X012 Introduction to Psychology; or
6. SYG X000 Principles of Sociology.

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 computation in their curriculum to ensure students have achieved substantial competency in these areas as specified in Florida Administrative Rule, Gordon Rule, 6A-10.30. The courses that satisfy this requirement are marked with GR (Gordon Rule) in the listing on this page.

Civic Literacy Competency Requirement

In accordance with Florida State Board of Education Administrative Rule 6A-10.02413, Civic Literacy Competency, first-time-in-college AA and baccalaureate students entering a Florida College System institution in the 2018-19 academic year, and thereafter must demonstrate competency in civic literacy prior to graduation. Students can meet this requirement through one of the following options: successfully pass POS1041 Introduction to American Government or AMH2020 United States History from 1865 to Present; or achieve a standard score on one of three assessments:

- AP Government and Politics: United States (standard score = 3)
- AP United States History (standard score = 4)
- CLEP: American Government (standard score = 50)

General Education Courses at Palm Beach State College

General Education courses must be completed with a grade of 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 FloridaShines.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

TIER 1 - Select one of the following courses:

- ENC 1101 College Composition 1 (GR) (3)

TIER 2 - Select one of the following courses:

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

TIER 3 - Students must take the following course:

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

Approved Transfer Composition or Speech*

*(Verify course credit with an advisor)

AREA II - HUMANITIES 6 CREDITS

TIER 1 – Select one of the following courses:

- ARH 1000 Art Appreciation (GR) (3)
- MUL 1010 Music Appreciation (GR) (3)
- PHI 1010 Introduction to Philosophy (GR) (3)
- THE 1000 Theatre Appreciation (GR) (3)
- LIT 1000 Introduction to Literature (GR) (3)

TIER 2 - If LIT 1000 is not selected in Tier 1, either an AML, ENL or LIT course must be selected in Tier 2

If LIT 1000 is selected in Tier 1, then any other course other than AML, ENL or LIT must be selected from either Tier 1 or Tier 2

- 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)
- ARH 2050 Art History: Ancient to Renaissance (GR) (3)
- ARH 2051 Art History: Renaissance to Contemporary (GR) (3)
- ENL 2012 English Literature before 1800 (GR) (3)

- ENL 2022 English Literature after 1800 (GR) (3)
- FIL 2000 Film Appreciation (GR) (3)
- LIT 2050 Survey of Literary Humor (GR) (3)
- LIT 2370 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)
- MUH 2018 History and Appreciation of Jazz (GR) (3)
- MUT 1001 Fundamentals of Music (GR) (3)

Approved Transfer Humanities or Literature*

*(Verify course credit with an advisor)

AREA III - MATHEMATICS 6 CREDITS

TIER 1 - Select one of the following courses:

- MAC 1105 College Algebra (GR) (3)
- MAC 2311 Calculus with Analytic Geometry 1 (GR) (4)
- MGF 1106 Liberal Arts Mathematics (GR) (3)
- MGF 1107 Finite Mathematics (GR) (3)
- STA 2023 Statistics (GR) (3)

TIER 2 - Select one of the following courses OR select another course from Tier 1:

- 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 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)

Approved Transfer Mathematics*

*(Verify course credit with an advisor)

AREA IV - NATURAL SCIENCES 9 CREDITS

TIER 1 - Select one of the following courses:

- AST 1002 Descriptive Astronomy (3)
(Lab AST 1002L optional) (1)
- BSC 1005 Concepts of Biology (Non-Science Major) (3)
(Lab BSC 1005L optional) (1)
- BSC 1010 and BSC 1010L Principles of Biology 1 and Lab (4)
- BSC 2085 and BSC 2085L Anatomy and Physiology 1 and Lab (4)
- CHM 1045 and CHM 1045L General Chemistry 1 and Lab (4)
- ESC 1000 Earth Science (3)
- EVR 1001 Introduction to Environmental Science (3)
- PHY 2048 and PHY 2048L General Physics with Calculus 1 and Lab (5)
- PHY 2053 General Physics 1 (4)

TIER 2 - Select one of the following courses OR select another course from Tier 1:

- BOT 1010 and BOT 1010L General Botany and Lab (4)
- BSC 1011 and BSC 1011L Principles of Biology 2 and Lab (4)
- BSC 2086 and BSC 2086L Anatomy and Physiology 2 and Lab (4)
- BSC 2421 and BSC 2421L Introduction to Biotechnology and Lab (5)
- CHM 1025 Introductory Chemistry (3)

- CHM 1032 Principles of Chemistry (3) (Lab CHM 1032L optional) (1)
- CHM 1046 and CHM 1046L General Chemistry 2 and Lab (4)
- GLY 1000 Descriptive Geology (3)
- HUN 1201 Elements of Nutrition (3)
- MCB 2010 and MCB 2010L Microbiology and Lab (4)
- OCE 1001 Introduction to Oceanography (3) (Lab OCE 1001L Optional) (1)
- PHY 1001 Applied Physics (3)
- PHY 2049 and PHY 2049L General Physics with Calculus 2 and Lab (5)
- PHY 2054 General Physics 2 (4)
- PSC 1341 Physical Science for Today's World (3)

TIER 3 - Select one of the following courses:

- HSC 1101 Contemporary Issues in Health (GR) (3)
- HSC 2100 Health Concepts and Strategies (GR) (3)

OR

- Select ANY OTHER 3-5 credit general education course from among the five categories of general education

Approved Transfer Science*

*(Verify course credit with an advisor)

AREA V - SOCIAL SCIENCE 6 CREDITS

Select courses from Group 1 or Group 2 based on your enrollment status as defined below.

GROUP 1

You are seeking an AA or baccalaureate degree, are enrolled for the first time (including by dual enrollment) in a Florida public college or university in Fall 2018 or later, and you have no prior college credits. You must complete the requirements of both tiers shown below.

TIER 1 - Select one of the following courses:

- AMH 2020 US History from 1865 to Present (GR) (3)
- POS 1041 Introduction to American Government (GR) (3)

TIER 2 - Select one of the following courses:

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

GROUP 2

You are seeking an AA or baccalaureate degree and have earned college credits prior to Fall 2018 (including those earned by dual enrollment); you earned credit at PBSC or transferred in from another institution. You must complete the requirements of both tiers shown below.

TIER 1 - Select one of the following courses:

- AMH 2020 US History from 1865 to Present (GR) (3)
- ANT 2000 Anthropology (GR) (3)
- ECO 2013 Principles of Macroeconomics (GR) (3)
- POS 1041 Introduction to American Government (GR) (3)
- PSY 2012 General Psychology (GR) (3)
- SYG 2000 Introduction to Sociology (GR) (3)

*TIER 2 – If you selected AMH or POS in Tier 1, select SYG, PSY, ANT, ECO or GEA from Tier 1 or Tier 2
If you selected ANT, ECO, PSY or SYG in Tier 1, select AMH or POS from Tier 1 or Tier 2*

- AMH 2010 US History to 1865 (GR) (3)
- GEA 1000 Principles of Geography and Conservation (GR) (3)
- SYG 1230 American Minorities Today (GR) (3)
- SYG 2010 American Social Problems (GR) (3)
- POS 1001 Introduction to Political Science (GR) (3)
- POS 2112 American State and Local Government (GR) (3)

Approved Transfer Social Science*

*(Verify course credit with an advisor)

ASSOCIATE IN ARTS

Associate in Arts (Transfer Degree)

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 credit hours of General Education courses and
- 24 credit hours of university transfer program courses.

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

The Associate in Arts degree contains 36 hours of General Education. Each A.A student must complete these courses with a "C" or higher to meet graduation requirements. The student must carefully choose the courses that will satisfy General Education requirements. By checking the FloridaShines.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 www.FloridaShines.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. 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 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 Web site developed by the State of Florida to facilitate student transfer called www.FloridaShines.org (a service of 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.

To see when the course is offered, click the course number. To see a course description, click the course title

| Required Courses | Credit Hours: |
|---|---------------|
| ENC 1101 College Composition 1 | 3 |
| ENC 1102 College Composition 2 | 3 |
| or | |
| ENC1141 Writing about Literature | 3 |
| HSC1101 Contemporary Issues in Health | 3 |
| -or- | |
| HSC2100 Health Concepts and Strategies | |
| -or- | |
| Any 3-5 credit hour course from Areas I - V | |
| 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 |
| Total General Education Requirements | 36 |
| ELECTIVES | |
| Common Prerequisite Courses | 24 |
| Total Program Credit Hours: 60 | |

SELECTING COMMON PREREQUISITE COURSES - OVERVIEW OF “FloridaShines” (a services of Florida Virtual Campus)

The FloridaShines online system provides comprehensive access to information for Florida high school and college students. The system, found at www.FloridaShines.org provides the student with access to information on programs and courses at Florida's 28 community colleges and 11 universities. Students can access transcripts and grades, and they can “degree-shop” to see how effectively their credits can transfer to other colleges and universities. To fully appreciate the scope and depth of the information provided, you are encouraged to explore this site. Some of the main topics are listed on the Careers tab.

Career Planning

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

Admissions

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

Transfer Services

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

College Advising Tools

Currently enrolled, transferring, or returning students may be able to access their personal information and utilize the following tools: • Sample Degree Audit, to review requirements of a particular degree program at selected institutions. • Institutional Degree Audit, to compare the student's academic record at his/her home institution to the major currently on record. • Degree Program Shopping, to compare the student's academic record to the particular degree programs at his/her home institution. • Remote Degree Program Shopping, to compare the student's academic record to particular degree programs at another institution. • Planning, to compare the student's academic record along with courses he/she may want to take to particular degree programs at selected institutions.

College Transcripts & Grades

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

Fees & Payments

This link in the FloridaShines.org system provides access to pay fees online to Palm Beach State.

Records & Registration

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

Distance Learning

This section of the FloridaShines.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 FloridaShines.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 FloridaShines.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 FloridaShines.org

Most of the FloridaShines system does not require a log-in or password; however, applying to a college or university online requires a FloridaShines sign-on. A FloridaShines sign-on is a self-assigned, unique, log-in/password combination that is associated with all student-based

personal information entered on the FloridaShines Web site. This sign-on is used to send an online application to Palm Beach State or another Florida college or university. To access their transcripts or run a degree audit, students must use the student ID number and PIN code that they use to register online at the College. The FloridaShines 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 FloridaShines system.

BACHELOR'S DEGREES AND CERTIFICATE

Bachelor of Applied Science

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 Associate degree preparation courses for the B.A.S. concentration areas may come from the student's A.S. or A.A. degree program. These hours must be deemed transferable credit (see "Bachelor Degree Seeking Students" under Admissions & Financial Aid tab 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 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 to each degree. Please see a bachelor's degree advisor for more information.

The B.A.S. degree in Supervision & Management and the B.A.S. in Information Management upper division course requirements include 21-24 credits of program core courses that all concentration areas of the respective degrees share, and 18-21 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.

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 competency. The Florida Department of Education has identified competency 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.

DETAILS OF LOWER DIVISION REQUIREMENTS FOR BACHELOR OF APPLIED SCIENCE INFORMATION MANAGEMENT & SUPERVISION AND MANAGEMENT

GENERAL EDUCATION REQUIREMENTS

CREDITS

(Unless otherwise specified, select courses from each General Education category. See General Education tab under Degrees & Certificates)

| | | |
|---|--------------------------------|---|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| HSC 1101 | Contemporary Issues in Health | |
| -or- | | |
| HSC 2100 | Health Concepts and Strategies | |
| -or- | | |
| Any 3-5 credit hour course from Areas I - V | | 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 |
| | 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.*

Bachelor of Science in Nursing

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 requirements for the B.S.N. degree include:

- 36 credits of transferable general education courses
- 30 credits of transferable nursing core courses
- 18 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 "Bachelor Degree Seeking Students" under Admissions & Financial Aid tab Catalog to determine the transferability of credit into the bachelor's degree programs). Please see a bachelor's degree advisor for specific information on which lower division courses meet these requirements and what additional coursework may be needed to meet program admission and graduation requirements.

General Education. The bachelor's degree requires 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 A.S./A.A.S. degrees and coursework that may apply to each degree. Please see a bachelor's degree advisor for more information. 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 coursework 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.

DETAILS OF LOWER DIVISION REQUIREMENTS FOR BACHELOR OF SCIENCE IN NURSING

GENERAL EDUCATION REQUIREMENTS

CREDITS

(Unless otherwise specified, select courses from each General Education category. See General Education tab under Degrees & Certificates)

| | | |
|----------|--|----|
| ENC 1101 | College Composition 1 | 3 |
| ENC 1102 | College Composition 2 | 3 |
| HSC 1101 | Contemporary Issues in Health | |
| -or- | | |
| HSC 2100 | Health Concepts and Strategies | |
| -or- | | |
| | Any 3-5 credit hour course from Areas I - V | 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 |
| | 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 |

Certificate of Professional Preparation

Do you already have a bachelor's degree? If so, the Certificate of Professional Preparation in Project Management may be your ticket to a more satisfying career.

Designed for people with bachelor's degrees or higher, this 100% online certificate program provides the essential knowledge and skills you need to get ahead. All industries strive for optimal performance and seek employees who can deliver results. Project management expertise will increase your value to your company, as well as help you take your career in a new direction.

Many positions require a project management skill set, including:

Business Analyst, Business Development Manager, Business Process Improvement Manager, Information Technology Manager, Operations Manager, Product Manager, Program Planner, Project Manager, Quality Assurance Manager and Team Leader.

This 100% online certificate covers:

- All knowledge areas in the Project Management Body of Knowledge (PMBOK®): project integration, scope, time, cost, quality, procurement, human resources, communications and risk management.
- All phases of a project life cycle from initiation, planning and execution to monitoring and controlling, and last of all, closing.
- Competencies for several certifications including the Project Management Institute's Certified Associate in Project Management (CAPM)® and Project Management Professional (PMP)®. Employers look for and value [PMI](#) certification.

eLearning at Palm Beach State

This program consists of seven online courses. Palm Beach State has been providing [online learning](#) for over 10 years. Our experienced instructors make you feel like you're taking real classes...because you are.

Information Management-Database Administration BAS

Information Management - Database Administration Concentration (T801)

Type of Award

BAS - Bachelor of Applied Science

Program Website

www.palmbeachstate.edu/programs/Bachelor

Program Description

The program is 120 hours in length and articulates from existing Associates in Science/Associates in Applied Science degrees in the computer science field. The core curriculum includes coursework in project management, systems design and programming, business law, finance and business writing.

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 the 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 higher in all general education courses and upper division courses. Students must also meet the foreign language requirements. [Additional completion information.](#) Capstone course: The following Capstone criteria must be met prior to registration in the course:

1. All lower division courses are satisfied
2. All upper division common core classes are completed
3. Successful completion of 12-15 credits of concentration area courses
4. Capstone may be taken concurrently with no more than two 3-credit courses and not any upper division common core courses. Restrictions may apply.

Program Length

Total program semester hours: 120

Location

The program is offered at the Lake Worth campus.

For More Information

Dr. Don Gladney, gladneyd@palmbeachstate.edu, (561) 868-4116

To see when the course is offered, click the course number. To see a course description, click the course title.

Courses From A.S./A.A.S. Degree

Credits: 42

| | | |
|--|--|-------------|
| | Courses from A.S./A.A.S. Degree (Lower Division Details) | 42 |
| General Education Courses | | Credits: 36 |
| | General Education Courses (Transferable) | 36 |
| Upper Division Common Core Courses | | Credits: 21 |
| BUL3130 | Legal and Ethical Environment of Business * | 3 |
| COP3530 | Programming Languages & Concepts | 3 |
| GEB3213 | Business Writing * | 3 |
| FIN3400 | Principles of Financial Management * | 3 |
| ISM3113 | Systems Analysis and Design | 3 |
| ISM3212 | Database Management Systems | 3 |
| ISM3314 | Project Management | 3 |
| Concentration Area Required Courses | | Credits: 15 |
| CTS4425 | ASP.NET Web Application Development | 3 |
| COP4834 | Web Scripting | 3 |
| ISM4213 | Advanced Database Management | 3 |
| ISM4210 | Database Administration & Architecture | 3 |
| ISM4211 | Database Systems and Physical Design | 3 |
| Concentration Electives (select 3 credits) | | Credits: 3 |
| ISM4117 | Data Mining and Data Warehousing | 3 |
| GEB4940C | Bachelors Internship | 3 |
| Concentration Capstone Course | | Credits: 3 |
| ISM4330 | Capstone Experience: Database Administration | 3 |

Total Program Credits: 120

*Courses from existing Supervision & Management BAS degree

Employment Opportunities

As a graduate of this program, students will be prepared to work in information technology-related positions such as Information Technology Managers, Application Programmers, Network Administrators, Database Administrators, Computer Software Engineers, Systems Analysts and Business Analysts.

Career Path Notes

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Information Management-Project Management BAS

Information Management - Project Management (T804)

Type of Award

BAS - Bachelor of Applied Science

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 field 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.

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. [Additional completion information](#)

Program Length

Total program credits: 120

Location

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

For More Information

Dr. Don Gladney, gladneyd@palmbeachstate.edu, (561) 868-4116

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|------------------------------------|---|-------------|
| Courses From A.S./A.A.S. Degree | | Credits: 42 |
| | Courses from A.A./A.A.S. degree Lower division details. | 42 |
| General Education Courses | | Credits: 36 |
| | General Education Courses (Transferable) | 36 |
| Upper Division Common Core Courses | | Credits: 21 |
| BUL3130 | Legal and Ethical Environment of Business | 3 |
| COP3530 | Programming Languages and Concepts | 3 |
| GEB3213 | Business Writing | 3 |
| FIN3400 | Principles of Financial Management | 3 |
| ISM3113 | Systems Analysis and Design | 3 |

| | | |
|--|---|-------------|
| ISM3318 | Stakeholder and Communications Management | 3 |
| ISM3314 | Project Management | 3 |
| Concentration Area Required Courses | | Credits: 15 |
| ISM4313 | Managing IT Integration | 3 |
| ISM4312 | Project and Change Management | 3 |
| ISM4332 | IT Project Schedule and Cost Control | 3 |
| MAN4520 | Quality Management Control | 3 |
| MAN4584 | Project Risk Management | 3 |
| Concentration Electives (select 3 credits) | | Credits: 3 |
| MAN4574 | Acquisitions Management | 3 |
| GEB4940C | Bachelors Internship | 3 |
| Concentration Capstone Course | | Credits: 3 |
| ISM4881 | Capstone Experience: Project Management | 3 |

Total Program Credits: 120

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

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Information Management-Security and Network Assurance BAS

Information Management - Security & Network Assurance (IT Forensics) Concentration (T803)

Type of Award

BAS - Bachelor of Applied Science

Program Website

www.palmbeachstate.edu/programs/Bachelor

Program Description

The program is 120 hours in length and articulates from existing Associates in Science/Associates in Applied Science degrees in the computer science field. The core curriculum includes coursework in project management, systems design and programming, business law, finance and business writing.

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 the 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. ([Additional Information](#))

Capstone course: The following Capstone criteria must be met prior to registration in the course:

1. All lower division courses are satisfied
2. All upper division common core classes are completed
3. Successful completion of 12-15 credits of concentration area courses
4. Capstone may be taken concurrently with no more than two 3-credit courses and not any upper division common core courses. Restrictions may apply.

Program Length

Total program semester hours: 120

Location

This program is offered at the Lake Worth campus.

For More Information

Dr. Don Gladney, gladneyd@palmbeachstate.edu, (561) 868-4116

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------------------|--|-------------|
| Courses From A.S./A.A.S. Degree | | Credits: 42 |
| | Courses from A.A./A.A.S. degree (Lower Division Details) | 42 |
| General Education Courses | | Credits: 36 |
| | General Education Courses (Transferable) | 36 |
| Upper Division Common Core Courses | | Credits: 21 |
| BUL3130 | Legal and Ethical Environment of Business | 3 |
| | * | |
| COP3530 | Programming Languages & Concepts | 3 |
| GEB3213 | Business Writing * | 3 |
| FIN3400 | Principles of Financial Management * | 3 |
| ISM3113 | Systems Analysis and Design | 3 |
| ISM3212 | Database Management Systems | 3 |
| ISM3314 | Project Management | 3 |
| Concentration Area Required Courses | | Credits: 15 |
| CNT4408 | Information System Security | 3 |
| CNT4406 | Network Security and Cryptography | 3 |
| ISM4320 | Applications in Information Security | 3 |
| ISM4220 | Business Data Communications, Telecommunications/Network | 3 |

| | | |
|--|---|------------|
| ISM4323 | Security Management | 3 |
| Concentration Electives (select 3 credits) | | Credits: 3 |
| ISM4324 | Computer Forensics | 3 |
| GEB4940C | Bachelor Internship | 3 |
| Concentration Capstone Course | | Credits: 3 |
| ISM4331 | Capstone Experience: Security and Network Assurance | 3 |

Total Program Credits: 120

*Courses from existing Supervision & Management BAS degree

Employment Opportunities

As a graduate of this program, students will be prepared to work in information technology-related positions such as Information Technology Managers, Application Programmers, Network Administrators, Database Administrators, Computer Software Engineers, Systems Analysts and Business Analysts.

Career Path Notes

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Nursing BS

Nursing (BS S901)

Type of Award

BS - Bachelor of Science

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 from an accredited school and have a 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 credit hours 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.

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. ([Additional Information](#))

Program Length

Total program semester hours: 120

Location

The program is offered at the Lake Worth campus, Loxahatchee Groves campuses and online.

For More Information:

Louise Aurelien, EdD, MS, ARNP, NP-C

RN-BSN Program Director

Email: aureliel@palmbeachstate.edu

Ph: (561) 868-4115

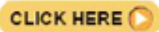
To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--|--|------------|
| General Education Courses | | Credit: 36 |
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Select two courses from Area II (Humanities) | 6 |
| | Area III (Mathematics) MAC1105 or MGF1106 or MGF1107 | 3 |
| | Area III (Mathematics) STA2023 Statistics | 3 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| MCB2010 | Microbiology | 3 |
| PSY2012 | General Psychology | 3 |
| | Any course from Area V (Social Science) (AMH/POS) | 3 |
| HSC1101 | Contemporary Issues in Health | |
| | -or- | |
| HSC2100 | Health Concepts and Strategies | |
| | -or- | |
| | Any 3-5 credit course from Area I-V | 3-5 |
| Core Nursing Courses From A.S./A.A.S. Degree | | Credit: 30 |
| | Core Nursing Courses From A.S. Degree | 30 |
| Lower Division Common Prerequisite Courses | | Credit: 18 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| CHM1032 | Principles of Chemistry | 3 |
| DEP2004 | Human Growth and Development | 3 |
| HUN1201 | Elements of Nutrition | 3 |

| | | |
|------------------------------------|--|------------|
| MCB2010L | Microbiology Lab | 1 |
| | AA Elective Course | 3 |
| Upper Division Common Core Courses | | Credit: 36 |
| NUR3825 | Transitional Nursing Role Perspectives (BS) | 3 |
| NUR4107 | Nursing Perspectives/Global Trends (BS) | 3 |
| NUR3125 | Advanced Pathophysiology for Nursing (BS) | 3 |
| NUR3119 | Heritage of Nursing Concepts/Theories (BS) | 3 |
| NUR3164 | Nursing Research and Informatics (BS) | 3 |
| NUR3069 | Advance Health Assessment (BS) | 3 |
| NUR3678 | Nursing Care for the Geriatric Patient and Other Vulnerable Populations (BS) | 3 |
| NUR4847 | Clinical Decision Making/Critical Thinking (BS) | 3 |
| NUR4655 | Nursing in a Multicultural Society (BS) | 3 |
| NUR4827C | Leadership and Management in Professional Nursing (BS) | 3 |
| NUR4636C | Community Health Nursing (BS) | 3 |
| NUR4945 | Capstone Experience: Nursing (BS) | 3 |

Total Program Credit: 120

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Project Management CPP

Certificate of Professional Preparation - Project Management (C810)

Type of Award

CPP - Certificate of Professional Preparation

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).

Admission Requirements

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. ([Additional Information](#))

Program Length

Total program semester hours: 21

Location

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


For More Information

Dr. Don Gladney, gladneyd@palmbeachstate.edu, (561) 868-4116

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 21 |
|-------------------------|--|-------------|
| ISM3314 | Project Management | 3 |
| ISM4313 | Managing IT Integration | 3 |
| ISM4312 | Project and Change Management | 3 |
| ISM4332 | IT Project Schedule and Cost Control | 3 |
| MAN4520 | Quality Management Control | 3 |
| MAN4574 | Acquisitions Management | 3 |
| MAN4584 | Project Risk Management | 3 |

Total Program Credits: 21

For individualized course sequence [CLICK HERE](#) 

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Supervision and Management-Entrepreneurship BAS

Supervision & Management Entrepreneurship (BAS T704)

Type of Award

BAS - Bachelor of Applied Science

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.

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. ([Additional Information](#))

Capstone course: The following Capstone criteria must be met prior to registration in the course:

1. All lower division courses are satisfied
2. All upper division common core classes are completed
3. Successful completion of 12-15 credits of concentration area courses
4. Capstone may be taken concurrently with no more than two 3-credit courses and not any upper division common core courses. Restrictions may apply.

Program Length

Total program semester hours: 120

Location

The program is offered at the Lake Worth campus.

For More Information

Dr. C. Thomas Capers, capers@palmbeachstate.edu, (561) 868-4111

To see when the course is offered, click the course number. To see a course description, click the course title.

| | |
|--|---|
| Courses From A.S./A.A.S. Degree | Credits: 42 |
| Courses From A.S./A.A.S. Degree (Lower Division Details) | 42 |
| General Education Courses | Credits: 36 |
| General Education Courses | 36 |
| Upper Division Common Core Courses | Credits: 24 |
| BUL3130 | Legal and Ethical Environment of Business 3 |

| | | |
|-------------------------------------|---------------------------------------|-------------|
| FIN3400 | Principles of Financial Management | 3 |
| ISM4011 | Management Information Systems | 3 |
| MAN3025 | Administrative Management | 3 |
| MAN3240 | Organizational Theory and Management | 3 |
| MAN3301 | Human Resources Management | 3 |
| MAN4120 | Leadership Challenges and Supervision | 3 |
| GEB3213 | Business Writing | 3 |
| Concentration Area Required Courses | | Credits: 12 |
| ENT4013 | Planning New Ventures | 3 |
| GEB4113 | Entrepreneurship | 3 |
| ENT4124 | Sales and Marketing for Entrepreneurs | 3 |
| RMI3004 | Risk Management | 3 |
| Electives - Choose one | | Credits: 3 |
| | Choose GEB4940C, MAN4802 or ENT4704 | 3 |
| Concentration Capstone Course | | Credits: 3 |
| ENT4900 | Capstone Experience: Entrepreneurship | 3 |
| Total Program Credits: 120 | | |

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'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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Supervision and Management-General Management BAS

Supervision & Management - General Management Concentration (BAS T701)

Type of Award

BAS - Bachelor of Applied Science

Program Website

www.palmbeachstate.edu/programs/Bachelor

Program Description

As a graduate of this program, students will have the knowledge, skills and opportunity to pursue managerial-level positions in a variety of careers. B.A.S. students will take 24 semester hours of upper division (junior/senior level) core courses that provide a broad applied background in accounting, finance, legal and ethical issues, management information systems, leadership, human resources and

management. An additional 18 hours 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.

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 the 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. ([Additional Information](#))

Capstone course: The following Capstone criteria must be met prior to registration in the course:

1. All lower division courses are satisfied
2. All upper division common core classes are completed
3. Successful completion of 12-15 credits of concentration area courses
4. Capstone may be taken concurrently with no more than two 3-credit courses and not any upper division common core courses. Restrictions may apply.

Program Length

Total program semester hours: 120

Location

The program is offered at the Lake Worth campus.

For More Information

Dr. C. Thomas Capers, capers@palmbeachstate.edu, (561) 868-4111

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------------------|--|-------------|
| Courses From A.S./A.A.S. Degree | | Credits: 42 |
| | Courses From A.S./A.A.S. Degree (Lower Division Details) | 42 |
| General Education Courses | | Credits: 36 |
| | General Education Courses (Transferable) | 36 |
| Upper Division Common Core Courses | | Credits: 24 |
| BUL3130 | Legal and Ethical Environment of Business | 3 |
| FIN3400 | Principles of Financial Management | 3 |
| GEB3213 | Business Writing | 3 |
| ISM4011 | Management Information Systems | 3 |
| MAN3025 | Administrative Management | 3 |
| MAN3240 | Organizational Theory and Management | 3 |
| MAN3301 | Human Resources Management | 3 |
| MAN4120 | Leadership Challenges and Supervision | 3 |
| Concentration Area Required Courses | | Credits: 12 |
| GEB4891 | Strategic Management & Decision Making | 3 |
| MAN4401 | Labor Relations Management | 3 |
| MAN4504 | Operational Decision Making | 3 |

| | | |
|-------------------------------|--|------------|
| MAR4802 | Marketing for Managers | 3 |
| Electives - Choose 3 credits | | Credits: 3 |
| | Choose GEB3375, GEB3453, GEB4113, GEB4940C or MAN4162 | 3 |
| Concentration Capstone Course | | Credits: 3 |
| GEB4935 | Capstone Experience: General Management | 3 |
| Total Program Credits: 120 | | |

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'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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Supervision and Management-Health Management BAS

Supervision & Management - Health Management Concentration (BAS T702)

Type of Award

BAS - Bachelor of Applied Science

Program Website

www.palmbeachstate.edu/programs/Bachelor

Program Description

As a graduate of this program, students will have the knowledge, skills and opportunity to pursue managerial-level positions in a variety of careers. B.A.S. students will take 24 semester hours of upper division (junior/senior level) core courses that provide a broad applied background in accounting, finance, legal and ethical issues, management information systems, leadership, human resources and management. An additional 18 hours 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.

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. ([Additional Information](#))

Capstone course: The following Capstone criteria must be met prior to registration in the course:

1. All lower division courses are satisfied
2. All upper division common core classes are completed
3. Successful completion of 12-15 credits of concentration area courses

4. Capstone may be taken concurrently with no more than two 3-credit courses and not any upper division common core courses. Restrictions may apply.

Program Length

Total program semester hours: 120

Location

The program is offered at the Lake Worth campus.

For More Information

Dr. C. Thomas Capers, capers@palmbeachstate.edu, (561) 868-4111

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------------------|--|-------------|
| Courses From A.S./A.A.S. Degree | | Credits: 42 |
| | Courses From A.S./A.A.S. Degree (Lower Division Details) | 42 |
| General Education Courses | | Credits: 36 |
| | General Education Courses | 36 |
| Upper Division Common Core Courses | | Credits: 21 |
| BUL3130 | Legal and Ethical Environment of Business | 3 |
| FIN3400 | Principles of Financial Management | 3 |
| GEB3213 | Business Writing | 3 |
| ISM4011 | Management Information Systems | 3 |
| MAN3240 | Organizational Theory and Management | 3 |
| MAN3301 | Human Resources Management | 3 |
| MAN4120 | Leadership Challenges and Supervision | 3 |
| Concentration Area Required Courses | | Credits: 15 |
| HSA3110 | Health Care Organization & Management | 3 |
| HSA4109 | Principles of Managed Care | 3 |
| HSA3160 | Health Care Marketing | 3 |
| HSA4553 | Ethics in Health Care | 3 |
| HSA4431 | Health Care Operational Decision Making | 3 |
| Electives - Choose one | | Credits: 3 |
| | Choose GEB4940C or HSC4500 | 3 |
| Concentration Capstone Course | | Credits: 3 |
| HSA4938 | Capstone Experience: Health Management | 3 |
| Total Program Credits: 120 | | |

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'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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Supervision and Management-Project Management BAS

Supervision & Management Project Management (BAS T705)

Type of Award

BAS - Bachelor of Applied Science

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.

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. ([Additional Information](#))

Capstone course: The following Capstone criteria must be met prior to registration in the course:

1. All lower division courses are satisfied
2. All upper division common core classes are completed
3. Successful completion of 12-15 credits of concentration area courses
4. Capstone may be taken concurrently with no more than two 3-credit courses and not any upper division common core courses. Restrictions may apply.

Program Length

Total program semester hours: 120

Location

The program is offered at the Lake Worth campus.

For More Information

Dr. C. Thomas Capers, capers@palmbeachstate.edu, (561) 868-4111

To see when the course is offered, click the course number. To see a course description, click the course title.

| | |
|---|-------------|
| Courses From A.S./A.A.S. Degree | Credits: 42 |
| Courses From A.S./A.A.S. Degree (Lower Division Detail) | 42 |
| General Education Courses | Credits: 36 |
| General Education Courses | 36 |

| | | |
|--|---|-------------|
| Upper Division Common Core Courses | | Credits: 21 |
| BUL3130 | Legal and Ethical Environment of Business | 3 |
| FIN3400 | Principles of Financial Management | 3 |
| GEB3213 | Business Writing | 3 |
| ISM4011 | Management Information Systems | 3 |
| ISM3314 | Project Management | 3 |
| ISM4332 | IT Project Schedule and Cost Control | 3 |
| MAN4120 | Leadership Challenges and Supervision | 3 |
| Concentration Area Required Courses | | Credits: 15 |
| ISM4312 | Project and Change Management | 3 |
| MAN4520 | Quality Management Control | 3 |
| ISM3334 | Product, Service and Process Project Management | 3 |
| MAN4584 | Project Risk Management | 3 |
| ISM3318 | Stakeholder and Communications Management | 3 |
| Concentration Electives (select 3 credits) | | Credits: 3 |
| MAN4574 | Acquisitions Management | 3 |
| GEB4940C | Bachelors Internship | 3 |
| Concentration Capstone Course | | Credits: 3 |
| ISM4881 | Capstone Experience: Project Management | 3 |
| Total Program Credits: 120 | | |

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'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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

BUSINESS AND OFFICE MANAGEMENT

Accounting Technology AS

Accounting Technology (AS 2050)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;
Complete an 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.

For More Information

Professor Robin D'Agati, dagatir@palmbeachstate.edu, (561) 868-3173 (Lake Worth)
Professor Emmanuel Danso, dansoe@palmbeachstate.edu, (561) 868-3174 (Lake Worth)
Pate, pateg@palmbeachstate.edu, (561) 207-5018 (Palm Beach Gardens)
Stuart, stuartg@palmbeachstate.edu, (561) 862-4420 (Boca Raton)
pernickj@palmbeachstate.edu, (561) 862-4366 (Boca Raton)

Professor Glenn
Professor Gracelyn
Professor Jonathon Pernick,

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------|--|-------------|
| General Education | | Credits: 15 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Mathematics - Area III | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any Course from Humanities - Area II | 3 |
| | Any Course from Social Science - Area V | 3 |
| Required Courses | | Credits: 45 |
| APA1111 | Bookkeeping | 3 |

| | | |
|---|--|-----|
| ACG2022 | Financial Accounting | 4 |
| ACG2071 | Managerial Accounting | 3 |
| ACG2100 | Intermediate Accounting | 3 |
| ACG2360 | Cost Accounting | 3 |
| ACG2450 | Microcomputer Operations Accounting | 3 |
| CGS1513 | Electronic Spreadsheets | 3 |
| APA2172 | Computerized Bookkeeping | 3 |
| BUL2241 | Business Law 1 | (3) |
| | -or- | |
| GEB1011 | Introduction to Business | (3) |
| | -or- | |
| MAN2021 | Principles of Management | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| MNA2100 | Human Relations in Business | 3 |
| GEB2214 | Business Communications | 3 |
| TAX2000 | Federal Income Tax 1 | 3 |
| TAX2010 | Federal Income Tax 2 | 3 |
| Select one of the following course options: | | |
| SLS1302 | Career Information and Decision Making | (1) |
| SLS1303 | Job Search | (1) |
| | -or- | |
| SLS1501 | Introduction to the College Experience | 3 |

Total Program Credits: 60

Employment Opportunities

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

Career Path Notes

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Accounting Technology CCC

Accounting Technology (6110)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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, Loxahatchee Groves and Belle Glade campuses.

For More Information

Professor Robin D'Agati, dagatir@palmbeachstate.edu, (561) 868-3173 (Lake Worth)

Professor Emmanuel Danso, dansoe@palmbeachstate.edu, (561) 868-3174 (Lake Worth)

Glenn Pate, pateg@palmbeachstate.edu, (561) 207-5018 (Palm Beach Gardens)

Stuart, stuartg@palmbeachstate.edu, (561) 862-4420 (Boca Raton)

pernickj@palmbeachstate.edu, (561) 862-4366 (Boca Raton)

Professor
Professor Gracelyn
Professor Jonathon Pernick,

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Credits: 25

| | | |
|-------------------------|---|---|
| GEB2214 | Business Communications | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| CGS1513 | Electronic Spreadsheets | 3 |
| APA1111 | Bookkeeping | 3 |
| ACG2022 | Financial Accounting | 4 |
| ACG2071 | Managerial Accounting | 3 |
| ACG2450 | Microcomputer Operations Accounting | 3 |
| TAX2000 | Federal Income Tax 1 | 3 |

ELECTIVES (2 credit required)

Select any program course with prefix BUL, CGS, ECO, ENT, GEB, MAN, MNA, SLS or TAX

2

Total Program Credits: 27

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 more 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.

Career Center

<http://www.palmbeachstate.edu/career>

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Banking Specialist-Financial Services CCC

Banking Specialist-Financial Services (6117)

Type of Award

CCC - College Credit Certificate

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, law and banking, marketing for bankers and business communications.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 this program in one semester full-time or one year part-time.

Location

The program is offered at the Lake Worth campus.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788
traceyj@palmbeachstate.edu, (561) 868-3813

Professor Juliett Tracey,

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Credits: 12

[BAN1004](#)

[Principles of Banking](#)

3

[MAR2011](#)

[Principles of Marketing](#)

3

[BUL2241](#)

[Business Law 1](#)

3

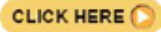
GEB2214

Business Communications

3

Total Program Credits: 12

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Business Administration and Management CCC

Business Administration and Management (6111)

Type of Award

CCC - College Credit Certificate

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. Emphasis is given to the ownership of small business enterprises. It also provides supplemental training for persons previously or currently operating or owning a small business.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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, Palm Beach Gardens, Loxahatchee Groves, Belle Glade and Boca Raton campuses.

For More Information

Professor Debbie Beres, Department Chair beresd@palmbeachstate.edu, (561) 868-3788 (Lake Worth)

Professor Juliett Tracey, traceyj@palmbeachstate.edu, (561) 868-3813 (Lake Worth)
 Paczkowski, [paczkoww@palmbeachstate.edu](mailto:paczko@palmbeachstate.edu), (561) 207-5051 (Palm Beach Gardens)
 Murcia, murciaj@palmbeachstate.edu, (561) 993-1178 (Loxahatchee Groves, Belle Glade)
gillanr@palmbeachstate.edu, (561) 862-4792 (Boca Raton)

Dr. William
 Professor Jeanne
 Professor Robert Gillan,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|-------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| GEB1011 | Introduction to Business | 3 |
| MNA2100 | Human Relations in Business | 3 |
| GEB2214 | Business Communications | 3 |
| BUL2241 | Business Law 1 | 3 |
| MAR2011 | Principles of Marketing | 3 |
| MNA2345 | Principles of Supervision | 3 |
| MAN2021 | Principles of Management | 3 |

Total Program Credits: 24

Employment Opportunities

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

Gainful Employment

For more 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. Students who complete this certificate cannot be awarded the Marketing CCC (6113).

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Business Administration and Management-Banking Concentration AS

Business Administration & Management - Banking Concentration (AS 2039C)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;
Complete an 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 Lake Worth campus.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788
traceyj@palmbeachstate.edu, (561) 868-3813

Professor Juliett Tracey,

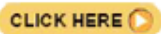
To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---------------------------|--|-------------|
| General Education | | Credits: 24 |
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| | Any MAC prefix course from Mathematics - Area III | 3 |
| MAC2233 | Survey of Calculus | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| STA2023 | Statistics | 3 |
| ECO2013 | Principles of Macroeconomics | 3 |
| | Any course from Humanities - Area II | 3 |
| Required Courses | | Credits: 24 |
| GEB2214 | Business Communications | 3 |
| or | | |
| GEB2942C | Business and Computer Science Internship | 3 |
| ACG2022 | Financial Accounting | 4 |
| ACG2071 | Managerial Accounting | 3 |
| BUL2241 | Business Law 1 | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| ECO2023 | Principles of Microeconomics | 3 |
| GEB1011 | Introduction to Business | 3 |
| GEB2941 | Business Capstone | 2 |
| Professional Core Courses | | Credits: 12 |
| BAN1004 | Principles of Banking | 3 |

| | | |
|---------|-----------------------------|---|
| MAR2011 | Principles of Marketing | 3 |
| MAN2021 | Principles of Management | 3 |
| MNA2100 | Human Relations in Business | 3 |

Total Program Credits: 60

For individualized course sequence



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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Business Administration and Management-Management, Supervision Concentration AS

Business Administration & Management - Management, Supervision Concentration (AS 2039A)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 Lake Worth, Loxahatchee Groves, Palm Beach Gardens, Belle Glade and Boca Raton campuses.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788 (Lake Worth)

Professor Juliett Tracey, traceyj@palmbeachstate.edu, (561) 868-3813 (Lake Worth)

Paczkowski, paczkoww@palmbeachstate.edu, (561) 207-5051 (Palm Beach Gardens)

Gillan, gillanr@palmbeachstate.edu, (561) 862-4792 (Boca Raton)

murciaj@palmbeachstate.edu (561) 993-1178 (Loxahatchee Groves and Belle Glade)

Dr. William

Professor Robert

Professor Jeanne Murcia,

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---------------------------|--|-------------|
| General Education | | Credits: 24 |
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| | Any MAC prefix course from Mathematics - Area III | 3 |
| MAC2233 | Survey of Calculus | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| STA2023 | Statistics | 3 |
| ECO2013 | Principles of Macroeconomics | 3 |
| | Any course from Humanities - Area II | 3 |
| Required Courses | | Credits: 24 |
| GEB2214 | Business Communications | 3 |
| or | | |
| GEB2942C | Business and Computer Science Internship | 3 |
| ACG2022 | Financial Accounting | 4 |
| ACG2071 | Managerial Accounting | 3 |
| BUL2241 | Business Law 1 | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| ECO2023 | Principles of Microeconomics | 3 |
| GEB1011 | Introduction to Business | 3 |
| GEB2941 | Business Capstone | 2 |
| Professional Core Courses | | Credits: 12 |
| MNA2100 | Human Relations in Business | 3 |
| MNA2345 | Principles of Supervision | 3 |
| MAN2021 | Principles of Management | 3 |
| MAR2011 | Principles of Marketing | 3 |
| Total Program Credits: 60 | | |

For individualized course sequence

[CLICK HERE](#)

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, see the web at 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information, visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Business Administration and Management-Marketing Concentration AS

Business Administration & Management - Marketing Concentration (AS 2039B)

Type of Award

AS - Associate in Science

Program Website

<http://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.

Program Learning Outcomes

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

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 Lake Worth, Palm Beach Gardens, and Boca Raton campuses.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788 (Lake Worth)

Jane Montonen, montonej@palmbeachstate.edu, (561) 868-3171 (Lake Worth)

Paczkowski, paczkoww@palmbeachstate.edu, (561) 207-5051 (Palm Beach Gardens)

gillanr@palmbeachstate.edu, (561) 862-4792 (Boca Raton)

Dr.
Dr. William
Professor Robert Gillan,

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---------------------------|---|-------------|
| General Education | | Credits: 24 |
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| | Any MAC prefix course from Mathematics - Area III | 3 |
| MAC2233 | Survey of Calculus | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| STA2023 | Statistics | 3 |
| ECO2013 | Principles of Macroeconomics | 3 |
| | Any course from Humanities - Area II | 3 |
| Required Courses | | Credits: 24 |
| GEB2214 | Business Communications | 3 |
| or | | |
| GEB2942C | Business and Computer Science Internship | 3 |
| ACG2022 | Financial Accounting | 4 |
| ACG2071 | Managerial Accounting | 3 |
| BUL2241 | Business Law 1 | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| ECO2023 | Principles of Microeconomics | 3 |
| GEB1011 | Introduction to Business | 3 |
| GEB2941 | Business Capstone | 2 |
| Professional Core Courses | | Credits: 12 |
| MAR2011 | Principles of Marketing | 3 |
| MKA1511 | Advertising | 3 |
| MKA2021 | Personal Selling | 3 |
| MAN2021 | Principles of Management | 3 |

Total Program Credits: 60

For individualized course sequence



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, 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.

Career Center

<http://www.palmbeachstate.edu/career>

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Business Administration and Management-Risk Management and Insurance Concentration AS

Business Administration & Management - Risk Management and Insurance Concentration (AS 2039R)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 Lake Worth campus.

For More Information

Jenny Posadas, posadasj@palmbeachstatedu, (561) 868-3864

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------|--|-------------|
| General Education | | Credits: 24 |
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| | Any MAC prefix course from Mathematics - Area III | 3 |
| MAC2233 | Survey of Calculus | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| STA2023 | Statistics | 3 |
| ECO2013 | Principles of Macroeconomics | 3 |
| | Any course from Humanities - Area II | 3 |
| Required Courses | | Credits: 24 |

| | | |
|---------------------------|---|-------------|
| GEB2214 | Business Communications | 3 |
| or | | |
| GEB2942C | Business and Computer Science Internship | 3 |
| ACG2022 | Financial Accounting | 4 |
| ACG2071 | Managerial Accounting | 3 |
| BUL2241 | Business Law 1 | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| ECO2023 | Principles of Microeconomics | 3 |
| GEB1011 | Introduction to Business | 3 |
| GEB2941 | Business Capstone | 2 |
| Professional Core Courses | | Credits: 12 |
| RMI2001 | Fundamentals of Risk Management and Insurance | 3 |
| RMI2942L | Fundamentals Insurance Practicum | 3 |
| RMI2212 | Personal and Business Property Insurance | 3 |
| RMI2701 | Agency Management and Selling Techniques | 3 |

Total Program Credits: 60

For individualized course sequence

[CLICK HERE](#)

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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Business Entrepreneurship AS

Business Entrepreneurship (AS 2040)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;
Complete an 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, Palm Beach Gardens and Boca Raton campuses.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788 (Lake Worth)

Professor Juliett Tracey, traceyj@palmbeachstate.edu, (561) 868-3813 (Lake Worth)

Paczkowski, paczkoww@palmbeachstate.edu, (561) 207-5051 (Palm Beach Gardens)

gillanr@palmbeachstate.edu, (561) 862-4792 (Boca Raton)

Dr. William

Professor Robert Gillan,

To see when the course is offered, click the course number. To see a course description, click the course title.

General Education Courses Credits: 15

[ENC1101](#) [College Composition 1](#) 3

[SPC1017](#) [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

Required Courses Credits: 45

[ACG2022](#) [Financial Accounting](#) 4

[ACG2071](#) [Managerial Accounting](#) 3

[BUL2241](#) [Business Law 1](#) 3

[GEB2941](#) [Business Capstone](#) 2

[ECO2013](#) [Principles of Macroeconomics](#) 3

-or-

[ECO2023](#) [Principles of Microeconomics](#) 3

[ENT1000](#) [Fundamentals of Entrepreneurship](#) 3

[ENT2120](#) [Digital Marketing for Entrepreneurs](#) 3

-or-

| | | |
|----------|--|---|
| BUL2242 | Business Law 2 | 3 |
| ENT2010 | New Venture Management | 3 |
| ENT2112 | Planning the Entrepreneurial Venture | 3 |
| GEB1011 | Introduction to Business | 3 |
| GEB2214 | Business Communications | 3 |
| or | | |
| GEB2942C | Business and Computer Science internship | 3 |
| MAR2011 | Principles of Marketing | 3 |
| MNA2100 | Human Relations in Business | 3 |
| MNA2345 | Principles of Supervision | 3 |
| MKA2021 | Personal Selling | 3 |

Total Program Credits: 60

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 the college's Bachelor of Applied Science, Supervision and Management - General Management Concentration (BAS T701) program.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Business Operations CCC

Business Operations (6481)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 1-1/2 years part-time.

Location

This program is offered at the Lake Worth, Palm Beach Gardens, Loxahatchee Groves, Belle Glade and Boca Raton campuses.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788 (Lake Worth)

Professor Juliett Tracey, traceyj@palmbeachstate.edu, (561) 868-3813 (Lake Worth)

Paczkowski, paczkoww@palmbeachstate.edu, (561) 207-5051 (Palm Beach Gardens)

Murcia, murciaj@palmbeachstate.edu, (561) 993-1178 (Loxahatchee Groves, and Belle Glade)

gillanr@palmbeachstate.edu, (561) 862-4792 (Boca Raton)

Dr. William

Professor Jeanne

Professor Robert Gillian,

To see when the course is offered, click the course number. To see a course description, click the course title.

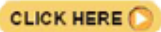
Required Courses

Credits: 18

| | | |
|-------------------------|---|---|
| CGS1100 | Microcomputer Applications | 3 |
| GEB1011 | Introduction to Business | 3 |
| MNA2100 | Human Relations in Business | 3 |
| MAR2011 | Principles of Marketing | 3 |
| GEB2214 | Business Communications | 3 |
| MAN2021 | Principles of Management | 3 |

Total Program Credits: 18

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Business Specialist CCC

Business Specialist (6480)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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, Palm Beach Gardens, Loxahatchee Groves, Belle Glade and Boca Raton campuses.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788 (Lake Worth)

Professor Juliett Tracey, traceyj@palmbeachstate.edu, (561) 868-3813 (Lake Worth)

Paczkowski, paczkoww@palmbeachstate.edu, (561) 207-5051 (Palm Bch. Gardens)

Murcia, murciaj@palmbeachstate.edu, (561) 993-1178 (Loxahatchee Groves and Belle Glade)

gillanr@palmbeachstate.edu, (561) 862-4792 (Boca Raton)

Dr. William

Professor Jeanne

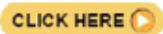
Professor Robert Gillan,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 12 |
|-------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| GEB1011 | Introduction to Business | 3 |
| MNA2100 | Human Relations in Business | 3 |
| MAR2011 | Principles of Marketing | 3 |

Total Program Credits: 12

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Entrepreneurship CCC

Entrepreneurship (6118)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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, Loxahatchee Groves, Belle Glade, Palm Beach Gardens and Boca Raton campuses.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788 (Lake Worth)

Professor Juliett Tracey, traceyj@palmbeachstate.edu, (561) 868-3813 (Lake Worth)

Paczkowski, paczkoww@palmbeachstate.edu, (561) 207-5051 (Palm Beach Gardens)

gillanr@palmbeachstate.edu, (561) 862-4792 (Boca Raton)

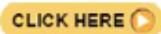
Dr. William
Professor Robert Gillan,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 12 |
|-------------------------|---|-------------|
| ENT1000 | Fundamentals of Entrepreneurship (AA) | 3 |
| MAR2011 | Principles of Marketing (AA) | 3 |
| ENT2010 | New Venture Management (AA) | 3 |
| ENT2112 | Planning the Entrepreneurial Venture (AA) | 3 |

Total Program Credits: 12

For individualized course sequence



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.

Career Path Notes

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

Courses with the (AA) designation are eligible towards the completion of the Associate in Arts (A.A.) Transfer Degree. See this website for more information regarding A.A. transferability: <https://www.palmbeachstate.edu/catalog/current/degrees-programs/associates-arts/associates-arts.aspx>

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Food Service Management CCC

Food Service Management (6115)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

Jenny Posadas, Program Director/Department Chair, posadasj@palmbeachstate.edu, (561) 868-3864

Professor Danny Fontenot, fontenod@PalmBeachState.edu, (561) 868-3353

Professor Heidi Ladika-Cipolla, cipollah@palmbeachstate.edu, (561) 868-3351

To see when the course is offered, click the course number. To see a course description, click the course title.

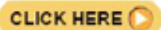
| Required Courses | | Credits: 27 |
|--------------------------|--|-------------|
| HFT1000 | Introduction to the Hospitality Business | 3 |
| FOS1201 | Food Service Sanitation | 2 |
| FSS1220 | Professional Cooking | 2 |
| FSS1220L | Professional Cooking Lab | 1 |

| | | |
|-----------|---|------------|
| HFT1850C | Dining Room Management | 3 |
| FSS1221C | Quantity Food Production I | 4 |
| FSS2242C | International Foods | 3 |
| FSS2500 | Food and Beverage Cost Control | 3 |
| HFT2434 | Club Management | 3 |
| FSS2105 | Purchasing for the Hospitality Industry | 3 |
| Electives | | Credits: 3 |
| | Electives* | 3 |

Total Program Credits: 30

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

For individualized course sequence



Employment Opportunities

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

Gainful Employment

For more 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 of Science (A.S.) degree in Hospitality and Tourism Management.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Global Logistics and Supply Chain Technology PSAV

Global Logistics and Supply Chain Technology PSAV (5582)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/Business

Program Description

This Program prepares students for employment in the transportation, distribution and logistics industry. Course content focuses on the practical knowledge and skills needed by a variety of employers, including distribution facilities, carriers, ports, manufacturers, retailers and third-party logistics firms. The program also covers general employability skills, technical skills and an overview of career pathways.

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:

1. Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
2. Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academic-services/curriculum-and-programs
3. Attend an 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.
3. All financial responsibilities must be satisfied.

Program Length

Total program hours: 600

Approximate program length: 6 months (24 weeks) full time, 9 months (36 weeks) part time.

Location

The program is offered at the Lake Worth campus.

For More Information

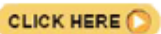
Contact Program Director Jenny L. Posadas, posadasj@palmbeachstate.edu, (561) 868-3864

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours |
|-------------------------|---|-------------|
| TRA0011 | Logistics and Supply Chain Technology | 150 |
| OTA0008 | Business Technology Applications | 150 |
| TRA0097 | Shipping, Receiving and Traffic Clerk | 150 |
| TRA0030 | Logistics Operations Technician | 150 |

Total Clock Hours: 600

For individualized course sequence



Employment Opportunities

Upon completion of this program, graduates may seek employment in the transportation, distribution and logistics industry. Positions may involve working in the areas of warehouse operations, purchasing, route planning, regulatory compliance and more. For more information, visit the Career Center at www.palmbeachstate.edu/Career.

Career Path Notes

This program was developed with the support and collaboration of local logistics companies, resulting in a curriculum designed to meet industry needs. Program graduates are prepared to enter the industry, or if already working in a logistics-related business, the program can help advance their career.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Hospitality CCC

Hospitality (6116)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

Jenny Pasadas, Program Director/Department Chair, posadasj@palmbeachstate.edu, (561) 868-3864

Professor Danny Fontenot, fontenod@palmbeachstate.edu, (561) 868-3353

cipollah@palmbeachstate.edu, (561) 868-3351

Professor Heidi Ladika-Cipolla,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 27 |
|-------------------------|--|-------------|
| HFT1000 | Introduction to the Hospitality Business | 3 |
| HFT2220 | Personnel Management Practices | 3 |
| FSS2105 | Purchasing for the Hospitality Industry | 3 |
| HFT2600 | Hospitality Industry Law | 3 |
| HFT2410 | Hotel-Motel Front Office and Procedures | 3 |
| HFT1630 | Management of Security in Hospitality Business | 3 |
| HFT1313 | Hospitality Property Management | 3 |
| HFT2434 | Club Management | 3 |
| FSS2500 | Food and Beverage Cost Control | 3 |
| Electives | | Credits: 3 |
| | Electives* | 3 |

Total Program Credits: 30

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

Employment Opportunities

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

Gainful Employment

For more 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Hospitality and Tourism Management AS

Hospitality and Tourism Management (AS 2060)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

Jenny Posadasm, Program director/Department Chair, posadasj@palmbeachstate.edu, (561) 868-3864

Professor Danny Fontenot, Fontenod@PalmBeachState.edu, (561) 868-3353
cipollah@palmbeachstate.edu, (561) 868-3351

Professor Heidi Ladika-Cipolla,

To see when the course is offered, click the course number. To see a course description, click the course title.

General Education Credits: 15

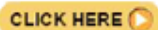
| | | |
|-------------------------|--|---|
| ENC1101 | College Composition 1 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Mathematics - Area III | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |

Required Courses Credits: 45

| | | |
|--------------------------|--|---|
| HFT1000 | Introduction to the Hospitality Business | 3 |
| HFT2220 | Personnel Management Practices | 3 |
| FSS2105 | Purchasing for the Hospitality Industry | 3 |
| HFT1630 | Management of Security in Hospitality Business | 3 |
| HFT1313 | Hospitality Property Management | 3 |
| HFT2410 | Hotel-Motel Front Office and Procedures | 3 |
| FOS1201 | Food Service Sanitation | 2 |
| FSS1220 | Professional Cooking | 2 |
| FSS1220L | Professional Cooking Lab | 1 |
| FSS2500 | Food and Beverage Cost Control | 3 |
| FSS1221C | Quantity Food Production 1 | 4 |
| HFT1850C | Dining Room Management | 3 |
| FSS2242C | International Foods | 3 |
| HFT2600 | Hospitality Industry Law | 3 |
| HFT2510 | Sales Promotion and Advertising in Hotels and Food Service | 3 |
| HFT2434 | Club Management | 3 |

Total Program Credits: 60

For individualized course sequence



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. See the web at 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:
Occupational Outlook Handbook: <https://www.bls.gov/ooh/>
O-Net Online: <http://online.onetcenter.org/>

Insurance Claims Adjuster PSAV

Insurance Claims Adjuster (5498)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 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 campus.

For More Information

Jenny Posadas, posadasj@palmbeachstate.edu, (561) 868-3864

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 40 |
|-------------------------|--|-----------------|
| RMI0635 | Accredited Claims Adjuster Designation (ACA) | 40 |

Total Program Clock Hours: 40

For individualized course sequence



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 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Life/Health/Variable Annuities Agent PSAV

Life, Health and Variable Annuities Agent (5470)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 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 hours: 60 Hours

Location

The program is offered at the Lake Worth campus.

For More Information

Jenny Posadas, posadasj@palmbeachstate.edu, (561) 868-3864

To see when the course is offered, click the course number. To see a course description, click the course title.

| | |
|------------------|-----------------|
| Required Courses | Clock Hours: 60 |
|------------------|-----------------|

| | | |
|-------------------------|---|----|
| RMI0092 | Life, Health and Variable Annuities | 60 |
|-------------------------|---|----|

Total Program Clock Hours: 60

For individualized course sequence

[CLICK HERE](#)

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 & variable annuities.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Logistics and Transportation Specialist CCC

Logistics and Transportation Specialist CCC (6581)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/Business

Program Description

The purpose of this program is to prepare students for further education and employment in the transportation distribution and logistics career cluster. The program is designed to develop the student's general employability by improving their work attitudes, communication, critical thinking, technical skills, problem-solving skills and occupation-specific skills relative to supply chain management.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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: 18. Students may complete this program in 24 weeks.

Location

The program is offered at the Lake Worth campus.

For More Information

Professor Juliett Tracey, traceyj@palmbeachstate.edu, (561) 868-3813 or Jenny Posadas, posadasj@palmbeachstate.edu, (561) 868-3864

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 18 |
|-------------------------|--|-------------|
| ENC1101 | College Composition 1 * | 3 |
| BUL2241 | Business Law 1 | 3 |
| MAN2021 | Principles of Management | 3 |
| GEB1011 | Introduction to Business | 3 |
| TRA1010 | Introduction to Transportation and Logistics | 3 |
| TRA1154 | Supply Chain Management | 3 |

Total Program Credits: 18

*Non-exempt students registering in this course will need to provide adequate placement scores to enroll. All courses used for General Education must be completed with a grade of "C" or higher.

For individualized course sequence



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, see the web at www.palmbeachstate.edu/programs/Bachelor.

Credits earned in this certificate program will transfer into the Supply Chain Management Associate in Science (A.S.) degree.

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Marketing CCC

Marketing (6113)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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, Palm Beach Gardens, and Boca Raton campuses.

For More Information

Professor Debbie Beres, Department Chair, beresd@palmbeachstate.edu, (561) 868-3788 (Lake Worth)
Jane Montonen, montonej@palmbeachstate.edu, (561) 868-3171 (Lake Worth)
Paczkowski, paczkoww@palmbeachstate.edu, (561) 207-5051 (Palm Beach Gardens)
gillanr@palmbeachstate.edu, (561) 862-4792 (Boca Raton)

Dr.
Dr. William
Professor Robert Gillan,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|-------------------------|--|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| MAR2011 | Principles of Marketing | 3 |
| BUL2241 | Business Law 1 | 3 |
| MKA1511 | Advertising | 3 |
| MAN2021 | Principles of Management | 3 |
| MKA2021 | Personal Selling | 3 |
| GEB1011 | Introduction to Business | 3 |
| GEB2214 | Business Communications | 3 |

Total Program Credits: 24

Employment Opportunities

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

Gainful Employment

For more 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. Students who complete this certificate cannot be awarded the Business Administration and Management CCC (6111).

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Paralegal AS

Paralegal (2505)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

Dr. Cary High, highc@PalmBeachState.edu, (561) 207-5150

Nicolyn Gayle, Academic Advisor, gaylen@PalmBeachState.edu, (561) 207-5340

To see when the course is offered, click the course number. To see a course description, click the course title.

General Education Credits: 18

| | | |
|-------------------------|---|---|
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Social Science - Area V | 3 |
| | Any course from Humanities - Area II | 3 |
| HSC2100 | Health Concepts and Strategies | 3 |
| ENC1101 | College Composition I | 3 |
| | Any course from Mathematics - Area III or Natural Sciences - Area IV, Tier 1 & 2 | 3 |

Required Courses Credits: 40

| | | |
|-------------------------|---|---|
| BUL2241 | Business Law I | 3 |
| PLA1003 | Introduction to Paralegalism | 3 |
| PLA2611 | Real Estate Law and Property Transactions | 3 |
| PLA2229 | Court System: Procedures and Pleadings II | 3 |
| PLA2465 | Bankruptcy Law and Procedure | 2 |

| | | |
|------------------------------|--|------------|
| PLA2841 | Immigration Law & Procedures | 2 |
| BUL2242 | Business Law II | 3 |
| PLA1104 | Legal Writing and Research I | 3 |
| PLA2630 | Real Estate Closing and Document Preparation | 3 |
| PLA2483 | Administrative Law | 3 |
| PLA2114 | Legal Writing and Research II | 3 |
| PLA2209 | Court System: Procedures and Pleadings I | 3 |
| PLA1273 | Tort Law | 3 |
| PLA2600 | Administration of Estates | 3 |
| Electives - Choose 6 credits | | Credits: 6 |
| CJL2100 | Criminal Law | 3 |
| PLA1949C | Co-op Legal Assistant I | 3 |
| PLA2800 | Family Law | 3 |
| PLA2762 | Law Office Management | 3 |
| POS1041 | Introduction to American Government | 3 |
| PLA2303 | Criminal Litigation | 3 |
| Total Program Credits: 64 | | |

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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Paralegal ATC

Paralegal ATC (4570)

Type of Award

ATC - Advanced Technical Certificate

Program Website

www.palmbeachstate.edu/programs/Paralegal

Program Description

The Paralegal Advanced Technical Certificate (ATC) is designed for students who have a bachelor's degree and are seeking further education in the field of paralegal studies. This program certificate renders the student eligible to obtain professional certification from the National Association of Legal Assistants (NALA) through the Certified Paralegal (CP) examination.

Course content includes legal concepts, legal writing and research, court systems, and business law. Course work prepares the student for employment as a paralegal in law-related occupations, including public and private law practice and/or corporate or government law-related activities.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a bachelor's degree;
Complete an 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.

Location

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

For More Information

Dr. Cary High, highc@PalmBeachState.edu, (561) 207-5150

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 21 |
|-------------------------|---|-------------|
| ENC1101 | College Composition 1 | 3 |
| PLA1003 | Introduction to Paralegalism | 3 |
| PLA2229 | Court System: Procedures and Pleadings II | 3 |
| PLA1104 | Legal Writing and Research 1 | 3 |
| PLA2114 | Legal Writing and Research II | 3 |
| PLA2209 | Court System: Procedures and Pleadings I | 3 |
| BUL2241 | Business Law 1 | 3 |
| or | | |
| BUL2242 | Business Law 2 | 3 |

Total Program Credits: 21

Employment Opportunities

This certificate will qualify a student to sit for the National Association of Legal Assistants national exam to become a Certified Paralegal (CP). Upon qualifying, all Paralegal students are encouraged to take this exam.

Career Path Notes

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:
Occupational Outlook Handbook: <https://www.bls.gov/ooh/>
O-Net Online: <http://online.onetcenter.org/>

Property/Casualty Agent-General Lines PSAV

Property and Casualty General Lines Agent (5469)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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

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 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: 200. Approximate program length: 14 weeks.

Location

The program is offered at the Lake Worth campus.

For More Information

Jenny Posadas, posadasj@palmbeachstate.edu, (561) 868-3864

To see when the course is offered, click the course number. To see a course description, click the course title.

| | |
|-------------------------|---|
| Required Courses | Clock Hours: 200 |
| RMI0091 | Property and Casualty/General Lines 200 |

Total Program Clock Hours: 200

For individualized course sequence



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 & casualty/general lines.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Real Estate Sales Associate PSAV

Real Estate Sales Associate (5499)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 hours: 63. Approximate program length: four to ten weeks.

Location

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

For More Information

Jenny Posadas, posadasj@palmbeachstate.edu, (561) 868-3864

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Clock Hours: 63

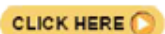
[REE0047](#)

[Florida Real Estate Sales Agent](#)

63

Total Program Clock Hours: 63

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Real Estate Sales Associate Post-Licensing PSAV

Real Estate Sales Associate Post-Licensing PSAV (5493)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/RealEstate/

Program Description

The Florida Real Estate Commission (FREC) of the Florida Division of Real Estate requires completion of a 45-hour post license course within the first two (2) years of obtaining a real estate license.

This program offers the FREC required post-licensing education for licensed real estate sales associates. It will expand upon pre-licensing education by further developing the knowledge and skills necessary for a successful sales agent career. Topics include listing, selling and financing real property, analyzing/managing investment property, legal issues, and strategies for business planning and time management.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an Application for Admission, located at

www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

Completion Requirements

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

Program Length

Total program clock hours: 45 hours
full time, 4 weeks part-time.

Approximate program length: 1 week

Location

Based on enrollment, the program is offered at the Lake Worth, Boca Raton, Palm Beach Gardens, and Loxahatchee Groves campuses.

Contact Info

Jose Ortiz
 Program Director
 Email: ortizj@palmbeachstate.edu,
 Phone: (561) 868-3764

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 45 |
|-------------------------|--|-----------------|
| REE0089 | Real Estate Sales Associate Post-Licensing | 45 |

Total Program Clock Hours: 45

For individualized course sequence [CLICK HERE](#)

Employment Opportunities

Any licensed Florida real estate sales associate agent who wishes to continue working in the real estate field must also complete 45 hours of post-licensing education.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Real estate associate requirements for licensure in the State of Florida stipulate that whether holding an active or inactive license, licensed sales associate must successfully complete a Florida Real Estate Commission (FREC) - approved post-licensing course, consisting of at least 45 classroom hours, prior to the expiration of the initial sales associate license.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Supply Chain Management AS

Supply Chain Management AS (2580)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/Business

Program Description

The purpose of this program is to prepare students for further education and employment in the transportation distribution and logistics career cluster. The program is designed to develop the student's general employability by improving their work attitudes, communication, critical thinking, technical skills, problem-solving skills and occupation-specific skills relative to supply chain management.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;
 Complete an 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.

For More Information

Jenny Posadas, posadasj@palmbeachstate.edu, (561) 868-3864

To see when the course is offered, click the course number. To see a course description, click the course title.

General Education Credits: 18

| | | |
|-------------------------|---|---|
| ENC1101 | College Composition 1 | 3 |
| ECO2013 | Principles of Macroeconomics | 3 |
| PHI1010 | Introduction to Philosophy | 3 |
| STA2023 | Statistics | 3 |
| EVR1001 | Introduction to Environmental Science | 3 |
| SPC1017 | Fundamentals of Speech Communications | 3 |

Required Courses Credits: 31

| | | |
|-------------------------|--|---|
| PHI1600 | Ethics | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| ACG2022 | Financial Accounting | 4 |
| ACG2071 | Managerial Accounting | 3 |
| BUL2241 | Business Law 1 | 3 |
| GEB1011 | Introduction to Business | 3 |
| MAN2021 | Principles to Management | 3 |
| CGS1543 | Database Management | 3 |
| COP2700 | Introduction to Database | 3 |
| MAR2011 | Principles of Marketing | |

or

| | | |
|--------------------------|--|---|
| GEB2942C | Business and Computer Science Internship | 3 |
|--------------------------|--|---|

Professional Core Courses Credits: 11

| | | |
|-------------------------|--|---|
| TRA1154 | Supply Chain Management | 3 |
| TRA1010 | Introduction to Transportation and Logistics | 3 |
| MAN2542 | Supply Chain Modeling | 3 |
| TRA2098 | Warehouse Management | 2 |

Total Program Credits: 60

For individualized course sequence

[CLICK HERE](#) 

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, see the web at www.palmbeachstate.edu/programs/Bachelor.

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

CHILD CARE, HUMAN SERVICES AND TEACHER EDUCATION

30 Hour Family Child Care Certification PSAV

30-Hour Family Child Care Certification (5363)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/childcare/30-hr-family-child-care

Program Description

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers to operate a licensed family child care home. Home child care providers serving children birth to 5 years old must complete a two part course: Part I Rules and Regulations-Family and Part II Introduction to Child Care Worker Certification.

Part I – Rules and Regulations-Family

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

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

Part II – Introduction to Child Care Worker Certification

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

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 Web site: 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 childcare certification visit <http://www.myflorida.com/childcare/Training> or 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.

For More Information

Luisa Brennan, brennanl@PalmBeachState.edu, (561) 868-4048

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 30 |
|-------------------------|---|-----------------|
| HEV0118 | Rules & Regulations for Family Child Care | 6 |
| HEV0115 | Introductory Child Care Worker Certification | 24 |

Total Program Clock Hours: 30

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Addiction Studies CCC

Addiction Studies (6392)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/HumanServices

Program Description

The Addiction Studies college credit certificate will 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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Suzie Duff, duffs@PalmBeachState.edu, (561) 868-3461.

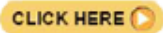
To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|-------------------------|---|-------------|
| HUS1001 | Introduction to Human Services | 3 |
| HUS1302 | Counseling and Interviewing | 3 |
| HUS1421 | Assessment and Treatment Planning in Addictions | 3 |
| HUS1423 | Group Counseling in Substance Abuse | 3 |
| HUS1424 | Counseling the Chemically Dependent Person | 3 |
| HUS1440 | Family Issues in Chemical Dependency | 3 |
| HUS1450 | Dual Diagnosis | 3 |
| PSY2012 | General Psychology * | 3 |

Total Program Credits: 24

*Students will need to provide adequate English and Reading placement test scores or complete ENC1101 before enrolling in this course.

For individualized course sequence

**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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Career and Technical Educator ATC

Career and Technical Educator (4393)

Type of Award

ATC - Advanced Technical Certificate

Program Website

www.palmbeachstate.edu/programs/TeacherEd.

Program Description

The Career and Technical Education (CTE) Advanced Technical Certificate assists current Palm Beach County School District CTE instructors who wish to obtain a professional CTE district certification.

Candidates must be current CTE instructors in teaching positions in the areas of medical/health science, business/technology, career pathways/criminal justice/OJT, STEM/industrial education/TV production, family consumer science or hospitality and tourism.

Candidates must take the four required Career and Technical Education courses within their valid three-year temporary district certification period to gain a professional CTE district certification.

This program is a district-approved certification program that consists of 12 credits and can be completed in one year. Courses are offered in the evenings and on weekends on the Lake Worth campus and through distance learning.

Admission Requirements

Candidates for the program must have a valid School District of Palm Beach County issued Statement of Status of eligibility and temporary CTE district certification.

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.

Location

The program is offered at the Lake Worth campus and distance learning.

For More Information

Contact the Educator Preparation Institute at 561-868-4041

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 12 |
|-------------------------|---|-------------|
| EPI0001 | Classroom Management * | 3 |
| EPI0002 | Instructional Strategies* | 3 |
| EEX2010 | Introduction to Special Education | 3 |
| ECT2180 | Curriculum Construction: Career and Technical Education (CTE) | 3 |

Total Program Credits: 12

*These courses must go through the prior learning process to be recorded on the Degree Audit for this ATC. Contact Institute of Teacher Education's Office for directions.

Employment Opportunities

Employment opportunities include working as a certified Career and Technical Education teacher for the School District of Palm Beach County in a public or charter school setting.

Career Path Notes

Students who successfully complete the program will be eligible to apply for their Career and Technical Education District Professional Educator Certificate.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Caring for Children-Birth to 3 Years PSAV

Caring for Children Birth To 3 Years (FCCPC) (5390)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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 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.

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

- Program Objective Code: Caring for Children Birth to 3 years (FCCPC - 5390)
- FCCPC Information Session
- 40-Hour Introductory Child Care Training (Part I, II, & III) or 30 Hr. Family Child Care Training (Part I & II) including Infant and Toddler Appropriate Practices
- 5-Hour Emergent Literacy (offered through DCF as an online course)
- High school diploma (or equivalent) and College Application submitted to Palm Beach State
- 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 Credential (FCCPC) will be awarded. .

Program Length

Total Required Hours: 600.

Location

The program is offered at all Palm Beach State campuses.

For More Information

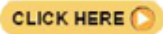
Susy Martinez White, martines@palmbeachstate.edu, (561) 868-3807

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 600 |
|-------------------------|--|------------------|
| HEV0807 | Caring for Children Birth - 3 Years Module 1 | 40 |
| HEV0808 | Caring for Children Birth - 3 Years Module 2 | 40 |
| HEV0809 | Caring for Children Birth - 3 Years Module 3 | 40 |
| HEV0999 | ECPC/FCCPC Practical Experience | 480 |

Total Program Clock Hours: 600

For individualized course sequence



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 Certificate from Palm Beach State can receive college credits toward an Associate in Science degree (A.S.) in Early Childhood Education (2358). The articulation will be processed upon request once students have completed 15 college credits toward the A.S. degree (2358). For more information call (561) 868-3807.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Child Care Center Management CCC

Child Care Center Management (6366)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;

- Complete an 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.

For More Information

[Dr. Colleen Fawcett](#), (561) 868-3349

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 12 |
|-------------------------|---|-----------------|
| EEC1523 | Overview of Child Care Center Management | 3 |
| EEC2521 | Child Care and Education Financial and Legal Issues | 3 |
| EEC2002 | Child Care and Education Organization Leadership Management | 3 |
| EEC2202 | Child Care and Education Programming | 3 |

Total Program Clock Hours: 12

For individualized course sequence



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 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Early Childhood (ECPC) Professional Certification PSAV

Early Childhood Professional Certification (ECPC) - Preschool (5364)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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 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 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 Department of Education, Early Childhood Professional Certificate (ECPC) and a staff credential from the Florida Department of Children and Families.

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

- Program Objective Code: Early Childhood Professional Certificate (ECPC) - Preschool (5364)
- ECPC Information Session
- 40-Hour Introductory Child Care Training including Preschool Appropriate Practices (Part I, II, & III)
- 5-Hour Emergent Literacy (offered through DCF as an online course)
- High school diploma (or equivalent) and College Application submitted to Palm Beach State (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 (ECPC) will be awarded.

Program Length

Total Required Hours: 600.

Location

The program is offered at all Palm Beach State campuses.

For More Information

Susy Martinez White, martines@PalmBeachState.edu, (561) 868-3807

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Clock Hours: 600

[HEV0130](#)

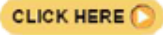
[Early Childhood Professional Certificate \(ECPC\) Module 1](#)

40

| | | |
|---------|--|-----|
| HEV0131 | Early Childhood Professional Certificate (ECPC) Module 2 | 40 |
| HEV0132 | Early Childhood Professional Certificate (ECPC) Module 3 | 40 |
| HEV0999 | ECPC/FCCPC Practical Experience | 480 |

Total Program Clock Hours: 600

For individualized course sequence



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 (2358). The articulation will be processed upon request once students have completed 15 college credits toward the A.S. degree (2358). For more information call (561) 868-3807.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Early Childhood Education AS

Early Childhood Education (AS 2358)

Type of Award

AS - Associate in Science

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 as well as expanding his or her classroom knowledge into practical hands-on teaching experience.

The program also provides the student with the training and information they need to pursue a career working with infants through school age children.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

[Dr. Colleen Fawcett](#), (561) 868-3349

To see when the course is offered, click the course number. To see a course description, click the course title.

General Education Credits: 15

| | | |
|-------------------------|--|---|
| ENC1101 | College Composition 1 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| ESC1000 | Earth Science | 3 |
| | -or- | |
| | Any course from Natural Sciences - Area IV, Tier 1 & 2 | 3 |
| ARH1000 | Art Appreciation | 3 |
| | -or- | |
| | Any course from Humanities - Area II | 3 |
| PSY2012 | General Psychology | 3 |

Required Courses Credits: 33

| | | |
|-------------------------|---|---|
| EDG1314 | Education Practicum 1 | 3 |
| ENC1102 | College Composition 2 * | 3 |
| EEC1601 | Observation and Assessment in Early Childhood | 3 |
| EEC2710 | Conflict Resolution in Early Childhood | 3 |
| EEC2271 | Teaching Children with Special Needs | 3 |
| EDF2085 | Introduction to Diversity for Educators | 3 |
| EEC2734 | Health, Safety, and Nutrition for the Young Child | 3 |
| CHD1220 | Child Development, Infancy/Preschool | 3 |
| EDF1030 | Behavior Management in the Classroom | 3 |
| DEP2102 | Child Growth and Development | 3 |
| MTB1103 | Business Mathematics ** | |
| | -or- | |
| | Any course from Mathematics-Area III | |
| | -or- | |
| | Any credit math approved by department | 3 |

Required College Credit Certificate (CCC) Courses Credits: 12

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

Child Care Center Management CCC 6366 12

EEC1523; EEC2002; EEC2202; EEC2521

-or-

Infant/Toddler CCC 6367 12

EEC1001; EEC1522; EEC2201; EEC2407

-or-

Pre-School CCC 6368 12

EEC1001; EEC1300; EEC1311; EEC1312

Total Program Credits: 60

*EDG1315 Practicum 2 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.)

For individualized course sequence



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 afterschool/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

Course 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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Educator Preparation Institute

Educator Preparation Institute 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 practicum experience.

This teacher certification program consists of seven hybrid courses and one practicum experience course. 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.

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, 2) a minimum 2.5 grade point average and also a SOE (Statement of Status of eligibility) from DOE and 3) passing score on the GKT, General Knowledge Exam for Reading, English, Essay & Math. 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 fully online.

For More Information

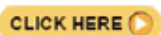
Contact the Educator Preparation Institute at (561) 868-3823.

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 21 |
|-------------------------|--|-------------|
| EPI0001 | Classroom Management | 3 |
| EPI0002 | Instructional Strategies | 3 |
| EPI0003 | Educational Technology | 3 |
| EPI0004 | The Teaching and Learning Process | 3 |
| EPI0010 | Foundations of Research-Based Practices in Reading | 3 |
| EPI0020 | Professional Foundations | 2 |
| EPI0030 | Diversity in the Classroom | 2 |
| EPI0950 | Teaching Methods Practicum | 2 |

Total Program Credits: 21

For individualized course sequence



Employment Opportunities

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

Career Path Notes

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <http://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Human Services CCC

Human Services (6361)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Suzie Duff, duffs@PalmBeachState.edu, (561) 868-3461.

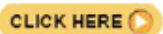
To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 18 |
|-------------------------|--|-------------|
| HUS1001 | Introduction to Human Services | 3 |
| PSY2012 | General Psychology * | 3 |
| SYG2430 | Marriage and Family | 3 |
| HUS1200 | Principles of Group Dynamics | 3 |
| SYG2361 | Death and Dying | 3 |
| HUS1302 | Counseling and Interviewing | 3 |

Total Program Credits: 18

*Students will need to provide adequate English and Reading placement test scores or complete ENC1101 before enrolling in this course.

For individualized course sequence



Employment Opportunities

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

Gainful Employment

For more 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 Human Services.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Human Services-Addiction Studies AS

Human Services-Addiction Studies (2391)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

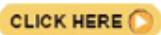
Suzie Duff, duffs@PalmBeachState.edu, (561) 868-3461.

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------|--|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Mathematics - Area III | 3 |
| PSY2012 | General Psychology | 3 |

| | | |
|---------------------------|--|-------------|
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Natural Sciences - Area IV, Tier 1 & 2 (BSC1005 Concepts of Biology recommended) | 3 |
| Required Courses | | Credits: 42 |
| CLP2001 | Personality Development and Adjustment | 3 |
| DEP2004 | Human Growth and Development | 3 |
| ENC1102 | College Composition 2 | 3 |
| HSC2100 | Health Concepts and Strategies | 3 |
| HUS1001 | Introduction to Human Services | 3 |
| HUS1302 | Counseling and Interviewing | 3 |
| HUS1421 | Assessment and Treatment Planning in Addictions | 3 |
| HUS1423 | Group Counseling in Substance Abuse | 3 |
| HUS1424 | Counseling the Chemically Dependent Person | 3 |
| HUS1440 | Family Issues in Chemical Dependency | 3 |
| HUS1450 | Dual Diagnosis | 3 |
| HUS1850C | Field Work/Internship in Human Services 1 | 3 |
| HUS2851C | Field Work/Internship in Human Services 2 | 3 |
| SYG2000 | Introduction to Sociology | 3 |
| Total Program Credits: 60 | | |

For individualized course sequence



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 Addiction 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. See www.palmbeachstate.edu/programs/Bachelor for more information.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Human Services-General Concentration AS

Human Services-General Concentration (AS 2345)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/HumanServices

Program Description

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 on the Lake Worth campus.

For More Information

Suzie Duff, duffs@PalmBeachState.edu, (561) 868-3461.

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------|--|-------------|
| General Education | | Credits: 18 |
| | Any course from Humanities - Area II | 3 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Mathematics - Area III | (3) |
| PSY2012 | General Psychology | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Natural Sciences - Area IV, Tier 1 & 2 | 3 |
| Required Courses | | Credits: 42 |
| CLP2001 | Personality Development and Adjustment | 3 |
| DEP2004 | Human Growth and Development | 3 |
| ENC1102 | College Composition 2 | 3 |
| HUS1001 | Introduction to Human Services | 3 |
| HUS1302 | Counseling and Interviewing | 3 |
| HUS1200 | Principles of Group Dynamics | 3 |
| GEY2000 | Gerontology | |

-or-

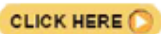
HUS1424 Counseling the Chemically Dependent Person

-or-

| | | |
|----------|---|---|
| CLP2140 | Abnormal Psychology | 3 |
| HSC2100 | Health Concepts and Strategies | 3 |
| HUS1850C | Field Work/Internship in Human Services 1 | 3 |
| HUS2308 | Psychotherapy: Theory and Practice | 3 |
| HUS2851C | Field Work/Internship in Human Services 2 | 2 |
| SYG2000 | Introduction to Sociology | 3 |
| SYG2361 | Death and Dying | 3 |
| SYG2430 | Marriage and Family | 3 |

Total Program Credits: 60

For individualized course sequence



Employment Opportunities

Upon completion of this program, you may seek employment in social service agencies, government and community agencies, drug and alcohol rehabilitation treatment facilities, group homes, nursing homes, and educational settings. Some job titles include: Outreach Worker, Youth Program Assistant, Mental Health Technician, Family Support Worker, Addictions Counselor, Job Coach, Behavioral Technician, Habilitation Coach, Residential Worker, and Team/Group Facilitator.

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Human Services-Youth Development Concentration AS

Human Services-Youth Development Concentration (AS 2374)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/HumanServices

Program Description

This degree program is designed to prepare the student for an entry-level position as a youth worker in areas such as afterschool programs, community-based, residential, group home and other youth environments. Course content includes youth development, group dynamics, best practices in youth programming, and supervised fieldwork experiences.

An important part of the program at Palm Beach State is the supervised field work experience that the student receives in an agency, organization or program of his/her choice.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Suzie Duff, duffs@PalmBeachState.edu, (561) 868-3461.

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--------------------------|---|-------------|
| General Education | | Credits: 18 |
| | Any course from Humanities - Area II | 3 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Mathematics - Area III | 3 |
| PSY2012 | General Psychology | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Natural Sciences - Area IV, Tier 1 & 2 | 3 |
| Required Courses | | Credits: 42 |
| CLP2140 | Abnormal Psychology | 3 |
| EDF1030 | Behavior Management in the Classroom * | 3 |
| DEP2004 | Human Growth and Development | 3 |
| ENC1102 | College Composition 2 | 3 |
| HUS1001 | Introduction to Human Services | 3 |
| HUS1620 | Principles and Best Practices in Afterschool Programs * | 3 |
| HUS1203 | Principles of Group Facilitation * | 3 |
| HUS1640 | Principles of Youth Work * | 3 |
| HSC2100 | Health Concepts and Strategies | 3 |
| HUS1850C | Field Work/Internship in Human Services 1 | 3 |
| HUS2851C | Field Work/Internship in Human Services 2 | 3 |
| SYG2000 | Introduction to Sociology | 3 |
| SYG2361 | Death and Dying * | |

-or-

| | | |
|---------|----------------------------|---|
| SYG2430 | Marriage and Family | 3 |
| SYG2010 | American Social Problems * | 3 |

Total Program Credits: 60

*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 individualized course sequence [CLICK HERE](#)

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.

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Infant/Toddler CCC

Infant/Toddler (6367)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Dr. Colleen Fawcett, fawcettc@PalmBeachState.edu, (561) 868-3349

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 12 |
|-------------------------|---|-------------|
| EEC1001 | Introduction to Early Childhood Education | 3 |
| EEC1522 | Infant/Toddler Environments | 3 |
| EEC2201 | Developing Curriculum for Infants and Toddlers | 3 |
| EEC2407 | Social-Emotional Growth and Socialization in Infants and Toddlers | 3 |

Total Program Credits: 12

For individualized course sequence



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 A.S. degree in Early Childhood Education with a specialization in Infant/Toddler.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Introductory 40 Hour Childcare-Birth to 5 Years PSAV

40-Hour Introductory Child Care Training Certification (Birth To 5 Years) (5348)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/childcare/40-hr-child-training/

Program Description

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers working in a licensed child care facility. Child care providers serving children birth to 5 years old must complete: Part I Rules and Regulation-Center Based, Part II Introduction to Child Care Worker Certification, and Part III 10-Hour Component.

PART I – RULES AND REGULATION-CENTER BASED

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

PART II – INTRODUCTION TO CHILD CARE WORKER CERTIFICATION

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

PART III – 10-HOUR APPROPRIATE PRACTICES

Developmentally Appropriate Practices and 5-Hour Student Specialty or (Option I) 5-Hour Understanding (Option II) 10-Hour Special Needs Appropriate Practices. The 5-Hour Emergent Literacy is also required.

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

**Please note: The 5-Hour Preschool Appropriate Practices is required for students interested in participating in the Early Childhood Professional Certificate (ECPC).

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 childcare certification visit www.myflorida.com/childcare/Training or www.palmbeachstate.edu/programs/Childcare (select Child Care Exam).

Program Length

Total program hours: 40.

Location

The program is offered at all Palm Beach State campuses.

For More Information

Luisa Brennan, brennan@PalmBeachState.edu, (561) 868-4048

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses Clock Hours: 40

| | | |
|-------------------------|--|----|
| | Part 1 - Introduction to Child Care | |
| HEV0114 | Rules & Regulations for Center-Based | 6 |
| | Part 2 - Child Care Certification | |
| HEV0115 | Introductory Child Care Worker Certification | 24 |

Part 3 - Appropriate Practices
Component-Student Specialty

(Option 1)

Complete:

| | | |
|---------|---|---|
| HEV0004 | Understanding Developmentally Appropriate Practices | 5 |
|---------|---|---|

Then register for one of the 5-hour components below.

Select one:

| | | |
|---------|---|---|
| HEV0002 | Preschool Appropriate Practices | 5 |
|---------|---|---|

| | | |
|---------|--|---|
| HEV0001 | Infant/Toddler Appropriate Practices | 5 |
|---------|--|---|

| | | |
|---------|--|---|
| HEV0003 | School Age Appropriate Practices | 5 |
|---------|--|---|

OR

(Option 2)

| | | |
|---------|---|----|
| HEV0123 | 10-Hour Special Needs Appropriate Practices | 10 |
|---------|---|----|

Total Program Clock Hours: 40

For individualized course sequence



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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Pre-School CCC

Pre-School (6368)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

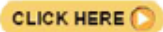
Dr. Colleen Fawcett, fawcettc@PalmBeachState.edu. 561) 868-3349

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 12 |
|-------------------------|--|-------------|
| EEC1001 | Introduction to Early Childhood Education | 3 |
| EEC1300 | Early Childhood Language Arts | 3 |
| EEC1311 | Early Childhood Science, Social Studies and Math | 3 |
| EEC1312 | Early Childhood Fine Arts & Movement | 3 |

Total Program Credits: 12

For individualized course sequence



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 A.S. degree in Early Childhood Education with a specialization in Pre-School.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

School Age Professional Certification PSAV

School Age Professional Certificate (5373)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/childcare/sapc

Program Description

The Department of Education School Age Professional Certificate (SAPC) program prepares the student who works with children 5 years and up in a licensed afterschool program.

The student must successfully complete the 40-Hour introductory certification training (Part 1- School Age Program Certification & Part 2-Foundations of Advancing Youth Development (AYD) Principles); 80 hours of formal instruction in the six competency goals of SAPC coursework, 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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Group A:

Students must:

- Complete an Application of Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- 40 Hour School-Age Certification (Part I: School-Age Certification; Part II: Foundations of Advancing Youth Development Principles-AYD) OR 40 Hour Child Care Training (birth-5) and the Foundations of Advancing Youth Development (AYD).

After registering and paying the applicable tuition fee, students must ALSO register for the class on the Department of Children and Families web site: www.myflorida.com/childcare/Training. 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, please visit www.palmbeachstate.edu/programs/Childcare

Group B:

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

PREREQUISITES

- Program Objective Code 5373
 - 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)
 - High school diploma (or equivalent) and College Application submitted to Palm Beach State
- 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
 - 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 I: 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 & II classes.

Program Length

Total program hours: 120.

Location

The program is offered at all Palm Beach State campuses.

For More Information

Luisa Brennan, brennan@PalmBeachState.edu, (561) 868-4048

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses Clock Hours: 120

Group A (Both courses must be completed for DCF Certification)

[HEV0803](#) [Part 1 - School Age Program Certification](#) 28

[HEV0804](#) [Part 2 - Foundations of Advancing Youth Development \(AYD\) Principles](#) 12

-or-

Group A2** (All three courses must be completed for DCF Certification)

[HEV0114](#) [Rules & Regulations for Center-Based](#) 6

[HEV0115](#) [Introductory Child Care Worker Certification](#) 24

[HEV0004](#) [Understanding Developmentally Appropriate Practices](#) 5

Select one of the following Developmental Appropriate Practices (DAPs):

[HEV0001](#) [Infant/Toddler Appropriate Practices](#) 5

[HEV0002](#) [Preschool Appropriate Practices](#) 5

[HEV0003](#) [School Age Appropriate Practices](#) 5

Group A Total 40

Group B

[HEV0194](#) [School Age Professional Certificate Mod 1](#) 40

[HEV0195](#) [School Age Professional Certificate Mod 2](#) 40

Group B Total 80

*****Students completing Group A2 are required to take HEV0804 Foundations of Advanced Youth Development (12) to comply with the local and state requirements.***

Total Program Clock Hours: 120

For individualized course sequence [CLICK HERE](#)

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 from Palm Beach State can receive college credits toward an Associate in Science degree (A.S.) in Human Services with a concentration in Youth Development (2374). The articulation will be processed upon request once students have completed 15 college credits toward the A.S. degree (2374). For more information call (561) 868-4049.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Youth Development CCC

Youth Development (6387)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Suzie Duff, duffs@PalmBeachState.edu, (561) 868-3461.

To see when the course is offered, click the course number. To see a course description, click the course title.


| Required Courses | | Credits: 18 |
|-------------------------|---|-------------|
| HUS1001 | Introduction to Human Services | 3 |
| HUS1640 | Principles of Youth Work | 3 |
| HUS1620 | Principles and Best Practices in Afterschool Programs | 3 |

| | | |
|---------|------------------------------|---|
| DEP2004 | Human Growth and Development | 3 |
| PSY2012 | General Psychology * | 3 |
| SYG2010 | American Social Problems * | 3 |

Total Program Credits: 18

*Students will need to provide adequate English and Reading placement test scores or complete ENC1101 before enrolling in this course.

For individualized course sequence

[CLICK HERE](#) 

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 more information about graduation rates, the median debt of students who completed the program, and other important information, please visit 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 Human Services.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

Advanced Network Infrastructure CCC

Advanced Network Infrastructure CCC (6135) (**Formally Cisco Certified Network Associate (CCNA) Routing and Switching**)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 and Loxahatchee Groves campuses.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225
fazelpoura@palmbeachstate.edu, (561) 868-3220

Dr. Alireza Fazelpour,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 36 |
|-------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| CNT2000 | Network Technologies | 3 |
| CTS1110 | Microcomputer Operating Systems | 3 |
| CTS2301 | Linux Fundamentals | 3 |
| CTS1650 | Networking Essentials | 3 |

| | | |
|---------|------------------------------------|---|
| CTS2651 | Router Technology | 3 |
| CTS2652 | Advanced Routing Technology | 3 |
| CTS2653 | CISCO Project Based Learning | 3 |
| CTS1150 | Computer Maintenance and Repair | 3 |
| CTS2120 | Security Essentials | 3 |
| CTS2664 | Router and Switch Security | 3 |
| CTS2655 | Routing and Switching Fundamentals | 3 |

Total Program Credits: 36

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Computer Programming AS

Computer Programming (AS 2126)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)
Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

Professor John Hadley,

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---|---|-------------|
| General Education | | Credits:15 |
| ENC1101 | College Composition 1 (A.S. students) | 3 |
| | Any MAC prefix course from Mathematics - Area III | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Required Courses | | Credits: 24 |
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |
| CIS2321 | Systems Analysis and Design | 3 |
| COP2700 | Introduction to Database | 3 |
| CIS2513 | Information Technology Project Management | 3 |
| CNT2000 | Network Technologies | 3 |
| CTS2301 | Linux Fundamentals | 3 |
| CTS2120 | Security Essentials | 3 |
| Programming Languages - Choose 15 credits | | Credits:15 |
| COP1220 | Introduction to Programming in C | 3 |
| COP2334 | Programming in C++ | 3 |
| COP2800 | Programming in Java | 3 |
| COP2840 | Server-side Programming | 3 |
| COP1332 | Visual Basic Programming | 3 |
| COP2805 | Advanced Java Programming | 3 |
| COP2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| COP2360 | C# Programming | 3 |
| COP2660 | Android Programming | 3 |
| COP2654 | Objective C Programming | 3 |

| | | |
|-----------------------------|--|-----------|
| CTS2446 | Introduction to Oracle Database Programming | 3 |
| CTS2447 | Oracle Database Advanced PL-SQL | 3 |
| COP1030 | Python with Raspberry Pi | 3 |
| COP2657 | Cross Platform Mobile App Development | 3 |
| COP2664 | iOS App Programming | 3 |
| Business/Computer Electives | | Credits:6 |
| | Choose 6 Credits* | |
| | Any courses with the prefix CIS, CGS, CNT, COP, CTS, ACG, APA, ECO, or GEB | 6 |

Total Program Credits: 60

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

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 programs in Information Management or 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Computer Programming Specialist CCC

Computer Programming Specialist (6141)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an Application for Admission, located at

www.palmbeachstate.edu/admissions/Admissions-Application.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.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)
Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

Professor John Hadley,

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses Credits: 9

| | | |
|-------------------------|---|---|
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |
| CIS2321 | Systems Analysis and Design | 3 |

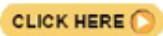
Programming Language Electives Credits: 9

Choose 9 credits

| | | |
|-------------------------|---|---|
| COP1220 | Introduction to Programming in C | 3 |
| COP2800 | Programming in Java | 3 |
| COP2840 | Server-Side Programming | 3 |
| COP1332 | Visual Basic Programming | 3 |
| COP2805 | Advanced Java Programming | 3 |
| COP2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| COP2360 | C# Programming | 3 |
| COP2660 | Android Programming | 3 |
| COP2654 | Objective C Programming | 3 |
| COP2700 | Introduction to Database | 3 |
| CTS2446 | Introduction to Oracle Database Programming | 3 |
| CTS2447 | Oracle Database Advanced PL-SQL | 3 |
| COP1030 | Python with Raspberry Pi | 3 |
| COP2657 | Cross Platform Mobile App Development | 3 |
| COP2664 | iOS App Programming | 3 |

Total Program Credits: 18

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Information Technology Administration CCC

Information Technology Administration (6142)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

This program is suspended and no longer accepting students effective Spring 2019

Type of Award

CCC - College Credit Certificate

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

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Application.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, Loxahatchee Groves, Belle Glade and Boca Raton campuses.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)
Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

Professor John Hadley,

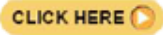
To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 18 |
|-------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |

| | | |
|---------|---|---|
| COP2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| CGS1800 | Introduction to Web Site Development | 3 |
| COP2822 | Web Site Design | 3 |
| CGS2801 | Advanced Web Page Media | 3 |

Total Program Credits: 18

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Information Technology Technician CCC

Information Technology Technician (6143)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Application.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, Loxahatchee Groves, Belle Glade and Boca Raton campuses.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)
 Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

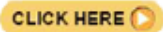
Professor John Hadley,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 21 |
|-------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| CTS1110 | Microcomputer Operating Systems | 3 |
| CTS1150 | Computer Maintenance and Repair | 3 |
| CTS2301 | Linux Fundamentals | 3 |
| CNT2402 | Implementing and Administering Network Security | 3 |
| CNT2000 | Network Technologies | 3 |
| CET2792 | Installing and Configuring Windows Server | 3 |

Total Program Credits: 21

For individualized course sequence

**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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Internet Services Technology AS

Internet Services Technology (AS 2122)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

This program is suspended and no longer accepting students effective Spring 2019

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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, Loxahatchee Groves and Boca Raton campuses.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstat.edu, (561) 868-3225 (Lake Worth)
Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

Professor John Hadley,

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------|---|-------------|
| General Education | | Credits: 18 |
| | Any course from Social Science - Area V | 3 |
| ENC1101 | College Composition 1 (A.S. Students) | 3 |
| | Any course from Mathematics - Area III | 3 |
| | Any course from Humanities - Area II | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| HSC1101 | Contemporary Issues in Health | |
| | -or- | |
| HSC2100 | Health Concepts and Strategies | 3 |
| Required Courses | | Credits: 42 |
| COP2840 | Server-side Programming | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |
| CTS2301 | Linux Fundamentals | 3 |
| CGS1800 | Introduction to Web Site Development | 3 |
| COP1220 | Introduction to Programming in C | 3 |
| CNT2000 | Network Technologies | 3 |
| CIS2321 | System and Analysis and Design | 3 |
| COP2822 | Web Site Design | 3 |
| COP2700 | Introduction to Database | 3 |

| | | |
|---------|---|---|
| CTS2446 | Introduction to Oracle Database Programming | 3 |
| CTS2447 | Oracle Database Advanced PL-SQL | 3 |
| CGS2801 | Advanced Web Page Media | 3 |
| COP2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |

Total Program Credits: 60

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 programs in Information Management or 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Java Programming CCC

Java Programming (6144)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

This program is suspended and no longer accepting students effective Spring 2019

Type of Award

CCC - College Credit Certificate

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 Java applications for desktop, Web and mobile devices.

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

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 semesters.

Location

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

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)
 Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

Professor John Hadley,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 21 |
|---------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |
| COP2822 | Web Site Design | 3 |
| COP2800 | Programming in Java | 3 |
| COP2805 | Advanced Java Programming | 3 |
| COP2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| COP2660 | Android Programming | 3 |
| Total Program Credits: 21 | | |

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Mobile Application Development CCC

Mobile Application Development (6145)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

This program is suspended and no longer accepting students effective Spring 2019

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/ComputerScience

Program Description

This college credit certificate program prepares students to design, develop and write mobile applications to appeal for both the Android and iOS platforms.

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

Admission Requirements

Have a standard high school diploma or GED;
Complete an 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 three semesters.

Location

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

For More Information

Professor Brent M. ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth) Professor John Hadley,
Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 27 |
|---------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |
| COP2800 | Programming in Java | 3 |
| COP2660 | Android Programming | 3 |
| COP2654 | Objective C Programming | 3 |
| COP2840 | Server-side Programming | 3 |
| COP2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| COP2664 | iOS App Programming | 3 |
| COP2657 | Cross Platform Mobile App Development | 3 |
| Total Program Credits: 27 | | |

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Network Infrastructure CCC

Network Infrastructure (6542) (**Formally Cisco Certified Entry Network Technician (CENT)**)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

CCC - College Credit Certificate

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 configuration, Cisco switches and configuring switches. This course covers the competencies for the Cisco CCENT certification.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 and Loxahatchee Groves campuses.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225
fazelpoura@palmbeachstate.edu, (561) 868-3220

Dr. Ali Fazelpour,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 15 |
|-------------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| CNT2000 | Network Technologies | 3 |
| CTS1650 | Network Essentials | 3 |
| CTS2651 | Router Technology | 3 |
| CTS2655 | Routing and Switching Fundamentals | 3 |
| Computer Networking Electives | | Credits: 6 |
| | Choose 6 Credits | |
| COP1000 | Introduction to Programming | 3 |
| CTS2120 | Security Essentials | 3 |
| CTS1150 | Computer Maintenance and Repair | 3 |
| CTS1110 | Microcomputer Operating System | 3 |
| CIS2513 | Information Technology Project Management | 3 |

| | | |
|---------|---|---|
| CET2792 | Installing and Configuring Windows Server | 3 |
| CET2793 | Windows Network Infrastructure | 3 |
| CNT2402 | Implementing and Administering Network Security | 3 |
| CET2794 | Microsoft Network Administration | 3 |
| CTS2652 | Advanced Routing Technology | 3 |
| CTS2664 | Router and Switch Security | 3 |
| CTS2653 | Cisco Project Based Learning | 3 |
| CTS2314 | Attack Prevention and Detection | 3 |
| CAP2140 | Digital Forensics 1 | 3 |

Total Program Credits: 21

Employment Opportunities

Employment opportunities include network administration and networking infrastructure support.

Career Path Notes

Credits in this certificate program will transfer directly into the Cisco Certified Network Administrator (CCNA) Routing and Switching CCC and/or Associate in Science (A.S.) degree in Networking Administrator.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Network Security CCC

Network Security (6541) (**Formally Information Security**)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/ComputerScience

Program Description

This college credit certificate consists of seven courses and is designed to teach students the skills necessary for entry level positions in the field of network security. Students will learn and demonstrate proficiency in programming, network design and operations, cyber security, ethical hacking, and penetration testing.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 two semesters, six to nine months.

Location

The program is offered at the Lake Worth campus.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu , (561) 868-3225

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|-------------------------------|---|-------------|
| CNT2000 | Network Technologies | 3 |
| CTS2301 | Linux Fundamentals | 3 |
| CTS2120 | Security Essentials | 3 |
| CTS2314 | Attack Prevention and Detection | 3 |
| CTS1110 | Microcomputer Operating Systems | 3 |
| CNT2402 | Implementing and Administering Network Security | 3 |
| CTS1150 | Computer Maintenance and Repair | 3 |
| CAP2140 | Digital Forensics 1 | 3 |
| Computer Networking Electives | | Credits: 6 |
| | Choose 6 Credits | |
| COP1000 | Introduction to Programming | 3 |
| CIS2513 | Information Technology Project Management | 3 |
| CET2792 | Installing and Configuring Windows Server | 3 |
| CET2793 | Windows Network Infrastructure | 3 |
| CET2794 | Microsoft Network Administration | 3 |
| CTS2652 | Advanced Routing Technology | 3 |
| CTS2664 | Router and Switch Security | 3 |
| CTS2653 | Cisco Project Based Learning | 3 |
| CTS1650 | Network Essentials | 3 |
| CTS2651 | Router Technology | 3 |

Total Program Credits: 30

Employment Opportunities

Employment opportunities include network administration and security positions.

Career Path Notes

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Network Server Administration CCC

Network Server Administration (6136) (**Formally Information Management**)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)
Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

Professor John Hadley,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|-------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| CTS1110 | Microcomputer Operating Systems | 3 |
| CNT2000 | Network Technologies | 3 |
| CTS1150 | Computer Maintenance and Repair | 3 |
| CTS2120 | Security Essentials | 3 |
| CET2792 | Installing and Configuring Windows Server | 3 |
| CET2793 | Windows Network Infrastructure | 3 |
| CET2794 | Microsoft Network Administration | 3 |

Total Program Credits: 24

For individualized course sequence [CLICK HERE](#)

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 more 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Network Support Technician CCC

Network Support Technician (6540) (**Formally Cisco Certified Network Associate (CCNA) Security**)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/ComputerScience

Program Description

This college credit certificate consists of five courses and is designed to teach students the skills necessary for entry level positions in the field of Cisco security.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 two semesters, six to nine months.

Location

The program is offered at the Lake Worth and Loxahatchee Groves campuses.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225
fazelpoura@palmbeachstate.edu, (561) 868-3220

Dr. Alireza Fazelpour,

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------------|---|-------------|
| Required Courses | | Credits: 15 |
| CGS1100 | Microcomputer Applications | 3 |
| CNT2000 | Network Technologies | 3 |
| CTS1150 | Computer Maintenance and Repair | 3 |
| CTS1110 | Microcomputer Operating Systems | 3 |
| CTS2120 | Security Essentials | 3 |
| Computer Networking Electives | | Credits: 6 |
| | Choose 6 Credits | |
| COP1000 | Introduction to Programming | 3 |
| CIS2513 | Information Technology Project Management | 3 |
| CET2792 | Installing and Configuring Windows Server | 3 |
| CET2793 | Windows Network Infrastructure | 3 |
| CNT2402 | Implementing and Administering Network Security | 3 |
| CET2794 | Microsoft Network Administration | 3 |
| CTS2652 | Advanced Routing Technology | 3 |
| CTS2664 | Router and Switch Security | 3 |
| CTS2653 | Cisco Project Based Learning | 3 |
| CTS2314 | Attack Prevention and Detection | 3 |
| CAP2140 | Digital Forensics 1 | 3 |
| CTS1650 | Network Essentials | 3 |
| CTS2651 | Router Technology | 3 |

Total Program Credits: 21

Employment Opportunities

Employment opportunities include network administration and security positions.

Career Path Notes

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Networking Administrator AS

Networking Administrator (AS 2123)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)

Professor John Hadley, Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------|--|-------------|
| General Education | | Credits: 15 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Mathematics - Area III | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Social Science - Area V | 3 |
| | Any course from Humanities - Area II | 3 |
| Required Courses | | Credits: 24 |
| CTS2301 | Linux Fundamentals | 3 |
| CTS1110 | Microcomputer Operating Systems | 3 |
| CNT2000 | Network Technologies | 3 |
| CTS1150 | Computer Maintenance and Repair | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |

| | | |
|--|---|-------------|
| CIS2513 | Information Technology Project Management | 3 |
| CTS2120 | Security Essentials | 3 |
| Computer Networking Electives | | Credits: 18 |
| | Choose 18 Credits | |
| CET2792 | Installing and Configuring Windows Server | 3 |
| CET2793 | Windows Network Infrastructure | 3 |
| CNT2402 | Implementing and Administering Network Security | 3 |
| CET2794 | Microsoft Network Administration | 3 |
| CTS1650 | Network Essentials | 3 |
| CTS2651 | Router Technology | 3 |
| CTS2652 | Advanced Routing Technology | 3 |
| CTS2655 | Routing and Switching Fundamentals | 3 |
| CTS2664 | Router and Switch Security | 3 |
| CTS2653 | Cisco Project Based Learning | 3 |
| CTS2314 | Attack Prevention and Detection | 3 |
| CAP2140 | Digital Forensics 1 | 3 |
| Business/Computer Electives - 3 Credits Required | | Credits: 3 |
| | Any courses with the prefix CIS, CGS, CNT, COP, CTS, ACG, APA, ECO, or GEB* | 3 |

Total Program Credits: 60

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

For individualized course sequence



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 programs in Information Management or 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Programming CCC

Programming (6137)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 on the Lake Worth, Loxahatchee Groves and Boca Raton campuses.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)
Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

Professor John Hadley,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 18 |
|---|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |
| CIS2321 | Systems Analysis and Design | 3 |
| CNT2000 | Network Technologies | 3 |
| CTS2301 | Linux Fundamentals | 3 |
| CIS2513 | Information Technology Project Management | 3 |
| Programming Languages - Choose 15 credits | | Credits: 15 |
| COP1220 | Introduction to Programming in C | 3 |
| COP2334 | Programming in C++ | 3 |
| COP2800 | Programming in Java | 3 |
| COP2840 | Server-Side Programming | 3 |

| | | |
|---------|---|---|
| COP1332 | Visual Basic Programming | 3 |
| COP2805 | Advanced Java Programming | 3 |
| COP2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| COP2360 | C# Programming | 3 |
| COP2660 | Android Programming | 3 |
| COP2654 | Objective C Programming | 3 |
| COP2700 | Introduction to Database | 3 |
| CTS2446 | Introduction to Oracle Database Programming | 3 |
| CTS2447 | Oracle Database Advanced PL-SQL | 3 |
| COP1030 | Python with Raspberry Pi | 3 |
| COP2657 | Cross Platform Mobile App Development | 3 |
| COP2664 | iOS App Programming | 3 |

Total Program Credits: 33

Employment Opportunities

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

Gainful Employment

For more information about graduation rates, the median debt of students who completed the program, and other important information, please visit 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Web Development Specialist CCC

Web Development Specialist (6138)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018) effective Spring 2019

This program is suspended and no longer accepting students effective Spring 2019

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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, Loxahatchee Groves and Boca Raton campuses.

For More Information

Professor Brent M. Ferns, Sr., Department Chair, fernsb@palmbeachstate.edu, (561) 868-3225 (Lake Worth)
Department Chair, hadleyj@palmbeachstate.edu, (561) 862-4437 (Boca Raton)

Professor John Hadley,

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 36 |
|-------------------------|---|-------------|
| CGS1100 | Microcomputer Applications | 3 |
| COP1000 | Introduction to Programming | 3 |
| CTS2301 | Linux Fundamentals | 3 |
| CGS1800 | Introduction to Web Site Development | 3 |
| COP2822 | Web Page Design | 3 |
| CNT2000 | Network Technologies | 3 |
| COP2700 | Introduction to Database | 3 |
| CGS2801 | Advanced Web Page Media | 3 |
| CTS2446 | Introduction to Oracle Database Programming | 3 |
| COP2831 | Advanced Web Page Applications (XML and JavaScript) | 3 |
| COP2840 | Server-side Programming | 3 |
| COP1220 | Introduction to Programming in C | 3 |

Total Program Credits: 36

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 more information about graduation rates, the median debt of students who completed the program, and other important information, please visit 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

CREATIVE ARTS AND COMMUNICATIONS

Cinematography CCC

Cinematography (6291)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/Film

Program Description

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

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 as little as one semester.

Location

The program is offered at the Lake Worth campus.

For More Information

Michael Seminerio, Department Chair, seminerm@PalmBeachState.edu, (561) 868-3971

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 16 |
|--------------------------|--|-------------|
| FIL1518C | Lighting and Grip | 3 |
| FIL1461C | Cinematography | 3 |
| FIL2000 | Film Appreciation | 3 |
| FIL2470C | Advanced Cinematography | 4 |
| FIL2681C | Managing Post-Production for Directors, Producers and Cinematographers | 3 |

Total Program Credits: 16

For individualized course sequence

[CLICK HERE](#) 

Employment Opportunities

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

Some entry level positions include: sound technician, utility production assistant, video editor, and non-linear editor.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Credits earned in these programs will transfer directly into the Associate in Science (A.S.) degree in Motion Picture Production.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Digital Animation CCC

Digital Animation (6288)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/CreativeArts.

Program Description

This certificate program provides an introduction to professional training in digital animation production for students interested in a career in the film and entertainment industry. In this program, students work alongside professionals using cutting edge equipment and technologies, while learning how to put together an animation project from the ground up.

Because courses are offered on a block schedule, it is recommended that the student enrolls in three or more major courses each term. Course content includes sound, editing, design and business concepts in the motion picture and recording industries.

Students work cooperatively with those enrolled in concurrent courses to complete extensive production projects outside of regular class meetings. These projects follow the professional model for production.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 as little as two semesters of full-time enrollment or two years part time.

Location

The program is offered at the Lake Worth campus.

For More Information

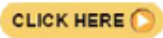
Michael Seminerio, Department Chair, seminerm@PalmBeachState.edu, (561) 868-3971

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|--------------------------|--|-------------|
| ART1201C | Design Fundamentals | 3 |
| ART1300C | Drawing 1 | 3 |
| DIG2300C | Principles of 2D Animation | 3 |
| DIG2302C | Principles of 3D Animation | 3 |
| DIG2370C | Advanced 3D Animation - Character Design and Rigging | 3 |
| DIG2322C | Modeling for Real Time Systems | 3 |
| DIG2430C | Digital Story Development for Film Animation | 3 |
| DIG2341C | Introduction to Compositing and Visual Effects | 3 |

Total Program Credits: 24

For individualized course sequence



Employment Opportunities

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

Some entry-level positions include animation assistant, assistant VFX editor, resource assistant, rotoscope artist, compositor, technical assistant and production assistant.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Associate in Science Motion Picture Production Technology: Digital Animation Concentration.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Directing and Producing CCC

Directing and Producing (6292)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/Film

Program Description

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

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 as little as one semester.

Location

The program is offered at the Lake Worth campus.

For More Information

Michael Seminerio, Department Chair, seminerm@PalmBeachState.edu, (561) 868-3971

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 16 |
|--------------------------|--|-------------|
| FIL1680C | Film Producing and Production Management | 3 |
| FIL2480C | Directing for Film | 3 |
| FIL2000 | Film Appreciation | 3 |
| FIL2100 | Screenwriting | 3 |
| FIL2681C | Managing Post-Production for Directors, Producers and Cinematographers | 3 |
| FIL2941 | Motion Picture Production Internship 1 | 1 |

Total Program Credits: 16

For individualized course sequence



Employment Opportunities

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

Some entry level positions include: audio/sound technician, utility production assistant, video editor, and non-Linear editor.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

Credits earned in these programs will transfer directly into the Associate in Science (A.S.) degree in Motion Picture Production Technology: Production Concentration.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Graphic Design Support CCC

Graphic Design Support (6290)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/GraphicDesign

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.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 six months of full-time enrollment or one year part time.

Location

The program is offered at the Lake Worth campus.

For More Information

Victoria Martin, martinv@PalmBeachState.edu, (561) 868-3924

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 15 |
|---------------------------|-------------------------------------|-------------|
| ART1201C* | Design Fundamentals | 3 |
| ART1205C* | Color Design | 3 |
| ART1300C* | Drawing 1 | 3 |
| GRA1190C* | Graphic Design 1 | 3 |
| GRA2191C* | Graphic Design 2 | 3 |

Total Program Credits: 15

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

For individualized course sequence



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 Associate of Science in Graphic Design and the Bachelor of Applied Science program in Supervision and Management. For more information, see the web at www.palmbeachstate.edu/programs/GraphicDesign and 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Graphic Design Technology AS

Graphic Design Technology (AS 2011)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/GraphicDesign

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 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.

For More Information

Victoria Martin, martinv@PalmBeachState.edu, (561) 868-3924

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------------|---|-------------|
| General Education | | Credits: 15 |
| ARH1000 | Art Appreciation * | 3 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Mathematics - Area III | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Social Science - Area V | 3 |
| Required Courses | | Credits: 36 |
| ART1201C | Design Fundamentals (a) (b) * | 3 |
| ART1205C | Color Design (a) (b) * | 3 |
| ART1300C | Drawing 1 (a) (b) * | 3 |
| GRA2171C | Portfolio Composition * | 3 |
| GRA1190C | Graphic Design 1 * | 3 |
| GRA1530C | Typography | 3 |
| GRA2100C | Introduction to Macintosh Graphics | 3 |
| GRA2121C | Publication Design 1 | 3 |
| GRA2151C | Illustrator 1 | 3 |
| GRA2191C | Graphic Design 2 * | 3 |
| GRA2156C | Photoshop 1 | 3 |
| PGY1401C | Introduction to Photography (a) * | 3 |
| Electives - Choose 13 credits | | Credits: 13 |
| ART1301C | Drawing 2 | 3 |
| CGS1030 | PC Starter | 1 |
| COP2822 | Web Page Design (b) | 3 |
| GRA2122C | Publication Design 2 | 3 |
| GRA2131C | Multimedia Graphics (a) (b) | 3 |
| GRA2152C | Illustrator 2 | 3 |
| GRA2160C | Multimedia Animation (a) (b) | 3 |
| GRA2722C | Dreamweaver (b) | 3 |
| GRA2144C | Graphic Web Design (b) | 3 |
| GRA2157C | Photoshop 2 | 3 |
| GRA2940 | Graphic Design Internship | 3 |
| GRA2132C | Multimedia Design (a) | 3 |
| GRA2136C | Multimedia Video Editing (a) | 3 |
| PGY2801C | Digital Photography 1 | 3 |

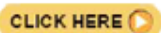
Total Program Credits: 64

(a) Students completing these courses can apply for and receive the Multimedia Arts College Credit Certificate. Those certificate students going onto the AS degree would reduce their elective courses to 1 credit.

(b) Students completing these courses can apply for and receive the Web Design College Credit Certificate. Those certificate students going on to complete the AS degree may substitute GRA 2131 for the required course GRA 2100C and will reduce their elective courses to 1 credit.

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

For individualized course sequence



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, see the web at 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Graphic Design Technology-Multimedia Arts CCC

Multimedia Arts (6022)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/GraphicDesign

Program Description

This program introduces the student to multimedia technology and is valuable to the student who plans to enter this field, as well as the student who is already working in the industry and wishes to update his or her skills.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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. The program can be completed in one year full time.

Location

The program is offered at the Lake Worth campus.

For More Information

Victoria Martin, martin@PalmBeachState.edu, (561) 868-3924

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|--------------------------|--------------------------------------|-------------|
| ART1201C | Design Fundamentals | 3 |
| ART1300C | Drawing 1 | 3 |
| GRA2131C | Multimedia Graphics | 3 |
| ART1205C | Color Design | 3 |
| GRA1190C | Graphic Design 1 | 3 |
| GRA2132C | Multimedia Design | 3 |
| GRA2160C | 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 individualized course sequence [CLICK HERE](#)

Employment Opportunities

Upon completion, students are able to seek entry level positions in graphics/multimedia design.

Gainful Employment

For more 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 Graphic Design Technology degree.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Graphic Design Technology-Web Design CCC

Web Design (6023)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/GraphicDesign

Program Description

This program introduces the student to web design and the software associated with it and is valuable to the student who plans to enter this field, as well as the student who is already working in the industry and wishes to update his or her skills.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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. The program can be completed in one year full time.

Location

The program is offered at the Lake Worth campus.

For More Information

Victoria Martin, martinv@PalmBeachState.edu, (561) 868-3924

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|--------------------------|---|-------------|
| ART1201C | Design Fundamentals | 3 |
| ART1300C | Drawing 1 | 3 |
| GRA2131C | Multimedia Graphics | 3 |
| ART1205C | Color Design | 3 |
| GRA2144C | Graphic Web Design | 3 |
| GRA2160C | Multimedia Animation | 3 |
| GRA2722C | Dreamweaver | 3 |
| | Graphic Design Elective (GRA, ART, PGY) | 3 |

Total Program Credits: 24

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

For individualized course sequence



Employment Opportunities

Upon completion, students are able to seek entry level positions in web design.

Gainful Employment

For more information about graduation rates, the median debt of students who completed the program, and other important information, please visit www.palmbeachstate.edu/areasofstudy/GainfulEmployment.

Career Path Notes

Credits earned in this certificate will transfer directly into the Associate in Science Graphic Design Technology degree.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Interior Design Technology AS

Interior Design Technology (2012)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/InteriorDesign

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 coursework. A grade of C or higher is required to advance in the program.

Program Length

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

Location

The program is offered at the Lake Worth campus.

For More Information

Zenaida Espinosa, Espinosz@PalmBeachState.edu, (561) 868-3221

To see when the course is offered, click the course number. To see a course description, click the course title.

General Education

Credits: 15

[ARH1000](#)

[Art Appreciation](#)

-or-

Any course from Humanities - Area II 3

[ENC1101](#)

[College Composition I](#) 3

[SPC1017](#)

[Fundamentals of Speech Communication](#) 3

[PSY2012](#)

[General Psychology](#)

-or-

Any course from Social Science - Area V 3

Any course from either Mathematics - Area III or

Natural Sciences - Area IV, Tier 1 & 2 3

Required Courses

Credits: 60

[IND1233C](#)

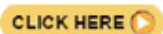
[Design Studio 1](#)

4

| | | |
|----------|--|---|
| IND1234C | Design Studio 2 | 4 |
| IND1401C | Technical Design | 4 |
| IND1935 | Building and Barrier Free Codes | 3 |
| IND2461 | Building Systems | 3 |
| IND2100 | History of Interiors I | 3 |
| IND2130 | History of Interiors II | 3 |
| IND2237C | Design Studio 3 | 4 |
| IND2238C | Design Studio 4 | 4 |
| IND2307C | Interior Design Graphics | 3 |
| IND2420 | Materials, Estimating and Specifications | 3 |
| IND2432C | Interior Lighting | 3 |
| IND2460C | CAD for Interiors 1 | 4 |
| IND2505 | Professional Practices | 3 |
| IND2608 | Sustainable Design | 3 |
| IND2941 | Interior Design Internship | 2 |
| IND2463C | CAD for Interiors 2 | 3 |
| IND2261C | Interior Detailing | 4 |

Total Program Credits: 75

For individualized course sequence



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. See www.palmbeachstate.edu/programs/Bachelor for more information.

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Motion Picture Post-Production Technology CCC

Motion Picture Post Production Technology (6019)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/Film

Program Description

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

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 as little as one semester.

Location

The program is offered at the Lake Worth campus.

For More Information

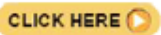
Michael Seminerio, Department Chair, seminerm@PalmBeachState.edu, (561) 868-3971

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 16 |
|--------------------------|--|-------------|
| FIL2571C | Introduction to Editing | 3 |
| FIL2537C | Introduction to Sound | 3 |
| FIL2561C | Advanced Editing | 3 |
| FIL2538C | Advanced Sound for Film | 3 |
| FIL2000 | Film Appreciation | 3 |
| FIL2941 | Motion Picture Production Internship 1 | 1 |

Total Program Credits: 16

For individualized course sequence



Employment Opportunities

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

Some entry level positions include: Audio/Sound Technician, Utility Production Assistant, Video Editor, and Non-Linear Editor.

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 Motion Picture Production Technology: Production Concentration Associate in Science (A.S.) degree.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Motion Picture Production Technology-Digital Animation Concentration AS

Motion Picture Production Technology - Digital Animation Concentration (AS 2282D)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/CreativeArts.

Program Description

This degree program provides professional training in film, digital animation, and recording arts production for students interested in a career in the film and entertainment 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, animation or recording project from the ground up.

The program offers internship experiences in cooperation with the local/regional entertainment industry and through student production projects. Because the courses are offered on a block schedule, it is recommended that the student enrolls in three or more major courses each term. Course content includes motion picture production, cinematography, lighting, sound, editing, design, animation and business concepts in the motion picture industries.

Students work cooperatively with those enrolled in concurrent courses to complete extensive production projects outside of regular class meetings. These projects follow the professional Hollywood model for production.

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 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.

To see when the course is offered, click the course number. To see a course description, click the course title.

| General Education Courses | | Credit: 15 |
|---------------------------|--|------------|
| ENC1101 | College Composition 1 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| FIL2000 | Film Appreciation | 3 |
| | Any course from Mathematics - Area III | 3 |
| | Any course from Social Science - Area V | 3 |
| Required Courses | | Credit: 25 |
| FIL2480C | Directing for Film | 3 |
| FIL2100 | Screenwriting | 3 |
| FIL1461C | Cinematography | 3 |

| | | |
|-------------------------------------|--|------------|
| FIL2571C | Introduction to Editing | 3 |
| FIL2537C | Introduction to Sound | 3 |
| FIL1456C | Production Design | 3 |
| FIL2420C | Motion Picture Production 1 | 3 |
| FIL2031 | Film History to the 1940s | |
| | -or- | |
| FIL2032 | Film History Since the 1940s | |
| | -or- | |
| FIL2044 | History of Animation | 3 |
| FIL2941 | Motion Picture Production Internship 1 | 1 |
| Concentration Area Required Courses | | Credit: 24 |
| ART1201C | Design Fundamentals | 3 |
| ART1300C | Drawing 1 | 3 |
| DIG2300C | Principles of 2D Animation | 3 |
| DIG2302C | Principles of 3D Animation | 3 |
| DIG2370C | Advanced 3D Animation - Character Design and Rigging | 3 |
| DIG2322C | Modeling for Real Time Systems | 3 |
| DIG2430C | Digital Story Development for Film Animation | 3 |
| DIG2341C | Introduction to Compositing and Visual Effects | 3 |

Total Program Credit: 64

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Motion Picture Production Technology-Production Concentration AS

Motion Picture Production Technology - Production Concentration (AS 2282M)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/CreativeArts.

Program Description

This degree program provides professional training in film, digital animation, and recording arts production for students interested in a career in the film and entertainment 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, animation or recording project from the ground up.

The program offers internship experiences in cooperation with the local/regional entertainment industry and through student production projects. Because the courses are offered on a block schedule, it is recommended that the student enrolls in three or more major courses each term. Course content includes motion picture production, cinematography, lighting, sound, editing, design, animation and business concepts in the motion picture industries.

Students work cooperatively with those enrolled in concurrent courses to complete extensive production projects outside of regular class meetings. These projects follow the professional Hollywood model for production.

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 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.

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---------------------------|--|-------------|
| General Education Courses | | Credits: 15 |
| ENC1101 | College Composition 1 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| FIL2000 | Film Appreciation | 3 |
| | Any course from Mathematics - Area III | 3 |
| | Any course from Social Science - Area V | 3 |
| Required Courses | | Credits: 25 |
| FIL2480C | Directing for Film | 3 |
| FIL2100 | Screenwriting | 3 |
| FIL1461C | Cinematography | 3 |
| FIL2571C | Introduction to Editing | 3 |
| FIL2537C | Introduction to Sound | 3 |
| FIL1456C | Production Design | 3 |
| FIL2420C | Motion Picture Production 1 | 3 |
| FIL2031 | Film History to the 1940s | 3 |

| | | |
|-------------------------------------|--|-------------|
| | -or- | |
| FIL2032 | Film History Since the 1940s | 3 |
| | -or- | |
| FIL2044 | History of Animation | |
| FIL2941 | Motion Picture Production Internship 1 | 1 |
| Concentration Area Required Courses | | Credits: 21 |
| FIL1680C | Film Producing and Production Management | 3 |
| FIL1518C | Lighting and Grip | 3 |
| FIL2432C | Motion Picture Production 2 | 3 |
| FIL2589C | Motion Picture Production 3 | 3 |
| FIL2002 | Introduction to Film Studies | 3 |
| FIL2561C | Advanced Editing | 3 |
| FIL2538C | Advanced Sound for Film | 3 |
| Electives - Choose 3 credits | | Credits: 3 |
| FIL2470C | Advanced Cinematography | 4 |
| FIL2425CR | Feature Film Production Projects | 3 |
| FIL2130 | Advanced Screenwriting | 3 |
| FIL2681C | Managing Post-Production for Directors, Producers and Cinematographers | 3 |
| FIL2910 | Independent Project in Motion Picture and Television Production | 3 |
| DIG2341C | Introduction to Compositing and Visual Effects | 3 |
| Total Program Credits: 64 | | |

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Motion Picture Production Technology-Recording Arts Concentration AS

Motion Picture Production Technology - Recording Arts Concentration (AS 2282R)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/CreativeArts.

Program Description

This degree program provides professional training in film, digital animation, and recording arts production for students interested in a career in the film and entertainment 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, animation or recording project from the ground up.

The program offers internship experiences in cooperation with the local/regional entertainment industry and through student production projects. Because the courses are offered on a block schedule, it is recommended that the student enrolls in three or more major courses each term. Course content includes motion picture production, cinematography, lighting, sound, editing, design, animation and business concepts in the motion picture industries.

Students work cooperatively with those enrolled in concurrent courses to complete extensive production projects outside of regular class meetings. These projects follow the professional Hollywood model for production.

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 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.

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---------------------------|--|------------|
| General Education Courses | | Credit: 15 |
| ENC1101 | College Composition 1 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| FIL2000 | Film Appreciation | 3 |
| | Any course from Mathematics - Area III | 3 |
| | Any course from Social Science - Area V | |
| Required Courses | | Credit: 25 |
| FIL2480C | Directing for Film | 3 |
| FIL2100 | Screenwriting | 3 |
| FIL1461C | Cinematography | 3 |
| FIL2571C | Introduction to Editing | 3 |

| | | |
|-------------------------------------|---|------------|
| FIL2537C | Introduction to Sound | 3 |
| FIL1456C | Production Design | 3 |
| FIL2420C | Motion Picture Production 1 | 3 |
| FIL2031 | Film History to the 1940s | |
| | -or- | |
| FIL2032 | Film History Since the 1940s | |
| | -or- | |
| FIL2044 | History of Animation | 3 |
| FIL2941 | Motion Picture Production Internship 1 | 1 |
| Concentration Area Required Courses | | Credit: 24 |
| MUS1621C | Acoustics and Psychoacoustics | 3 |
| MUT1001 | Fundamentals of Music | 3 |
| FIL1547C | Mixing and Mastering for Recording Arts 1 | 3 |
| FIL2548C | Mixing and Mastering for Recording Arts 2 | 3 |
| RTV1558C | Studio Recording | 3 |
| RTV1559C | Live Performance Recording | 3 |
| FIL2538C | Advanced Sound for Film | 3 |
| FIL2543C | Film Sound Design | 3 |

Total Program Credit: 64

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Recording Arts CCC

Recording Arts (6289)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/CreativeArts.

Program Description

This certificate program provides an introduction to professional training in recording arts production for students interested in a career in the film and entertainment industry. In this program, students work alongside professionals using cutting edge equipment and technologies, while learning how to put together a recording project from the ground up.

Because the courses are offered on a block schedule, it is recommended that the student enrolls in three or more major courses each term. Course content includes sound, editing, design, and business concepts in the motion picture and recording industries.

Students work cooperatively with those enrolled in concurrent courses to complete extensive production projects outside of regular class meetings. These projects follow the professional model for production.

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 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 as little as two semesters of full-time enrollment or two years part time.

Location

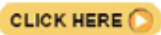
The program is offered at the Lake Worth campus.

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|--------------------------|---|-------------|
| MUS1621C | Acoustics and Psychoacoustics | 3 |
| MUT1001 | Fundamentals of Music | 3 |
| FIL1547C | Mixing and Mastering for Recording Arts 1 | 3 |
| FIL2548C | Mixing and Mastering for Recording Arts 2 | 3 |
| RTV1558C | Studio Recording | 3 |
| RTV1559C | Live Performance Recording | 3 |
| FIL2538C | Advanced Sound for Film | 3 |
| FIL2543C | Film Sound Design | 3 |

Total Program Credits: 24

For individualized course sequence



Employment Opportunities

Organizations employing graduates include video, film and recording 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, boom operator and production assistant.

Career Path Notes

Courses from this program may transfer into Palm Beach State's Associate in Science – Motion Picture Production Technology.

HEALTH SCIENCE

Computed Tomography ATC

Computed Tomography (4321)

Type of Award

ATC - Advanced Technical Certificate

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 – 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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

Completion Requirements

Student must complete all courses listed in the catalog for this program with a grade of C or higher.

Program Length

Nine credit hours, or approximately one semester.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

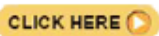
Vicki Shaver, shaverv@PalmBeachState.edu, (561) 207-5067

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 9 |
|--------------------------|--|------------|
| RTE2571 | Computed Tomography 1 | 3 |
| RTE2571L | Computed Tomography Clinical Education | 3 |
| RTE2762 | Cross Sectional Anatomy | 3 |

Total Program Credits: 9

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Dental Assisting PSAV

Dental Assisting (5155) LIMITED ACCESS

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/DentalHealth/Dental-Assisting.

Program Description

This 1230 hour program begins in the fall term of each year and is structured as a daytime program only. After successfully completing the program, the graduate will receive a certificate of completion which includes Dental Radiography and Expanded Functions Certifications (as outlined in Chapter 466 Florida Statute; Rule 64B5 Florida Administrative Code). Graduates are eligible to take the Dental Assisting National Board (DANB) to become certified dental assistants.

NOTE: The program maintains compliance with institutional policy and applicable regulations of local, state and federal agencies including, but not limited to, radiation hygiene and protection, ionizing radiation, hazardous materials, and bloodborne and infectious diseases. Policies are continually monitored for compliance by the program in accordance with Palm Beach State College's Safety and Risk Management Office. All policies are available for review at: www.palmbeachstate.edu/Safety.

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Admission Requirements for Dental Assisting

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academicservices/curriculum-and-programs.
- Although not required, students are encouraged to attend a Dental Assisting Program Information Session.
- Submit a completed Dental Assisting program application, located on the program website, by the deadline date.

Completion Requirements

Students must complete all courses listed in the catalog for this program with a grade of C or higher.

If not exempt, students MUST pass the TABE, Survey, Level A and score 10th grade competency level in all parts of the examination in order to be eligible to complete the program. Your scores are valid for two years. The Student Learning Center (SLC) 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.

Program Length

This eleven-month full-time day begins once a year in the Fall Term.

Location

The program is offered at the Lake Worth campus.

For More Information

Dental Health Services Coordinator, (561) 868-3752

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours 1,230 |
|--------------------------|---|-------------------|
| DEA0137 | Oral, Head, and Neck Anatomy | 48 |
| DEA0755 | Dental Radiology | 32 |
| DEA0755L | Dental Radiology Lab | 32 |
| DEA0746 | Dental Office Emergencies | 16 |
| DEA0758 | Introduction to Clinical Procedures * | 48 |
| DEA0758L | Introduction to Clinical Procedures Lab * | 32 |
| DEA0744 | Dental Materials* | 32 |
| DEA0744L | Dental Materials Lab* | 32 |
| DEA0757 | Expanded Functions* | 16 |
| DEA0757L | Expanded Functions Lab* | 32 |
| DEA0743 | Preventive Dentistry* | 32 |
| DEA0747 | Office Management* | 16 |
| DEA0130 | Related Dental Theory | 32 |
| DEA0800 | Clinical Practice 1 | 32 |
| DEA0800L | Clinical Practice 1 Lab | 128 |
| DEA0940L | Dental Practicum 1 Lab | 24 |
| DEA0153 | Dental Psychology and Communication | 32 |
| DEA0801 | Clinical Practice 2 | 32 |
| DEA0801L | Clinical Practice 2 Lab | 192 |
| DEA0941L | Dental Practicum 2 Lab | 64 |

| | | |
|----------|--------------------------------------|-----|
| DEA0850 | Dental Assisting Clinical Practice 3 | 16 |
| DEA0850L | Clinical Practice 3 Lab | 310 |

Total Program Clock Hours: 1,230

* These courses articulate with the Palm Beach State Dental Hygiene A.S. Program through a prior learning process.

Employment Opportunities

Students successfully completing this accredited program qualify 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 community health care related facilities, dental product representatives, and educational and research related fields.

Gainful Employment

For more 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

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Dental Hygiene AS

Dental Hygiene (2151) LIMITED ACCESS

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/DentalHealth/Dental-Hygiene

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 Natural Science program required courses. The Dental Hygiene Program begins with the fall term of each year, and is structured as a daytime program only.

NOTE: The program maintains compliance with institutional policy and applicable regulations of local, state and federal agencies including, but not limited to, radiation hygiene and protection, ionizing radiation, hazardous materials, and bloodborne and infectious diseases. Policies are continually monitored for compliance by the program in accordance with Palm Beach State College's Safety and Risk Management Office. All policies are available for review at: www.palmbeachstate.edu/Safety.

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 and approved by the Florida State Board of Dentistry.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at

www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.
- Submit placement test scores if not exempt from placement testing. To determine if you are exempt, go to www.palmbeachstate.edu/advising/Placement-Testing.aspx.
- Complete all other requirements for admission outlined in the Admission Procedures section of the college catalog.

Admission Requirements for Dental Hygiene

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Have a cumulative GPA of 2.0 or higher;
- Complete all Natural Science program required courses (listed below) with a grade of C or higher;
- Submit a completed Dental Hygiene program application, located on the program website, by the deadline.

Completion Requirements

Students must complete all courses listed in the catalog for this program with a grade of "C" or higher.

Program Length

The program is approximately 21 months in length, not including the time necessary to complete the General Education and the Natural Science program required 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.

For More Information

Dental Health Services Coordinator, (561) 868-3752

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--------------------------------------|--|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition 1 | 3 |
| PSY2012 | General Psychology | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| SYG2000 | Introduction to Sociology | 3 |
| | Any course from Mathematics - Area III | 3 |
| | Any course from Humanities - Area II | 3 |
| Natural Science Program Requirements | | Credits: 18 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| | Any level transferable Chemistry course | 3 |
| HUN1201 | Elements of Nutrition | 3 |

| | | |
|------------------|---|-------------|
| MCB2010 | Microbiology | 3 |
| MCB2010L | Microbiology Lab | 1 |
| Required Courses | | Credits: 52 |
| DEH1003 | Dental Hygiene Instrumentation | 1 |
| DEH1003L | Dental Hygiene Instrumentation Lab | 2 |
| DEH1130 | Oral Embryology and Histology | 1 |
| DEH1800 | Dental Hygiene 1 | 1 |
| DEH1800L | Dental Hygiene 1 Lab | 4 |
| DEH1802 | Dental Hygiene 2 | 1 |
| DEH1802L | Dental Hygiene 2 Lab | 1 |
| DEH1811 | Dental Ethics and Jurisprudence | 1 |
| DEH2300 | Pharmacology | 2 |
| DEH2400 | General and Oral Pathology | 2 |
| DEH2602 | Periodontology | 2 |
| DEH2701 | Community Dentistry | 2 |
| DEH2702L | Community Dentistry Practicum | 1 |
| DEH2804 | Dental Hygiene 3 | 1 |
| DEH2804L | Dental Hygiene 3 Lab | 4 |
| DEH2806 | Dental Hygiene 4 | 1 |
| DEH2806L | Dental Hygiene IV Lab | 5 |
| DEH2934 | Compromised Patient | 1 |
| DES1020 | Dental Anatomy * | 3 |
| DES1100 | Dental Materials * | 2 |
| DES1100L | Dental Materials Lab * | 1 |
| DES1200 | Dental Radiology * | 2 |
| DES1200L | Dental Radiology Lab * | 1 |
| DES1600 | Office Emergencies * | 1 |
| DES1800 | Introduction to Clinical Procedures * | 3 |
| DES1800L | Introduction to Clinical Procedures Lab * | 1 |
| DES1832 | Expanded Functions Lecture * | 1 |
| DES1832L | Expanded Functions Lab * | 1 |
| DES1840 | Preventive Dentistry * | 2 |
| DES2502 | Office Management * | 1 |

Total Program Credits: 88

* These courses will articulate from the Palm Beach State Dental Assisting Program.

For individualized course sequence



Employment Opportunities

Graduates of the program and after successfully passing national and state licensing examinations may seek employment as a licensed registered dental hygienist in a variety of settings, to include but not limited to general/specialty dental practices, public health, hospitals and community health care related facilities, public and private health access settings, school based programs, dental product representatives, and educational and research 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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Diagnostic Medical Sonography AS

Diagnostic Medical Sonography (2313) LIMITED ACCESS

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Admission Requirements for Sonography

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Attend a mandatory Sonography open house information session;
- Have a cumulative GPA of 2.5 or higher;

- Proof of completion of a two-year allied health education program from an accredited institution that is patient care related. Examples include but are not limited to: radiography, respiratory therapy, nursing, dental hygienist and paramedic with the "required classes for selection consideration" (see below);
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: CNA and EMT with the "required classes for selection consideration" (see below);
OR
- Completion of a basic Nursing Assistant or Patient Care Assistant course from an accredited institution and the "required classes for selection consideration" (see below); (Program MUST have a documented clinical component)

*REQUIRED CLASSES for selection consideration – ENC1101 English Composition I or SPC1017 Fundamentals of Speech Communication, College Algebra (or higher course from Mathematics - Area III), Anatomy & Physiology I with Lab completed within the last 10 academic years.**& Applied Physics (students who have completed an accredited radiology program may use radiographic physics to fulfill the applied physics)

- Submit a completed Sonography program application, located on the program website, and pay the application fee by the deadline.

Completion Requirements

Students must complete all courses listed in the catalog for this program with a grade of "C" or higher.

Program Length

Total program credits: 77. 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.

For More Information

Patty Braga, bragap@PalmBeachState.edu, (561) 207-5053

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---------------------------------|--|-------------|
| General Education | | Credits: 23 |
| BSC1010 | Principles of Biology 1 | 3 |
| BSC1010L | Principles of Biology 1 Laboratory | 1 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| MAC1105 | College Algebra (or higher course from Mathematics - Area III) | 3 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Humanities - Area II | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| PSY2012 | General Psychology | 3 |
| Non-Technical Core Requirements | | Credits: 7 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| PHY1001 | Applied Physics (or equivalent) | 3 |
| Technical Core Requirements* | | Credits: 47 |
| SON1004L | Sonographic Hospital Procedures | 2 |
| SON1311 | Sonography Cross Sectional Anatomy | 2 |

| | | |
|----------|--|---|
| SON1100L | Principles and Protocols of Sonography Lab | 3 |
| SON1614 | Medical Sonographic Physics 1 | 3 |
| SON1111 | Abdominal Sonography 1 | 3 |
| SON1121 | Sonographic OB/GYN 1 | 3 |
| SON1000 | Practical Aspects of Sonography 1 | 3 |
| SON1804L | Clinical Education 1 | 3 |
| SON1618 | Medical Sonographic Physics 2 | 3 |
| SON1112 | Abdominal Sonography 2 | 3 |
| SON1122 | Sonographic OB/GYN 2 | 3 |
| SON1814L | Clinical Education 2 | 3 |
| SON1171 | Vascular Sonography 1 | 3 |
| SON1001 | Practical Aspects of Sonography 2 | 3 |
| SON1175 | Vascular Sonography 2 | 3 |
| SON1824L | Clinical Education 3 | 4 |

Total Program Credits: 77

* Technical Core courses must be taken sequentially.

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Diagnostic Medical Sonography CCC

Diagnostic Medical Sonography (6312) LIMITED ACCESS

Type of Award

CCC - College Credit Certificate

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.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Admission Requirements for Sonography

In addition to the above General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Attend a mandatory Sonography open house information session;
- Have a cumulative GPA of 2.5 or higher;
- Proof of completion of two-year allied health education program from an accredited institution that is patient care related. Examples include but are not limited to: radiography, respiratory therapy, nursing, dental hygienist and paramedic with the "required classes for selection consideration"(see below);
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: CNA and EMT with the "required classes for selection consideration" (see below);
OR
- Completion of a basic Nursing Assistant or Patient Care Assistant course from an accredited institution and the "required classes for selection consideration" (see below); (Program MUST have a documented clinical component)

*REQUIRED CLASSES for selection consideration – ENC1101 English Composition I or SPC1017 Fundamentals of Speech Communication, College Algebra (or higher course from Mathematics - Area III), Anatomy & Physiology I with Lab completed within the last 10 academic years.**& Applied Physics (students who have completed an accredited radiology program may use radiographic physics to fulfill the applied physics)

- Submit a completed Sonography program application, located on the program website, and pay the application fee by the deadline.

Completion Requirements

Students must complete all courses listed in the catalog for this program with a grade of "C" or higher.

Program Length

Total program credits: 47. 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.

For More Information

Patty Braga, bragap@PalmBeachState.edu, (561) 207-5053

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Credit Hours: 47

| | | |
|----------|--|---|
| SON1004L | Sonographic Hospital Procedures | 2 |
| SON1311 | Sonography Cross Sectional Anatomy | 2 |
| SON1100L | Principles and Protocols of Sonography Lab | 3 |
| SON1614 | Medical Sonographic Physics 1 | 3 |
| SON1111 | Abdominal Sonography 1 | 3 |
| SON1121 | Sonographic OB/GYN 1 | 3 |
| SON1000 | Practical Aspects of Sonography 1 | 3 |
| SON1804L | Clinical Education 1 | 3 |
| SON1618 | Medical Sonographic Physics 2 | 3 |
| SON1112 | Abdominal Sonography 2 | 3 |
| SON1122 | Sonographic OB/GYN 2 | 3 |
| SON1814L | Clinical Education 2 | 3 |
| SON1171 | Vascular Sonography 1 | 3 |
| SON1001 | Practical Aspects of Sonography 2 | 3 |
| SON1175 | Vascular Sonography 2 | 3 |
| SON1824L | Clinical Education 3 | 4 |

Total Program Credit Hours: 47

For individualized course sequence

[CLICK HERE](#)

Employment Opportunities

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

Gainful Employment

For more information about graduation rates, the median debt of students who completed the program, and other important 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Health Informatics Specialist CCC

Health Informatics Specialist (6531)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/healthinformatics

Program Description

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 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.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program with a grade of "C" or higher.

Program Length

Total program credits: 24

Location

This program is offered at the Loxahatchee Groves campus.

For More Information

Complete our online Information Session:

www.palmbeachstate.edu/faculty/steffy/informatics_info_session.aspx
561-868-4035

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|--------------------------|--|-------------|
| STA2023 | Statistics | 3 |
| CGS1100 | Microcomputer Applications | |
| | -or- | |
| HIM1610C | Office Applications for Health Professions | 3 |
| HSC2531 | Medical Terminology | 3 |
| HIM1000C | Introduction to Health Information Management | 3 |
| HIM1012C | Health Information Law, Ethics, and Compliance | 3 |
| HIM1210C | Health Information System | 3 |
| HIM2510C | Healthcare Data Analysis | 3 |
| HIM2651C | Applied Health Informatics | 3 |

Total Program Credits: 24

Students will be required to enroll in and pass the following prerequisite courses to complete this certificate: HIM2652C or CGS1100 for HIM1000C, and STA2023 for HIM2510C.

For individualized course sequence

[CLICK HERE](#)

Employment Opportunities

The Certified Healthcare Technology Specialist (CHTS) credentials from the American Health Information Management Association are quickly gaining value in the job market. The credentials were developed to recognize highly skilled technology workers who can support the adoption and meaningful use of EHRs. Formerly known as HIT Pro, CHTS certification exams assess competency in six distinct health IT roles: workflow and data collection, hardware and software selection, vendor management, systems testing/installation, diagnosing IT problems, and training staff on systems.

Career Path Notes

Credits earned in this program will transfer directly into the Associate in Science (A.S.) degree in Health Information Technology.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Health Information Technology AS

Health Information Technology (AS 2529)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/HealthInfoMgmt

Program Description

This CAHIM accredited 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.

Program Accreditation

The Health Information Technology AS degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). This accreditation confirms that the program has voluntarily undergone a rigorous review process and has been determined to meet or exceed the Standards set by the Board of Directors. Graduates are eligible to apply and take the national certification exam for Registered Health Information Technician (RHIT).

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.
- Submit placement test scores if not exempt from placement testing. To determine if you are exempt, go to www.palmbeachstate.edu/advising/Placement-Testing.aspx.
- Complete all other requirements for admission outlined in the Admission Procedures section of the college catalog.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program with a grade of "C" or higher.

Program Length

Total program credits: 70. Total program length: 7 semesters full-time. Most of the courses are formatted as hybrid online courses - students are required to attend classes on campus.

Location

The program is offered at the Loxahatchee Groves campus.

For More Information

Complete our online Information Session:

http://www.palmbeachstate.edu/faculty/steffj/hit_info/.aspx.

561-868-4035

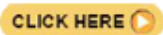
To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--------------------------|---|-------------|
| General Education | | Credits: 23 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| PSY2012 | General Psychology | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| ENC1101 | College Composition 1 | 3 |
| STA2023 | Statistics | 3 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| Required Courses | | Credits: 47 |
| CGS1100 | Microcomputer Applications | |
| | -or- | |
| HIM1610C | Office Applications for Health Professionals | 3 |
| MAN2021 | Principles of Management | 3 |
| HSC2531 | Medical Terminology | 3 |
| HIM1000C | Introduction to Health Information Management | 3 |
| HIM1433C | Pathophysiology for Health Information Management | 2 |

| | | |
|----------|--|---|
| HIM1442C | Pharmacology for Health Information Management | 2 |
| HIM1282C | Fundamentals of Medical Coding | 3 |
| HIM1210C | Health Information System | 3 |
| HIM2222C | Applied Inpatient Coding | 3 |
| HIM2272C | Medical Reimbursement and Revenue | 3 |
| HIM2510C | Healthcare Data Analysis | 3 |
| HIM1012C | Health Information Law, Ethics, and Compliance | 3 |
| HIM2253C | Applied Outpatient Coding | 3 |
| HIM2651C | Applied Health Informatics | 3 |
| HIM2304C | Health Information Department Management | 3 |
| HIM1800C | Health Information Professional Practice | 2 |
| HIM2810L | Advanced Coding Practicum | 1 |
| HIM2826L | Health Information Skills Lab | 1 |

Total Program Credits: 70

For individualized course sequence



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. See 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.

This program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) www.cahiim.org.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Healthcare Documentation/Transcription ATD

Healthcare Documentation/Transcription ATD (B530 - Credit)

Type of Award

ATD - Applied Technology Diploma

Program Website

www.palmbeachstate.edu/programs/MedicalTranscription

Program Description

This applied technology diploma program prepares the student for employment as a health care documentation specialist/medical transcriptionist (HDS/MT). HDS/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 HDS/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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.
- Submit placement test scores if you are not exempt from placement testing. To determine if you are exempt, go to www.palmbeachstate.edu/advising/Placement-Testing.aspx

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program with a grade of "C" or higher.

Program Length

Total program credits: 33

Location

This program is offered at the Loxahatchee Groves campus.

For More Information

Complete our online information Session:

www.palmbeachstate.edu/faculty/steffj/mt_info/, (561) 868-4035

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 33 |
|--------------------------|---|-------------|
| BSC2085 | Anatomy and Physiology 1 * | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab * | 1 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| ENC1101 | College Composition 1* | 3 |
| HSC2531 | Medical Terminology | 3 |
| CGS1100 | Microcomputer Applications | |
| or | | |
| HIM1610C | Office Applications for Health Professions | 3 |
| HIM1000C | Introduction to Health Information Management | 3 |

| | | |
|----------|---|---|
| HIM1433C | Pathophysiology for Health Information Management | 2 |
| HIM1442C | Pharmacology for Health Information Management | 2 |
| HIM1012C | Health Information Law, Ethics and Compliance | 3 |
| HIM2047C | Fundamentals of Health Care Documentation and Transcription | 2 |
| HIM2046L | Skills Lab for Health Care Documentation and Transcription | 2 |
| HIM2803C | Health Care Documentation Practicum | 2 |

Total Program Credits: 33

*General Education courses

+Non-exempt students will need to meet placement requirements to enroll in this General Education course.

For individualized course sequence

[CLICK HERE](#)

Employment Opportunities

HDS/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 HDS/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 (AHD) Registered Healthcare Documentation Specialist (RHDS) (formerly Registered Medical Transcription RMT) certification examination, developed to assure employers that successful candidates are qualified to practice as an HDS/MT.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

<https://www.bls.gov/ooh/>

Magnetic Resonance Imaging ATC

Magnetic Resonance Imaging (4322)

Type of Award

ATC - Advanced Technical Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

Completion Requirements

Student must complete all courses listed in the catalog for this program with a grade of C or higher.

Program Length

12 credit or approximately 10 months.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

Vicki Shaver, shaverv@PalmBeachState.edu, (561) 207-5067

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 9 |
|--------------------------|---|------------|
| RTE2575 | Introduction to Magnetic Resonance Imaging | 3 |
| RTE2576 | Magnetic Resonance Imaging 2 | 3 |
| RTE2762 | Cross Sectional Anatomy | 3 |
| Electives - Choose one | | Credits: 3 |
| RTE2130 | Pharmacology for Medical Imaging | 3 |
| RTE2577L | Magnetic Resonance Imaging Clinical Education 1 | 3 |
| RTE2576L | Magnetic Resonance Imaging Clinical Education 2 | 3 |

Total Program Credits: 12

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Massage Therapy PSAV

Massage Therapy (5232) LIMITED ACCESS

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/MessageTherapy

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 approved by the Florida Board of Massage Therapy.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Admission Requirements for Massage Therapy

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Be 18 years of age or older
- Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academicservices/curriculum-and-programs.
- Attend a Massage Therapy information session.
- Submit a completed Massage Therapy program application, located on the program website, and pay the application fee by the deadline.
- Once given a provisional program acceptance, students are required to have a criminal background check (15 years), 10 panel drug screening and health screening.

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.

Program Length

Total program clock hours: 750

Location

The program is offered at the Boca Raton campus.

For More Information

Sheryl (Shayna) Platt, Platts@PalmBeachState.edu, (561) 862-4720 or Receptionist (561) 862-4722

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 750 |
|-------------------------|---|------------------|
| MSS0002 | Introduction to Massage Therapy | 78 |
| MSS0252 | Massage Therapy 1 | 200 |
| MSS0262 | Massage Therapy 2 | 235 |
| MSS0263 | Massage Therapy 3 | 237 |

Total Program Clock Hours: 750

For individualized course sequence



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 more 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, MBLEX. Once passing this exam, students are granted a Florida State Massage Therapy license.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Medical Assisting PSAV

Medical Assisting (5236) LIMITED ACCESS

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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

The Palm Beach State College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org/>) upon the recommendation of *Medical Assisting Education Review Board (MAERB)*.

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763, telephone 727-210-2350.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Admission Requirements for Medical Assisting

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academicservices/curriculum-and-programs.
- Attend a mandatory Medical Assisting information session; dates located on program website.
- Submit a completed Limited Access Medical Assisting program application, located on the program website, by the deadline date.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum TABE scores prior to completion of the third sequence of the program: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption.

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.

For More Information

Barbara Kalfin, Program Director, kalfinb@PalmBeachState.edu, (561) 868-3562

or

Cathy Lombard, Health Science Advisor, lombardc@PalmBeachState.edu, (561) 868-3949

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 1,300 |
|-------------------------|---|--------------------|
| MEA0005 | Introduction to Medical Assisting | 78 |
| MEA0231 | Anatomy and Physiology | 69 |
| MEA0230 | Medical Terminology for Body Systems | 95 |
| OTA0100 | Introduction to Keyboarding/Word Processing | 60 |
| MEA0310 | Introduction to Medical Office Procedures | 90 |
| MEA0520 | Phlebotomy for the Medical Assistant | 75 |
| MEA0242 | Pharmacology for the Medical Assistant | 95 |
| MEA0540 | Electrocardiography for the Medical Assistant | 75 |
| MEA0234 | Diseases, Disorders, and Treatment for Medical Assisting 1 | 120 |
| MEA0258 | Radiology for the Medical Assistant | 50 |
| MEA0334 | Medical Insurance and Coding | 75 |
| MEA0237 | Diseases, Disorders, and Treatment for Medical Assisting 2 | 120 |
| MEA0254 | Basic Medical Laboratory Techniques for the Medical Assistant | 50 |
| MEA0322 | Advanced Medical Office Procedures | 75 |
| MEA0801 | Externship in Medical Assisting | 173 |

Total Program Clock Hours: 1,300

For individualized course sequence [CLICK HERE](#)

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 more 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Medical Information Coder/Biller CCC

Medical Information Coder/Biller (6528)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/MedicalCode

Program Description

This AHIMA PCAP approved 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 approved through the Professional Certificate Approval Process (PCAP) by the American Health Information Management Association Foundation. 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 Foundation PCAP Approved Coding Certificate program.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Completion Requirements

Students must complete all courses listed in the catalog for this program with a grade of "C" or higher.

Program Length

Total program credits: 37. 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 Loxahatchee Groves campus.

For More Information

www.palmbeachstate.edu/faculty/steff/micb_info_session/.

561-868-4035

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 37 |
|--------------------------|--|-------------|
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| CGS1100 | Microcomputer Applications | |

-or-

| | | |
|----------|--|---|
| HIM1610C | Office Applications for Health Professionals | 3 |
| HSC2531 | Medical Terminology | 3 |
| HIM1000C | Introduction to Health Information Management | 3 |
| HIM1433C | Pathophysiology for Health Information | 2 |
| HIM1442C | Pharmacology for Health Information | 2 |
| HIM1282C | Fundamentals of Medical Coding | 3 |
| HIM2222C | Applied Inpatient Coding | 3 |
| HIM2272C | Medical Reimbursement and Revenue | 3 |
| HIM2253C | Applied Outpatient Coding | 3 |
| HIM2810L | Advanced Coding Practicum | 1 |
| HIM1012C | Health Information Law, Ethics, and Compliance | 3 |

Total Program Credits: 37

For individualized course sequence [CLICK HERE](#)

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 more 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 Technology 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Nursing AS

Nursing (2301) LIMITED ACCESS

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/Nursing

Program Description

The nursing program at Palm Beach State College focuses on nursing as a caring and humanistic discipline. Nursing encompasses evidenced based practice, the use of critical thinking and commitment to life-long learning. The goals are to improve the overall health and wellness, to enhance the quality of life, and to meet the needs of our diverse community. Core values of the art and science of nursing encompass caring, compassion, diversity, ethics, excellence, holism, integrity, and patient-centeredness. The nursing faculty at Palm Beach State College believe in a culture of excellence that provides individualized, safe care for patients, families and communities. The instructional process is designed to guide the student to achieve mastery of the course learning outcomes through active engagement utilizing a variety of methods. The program time is divided among learning activities that include clinical, didactic, skills, and simulation.

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 any campus Admissions Office. 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 accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Ga 30326, phone: (404) 975-5000 fax: (404) 975-5020.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx .
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.
- Submit placement test scores if not exempt from placement testing. To determine if you are exempt, go to www.palmbeachstate.edu/advising/Placement-Testing.aspx .
- Complete all other requirements for admission outlined in the Admission Procedures section of the college catalog.

Admission Requirements for Nursing - Generic Students

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Attend a mandatory Nursing information session;
- Have a cumulative GPA of 2.5 or higher;
- Complete all program prerequisite courses (listed below) with a grade of C or higher. BSC2085/BSC2085L and CHM1032 must be completed within 10 years of the application deadline;
- Take and pass the HESI A2 exam (Math Score: 80 or higher; Cumulative Score: 80 or higher);
- Submit a completed Nursing program application, located on the program website, and pay the application fee by the deadline.

Admission Requirements for Nursing - Transition Students (LPN or Paramedic)

Please contact the Nursing Office, 561-868-3412, for detailed information.

Completion Requirements

Students must complete all courses listed in the catalog for this program with a grade of "C" or higher.

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.

For More Information

All applicants must attend one of the monthly information sessions facilitated by Rhonda Boles, Program Specialist, bolesr@PalmBeachState.edu, (561) 868-3441.

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--------------------------|--|-------------|
| Program Prerequisites | | Credits: 10 |
| BSC2085 | Anatomy and Physiology 1 ** | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab ** | 1 |
| CHM1032 | Principles of Chemistry | 3 |
| DEP2004 | Human Growth and Development | 3 |
| General Education | | Credits: 20 |
| ENC1101 | College Composition 1 | 3 |
| STA2023 | Statistics | 3 |
| BSC2086 | Anatomy and Physiology 2 ** | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab ** | 1 |
| MCB2010 | Microbiology | 3 |
| MCB2010L | Microbiology Lab | 1 |
| PSY2012 | General Psychology | 3 |
| | Any Course from Humanities - Area II | 3 |
| Required Courses | | Credits: 42 |
| NUR1023 | Introduction to Concepts for Nursing Practice 1 | 5 |
| NUR1023L | Introduction to Concepts for Nursing Practice 1 Clinical | 3 |
| NUR1022L | Introduction to Concepts for Nursing Practice 1 Skills | 1 |
| NUR1141 | Introduction to Pharmacotherapeutics | 2 |
| NUR1213 | Concepts for Nursing Practice 2 | 6 |
| NUR1213L | Concepts for Nursing Practice 2 Clinical | 4 |
| NUR1214L | Concepts for Nursing Practice 2 Skills | 1 |
| NUR2261 | Concepts for Nursing Practice 3 | 6 |

| | | |
|----------|--|---|
| NUR2261L | Concepts for Nursing Practice 3 Clinical | 4 |
| NUR2712C | Concepts for Nursing Practice 4 | 6 |
| NUR2943L | Preceptorship Experience | 4 |

Total Program Credits: 72

**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.

Employment Opportunities

As the largest health care occupation, registered nurses hold over 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.

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Ophthalmic Medical Technology AS

Ophthalmic Medical Technology (AS 2229) LIMITED ACCESS

Type of Award

AS - Associate In Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.
- Submit placement test scores if not exempt from placement testing. To determine if you are exempt, go to www.palmbeachstate.edu/advising/Placement-Testing.aspx.
- Complete all other requirements for admission outlined in the Admission Procedures section of the college catalog.

Admission Requirements for Ophthalmic Medical Technology

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Attend a mandatory Ophthalmic Medical Technology information session;
- Have a cumulative GPA of 2.6 or higher;
- Document at least four hours of observation in an approved ophthalmic medical practice;
- Complete the following prerequisite program courses with a grade of C or higher by the application deadline: BSC2085/BSC2085L (Anatomy and Physiology 1 and Lab), BSC2086/BSC2086L (Anatomy and Physiology 2 and Lab) and MCB2010/MCB2010L (Microbiology and Lab);
- Submit a completed Ophthalmic Medical Technology program application, located on the program website, and pay the application fee by the deadline.

Completion Requirements

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

For More Information

Contact Robert M. Kershner, M.D., F.A.C.S., Kershner@PalmBeachState.edu, (561) 207-5726

To see when the course is offered, click the course number. To see a course description, click the course title.

| General Education Courses | | Credits: 27 |
|---------------------------|--|-------------|
| ENC1101 | College Composition 1 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| MAC1105 | College Algebra | 3 |
| PSY2012 | General Psychology | 3 |
| | Any course from Humanities - Area II | 3 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| MCB2010 | Microbiology | 3 |
| MCB2010L | Microbiology Lab | 1 |

| Required Courses | Credits: 45 |
|------------------|-------------------------------------|
| OPT1110 | Physical and Geometric Optics 3 |
| OPT1150 | Ophthalmic Lenses 3 |
| OPT1210 | Anatomy & Physiology of the Eye 3 |
| OPT1330 | Introduction to Vision Care 1 2 |
| OPT2090 | Introduction to Vision Care 2 2 |
| OPT2222 | Ocular Pathology & Pharmacology 1 3 |
| OPT2223 | Ocular Pathology & Pharmacology 2 3 |
| OPT2350 | Advanced Ophthalmic Procedures 1 3 |
| OPT2351 | Advanced Ophthalmic Procedures 2 3 |
| OPT2375 | Refractometry 2 |
| OPT2375L | Refractometry Lab 2 |
| OPT2500 | Contact Lens Theory 2 |
| OPT2800L | Vision Care Lab 1 2 |
| OPT2801L | Vision Care Lab 2 2 |
| OPT2940 | Ophthalmic Medical Practicum 1 4 |
| OPT2941 | Ophthalmic Medical Practicum 2 4 |
| OPT2942 | Ophthalmic Medical Practicum 3 4 |

Total Program Credits: 72

For individualized course sequence



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, see the web at 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®).

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Patient Care Assistant PSAV

Patient Care Assistant (5233)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

Program Learning Outcomes

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

Admission Requirements

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/admissions-applications.aspx.
- No high school diploma or GED is required.
- Attend a mandatory Patient Care Assistant information session.

Completion Requirements

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

Program Length

Approximate length: 3 1/2 months. Program is offered full-time days and part-time evenings.

Location

The program is offered at the Lake Worth campus.

For More Information

Amanda Sherrill, sherrila@palmbeachstate.edu, (561) 868-3537

Lawrence Herrington, herrinbd@palmbeachstate.edu, (561) 868-3412

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 290 |
|--------------------------|--|------------------|
| | Group A | |
| HSC0003 | Health Care Concepts | 78 |
| HSC0003L | Health Care Concepts Lab | 12 |
| HCP0120 | Nursing Assistant | 75 |

| | | |
|---------|------------------------|----|
| | Group B | |
| HCP0300 | Home Health Aide | 50 |
| | Group C | |
| HCP0620 | Patient Care Assistant | 75 |

Total Program Clock Hours: 290

For individualized course sequence

[CLICK HERE](#)

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.

Career Center

<http://www.palmbeachstate.edu/career>

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Practical Nursing PSAV

Practical Nursing (5234) LIMITED ACCESS

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Admission Requirements for Practical Nursing

In addition to the above General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academic-services/curriculum-and-programs
- Attend a mandatory Practical Nursing information session;
- Take the HESI (Health Education Systems Incorporated) Admission Assessment Exam. A cumulative score of 75 or higher is required;
- Submit a completed Practical Nursing program application, located on the program website, and pay the application fee by the deadline.

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.

Program Length

1,350 Clock Hours

Full-time program: approximately 12 months

Location

The program is offered at the Lake Worth campus.

For More Information

- Amanda Sherrill, Nursing Career Pathway Specialist, sherrila@palmbeachstate.edu, (561) 868-3537
- Dr. Raywattie Sooklall, Assistant Nursing Director, sooklalr@palmbeachstate.edu, (561) 868-3560

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses Clock Hours: 1,350

Group A

[HSC0003](#) [Health Care Concepts](#) 78

[HSC0003L](#) [Health Care Concepts Lab](#) 12

Group B

[HCP0121C](#) [Nurse Aide & Orderly \(Articulated\)](#) 75

Group C

[PRN0061C](#) [Concepts of Fundamentals of Nursing 1](#) 195

[PRN0062C](#) [Concepts of Fundamentals of Nursing 2](#) 200

[PRN0063C](#) [Concepts of Practical Nursing 1](#) 295

[PRN0069C](#) [Concepts of Practical Nursing 2](#) 295

[PRN0064C](#) [Transitions into Practical Nursing](#) 200

Total Program Clock Hours: 1,350

For individualized course sequence



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 more 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 is eligible for 11 credits towards the A.S. degree in Nursing.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Radiography AS

Radiography (2303) LIMITED ACCESS

Type of Award

AS - Associate in Science

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, Web site: www.jrcert.org.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.
- Submit placement test scores if not exempt from placement testing. To determine if you are exempt, go to www.palmbeachstate.edu/advising/Placement-Testing.aspx.
- Complete all other requirements for admission outlined in the Admission Procedures section of the college catalog.

Admission Requirements for Radiography

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Have a cumulative GPA of 2.0 or higher;
- Attend a mandatory Radiography open house information session;
- Complete all program prerequisite courses (listed below) with a grade of C or higher;
- Submit a completed Radiography program application, located on the program website, and pay the application fee by the deadline.

Completion Requirements

Student must complete all courses listed in the catalog for this program with a grade of C or higher.

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.

For More Information

Dr. Vicki Shaver, shaverv@PalmBeachState.edu, (561) 207-5067

To see when the course is offered, click the course number. To see a course description, click the course title.

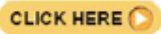
| | | |
|--------------------------|--|-------------|
| Program Prerequisites | | Credits: 4 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| General Education | | Credits: 16 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| ENC1101 | College Composition 1 | 3 |
| MAC1105 | College Algebra (or designated courses* from Area III) | 3 |
| PSY2012 | General Psychology | 3 |
| | Any course from Humanities - Area II | 3 |
| Required Courses | | Credits: 57 |
| CGS1100 | Microcomputer Applications (or equivalent) | 3 |
| RTE1000 | Introduction to Radiography | 3 |
| RTE1401 | Radiographic Imaging 1 | 2 |
| RTE1401L | Radiographic Imaging 1 Lab | 1 |
| RTE1503 | Radiographic Procedures 1 | 3 |
| RTE1503L | Radiographic Procedures 1 Lab | 1 |
| RTE1513 | Radiographic Procedures 2 | 2 |
| RTE1513L | Radiographic Procedures 2 Lab | 1 |
| RTE1804 | Radiographic Clinical Education 1 | 3 |
| RTE1814 | Radiographic Clinical Education 2 | 2 |

| | | |
|----------|-----------------------------------|---|
| RTE2533 | Radiographic Procedures 4 | 3 |
| RTE2533L | Radiographic Procedures 4 Lab | 1 |
| RTE2613 | Radiologic Physics | 3 |
| RTE2834 | Radiographic Clinical Education 4 | 2 |
| RTE2130 | Pharmacology for Medical Imaging | 3 |
| RTE2844 | Radiographic Clinical Education 5 | 2 |
| RTE2385 | Radiobiology | 3 |
| RTE2563 | Advanced Medical Imaging | 3 |
| RTE2473L | Radiography Seminar | 2 |
| RTE2854 | Radiographic Clinical Education 6 | 3 |
| RTE1457 | Radiographic Imaging 2 | 2 |
| RTE1457L | Radiographic Imaging 2 Lab | 1 |
| RTE1523 | Radiographic Procedures 3 | 3 |
| RTE1523L | Radiographic Procedures 3 Lab | 1 |
| RTE1824 | Radiographic Clinical Education 3 | 3 |

Total Program Credits: 77

*MAC 1140, MAC 2233, MAC 2311, MAC 2312, MAC 2313, MAP 2302 or MAS 2103

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Respiratory Care AS

Respiratory Care (2148) LIMITED ACCESS

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.
- Submit placement test scores if not exempt from placement testing. To determine if you are exempt, go to www.palmbeachstate.edu/advising/Placement-Testing.aspx.
- Complete all other requirements for admission outlined in the Admission Procedures section of the college catalog.

Admission Requirements for Respiratory Care

In addition to the General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Have a cumulative GPA of 2.6 or higher;
- Attend a mandatory Respiratory Care open house information session;
- Complete all required program prerequisites (listed below) with a grade of C or higher. BSC2085/BSC2085L must be completed within 10 years of the application deadline;
- Submit a completed Respiratory Care program application, located on the program website, and pay the application fee by the deadline.

Completion Requirements

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

For More Information

:

Nancy Latimer, Ph.D., RRT
Department Chair/Program Director
Palm Beach Gardens campus
LC 105
Office (561) 207-5068
Fax (561) 207-5011

E-Mail <mailto:latimer@PalmBeachState.edu>
 Stephanie Parlamento, MBA, RRT
 Faculty/Director of Clinical Education
 Palm Beach Gardens campus
 LC 104
 Office (561) 207-5064
 Fax (561) 207-5011
 Email harwoods@PalmBeachState.edu

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--------------------------|--|-------------|
| Program Prerequisites | | Credits: 7 |
| | Any course from Mathematics - Area III with the MAC, MAP or MAS prefix | 3 |
| BSC2085 | Anatomy and Physiology 1 | 3 |
| BSC2085L | Anatomy and Physiology 1 Lab | 1 |
| General Education | | Credits: 20 |
| | Any course from Humanities - Area II | 3 |
| BSC2086 | Anatomy and Physiology 2 | 3 |
| BSC2086L | Anatomy and Physiology 2 Lab | 1 |
| CHM1032 | Principles of Chemistry (or higher level Chemistry+) * | 3 |
| ENC1101 | College Composition 1 * | 3 |
| MCB2010 | Microbiology | 3 |
| MCB2010L | Microbiology Lab | 1 |
| SYG2000 | Introduction to Sociology * | 3 |
| Required Courses | | Credits: 49 |
| PHY1001 | Applied Physics (or higher level Physics+) | 3 |
| RET1272 | Fundamentals of Respiratory Care 1 | 9 |
| RET1272L | Fundamentals of Respiratory Care 1 Lab | 3 |
| RET1273 | Fundamentals of Respiratory Care 2 | 6 |
| RET1273L | Fundamentals of Respiratory Care 2 Lab | 2 |
| RET1874L | Clinical Internship 1 | 1 |
| RET1875L | Clinical Internship 2 | 3 |
| RET1876C | Clinical Internship 3 | 4 |
| RET2280C | Fundamentals of Respiratory Care Therapy 3 | 7 |
| RET2534C | Fundamentals of Respiratory Care Therapy 4 | 7 |
| RET2877L | Clinical Internship 4 | 2 |
| RET2878L | Clinical Internship 5 | 2 |

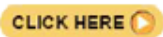
Total Program Credits: 76

*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 individualized course sequence



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).

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Surgical Technology PSAV

Surgical Technology (5235) LIMITED ACCESS

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

General Admission Requirements to the College

- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx .
- Submit an official high school or GED transcript and official college/university transcripts from each post-secondary institution attended. Refer to the Admission Procedures section of the college catalog for more information regarding transcripts.

Admission Requirements for Surgical Technology

In addition to the above General Admission requirements, student must meet the following eligibility criteria to be considered for selection to the program. (Meeting admission criteria does not guarantee acceptance into the program).

- Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academic-services/curriculum-and-programs
- Attend a mandatory Surgical Technology information session located on program website;
- Submit a completed Surgical Technology program application, located on the program website, by the deadline date.

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.

Program Length

Total program hours: 1,300 hours, three terms. This is a full-time day program from 8:00 a.m. until 3:00 p.m. Monday through Friday. (Clinical hours are 6:45 a.m. until 3:15 p.m.). There are two admission opportunities each year.

Location

The program is offered at the Lake Worth campus.

For More Information

Jane Fisher, Fisherjm@PalmBeachState.edu, (561) 868-3561

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 1,330 |
|--------------------------|--|--------------------|
| STS0003 | Introduction to Surgical Technology | 144 |
| STS0150C | Surgical Technology Procedures | 32 |
| STS0008 | Pharmacology for the Surgical Technologist | 32 |
| STS0003L | Introduction to Clinical Practicum | 144 |
| STS0120 | Surgical Specialties 1 | 48 |
| STS0255L | Surgical Specialties 1 Clinical | 441 |
| STS0121 | Surgical Specialties 2 | 48 |
| STS0256L | Surgical Specialties 2 Clinical | 441 |
| | (4 Clinical days per week for 6 weeks) | |

Total Program Clock Hours: 1,330

For individualized course sequence



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 more information about graduation rates, the median debt of students who completed the program, and other important 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

PUBLIC SAFETY

Auxiliary Law Enforcement Officer PSAV

Auxiliary Law Enforcement Officer (5602)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated September 20, 2018)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/CriminalJustice

Program Description

Coursework will include introduction to law enforcement, legal concepts, patrol and professional communications, interactions in a diverse community, calls for service and arrest procedures, traffic stops and crash investigation, crime scene to courtroom procedures as well as training and proficiency demonstration in dart firing stun gun, firearms, defensive tactics, vehicle operations and first aid.

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 BAT or Shield Test.
- Submit a Letter of Authorization from sponsoring agency. Or if self sponsored, a background investigation to include fingerprints, driving record and medical history.

Completion Requirements

Pass all modules with a minimum 80%. Meet the 100% attendance requirement established by FDLE.

Program Length

364 Hours or 10 weeks

Location

This program is offered at the Lake Worth campus.

For More Information

Phil Berlingo, berlingp@PalmBeachState.edu, (561) 868-3378

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 364 |
|-------------------------|---|------------------|
| CJK0023 | Introduction to Law Enforcement | 4 |
| CJK0024 | Legal Concepts | 20 |
| CJK0025 | Patrol and Professional Communication | 12 |
| CJK0026 | Interactions in a Diverse Community | 12 |

| | | |
|---------|--|----|
| CJK0027 | Calls for Service and Arrest Procedures | 24 |
| CJK0028 | Traffic Stops and Crash Investigations | 28 |
| CJK0029 | Crime Scene and Courtroom Procedures | 8 |
| CJK0422 | Dart-Firing Stun Gun | 8 |
| CJK0031 | CMS First Aide For Criminal Justice Officers | 40 |
| CJK0040 | Criminal Justice Firearms | 80 |
| CJK0051 | Criminal Justice Defensive Tactics | 80 |
| CJK0020 | CMS Law Enforcement Vehicle Operations | 48 |

Total Program Clock Hours: 364

For individualized course sequence



Employment Opportunities

Most law enforcement agencies in Florida maintain an auxiliary unit, also referred to as reserve officers. These officers augment the full-time officers in various capacities.

Gainful Employment

Program length excludes this program from gainful employment reporting requirements.

Career Path Notes

FDLE provides pathways to complete the entire 770 hours of LE training and become fully certified.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Correctional Officer Cross-Over Training to FL Law Enforcement Academy

Correctional Officer Cross-Over Training to FL Law Enforcement Academy (5613)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission 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. 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 hours is 518.

Location

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

For More Information

Christine Todaro, todaroc@palmbeachstate.edu, (561) 868-3908

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 518 |
|-------------------------|--|------------------|
| CJK0001 | Introduction to Law Enforcement | 10 |
| CJK0012 | Legal | 62 |
| CJK0013 | Interactions in a Diverse Community | 40 |
| CJK0014 | Interviewing and Report Writing | 56 |
| CJK0064 | Fundamentals of Patrol | 35 |
| CJK0065 | Calls for Service | 36 |
| CJK0077 | Criminal Investigations | 50 |
| CJK0078 | Crime Scene to Courtroom | 35 |
| CJK0087 | Traffic Stops | 30 |
| CJK0084 | DUI Traffic Stops | 24 |
| CJK0088 | Traffic Crash Investigations | 32 |
| CJK0092 | Critical Incidents | 44 |
| CJK0393 | Crossover Program Updates | 8 |
| CJK0020 | CMS Law Enforcement Vehicle Operations | 48 |
| CJK0422 | Dart-Firing Stun Gun | 8 |

Total Program Clock Hours: 518

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Crime Scene Technology AS

Crime Scene Technology (2435)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/CrimeSceneTech

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.

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.

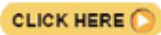
For More Information

Ed Richard, richarde@PalmBeachState.edu, (561) 868-3773

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---------------------------|---|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Mathematics - Area III | 3 |
| POS1041 | Introduction to American Government | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| Required Courses | | Credits: 18 |
| CCJ1010 | Introduction to Criminology | 3 |
| CCJ1020 | Administration of Criminal Justice | |
| | -or- | |
| CCJ1618 | Criminal Psychology | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| CJB2713 | Introduction to Forensic Science | 3 |
| CJE1300 | Police Administration 1 | 3 |
| CJL2100 | Criminal Law | 3 |
| Core Program Requirements | | Credits: 28 |
| CJB1465 | Injury and Death Investigation | 3 |
| CJB1711 | Introduction to Crime Scene Technology | 3 |
| CJB1712 | Crime Scene Photography 1 | 3 |
| CJB1721 | Advanced Crime Scene Technology | 3 |
| CJB1722 | Crime Scene Photography 2 | 3 |
| CJB2703 | Crime Scene Safety | 2 |
| CJB2704 | Courtroom Presentation of Scientific Evidence | 3 |
| CJB2735 | Fingerprint Classification | 3 |
| CJB2736 | Latent Fingerprint Development | 3 |
| CJB2748 | Biological Evidence | 2 |
| Total Program Credits: 64 | | |

For individualized course sequence



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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Crime Scene Technology CCC

Crime Scene Technology (6436)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/CrimeSceneTech

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

Ed Richard, richarde@PalmBeachState.edu, (561) 868-3773

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 28 |
|-------------------------|--|-------------|
| CJB1711 | Introduction to Crime Scene Technology | 3 |
| CJB1712 | Crime Scene Photography 1 | 3 |
| CJB1722 | Crime Scene Photography 2 | 3 |
| CJB1721 | Advanced Crime Scene Technology | 3 |
| CJB1465 | Injury and Death Investigation | 3 |

| | | |
|---------|---|---|
| CJB2735 | Fingerprint Classification | 3 |
| CJB2703 | Crime Scene Safety | 2 |
| CJB2704 | Courtroom Presentation of Scientific Evidence | 3 |
| CJB2736 | Latent Fingerprint Development | 3 |
| CJB2748 | Biological Evidence | 2 |

Total Program Credits: 28

For individualized course sequence



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 more 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Criminal Justice Academy -Law Enforcement Officer PSAV

Law Enforcement Officer Program (5600) LIMITED ACCESS

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/CriminalJustice

Program Description

The Criminal Justice Academy is a limited access program governed by Palm Beach State, Region XII Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

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.

Program Learning Outcomes

Go to www.palmbeachstate.edu/LearningOutcomes for detailed information.

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 Palm Beach State application, achieve passing scores on the Basic Ability Test (BAT), and successfully

pass a fitness ability test, a medical examination, a complete drug screen, and a criminal background investigation that includes a military, employment and education check. All candidates will be required to successfully pass a psychological exam and a polygraph exam. Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561) 868-3398 or visit the Web site at www.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 CJSTC to take the statewide certification examination. There is a \$100.00 fee for filing. The test will be developed and administered by CJSTC. A total of three attempts will be permitted. Failure of the third test attempt will necessitate repeating the complete academy training program.

Program Length

Total program hours: 770

Approximate program length: 6 months fulltime, 9 months parttime

Location

The program is offered at the Lake Worth location.

For More Information

Christine Todaro, todaroc@palmbeachstate.edu, (561) 868-3908

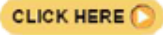
To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 770 |
|-------------------------|--|------------------|
| CJK0001 | Introduction to Law Enforcement | 10 |
| CJK0012 | Legal | 62 |
| CJK0013 | Interactions in a Diverse Community | 40 |
| CJK0014 | Interviewing and Report Writing | 56 |
| CJK0064 | Fundamentals of Patrol | 35 |
| CJK0065 | Calls for Service | 36 |
| CJK0077 | Criminal Investigations | 50 |
| CJK0078 | Crime Scene to Courtroom | 35 |
| CJK0092 | Critical Incidents | 44 |
| CJK0087 | Traffic Stops | 30 |
| CJK0084 | DUI Traffic Stops | 24 |
| CJK0088 | Traffic Crash Investigations | 32 |
| CJK0020 | CMS Law Enforcement Vehicle Operations | 48 |
| CJK0031 | CMS First Aide For Criminal Justice Officers | 40 |
| CJK0040 | Criminal Justice Firearms | 80 |
| CJK0051 | Criminal Justice Defensive Tactics | 80 |

| | | |
|---------|---|----|
| CJK0422 | Dart-Firing Stun Gun | 8 |
| CJK0096 | Criminal Justice Officer Physical Fitness Training (LE) | 60 |

Total Program Clock Hours: 770

For individualized course sequence



Employment Opportunities

The Law Enforcement Officer Program provides eligibility for certification as a Florida law enforcement officer.

Gainful Employment

For more information about graduation rates, the median debt of students who completed the program, and other important information, please visit www.palmbeachstate.edu/areasofstudy/GainfulEmployment.

Career Path Notes

Students completing either concentration 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 at Palm Beach State College automatically earn credits towards the A.S. degree in Criminal Justice Technology.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Criminal Justice Academy-Corrections Officer PSAV

Corrections Officer Program (5601) LIMITED ACCESS

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/CriminalJustice

Program Description

The Criminal Justice Academy 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 Corrections Basic Recruit Training program prepares students as entry level 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.

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 or correctional agency.

Additionally, they must complete a College application, achieve passing scores on the Basic Ability Test (BAT), 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, visit www.palmbeachstate.edu/programs/CriminalJustice or call (561) 868-3398.

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 hours: 420

Approximate program length: 3 months if taken full time

Location

The program is offered at the Lake Worth campus.

For More Information

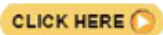
Christine Todaro, todaroc@PalmBeachState.edu, (561) 868-3908

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 420 |
|-------------------------|--|------------------|
| CJK0300 | Introduction to Corrections | 32 |
| CJK0305 | Correctional Communications | 40 |
| CJK0310 | Correctional Officer Safety | 16 |
| CJK0315 | Correctional Facility and Equipment | 8 |
| CJK0320 | Correctional Intake and Release | 18 |
| CJK0051 | Criminal Justice Defensive Tactics | 80 |
| CJK0040 | Criminal Justice Firearms | 80 |
| CJK0031 | CMS First Aide For Criminal Justice Officers | 40 |
| CJK0325 | Supervising in a Correctional Facility | 40 |
| CJK0330 | Supervising Special Populations | 20 |
| CJK0335 | Responding to Correctional Incidents and Emergencies | 16 |
| CJK0340 | Correctional Officer Wellness and Physical Abilities | 30 |

Total Program Clock Hours: 420

For individualized course sequence



Employment Opportunities

This program provides eligibility for certification as a Florida Corrections Officer which, upon certification, allows the graduate to be employed anywhere in the State of Florida as a corrections officer.

Gainful Employment

For more 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 this program are strongly encouraged to continue their education by completing the A.A. or A.S. degree in Criminal Justice.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Criminal Justice Technology-General (Non-Sworn) AS

Criminal Justice Technology / General (Non-Sworn) Concentration (AS 2611)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/CriminalJustice

Program Description

This degree program is for students wanting a degree in Criminal Justice Technology, but are not sworn officers. Course content includes police administration, criminal law, probation & parole, and criminal investigation.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx

Complete an Application for

Completion Requirements

Successfully complete all of the courses in the 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.

For More Information

Ed Richard, richarde@PalmBeachState.edu, (561) 868-3773

To see when the course is offered, click the course number. To see a course description, click the course title.

| General Education | | Credits: 18 |
|-------------------------|--|-------------|
| ENC1101 | College Composition 1 | 3 |
| | Any course from Mathematics - Area III | 3 |
| POS1041 | Introduction to American Government | 3 |
| ENC1102 | College Composition 2 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |

| | | |
|------------------------------|--|-------------|
| Required Courses | | Credits: 21 |
| CCJ1010 | Introduction to Criminology | 3 |
| CCJ1020 | Administration of Criminal Justice | 3 |
| CJJ2002 | Juvenile Delinquency | 3 |
| CJB2713 | Introduction to Forensic Science | 3 |
| CJE1300 | Police Administration 1 | 3 |
| CCJ1618 | Criminal Psychology | 3 |
| CJL2100 | Criminal Law | 3 |
| Required Concentration | | Credits: 15 |
| | CCJ/CJE/CJL/CJB/DSC courses | 12 |
| CJE1711 | Criminal Justice Capstone Course | 3 |
| Electives - Choose 6 credits | | Credits:6 |
| CJE1301 | Police Administration 2 | 3 |
| CJE2600 | Criminal Investigation | 3 |
| CJL1062 | Introduction to Constitutional Law | 3 |
| CJL2130 | Laws of Evidence | 3 |
| CJL2403 | Law of Arrest, Search, and Seizure | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| DSC1002 | Terrorism and U.S. Security | 3 |
| FFP1824 | Basic Incident Management System I-200 | 1 |
| DSC1590 | Intelligence Analysis and Security Management | 3 |
| DSC1242 | Transportation and Border Security | 3 |
| FFP1822 | Introduction to Emergency Management and Homeland Security | 3 |
| Total Program Credits: 60 | | |

Employment Opportunities

Upon completion of this program, you may seek employment as in a law enforcement agency or related business or company. Nationally, in 2006, seventy-nine percent were employed by local governments. State police agencies employed about 11 percent, and various Federal agencies employed about 7 percent. A small proportion worked for educational services, rail transportation, and contract investigation and security services.

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/oooh/>

O-Net Online: <http://online.onetcenter.org/>

Criminal Justice Technology-Law Enforcement Officer AS

Criminal Justice Technology - Law Enforcement Officer Concentration (AS 2606)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/CriminalJustice

Program Description

This degree program is a limited access program for the Criminal Justice Academy student (Corrections and Law Enforcement certificate program students) and/or the correction and law enforcement officer who wishes to advance in his or her career. The student must contact the Criminal Justice Institute regarding admission requirements to the Academies prior to entering the Criminal Justice Technology program. Course content includes police administration, criminal law, probation & parole, and criminal investigation.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Students must have a minimum 2.0 GPA to be admitted into this program. Students who wish to be admitted to the Criminal Justice Institute should seek counseling from the Institute. Those who wish to be admitted to the A.S. degree program should seek counseling from the Criminal Justice Department. This program requires that the student hold a Florida Law Enforcement or Corrections Certification or that the student plans to attend the Palm Beach State Criminal Justice Institute for Law Enforcement or Corrections.

Completion Requirements

Successfully complete all of the courses in the 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.

For More Information

Ed Richard, richarde@PalmBeachState.edu, (561) 868-3773

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------|--|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Mathematics - Area III | 3 |
| POS1041 | Introduction to American Government | 3 |
| ENC1102 | College Composition 2 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| Required Courses | | Credits: 21 |
| CCJ1010 | Introduction to Criminology | 3 |
| CCJ1020 | Administration of Criminal Justice | 3 |
| CJJ2002 | Juvenile Delinquency | 3 |
| CJB2713 | Introduction to Forensic Science | 3 |

| | | |
|------------------------------|---|-------------|
| CJE1300 | Police Administration 1 | 3 |
| CJL2100 | Criminal Law | 3 |
| CJE1711 | Criminal Justice Capstone Course | 3 |
| Required Concentration | | Credits: 15 |
| | Law Enforcement Academy (Florida Law Enforcement Academy and state exam passage required) | 15 |
| Electives - Choose 6 credits | | Credits: 6 |
| CJE1301 | Police Administration 2 | 3 |
| CCJ1618 | Criminal Psychology | 3 |
| CJL1062 | Introduction to Constitutional Law | 3 |
| CJL2130 | Laws of Evidence | 3 |
| CJL2403 | Law of Arrest, Search, and Seizure | 3 |
| CJE2600 | Criminal Investigation | 3 |
| CGS1100 | Microcomputer Applications | 3 |
| DSC1002 | Terrorism and U.S. Security | 3 |
| DSC1590 | Intelligence Analysis and Security Management | 3 |
| DSC1242 | Transportation and Border Security | 3 |
| FFP1822 | Introduction to Emergency Management and Homeland Security | 3 |

Total Program Credits: 60

Employment Opportunities

Upon completion of this program, you may seek employment as a Law Enforcement Officer. It is necessary to complete the Police Academy to be hired as a Law Enforcement Officer in Florida. Nationally, in 2006, seventy-nine percent were employed by local governments. State police agencies employed about 11 percent, and various Federal agencies employed about 7 percent. A small proportion worked for educational services, rail transportation, and contract investigation and security services.

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

EMT/Firefighter Combination PSAV

EMT/Firefighter Combination PSAV (5625) LIMITED ACCESS

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018) New Program

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/fire/default.aspx and <http://www.palmbeachstate.edu/programs/ems/default.aspx>

Program Description

This program combines both EMT and Firefighter curriculum into a single program of study. Students admitted into the 698 hour cohort, will prepare for entry level positions in Firefighting. Students first complete the 300 hour Emergency Medical Technician program, then continue directly into the Firefighter program. This program meets all curriculum requirements to prepare the student for the National Registry of Emergency medical technician assessment exam EMT-Basic, and for the State Firefighter certification exam.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Must be at least 18 years of age on or before the start of the program;
- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Complete a limited access EMT program application available on the program website

Completion Requirements

National Registry EMT Basic Exam passing score, Florida Board of Licensure Exam passing score.

Program Length

698 hours, 32 weeks

Location

Lake Worth Public Safety Training Complex

For More Information

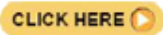
Fire Academy (561) 868-3900

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 698 |
|-------------------------|--|------------------|
| EMS0110 | Emergency Medical Technician | 300 |
| FFP0010 | Firefighter 1 | 206 |
| FFP0020 | Firefighter 2 | 192 |

Total Program Clock Hours: 698

For individualized course sequence



Gainful Employment

National employment opportunities include over 7200 job listings, with a median hourly rate of \$34.85

Career Path Notes

Career paths include promotional opportunities within Fire Departments for areas of administration, inspection, investigation and emergency management.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Emergency Management AS - Emergency Management Concentration

Emergency Management - Emergency Management Concentration (AS 2438E)

Type of Award

AS - Associate in Science

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).

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

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

For More Information

Barbara Cipriano, (561) 868-3633

To see when the course is offered, click the course number. To see a course description, click the course title.

| General Education | | Credits: 21 |
|-------------------------|--|-------------|
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| POS1041 | Introduction to American Government | 3 |

| | | |
|--------------------------------|---|-------------|
| | Any course from Natural Sciences - Area IV, Tier 1 & 2 | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Mathematics - Area III | 3 |
| Core Courses | | Credits: 27 |
| FFP1822 | Introduction to Emergency Management and Homeland Security | 3 |
| FFP1830 | Hazards Analysis and Impacts | 3 |
| FFP1820 | Basic Emergency Planning Concepts | 3 |
| FFP1841 | Business Contingency Planning | 3 |
| FFP1850 | Public Relations and Media Interactions in Emergency Management | 3 |
| FFP2800 | Public Education and Personnel Development in Emergency Management | 3 |
| SYG1251 | Cross-Cultural Communications | 3 |
| EVR2266 | Survey of Environmental Mapping/GIS/Remote Sensing | 3 |
| XXX2XXX | Public Health | 3 |
| Required Concentration Courses | | Credits: 12 |
| FFP2842 | Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation | 3 |
| FFP2840 | Emergency Response and Recovery Operations | 3 |
| FFP1882 | Emergency Operations Center (EOC) Operations and Design | 3 |
| DSC2XXX | Emergency Management Capstone | 3 |
| Total Program Credits: 60 | | |

For individualized course sequence [CLICK HERE](#)

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Emergency Management AS - Homeland Security Concentration

Emergency Management - Homeland Security Concentration (AS 2438H)

Type of Award

AS - Associate in Science

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).

Program Learning Outcomes

For detailed information, visit

www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

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

For More Information

Martin Deloach, deloachm@PalmBeachState.edu, (561) 868-3834

To see when the course is offered, click the course number. To see a course description, click the course title.

| General Education | | Credits: 21 |
|-------------------------|--|-------------|
| ENC1101 | College Composition 1 | 3 |
| ENC1102 | College Composition 2 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| POS1041 | Introduction to American Government | 3 |
| | Any course from Natural Sciences - Area IV, Tier 1 & 2 | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Mathematics - Area III | 3 |

| | | |
|--------------------------------|--|-------------|
| Core Courses | | Credits: 27 |
| FFP1822 | Emergency Management Systems Principles and Practices (Introduction to Emergency Management) | 3 |
| FFP1830 | Hazards Analysis and Impacts | 3 |
| FFP1820 | Basic Emergency Planning Concepts | 3 |
| FFP1841 | Business Contingency Planning | 3 |
| FFP1850 | Public Relations and Media Interactions in Emergency Management | 3 |
| FFP2800 | Public Education and Personnel Development in Emergency Management | 3 |
| SYG1251 | Cross-Cultural Communications | 3 |
| EVR2266 | Survey of Environmental Mapping/GIS/Remote Sensing | 3 |
| XXX2XXX | Public Health | 3 |
| Required Concentration Courses | | Credits: 12 |
| DSC1242 | Transportation and Border Security | 3 |
| DSC1590 | Intelligence Analysis and Security Management | 3 |
| DSC1002 | Terrorism and U.S. Security | 3 |
| DSC2XXX | Emergency Management Capstone | 3 |
| Total Program Credits: 60 | | |

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Emergency Management CCC

Emergency Management (6437)

Type of Award

CCC - College Credit Certificate

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).

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.

For More Information

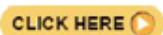
Barbara Cipriano, (561) 868-3633

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 24 |
|-------------------------|---|-------------|
| FFP1822 | Introduction to Emergency Management and Homeland Security | 3 |
| FFP1820 | Basic Emergency Planning Concepts | 3 |
| FFP1830 | Hazards Analysis and Impacts | 3 |
| FFP1882 | Emergency Operations Center (EOC) Operations and Design | 3 |
| FFP2842 | Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation | 3 |
| FFP2840 | Emergency Response and Recovery Operations | 3 |
| FFP1841 | Business Contingency Planning | 3 |
| EVR2266 | Survey of Environmental Mapping/GIS/ Remote Sensing | 3 |

Total Program Credits: 24

For individualized course sequence



Gainful Employment

For more 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 Associate in Science (A.S.) degree in Emergency Management - Emergency Management Concentration..

Career Center

<http://www.palmbeachstate.edu/career>

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Emergency Medical Services AS

Emergency Medical Services (2449)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State (www.palmbeachstate.edu/Admissions).

Completion Requirements

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

Program Length

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

Location

The program is offered on the Lake Worth campus.

For More Information

James J. Smith, smithjj@PalmBeachState.edu, (561) 868-3355

To see when the course is offered, click the course number. To see a course description, click the course title.

| General Education | | Credits: 15 |
|-------------------------|--|-------------|
| ENC1101 | College Composition 1 | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Mathematics - Area III | 3 |
| PSY2012 | General Psychology | |

-or-

| | | |
|---------------------------------|---|-------------|
| SYG2000 | Introduction to Sociology | 3 |
| Technical Core Required Courses | | Credits: 54 |
| EMS1158C | Emergency Medical Technician * | 12 |
| EMS2620C | Paramedic 1 | 12 |
| EMS2621C | Paramedic 2 | 12 |
| EMS2622C | Paramedic 3 | 5 |
| EMS2658 | Paramedic Clinical 3 | 2 |
| EMS2659 | Paramedic Field Internship | 1 |
| EMS2664 | Paramedic Clinical 1 | 4 |
| EMS2665 | Paramedic Clinical 2 | 6 |
| Electives - 4 Credits Required | | Credits: 4 |
| CGS1100 | Microcomputer Applications | 3 |
| EDF2005 | Introduction to the Teaching Profession | 3 |
| EDP2002 | Introduction to Educational Psychology | 3 |
| HSC2100 | Health Concepts and Strategies | 3 |
| HSC2531 | Medical Terminology | 3 |
| MNA2100 | Human Relations in Business | 3 |
| MNA2303 | Introduction to Public Personnel Management | 3 |
| MNA2345 | Principles of Supervision | 3 |
| POS1041 | Introduction to American Government | 3 |
| | Any course(s) from Area IV - Natural Sciences | |
| | Any FFP (Fire Science) College Credit Course | |
| | SELECT 4 ELECTIVE CREDITS | |

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 individualized course sequence [CLICK HERE](#)

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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Emergency Medical Technician (EMT-B) CCC

Emergency Medical Technician (6446) LIMITED ACCESS

Type of Award

CCC - College Credit Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Must be at least 18 years of age on or before the start of the program;

Complete an Application for Admission, located at

www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

Complete a limited access EMT program application found at

www.palmbeachstate.edu/programs/ems/EMT).

Special admission requirements are associated with this program. For details, call the program office at (561) 868-3355.

Completion Requirements

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

Program Length

Total program credits: 12. This is a one semester program.

Location

The program is offered at the Lake Worth campus.

For More Information

James J. Smith, smithjj@PalmBeachState.edu, (561) 868-3355

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Credits: 12

[EMS1158C](#)

[Emergency Medical Technician](#)

12

Total Program Credits: 12

For individualized course sequence [CLICK HERE](#)

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/oooh/>

O-Net Online: <http://online.onetcenter.org/>

Fire Officer Supervisor (Officer 1) CCC

Fire Officer Supervisor (Officer 1) (6622)

Type of Award

CCC - College Credit Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an Application for Admission, located at

www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

Must be a working or volunteer firefighters.

Completion Requirements

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

Program Length

This program is 12 credits.

Location

The program is offered at the Lake Worth campus.

For More Information

Kerry Weiss, Interim Director

weissk@palmbeachstate.edu (561) 868-3811

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits:12 |
|-------------------------|---|------------|
| FFP2120 | Building Construction Fire Protection | 3 |
| FFP2720 | Company Officer & Leadership | 3 |
| FFP2740 | Fire Service Course Delivery | 3 |
| FFP2810 | Firefighting Strategy and Tactics 1 | 3 |

Total Program Credits: 12

For individualized course sequence [CLICK HERE](#)

Employment Opportunities

Existing firefighters can enhance their opportunity for advancement or employment by completing this program. Approximately 17percent of all firefighters in Florida hold the rank of first line supervisor or are in the acting position on a regular basis.

Gainful Employment

For more 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

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Fire Science Technology AS

Fire Science Technology (AS 2195)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated April 26, 2018)

Type of Award

AS - Associate in Science

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 & strategies, fire prevention, fire investigation, company officer, and fire apparatus & equipment.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

Kerry Weiss, Interim Director

weissk@palmbeachstate.edu (561) 868-3811

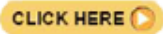
To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------------------|---|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition 1 | 3 |
| POS1041 | Introduction to American Government | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| MAC1105 | College Algebra | 3 |
| | -or- | |
| | Any course from Mathematics - Area III | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Natural Sciences - Area IV, Tier 1 & 2 | 3 |
| Required Courses | | Credits: 27 |
| FFP1505 | Fire Prevention | 3 |
| FFP1540 | Private Fire Protection Systems | 3 |
| FFP2120 | Building Construction Fire Protection | 3 |
| FFP2612 | Fire Behavior and Combustion | 3 |
| FFP2720 | Company Officer and Leadership | 3 |
| FFP2206 | Principles of Fire and Emergency Services Safety and Survival | 3 |
| FFP1000 | Introduction to Fire Science | 3 |
| FFP2770 | Legal and Ethical Issues for the Fire Service | 3 |
| FFP1301 | Fire Hydraulics | 3 |
| Electives - Choose 15 credits | | Credits: 15 |
| FFP2740 | Fire Service Course Delivery | 3 |
| FFP2810 | Firefighting Strategy and Tactics 1 | 3 |
| FFP2811 | Firefighting Strategy and Tactics 2 | 3 |

| | | |
|----------|--|----|
| FFP2741 | Fire Service Course Design | 3 |
| FFP2541 | Private Fire Protection Systems 2 | 3 |
| FFP2510 | Related Fire Codes and Standards | 3 |
| FFP2521 | Blueprint Reading and Plan Examination | 3 |
| EMS1158C | Emergency Medical Technician | 12 |

Total Program Credits: 60

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Firefighter PSAV

Firefighter (5043) LIMITED ACCESS

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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 I) covers orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling; loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals; salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination, the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

Part II (Firefighter II) prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports pre-incident survey and wildlife firefighting - 5130 & 5190. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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/academicervices/curriculum-and-programs).

Program Length

398 hours or approximately 12 weeks (3 months) for the day program and six months for the night program.

Location

This program is offered at the Lake Worth campus.

For More Information

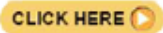
Fire Academy office, (561) 868-3900

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 398 |
|-------------------------|-------------------------------|------------------|
| FFP0010 | Firefighter 1 | 206 |
| FFP0020 | Firefighter 2 | 192 |

Total Program Clock Hours: 398

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Law Enforcement Officer Cross-Over Training to FL CMS Correctional Basic Recruit Training Program PSAV

Law Enforcement Officer Cross-Over Training to FL CMS Correctional Basic Recruit Training Program PSAV (5614)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission 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 Hours is 198

Location

This program is offered at the Lake Worth campus.

For More Information

Christine Todaro, todaroc@PalmBeachState.edu

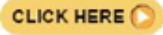
To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 198 |
|-------------------------|--|------------------|
| CJK0300 | Introduction to Corrections | 32 |
| CJK0305 | Correctional Communications | 40 |
| CJK0310 | Correctional Officer Safety | 16 |
| CJK0315 | Correctional Facility and Equipment | 8 |
| CJK0320 | Correctional Intake and Release | 18 |
| CJK0325 | Supervising in a Correctional Facility | 40 |
| CJK0330 | Supervising Special Populations | 20 |

| | | |
|---------|--|----|
| CJK0335 | Responding to Correctional Incidents and Emergencies | 16 |
| CJK0393 | Crossover Program Updates | 8 |

Total Program Clock Hours: 198

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Paramedic CCC

Paramedic (6450) LIMITED ACCESS

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/EMS/Paramedic

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].

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 75 on the NFSI.

Complete a limited access Paramedic program application found at

www.palmbeachstate.edu/programs/EMS/Paramedic.

Special admission requirements are associated with this program. For details, call the program office at (561) 868-3355.

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 and in the Spring term; all night classes in the Summer term.

Location

The program is offered at the Lake Worth campus.

For More Information

James J. Smith, smithjj@PalmBeachState.edu, (561) 868-3355

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 42 |
|--------------------------|--|-------------|
| EMS2620C | Paramedic 1 | 12 |
| EMS2621C | Paramedic 2 | 12 |
| EMS2622C | Paramedic 3 | 5 |
| EMS2664 | Paramedic Clinical 1 | 4 |
| EMS2665 | Paramedic Clinical 2 | 6 |
| EMS2658 | Paramedic Clinical 3 | 2 |
| EMS2659 | Paramedic Field Internship | 1 |

Total Program Credits: 42

For individualized course sequence [CLICK HERE](#)

Employment Opportunities

Employment opportunities are limited in this field, and graduates have a 60 percent job placement rate.

Gainful Employment

For more information about graduation rates, the median debt of students who completed the program, and other important information, please visit 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Public Safety Telecommunications PSAV

Public Safety Telecommunications PSAV (5455)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Phil Berlingo, berlingop@palmbeachstate.edu (561) 868-3378

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Clock Hours: 232

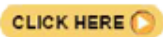
[EMS0000](#)

[Public Safety Telecommunicator](#)

232

Total Program Clock Hours: 232

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

SCIENCE AND ENVIRONMENT

Biotechnology AS

Biotechnology (2158)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx
- Cumulative grade point average (GPA) must be at least 2.6 in all-previous college work attempted.
- Attend a Mandatory Information Session. The schedule for upcoming information sessions can be found on the Biotechnology webpage.

Completion Requirements

Students must successfully complete all courses listed in the catalog for this program with a grade of C or higher.

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.

For More Information

Dr. Alexandra Gorgevska, Department Chair for Biotechnology & Natural Science gorgevs@PalmBeachState.edu, (561) 207-5003

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--------------------------|--|-------------|
| General Education | | Credits: 16 |
| ENC1101 | College Composition 1 | 3 |
| | Any course from Mathematics- Area III with an MAC prefix | 3 |
| BSC1010 | Principles of Biology 1 | 3 |
| BSC1010L | Principles of Biology 1 Lab | 1 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Required Courses | | Credits: 45 |

| | | |
|----------|---|---|
| BSC2421 | Introduction to Biotechnology and | 3 |
| BSC2421L | Introduction to Biotechnology Lab -or- | 2 |
| BSC1404C | Introduction to Biotechnological Methods * | 5 |
| BSC2420 | Biotechnology 1 | 3 |
| BSC2420L | Biotechnology 1 Lab | 2 |
| BSC2427 | Biotechnology 2, Molecular Biology, Cell & Immunobiology | 3 |
| BSC2427L | Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab | 2 |
| BSC2945C | Biotechnology Internship | 2 |
| BSC2416C | Introduction to Tissue Culture Lab | 2 |
| BSC2426C | Introduction to Biotechnology Instrumentation Lab | 2 |
| BSC2435 | Introduction to Bioinformatics | 1 |
| CHM1045 | General Chemistry 1 | 3 |
| CHM1045L | General Chemistry 1 Lab | 1 |
| CHM1046 | General Chemistry 2 | 3 |
| CHM1046L | General Chemistry 2 Lab | 1 |
| CHM2210 | Organic Chemistry 1 | 3 |
| CHM2210L | Organic Chemistry 1 Lab | 1 |
| CHM2211 | Organic Chemistry 2 | 3 |
| CHM2211L | Organic Chemistry 2 Lab | 1 |
| MCB2010 | Microbiology | 3 |
| MCB2010L | Microbiology Lab | 1 |
| STA2023 | Statistics | 3 |

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 individualized course sequence [CLICK HERE](#)

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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Biotechnology CCC

Biotechnology (6159)

Type of Award

CCC - College Credit Certificate

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 bachelors 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, instrumentation and includes an internship with local bioscience firms and institutions.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 Biotechnology credit certificate can be completed in 18 months. The certificate includes nineteen credits in Biotechnology skills.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

Dr. Alexandra Gorgevska, Department Chair for Biotechnology & Natural Science gorgevs@PalmBeachState.edu , (561) 207-5003

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 15 |
|--------------------------------|--|-------------|
| BSC2421 | Introduction to Biotechnology | 3 |
| BSC2421L | Introduction to Biotechnology Lab | 2 |
| BSC2420 | Biotechnology 1 | 3 |
| BSC2420L | Biotechnology 1 Lab | 2 |
| BSC2427 | Biotechnology 2, Molecular Biology, Cell & Immunobiology | 3 |
| BSC2427L | Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab | 2 |
| Electives (4 Credits Required) | | Credits: 4 |
| BSC2416C | Introduction to Tissue Culture Lab | 2 |

| | | |
|--------------------------|---|---|
| BSC2426C | Introduction to Biotechnology Instrumentation Lab | 2 |
| BSC2945C | Biotechnology Internship | 2 |

Total Program Credits: 19

All students must have the corequisites of CHM1045/L for BSC2420/L and the corequisites of CHM1046/L for BSC2427/L or complete these courses during their enrollment in the certificate.

For individualized course sequence [CLICK HERE](#)

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, 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 (AA) or the Associate in Science(AS) degree program in Biotechnology.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Biotechnology Laboratory Specialist CCC

Biotechnology Laboratory Specialist (6160)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/Biotechnology

Program Description

The College Credit Certificate program has been designed for AA students interested in biotechnology concepts, techniques and equipment. Relevant topics such as molecular biology, recombinant DNA technology, nucleic acid (DNA and RNA) extraction and analysis, plasmid transformation, polymerase chain reaction and agarose gel electrophoresis will be covered. Students will gain a solid foundation in biology, chemistry, and microbiology.

The Biotechnology Laboratory Specialist 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 30-credit certificate offers courses in biotechnology principles, biology, general chemistry and microbiology.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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 Biotechnology Laboratory Specialist college credit certificate can be completed in 12 months. The certificate includes 30 credits in biotechnology skills.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

Dr. Alexandra Gorgevska, Department Chair for Biotechnology & Natural Science gorgevs@PalmBeachState.edu , (561) 207-5003

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 30 |
|--------------------------|---|-------------|
| BSC2421 | Introduction to Biotechnology | 3 |
| BSC2421L | Introduction to Biotechnology Lab | 2 |
| BSC1010 | Principles of Biology 1 | 3 |
| BSC1010L | Principles of Biology 1 Lab | 1 |
| CHM1045 | General Chemistry 1 | 3 |
| CHM1045L | General Chemistry 1 Lab | 1 |
| BSC2420 | Biotechnology 1 | 3 |
| BSC2420L | Biotechnology 1 Lab | 2 |
| BSC2435 | Introduction to Bioinformatics | 1 |
| MCB2010 | Microbiology | 3 |
| MCB2010L | Microbiology Lab | 1 |
| CHM1046 | General Chemistry 2 | 3 |
| CHM1046L | General Chemistry 2 Lab | 1 |
| MAC1105 | College Algebra | 3 |

Total Program Credits: 30

For individualized course sequence



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, 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 (AA) or the Associate in Science(AS) degree program in Biotechnology.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Environmental Science Technician CCC

Environmental Science Technician (6561)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/EnvironmentalScience

Program Description

This certificate is part of the Environmental Science Technology AS degree program. Its content is aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in agriculture, food and natural resources.

Admission Requirements

Have a standard high school diploma or GED;
Complete an 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

30 credit hours.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

Dr. Jessica Miles, Department Chair, milesj@PalmBeachState.edu, (561) 207-5220

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 30 |
|--------------------------|---|-------------|
| ENC1101 | College Composition 1* | 3 |
| BSC1010 | Principles of Biology 1 | 3 |
| BSC1010L | Principles of Biology Lab | 1 |
| EVR1001 | Introduction to Environmental Science | 3 |
| CHM1045 | General Chemistry 1 | 3 |
| CHM1045L | General Chemistry 1 Lab | 1 |
| MAC1105 | College Algebra* | 3 |
| GLY2030C | Environmental Geology | 3 |
| EVS2193C | Environmental Sampling Techniques | 4 |
| EVS2601 | Hazardous Materials and Environmental Air Quality | 3 |
| EVS2020 | Scientific Monitoring and Data Methods | 3 |

Total Program Credits: 30

*Non-exempt students registering in these course will need to provide adequate placement scores to enroll. All courses used for General Education must be completed with a grade of "C" or higher.

For individualized course sequence

[CLICK HERE](#)

Employment Opportunities

Upon completion of this certificate, you may seek employment in an entry-level position related to environmental science field and lab work. Employment opportunities include positions with local environmental consulting firms and/or with public agencies when emergency responders are needed as a result of the presence of hazardous materials or for temporary/seasonal employment positions.

Career Path Notes

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Environmental Science Technology AS

Environmental Science Technology (2216)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

Jessica Miles, milesj@PalmBeachState.edu, (561) 207-5220

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|-------------------|--|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition 1 | 3 |
| MAC1105 | College Algebra | 3 |
| HSC2100 | Health Concepts and Strategies | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| GEA1000 | Principles of Geography and Conservation | 3 |
| | -or- | |
| | Any course from Social Science - Area V | 3 |
| | Any course from Humanities - Area II | 3 |
| Required Courses | | Credits: 46 |
| BSC1010 | Principles of Biology 1 | 3 |
| BSC1010L | Principles of Biology 1 Lab | 1 |
| EVR1001 | Introduction to Environmental Science | 3 |
| CHM1045 | General Chemistry 1 | 3 |
| CHM1045L | General Chemistry 1 Lab | 1 |
| GLY2030C | Environmental Geology | 3 |
| ORH2511 | Introduction to Plants of South Florida Ecosystems | 3 |
| EVR2266 | Survey of Environmental Mapping/GIS/Remote Sensing | 3 |
| EVR1007 | Florida's Environmental History | 3 |
| EVR2940 | Cooperative Work Experience-Environmental Science | 3 |
| EVS2193C | Environmental Sampling Techniques | 4 |
| EVR2858 | Environmental Law | 3 |
| EVS2601 | Hazardous Materials and Environmental Air Quality | 3 |
| EVS2015 | Writing for Science | 3 |
| EVS2020 | Scientific Monitoring and Data Methods | 3 |
| EVS2870C | Wildlife Ecology | 4 |

Total Program Credits: 64

For individualized course sequence



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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Hazardous Materials Specialist CCC

Hazardous Materials Specialist (6560)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/EnvironmentalScience

Program Description

This certificate is part of the Environmental Science Technology AS degree program. It covers analysis, handling, storage and dispensing of hazardous materials in accordance with appropriate federal, state, and local laws and regulations governing proper chemical management. Graduates of the certificate program should be able to: research applicable local, state and federal regulations and implement methods and strategies to ensure compliance; maintain records as required by the Occupational Safety and Health Administration, the Environmental Protection Agency, and the Department of Transportation; develop and implement hazardous materials handling procedures; plan for emergency response of hazardous materials incidents; and protect workers and communities from hazardous material exposures.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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

14 credit hours.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

Dr. Jessica Miles, Department Chair, milesj@PalmBeachState.edu, (561) 207-5220

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 14 |
|--------------------------|---|-------------|
| EVS2193C | Environmental Sampling Techniques | 4 |
| EVS2601 | Hazardous Materials and Environmental Air Quality | 3 |
| CHM1045 | General Chemistry 1 | 3 |
| CHM1045L | General Chemistry 1 Lab | 1 |

MAC1105

College Algebra*

3

Total Program Credits: 14

*Non-exempt students registering in this course will need to provide adequate placement scores to enroll. All courses used for General Education must be completed with a grade of "C" or higher.

For individualized course sequence

[CLICK HERE](#)

Employment Opportunities

Upon completion of this certificate, you may seek employment in an entry-level position related to environmental remediation and/or emergency response to a hazardous materials incident. Employment opportunities include positions with local environmental consulting firms and/or with public agencies when emergency responders are needed as a result of the presence of hazardous materials.

Career Path Notes

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Landscape and Horticultural Professional 1 CCC

Landscape and Horticultural Professional 1 (6220)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

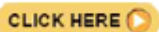
For More Information

George Rogers, Ph.D., Department Chair, rogersg@PalmBeachState.edu, (561) 207-5052

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---|---|-------------|
| Required Courses | | Credits: 6 |
| SWS1102 | Soils and Fertilizers | 3 |
| ORH2510 | Ornamental Plant Identification 1 | 3 |
| Required College Credit Certificate (CCC) Courses | | Credits: 12 |
| | Landscape and Horticulture Specialist (CCC 6219) | 12 |
| Total Program Credits: 18 | | |

For individualized course sequence



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

For more 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 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Landscape and Horticultural Professional 2 CCC

Landscape and Horticultural Professional 2 (6221)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

George Rogers, Ph.D., Department Chair, rogersg@PalmBeachState.edu, (561) 207-5052

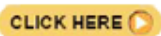
To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---|--|-------------|
| Required Courses | | Credits: 6 |
| PLS2220 | Plant Propagation | 3 |
| ORH1016 | Environmental Issues in Horticulture | 3 |
| Required College Credit Certificate (CCC) Courses | | Credits: 18 |
| | Landscape and Horticulture Professional 1 (CCC 6220) | 18 |
| Electives - Choose 6 credits | | Credits: 6 |
| BSC1005 | Concepts in Biology | 3 |
| BSC1010 | Principles of Biology 1 | 3 |
| LDE2510 | Computer-Aided Landscape Design | 3 |
| ORH1005L | Professional Landscape Installation and Maintenance | 3 |
| ORH1320 | Introduction to Palms and Their Culture | 3 |
| ORH1512 | Plant Selections for Landscape Situations | 3 |
| ORH1840 | Landscape Construction | 3 |
| ORH2241 | Arboriculture | 3 |
| ORH2251 | Florida Horticulture Professional Preparation | 3 |
| ORH2515 | Plants of the South Florida Ecosystems - Grasses, Sedges, Rushes, and Grass-Like Native Plants | 3 |
| ORH2521 | Horticultural Taxonomy | 3 |
| ORH2949C | Ornamental Horticulture Work Experience/ Internship | 3 |

Total Program Credits: 30

** Completed courses can only be used to meet one program requirement.

For individualized course sequence



Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises, and garden centers. Many of our students are self-employed in landscaping.

Gainful Employment

For more 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. in Landscape and Horticulture Management.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Landscape and Horticulture Management AS

Landscape and Horticulture Management (2191)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

George Rogers, Ph.D., Department Chair, rogersg@PalmBeachState.edu, (561) 207-5052

To see when the course is offered, click the course number. To see a course description, click the course title.

| General Education | | Credits: 19 |
|--------------------------|---------------------------------------|-------------|
| ENC1101 | College Composition 1 | 3 |
| BOT1010 | General Botany | 3 |
| BOT1010L | General Botany Lab | 1 |

| | | |
|-------------------------------|--|-------------|
| | Any course from Mathematics - Area III | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| | Any course from Humanities - Area II | 3 |
| | Any course from Social Science - Area V | 3 |
| Required Courses | | Credits: 33 |
| GCO2230 | Pumping and Irrigation Systems | 3 |
| PMA2213 | Plant Pest Management | 3 |
| MAN2021 | Principles of Management | |
| | -or- | |
| MNA2345 | Principles of Supervision | |
| | -or- | |
| ENT1000 | Fundamentals of Entrepreneurship | 3 |
| BOT2000 | Plant Physiology | 3 |
| ORH2510 | Ornamental Plant Identification 1 | 3 |
| HOS1010 | Introduction to Horticulture | 3 |
| LDE2000 | Introduction to Landscape Design | 3 |
| ORH1016 | Environmental Issues in Horticulture | 3 |
| PLS2220 | Plant Propagation | 3 |
| SWS1102 | Soils and Fertilizers | 3 |
| ORH1005L | Professional Landscape Installation and Maintenance | 3 |
| Electives - Choose 8 credits* | | Credits: 8 |
| ORH2515 | Plants of the South Florida Ecosystems - Grasses, Sedges, Rushes, and Grass-Like Native Plants | (1) |
| ORH2521 | Horticultural Taxonomy | (3) |
| LDE2510 | Computer-Aided Landscape Design | (3) |
| ORH1512 | Plant Selections for Landscape Situations | (3) |
| ORH2949C | Ornamental Horticulture Work Experience/ Internship | (3) |
| BSC1010 | Principles of Biology 1 | (3) |
| BSC1005 | Concepts in Biology | (3) |
| ORH2511 | Introduction to Plants of South Florida Ecosystems | (3) |
| ORH1320 | Introduction to Palms and Their Culture | (3) |
| ORH1840 | Landscape Construction | (3) |
| ORH2251 | Florida Horticulture Professional Preparation | (3) |
| ORH2241 | Arboriculture | (3) |
| SLS1302 | Career Information and Decision-Making | (1) |

| | | |
|---------|--|-----|
| SLS1303 | Job Search | (1) |
| SLS1501 | Introduction to the College Experience | (1) |

Total Program Credits: 60

* Completed courses can only be used to meet one program requirement.

For individualized course sequence

[CLICK HERE](#)

Employment Opportunities

Students may work in at golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises or garden centers. Many students are self-employed in landscaping.

Career Path Notes

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Landscape and Horticulture Specialist CCC

Landscape and Horticulture Specialist (6219)

Type of Award

CCC - College Credit Certificate

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.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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.

For More Information

George Rogers, Ph.D., Department Chair, rogersg@PalmBeachState.edu, (561) 207-5052

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 9 |
|------------------------------|--|------------|
| BOT2000 | Plant Physiology | 3 |
| HOS1010 | Introduction to Horticulture | 3 |
| LDE2000 | Introduction to Landscape Design | 3 |
| Electives - Choose 3 credits | | Credits: 3 |
| BSC1005 | Concepts in Biology | 3 |
| BSC1010 | Principles of Biology 1 | 3 |
| LDE2510 | Computer-Aided Landscape Design | 3 |
| ORH1005L | Professional Landscape Installation and Maintenance | 3 |
| ORH1320 | Introduction to Palms and Their Culture | 3 |
| ORH1512 | Plant Selections for Landscape Situations | 3 |
| ORH2241 | Arboriculture | 3 |
| ORH1840 | Landscape Construction | 3 |
| ORH2251 | Florida Horticulture Professional Preparation | 3 |
| ORH2515 | Plants of the South Florida Ecosystems - Grasses, Sedges, Rushes, and Grass-Like Native Plants | 3 |
| ORH2521 | Horticultural Taxonomy | 3 |
| ORH2949C | Ornamental Horticulture Work Experience/ Internship | 3 |

Total Program Credits: 12

* Completed course can only be used to meet one program requirement.

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

TRADE AND INDUSTRY

Alternative Energy Engineering Technology CCC

Alternative Energy Engineering Technology (CCC 6272)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/ElectricalPowerTech

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; and includes competency-based applied learning that contributes to the general employability skills, technical skills, and knowledge of all aspects of alternative energy careers.

Admission Requirements

Have a standard high school diploma or GED;
Complete an 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.

For More Information

Oleg Andric, Associate Professor, andrico@palmbeachstate.edu ,
(561) 207-5414

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 18 |
|--------------------------|---|-------------|
| ETP1322 | Electrical Power System | 3 |
| ETP1511C | Introduction to Bio Fuels | 3 |
| ETP1530C | Introduction to Wind Energy | 3 |
| ETP1402C | Introduction to Solar Energy | 3 |
| ETI1701 | Environmental Health and Safety | 3 |
| EVR2266 | Survey of Environmental Mapping/GIS/ Remote Sensing | 3 |

Total Program Credits: 18

For individualized course sequence



Employment Opportunities

Upon completion of this program, you may seek employment in an entry-level position in alternative energy industries: bio-fuels, wind industry 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 AS degree program. For more information, see www.palmbeachstate.edu/programs/ElectricalPowerTech.

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Apprenticeship PSAV

Apprenticeship Programs (appren)

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).

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.

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.

Some of the Apprenticeship programs require a high school diploma or GED.

Completion Requirements

Successfully complete all required courses.

Program Length

Programs require from four to five years to complete.

Location

Programs are offered at the Lake Worth campus and at various off-site locations.

For More Information

Kent Hartwig, hartwigk@palmbeachstate.edu, (561) 868-3541

For individualized course sequence



Employment Opportunities

Apprenticeships are available in:

Electrical Apprentice (5170)

Florida Electrical Apprenticeship

4 Year Program
Pamela Anderson
561-697-4893

HVAC Tech Apprentice (5266)
Florida Air Conditioning Apprenticeship
4 Year Program
Steve Sparks
561-262-7523

Career Path Notes

The successful completer is awarded an apprenticeship completion certificate, which confirms eligibility nationally for industry recognition of journey person status.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Automotive Service Technology PSAV

Automotive Service Technology (5458A)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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 knowledge and skills required for entry level employment in this high wage field.

Coursework for the Automotive Service Technology program prepares students for the Automotive Technician ASE (National Automotive Service Excellence) certification exams in Engine Repair (A1), Brakes (A5), Steering and Suspension (A4) Electricity and Electronics (A6), 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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

1. No high school diploma or GED required.

2. Complete an Application for admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
3. Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academicervices/curriculum-and-programs/Tabe-standards.aspx.
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.

Completion Requirements

1. Successfully complete all of the courses in the program.
2. All financial responsibilities must be satisfied.

Program Length

1800 hours or approximately a 1 1/2 years

Location

The program is offered at the Lake Worth campus.

For More Information

Program Director:

Eligio Marquez Jr., marqueze@palmbeachstate.edu, (561) 868-3542

To see when the course is offered, click the course number. To see a course description, click the course title.

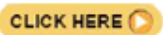
Required Courses

Clock Hours: 1800

| | | |
|-------------------------|---|-----|
| | Group A Automotive Services Assistor | |
| AER0014 | Introduction to Automotive Service | 300 |
| | Group B Engine Repair Technician | |
| AER0199 | Automotive Engine Repair | 150 |
| | Group C Automatic Transmission and Transaxle Technician | |
| AER0299 | Automotive Automatic Transmissions and Transaxles | 150 |
| | Group D Manual Drivetrain and Axle Technician | |
| AER0399 | Automotive Manual Transmissions and Transaxles | 150 |
| | Group E Automotive Suspension and Steering Technician | |
| AER0499 | Automotive Steering and Suspension | 150 |
| | Group F Automotive Brake System Technician | |
| AER0599 | Automotive Brake Systems | 150 |
| | Group G Automotive Electrical and Electronic System Technician | |
| AER0691 | Automotive Electrical and Electronic Systems 1 | 150 |
| AER0692 | Automotive Electrical and Electronic Systems 2 | 150 |

| | | |
|---------------------------------|---|-----|
| | Group H Automotive Heating and Air-Conditioning Technical | |
| AER0759 | Automotive Heating and Air Conditioning | 150 |
| | Group I Automotive Engine Performance Technician | |
| AER0891 | Automotive Engine Performance 1 | 150 |
| AER0892 | Automotive Engine Performance 2 | 150 |
| Total Program Clock Hours: 1800 | | |

For individualized course sequence



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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Barbering PSAV

Barbering (5395)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/Trades-BG

Program Description

The program includes theory and barber experience in hair styling, hair cutting, hair coloring, permanent waving and hair relaxing, manicures and pedicures, salon management, shaving and skin care services. In addition, coursework covers barbering law, ethics and other technical information related to the field.

Instruction is designed to prepare the student to successfully pass the Florida Barbering License exam. Upon passing the examination, the student will become a licensed barber.

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.

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 TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academic-services/curriculum-and-programs.

All applicants are encouraged to complete the federal FAFSA application for financial aid.

Completion Requirements

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

Students must pass the Test of Adult Basic Education (TABE) with the following minimum scores: Reading: 9; English: 9; Mathematics: 9; or qualify for TABE exemption.

All financial responsibilities must be satisfied.

Program Length

1,200 Clock hours; 40 weeks

Location

The program is offered at the Belle Glade campus.

For More Information

Contact Dr. Gloria McAllister, Program Director, at mcallisg@palmbeachstate.edu, (561) 993-1187.

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 1,200 |
|-------------------------|---|--------------------|
| COS0150 | Introduction to Barbering | 120 |
| COS0151 | Hair Shaping 1 for Barbers | 120 |
| COS0152 | Hair Shaping 2 for Barbers | 120 |
| COS0153 | Chemicals for Barbers | 120 |
| COS0154 | Hair Color for Barbers | 120 |
| COS0155 | Salon Management for Barbers | 120 |
| COS0156 | Shaving and Skin Care for Barbers | 120 |
| COS0415 | Advanced Hair Design for Barbers | 120 |
| COS0157 | Salon Practice 1 for Barbers | 120 |
| CSP0158 | Salon Practice 2 for Barbers | 120 |

Total Program Clock Hours: 1,200

Employment Opportunities

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

Gainful Employment

For more 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 barbering field.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Basic Automotive Service Technology PSAV

Basic Automotive Service Technology PSAV (5463)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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 knowledge and skills required for entry level employment in this high wage field.

Coursework for the Basic Automotive Service Technology 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 Basic 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.

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 Application for admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
3. Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academicservices/curriculum-and-programs.
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.

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 TABE exemption.
2. Successfully complete all of the courses in the program.
3. All financial responsibilities must be satisfied.

Program Length

The Basic Automotive Service Technology program is 1,050 hours long. The part-time program, offered in the evenings, is approximately 17 months long.

Location

The program is offered at the Lake Worth campus.

For More Information

Program Director:

Eligio Marquez Jr., marqueze@palmbeachstate.edu, (561) 868-3542

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 1,050 |
|----------------------------------|--|--------------------|
| | Group A Automotive Services Assistor | |
| AER0014 | Introduction to Automotive Services | 300 |
| | Group B Automotive Brake System Technician | |
| AER0599 | Automotive Brake Systems | 150 |
| | Group C Automotive Suspension and Steering Technician | |
| AER0499 | Automotive Steering and Suspension | 150 |
| | Group D Automotive Electrical and Electronic Technician | |
| AER0691 | Automotive Electrical and Electronic Systems 1 | 150 |
| AER0692 | Automotive Electrical and Electronic Systems2 | 150 |
| | Group E Engine Repair Technician | |
| AER0199 | Automotive Engine Repair | 150 |
| Total Program Clock Hours: 1,050 | | |

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 more 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

This PSAV program provides instruction in four areas of automobile specialization. Student competencies to exit the program for employment are established by the National Automotive Technician Education Foundation (NATEF)

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Basic Diesel Service Technology PSAV

Basic Diesel Service Technology (5468)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/Diesel

Program Description

This program is designed to prepare 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 knowledge and skills required for entry level employment in this high wage field.

Coursework for the Basic Diesel Service Technology 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 the ASE's website: 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.

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 Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
3. Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academicervices/curriculum-and-programs
4. Attend an 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.
3. All financial responsibilities must be satisfied.

Program Length

1050 hours approximately 17 months in evening program.

Location

The program is offered at the Lake Worth campus.

For More Information

Program Director:

Eligio Marquez Jr., marqueze@palmbeachstate.edu, (561) 868-3542

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Clock Hours: 1,050

Group A - Diesel Engine Mechanic/
Technician Helper

[DIM0004](#)

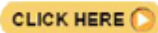
[Introduction to Diesel Technology](#)

150

| | | |
|---------|--|-----|
| | Group B - Diesel Electrical and Electronics Technician | |
| DIM0302 | Electrical and Electronic Systems 1 | 150 |
| DIM0303 | Electrical and Electronic Systems 2 | 150 |
| | Group C - Diesel Engine Technical | |
| DIM0014 | Diesel Engine Systems 1 | 150 |
| DIM0006 | Diesel Engine Systems 2 | 150 |
| | Group D - Diesel Brakes Technician | |
| DIM0007 | Heavy Truck Brake Systems 1 | 150 |
| DIM0008 | Heavy Truck Brake Systems 2 | 150 |

Total Program Clock Hours: 1,050

For individualized course sequence



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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Cosmetology PSAV

Cosmetology (5357)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 TABE exam if not exempt from TABE testing. To determine if you are exempt, please to go www.palmbeachstate.edu/academicservices/curriculum-and-programs.

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.

Program Length

Total program hours: 1,200. The program length for daytime classes (Monday - Friday 8:30 am to 3:30 pm) and full time evening classes (Monday - Friday 4:00 pm - 10:00 pm) is 12 months. The evening part time program (Monday - Thursday from 4:00 pm to 10 pm) is 13 months. New daytime classes for the Lake Worth campus begin in January, June and September. The evening full time program begins in September and the evening part time program begins in March.

Location

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

For More Information

Belle Glade campus - Gloria McAllister, mcallisg@palmbeachstate.edu, (561) 993-1175

Lake Worth campus - call (561) 868-3851

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 1,200 |
|-------------------------|---|--------------------|
| COS0200 | Cosmetology I - Introduction | 120 |
| COS0400 | Cosmetology Hair Shaping 1 | 120 |
| COS0301 | Cosmetology Hair Shaping 2 | 120 |
| COS0600 | Cosmetology 5 - Chemicals | 120 |
| COS0700 | Cosmetology 6 - Haircolor | 120 |
| COS0870 | Cosmetology 4 - Salon Management | 120 |
| CSP0240 | Facials | 120 |
| CSP0010 | Manicuring, Pedicuring, and Nail Extensions | 120 |
| CSP0011 | Salon Practice Lab 2 | 120 |
| CSP0300 | Salon Practice Lab 1 | 120 |

Total Program Clock Hours: 1,200

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 more 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Diesel Service Technology PSAV

Diesel Service Technology (5457A)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/Diesel

Program Description

This program is designed to prepare 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 knowledge and skills required for entry level employment in this high wage field.

Coursework for the Diesel Service Technology Program prepares students for the Medium/Heavy Truck Technician ASE (National Automotive Service Excellence) certification exams in Diesel Engines (T2), Brake Systems (T4), Electrical and Electronic Systems (T6), Drive Train (T3), Suspension and Steering (T5), Heating Ventilation and A/C (T7) and Preventive Maintenance and Inspection (T8). For further information, please refer to the ASE's website: 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.

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 Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
3. Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to (www.palmbeachstate.edu/academicservices/curriculum-and-programs).
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.

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

1800 hours or approximately a 1 1/2 years.

Location

The program is offered at the Lake Worth campus.

For More Information

Program Director:

Eligio Marquez Jr., marqueze@palmbeachstate.edu, (561) 868-3542

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Clock Hours: 1800

| | | |
|-------------------------|--|-----|
| | Group A - Diesel Engine Mechanic/ Technician Helper | |
| DIM0004 | Introduction to Diesel Technology | 150 |
| | Group B - Diesel Electrical and Electronics Technician | |
| DIM0302 | Electrical and Electronic Systems 1 | 150 |
| DIM0303 | Electrical and Electronic Systems 2 | 150 |
| | Group C - Diesel Engine Preventive Maintenance Technician | |
| DIM0103 | Preventive Maintenance Inspection | 150 |
| | Group D - Diesel Engine Technician | |
| DIM0014 | Diesel Engine Systems 1 | 150 |
| DIM0006 | Diesel Engine Systems 2 | 150 |
| | Group E - Diesel Brake Technician | |
| DIM0007 | Heavy Truck Brake Systems 1 | 150 |
| DIM0008 | Heavy Truck Brake Systems 2 | 150 |
| | Group F - Diesel Heating and Air Conditioning Technician | |
| DIM0610 | Heating and Air Conditioning | 150 |
| | Group G - Diesel Steering and Suspension Technician | |
| DIM0500 | Truck Steering and Suspension | 150 |
| | Group H - Diesel Drivetrain Technician | |
| DIM0201 | Drive Train Systems | 150 |
| | Group I - Diesel Hydraulics Technician | |
| DIM0106 | Hydraulic Systems | 150 |

Total Program Clock Hours: 1800

For individualized course sequence



Employment Opportunities

Upon completion of this program, students 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 more information about graduation rates, the median debt of students who completed the program, and other related information, see www.palmbeachstate.edu/areasofstudy/GainfulEmployment.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Electrical Power Technology AS

Electrical Power Technology (AS 2270)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

AS - Associate in Science

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.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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.

For More Information

Oleg Andric, Associate Professor, andrico@palmbeachstate.edu, (561) 207-5414

To see when the course is offered, click the course number. To see a course description, click the course title.

General Education

Credits: 18

| | | |
|-------------------------------|--|-------------|
| ENC1101 | College Composition 1 | 3 |
| MAC1105 | College Algebra | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| PSY2012 | General Psychology | 3 |
| PHY1001 | Applied Physics | 3 |
| | Any course from Humanities Area II | 3 |
| Core Program Requirements | | Credits: 40 |
| EET1015C | DC Circuit Analysis | 3 |
| EET1025C | AC Circuit Analysis | 3 |
| ETI1701 | Environmental Health and Safety | 3 |
| EVS2015 | Writing for Science | |
| | -or- | |
| EVR2266 | Survey of Environmental Mapping/GIS/ Remote Sensing * | 3 |
| ETP1322 | Electrical Power System | 3 |
| ETI1000 | Industrial Tools and Equipment | 3 |
| EET1215C | Introduction to Electronics | 3 |
| CET2123C | Microprocessors 1 | 3 |
| CET2127C | Microprocessors 2 | 3 |
| ETS2700C | Fluid and Pneumatic Controls | 3 |
| ETS2530C | Process Control Technology | 3 |
| EET2930C | Special Topics in Electrical Engineering | 4 |
| ETS2520C | Process Measurement Fundamentals | 3 |
| Electives (Select 10 credits) | | Credits: 10 |
| ETP1510C | Biofuels and Biomass | 3 |
| ETP2137C | Electrical Distribution Substations | 3 |
| ETI2941 | EPT Internship (6 credits) | 6 |
| ETI2942 | EPT Internship (3 credits) | 3 |
| ETP1511C | Introduction to Bio Fuels | 3 |
| ETP1530C | Introduction to Wind Energy | 3 |
| ETP1540 | Introduction to Hydro Power | 3 |
| ETP1402C | Introduction to Solar Energy | 3 |
| EVR2266 | Survey of Environmental Mapping/GIS/ Remote Sensing* | 3 |
| ETP2410C | Photovoltaic Technology | 2 |
| ETS1810C | Energy Efficient Buildings | 3 |
| ETP1400C | Distributed Electrical Power Generation and Storage | 2 |
| ETP1550 | Alternative Fuels and Electric Vehicle | 3 |

EET2325C

Electronic Communications Systems

3

Total Program Credits: 68

*Course may only be used once toward the A.S. degree.

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, 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Engineering Technology - Advanced Technology Concentration AS

Engineering Technology - Advanced Technology Concentration (AS 2550C)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018 and September 20, 2018)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/EngineeringTechnology

Program Description

The Engineering Technology program is designed for the student who is seeking an A.S. degree and preparing for a career in the engineering technology field or general electronics or alternative energies fields. It is also designed for employees in these fields who seek further education and career advancements. The skill set and knowledge acquired in the program applies to a variety of industries: manufacturing, engineering, aerospace, power, transportation and others.

Course content includes core courses in both electrical and mechanical engineering with special programs in advanced technology, alternative energy systems and electronics.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 of part time.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

Oleg Andric, Associate Professor, andrico@palmbeachstate.edu, (561) 207-5414

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|---|--|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition 1 | 3 |
| MAC1105 | College Algebra | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| PSY2012 | General Psychology | 3 |
| PHY1001 | Applied Physics | 3 |
| | Any course from Humanities - Area II | 3 |
| Core Courses | | Credits: 18 |
| ETM1010C | Mechanical Measurements and Instruments | 3 |
| ETI1701 | Environmental Health and Safety | 3 |
| ETI2110 | Introduction to Quality Assurance | 3 |
| ETI1830 | Materials and Processes 1 | 3 |
| ETD2320C | Introduction to AutoCAD | 3 |
| EET1084C | Electrical Circuits and Electronics | 3 |
| Required Concentration Courses | | Credits: 15 |
| EET2325C | Electronic Communication Systems | 3 |
| ETD2364C | SolidWorks Fundamentals | 3 |
| ETI2851C | Applied Mechanics | 3 |
| ETS2520C | Process Measurement Fundamentals | 3 |
| ETI1212C | Non-Destructive and Destructive Testing | 3 |
| Technical Electives - Choose 10 credits | | Credits: 9 |
| EET1611C | Standard Testing and Certification | 2 |
| ETI2411C | Manufacturing Process | 3 |
| ETD2218C | Geometric Dimensioning and Tolerancing | 2 |
| ETI1622 | Concepts of Lean Manufacturing and Six Sigma | 2 |
| ETD2340C | AutoCAD 2 | 3 |
| ETD2355C | AutoCAD 3D Modeling | 3 |
| ETD2371C | Introduction to 3D Printing | 3 |
| ETD2372C | Advanced Rapid Prototyping | 3 |
| ETD2950C | Special Topics in Engineering Technology | 4 |

ETD2941

Engineering Technology Internship

3

Total Program Credits: 60

Employment Opportunities

Upon completion of this program, you may seek employment in an entry-level position with a broad base of skills in engineering technology. There will be expanded employment opportunities due to Florida's projected additional engineering technologist needs. Job titles include technician in engineering technology, electronics, engineering, research and development, testing, drafting, alternative energies, or as engineering assistants, technologist.

Career Path Notes

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Engineering Technology - Alternative Energy Systems AS

Engineering Technology - Alternative Energy Systems Concentration (AS 2550A)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/EngineeringTechnology

Program Description

The Engineering Technology program is designed for the student who is seeking an A.S. degree and preparing for a career in the engineering technology field or general electronics or alternative energies fields. It is also designed for employees in these fields who seek further education and career advancements. The skill set and knowledge acquired in the program applies to a variety of industries: manufacturing, engineering, aerospace, power, transportation and others.

Course content includes core courses in both electrical and mechanical engineering with special programs in advanced technology, alternative energy systems and electronics.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 of part time.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

Oleg Andric, Associate Professor, andrico@palmbeachstate.edu, (561) 207-5414

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--|---|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition 1 | 3 |
| MAC1105 | College Algebra | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| PSY2012 | General Psychology | 3 |
| PHY1001 | Applied Physics | 3 |
| | Any course from Humanities - Area II | 3 |
| Core Courses | | Credits: 18 |
| ETM1010C | Mechanical Measurements and Instruments | 3 |
| ETI1701 | Environmental Health and Safety | 3 |
| ETI2110 | Introduction to Quality Assurance | 3 |
| ETI1830 | Materials and Processes 1 | 3 |
| ETD2320C | Introduction to AutoCAD | 3 |
| EET1084C | Electrical Circuits and Electronics | 3 |
| Required Concentration Courses | | Credits: 17 |
| ETP1322 | Electrical Power System | 3 |
| ETP1400C | Distributed Electric Power Generation and Storage | 2 |
| ETP1402C | Introduction to Solar Energy | 3 |
| ETP1511C | Introduction to Bio Fuels | 3 |
| ETP1530C | Introduction to Wind Energy | 3 |
| ETP1550 | Alternative Fuels and Electric Vehicle Technologies | 3 |
| Technical Electives - Choose 7 credits | | Credits: 7 |
| ETP2410C | Photovoltaic Technology | 2 |
| ETS1810C | Energy Efficient Buildings | 3 |
| ETP1510C | Biofuels and Biomass | 3 |
| ETD2950C | Special Topics in Engineering Technology | 4 |
| ETD2941 | Engineering Technology Internship | 3 |
| EVR2266 | Survey of Environmental Mapping/GIS/Remote Sensing | 3 |

Total Program Credits: 60

Employment Opportunities

Upon completion of this program, you may seek employment in an entry-level position with a broad base of skills in engineering technology. There will be expanded employment opportunities due to Florida's projected additional engineering technologist needs. Job titles include technician in engineering technology, electronics, engineering, research and development, testing, drafting, alternative energies, or as engineering assistants, technologist.

Career Path Notes

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Engineering Technology - Electronics Concentration AS

Engineering Technology - Electronics Concentration (AS 2550B)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

AS - Associate in Science

Program Website

www.palmbeachstate.edu/programs/EngineeringTechnology

Program Description

The Engineering Technology program is designed for the student who is seeking an A.S. degree and preparing for a career in the engineering technology field or general electronics or alternative energies fields. It is also designed for employees in these fields who seek further education and career advancements. The skill set and knowledge acquired in the program applies to a variety of industries: manufacturing, engineering, aerospace, power, transportation and others.

Course content includes core courses in both electrical and mechanical engineering with special programs in advanced technology, alternative energy systems and electronics.

Program Learning Outcomes

For detailed information, visit www.palmbeachstate.edu/learningoutcomes/Program-Learning-Outcomes.

Admission Requirements

- Have a standard high school diploma or GED;
- Complete an 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 of part time.

Location

The program is offered at the Palm Beach Gardens campus.

For More Information

Robert VanDerVelde, Associate Dean, vanderr@palmbeachstate.edu, (561) 207-5416

Oleg Andric, Associate Professor, andrico@palmbeachstate.edu, (561) 207-5414

Brenda Lesser, Administrative Assistant, (561) 207-5055

To see when the course is offered, click the course number. To see a course description, click the course title.

| | | |
|--|---|-------------|
| General Education | | Credits: 18 |
| ENC1101 | College Composition I | 3 |
| MAC1105 | College Algebra | 3 |
| SPC1017 | Fundamentals of Speech Communication | 3 |
| PSY2012 | General Psychology | 3 |
| PHY1001 | Applied Physics | 3 |
| | Any course from Humanities - Area II | 3 |
| Core Courses | | Credits: 18 |
| ETM1010C | Mechanical Measurements and Instruments | 3 |
| ETI1701 | Environmental Health and Safety | 3 |
| ETI2110 | Introduction to Quality Assurance | 3 |
| ETI1830 | Materials and Processes 1 | 3 |
| ETD2320C | Introduction to AutoCAD | 3 |
| EET2325C | Electronic Communications Systems | 3 |
| Required Concentration Courses | | Credits: 15 |
| EET1015C | DC Circuit Analysis | 3 |
| EET1025C | AC Circuit Analysis | 3 |
| EET1215C | Introduction to Electronics | 3 |
| CET2123C | Microprocessors 1 | 3 |
| CET2127C | Microprocessors 2 | 3 |
| Technical Electives - Choose 9 credits | | Credits: 9 |
| EET2724C | Schematic Capture and Modeling | 3 |
| EET1610C | Through-Hole Surface Mount Soldering | 2 |
| EET2620C | Advanced Surface Mount Soldering Technology | 2 |
| EET1141C | Analog Devices | 3 |
| EET1142C | Analog Circuits | 3 |
| EET2609C | Electronic Fabrication and Fiber Optics | 3 |
| ETD2950C | Special Topics in Engineering Technology | 4 |
| ETD2941 | Engineering Technology Internship | 3 |
| Total Program Credits: 60 | | |

Employment Opportunities

Upon completion of this program, you may seek employment in an entry-level position with a broad base of skills in engineering technology. There will be expanded employment opportunities due to Florida's projected additional engineering technologist needs. Job titles include technician in engineering technology, electronics, engineering, research and development, testing, drafting, alternative energies, or as engineering assistants, technologist.

Career Path Notes

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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Engineering Technology Support Specialist CCC

Engineering Technology Support Specialist (CCC 6551)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/EngineeringTechnology

Program Description

The Engineering Technology Support Specialist certificate prepares individuals for entry-level employment as engineering support specialists or engineering technicians in various engineering and manufacturing areas. This certificate program is the core of the Engineering Technology degree program. Credits earned toward this certificate can be applied toward the A.S. in Engineering Technology degree.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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

18 credit hours

Location

This program is offered at the Palm Beach Gardens campus.

For More Information

Oleg Andric, Associate Professor, andrico@palmbeachstate.edu, (561) 207-5414

To see when the course is offered, click the course number. To see a course description, click the course title.

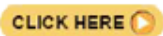
| Required Courses | | Credits: 18 |
|--------------------------|---|-------------|
| ETM1010C | Mechanical Measurements and Instruments | 3 |
| ETI1701 | Environmental Health and Safety | 3 |
| ETI2110 | Introduction to Quality Assurance | 3 |
| EET1084C | Electrical Circuits and Electronics | |

-or-

| | | |
|----------|---------------------------|---|
| EET1015C | DC Circuit Analysis | 3 |
| ETD2320C | Introduction to AutoCAD | 3 |
| ETI1830 | Materials and Processes 1 | 3 |

Total Program Credits: 18

For individualized course sequence



Employment Opportunities

Upon completion of this certificate, you may seek employment in an entry-level position in varying areas of engineering and manufacturing. There will be expanded employment opportunities due to Florida's projected additional needs for engineering technologists. Job titles include technician in engineering technology, engineering specialist, manufacturing technician, manufacturing specialist, engineering assistant or technologist.

Career Path Notes

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Facials Specialty PSAV

Facials Specialty (5355)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 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.

For More Information

Belle Glade Campus - Gloria McAllister, mcallisg@palmbeachstate.edu, 561-993-1175

Lake Worth campus - Cherri McKinnon, mckinnoc@palmbeachstate.edu, (561) 868-3851

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Clock Hours: 260

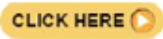
[CSP0260](#)

[FACIAL SPECIALIST](#)

260

Total Program Clock Hours: 260

For individualized course sequence



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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Facilities Maintenance PSAV

Facilities Maintenance (5248)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/FacilitiesMaintenance.

Program Description

This program is designed to prepare students for employment maintaining facilities to keep machines, mechanical equipment or the structure of an establishment in repair. A combination of technical theory and practical hands-on instruction provide students with the "real-work skills" required for entry level employment in this high-wage Field.

Coursework for the Facilities Maintenance program provides students with certifications in:

- OSHA 10
- Fire stop safety
- Lock out tag out
- Fall protection
- NCCER Carpentry Level 1
- NCCER Welding sections to Level 1

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

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.
- Attend a program informational session or contact the program director.
- Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to (www.palmbeachstate.edu/academic-services/curriculum-and-programs).
- See a program advisor.

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.

Program Length

Total program clock hours: 900. Approximate program length: 19 months (75 weeks).

Location

This program is offered at the Lake Worth campus.

For More Information

Contact Program Director Brent Ebner at (561) 868-3541 or ebnerb@palmbeachstate.edu

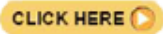
To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 900 |
|-------------------------|---|------------------|
| | Group A | |
| BCV0407 | Core Skills for Facilities Maintenance | 150 |
| BCV0410 | Carpentry Skills for Facilities Maintenance | 150 |
| BCV0460 | Electrical Skills, Solar and Blueprint Reading for Facilities Maintenance | 150 |
| | Group B | |
| BCV0440 | Application of HVAC Skills and Weatherization for Facilities Maintenance | 150 |
| | Group C | |

| | | |
|---------|---|-----|
| BCV0480 | Plumbing Skills and Landscape for Facilities Maintenance | 150 |
| | Group D | |
| BCV0481 | Pest Control, Appliance Repair, NCCER Welding Skills and Surface Treatment for Facilities Maintenance | 150 |

Total Program Clock Hours: 900

For individualized course sequence



Employment Opportunities

Upon completion of this program, students may seek employment as entry-level maintenance technicians with a variety of employers including hospitals, resorts/hotels, school district/colleges/universities, nursing homes, housing developments and government facilities.

Gainful Employment

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Heating, Ventilation, Air Conditioning and Refrigeration PSAV

Heating, Ventilation, Air Conditioning and Refrigeration (5267)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 Application for Admission, located at

www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to (www.palmbeachstate.edu/academicservices/curriculum-and-programs).

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.

Program Length

Total program hours: 1,350.

Location

The program is offered at the Lake Worth campus.

For More Information

Interim Program Director - Lynmarie Gomes Highsmith, gomeshl@PalmBeachState.edu, (561) 868-3547

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses Clock Hours: 1,350

| Required Courses | | Clock Hours: 1,350 |
|-------------------------|--|--------------------|
| | Group A - Heating, A/C, and Refrigeration Helper | |
| ACR0501 | Air-Conditioning, Refrigeration and Heating Helper 1 | 125 |
| ACR0549 | Air-Conditioning, Refrigeration and Heating Helper 2 | 125 |
| | Group B - Heating, A/C, and Refrigeration Mechanic Assistant | |
| ACR0530 | Air-Conditioning, Refrigeration and Heating Mechanic Assistant 1 | 125 |
| ACR0706 | Air-Conditioning, Refrigeration and Heating Mechanic Assistant 2 | 125 |
| | Group C - Heating, A/C, and Refrigeration Mechanics | |
| ACR0307 | Air-Conditioning, Refrigeration and Heating Mechanic 1 | 125 |
| ACR0622 | Air-Conditioning, Refrigeration and Heating Mechanic 2 | 125 |
| ACR0430 | Air-Conditioning, Refrigeration and Heating Mechanic 3 | 100 |
| ACR0816 | Air-Conditioning, Refrigeration and Heating Mechanic 4 | 150 |
| | Group D - Heating, A/C, and Refrigeration Technician | |
| ACR0710 | Air-Conditioning, Refrigeration and Heating Technician 1 | 125 |
| ACR0066 | Air-Conditioning, Refrigeration and Heating Technician 2 | 125 |
| ACR0961 | Air-Conditioning, Refrigeration and Heating Technician 3 | 100 |

Total Program Clock Hours: 1,350

For individualized course sequence

[CLICK HERE](#)

Employment Opportunities

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

Gainful Employment

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Heavy Equipment Service Technician PSAV

Heavy Equipment Service Technician

(5456) (**Formally Heavy Equipment Mechanic**)

ADDENDUM October 16, 2018 (action based on curriculum minutes dated March 29, 2018)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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/academicservices/curriculum-and-programs).

Program Length

Total program hours: 1,800. Approximate program length: 30 months evening students.

Location

The program is offered at the Belle Glade campus.

For More Information

Gloria McAllister, mcallisg@pallmbeachstate.edu, (561) 993-1175

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 1,800 |
|-------------------------|---|--------------------|
| DIM0840 | Introduction to Heavy Equipment Mechanic | 150 |
| DIM0841 | Heavy Equipment Mechanic Systems | 150 |
| DIM0842 | Heavy Equipment Engine Systems | 150 |
| DIM0843 | Electrical/Electronic Systems in Heavy Equipment 1 | 150 |
| DIM0844 | Electrical/Electronic Systems in Heavy Equipment 2 | 150 |
| DIM0850 | Heavy Equipment Brake Systems | 150 |
| DIM0846 | Hydraulic Systems in Heavy Equipment | 150 |
| DIM0847 | Heavy Equipment Steering/Suspension | 150 |
| DIM0848 | Drive Train Systems in Heavy Equipment 1 | 150 |
| DIM0849 | Drive Train Systems in Heavy Equipment 2 | 150 |
| DIM0851 | Heating and Air Conditioning Systems in Heavy Equipment | 150 |
| DIM0845 | Preventive Maintenance Inspection in Heavy Equipment | 150 |

Total Program Clock Hours: 1,800

Employment Opportunities

Entry-level mechanic positions such as bus, heavy trucks and other diesel applications.

Gainful Employment

For more 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.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Machining Technology PSAV

Machining Technology (5459)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to (www.palmbeachstate.edu/academicervices/curriculum-and-programs).

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.

Program Length

Total program hours: 1,500. Approximate program length: 13 months.

Location

The program is offered at the Lake Worth campus.

For More Information

Interim Program Director - Lynnmarie Gomes Highsmith,
gomeshl@palmbeachstate.edu, (561) 868-3547

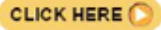
To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses Clock Hours: 1,500

| | | |
|-------------------------|--|-----|
| | Group A Machinist Helper | |
| PMT0202 | Machinist Helper 1 | 150 |
| PMT0201 | Machinist Helper 2 | 150 |
| | Group B Machine Operator | |
| PMT0211 | Machinist Operator 1 | 150 |
| PMT0230 | Machinist Operator 2 | 150 |
| | Group C Machine Set-up Operator | |
| PMT0229 | Machinist Setup Operator 1 | 150 |
| PMT0500 | Machinist Setup Operator 2 | 150 |
| PMT0510 | Machinist Setup Operator 3 | 150 |
| PMT0260 | Machinist Setup Operator 4 | 150 |
| | Group D Machinist | |
| PMT0258 | Machinist 1 | 150 |
| PMT0259 | Machinist 2 | 150 |

Total Program Clock Hours: 1,500

For individualized course sequence



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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Nails Technician PSAV

Nails Technician (5356)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 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.

For More Information

Belle Glade Campus - Gloria McAllister, mcallisg@palmbeachstate.edu, (561) 993-1175

Lake Worth campus - Cherri McKinnon, mckinnoc@palmbeachstate.edu, (561) 868-3851

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Clock Hours: 240

[CSP0013](#)

[Nail Specialist](#)

240

Total Program Clock Hours: 240

For individualized course sequence



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 Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Rapid Prototyping Specialist CCC

Rapid Prototyping Specialist (CCC 6552)

Type of Award

CCC - College Credit Certificate

Program Website

www.palmbeachstate.edu/programs/EngineeringTechnology

Program Description

This certificate prepares students for entry-level technical jobs in high tech production, manufacturing, distribution and engineering research and development facilities. The certificate is designed for the student who is preparing for a career in the engineering technology or high tech manufacturing fields. It is also designed for employees in these fields who seek further education and career advancements.

Admission Requirements

Have a standard high school diploma or GED;

Complete an 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

12 credit hours

Location

This program is offered at the Palm Beach Gardens campus.

For More Information

Oleg Andric, Associate Professor, andrico@palmbeachstate.edu, (561) 207-5414

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Credits: 12 |
|---------------------------|---|-------------|
| ETD2320C | Introduction to AutoCAD | 3 |
| ETD2364C | SolidWorks Fundamentals | 3 |
| ETD2371C | Introduction to 3D Printing | 3 |
| ETD2372C | Advanced Rapid Prototyping | 3 |
| Total Program Credits: 12 | | |

For individualized course sequence



Employment Opportunities

Upon completion of this certificate, you may seek employment in an entry-level position with a base of skills in drafting and prototyping in engineering technology. There will be expanded employment opportunities due to Florida's projected additional need for engineering technologists. Job titles include technician in engineering technology, prototyping specialist, prototyping technician, and prototyping, drafting, or engineering assistants or technologist.

Career Path Notes

Credits earned in this certificate program will transfer into the Engineering Technology: Advanced Technology Concentration Associate in Science (A.S.) degree.

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

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Residential and Commercial Electrician PSAV

Residential and Commercial Electrician (5246)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 Application for Admission, located at

www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to

(www.palmbeachstate.edu/academicservices/curriculum-and-programs).

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.

Program Length

Total program hours: 1,200. Approximate program length: 12 months.

Location

The program is offered at the Lake Worth campus.

For More Information

Contact Program Director Brent Ebner at (561) 868-3541 ebnerb@palmbeachstate.edu

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 1,200 |
|-------------------------|--------------------------------------|--------------------|
| | Group A - Electrician Helper | |
| BCV0600 | Electrician Helper 1 | 150 |
| BCV0601 | Electrician Helper 2 | 150 |
| | Group B - Residential Electrician | |
| BCV0641 | Residential Wiring 1 | 150 |
| BCV0642 | Residential Wiring 2 | 150 |
| BCV0644 | Residential Wiring 3 | 150 |
| | Group C - Commercial Electrician | |
| BCV0660 | Commercial Wiring 1 | 150 |
| BCV0661 | Commercial Wiring 2 | 150 |
| BCV0655 | Commercial Wiring 3 | 150 |

Total Program Clock Hours: 1,200

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 more 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 have the option of starting work in the electrical industry and continuing their education through the Apprenticeship programs.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Security Systems Technician PSAV (5249)

Security Systems Technician (5249)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

Program Website

www.palmbeachstate.edu/programs/SecuritySystems

Program Description

This program of instruction is designed to lead students through a high technology, multi-discipline set of content areas that will lead to employment installing and repairing security and home automation systems. These systems have become so advanced that it is possible to arm security, turn on lights, and lock doors via a smartphone.

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 Application for Admission, located at

www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.

- Take the Test of Adult Education (TABE) before registering for classes.

Completion Requirements

Students must successfully complete all courses 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/academicervices/curriculum-and-programs).

Program Length

This program is 1200 hours.

Location

The program is offered at the Lake Worth campus.

For More Information

Contact Program Director Brent Ebner at (561) 868-3541 or ebnerb@palmbeachstate.edu

To see when the course is offered, click the course number. To see a course description, click the course title.

Required Courses

Clock Hours: 1200

| | | |
|-------------------------|--|-----|
| | Group A - Security and Automation Systems Technician Helper | |
| BCV0001 | Core Skills for Security and Automation Systems Technician | 150 |

| | | |
|---------|--|-----|
| BCV0811 | Level 1 Security and Automation Systems Technician | 150 |
| | Group B - Security and Automation Systems Technician Applied Skills | |
| BCV0812 | Level 2 Security and Automation Systems Technician | 150 |
| BCV0813 | Level 3 Security and Automation Systems Technician | 150 |
| BCV0814 | Level 4 Security and Automation Systems Technician | 150 |
| | Group C - Security and Automation Systems Technician Advanced Skills | |
| BCV0815 | Level 5 Security and Automation Systems Technician | 150 |
| BCV0816 | Level 6 Security and Automation Systems Technician | 150 |
| BCV0817 | Level 7 Security and Automation Systems Technician | 150 |

Total Program Clock Hours: 1200

For individualized course sequence



Employment Opportunities

This program supports an industry which has a substantial hiring base and continues to grow at a higher than average rate for employment. The program is supported by area companies providing turnkey gate automation, video and access control systems, building automation, nurse call and fire alarm businesses.

Career Path Notes

Students have the option of starting work in the electrical industry and continuing their education through the Apprenticeship programs.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Welding Technology PSAV

Welding Technology (5460)

Type of Award

PSAV - Post Secondary Adult Vocational Certificate

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.

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 Application for Admission, located at www.palmbeachstate.edu/admissions/Admissions-Applications.aspx.
- Take the TABE exam if not exempt from TABE testing. To determine if you are exempt, please go to www.palmbeachstate.edu/academic-services/curriculum-and-programs.

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.

Program Length

Total program hours: 1,050. Approximate program length: one year full-time Lake Worth, 18 months evening students Belle Glade.

Location

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

For More Information

Program Director - Gloria McAllister, mcallisg@palmbeachstate.edu, (561) 993-1175 - Belle Glade campus

Program Director - Lynnmarie Highsmith, gomeshl@palmbeachstate.edu, (561) 868-3547 - Lake Worth campus

To see when the course is offered, click the course number. To see a course description, click the course title.

| Required Courses | | Clock Hours: 1,050 |
|-------------------------|---|--------------------|
| PMT0108 | Introduction to Welding | 120 |
| PMT0109 | Introduction to Welding 2 | 120 |
| PMT0126 | Shielded Metal Arc Welding | 120 |
| PMT0127 | Shielded Metal Arc Welding Advanced | 120 |
| PMT0147 | Gas Metal Arc Welding | 120 |
| PMT0143 | Flux Cored Arc Welding | 120 |
| PMT0150 | Gas Tungsten Arc Welding | 120 |
| PMT0151 | Gas Tungsten Arc Welding - Advanced | 120 |
| PMT0074 | Practical Welding Applications | 90 |

Total Program Clock Hours: 1,050

For individualized course sequence



Employment Opportunities

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

Gainful Employment

For more information about graduation rates, the median debt of students who completed the program, and other important information, please visit www.palmbeachstate.edu/areasofstudy/GainfulEmployment.

Career Center

www.palmbeachstate.edu/Career

For more information about employment opportunities including job outlook and salary information visit:

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

O-Net Online: <http://online.onetcenter.org/>

Courses Introduction

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.

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, click the Course Listing link above or [visit this site](#).

When considering enrollment in courses offered at Palm Beach State, students in Associate in Science (A.S.) or certificate (C.C.C.) 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. View a list of [program contacts](#).

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.FloridaShines.org, or www.palmbeachstate.edu/admissions/Transfer-Students.aspx.

Honors College Courses

Honors College Courses are standard courses that have been enhanced for the Honors student, and approved to be offered by the discipline faculty cluster and the Honors Advisory Committee. To enroll in these courses, students must apply and be admitted to the Dr. Floyd F. Koch Honors College. Go to the [Honors College Website](#) to apply to the College and find out about awards and scholarships that may be available for you. Go to [Honors College Courses](#) to see the current list of Honors courses.

Florida's Statewide Course Numbering System.

All public two- and four-year colleges and universities in Florida and 31 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 - developmental education credit, vocational developmental education and postsecondary adult vocational (PSAV)
(*Courses with level "0" do not transfer.*)

1 - freshman year

2 - sophomore year

3 - junior year

4 - senior year

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. 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 developmental education and vocational 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 developmental education, vocational developmental education, and PSAV courses (level "0") 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, e-mail spaing@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>.

Courses

- ACG2022 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.)
- ACG2071 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.)
- ACG2100 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.
- ACG2360 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.
- ACG2450 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.
- ACR0066 Air-Conditioning, Refrigeration and Heating Technician 2 (PSAV)**
125 clock hours
Corequisites: ACR0710 (or ACR0963), VPI0100, VPI0200, VPI0300
This course provides lecture, demonstration and hands-on practice in troubleshooting air quality, installing air distribution systems and evaluating commercial airside systems. Students will also learn to balance an air distribution system.
- ACR0307 Air-Conditioning, Refrigeration and Heating Mechanic 1 (PSAV)**
125 clock hours
Corequisites: ACR0706, VPI0100, VPI0200, VPI0300
This course provides lecture, demonstration and hands-on practice for the HVAC mechanic. Students will learn basic principles of HVAC piping sizing and assist on an installation of a residential HVAC system.
- ACR0430 Air-Conditioning, Refrigeration and Heating Mechanic 3 (PSAV)**
100 clock hours
Corequisites: ACR0622, VPI0100, VPI0200, VPI0300
This course provides lecture, demonstration and hands-on practice for combustion type heating.
- ACR0501 Air-Conditioning, Refrigeration and Heating Helper 1 (PSAV)**
125 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides lecture, demonstration and hands-on practice in introductory HVACR theory. Personal and industrial safety in the use of tools and handling of materials is emphasized in laboratory activities. Basic mathematic knowledge is reviewed.

- ACR0932-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.
- ACR0933-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.
- ACR0934-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.
- ACR0935-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.
- ACR0936-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.
- ACR0937-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.
- ACR0940** **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.
- ACR0941** **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.

- ACR0942** **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.
- ACR0943** **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.
- ACR0944** **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.
- ACR0945** **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.
- ACR0946** **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.
- ACR0947** **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.
- ACR0961** **Air-Conditioning, Refrigeration and Heating Technician 3 (PSAV)**
100 clock hours
Corequisites: ACR0066 (or ACR0964), VPI0100, VPI0200, VPI0300
This course provides lecture, demonstration and hands-on practice in troubleshooting and repair of commercial systems. Students will also be assessed in systems operations and learn how to make recommendations for residential and commercial applications.
- AER0014** **Introduction to Automotive Services (PSAV)**
300 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, applied academics, workplace skills and customer service. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

- AER0199 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. Course will consist of both classroom and laboratory activities designed to meet industry standards and safety.
- AER0299 Automotive Automatic Transmissions and Transaxles (PSAV)**
150 clock hours
Corequisites: AER0692 (with a grade of C or higher), 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.
- AER0399 Automotive Manual Transmissions and Transaxles (PSAV)**
150 clock hours
Corequisites: AER0692 (with a grade of C or higher), 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.
- AER0499 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.
- AER0599 Automotive Brake Systems (PSAV)**
150 clock hours
Corequisites: AER0692 (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.
- AER0691 Automotive Electrical and Electronic Systems 1 (PSAV)**
150 clock hours
Corequisites: AER0014 (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.
- AER0692 Automotive Electrical and Electronic Systems 2 (PSAV)**
150 clock hours
Corequisites: AER0691 (with a 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.
- AER0759 Automotive Heating And Air Conditioning (PSAV)**
150 clock hours
Corequisites: AER0692 (with a grade of C or higher), 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.

- AER0891 Automotive Engine Performance 1 (PSAV)**
150 clock hours
Corequisites: AER0692 (with a grade of C or higher), 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.
- AER0892 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. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.
- AMH2010 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. (*)
- AMH2020 United States History from 1865 to Present (AA)**
3 credits (3 lecture hours)
A continuation of AMH2010, this course emphasizes the development of the United States into a world power and the internal, economic, social, political and cultural movements and forces. (*)
- AMH2091 African-American History (AA)**
3 credits (3 lecture hours)
This is a survey course of African American History including the emergence and evolution of the African American experience in the Western Hemisphere from the sixteenth century to the twenty-first century. Emphasis will be placed on the African American's economic, political, and cultural development and their contributions to American society.
- AML2010 American Literature to 1865 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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. (*)
- AML2020 American Literature After 1865 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (with a grade or 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. (*)
- AML2600 African American Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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. (*)

AML2631 Hispanic American Literature (AA)**3 credits (3 lecture hours)****Prerequisite: ENC1101 (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. (*)

AML2660 Jewish American Literature (AA)**3 credits (3 lecture hours)****Prerequisite: ENC1101 (with a grade of C or higher) 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. (*)

ANT2000 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. (*)

ANT2100 Introduction to Archaeology (AA)**3 credits (3 lecture hours)**

This course will examine the history and methodology of archaeology, a sub-discipline of anthropology. Students will learn archaeological concepts and procedures and see how they are used to make and study finds in order to illuminate the past. This course will scrutinize archaeology's application in the modern world by working through ethical issues and practical challenges that confront archaeologists today.

ANT2100L Introduction to Archaeology Lab (AA)**1 credits (2 lab hours)****Corequisite: ANT2100 (with a grade of C or higher)**

Field experience through local historic preservation and archaeological organizations. Students participate in site planning, archaeological excavation, artifact cleaning and documentation.

APA1111 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.

APA2172 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.

ARC1002 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.

ARC1131C 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.

- ARC1132C** **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.
- ARC1301C** **Architectural Design 1 (AA)**
4 credits (3 lecture hours, 2 lab hours)
Corequisite: ARC1131C, 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.
- ARC1302C** **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.
- ARC1701** **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.
- ARC1702** **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.
- ARC2180CR** **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.
- ARC2190CR** **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.
- ARC2201** **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.

ARC2303C Architectural Design 3 (AA)**4 credits (3 lecture hours, 2 lab hours)****Prerequisites: ARC1302C, ARC2201(or ARC2212) Corequisite: ARC2461**

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.

ARC2304C 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.

ARC2461 Materials and Methods of Construction 1 (AA)**3 credits (3 lecture hours)****Corequisite: ARC2303C**

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.

ARC2501 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.

ARH1000 Art Appreciation (AA)**3 credits (3 lecture hours)****Prerequisite: Non-exempt students must provide appropriate English and reading placement scores or course completion required to enroll in this General Education course.**

This course will survey art, architecture, and design from the past and present. Emphasis will be placed on the artist's role in society, and various art media and methods of production. Students will evaluate contextual and cultural factors and their influence on the patronage and production of formal visual languages. (*)

ARH2050 Art History: Ancient to Renaissance (AA)**3 credits (3 lecture hours)****Prerequisite: Non-exempt students must provide appropriate English and reading placement scores or course completion required to enroll in this General Education course.**

A comparative exploration of art, architecture, and design from the paleolithic period to the Renaissance. Various art forms will be studied critically with regards to their formal quality as well as the larger context of world events and philosophy. Emphasis will be placed on the artist's role in society. (*)

ARH2051 Art History: Renaissance to Contemporary (AA)**3 credits (3 lecture hours)****Prerequisite: Non-exempt students must provide appropriate English and reading placement scores or course completion required to enroll in this General Education course.**

A comparative exploration of art, architecture, and design from the Renaissance to the present. Various art forms will be studied critically with regards to their formal qualities as well as the larger context of world events and philosophy. Emphasis will be placed on the artist's role in society. (*)

- ART1201C** **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.
- ART1203C** **Three-Dimensional Design (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART1201C, ART1300C
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.
- ART1205C** **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.
- ART1300C** **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.
- ART1301C** **Drawing 2 (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: 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.
- ART1750C** **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.
- ART1751C** **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.
- ART2330C** **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.
- ART2500C** **Painting 1 (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: 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.
- ART2501C** **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.

ART2502C 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.

ART2600C 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.

ART2754C Sculpture 1 (AA)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ART 1203C or instructor permission required**

This course in sculpture is to develop aesthetic expression through exploration of additive and subtractive procedures in ceramics. This will include the utilization of slab building, coil construction, carving, mold-making and casting.

AST1002 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. (*)

AST1002L Descriptive Astronomy Lab (AA)**1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BAN1004 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.

BCA0350 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.

BCA0351 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.

BCA0352 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.

- BCA0353** **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.
- BCA0354** **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.
- BCA0355** **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.
- BCA0356** **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.
- BCA0357** **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.
- BCA0358-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.
- BCA0359-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.
- BCA0361-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.
- BCA0362-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.
- BCA0364-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.

- BCA0365-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.
- BCA0367-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.
- BCA0368-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.
- BCV0001 Core Skills for Security and Automation Systems Technician (PSAV)**
150 clock hours
This course is designed to teach entry level job skills. Key content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Introduction to Materials Handling.
- BCV0407 Core Skills for Facilities Maintenance (PSAV)**
150 clock hours
This course is designed to teach entry level job skills. Topics include basic math, hand tools, fasteners, communication skills, safety and customer service. Key content includes: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Introduction to Materials Handling.
- BCV0410 Carpentry Skills for Facilities Maintenance (PSAV)**
150 clock hours
This course is designed to teach entry level carpentry skills including orientation to the trade; building materials; fasteners and adhesives; hand and power tools; reading plans and elevations; floor systems; wall, ceiling and roof framing; introduction to concrete, reinforcing materials and forms; windows and exterior doors; and basic stair layout.
- BCV0440 Application of HVAC Skills and Weatherization for Facilities Maintenance (PSAV)**
150 clock hours
This course is designed to teach entry level HVAC and weatherization skills. Introduction to HVAC, trade mathematics, copper and plastic piping practices, soldering and brazing, introduction to cooling and heating, and air distribution systems. Examines economic and environmental effects of the inefficient use of energy in heating and cooling buildings. This course will describe the common ways in which heat is lost and how cold air infiltrates a house.
- BCV0460 Electrical Skills, Solar and Blueprint Reading for Facilities Maintenance (PSAV)**
150 clock hours
This course is designed to teach entry level electrical skills including orientation to the electrical trade; electrical safety; introduction to electrical circuits, electrical theory, and national electrical code; device boxes; hand bending; raceways and fittings; conductors and cables; basic electrical construction drawings; residential electrical services; and electrical test equipment. This section will also cover blueprint reading which can save a technician hours of troubleshooting by understanding the layout of a facility.

- BCV0480 Plumbing Skills and Landscape for Facilities Maintenance (PSAV)**
150 clock hours
This course is designed to teach entry level plumbing and landscaping skills. Topics include: basic plumbing tools, plastic pipe, copper tubing, steps for demolition and installation of plumbing utilities. The landscaping section will train the student how to maintain or modify features of an area for the purpose of aesthetics and functionality through grounds keeping and landscaping.
- BCV0481 Pest Control, Appliance Repair, NCCER Welding Skills and Surface Treatment for Facilities Maintenance (PSAV)**
150 clock hours
This course is designed to teach entry level welding skills, surface treatment, pest control and appliance repair. The course will cover welding safety, base metal preparation, weld quality and SMAW (Shielded Metal Arc Welding). The student will also learn how to treat a structural surface to achieve a professional result using proper surface preparation, tool and material selection, and application. The third section will train the student the safe and proper use of pesticides in a facility and finally, the student will learn how to install and maintain the working order of a variety of appliances used in a facility.
- BCV0600 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.
- BCV0601 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.
- BCV0641 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.
- BCV0642 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.
- BCV0644 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.
- BCV0655 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.

- BCV0660 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.
- BCV0661 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.
- BCV0811 Level 1 Security and Automation Systems Technician (PSAV)**
150 clock hours
This course is designed to teach entry level skills in low voltage cabling relative to the following topics: Introduction to the Trade, Wood and Masonry Construction Methods, Concrete and Steel Construction Methods, Pathways and Spaces, Craft-Related Mathematics, Hand Bending of Conduit, Introduction to the National Electrical Code and Low-Voltage Cabling.
- BCV0812 Level 2 Security and Automation Systems Technician (PSAV)**
150 clock hours
This course is designed to teach electrical skills relative to the following topics: Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Conductors and Cables, Basic Electrical Construction Drawings and Electrical Test Equipment. This section will also cover blueprint reading which can save a technician hours of troubleshooting by understanding the layout of a facility.
- BCV0813 Level 3 Security and Automation Systems Technician (PSAV)**
150 clock hours
This course is designed to teach entry level electrical skills relative to networks, fiber optics, site surveys, crew leadership and maintenance of low voltage systems.
- BCV0814 Level 4 Security and Automation Systems Technician (PSAV)**
150 clock hours
This course is designed to teach entry level electrical skills in audio systems, video, broadband, media management and telecommunications.
- BCV0815 Level 5 Security and Automation Systems Technician (PSAV)**
150 clock hours
This course is designed to teach entry level electrical skills relative to residential and commercial building networks, intrusion detection, fire alarms, nurse call systems and CCTV.
- BCV0816 Level 6 Security and Automation Systems Technician (PSAV)**
150 clock hours
This course is designed to teach entry level electrical skills relative to hands-on applications of security and automation systems.
- BCV0817 Level 7 Security and Automation Systems Technician (PSAV)**
150 clock hours
This course is designed to teach entry level skills relative to hands-on applications of fire alarm systems inspection and video security systems.
- BOT1010 General Botany (AA)**
3 credits (3 lecture hours)
Corequisite: BOT1010L
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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BOT1010L General Botany Lab (AA)**1 credits (2 lab hours)****Corequisite: BOT1010**

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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BOT2000 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.

BSC1005 Concepts in Biology (AA)**3 credits (3 lecture hours)**

Prerequisite: Appropriate math, English and reading placement scores or course completion required to enroll in this course.

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. (*)

BSC1005L Concepts in Biology Lab (AA)**1 credits (2 lab hours)**

Prerequisite: Appropriate math, English and reading placement scores or course completion required to enroll in this course.

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. (*)

BSC1010 Principles of Biology 1 (AA)**3 credits (3 lecture hours)**

Prerequisite: Appropriate math, English and reading placement scores or course completion required to enroll in this course; 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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BSC1010L Principles of Biology 1 Lab (AA)**1 credits (3 lab hours)**

Prerequisite: Appropriate math, English and reading placement scores or course completion required to enroll in this course; Corequisite: BSC1010 (with a grade of C or higher)

Laboratory studies in biochemistry, physiology, genetics, cell biology, and other related topics will be emphasized. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BSC1011 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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BSC1011L Principles of Biology 2 Lab (AA)**1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BSC1404C 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 will be 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.

BSC2085 Anatomy and Physiology 1 (AA)**3 credits (3 lecture hours)****Prerequisite: Appropriate math, English and reading placement scores or course completion required to enroll in this course; 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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BSC2085L Anatomy and Physiology 1 Lab (AA)**1 credits (3 lab hours)****Prerequisite: Appropriate math, English and reading placement scores or course completion required to enroll in this course; 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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BSC2086 Anatomy and Physiology 2 (AA)**3 credits (3 lecture hours)****Prerequisite: 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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

BSC2086L Anatomy and Physiology 2 Lab (AA)**1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

- BSC2416C Introduction to Tissue Culture Lab (AA)**
2 credits (1 lecture hour, 3 lab hours)
Prerequisites: BSC1010, BSC1010L, 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.
- BSC2420 Biotechnology 1 (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC1010, BSC1010L, BSC2421, BSC2421L, CHM1045, CHM1045L (with a grade of C or higher); **Corequisites:** BSC2420L, CHM1046, CHM1046L (with a grade of C or higher)
This lecture course focuses on recombinant DNA technology, genetic engineering and the molecular nature of genes and gene function. It covers DNA and RNA structure, genes and chromosomes, DNA replication and repair, genetics, and protein translation in prokaryotes and eukaryotes. Application of modern biotechnology will be emphasized, including plasmids, enzymes, genetic transformation, microarrays, DNA sequencing, RNAi, stem cells, and regenerative medicine. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both.) Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.
- BSC2420L Biotechnology 1 Lab (AA)**
2 credits (6 lab hours)
Prerequisites: BSC1010, BSC1010L, BSC2421, BSC2421L, CHM1045, CHM1045L (with a grade of C or higher); **Corequisites:** BSC2420, CHM1046, CHM1046L (with a grade of C or higher)
This course provides a deep exploration of the basic foundations of molecular biotechnology with an emphasis on molecular biology and genomics, which include gene and genome structure and function. Students will explore methods of DNA and RNA extraction and quantification, as well as plasmid transformation, PCR, QPCR, cloning, DNA sequencing, plate-based assays, and various types of laboratory equipment and software. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both.) Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.
- BSC2421 Introduction to Biotechnology (AA)**
3 credits (3 lecture hours)
Recommended Prerequisites: BSC1010, BSC1010L, CHM1045, CHM1045L (with a grade of C or higher); **Corequisite:** BSC2421L (with a grade of C or higher)
This lecture course provides a comprehensive approach to the historical and current concepts of biotechnology. It introduces principles of genomics and proteomics with emphasis on the molecular biology aspects of genetic engineering and recombinant DNA technology. The course covers biotechnology product development, funding, regulation, and clinical testing. Legal, ethical and social issues will be discussed surrounding stem cells, GMOs, gene therapy, and cloning. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both.) Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- BSC2421L Introduction to Biotechnology Lab (AA)**
2 credits (6 lab hours)
Recommended Prerequisites: BSC1010, BSC1010L, CHM1045, CHM1045L (with a grade of C or higher); **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, calculations, preparation of solutions, use of pH meters, spectrophotometers, centrifuges, etc., as well as training in specific biotechnology techniques, including DNA extraction and amplification, plasmid transformation, agarose gel electrophoresis, preparation of LB broth and agar plates and restriction digestion of DNA. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both.) Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

- BSC2426C Introduction to Biotechnology Instrumentation Lab (AA)**
2 credits (1 lecture hour, 3 lab hours)
Prerequisites: BSC1010, BSC1010L, BSC2421, BSC2421L (with a grade of C or higher); **Recommended Corequisites:** CHM1046, CHM1046L (with a grade of C or higher)
This course is designed to provide hands-on experience in 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.
- BSC2427 Biotechnology 2, Molecular Biology, Cell and Immunobiology (AA)**
3 credits (3 lecture hours)
Prerequisites: BSC2420, BSC2420L, CHM1046, CHM1046L (with a grade of C or higher); **Corequisites:** BSC2427L, CHM2210, CHM2210L (with a grade of C or higher)
This lecture course focuses on proteomics, which is the study of proteins. It builds upon the foundation set in Intro to Biotech and Biotech 1. This course will include a study of amino acids, protein structure and the role of proteins in molecular biology and biotechnology. The applications of proteins in industry, medicine, pharmacology, immunology and agriculture will be emphasized. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both.) Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.
- BSC2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab (AA)**
2 credits (6 lab hours)
Prerequisites: BSC2420L, BSC2420L, CHM1046, CHM1046L (with a grade of C or higher); **Corequisites:** BSC2427, CHM2210, CHM2210L (with a grade of C or higher)
This course provides a deep exploration of the basic foundations of molecular biotechnology, specifically proteomics, which is the study of protein structure, isolation, identification and purification. Students will explore areas of biomedical biotechnology, such as immunobiological assays and methods of protein separation, quantification and identification. The application of protein fingerprinting and enzyme kinetics also will be addressed. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both.) Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.
- BSC2435 Introduction to Bioinformatics (AA)**
1 credits (1 lecture hours)
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.
- BSC2945C Biotechnology Internship (AA)**
2 credits (1 lecture hour, 10 lab hours)
Prerequisites: BSC2427, BSC2427L, CHM2210, CHM2210L (with a grade of C or higher); **Corequisites:** CHM2211, CHM2211L (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 institutions directly or indirectly related to the field, which includes but is not limited to academic, governmental, private industry or research oriented institutions and others with similar experiences.
- BUL2241 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).
- BUL2242 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.

- BUL3130** **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.
- CAP2140** **Digital Forensics 1 (AS)**
3 credits (3 lecture hours)
Prerequisites: CNT2402, CTS2120 (with a grade of C or higher)
This course presents computer forensics in today's world and explores its vital role in gathering and preserving evidence from digital devices. Beyond general information about the field, the course delves into physical security needs, evaluation of equipment needs, tools, terminology of information security, and understanding the investigation process, responder procedures, incident handling and creating reports to present for court cases. Students will gain an in-depth understanding of the tools and techniques used by computer forensics experts, such as analysis of file structures, evidence imaging, data recovery, e-mail investigations, password recovery and decryption of encrypted data.
- CCJ1010** **Introduction to Criminology (AA)**
3 credits (3 lecture hours)
Examines four interrelated areas: (1) history of criminology/development of criminology; (2) causes of criminal behavior; (3) ways of defining and measuring crime and criminality; (4) methods for testing, examining, construction and criticizing criminological theories.
- CCJ1020** **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.
- CCJ1618** **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.
- CET2123C** **Microprocessors 1 (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET1215C or EET1084C (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.
- CET2127C** **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).
- CET2792** **Installing and Configuring Windows Server (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.

CET2793 Windows Network Infrastructure (AA)**3 credits (3 lecture hours)****Prerequisite: CTS1110 or CET2792 or CET2794**

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.

CET2794 Microsoft Network Administration (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 students complete hands-on projects, they will keep a journal of lab observations.

CGS1030 PC Starter (AS)**1 credits (1 lecture hours)**

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.

CGS1100 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.

CGS1513 Electronic Spreadsheets (AS)**3 credits (3 lecture hours)**

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.

CGS1543 Database Management (AS)**3 credits (3 lecture hours)****Prerequisite: CGS1100 or CGS1513**

This course provides hands-on training in the use of a popular database program. Students will learn introductory through advanced database concepts.

CGS1800 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.

CGS2555 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.

CGS2801 Advanced Web Page Media (AS)**3 credits (3 lecture hours)****Corequisite: CGS1800 or COP2822**

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.

- CGS2802** **Web Site Administration (AS)**
3 credits (3 lecture hours)
Prerequisite: CNT2000
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.
- CHD1220** **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.
- CHM1025** **Introductory Chemistry (AA)**
3 credits (3 lecture hours)
Corequisite: MAT1033C (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 1, CHM1045. 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. 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. (*)
- CHM1032** **Principles of Chemistry (AA)**
3 credits (3 lecture hours)
Prerequisite: Appropriate math, English and reading placement scores or course completion required to enroll in this 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. (*)
- CHM1032L** **Principles of Chemistry Lab (AA)**
1 credits (2 lab hours)
Prerequisite: Appropriate math, English and reading placement scores or course completion required to enroll in this 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. (*)
- CHM1045** **General Chemistry 1 (AA)**
3 credits (3 lecture hours)
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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- CHM1045L** **General Chemistry 1 Lab (AA)**
1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

- CHM1046** **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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- CHM1046L** **General Chemistry 2 Lab (AA)**
1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- CHM2210** **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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.
- CHM2210L** **Organic Chemistry 1 Lab (AA)**
1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.
- CHM2211** **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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.
- CHM2211L** **Organic Chemistry 2 Lab (AA)**
1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.
- CIS2321** **System Analysis and Design (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.

- CIS2513 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.
- CIS2940-A Computer Technology Internship A (AS)**
3 credits (15 lab hours)
Prerequisite: COP1000 or CNT2000
This internship computer course provides students with career-related work experience with a company or organization and meaningful exposure to a professional, college-level career field. This course can be repeated for credit under the number CIS2940 B and CIS2940 C for a total of three times.
- CIS2940-B Computer Technology Internship B (AS)**
3 credits (15 lab hours)
Prerequisite: COP1000 or CNT2000
This internship computer course provides students with career-related work experience with a company or organization and meaningful exposure to a professional, college-level career field. This course can be repeated for credit under the number CIS2940 A and CIS2940 C for a total of three times.
- CIS2940-C Computer Technology Internship C (AS)**
3 credits (15 lab hours)
Prerequisite: COP1000 or CNT2000
This internship computer course provides students with career-related work experience with a company or organization and meaningful exposure to a professional, college-level career field. This course can be repeated for credit under the number CIS2940 A and CIS2940 B for a total of three times.
- CJB1465 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.
- CJB1711 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.
- CJB1712 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.
- CJB1721 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.

CJB1722 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.

CJB2703 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.

CJB2704 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.

CJB2713 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.

CJB2735 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.

CJB2736 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.

CJB2748 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.

CJE1300 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.

CJE1301 Police Administration 2 (AA)**3 credits (3 lecture hours)****Prerequisite: CJE1300**

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.

- CJE1711 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.
- CJE2600 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.
- CJJ2002 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.
- CJK0001 Introduction to Law Enforcement (PSAV)**
10 clock hours
This course presents the foundation of modern law enforcement and organizational and personal professionalism. Topics include: Values, Ethics, Sexual Harassment, and the Criminal Justice System.
- CJK0012 Legal (PSAV)**
62 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. This course presents the foundation of modern law enforcement. Topics include: Constitutional Law and Criminal Law.
- CJK0013 Interactions in a Diverse Community (PSAV)**
40 clock hours
In this foundation course, the student will explore the human issues encountered by the law enforcement officer. These issues include: human diversity, mental illness, physically and developmentally disabled, juveniles, and the elderly.
- CJK0014 Interviewing and Report Writing (PSAV)**
56 clock hours
This course focuses on basic interviewing and report writing skills with an emphasis on organization, proper grammar and mechanics.
- CJK0020 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.
- CJK0023 Introduction to Law Enforcement (PSAV)**
4 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. The criminal justice system and its functions also is covered.

- CJK0024 Legal Concepts (PSAV)**
20 clock hours
This course presents various aspects of criminal law and case law, which law enforcement officers encounter in their 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. This course presents the foundation of modern law enforcement. Topics include constitutional law and criminal law.
- CJK0025 Patrol and Professional Communication (PSAV)**
12 clock hours
This course focuses on basic interviewing and report writing skills with an emphasis on organization and proper grammar and language mechanics. The law enforcement officer's various activities while on patrol also will be covered, including patrol techniques, use of the police radio, problem solving and officer safety.
- CJK0026 Interactions in a Diverse Community (PSAV)**
12 clock hours
In this foundation course, students will explore the human issues encountered by the law enforcement officer. These issues include human diversity, mental illness, physically and developmentally disabled, juveniles and the elderly.
- CJK0027 Calls for Service and Arrest Procedures (PSAV)**
24 clock hours
This course will focus on responding to a multitude of situations that a law enforcement officer may face: calls for service, disturbances, court orders, vehicle type calls, parking violations and people in crisis. It will also present procedures for the basic response to natural and man-made disasters.
- CJK0028 Traffic Stops and Crash Investigations (PSAV)**
28 clock hours
This course develops the necessary knowledge and skills for an officer to investigate and document a traffic crash. It presents the procedures and safety issues when dealing with a vehicle and driver in common circumstances encountered by the officer, such as unknown risk, high risk and unattended vehicles.
- CJK0029 Crime Scene and Courtroom Procedures (PSAV)**
8 clock hours
This course presents the steps for conducting a preliminary crime scene investigation through to testifying in court on the findings of that investigation.
- CJK0031 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.
- CJK0040 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.
- CJK0051 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.
- CJK0064 Fundamentals of Patrol (PSAV)**
35 clock hours
This course explores the law enforcement officer's various activities while on patrol to include patrol techniques, use of the police radio, problem solving, and officer safety.
- CJK0065 Calls for Service (PSAV)**
36 clock hours
This course will focus on responding to a multitude of situations that a law enforcement officer may face: calls for service, disturbances, court orders, vehicle type calls, parking violations, and people in crisis.

- CJK0077** **Criminal Investigations (PSAV)**
50 clock hours
This course introduces the basic of conducting a criminal investigation from responding to the scene, preliminary investigation, and follow-up investigations.
- CJK0078** **Crime Scene to Courtroom (PSAV)**
35 clock hours
This course presents the steps for conducting a preliminary crime scene investigation through to testifying in court on the findings of that investigation.
- CJK0084** **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.
- CJK0087** **Traffic Stops (PSAV)**
30 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.
- CJK0088** **Traffic Crash Investigations (PSAV)**
32 clock hours
This course develops the necessary knowledge and skills for an officer to investigate and document a traffic crash.
- CJK0092** **Critical Incidents (PSAV)**
44 clock hours
This course presents the procedures for the basic response to natural and man-made disasters.
- CJK0096** **Criminal Justice Officer Physical Fitness Training (LE) (PSAV)**
60 clock hours
Prerequisite: Physical exam and completion of form CJSTC-75B by a licensed medical doctor.
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.
- CJK0294** **Correctional Crossover to Law Enforcement Patrol 2 (PSAV)**
20 clock hours
This course introduces the recruit the concepts and theories associated with responding to and handling unusual situations faced by the patrol officer.
- CJK0300** **Introduction to Corrections (PSAV)**
32 clock hours
This course introduces the recruit the concepts and theories associated with the correctional side of the criminal justice system.
- CJK0305** **Correctional Communications (PSAV)**
40 clock hours
This course covers all aspects of communication within the correctional setting.
- CJK0310** **Correctional Officer Safety (PSAV)**
16 clock hours
This course covers all aspects of officer safety within the correctional setting.
- CJK0315** **Correctional Facility and Equipment (PSAV)**
8 clock hours
This course details and describes correctional facilities and equipment.
- CJK0320** **Correctional Intake and Release (PSAV)**
18 clock hours
This course details the intake and release requirements and processes.
- CJK0325** **Supervising in a Correctional Facility (PSAV)**
40 clock hours
This course details the supervision of inmates within a correctional facility.

- CJK0330** **Supervising Special Populations (PSAV)**
20 clock hours
This course details the special needs, requirements and services for special population inmates within a correctional facility.
- CJK0335** **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.
- CJK0340** **Correctional Officer Wellness and Physical Abilities (PSAV)**
30 clock hours
This course covers aspects of officer wellness and physical fitness training.
- CJK0393** **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.
- CJK0422** **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.
- CJK0930** **Directed Study in Criminal Justice (PSAV)**
13 clock hours
Prerequisite: Permission of Program Director
This course provides 13 hours of instruction found in the Florida CMS Law Enforcement Basic Recruit Training Program required for the completion of the Auxiliary Law Enforcement Officer PSAV program. This course will be awarded through the prior learning process.
- CJK1933-A** **Applied Law Enforcement Officer Competencies (AS)**
15 credits (15 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 (AS2606). This course is for internal college record keeping only.
- CJL1062** **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.
- CJL2100** **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.
- CJL2130** **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.
- CJL2403** **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.

- CLP2001** **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.
- CLP2140** **Abnormal Psychology (AA)**
3 credits (3 lecture hours)
Prerequisite: PSY2012
This course explores the major categories of psychological disorders. Major emphases include diagnostic criteria, current research, treatment methods, cultural factors, ethical issues and the impact of psychological disorders on individuals, families and society.
- CNT2000** **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.
- CNT2402** **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.
- CNT2700** **TCP/IP and Network Administration (AA)**
3 credits (3 lecture hours)
Prerequisite: CTS1110 or CTS2320 or CTS2334
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.
- CNT4406** **Network Security and Cryptography (BAS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: ISM4320 (with a grade of C or higher); Corequisite: ISM4220 (with a grade of C or higher)
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.
- CNT4408** **Information System Security (BAS)**
3 credits (3 lecture hours)
Corequisites: ISM3314, ISM4220 (with a grade of C or higher)
The goal of this course is to provide the student with the knowledge and application of the principles and fundamentals of information and network security, including planning, risk management, technologies and personnel.
- COP1000** **Introduction to Programming (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.

- COP1030 Python with Raspberry Pi (AA)**
3 credits (3 lecture hours)
Prerequisite: CGS1100
Raspberry Pi is an inexpensive single-board computer that you will use to design and develop practical IoT (Internet of Things) devices while learning programming and computer hardware. The student will learn how to set up the Raspberry Pi environment and write and execute basic Python code on the Raspberry Pi. The student will learn how to use the Python-based IDE for the Raspberry Pi and to Python code on the device as they build and test numerous projects including those using sensors and robotics.
- COP1220 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.
- COP1332 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.
- COP1933-A Applied Technical Skills - Certified Internet Web (CIW) Associate Design Specialist (PROSO001) (AS)**
6 credits (6 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- COP1933-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 College 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 college record keeping only.
- COP1933-C Applied Technical Skills - Microsoft Certified Professional Developer (MCPD) - Web Developer (MICRO043) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- COP1933-D Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Distributed Applications (MICRO047) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.

- COP1933-E Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Windows Applications (MICRO049) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- COP1933-F Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Web Applications (MICRO048) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- COP2334 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.
- COP2360 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.
- COP2654 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.
- COP2657 Cross Platform Mobile App Development (AA)**
3 credits (3 lecture hours)
Prerequisite: COP2831
This course provides students with knowledge and experience in developing cross-platform mobile applications using the latest tools and techniques.
- COP2660 Android Programming (AA)**
3 credits (3 lecture hours)
Prerequisite: COP2800
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.

COP2664 iOS App Programming (AA)**3 credits (3 lecture hours)****Prerequisite: COP2334 or COP2654 or COP2800**

This course is an introduction to software development for the iOS platform. Students will become familiar with the Swift programming language used for design patterns and programming to carry out development of apps for iPhone, iPod Touch, and iPad.

COP2700 Introduction to Database (AA)**3 credits (3 lecture hours)****Prerequisite: COP1000 or CGS1543**

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.

COP2800 Programming in Java (AA)**3 credits (3 lecture hours)****Prerequisite: COP1000**

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.

COP2805 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.

COP2822 Web Site Design (AA)**3 credits (3 lecture hours)****Prerequisite: CGS2555 or COP1000, 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 into web pages.

COP2831 Advanced Web Page Applications (XML and JavaScript) (AA)**3 credits (3 lecture hours)****Prerequisite: COP2822 or COP1220 or COP2800**

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.

COP2840 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: PHP, ASP.NET, 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.

COP3530 Programming Languages and Concepts (BAS)**3 credits (3 lecture hours)****Prerequisite: COP1000, COP2360 (with a grade of C or higher)**

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.

- COP4834** **Web Scripting (BAS)**
3 credits (3 lecture hours)
Prerequisites or Corequisites: COP1000, CTS4425 (with a grade of C or higher)
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.
- COS0150** **Introduction to Barbering (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 consists of both classroom and laboratory activities, which are designed to achieve salon/industry standards and comply with State Board law.
- COS0151** **Hair Shaping 1 for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in hair shaping (cutting and styling) for longer men's hair styles. Emphasis is placed on the selection of tools and on style selection. Braiding and braid care/maintenance are covered. Instruction consists of both classroom and laboratory activities, which are designed to achieve salon/industry standards.
- COS0152** **Hair Shaping 2 for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in hair shaping (cutting and styling) for short men's hair styles. Emphasis is placed on the selection of tools and on style selection. Artificial hair selection and enhancements are covered. Instruction consists of both classroom and laboratory activities, which are designed to achieve salon/industry standards.
- COS0153** **Chemicals for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in permanent waving/reconstruction and curl/chemical relaxing. Instruction in analyzing hair and the selection of approximate solutions and implements is also provided. Instruction consists of both classroom and laboratory activities, which are designed to achieve salon/industry standards and comply with State Board law.
- COS0154** **Hair Color for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in all types of hair coloring and bleaching. Emphasis is placed on the analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment for coloring, and the basics of chemistry. Instruction consists of both classroom and laboratory activities, which are designed to achieve salon/industry standards and comply with State Board law.
- COS0155** **Salon Management for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in the employability skills, communication skills and math required to succeed in the salon industry. The course will touch on entrepreneurship, plus give an overview of State Board of Cosmetology requirements, laws, rules and regulations. Instruction consists of both classroom and laboratory activities, which are designed to achieve salon/industry standards.
- COS0156** **Shaving and Skin Care for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in different types of shaves and skin care treatments for men. Body hair removal and makeup techniques are demonstrated and performed. Instruction consists of both classroom and laboratory activities, which are designed to achieve spa/industry standards and comply with State Board law.

- COS0157 Salon Practice 1 for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides proficiency in all phases of barbering procedures. The focus is to perform barbering services on patrons in a barber 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 for the Florida Barber License examination.
- COS0158 Salon Practice 2 for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides additional proficiency in all phases of barbering procedures and services on patrons in a salon lab to allow students to increase their speed while improving their skills overall. All competencies, assignments, practical services and hours are completed as preparation is made to apply for the Florida Barber License examination and licensure.
- COS0200 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.
- COS0301 Cosmetology Hair Shaping 2 (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 styling) for shorter hair styles. Emphasis will be placed on the selection of tools and on style selection. Wigs and hair enhancements will be covered. Instruction will consist of classroom and laboratory activities, which will be designed to achieve salon/industry standards.
- COS0400 Cosmetology Hair Shaping 1 (PSAV)**
120 clock hours
Corequisites: COS0200 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course provides proficiency in hair shaping (cutting and styling) for longer hair styles. Emphasis will be placed on the selection of tools and on style selection. Braiding will be covered. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve salon/industry standards.
- COS0415 Advanced Hair Design for Barbers (PSAV)**
120 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course provides advanced proficiency in different types of beard and mustache trims, styling and designs for men. Hairpiece selection, fitting, design and maintenance will be demonstrated and performed. Instruction will consist of both classroom and laboratory activities, which are designed to achieve spa/industry standards and comply with State Board law.
- COS0600 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.
- COS0700 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.

- COS0870** **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.
- CPO2002** **Comparative Governments (AA)**
3 credits (3 lecture hours)
Prerequisites: POS1001 (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.
- CRW2001** **Creative Writing (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (with a grade of C or higher)
This course involves study of theory and practice in poetry and fiction, including collateral readings and extensive workshoping 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.
- CRW2100** **Introduction to Fiction Writing 1 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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 workshoping and critiquing student writing. Students submit a final portfolio and research the market for publication.
- CRW2101** **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.
- CRW2300** **Introduction to Poetry Writing (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (with a grade of C or higher)
The course provides intensive study of the process of writing poetry, including discussion of professional models to improve understanding of elements and techniques. A substantial portion of the course will be devoted to workshoping and critiquing student writing. Students submit a final portfolio and research the market for publication.
- CSP0010** **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).
- CSP0011** **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.

CSP0013 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.

CSP0240 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).

CSP0260 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.

CSP0300 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.

CTS1110 Microcomputer Operating Systems (AS)**3 credits (3 lecture hours)****Prerequisite or Corequisite: CGS1100**

This course provides an introduction to a client operating system. The student will be presented with an overview of the 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.

CTS1150 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.

CTS1650 Network 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.

CTS1933-A Applied Technical Skills - Certified Wireless Network Administrator (CWNPT001) (AS)**3 credits (3 lecture hours)**

Prerequisites: Application to Palm Beach State College 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 college record keeping only.

- CTS1933-B** **Applied Technical Skills - Cisco Certified Network Professional (CCNP) (CISCO005) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- CTS1933-C** **Applied Technical Skills - CompTIA Network+ (COMPT006) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- CTS1933-D** **Applied Technical Skills - Microsoft Certified Desktop Support Technician (MCDST) (MICRO006) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- CTS1933-E** **Applied Technical Skills - CompTIA Server+ (COMPT009) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- CTS1933-F** **Applied Technical Skills - Microsoft Certified Systems Engineer (MCSE) (MICRO012) Programming (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- CTS1933-G** **Applied Technical Skills - Microsoft Certified Systems Engineer (MCSE) (MICRO012) Networking Administration (AS)**
9 credits (9 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.

- CTS1933-H Applied Technical Skills - Microsoft Certified IT Professional (MCIT) Server Administrator (MICRO034) (AS)**
3 credits (3 lecture hours)
Prerequisites: Application to Palm Beach State College 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 college record keeping only.
- CTS2120 Security Essentials (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: CGS1100 (with a grade of C or higher)
This course will 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.
- CTS2301 Linux Fundamentals (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: 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.
- CTS2314 Attack Prevention and Detection (AS)**
3 credits (3 lecture hours)
Prerequisite: CNT2000 (with a grade of C or higher)
This course will address the tools, procedures and policies necessary to effectively prevent and detect cyber attacks. This will address a wide range of solutions from software advancements to hardware enhancements.
- CTS2320 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 students complete hands-on projects, they will keep a journal of lab observations.
- CTS2334 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.
- CTS2446 Introduction to Oracle Database Programming (AS)**
3 credits (3 lecture hours)
Prerequisite: COP2700
This class will cover how to create Oracle database applications, create tables, secure databases and write stored procedures.
- CTS2447 Oracle Database Advanced PL-SQL (AS)**
3 credits (3 lecture hours)
Prerequisite: CTS2446
This class will allow you to create effective queries by tuning your database. Security and monitoring of the Oracle database management system will also be covered.

- CTS2651 Router Technology (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: 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.
- CTS2652 Advanced Routing Technology (AS)**
3 credits (3 lecture hours)
Prerequisites: 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.
- CTS2653 Cisco Project Based Learning (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: 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.
- CTS2655 Routing and Switching Fundamentals (AS)**
3 credits (3 lecture hours)
Prerequisites: CTS2651 (with a grade of C or higher)
This course emphasizes design, installation, and management of WANs and LANs using routers and routed protocols. Students install and configure routers and hosts for IP. WAN access technologies, including ISDN, PPP and frame relay, are introduced, and routers are installed and configured. The use and configuration of switches, VLANS, firewalls and proxy servers are also covered.
- CTS2661 Cisco CCENT Certification Prep Exam (AS)**
1 credits (1 lecture hours)
Prerequisite: CTS1650
This class will prepare students for Cisco Certified Entry Networking Technician (CCENT) Exam using a variety of question formats including simulated lab using Cisco Packet Tracer simulation software.
- CTS2664 Router and Switch Security (AS)**
3 credits (3 lecture hours)
Prerequisite: CTS2651 (with a grade of C or higher)
This course introduces students to the security threats in today's network infrastructure including Cisco routers, switches, and security appliances.
- CTS2930-A Special Topic - Network Infrastructure Design (AS)**
3 credits (3 lecture hours)
Prerequisite: COP1000 or CNT2000
Network Infrastructure Design examines the hardware and software resources that enable connectivity, communication, operations and management of an enterprise network. Data center design and issues such as power systems, environmental issues and standards also will be explored.
- CTS4425 ASP.NET Web Application Development (BAS)**
3 credits (3 lecture hours)
Prerequisite: COP1000 (with a grade of C or higher)
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.
- DEA0130 Related Dental Theory (PSAV)**
32 clock hours
This course is designed to acquaint the dental auxiliary with various health related topics having application in the field of dentistry. One topic discussed is microbiology, stressing pathogenic microorganisms. Oral pathology, both benign and malignant neoplasms, is explored. A familiarization of common drugs and medicaments, their toxicities, and effects is also included. Nutritional concepts 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.

- DEA0137 Oral, Head and Neck Anatomy (PSAV)**
48 clock hours
Dental Anatomy is the study of the structure, morphology, and function of the primary and permanent dentitions as well as head and neck anatomy. The direct correlation of dental procedures and human oral anatomy is emphasized.
- DEA0153 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.
- DEA0743 Preventive Dentistry (PSAV)**
32 clock hours
This course is designed to teach the student how to educate and motivate dental patients in the prevention of dental diseases. A study of periodontal tissues, tooth deposits and stains, etiology of dental caries, fluoride modalities, preventive oral physiotherapy, and dental biofilm control are all discussed and related to the control of dental diseases.
- DEA0744 Dental Materials (PSAV)**
32 clock hours
Corequisite: DEA0744L (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.
- DEA0744L Dental Materials Lab (PSAV)**
32 clock hours
Corequisite: DEA0744 (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 auxiliary's scope of dental practice and to evaluate the effects of specific materials in the oral environment.
- DEA0746 Dental Office Emergencies (PSAV)**
16 clock hours
This course encompasses the study of the symptoms, treatment and equipment necessary to provide adequate care for common office emergencies. Discussion and practice will include emergency preparedness, content of the emergency kit and vital signs. Emergency treatment and cautions for medical and dental emergencies will be studied as well as common emergency drugs used.
- DEA0747 Office Management (PSAV)**
16 clock hours
Marketing skills of the dental health care provider will be explored in depth. A working letter of application, resume' and a follow-up letter along with a 1-2 page philosophy paper will be prepared. Traditional business office procedures will be compared and contrasted with those found in offices utilizing today's more advance technology.
- DEA0755 Dental Radiology (PSAV)**
32 clock hours
Corequisite: DEA0755L (with a grade of C or higher)
A study of the nature, physical behavior, biological effects, methods of control, safety precautions, and techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice.
- DEA0755L Dental Radiology Lab (PSAV)**
32 clock hours
Corequisite: DEA0755 (with a grade of C or higher)
Applications of techniques taught in Dental Radiology lecture as used in clinical practice.

- DEA0757** **Expanded Functions (PSAV)**
16 clock hours
Corequisite: DEA0757L (with a grade of C or higher)
This course is designed to provide necessary information for the dental assisting and dental hygiene students to perform the remediable tasks and expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry Chapter 466 and Statute 64B5.
- DEA0757L** **Expanded Functions Lab (PSAV)**
32 clock hours
Corequisite: DEA0757 (with a grade of C or higher)
This course is designed to provide the clinical practice necessary for the dental assisting and dental hygiene students to perform the remediable tasks and expanded functions permitted by the Rule and Regulations of the Florida State Board of Dentistry Statute 64B5.
- DEA0758** **Introduction to Clinical Procedures (PSAV)**
48 clock hours
Corequisite: DEA0758L (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 procedures, instrument design, patient/operator procedures, the oral examination, dental charting, and basic patient oral hygiene instruction. Infection control guidelines will be stressed throughout this course.
- DEA0758L** **Introduction to Clinical Procedures Lab (PSAV)**
32 clock hours
Corequisite: DEA0758 (with a grade of C or higher)
Introduction to Clinical Procedures Lab is a study of: basic medical/dental terminology, the history of dentistry and the theory and techniques of clinical procedures, including patient/operator positioning, the oral exam, dental charting, instrument design, transfer and oral evacuation, and fundamental oral hygiene instruction. Infection control guidelines will be stressed throughout this course.
- DEA0800** **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 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.
- DEA0800L** **Clinical Practice 1 Lab (PSAV)**
128 clock hours
This course will provide clinical application of the principles taught in DEA0800 Clinical Practice 1 lecture. The students will have additional assigned responsibilities in areas of radiology, team leadership, sterilization, and reception area duties. The student will also participate in out-clinic rotations and observations.
- DEA0801** **Clinical Practice 2 (PSAV)**
32 clock hours
Corequisite: DEA0801L (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.
- DEA0801L** **Clinical Practice 2 Lab (PSAV)**
192 clock hours
This course will provide clinical application of the principles taught in DEA0800 Clinical Practice 1 lecture and DEA0801 Clinical Practice 2 lecture. The students will have additional assigned responsibilities in areas of radiology, team leadership, sterilization, and reception area duties. The student will also participate in out-clinic rotations and observations.
- DEA0850** **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.

DEA0850L Clinical Practice 3 Lab (PSAV)**310 clock hours****Corequisite: DEA0850 (with a grade of C or higher)**

The clinical portion of this course will enable the dental assisting student to utilize all skills and competencies developed and to increase the student's capabilities and proficiencies during a supervised externship.

DEA0940L 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 charting, fabrication of study models, and digital radiology. In addition, the students, in partnership with the Department of Health, will administer fluoride treatment to elementary school children and rotate through the Sealant Bus providing oral health care instruction.

DEA0941L Dental Practicum 2 Lab (PSAV)**64 clock hours**

The objective of this course is to provide detailed knowledge and advanced clinical experience in various intra-oral procedures. The student will continue to have assigned responsibilities in the areas of Expanded Functions and digital radiology. The student will continue their rotations providing fluoride treatments and oral health care instruction with the Department of Health Sealant Bus. Educational enrichment projects, such as, touring dental laboratories and an implant facility will also be available.

DEH1003 Dental Hygiene Instrumentation (AS)**1 credits (1 lecture hours)****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 1.

DEH1003L 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.

DEH1130 Oral Embryology and Histology (AS)**1 credits (1 lecture hours)**

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.

DEH1800 Dental Hygiene 1 (AS)**1 credits (1 lecture hours)****Corequisite: DEH1800L**

Basic theory, technique and principles will be introduced in this didactic course and will be applied through practical experiences in the clinical setting. The student is introduced to: patient assessment and management based on the use of indexes, radiographic interpretation, dental hygiene treatment planning, and anxiety and pain management, supported by a review of professional literature.

DEH1800L 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. Clinical Dental Hygiene 1 places emphasis on patient contact time. Students will be required to complete a specific number of dental appointments in the clinic. It is each student's responsibility to correlate theory, techniques and principles of Introduction to Clinical Procedures and Dental Hygiene Instrumentation with Clinic 1.

- DEH1802 Dental Hygiene 2 (AS)**
1 credits (1 lecture hours)
Corequisite: DEH1802L
This course is a continuation of Dental Hygiene 1. 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. Students will complete an online module to support future delivery of local anesthesia.
- DEH1802L Dental Hygiene 2 Lab (AS)**
1 credits (3 clinical hours)
Corequisite: DEH1802
This course is a continuation of Dental Hygiene 1, 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.
- DEH1811 Dental Ethics and Jurisprudence (AS)**
1 credits (1 lecture hours)
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.
- DEH2300 Pharmacology (AS)**
2 credits (2 lecture hours)
A comprehensive study of pharmacology as it relates to the field of dentistry and dental hygiene.
- DEH2400 General and Oral Pathology (AS)**
2 credits (2 lecture hours)
A comprehensive study of oral abnormalities and disease processes with emphasis on clinical identification.
- DEH2602 Periodontology (AS)**
2 credits (2 lecture hours)
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.
- DEH2701 Community Dentistry (AS)**
2 credits (2 lecture hours)
This course explores prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will analyze evidence-based literature to support assessing, planning, implementing and evaluating procedures in oral health community programs based on the specific needs of a target population. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner.
- DEH2702L Community Dentistry Practicum (AS)**
1 credits (2 lab hours)
Prerequisite: DEH2701 (with a grade of C or higher)
This course is designed to give the dental hygiene student professional experiences with exposure to target populations within our community. Emphasis is placed on oral health education of the public in an institutional and public setting using skills acquired in both DEH2701 and DEH2702L.
- DEH2804 Dental Hygiene 3 (AS)**
1 credits (1 lecture hours)
Corequisite: DEH2804L
This course is the didactic portion of DEH2804L, clinic. It is a continuation of the development of dental hygiene skills, knowledge and patient care in theory and practice. Through lecture and seminar format, current preventive therapies and the application to dental hygiene care and treatment will be emphasized. Case-based learning tools will be integrated to assist students in linking basic knowledge to the delivery of evidence-based patient treatment.

- DEH2804L Dental Hygiene 3 Lab (AS)**
4 credits (1 lecture hours, 12 clinical hours)
Corequisite: DEH2804
A continuation of the development and application of dental hygiene skills and knowledge in both theory and practice of oral health patient care. Clinical participation will include activities at both off and on campus dental health facilities and community settings. Emphasis will be on the application of new and current dental hygiene preventive therapies, as well as the remediable tasks delegated to the dental hygienist in the state of Florida. A variety of different practice settings will be provided to afford the student an experience to treat special needs and a diverse population. A variety of different practice settings will be included.
- DEH2806 Dental Hygiene 4 (AS)**
1 credits (1 lecture hours)
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.
- DEH2806L 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.
- DEH2934 Compromised Patient (AS)**
1 credits (1 lecture hours)
Recommended Prerequisites: 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.
- DEP2004 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.
- DEP2102 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.
- DES1020 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 as well as head and neck anatomy. The direct correlation of dental procedures to human oral anatomy is emphasized.
- DES1100 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.

- DES1100L Dental Materials Lab (AS)**
1 credits (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.
- DES1200 Dental Radiology (AS)**
2 credits (2 lecture hours)
Corequisite: DES1200L (with a grade of C or higher)
A study of the nature, physical behavior, biological effects, methods of control, safety precautions, and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice.
- DES1200L Dental Radiology Lab (AS)**
1 credits (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.
- DES1600 Office Emergencies (AS)**
1 credits (1 lecture hours)
This course encompasses the study of the symptoms, treatment and equipment necessary to provide adequate care for common office emergencies. Discussion and practice will include emergency preparedness, content of the emergency kit and vital signs. Emergency treatment and cautions for medical and dental emergencies will be studied as well as common emergency drugs used.
- DES1800 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.
- DES1800L Introduction to Clinical Procedures Lab (AS)**
1 credits (2 lab hours)
Corequisite: DES1800 (with a grade of C or higher)
Introduction to Clinical Procedures is a study of basic medical/dental terminology, the history of dentistry, the theory and techniques of clinical procedures; including patient/operator positioning, instrument design, the oral exam, dental charting, instrument transfer and oral evacuation, and fundamental oral hygiene instruction. Infection control guidelines will be stressed throughout this course.
- DES1832 Expanded Functions Lecture (AS)**
1 credits (1 lecture hours)
Corequisite: DES1832L (with a grade of C or higher)
This course is designed to provide necessary information for the dental assisting and dental hygiene students to perform the remediable tasks and expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry Chapter 466 and Statute 64B5.
- DES1832L Expanded Functions Lab (AS)**
1 credits (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 dental hygiene students to perform the remediable tasks and expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry Statute 64B5.
- DES1840 Preventive Dentistry (AS)**
2 credits (2 lecture hours)
This course is designed to teach the students how to educate and motivate patients in the prevention of dental diseases. A study of the periodontal tissues, tooth deposits and stains, etiology of dental caries, fluoride modalities, preventive oral physiotherapy, and dental biofilm control are all discussed and related to the control of dental diseases.

DES2502 Office Management (AS)**1 credits (1 lecture hours)**

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.

DIG2300C Principles of 2D Animation (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ART1201C, ART1300C, FIL2044 (with a grade of C or higher)**

Content includes 2D tools for compositing, animation, and effects that digital media professionals, web designers, and video professionals use. Fundamentals in the design of composited layers are combined with sophisticated visuals and audio effects for animations. Students are also introduced to the use of digital assets created in object-oriented and digital imaging software.

DIG2302C Principles of 3D Animation (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: DIG2300C (with a grade of C or higher)**

This course teaches Autodesk's 3D Max and/or Maya software for still image renderings and 3D animations. Topics include fundamentals of modeling, texturing, lighting, animation, and rendering. The software is used to create geometric objects, backgrounds, and animated scenes. Numerous short animated videos are created.

DIG2322C Modeling for Real Time Systems (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: DIG2370C (with a grade of C or higher)**

This course teaches advanced techniques for character animation, texture, lighting, and rendering. This course reinforces the principles of artificial characters, environments, and effects. The students examine in detail the techniques and mechanics of designing and developing geometrical representations and control structures including an introduction to procedural models. Students develop significant hands-on assignments to apply the concepts learned.

DIG2341C Introduction to Compositing and Visual Effects (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisites: FIL2000, FIL2571C (with a grade of C or higher)**

This course teaches digital post-production techniques used for film, animation, video, digital media, and the web. Students learn fundamental concepts for the creation of 3D motion graphics, lighting, animation and visual effects. Focus is placed on digital media components, and screen outputs for specialty projects while exploring foundations for computer-aided digital production. Advanced techniques in digital compositing, sequencing, animation of type, graphic transitions, and related topics are introduced.

DIG2370C Advanced 3D Animation - Character Design and Rigging (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisites: ART1201C, ART1300C, DIG2302C, FIL2044 (with a grade of C or higher)**

This course teaches advanced techniques in 3D computer graphics and animation. Students are introduced to the theory, mechanics, techniques, and design principles used to create believable artificial characters. Additional topics include modeling, texturing, rigging, animation movements, motion backgrounds, and 3D character development.

DIG2430C Digital Story Development for Film Animation (AS)**3 credits (2 lecture hours, 2 lab hours)****Corequisite: FIL2100 (with a grade of C or higher)**

This course teaches the foundations of film animation creation including storytelling, screenwriting, storyboarding, and conceptualizing. Specific areas include layout, charts, storyboarding, environment illustrations, character design, and model sheets. Other topics covered in this course include beat outlining and concept pitching. Students create non-linear and interactive story structures and read supporting materials, view media for discussion, create and pitch story concepts, and develop a final screenplay. The course introduces several software applications for the creation of concept art, storyboards, and screenwriting.

- DIM0004 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.
- DIM0006 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.
- DIM0007 Heavy Truck Brake Systems 1 (PSAV)**
150 clock hours
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.
- DIM0008 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.
- DIM0014 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.
- DIM0103 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.
- DIM0106 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.

- DIM0201 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.
- DIM0302 Electrical and Electronic Systems 1 (PSAV)**
150 clock hours
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.
- DIM0303 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.
- DIM0500 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.
- DIM0610 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.
- DIM0840 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.
- DIM0841 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.

- DIM0842 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.
- DIM0843 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.
- DIM0844 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.
- DIM0845 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.
- DIM0846 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.
- DIM0847 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.
- DIM0848 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.

- DIM0849 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.
- DIM0850 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.
- DIM0851 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.
- DSC1002 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.
- DSC1242 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.
- DSC1590 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.
- EAP0300 Introduction to Listening and Speaking Skills (Dev Ed)**
4 institutional credits (4 lecture hours)
Prerequisite: LOEP Listening test score of 71-85
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.

- EAP0382** **Integrated Reading and Writing (Dev Ed)**
4 institutional credits (4 lecture hours)
Prerequisite: LOEP Composite test score of 71-85
This course is for students whose primary language is not 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.
- EAP0388** **Integrated Speech and Grammar (Dev Ed)**
4 institutional credits (4 lecture hours)
Prerequisite: LOEP Composite test score of 71-85
This course is for students whose primary language is not English and whose test scores indicate need for training in speech and grammar skills. Emphasis is placed on language accuracy and fluency. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.
- EAP0400** **Speaking and Listening 1 (Dev Ed)**
3 institutional credits (3 lecture hours)
Prerequisite: LOEP Listening test score of 86-95 or EAP0300 (with a grade of C or higher)
This preparatory course features in-class and laboratory experiences that will enable students to improve their speaking and listening skills. Standard English pronunciation, stress, intonation and idiom, as well as differences in nonverbal communication, will be taught and applied. A variety of social, professional, and academic experiences will be emphasized. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.
- EAP0420** **Intermediate Reading (Dev Ed)**
3 institutional credits (3 lecture hours)
Prerequisite: LOEP Composite test score of 86-95 or EAP0382 (with a grade of C or higher)
This course is for students whose primary language is not 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.
- EAP0460** **Intermediate Grammar (Dev Ed)**
3 institutional credits (3 lecture hours)
Prerequisite: LOEP Composite test score of 86-95 or EAP0388 (with a grade of C or higher)
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.
- EAP1500** **Speaking and Listening 2 (AA)**
3 credits (3 lecture hours)
Prerequisite: LOEP Listening test score of 96-105 or EAP0400 (with a grade of C or higher)
This course will provide students with in-class experience to continue their development of listening and speaking skills. It will include continued development of English pronunciation skills and vocabulary, notetaking, class discussion and participation in a variety of informal and formal presentation situations including group discussion, making individual and group presentations, speaking persuasively, and defending an opinion. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.
- EAP1520** **High Intermediate Reading (AA)**
3 credits (3 lecture hours)
Prerequisite: LOEP Composite test score of 96-105 or EAP0420 (with a grade of C or higher)
This course is designed for students whose primary language is not 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. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP1584 High Intermediate English (AA)**3 credits (3 lecture hours)****Prerequisite: LOEP Composite test score of 96-105 or EAP0460 (with a grade of C or higher)**

This course is designed for students whose primary language is not 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.

EAP1600 Advanced Speaking and Listening (AA)**3 credits (3 lecture hours)****Prerequisite: LOEP Listening test score of 106-115 or EAP1500 (with a grade of C or higher)**

This course develops listening and speaking skills for mainstreaming ESL students into college and university classrooms. It will help advanced English pronunciation skills and vocabulary, note taking, class discussion, and expand rhetorical skills for effective academic communication. Students should expect to spend time outside of class week completing lab assignments in the Student Learning Center.

EAP1620 Advanced Reading (AA)**3 credits (3 lecture hours)****Prerequisite: LOEP Composite test score of 106-115 or EAP1520 (with a grade of C or higher);****Corequisite: SLS1501**

This course is designed for students whose primary language is not 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.

EAP1684 Advanced English (AA)**3 credits (3 lecture hours)****Prerequisite: LOEP Composite test score of 106-115 or EAP1584 (with a grade of C or higher);****Corequisite: SLS1501**

This course is designed for students whose primary language is not 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.

ECO2013 Principles of Macroeconomics (AA)**3 credits (3 lecture hours)****Prerequisite: Appropriate English and reading placement scores or course completion required to enroll in this General Education course.**

Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies. Demonstration of computer application is required. (*)

ECO2023 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.****ECT2180 Curriculum Construction: Career and Technical Education (CTE) (AA)****3 credits (3 lecture hours)**

Organization of instruction for career and technical teaching. Evaluation of career and technical education philosophy in determining objectives and constructing course materials in CTE programs. This course is designed to assist new Career and Technical Education (CTE) teachers on temporary certification, to develop or expand their skills in constructing a comprehensive curriculum for technical classrooms and laboratories.

EDF1030 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.

- EDF2005 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.
- EDF2085 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.
- EDG1314 Education Practicum 1 (AS)**
3 credits (15 lab hours)
Prerequisite: Completion of all required courses in an Early Childhood Education college credit certificate.
This course provides the student with experience teaching in an approved early childhood classroom under the supervision of trained and approved instructors.
- EDG1315 Education Practicum 2 (AS)**
3 credits (15 lab hours)
Prerequisite: Completion of all required courses in an Early Childhood Education college credit certificate.
This course can be taken as a continuation of EDG1314 or taken by Child Care Center Management majors without taking EDG1314. The student works 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).
- EDP2002 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.
- EEC1001 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.
- EEC1300 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.
- EEC1311 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.

EEC1312 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.

EEC1522 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.

EEC1523 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.

EEC1601 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.

EEC2002 Child Care and Education Organization Leadership Management (AS)**3 credits (3 lecture hours)**

This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Focus is on the major responsibilities of a childcare and education program administration in creating and sustaining an effective organizational structure in a childcare and education setting. Topics include organizational structure and dynamics, ethics and professionalism; personnel policies and procedures; leadership; staff development, evaluation and retention.

EEC2201 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.

EEC2202 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.

EEC2271 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.

EEC2407 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.

- EEC2521** **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.
- EEC2710** **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.
- EEC2734** **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.
- EET1015C** **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.
- EET1025C** **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.
- EET1084C** **Electrical Circuits and Electronics (AS)**
3 credits (2 lecture hours, 3 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 basic fundamentals, terminology and applications used in the electronics industry. Topics include circuit theory principles, electronic components, transistor usage, amplifiers, power supplies and digital logic techniques.
- EET1141C** **Analog Devices (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET1025C (with a grade of C or higher)
Studies history of electronics, semiconductors, diodes, diode rectifier circuits, zener, veractor, light emitting diodes (LED) and special diodes, bipolar transistors, small signal transistor amplifiers, power transistor amplifiers, and amplifier frequency response. Includes design of unregulated power supplies, transistor audio amplifiers, audio power amplifiers, audio oscillators, limiters, clippers and several other important circuits.
- EET1142C** **Analog Circuits (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET1141C (with a grade of C or higher)
Continuation of EET1141C Analog Devices. Includes operational amplifiers, active filters, mixers, oscillators, function generator, timers, YCOs, PLLs, industrial switching devices such as SUSs, SCRs DIACs, SBSs, TRIACs UJTs, linear and switching regulators, optoelectronic devices, vacuum tubes. Studies design of pre-amplifiers using operational amplifiers, oscillators, comparators and active filters using op-amps, linear regulated power supplies, switching power supplies and other circuits.

EET1215C Introduction to Electronics (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisites: EET1015C, EET1025C (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.****EET1610C Through-Hole Surface Mount Soldering (AS)****2 credits (1 lecture hour, 2 lab hours)****Prerequisite: EET1084C or EET1215C (with a grade of C or higher)****A course for electronic technicians which includes high reliability through-hole soldering techniques, current industry soldering inspection techniques, electrostatic discharge awareness and prevention, introductory surface-mount techniques and an introduction to rework and repair.****EET2325C Electronic Communications Systems (AS)****3 credits (2 lecture hours, 2 lab hours)****Prerequisite: EET1084C or EET1215C or ETP1322 (with a grade of C or higher)****This course covers single sideband AM and FM transceivers, digital communication techniques, frequency allocation, microwave technology, lasers and fiber-optics, wave propagation, antennas and transmission lines.****EET2609C Electronic Fabrication and Fiber Optics (AS)****3 credits (2 lecture hours, 2 lab hours)****Prerequisite: EET1084C or EET1215C (with a grade of C or higher)****This course takes a hands-on approach to the soldering, wire wrapping, potting, crimping and cable placing of electronic components and the basics of fiber optics and the fabrication of fiber optic cable assemblies, using a variety of connectors and splicing techniques. Printed circuit construction and repair are also covered as well as cable installation and troubleshooting.****EET2620C Advanced Surface Mount Soldering Technology (AS)****2 credits (1 lecture hour, 2 lab hours)****Prerequisite: EET1610C (with a grade of C or higher)****An advanced hands-on surface mount soldering course focused on rework and repair techniques for electronic technicians.****EET2724C Schematic Capture and Modeling (AS)****3 credits (2 lecture hours, 2 lab hours)****Prerequisite: EET1084C or EET1215C (with a grade of C or higher)****This course affords the student with knowledge and skill in the use of schematic capture and printed circuit board layout software. Students will become proficient in the use of the computer as a developmental tool. Students will learn software used for computer-aided design (CAD).****EET2930C Special Topics in Electrical Engineering (AS)****4 credits (3 lecture hours, 3 lab hours)****Prerequisites: CET2123C, ETS2520C, ETS2530C (with a grade of C or higher); Corequisites: CET2127C, ETS2700C (with a grade of C or higher)****The capstone course is designed for the student to demonstrate knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project-based experience. The student's project requirements will be designed in concert with the area of curriculum emphasis.****EEX2010 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.****EGN1002C 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.**

- EME2040 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.
- EMS0000 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.
- EMS0110 Emergency Medical Technician (PSAV)**
300 clock hours
This course is designed to prepare the student to attain State of Florida certification as an Emergency Medical Technician-Basic. EMT-Bs serve as a link in the chain of the health care team. It is recognized that most of pre-hospital emergency medical care will be provided by the EMT-Bs. This course 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, practical laboratory experience and a clinical internship 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 or in-hospital emergency medicine.
- EMS1158C Emergency Medical Technician (AS)**
12 credits (6 lecture hours, 10 lab hours, 3 clinical hours)
This course includes the lecture, lab and hospital/fire rescue clinical components of the EMT program. This course includes all the components necessary to prepare the student to take the National Registry EMT exam in order to obtain a State EMT license. The student will be taught didactic and hands on practical skills including how to conduct initial and ongoing patient assessments, medical-legal-ethical aspects, techniques of CPR, automatic external defibrillation, extrication, management of trauma and medical emergencies and administration of appropriate emergency medical care.
- EMS2620C 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 Standards 01.0 to 24.0 of the most current National EMS Educational Standards Curriculum for the Paramedic, as well as CPR and basic ECG interpretation.
- EMS2621C 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 Standards 25.0 to 50.0 of the most current National EMS Educational Standards Curriculum for the Paramedic, as well as ACLS, PHTLS, and 12-lead EKG/ECG interpretation.
- EMS2622C 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 Standards 51.0 to 62.0 of the most current National EMS Educational Standards Curriculum for the Paramedic, as well as PALS.

- EMS2658 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, 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.
- EMS2659 Paramedic Field Internship (AS)**
1 credits (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.
- EMS2664 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 EMS2620C, 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.
- EMS2665 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 EMS2621C, 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.
- ENC0017 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.
- ENC0050 College Grammar Essentials (Dev Ed)**
2 institutional credits (2 lecture hours)
A college writing course focused on standard/academic English grammar rules and the mechanics of writing with a brief overview of sentence errors.
- ENC0051 College Sentence Essentials (Dev Ed)**
2 institutional credits (2 lecture hours)
This course provides preparation for all college courses that require written communication skills by focusing on developing effective sentence skills and the avoidance of common sentence errors that weaken a writer's ability to communicate, especially in an academic setting. Students should expect to spend time outside of class each week completing assignments in the Student Learning Center.
- ENC0052 College Writing Essentials (Dev Ed)**
2 institutional credits (2 lecture hours)
Prerequisite: PERT (Writing) scores 90-102; **Corequisite:** SLS1501
A college writing course focused on the structure and development of paragraphs and essays and the transition from paragraphs to essays.

- ENC1101** **College Composition 1 (AA)**
3 credits (3 lecture hours)
Prerequisite: Appropriate English and reading placement test scores or exemption from placement testing. Designated ESL students must complete EAP1620 and EAP1684 (with a grade of C or higher)
Course includes fundamentals of expository writing, rhetorical patterns and a review of mechanics, syntax and grammar. Successful 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. (*)
- ENC1102** **College Composition 2 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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. (*)
- ENC1141** **Writing About Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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. (*)
- ENC1210** **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.
- ENL2012** **English Literature Before 1800 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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. (*)
- ENL2022** **English Literature After 1800 (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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. (*)
- ENT1000** **Fundamentals of Entrepreneurship (AA)**
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.
- ENT2010** **New Venture Management (AA)**
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.

- ENT2112 Planning the Entrepreneurial Venture (AA)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: ENT1000
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.
- ENT2120 Digital Marketing for Entrepreneurs (AA)**
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.
- ENT4013 Planning New Ventures (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213, GEB4113 (with a grade of C or higher)
This course will expose 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 will 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 will then trace new venture creation from the first perception of an opportunity to the point of value realization. This will include testing/adapting the business concept, developing a business plan, defining a market and distribution plan, gathering resources, and raising finance.
- ENT4124 Sales and Marketing for Entrepreneurs (BAS)**
3 credits (3 lecture hours)
Prerequisites: ENT4013, ENT4704, RMI3004 (with a grade of C or higher)
Students will demonstrate the skills to successfully plan and research the marketing and sales aspects of launching a new business venture. Students will analyze marketing opportunities, research target markets, and develop a marketing strategy and brand positioning. Students also will learn how to develop new products and services and develop pricing strategies. Online marketing tools also will be explored.
- ENT4704 International Entrepreneurship (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213, GEB4113 (with a grade of C or higher)
International Entrepreneurship is a survey course examining the key elements of the international entrepreneurial venture. The learning perspective will be that of the global entrepreneur, one whose business is born global and who may capitalize upon resources from anywhere.
- ENT4900 Capstone Experience: Entrepreneurship (BAS)**
3 credits (3 lecture hours)
Prerequisites: ENT4124 (with a grade of C or higher); This course should be taken during the last semester of the program, and requires Bachelor's department approval.
This final course emphasizes entrepreneurship practices and research. Students will 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.
- EPI0001 Classroom Management (IC)**
3 credits (3 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.

- EPI0002 Instructional Strategies (IC)**
3 credits (3 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.
- EPI0003 Educational Technology (IC)**
3 credits (3 lecture hours)
Prerequisites: Bachelor's degree and 2.5 GPA
This course prepares 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.
- EPI0004 The Teaching and Learning Process (IC)**
3 credits (3 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.
- EPI0010 Foundations of Research-Based Practices in Reading (IC)**
3 credits (3 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.
- EPI0020 Professional Foundations (IC)**
2 credits (2 lecture hours)
Prerequisites: Bachelor's degree and 2.5 GPA
This course provides the participant with the foundation for becoming a productive member of the teaching profession. Topics include: history and philosophy of teaching, school governance, school finance, school law, ethics and excellence, school purpose, and continuing professional development.
- EPI0030 Diversity in the Classroom (IC)**
2 credits (2 lecture hours)
Prerequisites: Bachelor's degree and 2.5 GPA; This course provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a diverse classroom. Topics include: social class, religions, language, gender differences, culture and ethnicity, physical differences, prejudice and multicultural teaching.
- EPI0950 Teaching Methods Practicum (IC)**
2 credit (2 clinical hours)
Prerequisite: Bachelor's degree and 2.5 GPA
The course provides the participant with a complete 30 hours of practicum experience in a public, charter or private school setting, with a Clinical Educator, to gain insight into the instructional process. The participant will especially observe, reflect and demonstrate presentation styles, teaching and learning strategies, assessment methods and management techniques and observe and reflect upon practices relating to diversity in the classroom.
- EPI1933 Applied Career and Technical Education Competencies (AS)**
6 credits (6 lecture hours)
Prerequisites: EPI0001, EPI0002 (with a grade of C or higher)
This course acknowledges the completion of EPI0001 Classroom Management and EPI0002 Instructional Strategies with a passing grade to be used toward the Career and Technical ATC. This course will only be used for prior learning credit.

ESC1000 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). (*)

ETD2218C Geometric Dimensioning and Tolerancing (AS)**2 credits (1 lecture hour, 2 lab hours)****Corequisite: ETM1010C (with a grade of C or higher)**

This course provides the fundamentals of geometric dimensioning and tolerancing (GD&T) as based on the American Society of Mechanical Engineers standard ASME Y14.5-2009. The coverage of topics includes geometric tolerancing symbols and terms, the rules of geometric dimensioning and tolerancing, datums, material condition symbols, tolerances of form, profile, orientation, run-out and location tolerances.

ETD2320C Introduction to AutoCAD (AS)**3 credits (2 lecture hours, 2 lab hours)**

A course designed to teach the skills needed to operate the hardware and software involving CAD.

ETD2340C AutoCAD 2 (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETD2320C (with a grade of C or higher)**

Advanced AutoCAD software applications to provide 2D and 3D enhancements. Topics include paper space, tool bar customizing, plotting and Internet, assembly, attributes and X reference, raster vs. vector.

ETD2355C AutoCAD 3D Modeling (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETD2340C (with a grade of C or higher)**

An advanced course in AutoCAD using both 2D and 3D commands. Emphasis on the 3D environment, wire frame and solids modeling and Mechanical Desktop.

ETD2364C SolidWorks Fundamentals (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETD2320C (with a grade of C or higher)**

This introductory course is designed to teach the student how to use the SolidWorks mechanical design automation software to build and modify parametric models of parts and assemblies. Students are also introduced to computer aided drawing and manufacturing (CAD/CAM) geometry for tool path processing used to create projects on computer numeric control (CNC) machining centers.

ETD2371C Introduction to 3D Printing (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETD2364C (with a grade of C or higher)**

This course provides an introduction to 3D printing and 3D scanning. This course builds on the existing knowledge of creating and exporting STL files in different CAD software. Students will become familiar with the processes and procedures to 3D scan objects using multiple 3D scanners, and to 3D print (both additive and subtractive printing) using multiple 3D printers. Usage of these technologies in the industry will also be introduced.

ETD2372C Advanced Rapid Prototyping (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETD2371C (with a grade of C or higher)**

This course builds upon ETD2371C with more advanced project applications. Students will explore simulation and design analysis of rapid prototyping. Students will be exposed to current industry practices and the latest technologies through a cooperation with local industry. Students will be able to showcase their creativity, design abilities, and scanning and printing skills through problem solving projects utilizing a variety of 3D printers and scanners and CAD software. Students will be required to work together as a community of designers and prototypers, providing feedback, advice, critique, and guidance to their classmates.

- ETD2941** **Engineering Technology Internship (AS)**
3 credits (15 lab hours)
Prerequisites: EET1084C (or EET1215C), ETD2320C, ETI1701, ETI1830, ETI2110, ETM1010C (with a grade of C or higher)
This course is a structured and supervised internship for students in the Engineering Technology program of study. On the job experience will be integrated with scheduled class meetings to review and compare work experiences with respect to workplace skills and technical expectations.
- ETD2950C** **Special Topics in Engineering Technology (AS)**
4 credits (3 lecture hours, 3 lab hours)
Prerequisites: EET1084C (or EET1215C), ETD2320C, ETI1701, ETI1830, ETI2110, ETM1010C (with a grade of C or higher)
The capstone course is designed for the student to demonstrate knowledge and skills applicable to the degree core competencies and outcomes. The course is designed as a project-based experience. The student's project requirements will be designed in concert with the area of curriculum emphasis.
- ETI1000** **Industrial Tools and Equipment (AS)**
3 credits (3 lecture hours)
Prerequisite: ETI1701
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.
- ETI1411** **Manufacturing Process (AS)**
2 credits (2 lecture hours)
Prerequisites: ETI1830, ETI2110 (with a grade of C or higher)
This course is an introduction to modern manufacturing materials, processes, and systems, the basic building blocks of modern manufacturing. The student will learn to identify and distinguish appropriate materials and processing selections given general performance needs and production rates. Material physical and mechanical properties are covered along with the equipment and processing methods used in modern manufacturing.
- ETI1622** **Concepts of Lean Manufacturing and Six Sigma (AS)**
2 credits (2 lecture hours)
This course provides a comprehensive overview of the Lean and Six Sigma methodologies including the Define, Measure, Analyze, Improve and Control (DMAIC) process improvement paradigm, techniques, tools and metrics that are critical for process improvement success. The course will include demonstration and use of Lean and Six Sigma tools.
- ETI1701** **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.
- ETI1830** **Materials and Processes 1 (AS)**
3 credits (3 lecture hours)
This course covers the physical properties and characteristics of common materials and commodities used in the aerospace industry. Materials compatibility, basic metallurgy and treatment processes are also covered.
- ETI1933-A** **Applied Technologies - Automotive Services (AS)**
25 credits (25 lecture hours)
Prerequisites: 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 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.

ETI1933-B Applied Technologies - Cosmetology (AS)**25 credits (25 lecture hours)****Prerequisites: Successful completion of Cosmetology PSAV 5357 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 Cosmetology PSAV 5357 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.****ETI1933-C Applied Technologies - Diesel Technology (AS)****25 credits (25 lecture hours)****Prerequisites: Successful completion of Diesel Technology 1 PSAV 5468 and Diesel Technology 2 PSAV 5457 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 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.****ETI1933-D Applied Technologies - Heating, Ventilation, Air Conditioning and Refrigeration (AS)****25 credits (25 lecture hours)****Prerequisites: Successful completion of Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267 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 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.****ETI1933-E Applied Technologies - Machining Technology (AS)****25 credits (25 lecture hours)****Prerequisites: Successful completion of Machining Technology PSAV 5459 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 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.****ETI1933-F Applied Technologies - Welding Technology (AS)****25 credits (25 lecture hours)****Prerequisites: Successful completion of Welding Technology PSAV 5460 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 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.****ETI1933-G Applied Technologies - Apprenticeship (AS)****25 credits (25 lecture hours)****Prerequisites: 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 the 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.**

- ETI1933-H Applied Technologies - Heavy Equipment Mechanics (AS)**
25 credits (25 lecture hours)
Prerequisites: 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 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.
- ETI1933-I Applied Technologies - Facilities Maintenance (AS)**
25 credits (25 lecture hours)
Prerequisites: Successful completion of Facilities Maintenance PSAV 5248 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 Facilities Maintenance PSAV 5248 at Palm Beach State 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.
- ETI1933-J Applied Technologies - Security and Automation Systems (AS)**
25 credits (25 lecture hours)
Prerequisites: Successful completion of Security and Automation Systems Technician PSAV 5249 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 Security and Automation Systems Technician PSAV 5249 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.
- ETI2110 Introduction to Quality Assurance (AS)**
3 credits (3 lecture hours)
Prerequisite: MAC1105 (with a grade of C or higher)
Familiarization and training in application and effective utilization of tools for Total Quality Management (TQM) including process development, evaluation, improvement, and project leadership with special emphasis on statistical theory and methods that have proven effective in manufacturing and service organizations.
- ETI2121C Non-Destructive and Destructive Testing (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ETI1701, ETI1830, ETI2851C (with a grade of C or higher)
This course covers the history, the advantages and disadvantages of non-destructive testing (NDT), the applications of NDT, and the new developments in non-destructive evaluation (NDE). Topics include detecting discontinuities in components during material processing, introduction to destructive testing, and the use of equipment, such as hardness testers and other testing equipment to perform the methods used in NDT.
- ETI2411C Manufacturing Process (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ETI1830, ETI2110 (with a grade of C or higher)
This course is an introduction to the materials, processes and systems that comprise the basic building blocks of modern manufacturing. The student will learn to identify and distinguish appropriate materials and processing selections given general performance needs and production rates. Physical and mechanical material properties are covered, along with the equipment and processing methods used in modern manufacturing. Design for manufacturing and advances in nanomanufacturing technology will also be covered. Hands-on experiments will include testing for strength of materials, material hardness comparison, additive manufacturing, first article inspection methods, and engineering metrology applied to manufacturing.
- ETI2851C Applied Mechanics (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ETI1830, PHY1001 (with a grade of C or higher)
This course is focused on the practical aspects of mechanics applied to the aerospace industry. Analysis of applied mechanics, applied stress of materials, and applied mechanics of fluids, assembly, installation, operation and troubleshooting of such systems and associated measurement systems are the focus of this course.

ETI2941 EPT Internship (6 credits) (AS)**6 credits (30 lab hours)****Prerequisites: EET1025C, ETI1000, ETP1322 (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.****ETI2942 EPT Internship (3 credits) (AS)****3 credits (15 lab hours)****Prerequisites: EET1025C, ETI1000, ETP1322 (with a grade of C or higher)****Experience in the administrative and organizational part of Power Generation.****ETM1010C Mechanical Measurements and Instruments (AS)****3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETI1701 (with a grade of C or higher)****This course provides the basic foundation for mechanical measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gauges, and other types of measuring equipment.****ETP1322 Electrical Power System (AS)****3 credits (3 lecture hours)****This course teaches the science and provides an overview of electric power systems, including power generation, transmission, distribution and consumption. It introduces smart grid and demand-side management, including the benefits and impacts on utilities, energy policy and the environment. It covers the broad spectrum of sciences: electrical, mathematics, physics, heat transfer, thermodynamics, fluid flow and communications.****ETP1400C Distributed Electric Power Generation and Storage (AS)****2 credits (1 lecture hour, 2 lab hours)****Prerequisite: EET1084C or EET1215C or ETP1322 (with a grade of C or higher)****Introduction to distributed electric power generation and storage background, essential theory and principles. Includes photovoltaic system components and configurations, panel assembly, introduction to microturbines, theory of operation, installation, operation, checkout, maintenance, troubleshooting and repair. Examination of electrical design, building-integrated photovoltaic products, microturbine fuels and fuel systems, fuel system interfacing, fuel gas compressors, chemical processes, performance monitoring, supervisory control and data acquisition.****ETP1402C Introduction to Solar Energy (AS)****3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETP1322 or EET1215C or EET1084C (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.****ETP1510C Biofuels and Biomass (AS)****3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETP1511C (with a grade of C or higher)****This course provides students with the basic principles of biofuels and biomass systems design and installation. Students in this course will identify biofuels and biomass fuel sources (organic matter); describe biofuels and biomass technologies, applications and efficiency; analyze biofuels and biomass manufacturing, distribution and integration issues; evaluate biogas and the sources and site location; design a biofuels and biomass system and the related components; and identify various microturbines and the components.****ETP1511C Introduction to Bio Fuels (AS)****3 credits (2 lecture hours, 2 lab hours)****Prerequisite: ETP1322 or EET1215C or EET1084C (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.**

- ETP1530C Introduction to Wind Energy (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETP1322 or EET1215C or EET1084C (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.
- ETP1550 Alternative Fuels and Electric Vehicle Technologies (AS)**
3 credits (3 lecture hours)
Prerequisite: EET1084C or EET1215C or ETP1322 (with a grade of C or higher)
An introduction to the background, essential theory, principles and future of alternative fuels and electric technologies. Topics include history of the automobile, world energy supply and demand for transportation, bi-fuel vehicles, liquid gas, bio-diesel, electric technology, electric vehicle components, fuel cell safety and other sources of energy. The student will gain an understanding of the usage of alternative fuels and electric technologies, fuel comparisons, ethano components, LPG and CNG components, legislation, infrastructure and environmental impact.
- ETP2137C Electrical Distribution Substations (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETP1322 (with a grade of C or higher)
This course focuses on electric substation installation and operation of equipment for changing voltage, switching circuits, regulating output levels, interrupting faults and providing communication control functions. The student will demonstrate an understanding of blueprint reading for substation layouts and one-line electrical diagrams. The student will study and be able to identify substation equipment and discuss substation operation, supervisory control and data acquisition applications, switching and maintenance. The student will demonstrate proficiencies in substation regulator operation, bus tie operations, recloser operation and tagging operations.
- ETP2410C Photovoltaic Technology (AS)**
2 credits (1 lecture hour, 2 lab hours)
Prerequisite: EET1084C or EET1215C or ETP1322 (with a grade of C or higher)
A study of photovoltaic (PV) electricity systems including theory of operation, site selection/survey, system components, system sizing, mechanical installation and electrical hookup of grid tied/utility interactive and stand alone systems.
- ETS1810C Energy Efficient Buildings (AS)**
3 credits (2 lecture hours, 2 lab hours)
This course is designed to introduce students to the benefits and barriers of commercial building energy efficiency through an in-depth look into EPA's ENERGY STAR program. Topics will include but are not limited to: current trends in commercial building energy efficiency, transforming the market with ENERGY STAR, ENERGY STAR Guidelines for Energy Management, rating building energy efficiency with Portfolio Manager, best energy efficiency practices, engaging employees in energy conservation, and tracking energy savings and greenhouse emissions reductions over time. This course will include hands-on learning opportunities such as measuring the energy use of an actual building and identifying energy efficiency opportunities.
- ETS2520C Process Measurement Fundamentals (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET1215C or EET1084C (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 sensors used in industry. Temperature, pressure, flow, level, strain, force, acceleration, displacement and analytical measurement theory is emphasized.
- ETS2530C 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 control methodology used for loop tuning.

ETS2700C 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.

EVR1001 Introduction to Environmental Science (AA)**3 credits (3 lecture hours)**

This course includes an overview of current environmental concerns. Emphasis is placed on the application of biological, ecological, physical, and chemical principles to the understanding of solutions to environmental problems and to achieving sustainability. (*)

EVR1007 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.

EVR2266 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.

EVR2858 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.

EVR2940 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.

EVS2015 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.

EVS2020 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.

EVS2193C 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.

EVS2601 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.

- EVS2870C Wildlife Ecology (AA)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: EVR1001 (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.
- FFP0010 Firefighter 1 (PSAV)**
206 clock hours
Firefighter 1 covers safety; fire behavior; construction; PPE; SCBA; extinguishers; knots; search and victim removal; forcible entry; construction; ladders; ventilation; water supply; fire hose; carrying and advancing hose; water streams; special fire control; sprinkler systems; salvage, overhaul and protecting evidence; fire communications; fire prevention, public education and Haz-Mat training. The student can obtain a Firefighter 1 certification.
- FFP0020 Firefighter 2 (PSAV)**
192 clock hours
The student will acquire the Florida requirements for firefighter certification. Subjects follow Bureau of Fire Services requirements. Includes: incident management system, construction and building collapse, rescue tools, vehicle extrication, hydrant flow, foam fire systems, ignitable liquid and gas fire control, fire detection, alarm and suppression systems, fire cause and origin, communications and incident reports pre-incident survey and wildlife firefighting.
- FFP1000 Introduction to Fire Science (AS)**
3 credits (3 lecture hours)
Prerequisite: Completion of Firefighter PSAV 5043 and 12 credits toward the Fire Science AS2195.
The purpose of this course is to provide an understanding of essential fire skills training. The firefighter program content includes, but is not limited to, orientation, the 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.
- FFP1301 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.
- FFP1505 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.
- FFP1540 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.
- FFP1820 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.

FFP1822 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.

FFP1824 Basic Incident Management System I-200 (AS)**1 credits (1 lecture hours)**

In this course, the student 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 but not limited to command post, staging area, bases, camps, and heliports-helisports), incident resources such as strike teams, task forces, and single resources, and common responsibilities, such as communications and forms, in incident management.

FFP1830 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.

FFP1841 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.

FFP1850 Public Relations and 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.

FFP1882 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.

FFP2111 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.

FFP2120 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.

FFP2206 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.

- FFP2510** **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.
- FFP2521** **Blueprint Reading and Plan Examination (AS)**
3 credits (3 lecture hours)
An introductory course to architectural working drawings and their reading and interpretation.
- FFP2541** **Private Fire Protection Systems 2 (AS)**
3 credits (3 lecture hours)
Prerequisite: 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.
- FFP2612** **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.
- FFP2706** **Public Information Officer (AS)**
3 credits (3 lecture hours)
This course prepares the student to serve effectively as a 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.
- FFP2720** **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.
- FFP2740** **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.
- FFP2741** **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.
- FFP2770** **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.
- FFP2780** **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.
- FFP2800** **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.

- FFP2810 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.
- FFP2811 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.
- FFP2840 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.
- FFP2842 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.
- FIL1456C 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.
- FIL1461C 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.
- FIL1518C 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.
- FIL1547C Mixing and Mastering for Recording Arts 1 (AS)**
3 credits (2 lecture hours, 2 lab hours)
This course introduces students to the techniques of audio post-production editing. Students become familiar with ProTools platforms. Students will complete assignments in conjunction with students in other concurrent program courses.
- FIL1680C 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.

- FIL2000** **Film Appreciation (AA)**
3 credits (3 lecture hours)
Prerequisite: Appropriate English and reading placement test scores or exemption from placement testing.
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. (*)
- FIL2002** **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.
- FIL2031** **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.
- FIL2032** **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.
- FIL2044** **History of Animation (AA)**
3 credits (3 lecture hours)
This course introduces the student to the evolution of the motion picture animation from the 20th century through the modern day through lectures and screening of selected films. The focus is on specific movements, individuals and developments in motion picture animation throughout the history of film.
- FIL2100** **Screenwriting (AS)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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.
- FIL2130** **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.
- FIL2420C** **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.
- FIL2425CR** **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.

FIL2432C 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.

FIL2470C 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.

FIL2480C Directing for Film (AS)**3 credits (2 lecture hours, 2 lab hours)**

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.

FIL2537C 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.

FIL2538C 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.

FIL2543C Film Sound Design (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisites: FIL1547C, FIL2538C (with a grade of C or higher)**

Focuses on theory and practice of production and post-production film sound. Special emphasis on techniques of sound in filmmaking process. Students will complete assignments in conjunction with students in other concurrent program courses.

FIL2548C Mixing and Mastering for Recording Arts 2 (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: FIL1547C (with a grade of C or higher)**

This course introduces students to advanced techniques of audio post-production editing. Students become familiar with ProTools platforms. Students will complete assignments in conjunction with students in other concurrent program courses.

FIL2561C 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.

FIL2571C 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.

- FIL2589C** **Motion Picture Production 3 (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL2432C (with a grade of C or higher)
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.
- FIL2681C** **Managing Post-Production for Directors, Producers and Cinematographers (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL1461C or FIL2480C (with a grade of C or higher)
This course will explore the foundations of successful post-production and the specific technologies involved. Emphasis will be placed on communication and planning in a professionally-styled group dynamic. Picture editing, sound editing, mixing and color grading workflows will be covered.
- FIL2910** **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.
- FIL2941** **Motion Picture Production Internship 1 (AS)**
1 credits (8 lab hours)
Prerequisite: FIL2420C or (FIL2537C and FIL2571C) or FIL2681C (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.
- FIN3400** **Principles of Financial Management (BAS)**
3 credits (3 lecture hours)
Prerequisites: ACG2022 (with a grade of C or higher), 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.
- FOS1201** **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.
- FRE1120** **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.
- FRE1121** **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 FRE1120 and helps students continue to develop proficiency in the four language skills. Students who have completed FRE1120 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.

- FSS1220 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.
- FSS1220L Professional Cooking Lab (AS)**
1 credits (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.
- FSS1221C 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.
- FSS2105 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.
- FSS2242C 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.
- FSS2500 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.
- GCO2230 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.
- GEA1000 Principles of Geography and Conservation (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 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. (*)
- GEB1011 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.

- GEB1933 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 college record keeping only.
- GEB2214 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.
- GEB2941 Business Capstone (AS)**
2 credits (2 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.
- GEB2942C Business and Computer Science Internship (AS)**
3 credits (1 lecture hour, 14 lab hours)
Prerequisites: COP1000 or CNT2000 or GEB1011 or ENT1000; 12 credit hours of core courses (with a grade of C or higher); 2.5 cumulative GPA and department approval
This business and computer science internship course provides students with career-related work experience with a company or organization and meaningful exposure to a professional, college-level career field.
- GEB3213 Business Writing (BAS)**
3 credits (3 lecture hours)
Prerequisites: Admission to the BAS Supervision and Management program or consent of the department; ENC1102 or ENC1141 (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.
- GEB3375 Foundations of International Business (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213 (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.
- GEB3453 Business Ethics and Stakeholder Management (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213 (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-a-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.
- GEB4113 Entrepreneurship (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213 (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.

- GEB4891 Strategic Management and Decision Making (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213 (with a grade of C or higher); Prerequisites or Corequisites: MAN4504, MAR4802 (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.
- GEB4935 Capstone Experience: General Management (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213, GEB4891 (with a grade of C or higher); This course should be taken during the last semester of the program, and requires Bachelor's department approval.
This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project.
- GEB4940C Bachelors Internship (BAS)**
3 credits (1 lecture hour, 14 lab hours)
Prerequisite: 15 credit hours in upper-level B.A.S. courses (with a grade of C or higher); 3.0 cumulative GPA and instructor or department permission
The internship experience and concurrent seminar provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in General Supervision and Management. Students will apply business skills and competency-based applied learning at an internship site that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills and occupation-specific skills, and knowledge which are specific to their career field.
- GER1120 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.
- GER1121 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.
- GEY2000 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.
- GLY1000 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. (*)
- GLY2030C 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.

GRA1190C 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.

GRA1530C 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.

GRA2100C 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.

GRA2121C 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.

GRA2122C 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.

GRA2131C 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.

GRA2132C 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.

GRA2136C 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. Final Cut Production will be used for video editing.

GRA2144C 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.

GRA2151C 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.

GRA2152C 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.

GRA2156C 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.

GRA2157C 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.

GRA2160C 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 and import and edit video files. In addition they will learn how to optimize sound files for different uses.

GRA2171C 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.

GRA2191C Graphic Design 2 (AA)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: GRA1190C (with a grade of C or higher)**

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.

GRA2722C 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.

GRA2940 Graphic Design Internship (AS)**3 credits (5 lab hours)****Prerequisite: All other Graphic Design courses required for Graphic Design Technology program. A 3.0 minimum GPA in major graphic design courses and approval of department chair.**

Upon becoming employed by a graphic design firm, the intern works in a studio setting such as a print shop, advertising agency, advertising department, etc., of a company or in a commercial printing business and is involved in duties associated with the graphic arts profession for a period of not less than six weeks, not more than 12 weeks or 220-300 hours to secure credit for the internship.

HCP0120 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.

HCP0121C Nurse Aide and Orderly (Articulated) (PSAV)**75 clock hours**

Nursing concepts of caregiving, culture, communication, ethics and health care law are continued. A foundation of nursing skills and clinical experience expands the student's understanding of his/her role within the health care team while prompting and enhancing human flourishing. Curriculum prepares the student to take the state nursing assistant certification exam.

HCP0300 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.

HCP0620 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.

HEV0001 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.

HEV0002 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.

- HEV0003 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.
- HEV0004 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.
- HEV0114 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 - 5 years old. It will examine the various statutes governing physical environment, hiring practices, training, nutrition, health and safety, as well as, record keeping.
- HEV0115 Introductory Child Care Worker Certification (PSAV)**
24 clock hours
This course combines Introductory Child Care training with the 10-Hour Behavioral Observation and Screening component for a total of 24 hours of child care training. This course provides training on the rules and regulations for licensed child care facilities in Palm Beach County as well as behavioral observation and screening techniques.
- HEV0118 Rules and 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.
- HEV0123 10-Hour Special Needs Appropriate Practices (PSAV)**
10 clock hours
Developmentally appropriate practices for children with special needs is 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.
- HEV0130 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 3-5 years old.

- HEV0131** **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.
- HEV0132** **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.
- HEV0194** **School Age Professional Certificate Mod 1 (PSAV)**
40 clock hours
This course provides an orientation to school age child care, including the philosophy, purpose and social/cultural context of after-school and other programs for school-age youth. An examination of program models, including staff roles, program planning, quality improvement, and interaction with children, families and community will be presented.
- HEV0195** **School Age Professional Certificate Mod 2 (PSAV)**
40 clock hours
This course explores positive guidance techniques and behavior management strategies for school age child care providers. Child-centered approaches, self-management techniques and conflict resolution strategies will be presented to establish an environment of respect, cooperation and social competence.
- HEV0803** **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.
- HEV0804** **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.
- HEV0807** **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.
- HEV0808** **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 3. Maintaining a commitment to professionalism

- HEV0809** **Caring for Children Birth - 3 Years Module 3 (PSAV)**
40 clock hours
The third module of **Caring for Children Birth - 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 - 3 years old.**
- HEV0999** **ECPC/FCCPC Practical Experience (PSAV)**
480 clock hours
This is an internal college course that will be noted on the transcript of those students who have successfully completed the **Early Childhood Professional Certificate Program - Preschool (5364)** or **Caring for Children Birth to 3 Years Program - FCCPC (5390)**. This course is designed to document the completion of the practical experience required for the **ECPC** or **FCCPC** credential. Students are required to document **480 hours of direct work with children 5 years of age or younger.**
- HFT1000** **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.
- HFT1313** **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.
- HFT1630** **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.
- HFT1850C** **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.
- HFT2220** **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.
- HFT2410** **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.
- HFT2434** **Club Management (AS)**
3 credits (3 lecture hours)
This course introduces students to the complex world of private and semi-private club management and the challenges of managing a club verses restaurants or hotels. New areas of responsibility will be brought to light, including sustainability, building projects, club governance, membership marketing, golf operations, and club fitness, spa, aquatics and tennis operations.

- HFT2510 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.
- HFT2600 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.
- HIM1000C Introduction to Health Information Management (AS)**
3 credits (2 lecture hours, 2 lab hours)
Corequisite: HSC2531 (with a grade of C or higher)
This course provides an overview of health information management careers and professional development. Emphasis will be on the role, purpose, and forms of medical records and related legal and ethical issues; basic employability skills; health delivery systems; and a foundation knowledge of health information functions.
- HIM1012C Health Information Law, Ethics, and Compliance (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1000C (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.
- HIM1210C Health Information System (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: CGS1100 or HIM1000C or HIM1610C (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.
- HIM1282C 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.
- HIM1433C Pathophysiology for Health Information (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 human disease. It introduces important concepts including surgical terminology, inflammation and allergy, neoplasia, heredity disease, dietary factors influencing disease, and infectious disease. This will also include the study of the major diseases associated with each body system with regard to diagnosis and associated treatment along with clinical indicators and required documentation.
- HIM1442C Pharmacology for Health Information (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 healthcare issues relating to pharmacology including appropriate documentation of drugs.

HIM1610C Office Applications for Health Professions (AS)**3 credits (2 lecture hours, 2 lab hours)**

This course will provide instruction and hands-on practice using word processing, spreadsheet, database and presentation software to complete health care-based scenarios. This includes forms design, basic health data analytics, use of secondary data sources and graphical presentation of health care outcomes.

HIM1800C 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.

HIM2046L Skills Lab for Health Care Documentation and Transcription (AS)**2 credits (4 lab hours)****Prerequisites: ENC1101, HIM1442C, HIM1610C, (with a grade of C or higher); Corequisite: HIM2047C (with a grade of C or higher)**

This course provides student with hands-on, practical application of health care documentation skills. This includes transcription of dictated reports, retrospective documentation review, critical thinking case studies and the planning and organization of physician training.

HIM2047C Fundamentals of Health Care Documentation and Transcription (AS)**2 credits (1 lecture hour, 2 lab hours)****Prerequisites: HIM1000C, HIM1433C (with a grade of C or higher)**

Health care documentation requirements and formats by health care settings. Including review of transcription technology, voice recognition, ergonomics, workflow technology, deficiency analysis, and criteria for high quality clinical documentation with an overview of medical coding, review processes and clinical documentation programs.

HIM2222C 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.

HIM2253C 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.

HIM2272C 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.

HIM2304C 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.

- HIM2510C Health Care Data Analysis (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: HIM1210C, 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.
- HIM2651C 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.
- HIM2803C Health Care Documentation Practicum (AS)**
2 credits (1 lecture hours, 8 clinical hours)
Prerequisites: HIM2046L, HIM2047C (with a grade of C or higher)
This course provides student with clinical practice in health care documentation principles and practice. It will utilize all previous skills attained in the prerequisite courses.
- HIM2810L Advanced Coding Practicum (AS)**
1 credits (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, 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.
- HIM2826L Health Information Skills Lab (AS)**
1 credits (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.
- HOS1010 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.
- HSA3110 Health Care Organization and Management (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213 (with a grade of C or higher); Prerequisite or Corequisite: MAN3240 (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.
- HSA3160 Health Care Marketing (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213, HSA4109 (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.

HSA4109 Principles of Managed Care (BAS)**3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213 (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.****HSA4431 Health Care Operational Decision Making (BAS)****3 credits (3 lecture hours)****Prerequisites: HSA3110, MAN3301 (with a grade of C or higher)****Students will learn to apply management systems, project management and quantitative principles, and various tools and techniques to the effective planning and utilization of resources in the operations and management of health care services.****HSA4553 Ethics in Health Care (BAS)****3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213 (with a grade of C or higher); Prerequisite or Corequisite: MAN4120 (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.****HSA4938 Capstone Experience: Health Management (BAS)****3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213, HSA3160 (with a grade of C or higher); This course should be taken during the last semester of the program, and requires Bachelor's department approval.****This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project.****HSC0003 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.****HSC0003L 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.****HSC1101 Contemporary Issues in Health (AA)****3 credits (3 lecture hours)****Prerequisite: Appropriate English and reading placement test scores or exemption from placement testing.****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. (*)****HSC2100 Health Concepts and Strategies (AA)****3 credits (3 lecture hours)****Prerequisite: Appropriate English and reading placement test scores or exemption from placement testing.****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. (*)**

- HSC2130 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.
- HSC2140 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.
- HSC2204 Community Health Education (AA)**
3 credits (3 lecture hours)
Prerequisite: HSC2100 recommended
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.
- HSC2531 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.
- HSC4500 Epidemiology (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213 (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.
- HUN1201 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. (*)
- HUS1001 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.
- HUS1200 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.
- HUS1203 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.

- HUS1302 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.
- HUS1421 Assessment and Treatment Planning in Addictions (AS)**
3 credits (3 lecture hours)
This course enables students to master the core functions of screening, intake and assessment in addiction treatment. Students will study the process of identifying problems, establishing goals, and deciding on a treatment plan for clients.
- HUS1423 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.
- HUS1424 Counseling the Chemically Dependent Person (AS)**
3 credits (3 lecture hours)
This course provides an overview of counseling/treatment modalities used in chemical dependency. It addresses the pathology of chemical dependency and provides knowledge of helping resources. Discussion and critique are used as teaching tools. This course meets or exceeds the requirements of most Florida licensing and certification boards' HIV/AIDS requirements.
- HUS1440 Family Issues in Chemical Dependency (AS)**
3 credits (3 lecture hours)
This course prepares students to assess and identify family dynamics related to addiction and familiarize them with current treatment models, techniques and practices. This course meets or exceeds the requirements of most Florida licensing and certification boards' Domestic Violence requirements.
- HUS1450 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 related diagnostic criteria. It also provides students with an introduction to psychopharmacology and an overview of drugs and their effects.
- HUS1620 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
- HUS1640 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.
- HUS1850C Field Work/Internship in Human Services 1 (AS)**
3 credits (1 lecture hour, 9 lab hours)
Prerequisite: HUS1302 or HUS1200 or HUS2308 or HUS1203
Students complete a minimum of 144 hours of Human Services field work during the semester with related assignments. Field work activities include interviewing and counseling clients and their families, assessment and planning, monitoring and observation, problem solving, participating in group and individual therapy, intervention and linking clients with community resources.

- HUS2308** **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.
- HUS2851C** **Field Work/Internship in Human Services 2 (AS)**
3 credits (1 lecture hour, 9 lab hours)
Prerequisite: HUS1850C
This course provides the second field work class required by the A.S. program which offers the student an opportunity to work in a different human services agency or the same agency in a different role. Students complete a minimum of 144 hours of Human Services field work during the semester with related assignments. Field work activities may include interviewing and counseling clients and their families, assessment and planning, monitoring and observation, problem solving, participating in group and individual therapy, intervention and linking clients with community resources.
- IDH2105** **Honors Knowledge Through the Ages (AA)**
3 credits (3 lecture hours)
Prerequisites: ENC1101 (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.
- IDH2911** **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.
- IND1233C** **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.
- IND1234C** **Design Studio 2 (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: IND1233C, IND1401C (with a grade of C or higher); **Corequisite:** IND2460C (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.
- IND1401C** **Technical Design (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.

IND1935 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.

IND2100 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.

IND2130 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.

IND2237C Design Studio 3 (AS)**4 credits (3 lecture hours, 2 lab hours)****Prerequisites: IND1234C, IND2460C (with a grade of C or higher)**

This course focuses on commercial interiors. Research, programming, conceptual design and space planning are applied to the development of commercial spaces. Code assessment, commercial construction details and sustainable design are incorporated into design projects. Traditional and digital methods will be used in design documentation and visualization.

IND2238C 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.

IND2261C Interior Detailing (AS)**4 credits (3 lecture hours, 2 lab hours)****Prerequisites: IND1234C, IND2460C (with a grade of C or higher)**

This course covers interior detailing as applied to interior millwork, custom cabinetry and custom furniture design.

IND2307C Interior Design Graphics (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisite: IND1401C (with a grade of C or higher)**

This course focuses on the application of graphic presentations of interior design solutions. Students explore a variety of skills, techniques and methods to visually communicate design concepts including three-dimensional computer renderings as well as hand-drawn techniques.

IND2420 Materials, Estimating and Specifications (AS)**3 credits (3 lecture hours)**

This course provides with 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.

IND2432C Interior Lighting (AS)**3 credits (2 lecture hours, 2 lab hours)****Prerequisites: IND1234C, IND2460C (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 commercial environments.

- IND2460C** **CAD for Interiors 1 (AS)**
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: IND1401C (with a grade of C or higher)
This course is an introduction to computer-aided design (CAD) as it is applied in the field of interior design. It includes computer drafting concepts and the development of working drawings to communicate design solutions.
- IND2461** **Building Systems (AS)**
3 credits (3 lecture hours)
This course explores the components of interior construction and building systems as they relate to interior design. The course emphasizes the understanding of the structural and nonstructural envelope and the distribution systems, including power, mechanical, plumbing, data/voice communications and acoustics.
- IND2463C** **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.
- IND2505** **Professional Practices (AS)**
3 credits (3 lecture hours)
Prerequisite: IND2237C (with a grade of C or higher)
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.
- IND2608** **Sustainable Design (AS)**
3 credits (3 lecture hours)
Prerequisites: IND1233C, IND1401C (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.
- IND2941** **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. The student will acquire practical experience by actually working in a professional interior design business, and under proper guidance will experience various aspects of the professional world.
- INR2002** **International Relations (AA)**
3 credits (3 lecture hours)
Prerequisites: 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.
- ISC1053** **Science Foundations (AA)**
1 credits (1 lecture hours)
This introductory general science class will prepare students for transfer level science classes. The course emphasizes strengthening science related knowledge and skills to increase understanding of several science branches. Students will explore topics including: the scientific method, basic math used in science, scientific terminology, and foundation level biology/chemistry concepts. A focus will be placed on study skills and individual accountability.

ISM3113 Systems Analysis and Design (BAS)**3 credits (3 lecture hours)****Prerequisite; GEB3213 (with a grade of C or higher); Prerequisite or Corequisite: COP3530 (with a grade of C or higher)**

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.

ISM3212 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.

ISM3314 Project Management (BAS)**3 credits (3 lecture hours)****Prerequisite: GEB3213 (with a grade of C or higher)**

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.

ISM3318 Stakeholder and Communications Management (BAS)**3 credits (3 lecture hours)****Prerequisite: ISM3314 (with a grade of C or higher)**

Select and apply the appropriate communications management strategies, techniques and technologies for a given project stakeholder audience, situation and framework. Stakeholder audiences include groups, departments, vendors, organizations and government agencies that could impact or be impacted by project decisions, activities or outcomes. Various project management methodologies are integrated into the course representing current professional practices.

ISM3334 Product, Service and Process Project Management (BAS)**3 credits (3 lecture hours)****Prerequisite: MAN4520 (with a grade of C or higher)**

Product, Service and Process Project Management course provides a framework for project managers to lead projects that involve the application of multiple operating methodologies. The course will apply concepts, tools and practices taught in the Quality, Project Schedule, Project Cost Control, Change Management, and Stakeholder and Communications Management courses. Students successfully completing this course will be able to create value in the workplace through their ability to adapt and apply project management methods and tools to a variety of project types. This course will be the prerequisite for the ISM4881 Capstone course for students in the T705 Supervision and Management, Project Management concentration.

ISM4011 Management Information Systems (BAS)**3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213 (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.

ISM4117 Data Mining and Data Warehousing (BAS)**3 credits (3 lecture hours)****Prerequisites or Corequisites: COP2700, ISM3212 (with a grade of C or higher)**

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.

- ISM4210 Database Administration and Architecture (BAS)**
3 credits (3 lecture hours)
Prerequisite: ISM3212 (with a grade of C or higher)
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.
- ISM4211 Database Systems and Physical Design (BAS)**
3 credits (3 lecture hours)
Prerequisites: COP2700, ISM3113, ISM3212 (with a grade of C or higher)
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.
- ISM4213 Advanced Database Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: ISM3212 (with a grade of C or higher)
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.
- ISM4220 Business Data Communications, Telecommunications/Network (BAS)**
3 credits (3 lecture hours)
Prerequisite: CNT2000 (with a grade of C or higher)
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.
- ISM4312 Project and Change Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: ISM3314, ISM3318 (with a grade of C or higher)
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.
- ISM4313 Managing IT Integration (BAS)**
3 credits (3 lecture hours)
Prerequisite: ISM3314, MAN4584 (with a grade of C or higher)
Course requirements include acquisition and sourcing, integration, project management, testing and quality assurance, organizational context and architecture.
- ISM4320 Applications in Information Security (BAS)**
3 credits (3 lecture hours)
Prerequisite: CNT2402 (with a grade of C or higher)
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.
- ISM4323 Security Management (BAS)**
3 credits (3 lecture hours)
Prerequisites: CNT2402, ISM4220 (with a grade of C or higher); Prerequisites or Corequisites: CNT4408, ISM4320 (with a grade of C or higher)
The management of information security and the required infrastructure, technology, skills and planning will be studied. The student will develop an understanding of information systems architecture, logical and physical, as well as examine controls and implement strategies, including the controls to manage vulnerabilities and threats. The goal is to achieve competency in the use of technology, devices, tools and applications necessary to secure a system.

- ISM4324 Computer Forensics (BAS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: ISM4323 (with a grade of C or higher)
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.
- ISM4330 Capstone Experience: Database Administration (BAS)**
3 credits (3 lecture hours)
Prerequisites: COP4834, FIN3400, GEB3213, ISM4210, ISM4211, ISM4213 (with a grade of C or higher); This course should be taken during the last semester of the program, and requires Bachelor's department approval.
This course focuses on the integration of knowledge, skills, and abilities learned in the Information Management Database Administration or Security and Network Assurance program concentrations through a capstone project.
- ISM4331 Capstone Experience: Security and Network Assurance (BAS)**
3 credits (3 lecture hours)
Prerequisites: ISM4323 (with a grade of C or higher); This course should be taken during the last semester of the program, and requires Bachelor's department approval.
This course focuses on the integration of knowledge, skills and abilities learned in the Information Management Security and Network Assurance program concentration through a capstone project.
- ISM4332 IT Project Schedule and Cost Control (BAS)**
3 credits (3 lecture hours)
Prerequisite: ISM3314, ISM4312 (with a grade of C or higher)
Students will develop fundamental skills in estimating, scheduling, cost control, and reporting, essential for successful information technology projects.
- ISM4881 Capstone Experience: Project Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: ISM4313 (with a grade of C or higher); This course should be taken during the last semester of the program, and requires Bachelor's department approval.
As the capstone class for the Project Management concentration, this course provides the opportunity for students to demonstrate competencies in the practical application of the program learning objectives in workplace situations. The course focuses on the development and communication of a project plan and presentation to project stakeholders, requiring team collaboration, research and analysis.
- ISS2940-A Social Science Internship (AA)**
1 credits (2 lab hours)
Prerequisite: Instructor permission required
This one-credit, 32-lab hour internship course is designed to continue training in student's academic interest through field experiences. The student, instructor, and site supervisor work together to determine specific learning objectives which relate to the course learning outcomes for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives, learning outcomes and a technical project. Instructor permission is required.
- ISS2940-B Social Science Internship (AA)**
2 credits (4 lab hours)
Prerequisite: Instructor permission required
This two-credit, 64-lab hour internship course is designed to continue training in student's academic interest through field experiences. The student, instructor, and site supervisor work together to determine specific learning objectives which relate to the course learning outcomes for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives, learning outcomes and a technical project. Instructor permission is required.

- ISS2940-C Social Science Internship (AA)**
3 credits (6 lab hours)
Prerequisite: Instructor permission required
This three-credit, 96-lab hour internship course is designed to continue training in student's academic interest through field experiences. The student, instructor, and site supervisor work together to determine specific learning objectives which relate to the course learning outcomes for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives, learning outcomes and a technical project. Instructor permission is required.
- JST2702 A History of the Holocaust and Contemporary Anti-Semitism (AA)**
3 credits (3 lecture hours)
The following course will explore the history of the Holocaust and contemporary anti-Semitism, both globally and domestically. Students will explore the Weimar Republic and Hitler's precipitous and dramatic rise to and consolidation of power from the end of the First World War. Students will closely examine and comprehend all of the factors and forces that transformed Germany into a murderous Nazi state. Beyond this, students will critically examine the evolution of the Holocaust from anti-Jewish policies in Nazi Germany to the establishment of concentration camps and ghettos, the conceptualization and implementation of the Final Solution in Europe, and to forms of Jewish resistance and liberation.
- LDE2000 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.
- LDE2510 Computer-Aided Landscape Design (AS)**
3 credits (3 lecture hours)
Prerequisite: ORH2830 recommended or consent of instructor
In this course students with introductory design skills are taught the advanced techniques of computer-aided landscape design. Proficiency in generating finished designs, estimating, and plotting are emphasized.
- LIN2740 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).
- LIT1000 Introduction to Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 or its equivalent (with a grade of C or higher)
In this course students will analyze readings from the basic genres of writing: fiction, non-fiction, poetry and drama. The course will provide students with the tools to sharpen their critical skills in reading, analyzing, and writing, while exploring the fundamental elements of literature--such as theme, plot, setting, characterization, and language. Students will also work on developing an appreciation for major writers and their influences. This process will also help students develop a deeper understanding of the importance of literature as both a reflection of and a contributor to the human experience. This course is a Gordon Rule writing course as defined by SB Rule 6a-10.030. The planning, organization, and writing of critical papers is covered. This course involves significant reading, writing, and discussion. (*)
- LIT2050 Survey of Literary Humor (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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. (*)
- LIT2090 Contemporary Literature (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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. The course fulfills general education requirement for literature. (*)

LIT2110 World Literature Before the Renaissance (AA)**3 credits (3 lecture hours)****Prerequisite: ENC1101 (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. (*)****LIT2120 World Literature After the Renaissance (AA)****3 credits (3 lecture hours)****Prerequisite: ENC1101 (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. (*)****LIT2190 Introduction to Afro-Caribbean Literature (AA)****3 credits (3 lecture hours)****Prerequisite: ENC1101 (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. (*)****LIT2370 The Bible as Literature (AA)****3 credits (3 lecture hours)****Prerequisite: ENC1101 (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. (*)****LIT2380 Women In Literature (AA)****3 credits (3 lecture hours)****Prerequisite: ENC1101 (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. (*)****MAC1105 College Algebra (AA)****3 credits (3 lecture hours)****Prerequisite: MAT1033C (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). (*)****MAC1114 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). (*)****MAC1140 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. (*)**

- MAC1147** **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. (*)
- MAC2233** **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. (*)
- MAC2311** **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 included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. (*)
- MAC2312** **Calculus With Analytic Geometry 2 (AA)**
4 credits (4 lecture hours)
Prerequisite: MAC2311 (with a grade of C or higher)
Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. (*)
- MAC2313** **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. (*)
- MAD2104** **Special Topics in Mathematics: Discrete Math (AA)**
3 credits (3 lecture hours)
Prerequisite: MAC2311 (with a grade of C or higher)
This course is an introduction to the area of mathematics most directly related to computer science, and is a first course in abstract thinking where students learn how to conjecture, state and prove simple mathematical theorems. Topics covered include logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, recurrence relations, and number theory. Emphasis will be placed on providing a context for the application of the mathematics within computer science.
- MAN2021** **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.
- MAN2542** **Supply Chain Modeling (AS)**
3 credits (3 lecture hours)
Prerequisites: TRA1010, TRA1154 (with a grade of C or higher)
This course will enable student to create quantitative models in Microsoft Excel as supporting tools in decision-making. The course will follow the case study method, exposing students to business situations typically encountered by Supply Chain Management professionals. Students will learn how to select the applicable tool to address the situation described in every case, create the corresponding quantitative model, write objective recommendations derived from the analysis, and present these in a simulated boardroom meeting environment. The course will cover decision analysis, linear regression modeling, forecasting methods, optimizing modeling, and the Monte Carlo simulation.

MAN3025 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.**MAN3240 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.**MAN3301 Human Resources Management (BAS)****3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213 (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.****MAN4120 Leadership Challenges and Supervision (BAS)****3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213 (with a grade of C or higher); Prerequisite or Corequisite: MAN3240 (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.****MAN4162 Customer Relations for Business (BAS)****3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213 (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.****MAN4401 Labor Relations Management (BAS)****3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213 (with a grade of C or higher); Prerequisite or Corequisite: MAN3301 (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.****MAN4504 Operational Decision Making (BAS)****3 credits (3 lecture hours)****Prerequisites: FIN3400, GEB3213 (with a grade of C or higher); Prerequisite or Corequisite: MAN4401 (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.****MAN4520 Quality Management Control (BAS)****3 credits (3 lecture hours)****Prerequisite: ISM3314, ISM4332 (with a grade of C or higher)****Overview of the history and current practices related to the quality movement. Students will study contributions of quality experts such as Deming, Juran and Crosby, 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.**

- MAN4574 Acquisitions Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: ISM3314 (with a grade of C or higher)
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.
- MAN4584 Project Risk Management (BAS)**
3 credits (3 lecture hours)
Prerequisite: ISM3314, MAN4520 (with a grade of C or higher)
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 in the preparation and skills used to diffuse risk in the project management setting.
- MAN4802 Entrepreneurship and Small Business Management (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213, GEB4113 (with a grade of C or higher)
In this course students will study the factors involved in starting and managing a small to medium size business. Emphasis will be placed on conduct of pre-business feasibility study, start-up of business, successful management of the firm, and options for succession or termination.
- MAP2302 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. (*)
- MAR2011 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.
- MAR4802 Marketing for Managers (BAS)**
3 credits (3 lecture hours)
Prerequisites: FIN3400, GEB3213 (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.
- MAS2103 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. (*)
- MAT0022 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 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.

MAT0055 **Developmental Math 1 (Dev Ed)****1 institutional credits (1 lecture hours)****Prerequisite: CPT score of 45-71 (EA), or PERT score of 109-113, or PERT Diagnostic score of 40-44;****Corequisite: SLS1501**

Course satisfies the upper-level developmental math requirements in modular format. Topics include real numbers, solving linear equations, literal equations, and inequalities, graphing equations, integer exponents, polynomial operations, factoring polynomials, solving quadratic equations, simplifying rational expressions and radical expressions. Course consists of computer-based interactive instructional software and instructor assistance. Successful completion requires a minimum of 80% accuracy on the assigned unit(s).

MAT0056 **Advanced Developmental Algebra (Dev Ed)****2 institutional credits (2 lecture hours)****Prerequisite: CPT score of 45-71 (EA) or PERT score of 100-113; Corequisite: SLS1501**

This course satisfies the upper-level developmental math requirements in a modular format for the purpose of preparing students for credit mathematics courses and covers equations, inequalities, polynomials, graphing, rational expressions, and radical expressions, with real applications integrated throughout. Successful completion requires a course average of 75% or higher and a score of 70% or higher on the departmental final exam.

MAT1033C **Intermediate Algebra (AA)****4 credits (3 lecture hours, 2 lab hours)****Prerequisite: Non-Exempt students will need to provide appropriate placement scores or MAT0022 or MAT0056 (with a grade of C or higher)**

This course prepares students for MAC1105. Topics include functions, linear equations and inequalities, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. MAT1033C is a course that combines classwork with at least 50 minutes of in-class guided practice each week to help develop critical thinking and problem solving strategies. MAT1033C is NOT a Gordon Rule course and does NOT satisfy part of the math requirements for graduation. This course counts as elective credit only.

MAT1100 **Quantitative Reasoning (AA)****3 credits (3 lecture hours)**

Prerequisite: None for exempt students. Non-exempt students must show appropriate placement scores or successful completion of MAT0022 or MAT0056. This course builds on the foundation for understanding selected concepts taken from topics that include algebra, set theory, logic, geometry, probability, statistics, proportions, numeracy and graphing. Critical thinking skills, problem-solving strategies, financial mathematics, communicating mathematically, and appropriate use of technology will be incorporated throughout the course. Note: MAT1100 only satisfies the prerequisite requirements for MGF1106 and MGF1107 in general education. Students wishing to take MAC1105 must take MAT1033C or present sufficient placement scores.

MCB2010 **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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

MCB2010L **Microbiology Lab (AA)****1 credits (2 lab hours)****Corequisite: MCB2010**

This is the laboratory to accompany MCB2010. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

- MEA0005 Introduction to Medical Assisting (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 with direct application to the medical assistant.
- MEA0230 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.
- MEA0231 Anatomy and Physiology (PSAV)**
69 clock hours
This course offers an introduction to the study of the systems, structure and function of the human body, organs and cellular biology. Emphasis is on the systems of the body, principles of human physiology, skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, integumentary, and reproductive systems including related terminology.
- MEA0234 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. See MEA0237 for Part 2.
- MEA0237 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. See MEA0234 for Part 1.
- MEA0242 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.
- MEA0254 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.
- MEA0258 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.
- MEA0310 Introduction to Medical Office Procedures (PSAV)**
90 clock hours
This course provides an overview of the medical assisting and related health professions, including the role and responsibilities of the medical office receptionists, public relations, and interpersonal relations of the healthcare team members. The primary focus placed on front office functions such as appointment scheduling, telephone techniques, communication, patient interaction, medical records, medical office automation, legal and ethical issues related to the medical assisting profession.

- MMC1000** **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.
- MMC1112** **Basic News Writing for Mass Media (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC1101 (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.
- MMC1949C** **Mass Media Internship 1 (AA)**
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC1112
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.
- MNA2100** **Human Relations in Business (AA)**
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.
- MNA2303** **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.
- MNA2345** **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.
- MSS0002** **Introduction to Massage Therapy (PSAV)**
78 clock hours
This course introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Students will acquire the knowledge to develop a self-care strategy by identifying body awareness and movement habits.
- MSS0252** **Massage Therapy 1 (PSAV)**
200 clock hours
Prerequisite: MSS0002
This course explores the theory and practice of therapeutic massage, draping procedures, indications and contraindications, Human Anatomy and Physiology I, Pathology I, Myology, Allied Modalities I (chair massage, reflexology, paraffin bath), Communication for the Massage Therapist I, Movement and Body Mechanics for the Massage Therapist II, Properties and Use of Lubricants, Massage Equipment and Lab Procedures.
- MSS0262** **Massage Therapy 2 (PSAV)**
235 clock hours
Prerequisite: MSS0252
This course covers Human Anatomy and Physiology II, Pathology II, HIV/AIDS, Kinesiology II, Theory and Practice of Massage and Allied Modalities II (Introduction to neuro-muscular therapy, trigger point therapy, Oriental medical theory, shiatsu, hot stone massage, sports massage, pre-natal, postural analysis and structural balancing), Theory and Practice of Hydrotherapy I (Vichy shower, hot/cold packs), Communication for the Massage Therapist (SOAP notes, client medical history and intake procedures, informed consent, consultation and communication with the health care team), professional boundaries, clinical practicum.

- MUN1492-R** **Guitar Ensemble (AA)**
1 credits (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.
- MUN1710-A** **12 O'Clock Jazz Band (R) (AA)**
1 credits (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.
- MUN1710-C** **Jazz Combo (R) (AA)**
1 credits (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.
- MUN1710-D** **Tuesday Nite Jazz Band (R) (AA)**
1 credits (2 lab hours)
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.
- MUN1710-E** **Jazz Guitar Ensemble (R) (AA)**
1 credits (3 lab hours)
This course provides membership by audition to all PBCC 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.
- MUN1720-R** **Pop Vocal Ensemble (AA)**
1 credits (3 lab hours)
Open to all PBSC students, the Pop Vocal Ensemble consists of 8-12 student vocalists and offers practical experience in the study and performance of varied styles of contemporary vocal music including pop, jazz, Broadway, and other styles. Members are selected by audition and may be eligible for a special scholarship.
- MUN2710-D** **Tuesday Nite Jazz Band (R) (AA)**
1 credits (2 lab hours)
Prerequisites: 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.
- MUS1621C** **Acoustics and Psychoacoustics (AS)**
3 credits (2 lecture hours, 2 lab hours)
An introduction to the qualitative principles of acoustics, room design, musical instruments and acoustic environments; and to the elementary principles of sound perception. Students will undergo an evaluation of their hearing. In addition, they will undergo training of their critical listening skills and analytical abilities to engage in effective audio manipulation.

MUT1001 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. (*)

MUT1111 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.

MUT1112 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.

MUT1241L Ear Training and Sight Singing 1 (AA)**1 credits (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 either 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.

MUT1242L Ear Training and Sight Singing 2 (AA)**1 credits (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.

MUT2116 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.

MUT2117 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.

MUT2246L Ear Training and Sight Singing 3 (AA)**1 credits (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.

- MUT2247L** **Ear Training and Sight Singing 4 (AA)**
1 credits (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.
- MUT2641L** **Instrumental Improvisation (AA)**
1 credits (3 lab hours)
Prerequisite: MUT1111 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.
- MVB1311-R** **Music-Applied-Private Instruction Trumpet Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVB1312-R** **Music-Applied-Private Instruction Horn Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVB1313-R** **Music-Applied-Private Instruction Trombone Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVB1314-R** **Music-Applied-Private Instruction Baritone Horn Prn F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVB1315-R** **Music-Applied-Private Instruction Tuba Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.

- MVB2321-R Music-Applied-Private Instruction Trumpet Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVB1311 R (Two semesters with a grade of B or higher); Corequisites: MUS0010L, MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVB2323-R Music-Applied-Private Instruction Trombone Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVB1313 R (Two semesters with a grade of B or higher); Corequisites: MUS0010L, MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVB2324-R Music-Applied-Private Instruction Baritone Horn Sect S (AA)**
2 credits (2 lab hours)
Prerequisite: MVB1314 R (Two semesters with a grade of B or higher); Corequisites: MUS0010L, MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVB2325-R Music-Applied-Private Instruction Tuba Sect S (AA)**
2 credits (2 lab hours)
Prerequisite: MVB1315 R (two semesters with a grade of B or higher); Corequisites: MUS0010L, MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVJ1210-R Applied Instruction Jazz Piano Freshman (AA)**
1.00 credits (0.00 lecture hour, 0 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition
This course provides one private lesson per week on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVJ1213-R Applied Instruction Jazz Guitar Freshman (AA)**
1.00 credits (0.00 lecture hour, 0 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition
This course provides one private lesson per week on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVJ1217-R Applied Instruction Bass Guitar Freshman (AA)**
1.00 credits (0.00 lecture hour, 1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition
This course provides one private lesson per week on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVJ1313-R Music-Applied-Private Instruction Jazz Guitar Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; Corequisites: MUS0010L, MUN1710 E
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.

- MVJ1314-R Music-Applied-Private Instruction Jazz Piano Prn F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and either MUN1710 C, MUN1710 A, MUN1310 R or MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVJ1317-R Music-Applied-Private Instruction Bass Guitar Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and either MUN1710 C, MUN1710 A, MUN1710 E or MUN1310 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVJ2223-R Applied Instruction Jazz Guitar Sophomore (AA)**
1.00 credits (0.00 lecture hour, 0 lab hour)
Prerequisite: MVJ2323R
This course provides one private lesson per week on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVJ2323-R Music-Applied-Private Instruction Jazz Guitar Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVJ1313 R (Two semesters with a grade of B or higher); **Corequisites:** MUS0010L, MUN1710 E
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVJ2324-R Music-Applied-Private Instruction Bass Guitar Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVJ1317 R (Two semesters with a grade of B or higher); **Corequisites:** MUS0010L, MUN1710 E
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVK1111-A Class Instruction - Piano 1 (AA)**
1 credits (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.
- MVK1111-B Class Instruction - Piano 2 (AA)**
1 credits (2 lab hours)
Prerequisite: MVK1111 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.
- MVK1211-R Music-Applied-Private Instruction Piano Section F (AA)**
1.00 credits (0.00 lecture hour, 0 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition
This course provides one private lesson per week on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.

- MVK1311-R Music-Applied-Private Instruction Piano Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and either MUN1310 R or MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVK2121L Class Instruction - Piano 3 (AA)**
1 credits (2 lab hours)
Prerequisite: MVK1111 B or equivalent
This course is a continuation of MVK1111 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.
- MVK2122L Class Instruction - Piano 4 (AA)**
1 credits (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.
- MVK2321-R Music-Applied-Private Instruction Piano-Sophomore (AA)**
2 credits (1 lab hour)
Prerequisite: MVK1311 R (Two semesters with a grade of B or higher); **Corequisites:** MUS0010L and either MUN1310 R or MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVK2324-R Music-Applied-Private Instruction Jazz Piano Sec S (AA)**
2 credits (1 lab hour)
Prerequisite: MVJ1314 R (Two semesters with a grade of B or higher); **Corequisites:** MUS0010L and either MUN1710 C, MUN1710 A or MUN1710 D
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVP1211-R Applied Instruction Percussion Freshman (AA)**
1.00 credits (0.00 lecture hour, 1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition
This course provides one private lesson per week on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVP1311-R Music-Applied-Private Instruction Percussion Sec F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVP2321-R Music-Applied-Private Instruction Percussion Sec S (AA)**
2 credits (1 lab hour)
Prerequisite: MVP1311 R (Two semesters with a grade of B or higher); **Corequisites:** MUS0010L, MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.

- MVS1116** **Class Instruction Guitar 1 (AA)**
1 credits (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.
- MVS1316-R** **Music-Applied-Private Instruction Guitar Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; Corequisites: MUS0010L and either MUN1492 R (preferred), MUN1710 E or MUN1310 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVS2326-R** **Music-Applied-Private Instruction Guitar Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVS1316 R (Two semesters with a grade of B or higher); Corequisites: MUS0010L and either MUN1492 R (preferred), MUN1710 E or MUN1310 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVV1111-A** **Class Instruction Voice 1 (AA)**
1 credits (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.
- MVV1211-R** **Applied Voice Sect F (AA)**
1 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition
This course provides one private voice lesson per week. The student will learn and perform assigned technical exercises and solo repertoire. Repertoire will include folk songs, musical theatre, and art songs (including foreign languages). Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVV1311-R** **Music-Applied-Private Instruction Voice Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; Corequisites: MUS0010L and MUN1310R
This course provides one private voice lesson per week (50 minutes). The student will learn and perform assigned technical exercises and solo repertoire. Repertoire will include folk songs, musical theatre, and art songs (including foreign languages). This course may be repeated for credit.
- MVV2221-R** **Applied Voice Sect S (AA)**
1.00 credits (0.00 lecture hour, 0 lab hour)
Prerequisite: MVV2321R
This course provides one private voice lesson per week. The student will learn and perform assigned technical exercises and solo repertoire. Repertoire will include folk songs, musical theatre, and art songs (including foreign languages). Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVV2321-R** **Music-Applied-Private Instruction Voice Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVV1311 R (Two semesters with a grade of B or higher); Corequisites: MUS0010L, MUN1310 R
This course provides one private voice lesson per week (50 minutes). The student will learn and perform assigned technical exercises and solo repertoire. Repertoire will include folk songs, musical theatre, and art songs (including foreign languages). This course may be repeated for credit.

- MVW1311-R Music-Applied-Private Instruction Flute Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVW1312-R Music-Applied-Private Instruction Oboe Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVW1313-R Music-Applied-Private Instruction Clarinet Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVW1315-R Music-Applied-Private Instruction Saxophone Sect F (AA)**
2 credits (1 lab hour)
Prerequisite: Demonstrate acceptable skill level through audition; **Corequisites:** MUS0010L and MUN1120R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVW2321-R Music-Applied-Private Instruction Flute Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVW1311 R (Two semesters with a grade of B or higher); **Corequisites:** MUS0010L, MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVW2323-R Music-Applied-Private Instruction Clarinet Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVW1313 R (Two semesters with a grade of B or higher); **Corequisites:** MUS0010L, MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.
- MVW2325-R Music-Applied-Private Instruction Saxophone Sect S (AA)**
2 credits (1 lab hour)
Prerequisite: MVW1315 R (Two semesters with a grade of B or higher); **Corequisites:** MUS0010L, MUN1120 R
This course provides one private lesson per week (50 minutes) on a student's primary or secondary instrument. The student will learn and perform assigned technical exercises and solo and ensemble repertoire. Instruction is directed to individual problems and needs. This course may be repeated for credit.

- NUR1022L Introduction to Concepts for Nursing Practice 1 Skills (AS)**
1 credits (3 lab hours)
Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1023, NUR1141 (with a grade of C or higher), NUR1023L
Provides opportunities for nursing students to develop basic client care skills. Students gain competency by practicing skills in a supportive and supervised environment.
- NUR1023 Introduction to Concepts for Nursing Practice 1 (AS)**
5 credits (5 lecture hours)
Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1141 (with a grade of C or higher), NUR1022L, NUR1023L
Introduces the concepts for nursing practice. Focus is on assessment and wellness across the lifespan, as well as on roles of the professional nurse. Emphasis is on concepts such as development, culture, nutrition, elimination, mobility, health promotion, professionalism, evidence, safety, ethics, patient education and technology/informatics. At the completion of this course the student should be able to think conceptually and provide safe nursing care through integration of the introduced concepts.
- NUR1023L Introduction to Concepts for Nursing Practice 1 Clinical (AS)**
3 credits (9 clinical hours)
Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1023, NUR1141 (with a grade of C or higher), NUR1022L
Provides opportunities for students to integrate classroom learning, skills lab practice and client care incorporating three types of apprenticeships: knowledge, practice and ethical comporment. Care will be provided to selected clients across the lifespan in a variety of settings. Focus is on assessment and wellness.
- NUR1024 Critical Thinking in Nursing (AS)**
3 credits (3 lecture hours)
Prerequisites: BSC2085/2085L, 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.
- NUR1141 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 selected concepts of nursing practice.
- NUR1213 Concepts for Nursing Practice 2 (AS)**
6 credits (6 lecture hours)
Prerequisites: NUR1023, NUR1141 (with a grade of C or higher), NUR1022L, NUR1023L; Corequisites: STA2023 (with a grade of C or higher), NUR1213L, NUR1214L
Develops the concepts for nursing practice. Emphasis is on concepts such as adherence, fluid and electrolytes, perfusion, glucose regulation, cellular regulation, reproduction, stress/coping, anxiety, mood and affect, infection, clinical judgment, communication and health care organizations. Concepts are presented from a lifespan and health-continuum viewpoint. At the completion of the course the student should be able to identify situations that place persons at risk for alterations, recognize common alterations, and plan interventions for promoting and restoring health across patient populations in a variety of settings.
- NUR1213L Concepts for Nursing Practice 2 Clinical (AS)**
4 credits (12 clinical hours)
Prerequisites: NUR1023, NUR1141 (with a grade of C or higher), NUR1022L, NUR1023L; Corequisites: STA2023, NUR1213 (with a grade of C or higher), NUR1214L
Provides opportunities for students to integrate classroom learning, skills lab practice and client care incorporating three types of apprenticeships: knowledge, practice and ethical comporment. Care will be provided to selected clients across the lifespan in a variety of settings. Focus is on assessment and wellness.

NUR1214L Concepts for Nursing Practice 2 Skills (AS)**1 credits (3 lab hours)****Prerequisites: NUR1023, NUR1141 (with a grade of C or higher), NUR1022L, NUR1023L; Corequisites: STA2023, NUR1213 (with a grade of C or higher), NUR1213L****Provides opportunities for students to develop basic client care skills. Students gain competency by practicing skills in a supportive and supervised environment.****NUR2261 Concepts for Nursing Practice 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****Continues to advance the concepts for nursing practice. Through the integrated approach of classroom learning and client care across the lifespan, in a variety of settings, the student progresses in the application of nursing concepts and skills. Emphasis is on concepts such as family dynamics, gas exchange, interpersonal violence, addiction, intracranial regulation, cognition, collaboration, care coordination and care giving.****NUR2261L Concepts for Nursing Practice 3 Clinical (AS)****4 credits (12 clinical hours)****Prerequisites: NUR1141, NUR1213 (with a grade of C or higher), NUR1213L, NUR1214L; Corequisites: NUR2261, PSY2012 (with a grade of C or higher)****Provides the opportunity for the student to be able to make situated clinical judgments and provide safe nursing care to diverse populations. The three types of apprenticeships (knowledge, practice and ethical comportment) support the knowledge and skills that students need as they progress in their learning.****NUR2712C Concepts for Nursing Practice 4 (AS)****6 credits (3 lecture hours, 9 lab hours)****Prerequisites: NUR2261, PSY2012, (with a grade of C or higher), NUR2261L; Corequisite: NUR2943L****Assimilate the concepts for nursing practice. Through the integrated approach of classroom learning and client care in a variety of settings, the student moves from simple to complex in the synthesis of nursing concepts and skills. Emphasis is on concepts such as motivation, functional ability, tissue integrity, infection, sensory perception, clotting, psychosis, anxiety, sexuality, health care quality, care coordination and health policy.****NUR2943L Preceptorship Experience (AS)****4 credits (12 lab hours)****Prerequisites: NUR2261, PSY2012 (with a grade of C or higher), NUR2261L; Corequisites: NUR2712C (with a grade of C or higher)****Synthesize the knowledge, skills, and attitudes achieved from prior courses in the associate degree in nursing program. Emphasis is on the integration of concepts for nursing practice with a focus on leadership, collaboration, communication, health policy, clinical judgment, health care economics and professionalism. At the completion of this course, the student should be able to advocate for patients and families, make judgments in practice, implement one's role as a nurse, and approach all issues with a spirit of inquiry.****NUR3069 Advance Health Assessment (BS)****3 credits (3 lecture hours)****Prerequisite: Acceptance into the RN-BSN program; Corequisite: NUR3825 (with a grade of C or higher)****This course is designed to develop the student's knowledge and skills in obtaining and recording a systematic, comprehensive health history and physical examination of the client across the life span. Focus is placed on the synthesis of nursing knowledge as it applies to the physiological, psychological, socio-cultural, and spiritual components of clients obtained in the comprehensive health assessment.****NUR3119 Heritage of Nursing Concepts/Theories (BS)****3 credits (3 lecture hours)****Prerequisite: Acceptance into the RN-BSN program; Corequisites: NUR3069, NUR3825 (with a grade of C or higher)****The focus of this course is on the 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 nursing 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 framework in nursing profession through analytical and applied learning activities.**

- NUR3125** **Advanced Pathophysiology for Nursing (BS)**
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program; Corequisite: NUR3119 (with a grade of C or higher)
This course teaches the advanced study of pathophysiology and symptomatology across the life span. The focus is on alterations in physiologic functions and manifestation of disease. Signs, symptoms and diagnostic findings of common alterations are presented. Students will also gain an understanding of nursing interventions to promote adaptation.
- NUR3164** **Nursing Research and Informatics (BS)**
3 credits (3 lecture hours)
Prerequisites: NUR3069, NUR3119, NUR3125, NUR3825 (with a grade of C or higher); Corequisites: NUR3678, NUR4636C, NUR4827C (with a grade of C or higher)
This course explores the concepts of research and healthcare informatics trends. Students learn the relationship between nursing research and utilization of evidence-based practice. Students will also understand the importance of integration of research findings related to healthcare quality within the context of nursing practice.
- NUR3678** **Nursing Care for the Geriatric Patient and Other Vulnerable Populations (BS)**
3 credits (3 lecture hours)
Prerequisites: NUR3069, NUR3119, NUR3825 (with a grade of C or higher); Corequisites: NUR3125, NUR4827C (with a grade of C or higher)
This course focuses on the development of outcome-based interdisciplinary nursing care to promote wellness among the aging population. This course also emphasizes the significance of vulnerable populations and the leadership role of nursing in their care and advocacy. Emphasis is placed on the challenges faced by these groups and the need for transformational leadership in the healthcare arena.
- NUR3825** **Transitional Nursing Role Perspectives (BS)**
3 credits (3 lecture hours)
Prerequisite: Acceptance into the RN-BSN program; Corequisite: NUR3069 (with a grade of C or higher)
This course introduces the role expectation for the baccalaureate nurse. The integration of professional standards and ethical principles will be explored. The development of management roles as it relates to critical thinking in the delivery of health care will be discussed.
- NUR4107** **Nursing Perspectives/Global Trends (BS)**
3 credits (3 lecture hours)
Prerequisites: NUR3164, NUR3678, NUR4636C, NUR4827C (with a grade of C or higher); Corequisites: NUR4655, NUR4847, NUR4945 (with a grade of C or higher)
This course is focused on the major challenges of health care on a global level. The role of the nursing profession within the global community is emphasized, centered on meeting Millennium Development Goals. Using the concepts of Transformational Leadership, this course assists the learner in recognizing and addressing the major challenges facing global health care.
- NUR4636C** **Community Health Nursing (BS)**
3 credits (2 lecture hours, 3 clinical hours)
Prerequisites: NUR3069, NUR3119, NUR3125, NUR3825 (with a grade of C or higher); Corequisites: NUR3164, NUR3678, NUR4827C (with a grade of C or higher)
This course examines the role of the nurse in dealing with family crisis, gerontological problems, child-bearing, child raising families, and medical-surgical conditions within the context of the community. Assessment of the community and its healthcare delivery system epidemiology is studied within the social structure of families and communities.
- NUR4655** **Nursing in a Multicultural Society (BS)**
3 credits (3 lecture hours)
Prerequisites: NUR3069, NUR3119, NUR3125, NUR3164, NUR3678, NUR3825, NUR4636C, NUR4827C (with a grade of C or higher); Corequisite: NUR4847 (with a grade of C or higher)
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 discussed with a focus on health disparities among vulnerable cultures.

NUR4827C Leadership and Management in Professional Nursing (BS)**3 credits (2 lecture hours, 3 clinical hours)****Prerequisites: NUR3069, NUR3119, NUR3825 (with a grade of C or higher); Corequisites: NUR3125, NUR3678 (with a grade of C or higher)**

Leadership and management theories will be explored incorporating critical thinking, conflict management, decision-making, and problem-solving skills. A primary focus of this course is to enhance professional nurses' understanding of the concepts and skills needed to be effective leaders in today's health care arena.

NUR4847 Clinical Decision Making/Critical Thinking (BS)**3 credits (3 lecture hours)****Prerequisites: NUR3069, NUR3119, NUR3125, NUR3678, NUR3825, NUR4827C (with a grade of C or higher); Corequisites: NUR3164, NUR4636C (with a grade of C or higher)**

This course provides a conceptual understanding of the logical and critical thought processes required of the professional nurse. The reasoning process as an essential link between information gathering and decision making is presented. The aim of this course is to develop the analytical abilities of the student.

NUR4945 Capstone Experience: Nursing (BS)**3 credits (3 lecture hours)****Prerequisite: This course should be taken during the last semester of the program, and requires Bachelor's department approval**

This course allows the students to integrate, synthesize knowledge and skills from other courses completed in the BSN program. The course is designed to enhance students' awareness of the main challenges that face the healthcare system, with emphasis on their professional roles and potentials in improving the quality of care using research and leadership skills.

OCE1001 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. (*)

OPT1110 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.

OPT1150 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.

OPT1210 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.

- OPT1330 Introduction to Vision Care 1 (AS)**
2 credits (2 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.
- OPT2090 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.
- OPT2222 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.
- OPT2223 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.
- OPT2350 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.
- OPT2351 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.
- OPT2375 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.

OPT2375L 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.****OPT2500 Contact Lens Theory (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 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.****OPT2800L 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.****OPT2801L 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.****OPT2940 Ophthalmic Medical Practicum 1 (AS)****2 credits (16 clinical hours)****Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT2800L (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.****OPT2941 Ophthalmic Medical Practicum 2 (AS)****4 credits (32 clinical hours)****Prerequisites: Acceptance into the Ophthalmic Medical Technology AS degree program, OPT2800L (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.****OPT2942 Ophthalmic Medical Practicum 3 (AS)****4 credits (32 clinical hours)****Prerequisites: OPT2801L (with a grade of C or higher)****This course is an advanced 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.**

- ORH1000 Business Practices, Regulations, Licenses, and Concerns Unique to the Landscape Industry (AS)**
1 credits (1 lecture hours)
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.
- ORH1005L Professional Landscape Installation and Maintenance (AS)**
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.
- ORH1016 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.
- ORH1320 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.
- ORH1512 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.
- ORH1840 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.
- ORH2241 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.
- ORH2251 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.
- ORH2510 Ornamental Plant Identification 1 (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.

- ORH2511 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.
- ORH2515 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.
- ORH2521 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.
- ORH2949C 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.
- OTA0008 Business Technology Applications (PSAV)**
150 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing keyboarding and fundamental computer applications skills, so that students are prepared to use communication tools that are essential for workplace proficiency in an information-based society.
- OTA0100 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.
- OTA0131 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.
- PCB2350C Tropical Ecology (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: At least one college-level course in natural or physical sciences
This course provides students with a foundation in ecological concepts and field techniques as applied to tropical rainforest ecosystems. The course relies on both classroom and field instruction to study 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.
- PEO1031C Individual Sports (AA)**
3 credits (2 lecture hours, 2 lab hours)
This course includes bowling, archery, and golf providing basic fundamental strategies and skill progressions.

- PEO1321C Volleyball Fundamentals and Officiating (AA)**
3 credits (2 lecture hours, 2 lab hours)
This course provides the prospective physical education teacher with knowledge and skills in playing and officiating volleyball.
- PEO2004 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.
- PEO2005 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.
- PEO2351C 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.
- PEO2621C 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.
- PEP2101 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.
- PET2622 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.
- PGY1401C 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.
- PGY2445C 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.
- PGY2801C 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.

- PGY2802C** **Digital Photography 2 (AA)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: 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.
- PHI1010** **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. (*)
- PHI1100** **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.
- PHI1600** **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.
- PHY1001** **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. (*)
- PHY2048** **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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- PHY2048L** **General Physics 1 and General Physics with Calculus 1 Laboratory (AA)**
1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- PHY2049** **General Physics with Calculus 2 (AA)**
4 credits (4 lecture hours)
Prerequisites: 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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)

- PHY2049L** **General Physics 2 and General Physics with Calculus 2 Laboratory (AA)**
1 credits (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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- PHY2053** **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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- PHY2054** **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. In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab. (*)
- PLA1003** **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.
- PLA1104** **Legal Writing and Research 1 (AS)**
3 credits (3 lecture hours)
Prerequisite: ENC1101; **Prerequisite or Corequisite:** PLA1003
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.
- PLA1273** **Tort Law (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA1003
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.
- PLA1949C** **Co-op Legal Assistant 1 (AS)**
3 credits (1 lecture hour, 10 lab hours)
Prerequisites: PLA1003, PLA1104, PLA2209, and faculty approval
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.
- PLA2114** **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.

- PLA2209** **Court System: Procedures and Pleadings 1 (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA1003
Examines structure of both state and federal judicial system and jurisdiction, including basic judicial process and procedure including State and Federal Rules of Courts.
- PLA2229** **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.
- PLA2303** **Criminal Litigation (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA1003
This course is designed to prepare students to assist criminal trial attorneys in preparing for litigation in both Florida and federal criminal courts. Course content includes exploration and examination of substantive criminal law, constitutional protections specific to criminal proceedings, and the processes governed by the Rules of Criminal Procedure.
- PLA2465** **Bankruptcy Law and Procedure (AS)**
2 credits (2 lecture hours)
Prerequisite or Corequisite: PLA1003
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.
- PLA2483** **Administrative Law (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA1003
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.
- PLA2600** **Administration of Estates (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA1003
Survey of estate planning and administration, including preparation of wills, trust and probate forms.
- PLA2611** **Real Estate Law and Property Transactions (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA1003
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.
- PLA2630** **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.
- PLA2762** **Law Office Management (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA1003
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.
- PLA2800** **Family Law (AS)**
3 credits (3 lecture hours)
Prerequisite or Corequisite: PLA1003
This is a study of divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, and property disposition.

- PLA2841** **Immigration Law and Procedures (AS)**
2 credits (2 lecture hours)
Prerequisite or Corequisite: PLA1003
This course covers a broad survey of immigration laws and procedures including the preparation of all forms and documents required to file with the Immigration and Naturalization Service.
- PLS2220** **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.
- PMA2213** **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.
- PMT0074** **Practical Welding Applications (PSAV)**
90 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to introduce students to introductory fabrication and pipe welding applications. Students will also research employability opportunities associated with the welding field.
- PMT0108** **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.
- PMT0109** **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.
- PMT0126** **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.
- PMT0127** **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.
- PMT0143** **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.

PMT0147 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.

PMT0150 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.

PMT0151 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.

PMT0201 Machinist Helper 2 (PSAV)**150 clock hours****Corequisites: PMT0202 (with a grade of C or higher), VPI0100, VPI0200, VPI0300**

This course is a continuation of introduction into machining. Students study workplace safety and job-related mathematics, basic blueprint & measuring operations, benchwork skills, the history of manufacturing, manufacturing processes and systems, generating and interpreting computer-aided design drawings, basic precision measurement, sharpening tools, and operating power saws, pedestal grinders and drill presses.

PMT0202 Machinist Helper 1 (PSAV)**150 clock hours****Corequisites: VPI0100, VPI0200, VPI0300**

This course prepares students for entry into machining. Content emphasizes skills key to the success of working in the industry. Students study workplace safety and job-related mathematics, basic blueprint & measuring operations, benchwork skills, the history of manufacturing, manufacturing processes and systems, generating and interpreting computer-aided design drawings, basic precision measurement, sharpening tools, and operating power saws, pedestal grinders and drill presses.

PMT0211 Machinist Operator 1 (PSAV)**150 clock hours****Corequisites: PMT0201 (with a grade of C or higher), VPI0100, VPI0200, VPI0300**

This course is designed to build on the skills and knowledge students learned in the Machinist Helper courses for entry into the machining industry. Students will learn lathe machining operations, interpret and apply blueprints for lath machine operations and plan milling machining operations. They will also interpret and apply blueprints for milling machine operations as well as operate milling machines.

PMT0229 Machinist Setup Operator 1 (PSAV)**150 clock hours****Corequisites: PMT0230 (with a grade of C or higher), VPI0100, VPI0200, VPI0300**

In this course, students will perform advanced milling operations.

PMT0230 Machinist Operator 2 (PSAV)**150 clock hours****Corequisites: PMT0211 (with a grade of C or higher), VPI0100, VPI0200, VPI0300**

This course is designed as a continuation of Machinist Operator 1. Students will solve advanced job-related math problems and learn inspection methods. They will also be introduced to computer-aided design/computer-aided manufacturing (CAD/CAM) processes for lathe and milling operations. Students will set up and operate computerized-numerical-control (CNC) machines for lathe and milling operations.

- PMT0258** **Machinist 1 (PSAV)**
150 clock hours
Corequisites: VPI0100, VPI0200, VPI0300
This course is designed to build on the skills and knowledge students learned in the Machinist Helper, Machinist Operator, and Machinist Setup Operator courses for entry into the machining industry. Students will study the skills necessary to perform advanced grinding operations. Students will also continue to use advanced techniques in milling and lathe machining lab activities.
- PMT0259** **Machinist 2 (PSAV)**
150 clock hours
Corequisites: PMT0258 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
This course is designed to build on the skills and knowledge students learned in earlier courses for entry into the machining industry. Students will study the skills necessary to operate and set up electrical discharge machines and heat-treating furnaces. Students will also continue to use advanced techniques in milling and lathe machining lab activities.
- PMT0260** **Machinist Setup Operator 4 (PSAV)**
150 clock hours
Corequisites: PMT0510 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
In this course, students will perform advanced set up and operation of computerized-numerical-control (CNC) machines.
- PMT0500** **Machinist Setup Operator 2 (PSAV)**
150 clock hours
Corequisites: PMT0229 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
In this course, students will perform advanced lathe operations.
- PMT0510** **Machinist Setup Operator 3 (PSAV)**
150 clock hours
Corequisites: PMT0500 (with a grade of C or higher), VPI0100, VPI0200, VPI0300
In this course, students will use advanced techniques to operate computerized-numerical-control (CNC) machines.
- POS1001** **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. (*)
- POS1041** **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. (*)
- POS2112** **American State and Local Government (AA)**
3 credits (3 lecture hours)
Prerequisites: 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. (*)

PRN0061C Concepts of Fundamentals of Nursing 1 (PSAV)**195 clock hours**

Concepts of nursing practice are further developed and include oxygenation, thermoregulation, communication, safety, culture, family dynamics, nutrition, glucose regulation, elimination, mobility, pain, development, health care law, ethics, coping, stress tolerance, motivation and adherence. Students are taught to provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context. Upon completion, conceptual thinking and nursing judgment will be attained, which requires critical thinking, clinical judgment and integration of best evidence into practice.

PRN0062C Concepts of Fundamentals of Nursing 2 (PSAV)**200 clock hours****Prerequisites: HCP0121C, HSC0003, PRN0061C (with a grade of C or higher)**

This course will integrate the concepts of safety, clinical decision making, health promotion, teaching and learning, patient education, family dynamics, sexuality, reproduction, health care quality, caregiving, anxiety, mood and affect, coping, stress, interpersonal violence, addiction and psychosis. This course combines didactic, lab practice, and a clinical component in a multitude of settings.

PRN0063C Concepts of Practical Nursing 1 (PSAV)**295 clock hours****Prerequisites: HCP0121C, HSC0003, PRN0061C (with a grade of C or higher)**

Concepts are advanced further and include clinical judgment, fluids/electrolytes, acid base balances, gas exchange, perfusion, cellular regulation, tissue integrity, immunity, infection, inflammation, sensory perception, mood and affect, anxiety, cognition, patient education, health promotion, evidence, technology and informatics, collaboration and care coordination. This course combines didactic, lab practice, and a clinical component in a multitude of settings.

PRN0064C Transitions into Practical Nursing (PSAV)**200 clock hours****Prerequisites: PRN0062C, PRN0063C (with a grade of C or higher)**

This course synthesizes the knowledge, skills and attitudes achieved in prerequisite courses. Emphasis is on the integration of concepts for nursing practice with a focus on leadership, collaboration, communication, health policy, health care economics, health care law, clinical judgment, ethics and professionalism. At the completion of this course, the student should be able to advocate for patients and families, make judgments in practice, implement one's role as a nurse, and approach all issues with a spirit of inquiry.

PRN0069C Concepts of Practical Nursing 2 (PSAV)**295 clock hours****Prerequisites: PRN0062C, PRN0063C (with a grade of C or higher)**

Concepts are assimilated in this course and include intracranial regulation, clotting, addiction, interpersonal violence, psychosis, reproduction, sexuality, caregiving, palliation, health care organization, health care policy, health care quality, and health care economics. Teaching methods include a combination of didactic/skills/clinical. At the completion of this course, the student should be able to assess how one's personal strengths and values affect one's identity as a nurse and one's contribution as a member of the health care team.

PSC1341 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. (*)

PSY2012 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. (*)

- REA0056** **College Reading (Dev Ed)**
2 institutional credits (2 lecture hours)
Prerequisite: PERT (Reading) scores 90-105; **Corequisite:** SLS1501
A college reading course focusing on literal and critical reading skills.
- REE0047** **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.
- REE0089** **Real Estate Sales Associate Post-Licensing (PSAV)**
45 clock hours
The program offers the required post-licensing education for licensed sales associate. It will develop sales agents by laying the foundation for a successful career. Included are legal issues, listing, selling and financing real property, and analyzing/managing investment property.
- REL2300** **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.
- RET1272** **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.
- RET1272L** **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.
- RET1273** **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.
- RET1273L** **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.
- RET1874L** **Clinical Internship 1 (AS)**
1 credits (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.

- RET1875L 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.
- RET1876C 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 healthcare team. Physician contact is required.
- RET2280C 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.
- RET2534C 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.
- RET2877L 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.
- RET2878L 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.
- RMI0091 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. (200 hours)
- RMI0092 Life, Health and Variable Annuities (PSAV)**
60 clock hours
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.

- RM10635** **Accredited Claims Adjuster Designation (ACA) (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.
- RM12001** **Fundamentals of Risk Management and Insurance (AS)**
3 credits (3 lecture hours)
Prerequisites: ENC1101 (with a grade of C or higher)
Introduction to risk management for individuals and businesses. The course will explore principles, practices and the financial side of insurance. Topics to include fire, life and casualty contracts, legal terms utilized in the insurance industry and the products and applications incorporated in the insurance field.
- RM12212** **Personal and Business Property Insurance (AS)**
3 credits (3 lecture hours)
Prerequisites: ENC1101 (with a grade of C or higher)
This course is an overview of personal and business property risks, their coverages and applications in the risk management field. Multi-peril contracts and their applications used in handling risks will be reviewed. The contracts reviewed will include personal lines policy, commercial-business property, personal fire, inland marine and transportation. In addition there will be discussion about underwriting, marketing and the conflicts and solutions utilized with related social concerns.
- RM12701** **Agency Management and Selling Techniques (AS)**
3 credits (3 lecture hours)
Prerequisites: ENC1101, SPC1017 (with a grade of C or higher)
This course analyzes agency management utilizing both macroeconomic and microeconomic principles. Identification of business and personal attributes needed to manage insurance company and financial institution relationship is developed. Communication skills, customer service skills and ethical decision-making skills applied to consumer interaction are discussed. Students will investigate the principles and problems associated with selling to include prospecting, cold calls, approach and demonstration techniques. Students will handle consumer objections and manage closing and follow up skills.
- RM12942L** **Fundamentals Insurance Practicum (AS)**
3 credits (15 lab hours)
Prerequisites: ENC1101, SPC1017 (with a grade of C or higher)
This course is a selected and planned work-based experience that provides students with opportunities to take their classroom learnings and apply them in the workplace under supervision. The program director will evaluate the student upon the completion of course objectives, feedback from on-site supervisor and overall performance. This course is designed to be completed during the last term before graduation and is only for students in the Business Administration (Insurance) program.
- RM13004** **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.
- RTE1000** **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.
- RTE1401** **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.

RTE1401L Radiographic Imaging 1 Lab (AS)**1 credits (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.

RTE1457 Radiographic Imaging 2 (AS)**2 credits (2 lecture hours)****Prerequisite: RTE1401; Corequisite: RTE1457L**

This course provides an analysis of digital image formation, imaging cassettes, beam restricting devices, grids, digital image processing, digital image processors, digital imaging quality, digital image quality control, and the theory and practice of safe exposure values.

RTE1457L Radiographic Imaging 2 Lab (AS)**1 credits (2 lab hours)****Prerequisite: RTE1401L; Corequisite: RTE1457**

Laboratory exercises to accompany RTE1457, the student will demonstrate the clinical applications of digital image receptors, cassettes, beam restrictors, grids, digital image processing, digital image processors, digital image quality, and quality control.

RTE1503 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.

RTE1503L Radiographic Procedures 1 Lab (AS)**1 credits (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.

RTE1513 Radiographic Procedures 2 (AS)**2 credits (2 lecture hours)****Prerequisite: RTE1503; Corequisites: RTE1513L, RTE1814**

This course is designed to provide the radiography student with instruction in radiographic examinations of the lower extremities, gastrointestinal system and biliary system. Special emphasis 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. This course also includes the composition, use and effects of contrast media on the human body.

RTE1513L Radiographic Procedures 2 Lab (AS)**1 credits (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, gastrointestinal system and biliary system. Special emphasis of radiographic anatomy, surface landmarks, positioning, technique, pathology and image evaluation will be made.

RTE1523 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 film critique 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.

- RTE1523L Radiographic Procedures 3 Lab (AS)**
1 credits (2 lab hours)
Prerequisite: RTE1513L; Corequisite: RTE1523
Laboratory to accompany RTE1523 provides the student with an opportunity to simulate radiographic examination of the genitourinary system, vertebral column and bony thorax. Special emphasis of anatomy, landmarks, positioning, technique and image evaluation will be made.
- RTE1804 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 RTE1503 and 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.
- RTE1814 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.
- RTE1824 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, genitourinary system, thorax, and image evaluation. Students will begin to perform procedures with indirect supervision.
- RTE2130 Pharmacology for Medical Imaging (AS)**
3 credits (3 lecture hours)
Prerequisites: 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.
- RTE2385 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.
- RTE2473L 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.
- RTE2533 Radiographic Procedures 4 (AS)**
3 credits (3 lecture hours)
Prerequisite: RTE1523; Corequisites: RTE2533L, RTE2834
This course provides continued study in radiologic anatomy, positioning, pathology and image evaluation with emphasis on the skull and special procedures. Topics include sinuses, mastoids, facial bones and orbits. This course also provides instruction in mammography, operative procedures, myelography and other special procedures. This course includes discussion of patient care, contrast media and medical terminology related to course topics.

RTE2533L Radiographic Procedures 4 Lab (AS)**1 credits (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.

RTE2563 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 in angiography, peripheral venography, vascular, and non-vascular interventions. An introduction to cross-sectional anatomy, CT, MRI, sonography, nuclear medicine and radiation therapy is provided.

RTE2571 Computed Tomography 1 (AS)**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.

RTE2571L Computed Tomography Clinical Education (AS)**3 credits (24 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.

RTE2575 Introduction to Magnetic Resonance Imaging (AS)**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.

RTE2576 Magnetic Resonance Imaging 2 (AS)**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.

RTE2576L Magnetic Resonance Imaging Clinical Education 2 (AS)**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.

RTE2577L Magnetic Resonance Imaging Clinical Education 1 (AS)**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.

- RTE2613 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.
- RTE2762 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.
- RTE2834 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.
- RTE2844 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.
- RTE2854 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.
- RTV1558C Studio Recording (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: FIL1547C, FIL2538C (with a grade of C or higher)
An introduction to techniques, practices and procedures in making multi-track studio recordings. The student will gain experience with acoustical balancing, editing and over-dubbing in a wide variety of studio sound situations. Students will complete assignments in conjunction with students in other concurrent program courses.
- RTV1559C Live Performance Recording (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: FIL1547C, FIL2538C (with a grade of C or higher)
An introduction to techniques, practices and procedures in live-event performance recording. The student will gain experience with developing solutions and working within professional parameters. Students will complete assignments in conjunction with students in other concurrent program courses.
- SLS1201 Personal Development (AA)**
3 credits (3 lecture hours)
Students will learn and apply proven strategies to become active, responsible and successful learners. Major topics include personal self-responsibility, self-motivation, self-management, self-awareness, social interdependence, emotional intelligence, life-long learning and self-esteem.
- SLS1300 Career Self-Assessment (AA)**
1 credits (1 lecture hours)
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.

SLS1301 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.

SLS1302 Career Information and Decision-Making (AA)**1 credits (1 lecture hours)**

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.

SLS1303 Job Search (AA)**1 credits (1 lecture hours)**

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.

SLS1501 Introduction to the College Experience (AA)**3 credits (3 lecture hours)**

This course enhances success and retention of students entering Palm Beach State College. Students will engage in meaningful self-assessment, develop and strengthen academic skills, participate in career exploration and educational planning, and explore college culture and academic resources.

SLS2261 Leadership Development (AA)**3 credits (3 lecture hours)**

Prerequisites: ENC1101, 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.

SON1000 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.

SON1001 Practical Aspects of Sonography 2 (AS)**3 credits (3 lecture hours)**

Prerequisite: SON1000 (with a grade of C or higher); **Corequisite:** SON1175, SON1824L (with a grade of C or higher)

Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis. Registry review and mock exams will be given.

SON1004L Sonographic Hospital Procedures (AS)**2 credits (2 lab hours, 2 clinical hours)**

Prerequisite: Admission to Sonography program; **Corequisite:** SON1100L (with a grade of C or higher)

An introduction to hospital protocol/procedures with a basic overview of the role of the sonographer in diagnostic imaging. Introduction to patient care skills applied to the role of a sonographer in an imaging department. An exploration of nursing care skills, scanning ergonomics, patient confidentiality, and communication skills with hospital personnel as applied to all areas of sonography. This class will include lab instruction and clinical site visits.

SON1100L 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.

- SON1111 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.
- SON1112 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.
- SON1121 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.
- SON1122 Sonographic OB/GYN 2 (AS)**
3 credits (3 lecture hours)
Prerequisite: SON1121 (with a grade of C or higher); Corequisite: SON1171, SON1814L (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.
- SON1171 Vascular Sonography 1 (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 venous and arterial anatomy and hemodynamic functions, both normal and abnormal, along with sonographic imaging techniques for vascular structures and Doppler spectral analysis of normal and pathological patterns.
- SON1175 Vascular Sonography 2 (AS)**
3 credits (3 lecture hours)
Prerequisite: SON1171 (with a grade of C or higher); Corequisites: SON1001, SON1824L (with a grade of C or higher)
Studies of arterial anatomy below the neck and head, and its hemodynamic functions, both normal and abnormal, along with sonographic imaging techniques for arterial and vascular structures, non-imaging testing modalities, and Doppler analysis of normal and abnormal flow patterns.
- SON1311 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.
- SON1614 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.

- SON1618 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.
- SON1804L 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.
- SON1814L Clinical Education 2 (AS)**
3 credits (24 clinical hours)
Prerequisite: SON1804L (with a grade of C or higher); Corequisites: SON1122, SON1171 (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.
- SON1824L 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.
- SOP2740 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.
- SOW1051LR True Calling: Community-Based Learning (AA)**
1 credits (2 lab hours)
This community-based learning course allows students to arrive at a personal understanding of social responsibility through civic engagement and critical reflection with opportunities for experiential learning. Students complete 16 hours of community-based work while applying academic knowledge and gaining practical experience on site. Students interact with individuals in various settings including hospitals, historical, educational, social, government, environmental, and other community organizations.
- SPC1017 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. (*)
- SPC2052 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.

- SPC2300 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.
- SPC2511 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.
- SPC2608 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.
- SPN1120 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.
- SPN1121 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.
- SPN2200 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.
- SPN2201 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.
- SPN2240 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.
- SPN2241 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.

- STA2023** **Statistics (AA)**
3 credits (3 lecture hours)
Prerequisite: MAT1033C or MGF1106 (with a grade of C or higher) or appropriate placement scores or course completion required to enroll in this General Education course.
Topics include probability, random variables, hypothesis testing, confidence intervals, correlation, linear regression, small sample methods, and non-parametric statistics. (*)
- STS0003** **Introduction to Surgical Technology (PSAV)**
144 clock hours
Corequisite: STS0003L (with a grade of C or higher)
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.
- STS0003L** **Introduction to Clinical Practicum (PSAV)**
144 clock hours
Corequisite: STS0003 (with a grade of C or higher)
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.
- STS0008** **Pharmacology for the Surgical Technologist (PSAV)**
32 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.
- STS0120** **Surgical Specialties 1 (PSAV)**
48 clock hours
This course is an introduction to various types of surgery and corresponding surgical anatomy. It includes procedure based anatomy, pathology, equipment, instrumentation, practical and post-operative considerations and operative preparation for the following services: diagnostic procedures, general surgery, plastic & reconstructive, obstetrics & gynecology services.
- STS0121** **Surgical Specialties 2 (PSAV)**
48 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.
- STS0150C** **Surgical Technology Procedures (PSAV)**
32 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.
- STS0255L** **Surgical Specialties 1 Clinical (PSAV)**
441 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.
- STS0256L** **Surgical Specialties 2 Clinical (PSAV)**
441 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.

- SWS1102** **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.
- SYG1230** **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. Demonstration of computer application is required. (*)
- SYG1251** **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.
- SYG2000** **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. Demonstration of computer application is required. (*)
- SYG2010** **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. (*)
- SYG2361** **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.
- SYG2430** **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.
- TAX2000** **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.
- TAX2010** **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.
- THE1000** **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. (*)

- THE2051 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.
- THE2925-R Play Production (AA)**
1 credits (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.
- TPA1200 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.
- TPP1120-R Improvisation for Actors (AA)**
1 credits (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.
- TPP1602 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.
- TPP2100 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.
- TPP2111 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.
- TPP2190-R Rehearsal and Performance 1 (AA)**
1 credits (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.
- TPP2300 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.
- TPP2514 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.

- TPP2700** **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.
- TRA0011** **Logistics and Supply Chain Technology (PSAV)**
150 clock hours
Corequisites: VPIO100, VPIO200, VPIO300
This course provides an overview of logistics and supply chain topics that include career pathways, cost effectiveness, professional communication, regulatory compliance, transportation systems, physical logistics environment, and effective product handling.
- TRA0030** **Logistics Operations Technician (PSAV)**
150 clock hours
Corequisites: VPIO100, VPIO200, VPIO300
This course covers the skills necessary for a supervisory role in logistics. It includes roles and responsibilities, managing different types of logistics operations, and general managerial functions and skills.
- TRA0097** **Shipping, Receiving and Traffic Clerk (PSAV)**
150 clock hours
Corequisites: VPIO100, VPIO200, VPIO300
This course covers warehousing functions, facility operations, financial analysis, and productivity improvement and measurement.
- TRA1010** **Introduction to Transportation and Logistics (AS)**
3 credits (3 lecture hours)
This course deals with the role of logistics in the economy and the organization. Topics explored are customer service, logistics information systems, inventory management, materials management and supply chain management. The objective is to explore the full scope of the transportation plant and its services as a necessary preparation to efficient use of the transportation system.
- TRA1154** **Supply Chain Management (AS)**
3 credits (3 lecture hours)
Prerequisite: GEB1011 (with a grade of C or higher)
This course presents an integrated approach to the management of activities involved in moving goods and services from suppliers to customers. Students will learn about transportation, distribution, inventory control, facilities, purchasing, material handling, payment processing and customer service, and other topics important to managing the supply chain in an electronic and traditional environment.
- TRA2098** **Warehouse Management (AS)**
2 credits (2 lecture hours)
This course covers warehousing functions, facility operations, financial analysis, and the productivity improvement and measurement.
- WOH1012** **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.
- WOH1022** **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.

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