



*Broward Community College*



## **Broward Community College**

The College reserves the right to change any provision or requirement, including fees, pursuant to law, State Board of Education rules, and College policy. The College further reserves the right to require the student to withdraw at any time pursuant to appropriate policies and procedures. It also reserves the right to impose probation on any student whose conduct is unsatisfactory in relation to established College policy. Any admission on the basis of false statements or documents may be grounds for dismissal and loss of all credit for work which may have been completed at the college.

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Dorsey C. Miller, Chairman

Joyce B. Cross, Vice Chairman

Katharine S. Barry • Guy Bass, Jr. • Mario Cartaya

### **BROWARD COMMUNITY COLLEGE**

Wills N. Holcombe, President

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

# **BROWARD COMMUNITY COLLEGE**

**A. HUGH ADAMS**  
**CENTRAL CAMPUS**  
3501 Southwest Davie Road  
Davie, Florida 33314  
(305) 475-6865

**NORTH CAMPUS**  
1000 Coconut Creek Boulevard  
Coconut Creek, Florida 33066  
(305) 973-2240

**DOWNTOWN CAMPUS**  
College Administration Offices  
225 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301  
(305) 761-7465

**JUDSON A. SAMUELS**  
**SOUTH CAMPUS**  
7200 Hollywood Pines Boulevard  
Pembroke Pines, Florida 33024  
(305) 963-8835

**CENTER FOR HEALTH SCIENCE EDUCATION**  
3501 Southwest Davie Road  
Davie, Florida 33314  
(305) 475-6770

**ACCREDITATION**  
Broward Community College is accredited by  
The Commission on Colleges of the  
Southern Association of Colleges and Schools

**MEMBER OF**  
American Association of Community and Junior Colleges  
American Association for Higher Education  
American Council on Education  
American Technical Education Association, Inc.  
Association of Community College Trustees  
Association of Governing Boards  
College Entrance Examination Board  
Florida Association of Colleges and Universities  
Florida Association of Community Colleges  
Institute of International Education  
National Association of Foreign Student Affairs  
Southern Association of Colleges and Schools  
Southern Association of Community and Junior Colleges

**BROWARD COMMUNITY COLLEGE IS**  
An Equal Opportunity Employer  
An Equal Opportunity Educator

**NOTE: BCC APPLICATION ATTACHED TO INSIDE BACK COVER**

## FROM THE PRESIDENT

### WELCOME TO BROWARD COMMUNITY COLLEGE



With your enrollment at Broward Community College, you are starting one of the most exciting and rewarding times of your life. Broward Community College is committed to helping you reach your personal, academic, and career goals.

As Broward County's oldest and largest institution of higher education, we are your access point to many exciting learning opportunities. Whatever your course of study, you can get an outstanding instructional program at BCC.

Over the years, our graduates who have transferred to upper division universities in Florida have performed as well or better than native students. Students who enter the job market after completing career programs at Broward Community College are sought after by local employers because they possess excellent technical skills.

In this decade of increasing technological change, education is the key to success. We invite you to share in our commitment to excellence as you forge your future.

Take advantage of your opportunities at Broward Community College; we are here to help you succeed. Because College Counts.

Willis N. Holcombe  
President



## BOARD OF TRUSTEES

**BROWARD COMMUNITY COLLEGE**  
is fortunate to have the leadership  
that comes from an experienced and  
dedicated Board of Trustees.  
This group of outstanding local citizens  
comprises the legal governing body of  
the College and is appointed by the  
Governor of the State of Florida




Guy Bass, Jr.  
Fort Lauderdale, Florida

Katharine S. Barry  
Fort Lauderdale, Florida

Mario Cartaya  
Fort Lauderdale, Florida

Dorsey C. Miller, Chairman  
Fort Lauderdale, Florida

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Coral Springs, Florida



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# WHERE TO GO FOR HELP

Academic Standing, Probation, Suspension, Reinstatement.....	Counselor/Advisor, Registrar
Adding, Dropping or Changing Courses.....	Counselor/Advisor, Registrar
Admissions, Registration, Academic Records.....	Your Campus Registrar
Advisor or Counselor, Assignment of.....	Counseling/Advisement Office
Alumni .....	Development Office
Books and Classroom Supplies.....	Bookstore
Career Information .....	Career Center, Counselor/Advisor
Closed Class Enrollment Form .....	Professor, Department Head
College Bills, Payment or Adjustments.....	Any Bursar's Office
Credit Overload Form.....	Counselor/Advisor
Evaluation of Permanent Records for Graduation.....	Counselor/Advisor, Registrar
Gifts and Donations .....	Development Office
Grade Concerns.....	Department Head, Registrar
Help With Personal Problems .....	Counselor/Advisor
IN CASE OF ACCIDENT REPORT TO .....	Professor, Security
Loans and Scholarships .....	Student Financial Services
Lost and Found.....	Security, Counseling/Advisement Office
Parking Permit.....	Campus Security
Permission to Organize a Club.....	Vice President for Student Affairs Director of Student Life
Public Relations-Promotional Events .....	Development Office
Reserving College Facilities.....	Campus Provost
Student Grievances.....	Dean of Students
Student Work on Campus.....	Student Financial Services
Student Work off Campus .....	Career Center
Testing & Test Interpretation .....	Counselor/Advisor
Transfer (in or out) Admissions .....	Your Campus Registrar
Tutoring.....	Learning Resources Center
Waiver of Requirements Form .....	Counselor/Advisor, Department Head
Withdrawal from College.....	Your Campus Registrar





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## CALENDARS AND FINAL EXAM SCHEDULES







# College Calendar 1993-94

## TERM I (9341)

	Term I Aug 23-Dec 17	Term IA Aug 23-Oct 15	Term IB Oct 18-Dec 17	Term IC Sept 23-Dec 17
<b>REGISTRATION AND ADVISEMENT</b>				
1. Pre-Registration (Graduation Candidates)*	Jun 1-Aug 13	Jun 1-Aug 13	Jun 1-Oct 12	Jun 1-Sept 17
3. Registration: Continuing Students	Jun 8-Aug 13	Jun 8-Aug 13	Jun 8-Oct 12	Jun 8-Sept 17
4. Registration: New/Re-Entry Students	Jun 15-Aug 13	Jun 15-Aug 13	Jun 15-Oct 12	Jun 15-Sept 17
5. Senior Citizens, Space Available	Aug 20	Aug 20	Oct 15	Sept 22
6. Late Registration Begins	Aug 16	Aug 16	Oct 13	Sept 20
7. CLASSES BEING 8:00 AM	Aug 23	Aug 23	Oct 18	Sept 23
8. Weekend College Classes Begin**	Aug 27			
9. Last Day For Drop and Last Day for 100% Refund	Aug 27	Aug 25	Oct 21	Sept 29
<b>HOLIDAY (Labor Day)</b> No classes day or evening	Sept 6	Sept 6		
<b>HOLIDAY (Fall Holiday)</b> No classes day or evening	Sept 16	Sept 16		
<b>RECOGNITION DAY</b> No classes day or evening	Oct 19		Oct 19	Oct 19
<b>LAST DAY TO WITHDRAW FROM COLLEGE PREP***</b>	Oct 18	Sept 17	Nov 16	Nov 1
<b>MIDTERM</b>	Oct 20	Sept 20	Nov 17	Nov 2
<b>LAST DAY TO WITHDRAW FROM ANY CLASS</b>	Oct 25	Sept 22	Nov 18	Nov 4
<b>LAST DAY TO CHANGE FROM CREDIT TO AUDIT****</b>	Oct 25	Sept 22	Nov 18	Nov 4
<b>HOLIDAY (Veterans Day)</b> No classes day or evening	Nov 11		Nov 11	Nov 11
<b>HOLIDAY (Thanksgiving)</b> No evening classes	Nov 24		Nov 24	Nov 24
No classes day or evening	Nov 25-27		Nov 25-27	Nov 25-27
<b>LAST DAY OF CLASSES</b>	Dec 16	Oct 15	Dec 16	Dec 16
<b>FINAL EXAMINATIONS</b>	Dec 10-16	Last Class Meeting	Last Class Meeting	Dec 10-16
<b>GRADUATION</b>	Dec 17	Dec 17	Dec 17	Dec 17
<b>GRADES DUE IN THE CAMPUS</b>				
REGISTRAR'S OFFICE BY 3:00 PM	Dec 17	Oct 15	Dec 17	Dec 17

\*Special registration for students within 15 hours (or less) of degree completion.

\*\*Weekend College has a separate Calendar on Page 14.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit after the drop period has ended, must receive permission.

Late Registration fee (\$25.00) assessed if registration was initiated after the start of Late Registration Period.

International Students should refer to Page 16 for additional information regarding Admission Deadlines.

College Offices will be closed from December 22nd through January 2nd. Late Registration by telephone (PAR), will be available on December 28th, 29th, and 30th.

NOTE: TERM I: Friday evening and Saturday classes will have final examinations on December 10th and 11th.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

# College Calendar 1993-94

## TERM II (9342)

	Term II	Term IIA	Term IIB	Term IIC
	Jan 5-May 4	Jan 5-Mar 2	Mar 3-May 4	Feb 10-May 4
<b>REGISTRATION AND ADVISEMENT</b>				
1. Pre-Registration (Graduation Candidates)*	Oct 26-Dec 21	Oct 26-Dec 21	Oct 26-Feb 25	Oct 26-Feb 4
3. Registration: Continuing Students	Nov 1-Dec 21	Nov 1-Dec 21	Nov 1-Feb 25	Nov 1-Feb 4
4. Registration: New/Re-Entry Students	Nov 8-Dec 21	Nov 8-Dec 21	Nov 8-Feb 25	Nov 8-Feb 4
5. Senior Citizens, Space-Available	Jan 4	Jan 4	Mar 2	Feb 9
6. Late Registration Begins	Dec 28	Dec 28	Feb 28	Feb 6
7. CLASSES BEGIN 8:00 AM	Jan 5	Jan 5	Mar 3	Feb 10
8. Weekend College Classes Begin**	Jan 7			
9. Last Day for Drop and Last Day for 100% Refund	Jan 11	Jan 7	Mar 7	Feb 16
<b>HOLIDAY (Martin L. King, Jr. Birthday)</b>				
No classes day or evening	Jan 17	Jan 17		
<b>LAST DAY TO WITHDRAW FROM COLLEGE PREP***</b>	Mar 1	Feb 1	Apr 5	Mar 22
<b>MIDTERM</b>	Mar 2	Feb 2	Apr 6	Mar 23
<b>LAST DAY TO WITHDRAW FROM ANY CLASS</b>	Mar 8	Feb 4	Apr 8	Mar 24
<b>LAST DAY TO CHANGE FROM CREDIT TO AUDIT****</b>	Mar 8	Feb 4	Apr 8	Mar 24
<b>HOLIDAY (Spring Break)</b>				
No classes day or evening	Mar 28-Apr 1		Mar 28-Apr 1	Mar 28-Apr 1
No Saturday classes	Apr 2		Apr 2	Apr 2
<b>LAST DAY OF CLASSES</b>	May 4	Mar 2	May 4	May 4
<b>FINAL EXAMINATIONS</b>	Apr 28-May 4	Last Class Meeting	Last Class Meeting	Apr 28-May 4
<b>GRADUATION</b>	May 5	May 5	May 5	May 5
<b>GRADES DUE IN THE CAMPUS REGISTRAR'S OFFICE BY 3:00 PM</b>	May 5	Mar 2	May 5	May 5

\*Special registration for students within 15 hours (or less) of degree completion.

\*\*Weekend College has a separate Calendar on Page 14.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit after the drop period has ended, must receive permission.

**Late Registration fee (\$25.00) assessed if registration was initiated after the start of Late Registration Period.**

**International Students should refer to Page 16 for additional information regarding Admission Deadlines.**

**College Offices will be closed from December 22nd through January 2nd. Late Registration by telephone (PAR) will be available on December 28th, 29th and 30th.**

**NOTE: TERM II Friday evening and Saturday classes will have final examinations on April 29th and 30th.**

**NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.**

# College Calendar 1993-94

## TERM III (9343)

	Term III	Term IIIA	Term IIIB
	May 9-Aug 5	May 9-Jun 21	Jun 23-Aug 5
<b>REGISTRATION AND ADVISEMENT</b>			
1. Pre-Registration (Graduation Candidates)*	Mar 14-Apr 29	Mar 14-Apr 29	Mar 14-June 15
2. Registration: Continuing Students	Mar 21-Apr 29	Mar 21-Apr 29	Mar 21-Jun 15
3. Registration: New and Re-Entry Students	Apr 4-Apr 29	Apr 4-May 6	Apr 4-Jun 15
4. Senior Citizens, Space Available, Registration	May 6	May 6	June 21
5. Late Registration Begins	May 2	May 2	Jun 16
6. CLASSES BEGIN 8:00 AM	May 9	May 9	Jun 23
7. Weekend College Classes Begin**	May 13		
8. Last Day for Drop and Last Day for 100% Refund	May 11	May 11	Jun 27
<b>HOLIDAY (Memorial Day)</b> No classes day or evening	May 30	May 30	
<b>LAST DAY TO WITHDRAW FROM COLLEGE PREP***</b>	Jun 20	May 27	July 14
<b>MIDTERM</b>	Jun 21	May 31	July 15
<b>CROSSOVER DAY</b> No classes day or evening	Jun 22	Jun 22	Jun 22
<b>LAST DAY FOR STUDENTS TO WITHDRAW FROM ANY CLASS</b>	Jun 24	Jun 2	July 18
<b>LAST DAY TO CHANGE FROM CREDIT TO AUDIT****</b>	Jun 24	Jun 2	July 18
<b>HOLIDAY (Independence Day)</b> No classes day or evening	July 4		July 4
<b>LAST DAY OF CLASSES</b>	Aug 5	Jun 21	Aug 5
<b>FINAL EXAMINATIONS</b>	Last Class Meeting	Last Class Meeting	Last Class Meeting
<b>GRADES DUE IN THE CAMPUS</b> REGISTRAR'S OFFICE BY 12:00 Noon	Aug 8	Jun 22	Aug 8

Alternate Friday classes are divided as follows:

### IIIA

Monday and Wednesday classes will meet on May 13, May 27, June 10, 1994.

Tuesday and Thursday classes will meet on May 20, June 3, and June 17, 1994.

### IIIB

Monday and Wednesday classes will meet on June 24, July 8, July 22, and August 5, 1994.

Tuesday and Thursday classes will meet on July 1, July 15, and July 29, 1994

\*Special registration for students within 15 hours (or less) of degree completion. Counter Registration only.

\*\*Weekend College has a separate Calendar on Page 14.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit after the drop period has ended, must receive permission

Late Registration fee (\$25.00) assessed if registration was initiated after the start of Late Registration Period.

International Students should refer to Page 16 for additional information regarding Admission Deadlines.

NOTE: TERM III Friday evening and Saturday classes will have final examinations on July 29th and 30th.

# Weekend College Calendar 1993-94

## TERM I (9341)

	Term I Aug 27-Dec 11	Term IC Sept 24-Dec 11
Classes Start		
For Friday Classes .....	Aug 27	Sept 24
For Saturday Classes .....	Aug 28	Sept 25
Late Registration (\$25.00) Late Fee .....	Aug 16-20	Sept 20-23
Last Day to Withdraw with 100% Refund		
For Saturday Classes .....	Sept 2	Sept 30
For Friday Classes .....	Sept 2	Sept 30
Last Day to Withdraw Without refund .....	Oct 18	Nov 4
Last Day to Change from Credit to Audit .....	Oct 18	Nov 4
Holiday (Thanksgiving)		
No Classes Friday and Saturday .....	Nov 26-27	Nov 25-26
Classes End .....	Dec 10-11	Dec 10-11
Final Grades Due in the Campus		
Registrar's Office at 3:00 P.M. ....	Dec 17	Dec 17

## TERM II (9342)

	Term II Jan 5-May 4	Term IIC Feb 11-May 4
Classes Start .....	Jan 7/8	Feb 12/13
Late Registration (\$25.00) Late Fee .....	Dec 29-30, Jan 3-4	Feb 7-10
Last Day to Withdraw With 100% Refund .....	Jan 13	Feb 17
Last Day For Students to Withdraw		
Without Refund .....	Mar 11	Mar 24
Last Day to Change from Credit to Audit .....	Mar 11	Mar 24
HOLIDAY (Spring Break)		
No classes day or evening .....	Apr 1-2	Apr 1-2
Classes End .....	Apr 29-30	Apr 29-30
Final Grades Due in the Campus		
Registrar's Office at 3:00 P.M. ....	May 5	May 5

## TERM III (9343)

	Term III May 9-Aug 4
Classes Start .....	May 13/14
Late Registration (\$25.00) Late Fee .....	May 5-6
Last Day to Withdraw With 100% Refund .....	May 19
Last Day for Students to Withdraw	
Without Refund .....	Jun 24
Last Day to Change from Credit to Audit .....	Jun 24
HOLIDAY (Independence Day)	
No classes day or evening .....	Jul 1-2
Classes End .....	Jul 29-30
Final Grades Due in the Campus	
Registrar's Office at 3:00 P.M. ....	Aug 8

NOTE: For Registration dates, see College Calendar on preceding pages.



# Open College Calendar 1993-1994

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## Classes Start

Open College courses have five required class meetings which are listed in the Open College Schedule and the Open College Course Packets each term.

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## LATE REGISTRATION

(A \$25.00 LATE FEE will be added to all new registrations, students registering for the first time)

### Term I (9341)

Aug 16-20, 1993

### Term II (9342)

Dec 29-30, 1993  
Jan 3-4, 1994

### Term III (9343)

May 5-6, 1994

(Students may continue to register for Open College Sections up through the 1st meeting if there are still vacancies).

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## LAST DAY TO WITHDRAW WITH 100% REFUND

Open College students may receive a 100% refund up through the Friday of the week of their first class meeting. These dates are listed in the Open College Schedule each term.

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## LAST DAY TO WITHDRAW WITHOUT REFUND OR TO CHANGE FROM CREDIT TO AUDIT

### Term I (9341)

Oct 25, 1993

### Term II (9342)

March 15, 1994

### Term III (9343)

June 24, 1994

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## CLASSES END

All Open College Courses have different ending dates which are listed in the Open College Schedule each term.

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## FINAL GRADES DUE TO CAMPUS REGISTRAR'S OFFICE AT 3:00 P.M

### Term I (9341)

Dec 17, 1993

### Term II (9342)

May 5, 1994

### Term III (9343)

Aug 8, 1994

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See the Open College Section in this Catalog for more information about how Open College works, or call the Open College Office at 475-6564 for further details.

# College Calendar 1993-94

## International Student's Admission Deadlines\*

### TERM I (9341)

	Term I	Term IA	Term IB**
	Aug 23-Dec 17	Aug 23-Oct 15	Oct 18-Dec 17
1. Last day for all admission documents to be received	Aug 12		English As A Second Language students will not be accepted for this Term (IB)
2. Last day for admission approvals for Term I	Aug 20		

### TERM II (9342)

	Term II	Term IIA**	Term IIB
	Jan 5-May 4	Jan 5-Mar 2	Mar 3-May 4
1. Last day for all admission documents to be received	Dec 9	English As A Second Language students will not be accepted for this Term (IIA)	
2. Last day for admission approval for Term II	Dec 17		

### Term III (9343)

	Term III	Term IIIA	Term IIIB
	May 9-Aug 5	May 9-Jun 21	Jun 23-Aug 5
1. Last day for all admission documents to be received	Apr 15	Apr 15	Jun 3
2. Last day for admission approvals for Terms III, IIIA	Apr 23	Apr 23	Jun 11

\*Any exceptions to the above schedules must be approved by the College Registrar or the Vice President for Student Affairs.

\*\* English As A Second Language students will not be accepted for Term IB and Term IIA.

# **BROWARD COMMUNITY COLLEGE**

## **1993-94**

### **FINAL EXAMINATION SCHEDULE FOR CLASSES IN TERM I**

All examinations will be held in regular classrooms unless students are notified to the contrary by the professor. Term I and IB Examinations may have room conflicts. Please double-check with professor.

#### **FRIDAY, DECEMBER 10, 1993**

08:00-10:00 am for classes meeting on Monday at 08:00 am  
10:10-12:10 pm for classes meeting on Monday at 11:00 am  
12:20-02:20 pm for classes meeting on Monday at 01:00 pm  
02:30-04:30 pm for classes meeting on Monday at 02:00 pm

#### **SATURDAY, DECEMBER 11, 1993**

09:00-12:00 pm for classes meeting on Saturday morning  
01:00-04:00 pm for classes meeting on Saturday afternoon

#### **MONDAY, DECEMBER 13, 1993**

08:00-10:00 am for classes meeting on Wednesday at 09:00 am  
10:10-12:10 pm for classes meeting on Wednesday at 10:00 am  
12:20-02:20 pm for classes meeting on Wednesday at 12:00 pm  
02:30-04:30 pm for classes meeting on Wednesday at 03:00 pm

#### **TUESDAY, DECEMBER 14, 1993**

08:00-10:00 am for classes meeting on Tuesday at 08:00 am  
10:10-12:10 pm for classes meeting on Tuesday at 11:00 am  
12:20-02:20 pm for classes meeting on Tuesday at 12:30 pm  
02:30-04:30 pm for classes meeting on Tuesday at 03:30 pm

#### **WEDNESDAY, DECEMBER 15, 1993**

09:00-11:00 am for classes meeting on T & R at 12:00 pm  
11:10-01:10 pm for classes meeting on T & R at 10:00 am  
01:20-03:20 pm for classes meeting on T & R at 03:30 pm  
04:00-06:00 pm for classes meeting on M, W & F at 04:00 pm

#### **THURSDAY, DECEMBER 16, 1993**

08:00-10:00 am for classes meeting on Thursday at 09:30 am  
10:10-12:10 pm for classes meeting on Thursday at 09:00 am  
12:20-02:20 pm for classes meeting on Thursday at 01:00 pm  
02:30-04:30 pm for classes meeting on Thursday at 02:00 pm

**TERM IA, IB, 1993-1994.** The last class meeting is for final examinations.

**NIGHT EXAMINATIONS WILL BE HELD DURING EXAMINATION WEEK AT THE NORMAL CLASS HOUR.**

Any classes not covered by the above schedule will have their examination time designated by the professor.

# **BROWARD COMMUNITY COLLEGE**

## **1993-94**

### **FINAL EXAMINATION SCHEDULE FOR CLASSES IN TERM II**

All examinations will be held in regular classrooms unless students are notified to the contrary by the professor. Term II and IIB Examinations may have room conflicts. Please double-check with the professor.

#### **THURSDAY, APRIL 28, 1994**

08:00-10:00 am for classes meeting on Tuesday at 08:00 am  
10:10-12:10 pm for classes meeting on Tuesday at 11:00 am  
12:20-02:20 pm for classes meeting on Tuesday at 12:30 pm  
02:30-04:30 pm for classes meeting on Tuesday at 03:30 pm

#### **FRIDAY, APRIL 29, 1994**

08:00-10:00 am for classes meeting on Wednesday at 09:00 am  
10:10-12:10 pm for classes meeting on Wednesday at 10:00 am  
12:20-02:20 pm for classes meeting on Wednesday at 12:00 pm  
02:30-04:30 pm for classes meeting on Wednesday at 03:00 pm

#### **SATURDAY, April 30, 1994**

09:00-12:00 pm for classes meeting on Saturday morning  
01:00-04:00 pm for classes meeting on Saturday afternoon

#### **MONDAY, MAY 2, 1994**

08:00-10:00 am for classes meeting on Monday at 08:00 am  
10:10-12:10 pm for classes meeting on Monday at 11:00 am  
12:20-02:20 pm for classes meeting on Monday at 01:00 pm  
02:30-04:30 pm for classes meeting on Monday at 02:00 pm

#### **TUESDAY, MAY 3, 1994**

08:00-10:00 am for classes meeting on Thursday at 09:30 am  
10:10-12:10 pm for classes meeting on Thursday at 09:00 am  
12:20-02:20 pm for classes meeting on Thursday at 01:00 pm  
02:30-04:30 pm for classes meeting on Thursday at 02:00 pm

#### **WEDNESDAY, MAY 4, 1994**

09:00-11:00 am for classes meeting on T & R at 12:00 pm  
11:10-01:10 pm for classes meeting on T & R at 10:00 am  
01:20-03:20 pm for classes meeting on T & R at 03:30 pm  
04:00-06:00 pm for classes meeting on T & R at 04:00 pm

**TERM IIA, IIB, 1993-1994.** The last class meeting is for final examination.

**NIGHT EXAMINATIONS WILL BE HELD DURING EXAMINATION WEEK AT THE NORMAL CLASS HOUR.**

Any classes not covered by the above schedule will have their examination time designated by the professor.

## GENERAL INFORMATION







# COLLEGE BACKGROUND

## The College

Broward Community College provides higher education and technical and occupational training for the citizens of Broward County, its district by law. As the first public higher education institution in the county, Broward Community College functions as the principal provider of undergraduate higher education for the residents of Broward County. As one of the twenty-eight community colleges in the Florida system, Broward Community College is designed to be a community-based institution that offers a comprehensive range of programs responsive to changes in the community and in technology. Where appropriate, these programs are articulated with the public school system, area vocational schools, and upper-level institutions to insure that students can move smoothly from one system to another.

Through this wide variety of degree and certificate programs and continuing education courses, the College attracts a great diversity of students, including individuals planning to complete a bachelor's degree program, people seeking to acquire job-entry skills, employees desiring to upgrade skills for promotion or career change, and individuals seeking education for their personal enrichment. From high school students who enroll in a course to accelerate their college education to retirees who return to education after decades devoted to other pursuits, a multitude of age groups is represented at Broward Community College. These culturally diverse students span the learning spectrum from developmental to gifted. The College's programs and services are designed to serve the community by meeting the higher education needs of all these individuals.

Serving as the principal entry level institution for higher education in its district, the College is also a source of cultural enrichment; a resource for community development, business, and industry; and an avenue for continued skill upgrading and enhancement and retraining. As a public comprehensive community college, the College serves well its role as a significant segment of America's higher education effort.

The College District Board of Trustees, the legal governing body for the operation of the College, serves as a corporate body with all powers necessary and proper for governance and operation. Trustees are appointed by the Governor, approved by the State Board of Education, and confirmed by the Florida State Senate. The College operates under statutory authority and rules of the State Board of Education. The State Board of Community Colleges, which is subject to the overall supervision of the State Board of Education, is responsible for state-wide leadership in overseeing and coordinating the individually governed public community colleges. Operational funding for college programs is provided by state appropriation and student fees. Construction and building maintenance

funds are provided through state-wide capital outlay bonds, not through local property taxes.

## History

In 1959 the Florida State Legislature authorized the establishment of the Junior College of Broward County. With the appointment of a local Advisory Committee under State Board of Education Regulations in October of that year, the College began to develop. Dr. Joe B. Rushing undertook his responsibilities as the first President on April 7, 1960. The following Autumn, with an enrollment of 701 students, the College opened its doors in buildings formerly used by the Naval Air Station at the Fort Lauderdale/Hollywood International Airport. From this beginning, the College has experienced solid growth in facilities, number of students, and quality of programs. When the first permanent building was completed in August 1963, the College moved to its present Central Campus location on Southwest Davie Road in Davie.

Dr. Rushing resigned as President in 1965. His successor was Dr. Myron Bleck. Dr. A. Hugh Adams became the third President, assuming his duties on April 15, 1968. In May 1968, to be compatible with State terminology, the College changed its name to Broward Junior College. In July, the Florida Legislature, in special session, withdrew the State Junior Colleges from governance by the Boards of Public Instruction. Thus, the Advisory Board of Broward Junior College became the governing District Board of Trustees. In September 1970, the Board changed the name of the college to Broward Community College - a name that more aptly represents the comprehensive nature of the College's programs.

The College has several centers and numerous off-campus facilities. The Downtown Center is the site of the College's administrative offices. The North Area Office of Business and Industry Services, on W. Commercial Boulevard in Fort Lauderdale, provides classes and counseling/advisement. Tigertail Lake, on Ravenswood Road in Fort Lauderdale, is leased from the County for various instructional and recreational purposes.

Currently, Broward Community College has three main campuses. After Dr. Adams announced his intent to retire on December 31, 1986, Central Campus was renamed the A. Hugh Adams Central Campus in his honor. In addition to the A. Hugh Adams Central Campus on Southwest Davie Road in Davie, the College has a North Campus on Coconut Creek Boulevard in Coconut Creek, and the Judson A. Samuels South Campus on Hollywood Boulevard in Pembroke Pines. The Center for Health Science has its administrative offices on Southwest Davie Road, but offers courses at each of the other three locations.

With the retirement of Dr. Adams, the District Board of Trustees appointed Dr. Willis N. Holcombe President, effective January 1, 1987. That same month, the opening of University Tower expanded the instructional activity at the Downtown Center. The 1988 Florida Legislature established the Florida-Israel Institute to be coordinated by Broward Community College and Florida Atlantic University to promote educational, cultural, and commercial linkages between Florida and Israel. In September 1988, the Buehler Planetarium re-opened after an extensive renovation that included installation of a state-of-the-art star dome and a Zeiss projector that doubled the number of available stars. That same month, Judson A. Samuels South Campus opened its modular complex comprised of classrooms, faculty offices, and a pavilion. Head count enrollment for Term I, of 1988-89 numbered 21,370, a 9.1 percent increase over the Fall 1987 term. These students were taught by 294 full-time and over 450 part-time faculty.

The College has been conducting study/travel tours to foreign countries since 1974. With the establishment of the Division of International/Intercultural Education in 1977, the College offers students the opportunity to study for a semester in various countries, including Spain, England, and Israel.

Broward Community College, beginning with a small university-parallel program, has expanded its curricula to include many technical and occupational programs. Additional university-parallel courses are offered at numerous locations in Broward County as well as several locations internationally.

## Philosophy

As an institution committed to the ideal of the worth and dignity of the individual, Broward Community College recognizes the religious, racial, and cultural diversity of its students and staff and endeavors to provide equal educational opportunity for all students. Furthermore, the College fosters the value of lifelong learning as it strives through teaching excellence to enable students to appreciate knowledge and to acquire an education which will assist them in assuming positive roles in a changing society. Believing that educated people should be guided in their behavior by decency and civility, the College values honesty, integrity, and social responsibility among both its staff and its students. Furthermore, it aspires to empower students with the critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives. In addition, the College embraces a commitment to American democratic values and culture, the principles of responsible citizenship, life enrichment, and self-awareness.

## Mission

The mission of Broward Community College is to provide all segments of the community with academic and technical educational opportunities through both traditional and progressive programs. Of primary

importance in delivering these educational programs is the commitment to quality instruction delivered by a dedicated faculty engaged in continued professional growth.

As it fulfills its mission, the College is committed to responding to the cultural diversity of Broward County as the area expands. In support of its open-door policy, the College provides a variety of delivery systems and instructional modes to enable students to prepare for the future in accordance with their own individual abilities, needs, and interests. The College is also committed to providing special academic support services to the disabled. In its role as an institution of higher education and in its efforts to be a premiere teaching institution, Broward Community College is dedicated to fulfilling the following major functions:

1. To serve as an entry-point for baccalaureate degree programs by providing the first two years of a four-year curriculum through a program of general education that stresses historical, social, ethical, and global perspectives; communication and computation skills, the sciences, an appreciation of the humanities, and physical fitness.
2. To prepare individuals for employment through a variety of specific programs in the general areas of business and management, the health sciences, the engineering and industrial technologies, and public service.
3. To provide continuing education that meets the needs of business, industry, the professions, and government. To enhance employee skills while also serving individuals seeking to maintain their competencies, upgrade their skills, change occupations, or enrich their lives through lifelong learning programs.
4. To provide college-preparatory instruction for those students who need to enhance their basic academic skills prior to attempting college-level work.
5. To serve as a cultural center for Broward County by providing a wide variety of quality visual and performing arts programs and activities which educate, entertain, enrich lives, and elevate the human spirit.
6. To provide international and intercultural educational experiences to help students develop perspectives that will enable them to function effectively in a multicultural environment and in an interdependent world. To pursue linkages with educational institutions and agencies in other countries in order to provide for a academic interchange and to assist each other in achieving educational objectives for the improvement of higher education on a global scale.

7. To provide current and prospective students a full range of student development and academic support services which are proactively available both on the College campuses and in the Broward County community.

## Accreditation

Broward Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts Degree. The College is also authorized by the Florida Department of Education.

## Equal Opportunity Policy

Broward Community College as an institution of higher learning is dedicated to the inculcation of the highest ideals of citizenship in a free society. The College seeks to set a proper example by complying with all relevant laws enacted at every level of government. Consistent with the American ideals of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement and equal educational opportunity, as well as participation in programs and activities, are guaranteed consonant with appropriate laws without regard to race, religion, color, national origin, sex, age, handicap, veteran status, or any other such factor. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The President of the College is empowered to implement this policy through appropriate personnel and by use of effective guidelines.

## Sites and Buildings

A. Hugh Adams Central Campus, which is located west of the Florida Turnpike and south of Interstate 595 on Southwest Davie Road in Davie, covers approximately

150 acres. Currently, Central Campus has thirty-two buildings that include a planetarium, an observatory, and the Ralph R. Bailey Concert Hall. Central Campus also has an aquatic complex and athletic fields. The grounds are landscaped, and parking spaces are adequate to handle current enrollments. A perimeter road aids in keeping traffic problems to a minimum.

North Campus, which is adjacent to the Florida Turnpike at Exit 67 and south of Coconut Creek Parkway in Coconut Creek, covers approximately 113 acres. North Campus has twelve buildings that include the multipurpose OMNI. Landscaping and site improvements continue as the campus expands. The mathematics/science building was completed in March of 1990.

The Judson A. Samuels South Campus, which is located west of the Florida Turnpike on Hollywood/Pines Boulevard at 72nd Avenue in Pembroke Pines, covers approximately 103 acres. The campus has many buildings, including joint use of the Broward Community College/South Regional Library that was completed in October 1983. The twenty acres of land facing Hollywood Boulevard are landscaped to create a park-like setting, and improvements continue as expansion occurs.

The Downtown Center, is located on East Las Olas Boulevard in downtown Fort Lauderdale with over 60,000 square feet; it houses the Administrative Offices, classrooms, science and computer Labs, and a full array of student services. The Downtown Center is surrounded by the Main Library of the Broward County Library System, the Performing Arts Center, the Discovery Center, the Museum of Art, and Riverwalk.

The North Area Office of Business and Industry Services offers classes and counseling/advisement at its location at 1515 W. Commercial Boulevard, Fort Lauderdale.





# ADMISSIONS, REGISTRATION AND STUDENT SERVICES

## ADMISSIONS

Admission to Broward Community College is based on a number of factors, not one of which is the sole determinant in deciding eligibility. Some specific information, records and forms are required of all applicants.

All applicants who are accepted and enrolled in college credit programs shall be provided counseling which includes assessment procedures designed to measure achievement in college-level communication and computation competencies. Remedial course work may be required by the College.

Students whose continued attendance is interrupted by more than one major term, will be subject to the rules and regulations that are in effect at the time of re-entry.

### The Steps to Apply for Admission to Broward Community College are:

1. Contact any Campus Registrar's Office for the official application form.
  2. Complete the admission application and return it to one of four campus Registrar's Offices or mail it to the address shown on the application, along with the non-refundable application fee. Applications must be received at least one week before the start of an academic term.
  3. Upon receipt, review, and evaluation of the application, the applicant will be notified of the admission status.
- Records (FASTER) System. Students are responsible for obtaining all transcripts, including those not delivered through the FASTER System.
4. The application fee is \$20.00. International student application fee is \$75.00. This is a processing fee and will not be refunded if the student does not enroll.
  5. Transfer students must be in good academic standing at the last college attended at the time of initial enrollment at BCC and must show a minimum grade point average of 2.0 (on 4.0 scale). Transfer credits from regionally accredited institutions will be evaluated and credited after enrollment at BCC. If an applicant submits less than 24 transferable hours, BCC freshmen admission standards apply.
  6. Applicants who are under 18 years of age must have their parent's or legal guardian's signature of approval on the application.
  7. Non-degree seeking applicants may be permitted to enroll in limited courses without transcripts for a maximum of 12 credits. If an applicant does not have a high school diploma, or GED, courses will be restricted to non-degree status and limited to certain vocational or non-credit courses.

### General Admissions Requirements

1. Applicants must properly complete the College admission application. Students should apply at the Broward Community College campus where they plan to attend.
  2. All freshmen applicants for degree programs must show proof of graduation from an accredited high school with a curriculum equal to the Florida standard diploma, or have completed a General Equivalency Diploma (GED). Transcripts must be provided to the campus Registrar prior to enrollment, but no later than 30 days after the start of the initial term of enrollment. Transfer students must provide official transcripts from all colleges attended not later than 30 days after the start of their first term at Broward Community College. A student's application for admission authorizes Broward Community College to electronically request transcripts from appropriate public high schools, colleges, and universities that participate in the Florida System for Transferring Educational
8. Admission and registration for Continuing Education and Community Service non-credit courses is specified in the course offering publications. A special form is required.
  9. The College reserves the right to request and require a physical, psychological, and/or psychiatric examination from an applicant, if it seems to be in the best interest of the student and the College. Expenses for such an examination or assessment are the responsibility of the applicant.
  10. Students presenting falsified information may have their enrollment cancelled and credit forfeited.
  11. All newly admitted students will be given placement tests in English and Math and required to take remedial courses if they fail to achieve at college levels prescribed by the Broward Community College. (See Placement).
  12. Provisional admission status may be granted if all transcripts have not been received, however, all



such documents must be received not later than 30 days after the start of the initial term or the applicant may not register for subsequent course work.

## **Health Science Education Admission**

All applicants seeking admission to programs in Health Science must complete a Health Science application in addition to the regular College admissions application. Normally, a student admitted to Broward Community College, completes general courses, then applies for admission to Nursing or other Health Science programs. There is a special application form and an additional application fee (see Health Science Programs).

## **PROGRAM ACCELERATION**

Academically talented high school students may apply for admission to Broward Community College and enroll in college courses in order to accelerate their college program. Program policies and procedures are further described in joint articulation agreements available with guidance counselors. All high school applicants must obtain written approval on a special form from their principal, guidance director, and parent(s) (or guardian). When public high school credits are concurrently satisfied by dual enrollment and early admission, the student's application and matriculation fees may be waived by articulation agreement. Credits are also awarded for certain scores on national examinations.

### **Dual Enrollment/Early Admission/Credit in Escrow**

**Dual Enrollment** - Superior high school junior and senior students who have an overall grade point average of 3.0 or higher, may be admitted as dual enrollment students. Credit is earned for college and applied toward the high school diploma.

**Early Admission** - Superior high school senior students who have an overall grade point average of at least 3.0 may be granted admittance to the early admission program. Such students will be enrolled full time as a college student during their senior year of high school. Students must complete two consecutive terms of at least 12 college level credit hours each with an average grade of "C" or higher, in order to receive their high school diploma.

**Credit in Escrow** - Superior high school students may be permitted to enroll for a maximum of six semester hours of college courses each term to add depth or breadth to their academic programs. Such credits will not be used to satisfy high school diploma requirements and the student will pay appropriate fees and for textbooks. Written authorization from the principal, guidance director, and parent(s) (or guardian) is required. Earned college credits will be held in escrow until the student graduates from high school.

Students enrolled in the above program acceleration options must, upon completion of high school, provide final high school transcripts. If they desire to continue at Broward Community College, they must file a re-entry application to change their admissions status and to establish their educational goals.

## **International Baccalaureate Program (IB)**

Students who successfully complete the International Baccalaureate examination with grades of 4 or better will be granted credit toward an Associate Degree at Broward Community College. An official IB transcript is required and must be received directly from the International Baccalaureate Office in New York. Awarded credit will appear on the student's permanent record as earned credit only, without any indication of grades or quality points. Evaluation of IB examinations are made after the student has been admitted to the college.

## **Advanced Placement and CLEP**

### **A) Advanced Placement**

The College cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Entrance Examination Board. Credit is given for courses with grades of 3 or higher. Credits will not be awarded for examinations that duplicate coursework or other exam credits previously posted to a student's academic record. Official test scores are required.

### **B) College Level Examination Program (CLEP)**

Students who score at the 50 percentile or above on certain general or subject examinations administered by the Education Testing Service in its College Level Examination Program may be granted up to 30 semester hours of credit. Details of the policy are available from the Counseling Office. Official test scores are required.

## **Armed Services Educational Credits**

Broward Community College will grant credit for military education that has been evaluated and recommended as suitable for post-secondary credit by the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. After enrollment in the College, a student may initiate the request to the College Registrar for such credit by providing appropriate documentation as determined by the College. Contact the advisor for military education on any BCC campus.

## **RE-ENTRY/CHANGE OF PROGRAM**

Any student who previously attended Broward Community College and who has not been in attendance for more than two major terms, must submit a Re-Entry Application to update personal data, re-certify Florida residency and to verify educational goals. If the return-



ing student requests a change from non-resident status, a petition for reclassification must be filed with the Registrar. If the student has attended another institution in the interim period, an official transcript must be submitted from that college or university with the Re-entry Application. The applicant must be in good academic standing at the last college attended at the time of enrollment at BCC. There is no fee for the re-admission application.

If a Broward Community College student desires to change educational goals and switch from a non-degree, A.A. degree, or A.S. degree program to another program, that student must submit a Re-Entry Application and see an advisor. Other information, such as transcripts, may be required.

## TRANSIENT STUDENTS

Students attending other postsecondary institutions who wish to earn credits to transfer back to those institutions may be admitted to the College as transient students for one term. It is recommended that these students present an official statement from the institution they have been attending which certifies that they are in good standing, and that the credits they earn at Broward Community College will be accepted as part of their programs. These students are not required to submit transcripts of their previous college credits.

## TRANSFER STUDENTS

1. Transfer students who plan to earn a degree or certificate at Broward Community College must provide official transcripts from all previously attended colleges or universities. Such transcripts should be sent to Broward Community College prior to the start of the term of enrollment, but no later than thirty (30) days after the start of classes.
2. An official evaluation of credit course transferability is made after the student is admitted to the College. All official transcripts from previously attended institutions must be received before an official evaluation is completed. Transfer credits may be accepted only from other colleges or universities that are accredited by one of the Regional Accrediting Associations.
3. Courses listed on official transcripts that are not parallel with courses listed in the College Catalog will be evaluated, and credit may be granted as approved by the Registrar.
4. Previously earned credits and grades may transfer in but may not be accepted for a specific degree program. All grades from other colleges are computed in the cumulative grade point average at BCC, including failing grades at previous colleges.
5. Failure to report previous college-level work attempted constitutes a falsification of application and subjects applicant to loss of all credits earned and may result in dismissal.

6. Transfer students on suspension or dismissal at the time of their actual enrollment at BCC will **not** be admitted to Broward Community College for up to one year if they are not eligible for re-admission to the institution where they last attended. Student appeal process is by petition. See an Advisor.
7. An applicant who was not in good standing at the last institution attended will be treated in the same manner as if he/she was suspended or dismissed from Broward Community College. See Academic Regulations.
8. Credits earned in another college during suspension/dismissal from Broward Community College will not be honored at Broward Community College.
9. Transfer students, who have already completed an A.A. or baccalaureate degree at another college or university, cannot enroll in an A.A. degree program at BCC.

## INTERNATIONAL STUDENTS

Broward Community College is committed to cooperating in advancing the educational endeavors of international students. The College considers application(s) for admission of all foreign students who show promise of profiting from their educational experiences in the United States. Applicants must have the equivalence of a high school diploma and the potential to be academically successful. The credentials of international applicants are evaluated in accordance with the general regulations governing admission.

The initial point of contact for information, admissions, and initial orientation is Broward Community College Registrar, 225 East Las Olas Boulevard, Fort Lauderdale, Florida 33301.

1. Applicants must submit a completed International Student Application, along with a non-refundable \$75.00 application fee, by the indicated deadline dates. (See front of this catalog.)
2. Students must submit a complete academic record. All secondary school records should be submitted in the language of the country. College records should be accompanied by English translation, preferably certified by the United States Consulate. International students on a visa are required by the United States Immigration Regulations to be enrolled full-time (minimum of 12 semester hours) each term.
3. Applicants must show evidence that they are proficient enough in oral and written English to do satisfactory work in English. The Test of English as a Foreign Language (TOEFL) (Minimum score of 500) administered by the Educational Testing Service, Princeton, New Jersey, or appropriate scores certified by an English language institute is required.

- prior to admission. Additionally, Broward Community College may give English placement tests after admission and require students to take remedial instruction if determined necessary.
4. A statement of financial support is required of all international applicants. All international applicants must show that they have sufficient funds to cover tuition, fees, books, living expenses, transportation, and incidental expenses while attending Broward Community College. Proof of the availability of these funds is required in writing. Current cost is \$16,000 per full year for all expenses.
  5. International transfer students from other institutions of higher education in the United States must follow these procedures:
    - a. Meet the requirements above in No. 1, 2, 3, and 4.
    - b. Submit a copy of the Immigration Form I-20 signed by the appropriate official of the institution where they were originally enrolled.
    - c. Submit an official final transcript(s) verifying previous enrollment as a full-time student. A minimum GPA of 2.0 or above is required.
  6. International students must make satisfactory progress toward their degree objective each term. The following standards of performance will be required:
    - a. Students must successfully complete 12 semester hours during each major term.
    - b. Students must successfully complete a minimum of 24 semester hours in one academic year.
    - c. Students may not enroll beyond the expiration date on their I20.
    - d. Students must enroll continuously in appropriate English language courses.
    - e. Students must maintain a cumulative 2.0 grade point average.
    - f. Must maintain lawful "in status" Visa requirements with INS.
    - g. Should a student not conform to any of the above regulations, Broward Community College will deny admission for the subsequent term(s).
  7. Off-Campus Employment. An International Student on a F-1 (Student) Visa may be authorized to work off-campus on a part-time basis.
    - a. Criteria before applying for off-campus employment:
      1. Have been in F-1 status for one full academic year.
      2. Be in good academic standing and enrolled full-time.
      3. Be in lawful status with Visa requirements.
    - b. Procedure for applying for off-campus employment:
      1. File a request on Form I-538 at the Fort Lauderdale Center, Broward Community College.
      2. Provide the proper attestation Form ETA9034 from a prospective employer and approval by the U.S. Department of Labor.
      3. Have the I-20 endorsed by the Designated School Official (DSO) showing approval for such employment.
      4. Maintain good academic standing and stay in lawful status with Visa requirements.
      5. Work only 20 hours per week maximum when classes are in session.
    - c. International Students may also apply for Curricular Practical Training or Post-Completion Practical Training after degree completion. After meeting the criteria for off-campus employment, interested students may then obtain special application instruction from the International Student Admission Specialist.
    - d. On-Campus employment is authorized for International Students without special permission, when such employment is with the College or a firm providing direct student services.
  8. Broward Community College does not provide, supervise, or recommend student housing.
  9. Broward Community College has limited financial aid available for International students after their first year of enrollment only.
  10. In addition to the special requirements for International Students, they must meet all requirements expected of all other Broward Community College students.

## RESIDENCY REQUIREMENTS

Students shall be classified, in accordance with Florida Statute 240.1201, as residents or nonresidents for the purpose of assessing tuition fees at Broward Community College. The Statute is summarized below.

1. Definitions:

a. The term "dependent" means any person, whether or not living with his/her parent, who is eligible to be claimed by his/her parent as a dependent under the Federal Income Tax Code.

b. A "legal resident" is one who has maintained his/her legal residence in this state during the preceding year, has purchased a home which is occupied by him/her as his/her residence, or has established a domicile in this state pursuant to FS 222.17. (Filed with Circuit Court).

c. The term "parent" means the natural or adoptive parent or legal guardian of a dependent.

d. A "resident" for tuition purposes is one who qualifies for the in-state tuition rate; a "non-resident" for tuition purposes is one who does not qualify for the in-state tuition rate.

2. To qualify as a resident for tuition purposes:

a. An applicant, or if that applicant is a dependent, his/her parent must have established legal residence in this state for at least 12 months immediately prior to submitting the application. Simply residing in Florida is not sufficient. A student must show evidence of domiciliary intent.

b. Every applicant for admission to Broward Community College shall be required to submit a statement as to the applicant's length of residence in the state and shall establish that his/her presence or the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile. Temporary residence incident to enrollment in an institution of higher education does not count. Students who fail to make the required residency statement will be classified as non-residents.

c. With respect to a dependent applicant living with an adult relative other than the applicant's parent, such applicant may qualify as a resident if the adult relative has maintained legal residence in this state for at least 12 months immediately prior to the applicant's qualification. The applicant must have resided continuously with such relative for the 5 years immediately prior to the applicant's qualification. The adult relative must have exercised day-to-day care, supervision, and control of the applicant.

d. The legal residence of a dependent applicant whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of Florida, regardless of which parent claims the minor as a dependent on to federal individual income tax records.

3. Proof:

An individual shall not be classified as a resident for tuition purposes and thus, shall not be eligible to receive the in-state tuition rate until he/she has provided such evidence related to legal residence and its duration as may be required by the College. The burden of proof will be on the student to provide appropriate evidence.

4. With respect to a dependent applicant, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence.

5. The domicile of a married person shall be determined, as in the case of an unmarried applicant, by reference to all relevant evidence of domiciliary intent.

6. An applicant shall not be deemed to have established or maintained a legal residence in this state as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state. The fact of the marriage and the place of domicile of such applicant's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

7. Any nonresident, who marries a legal resident of this state may, upon becoming a legal resident of this state, qualify immediately as a legal resident if the spouse has met the 12 month requirement.

8. A Florida resident shall not lose his/her resident status for tuition purposes solely by reason of serving, or, if such person is a dependent applicant, by reason of his/her parent's serving, in the Armed Forces outside this state.

9. A person who has been properly classified as a resident for tuition purposes but who loses his/her resident tuition status because his/her parent established domiciles or legal residence elsewhere, shall continue to enjoy the in-state tuition rate for one year. If the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

10. Any resident who ceases to be enrolled and abandons his/her domicile in this state shall be permitted to re-enroll at Broward Community College as a resident for tuition purposes without the necessity of meeting the 12-month duration requirement of this section if that person has re-established his/her domicile in this state within 12-months of such abandonment. This benefit shall not be accorded more than once to any person.

11. Parolees, asylees, refugees or other permanent status persons (e.g., persons who married a U.S. Citizen, "Temporary" or Amnesty Aliens, etc.)



who have also been approved by Immigration and Naturalization Service for indefinite stay or employment will be considered eligible to establish Florida residency and therefore, eligible for in-state tuition fees. Such students must meet all other requirements for residency. The eligible Visa categories include:

- \* Visa category A Government Officials
- \* Visa category E Treaty Trader or Investor
- \* Visa category G Representative of an International Organization
- \* Visa category I Foreign Information Media Representative
- \* Visa category K Fiancee and/or Children of U.S. Citizen

12. The following persons shall be classified as residents for tuition purposes:

- a. Active duty members of the armed services of the United States stationed in this state, their spouses, and dependent children.
  - b. United States citizens living in Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
  - c. Full-time instructional and administrative personnel employed by State public schools, community colleges, and institutions of higher education, as defined in S. 228.041, and their spouses and dependent children.
  - d. Students from Latin America and the Caribbean who receive scholarships from the Federal or State government. Any student classified pursuant to this paragraph shall attend, in a full-time basis, a Florida institution of higher education.
  - e. Full-time employees of State agencies or political subdivisions of the State when the student fees are paid by the State agency or political subdivision for the purpose of job-related law enforcement or corrections training.
  - f. Participants in Florida Linkage Institute Programs who are specifically approved in writing by the director of that institute.
13. Residency classification previously made for transfer students at another Florida public college or university will be recognized by BCC unless the student's status has changed or there was an error in the original classification.
14. Appeals:  
Petitions for reclassification of residency status will be initiated with the Registrar on the campus where enrolled. A petition form will be completed and appropriate documentary evidence provided. Such changes, if approved, must be completed prior to

the first day of classes at the start of the term. If the student is in disagreement with the results of the petition, a final appeal may be made to the College Registrar. Complete documentary evidence to support the claim, sufficient for legal review, must be forwarded together with an affidavit that states the specific claim and basis for the request for reclassification. Retroactive changes and refunds for prior terms will not be made.

## PLACEMENT AND REGISTRATION

Newly admitted students are required to meet with an academic advisor and undergo evaluations to determine the appropriate academic level at which to start at Broward Community College.

### Academic Advisement

Academic advisement is available to all students prior to registration for each term at Broward Community College. Academic Advisors and Counselors help students plan their program of study, select individual courses, and assess their progress as they continue their studies.

All first-time in college students must see an Academic Advisor or Counselor before they register. Transfer and returning students are encouraged to seek advisement and to seek an informal review of prior course work to determine appropriate courses at Broward Community College.

### Assessment

All degree-seeking students who have had no previous college work as determined by their application forms must be assessed and advised for courses.

1. All degree-seeking students, including transfer students where competency has not been certified, shall be assessed as to their communication and computation competencies (English, Reading and Mathematics). This includes students who identify as seeking the following degrees: Associate of Arts - A.A., Associate in Science - A.S., and Certificates.
2. All non-degree seeking students shall be required to take the placement examination prior to enrollment in English or Mathematics courses and other courses that require English and Mathematics as prerequisites.
3. Students may not attempt each College Preparatory subject area more than three (3) times. Withdrawal after published withdrawal dates will count as an attempt.
4. Tests utilized in the assessment process have been determined by the State Board of Education. The ASSET (ACT) and CPT (College Board) are primarily used by Broward Community College. If a student's score falls below the cutoff, the student

must enroll in and successfully complete the appropriate college preparatory course prior to enrolling in college level courses. Students enrolled in college preparatory courses may enroll in certain other college level courses concurrently.

5. Test scores are valid for only three years.
6. Placement testing for students who have English as their second language is available through the Student Affairs Test Center. The Comprehensive English Language Test (C.E.L.T) and a writing sample is used for English placement. Referral for individual testing must be made by a Counselor, Advisor, or faculty member.

## Registration

After a student completes the class schedule form through either counseling or self-advisement, he/she takes his/her schedule of courses to the Registration Office where it is entered into the computer. The completed registration form is then given to the student with a total of fees and a date that payment is due. Fees may be paid immediately, or by the date shown on the registration slip. Schedules may be changed as necessary at no charge to the student. Students initially registering for courses during a designated LATE REGISTRATION period will be charged a late registration fee of \$25.00.

Students with certain obligations, such as overdue library materials, may be "blocked" from registration for subsequent terms. Likewise, students with unmet pre/co-requisite courses may be restricted from registering for courses for which they are academically ineligible. If a student is already preregistered for the next term, and fails a pre-requisite course, the student will be disenrolled for the course(s) for which the pre-requisite is required.

## Telephone Registration (Personalized Advisement and Registration System = PAR)

Continuing students can only register for Broward Community College courses from a touch-tone telephone. Detailed instructions are provided in the Schedule of Classes newspaper, or in the PAR brochure found on each campus.

## Student Terminals

Computer terminals are available at each campus for student use in registration. Continuing Broward Community College students may find that self-operated terminals are preferred over PAR or staff assisted terminals.

## Fee Due Dates

At registration, students are assigned fee due dates. If payment is not satisfied on that date, registrations will

be automatically cancelled and courses offered to other students. When payment is made by mail, allow sufficient time for mail delivery to prevent voiding of registration.

## Orientation

The Orientation Program is designed to assist new students in making an adjustment to college. The program provides the students with information about campus facilities, curricula, extra class activities and services. The Orientation Program is offered prior to the beginning of Term I and II, and participation of all new students is encouraged.

Orientation materials are available in the Counseling/Advisement Office for students. The Student Handbook is available in the Student Life Office.

## Notice of Change

Students are required to promptly notify the Registrar regarding the change of address, telephone number, name, degree objective, and citizenship. A special form is available at any campus to officially record changes

## STUDENT FINANCIAL SERVICES

### Financial Assistance

The purpose of the Student Financial Services program at Broward Community College is to provide needed funds and financial counseling to students who can benefit from further education but who cannot afford to attend college without financial assistance.

Parents and students are expected to contribute toward the student's educational expenses according to their means, taking into account their income, assets, number of dependents and other relevant information. Financial assistance is offered after a determination is made that the resources of the family are insufficient to meet the student's educational expenses.

### How to Apply

All students applying for financial assistance must complete a Broward Community College Financial Aid Application (FAA) and an Application for Federal Student Aid (AFSA). Application packets containing the required forms are available at each campus Student Financial Services Office and at Broward County high school guidance offices.

The priority deadline date is April 15th for the following academic year, however, applications will be accepted after April 15th and will be considered on the basis of available funds. Students must re-apply for funds each year. (There is no priority deadline for Pell Grants and Stafford Student Loans).

If you are eligible for financial aid, and meet the April 15th deadline, you can expect the following:



1. An award letter to be signed before the end of the first week of classes.
2. With the signed award letter, the student can pay class fees at the Bursar's Office.
3. The balance of any financial aid funds will be disbursed after the third week of classes.
4. Stafford and Supplemental Loans for students are mailed after the Drop/Add period has ended.

If you are eligible for financial aid, and do not meet the April 15 priority deadline, the following will occur:

1. No award letter will be guaranteed before the fee payment deadline.
2. The applications will be processed on a first-come-first-serve basis after all requested forms are received and the file is complete.
3. Student is responsible for any payment of fees, books, etc.

**BROWARD COMMUNITY COLLEGE CANNOT GUARANTEE THAT THE STUDENT'S FINANCIAL AID FUNDS WILL BE AVAILABLE FOR STUDENTS WHO FAIL TO MEET THE ABOVE DEADLINE.**

For complete information on all financial assistance programs and application procedures, students are encouraged to request a copy of "Money Talk", a financial services handbook which is available at all campus Student Financial Services Offices.

## **SOME TYPES OF ASSISTANCE AVAILABLE**

### **Federal Assistance Programs**

Pell Grants provide money to eligible students who are enrolled for 6 credit hours or more. As it is the basis upon which all other aid is awarded, every student is required to apply for a Pell Grant.

**Federal Work Study (FWS)** is a program which provides part-time jobs for students to enable them to earn part of their college expenses while gaining valuable experience. Normally students work 15 hours per week in a variety of jobs both on and off campus. Priority is given to full-time students due to limited Federal funding.

**Federal Stafford Student Loans** (formerly Guaranteed Student Loans) are low-interest loans made directly by participating banks, credit unions, or other lenders. Loans are available to students taking at least 6 credits, up to a maximum of \$2,625 per year at grade level 1 (freshman) and \$3,500 per year at grade level 2 (sophomore) at Broward Community College. Repayment of new loans will begin 6 months after graduation, dropping below 6 credit hours, or withdrawal from

school, at an annual variable rate based on a 91-day T-Bill plus 3.10% capped at 9%. Also available are unsubsidized Stafford Loans, Supplemental Loans, and Parent Loans.

**Supplemental Educational Opportunity Grants (SEOG)** are available on a very limited basis to eligible students. Priority is given to Pell-eligible students with the lowest expected family contribution.

## **State Programs**

**Robert C. Byrd Honors Scholarship** is for high school students who are U.S. citizens, Florida residents, and have a weighted 3.85 grade point average. Must be nominated by the high school.

**Paul Douglas Teacher Scholarship Loan Program** is for outstanding high school seniors and outstanding undergraduate students planning to enroll or who are enrolled in a teacher preparation program. Must be a U.S. citizen or eligible noncitizen and be a six-month Florida resident. Must have graduated in top ten percent of high school class.

**Florida Student Assistance Grants (FSAG)** are awarded by the State of Florida to needy full-time students. Bona fide residents of Florida apply before the May 15th deadline by checking the appropriate box on the AFSA. Students will receive their tentative award determination directly from Tallahassee.

**Florida Undergraduate Scholars Fund** is for residents of Florida who have demonstrated outstanding high school achievement. Applications are available in high school guidance offices and Broward Community College Student Financial Services Offices.

**Florida Work Experience Program** provides challenging part-time employment opportunities with outside employers and agencies for eligible needy students. Students who are bonafide residents of Florida for 12 consecutive months are eligible for consideration. Student must be a Florida resident for one year.

**Jose Marti Scholarship Challenge Grant Fund** is for students of Hispanic culture who were born in, or have a natural parent who was born in Mexico, Spain, South American, Central America, or the Caribbean. Must be a U.S. citizen or eligible noncitizen, and a one-year Florida resident. Must enroll as a full-time undergraduate or graduate student at an eligible Florida institution and must be a Florida high school graduate. May only apply at the high school senior level.

**Scholarships for Children of Deceased or Disabled Veterans** is for children of deceased or 100% disabled veterans, or children of servicemen classified as "Prisoners of War" or "Missing in Action" for attendance at public Florida institutions. Residency requirement varies.

**Seminole/Miccosukee Indian Scholarship** is for Florida Seminole or Miccosukee Indians enrolled as



full-time or part-time undergraduate students at eligible Florida institutions.

**Vocational Gold Seal Endorsement Scholarship** is for Florida public high school graduates who receive the Florida Vocational Gold Seal Endorsement on their diplomas and enroll full-time in a public or private Florida postsecondary vocational, technical, trade, or business school, or college or university. Must be a one-year Florida resident.

For a complete listing of all State Programs, please obtain a copy of "Financial Aid Sources for Florida Students", at the Student Financial Services Office on any campus.

### **Broward Community College Financial Assistance Programs**

**Broward Community College Student Assistant Program (BSA)** provides part time jobs for students in various departments on each campus. Students must be enrolled for at least 12 credits, and maintain a minimum 2.0 grade point average. Normally, students work 15 hours per week and receive minimum wage.

### **Scholarship Sources**

Broward Community College Tuition Scholarships are available on a limited basis for students demonstrating academic excellence, proving high financial need, performing service to the College, or experiencing a financial hardship.

Unless otherwise stated, tuition scholarships are limited to a maximum of 32 credit hours (matriculation only) per academic year for a maximum of 64 total credits. Students who withdraw from classes paid by a tuition scholarship may be required to make repayment. Scholarships are awarded each year on the basis of available funds. All scholarships can be applied for with the Application for Federal Student Aid (AFSA), unless otherwise stated. According to the specific criteria, the application will be selected via computer program. With this process, everyone has a fair chance of obtaining funds.

### **Some Broward Community College Tuition Scholarship Categories are as follows:**

#### **Athletic Scholarships**

Qualified members of Broward Community College athletic teams are eligible to be recommended by the Director of Intercollegiate Athletics for tuition scholarships based on their service to the College.

#### **Child Care Scholarship**

Needy students who receive financial aid may be eligible for reimbursement of some child care expenses while attending school. Must file a child care affidavit.

### **Desert Storm Scholarship**

These scholarships are for Florida veterans and dependents of deceased veterans of the Persian Gulf War. Military personnel who have served 30 days or more in the Persian Gulf War shall have matriculation fees awarded up to 16 credit hours a term and 32 hours through the academic year. Further, dependents of Florida veterans who are killed in the line of duty, missing in action, prisoners of war, or who are totally disabled due to a service-connected injury are also eligible. It is understood that veterans who are eligible for benefits under the Veterans Administration or federal and/or state-mandated programs shall first exhaust the funding opportunities available from those sources.

### **Fire Rescue Scholarships**

Fire rescue members are identified by the Broward County Aviation Division with application and approval made directly by them. The fire rescue student can have application, tuition, and special fees awarded for fire rescue training.

### **Florida Society of Minority Newspaper Editors**

Minority students who are interested in the field of journalism. Students must have graduated from high school with a 3.0 GPA and a 3.25 GPA in English and Social Studies classes.

### **Merit Awards**

These awards may be granted to high achievement students based on their academic accomplishments, talents, or service to the College. Application is made to the Director of Student Financial Services or designate and is based upon the recommendation of a faculty member. These awards are on a very limited basis and may require some volunteer work.

### **Music/Theatre**

Needy and deserving students majoring in Music. Talented students are selected by the Music Department.

### **Need Scholarships**

These scholarships will pay tuition for disadvantaged students who need financial assistance in order to attend Broward Community College. Selections for these scholarships are at the discretion of the Director of Student Financial Services or designate. A Broward Community College Financial Assistance Application and Application for Federal Student Aid (AFSA) must be submitted.

### **Earl Nightingale Scholarships**

Tuition scholarships are awarded to students demonstrating academic excellence in the area of

marketing or sales, on the recommendation of the Business Administration Department.

### **President's Ensemble**

Tuition for students who are selected to perform in a Broward Community College musical group. Auditions and recommendations are made through the Music Department.

### **Principals Honors Scholarships**

These scholarships are awarded to academically superior graduating seniors from Broward County high schools and adult centers, based upon the recommendation of the school principal. Students must maintain a minimum 3.0 GPA and complete a minimum of 12 credit hours per major term.

### **Scholars Awards**

Students who graduate in the top 10% of their high school graduating class, from a Broward County high school, may be recommended to the Scholars Program Selection Committee. Students selected for this award must maintain a minimum 3.25 term GPA and complete a minimum of 12 credit hours per major term. A special application and required recommendations must be submitted to the Honors Program Coordinator.

### **Service to the College**

These scholarships may be granted to students based on their service to the College. Awards are based on the recommendations of staff or faculty members.

### **Two + Two Scholarships - Margaret Roach Award**

African-American students graduating from a Broward County high school in the upper quarter of the class, with a 3.0 GPA. Students must be recommended by their high school Principal.

### **Volunteers in Action**

These scholarships may be available to student mentors who are selected to work with juveniles under the Volunteers in Action Program. The scholarship may not exceed \$1,500 per academic year.

### **Elinor Wilkov Scholarship Fund**

These scholarships may be awarded to students who have demonstrated appropriate use of their native talent and diligence in pursuit of their education. Student should maintain at least a 2.5 GPA and be full-time status.

## **Private Sources**

### **Donor Scholarships**

Many civic and professional organizations in Broward County donate scholarship funds to the College. Normally these scholarships require a minimum 3.0 GPA and full-time attendance. Interested students should complete a special application, if requested, and submit it to the Student Financial Services Office. Since many scholarships are also based on financial need, students are urged to complete the Application for Federal Student Aid (AFSA).

The Student Financial Services Office on each campus provides a library of scholarship source books for students interested in seeking additional sources of assistance. For a complete listing of scholarships available at Broward Community College, please obtain a copy of "Academic Scholarships" on any campus Student Financial Services Office.

## **TUITION WAIVERS**

Some Broward Community College Tuition Waiver categories are as follows:

### **National Guard Member Waiver**

Pursuant to CS/HB 1527, certain members of the Florida National Guard will be eligible to receive a waiver for one-half of the cost of matriculation fees. This applies for full and part-time attendance. National Guard members must obtain certification from the Adjutant General. The waiver shall not exceed ten (10) years from date of enrollment and shall continue until graduation or termination, whichever comes first.

### **Senior Citizen Waivers**

Florida residents who are at least 60 years of age are eligible for a waiver of in-state and matriculation fees up to a maximum of six (6) credits per major term, three (3) credits per minor term, on a space available basis. Qualified senior citizens may register for classes after the end of the drop and add period of any term registration. This privilege shall only apply to courses for which there are no established selective admissions criteria. Courses must be taken for credit only. Applications are available in the Student Financial Services Office on each campus.

### **Special Risk Waivers**

Any dependent child of a special risk member as defined in FS. 121.021(15) shall have matriculation and tuition fees waived, if the special risk member was killed in the line of duty. This waiver shall apply until the child's twenty-fifth (25) birthday.

## TUITION EXEMPTIONS

### Approved Categories of Exemptions are:

#### Dual Enrollment/Early Admission Exemption

Superior public high school students who have completed the 11th grade, with an overall high school GPA of at least 3.0, and have obtained written recommendation of both their high school principal and guidance director and a parent consent form may be admitted to the early admissions program. Pursuant to Admission Procedure, A6Hx2-5.01, the early admission student can apply to the admissions office to have all tuition and application fees exempted as well as book charges. The exemption is for a maximum of twenty-four (24) semester hours in accordance with FS 236.081(h)(1). Please refer to Admissions Procedure A6Hx2-5.01 for further information.

#### Foster Care Board Exemption

A foster care student who has been denied financial aid, may have all matriculation and tuition fees exempted for a maximum of 32 credit hours per year. The exemption is for two years or 4 semesters, but can be extended for College Preparatory courses.

#### Linkage Institute

According to FS 240.137, designated foreign students may receive in-state tuition rates to study in Florida at any State University or Community College. Please refer to Admissions Procedure A6Hx2-501 for further information.

#### Project Independence Exemption

Aid For Dependent Children (AFDC) recipients who are enrolled in an employment and training program presenting a eligibility card will be exempted from all fees. Students cannot receive both financial aid and the Project Independence Exemption.

## VETERANS BENEFITS

Broward Community College is committed to providing services to veterans who have served honorably in the United States armed forces and their eligible dependents. There are advisors on each campus to provide assistance with all phases of VA paper work, act as a liaison between the student and the Veterans Administration in St. Petersburg and Atlanta, Georgia, and provide benefit counseling. Broward Community College is approved for veterans training in Associate Degree programs. A student receiving VA educational benefits who previously received postsecondary training or education elsewhere must request the school(s) to forward an official transcript to the Registrar's Office. Prior credit will be evaluated upon receipt of the transcript(s). If all transcripts are not received and evaluated within the student's first two terms, the stu-

dent will not be certified for VA educational benefits. Should credit be accepted toward the student's current program, the student's tuition and training time will be reduced proportionately. The VA and the student will receive a written notice of the credit(s) allowed. In addition to being subject to the College's academic standards as outlined in the College Catalog, students receiving veterans benefits must also comply with the VA standards of progress. A student who has not maintained satisfactory progress (2.0 or better college GPA) at the end of any term will be placed on academic probation for the next two consecutive terms (for VA pay purposes, "Academic Warning" is the same as "Academic Probation"). If the student has not attained satisfactory progress (2.0 or better college GPA) by the end of the second consecutive academic probation term, the student's VA educational benefits will be terminated for unsatisfactory progress. The student may petition the college to be re-certified for VA pay purposes after one term has elapsed. The college may then re-certify the student when the college determines there is a reasonable likelihood the student will be able to attain and maintain satisfactory progress for the remainder of the program. Students needing assistance can contact a VA Advisor on Central Campus at 475-6554, on North Campus at 973-2209, and on South Campus at 963-8868.

For complete information on eligibility for veteran and dependent benefits and application procedures, students are encouraged to request a copy of "Veterans Affairs Information", a handbook which is available from each campus Student Financial Services Office.

### Student Financial Services Office Locations:

Central Campus	North Campus	South Campus
1st Floor	2nd Floor	2nd Floor
John Payne Hall	Admin. Bldg.	Schlesinger Hall
(Bldg. 7)	(Bldg. 48)	(Bldg. 71)
475-6573	973-2330	963-8846

## DISABILITY SERVICES

Broward Community College seeks to comply with all relevant laws enacted at every level of government to provide academic services for students with special needs. Students with disabilities are assured participation in all college activities and services. Individuals who plan to attend Broward Community College should contact the Disability Services Advisor on their campus. These students will be provided with appropriate academic accommodations based on their disability and college policy.

Some of the services available are adaptive equipment, specialized testing, interpreters for the deaf, readers for the visually impaired, and tutoring/counseling for students with learning disabilities. Students receiving assistance from Vocational Rehabilitation or Blind Services are required to apply for financial assistance at Broward Community College.



## STUDENT FEES

Fees (matriculation, tuition, registration, and special course fees) are due and payable in full at the Bursar's Office, on or before the due date assigned at the time of registration. Fee payments received after the assigned due date cannot be processed. When fees are not paid in full by the assigned due date the schedule of classes will be voided and the student must re-register. Pre-addressed payment envelopes are available, when registering, for payment of fees by mail. Care should be taken to mail the payment in sufficient time to be received by the assigned due date. The fee schedule will be mailed to the student when a return address is supplied.

Special fees for individual course are listed with the course descriptions in the back of this catalog and shown on the newspaper-type Schedule of Classes for each term. The Board of Trustees reserves the right to change published fees after publications have been printed.

## FEES AND CHARGES (1992-93 Rates)

(NOTICE: Fees are subject to change without notice. 1993-94 fees not available at time of publishing.)

### Per-Credit-Hour Fees:

#### Florida Residents

Matriculation fee.....	\$28.10
Student Activities Fee.....	1.50
Student Financial Aid Fee .....	1.40
Campus Services Fee .....	<u>1.00</u>
Total (per hour) .....	\$32.00

#### Non-Residents

Matriculation fee.....	\$28.10
Tuition (out-of-state residents).....	88.20
Student Activities Fee .....	1.50
Student Financial Aid Fee .....	5.80
Campus Services Fee .....	<u>1.00</u>
Total (per hour).....	\$124.60

### Different Matriculation Fees for:

Adult & Supplemental

Vocational Courses .....\$23.10 per credit hour

Life Long Learning

Courses .....\$5.75 per credit hour equivalent

Non-credit Courses ..... as published.

## Fees for Noncredit Courses

The College, through Continuing Education and other academic departments, offers noncredit courses, seminars, and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official Catalog and contain special fees and special charges associated with each course. These fees are due and payable according to the terms indicated within these documents.

## STUDENT SUPPORT SERVICES







# STUDENT SUPPORT SERVICES

## Bookstores

The Broward Community College Bookstores are owned and operated by the College and function as a service to the faculty, students, administration and staff by providing the necessary tools of education.

The Bookstores offer a complete line of textbooks, both new and used and a large selection of non-required books, college supplies, including art and engineering supplies, class rings, soft goods, stationery items and other merchandise. Extra services include special orders for books not normally carried as basic stock, and buy-back of used books. Prices are established according to the appropriate policies typically found in other colleges and universities.

The Central Campus Bookstore is located in Building 18 (next to the Hospitality Center). The North Campus Bookstore is located in Building 48 (Administrative Building). The South Campus Bookstore is located in Building 71 (Schlesinger Hall).

The bookstores are normally open from 7:45 A.M. to 7:15 P.M. on Monday through Thursday, and from 7:45 A.M. to 4:00 P.M. on Friday. Extended hours are in effect at the beginning of each term. Hours during the summer months are from 7:45 A.M. to 4:00 P.M.

## Counseling

Broward Community College considers students to be uniquely talented human beings with individual abilities, potentials, interests, needs and life styles. College years are vital stepping stones to the future and the major decisions students must make are foundations on which life will be built.

The Counseling Center provides opportunities for students to grow as "whole" persons, to explore their attitudes and interests as they affect emotional and academic life and to accept responsibilities as mature, healthy individuals. Students may call on the Counseling Service for career-educational information and positive, realistic help in life and career goal planning.

Counselors are always ready to help resolve "road blocks" that may interfere with the student's effectiveness as a student and as a person. Specialized testing is available to students in need of objective information concerning abilities, achievements, interests, and personal attributes.

The Counseling staff is sensitive to the needs of a diverse population and invites mid-life men and women, minorities, senior citizens, and all others to discuss their particular needs.

## Food Services

The Robert E. Ferris Center (Building 19), the Hospitality Center on A. Hugh Adams Central Campus, consists of a large, modern cafeteria for individual and group meals. Cafeteria services, snack bar services, and private dining rooms for club and social affairs are available. A student lounge, recreational areas, and the Student Life Office, are also located in the Hospitality Center. On North Campus the student lounge and food facility are located in the Administrative Building (Building 48). On the South Campus, the student lounge and food facilities are located in Schlesinger Hall (Building 71).

## Health Services

Medical and hospital facilities are not provided. In case of accident or illness, students should report to the Health Center which, on A. Hugh Adams Central Campus, is located on the first floor of Building 7, and on North Campus, on the first floor of Building 60.

## Learning Resources

Broward Community College offers a continually broadening program of Learning Resources support services to staff and students. The services are divided into four distinct categories.

### 1. Audio Visual Services

This area of service concerns the acquisition, cataloging, scheduling, distribution, and maintenance of audio visual materials and equipment used in supplementing classroom instruction.

### 2. Media Production

Learning Resources is adequately equipped to design and produce a wide variety of instructional materials including black and white photographs, color slides, overhead transparencies, and audio and video tapes.

### 3. Closed Circuit Television

A closed circuit television network interconnecting all classrooms on each of the College's campuses is capable of conveying several simultaneous live or pre-recorded color TV programs for supplementing classroom instruction. College personnel produce many of their own supplemental video tape materials in a color production studio.

### 4. Learning Laboratories

Direct service to students is provided through a Learning Laboratory on each of the Broward Community College campuses. Each of these is equipped with the necessary audio visual materials and equipment for providing remedial, supplemental, and enrichment instructional experiences to students.

## Libraries

The goal of the joint BCC/FAU/FIU library (Central Campus) is to provide academic support for programs of study leading to the certificate, associate degree, baccalaureate degree and other degrees. It is the intent of library services to create a stimulating environment which will encourage academic achievement. The collection of catalogued materials in the library has grown to 150,000 books and over 800 periodicals are available in hard copy or microfilm. Research is facilitated by the use of twenty-five electronic databases which provide access to magazine and newspaper articles.

The Central Campus library (BCC/FAU/FIU) is located on the second floor of Building 17. Consult the posted schedules for library hours. Students must show a Broward Community College library card to borrow material. These cards are issued at the Circulation Desk on presentation of the current paid fees receipt. Broward Community College students may borrow from any of the three campus libraries but they must return material to that library from which they borrowed. Patrons are charged for overdue or lost material.

The library staff encourages students and faculty to make suggestions for the improvement of service and appreciates recommendations of titles to be added to the collection. Qualified staff are available to help patrons identify, locate and use library materials.

The North Campus Library in Building 49, is in close proximity to the classrooms, offices, and student center. This library has 67,000 volumes and about 1,500 new volumes are added each year.

Students at the South Campus are served by a library formed by the recent merging of the campus library with the (public) South Regional Library of the Broward County Library System. This collection, located in Building 72 immediately west of Schlesinger Hall, makes available about 125,000 volumes for student research. South Campus students have access to other BCC libraries, but must present their Broward Community College ID cards to be issued a Broward Community College library card.

## Academic Intervention Services

Academic Intervention Services provides those comprehensive support programs and activities that will increase student retention and enhance student persistence from entry into college to the completion of the student's educational, personal, and career aspirations. Through AIS, students receive career counseling, academic counseling, personal counseling, individualized programmed learning center experiences, CLAST preparation, tutoring, financial aid information, group support sessions, work study placement and the like. Academic Intervention Services has a special component, the Mentor Program.

Additional information relative to specifics can be obtained from the Program Director at 475-6570.

## The Mentor Program

The Mentor Program at Broward Community College is a retention tool. The College considers it to be one of the most important examples of our concern for the success of minority students.

The Mentor Program promotes the achievement of a quality education while providing a nurturing environment that helps students reach their full potential. The program offers a myriad of student support services to assist in accomplishing its goals and objectives. The following are a few of those services:

- \*Pairing With a Mentor (Friend)
- \*Mentee/Mentor Retreats
- \*Free Tutoring
- \*Computerized Scholarship Location Service
- \*College Success Skills Workshops
- \*Scholarship information/referral
- \*Specialized Lectures/Workshops
- \*Referrals for Academic Advise ment, Counseling, Career Services, Financial Services, etc.
- \*Study/Support Groups
- \*Leadership Retreats

Students participating in the Mentor Program are afforded a unique opportunity to develop supporting relationships and to become involved with the institution through one-on-one interaction with a volunteer mentor. The volunteer mentors who assist the program are BCC administrators, faculty, staff, students, and select professionals from the community. Mentors are friendly, caring, achieving people who are eager to provide the necessary support, guidance, and encouragement required for personal, academic, and professional development.

### IF YOU ARE A STUDENT WHO NEEDS.....

- \*Guidance
- \*Encouragement
- \*Someone to talk to
- \*Introduction to the college environment
- \*A friend

### ...YOU NEED THE MENTOR PROGRAM

Coordinators on all campuses conduct a mentor/mentee orientation program four to five weeks after the beginning of Term I and Term II. Other programs/ activities include a mentor/mentee retreat and a mentor/mentee reception in Term II. Mentor and Mentee-of-the-Year awards are also given in Term II. (Contact a Mentor Program coordinator for nomination instructions.)

### LET A MENTOR HELP YOU...TO HELP YOURSELF!

Additional information relative to specifics can be obtained by calling one of the campuses listed below:

North 973-2353, South 963-8857, Central 475-6585

# STUDENT LIFE

The Student Life Offices, located in the cafeteria on each campus, provide students with a variety of extracurricular experiences. Office hours are 9:00 A.M. to 2:00 P.M., Monday through Friday. Services provided by the Student Life Offices include video lending library, bulletin board approval, bus schedules, Lost and Found, TV lounge, game room, recreation equipment check-out, applications for new clubs and organizations, and duplicate Student ID cards. In addition, information is available on all clubs and organizations as well as all dances, leadership retreats, intramurals, recreation, special events, the Student Entertainment Committee and Student Government. Any and all of these programs and services are available to any student possessing a current Student ID card, which is in the top right hand corner of your fee card.

## BCC Students Get 50% Off On All Cultural Event Programs

Broward Community College's Office of Cultural Events is proud to announce that all BCC students and staff are entitled to a 50% discount for the upcoming 1992-1993 Season. Upon presenting your Broward Community College fee card at the Bailey Hall Box Office, students can choose from an eclectic array of programs. Seize the opportunity to elevate your senses and leave you wanting more by the thrill of live theater at considerable savings. For more information, call 475-6884, or visit the Bailey Hall Box Office on Central Campus.

## Intramurals

The Intramural Program is comprised of competitive leagues and tournaments. The sports available include Full and Half Court Basketball, Volleyball, Soccer, Softball and Flag Football. Other events may be added during the year. The entire Intramural Program is open to both men and women and all students, faculty, staff and administrators of the College. For further information, contact the Student Life Office on any campus.

## Leisure Activities

Leisure activities are sponsored by Student Life of Broward Community College and are available to all students with a valid BCC ID card. There is no additional cost to the student for participation, and these activities are provided by the Student Activities Fees that are paid at the time of registration. Students should be aware that participation in certain activities carries a degree of risk; therefore, students are expected to follow any posted safety precautions. (Note: the College does not carry insurance to cover accidents which occur during College activities.) Activities offered include movies, roller-skating, bowling, miniature golf, and Par 3 golf, to name a few.

## Student Organizations

The development of student organizations, clubs, and programs within the College is encouraged as a function of the activities program operating under the supervision and coordination of the Vice President for Student Affairs and the Director of Student Life. The goals of student organizations encourage cultural and intellectual development which bring into practice the skills and values set forth in the instructional and extracurricular programs. These groups function in prescribed formats which encourage student direction and leadership. Included are the following:

1. Honorary Organizations
2. Professional and Academic Groups
3. Religious Clubs
4. Service Clubs
5. Special Interest Clubs

The above groups center their purposes around an interest, profession, or service. They are designed to permit students to perform in areas of useful pursuits which capture their individual attention or interest. Through organizations, the students will develop mature, responsible, social and democratic ideals and attitudes. Any group of six or more students may start a club pertaining to their particular interest by obtaining a "Petition for Registration" at the Student Life Office. For any information concerning these clubs, call the Student Life Office.

## Special Interest Clubs

African American Student Union  
Amateur Radio Club  
American West Indian Club  
Art Society  
BCC Runners Club  
Cheerleaders  
College Democrats  
College Republicans  
Computer Club  
Conquest Club  
Dive Club  
Fencing Club  
French Club  
Gospel Choir  
HIV Peer Educators  
Inspira International  
International Club  
Karate/Judo Club  
Rotaract Club  
S.A.F.E. - Students Against a Foul Environment  
Save Whats Left  
Social Awareness Club  
Student Government  
Students Helping Students  
Studio Art Club  
Vietnamese Students Association



## Service Clubs

F-Troop  
Student Ambassadors  
V.I.A. - Volunteers in Action

## Honorary Groups

Brain Bowl  
Competitive Edge  
Phi Theta Kappa

## Professional and Academic Groups

Alpha Eta Rho  
American Institute of Architects: Student Chapter  
BCC Accounting Association  
BCC Potters Guild  
B.U.S.H.  
D.E.C.A.  
Delta Psi Omega  
Florida Engineering Society  
Future Florida Educators  
Hotel and Sales Manager Association (HSMA)  
Lambda Alpha Epsilon  
Phi Beta Lambda  
Physical Therapist Assistants Club  
Radiation Therapy Club  
Radiology Technology Club  
Speak Easy  
Writers Club

## Religious Clubs

B'AHIA  
Baptist Student Union  
Catholic Campus Ministries  
Hillel  
Intervarsity Christian Fellowship  
Latter Day Saints Student Association

Students are urged to start new clubs according to their interests. The Student Life Office personnel assist in the formation of new clubs.

## Cultural Activities

**MUSIC** - College Singers, Seahawk Singers, North Broward Community Chorus, Pop Chamber Singers, Concert Choir, Opera Workshop, Jazz Ensemble, Neophonic Jazz Ensemble, Symphonic Band, and Symphony Orchestra are presented for various college and community events.

**THEATRE** - Plays and/or musicals are staged each term by the Theatre Department faculty, students, and community members who wish to participate.

**FINE ARTS GALLERY** - The Fine Arts Gallery supports and enhances the academic programs offered by the Art Department of Broward Community College. Art exhibitions, lectures, and shows by artists of regional, national, and international acclaim, are among the programs offered to the College and the community.

**ART LYCEUM** - The Art Department exhibits works by faculty members, students, and visiting artists. In addition, it sponsors an Art Film Series.

**ADDITIONAL PROGRAMS** - Aside from the above listed music, drama and art activities, many speakers are presented each year, and the members of the college community speak frequently to civic, church, and cultural groups. Various student groups, through the Student Life Program, sponsor events of interest during the College year. The Buehler Planetarium presents two weekly shows to the public and many special shows to public schools and civic groups.

## Intercollegiate Athletics

The purposes of the Broward Community College Intercollegiate Athletic Program are:

1. To provide opportunity for high school athletes to continue to develop their athletic and academic skills and to serve as a transition training activity for high school athletes as they express interest in competing at the university level and beyond.
2. To teach the values and skills implicit in high competition sports including:
  - a. The self discipline necessary for the development of complex skills
  - b. The value of effective team building and the role of interdependence
  - c. Fairness
  - d. Reaching and stretching yourself physically and mentally
  - e. The value of academic excellence in the classroom
  - f. Effectively representing an organization
  - g. Winning and losing with dignity
3. To represent to the Broward Community College community and larger service area, excellence on the field, court, and classroom, thereby portraying that the athletic program is integral to the goals of the institution.
4. To compete at the district, state and national levels in order that Broward Community College athletes

have every opportunity to test themselves against the highest levels of competition and skill.

5. To assist athletes in their intellectual, physical, emotional, social, and cultural development, and to develop self esteem through vigorous athletic competition that can be transferred to the classroom and life experiences beyond college.

## Student Government

Student Government Associations operate on Central, North, and South Campuses. Students are encouraged to participate in these organizations to make them a truly representative voice of the students.

## Student Media

Student productions, publications and press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of faculty and administration and of formulating students' opinions on various issues on the campus and the world at large. In addition, student publications and productions serve as a training opportunity for students interested in professional journalism, either print or broadcast.

All College published and financed student media shall explicitly state that the opinions expressed are not necessarily those of either the faculty or students of Broward Community College. All media are expected to observe the standards of their respective professions. These statements are to be considered as supplementary to the established policies of the Board of Trustees as they relate to student publications.

The College will ensure free and responsible media and will not censor or approve copy in advance.

The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

## BCC Broadcasters

BCC Broadcasters is an audio and video service organization which provides video recording for student organizations and produces a weekly half-hour magazine-format-television program which covers all aspects of student life, as well as student and faculty concerns. It is broadcast over cable systems. The production crews, news crews and talent are from all of BCC's campuses. It is written, taped, and edited by students. BCC Broadcasters gives the BCC student the chance to work in a television studio as well as go out on assignment to cover a story. The student will be

given the opportunity to learn how to operate video equipment and will begin to grasp many other skills which are necessary to work within the broadcast industry. Since BCC Broadcasters is a student activity, the only membership requirement is to be a registered BCC student. Any interested student may contact the advisor, Don Sundquist on Central Campus in Building 17, or call him at 475-6679.

## Student Publications

### *The Observer*

Broward Community College encourages and supports a free and responsible student press. *The Observer*, the College's biweekly newspaper, is a combined product of students from the journalism programs at North, Central and South campuses. Student reporters engage in responsible, objective practices of writing, while those interested in photojournalism, design, graphics, desktop publishing and advertising can apply their abilities in preparing camera-ready pages for print.

*The Observer* is a highly touted publication, having received All-American ratings and regional Pacemaker ratings from a national critiquing service, in addition to numerous state awards since its inception in 1986. Many student editors receive scholarships or workshops to produce *The Observer* in addition to internships which are available to those who wish to work with the professional media in South Florida.

### *P'an Ku*

*P'an Ku* is the BCC Student Literary/Arts Magazine. Published twice yearly, *P'an Ku* features the creative efforts of students throughout the college in the literary and visual arts. Poetry, short stories, art, and photography are sought for publication. Watch for the announcements of submission deadlines during the year.

*P'an Ku* has won both regional and national awards. Though based at South Campus, *P'an Ku* encourages students from all campuses to participate. The magazine is looking for writers, artists, photographers, business majors, and anyone else who would like to be part of the staff. No prior experience is needed — only enthusiasm! For more information, call the South Campus editorial office at 963-8877, or the faculty advisor, Pat Ellingham, at 963-8858.

## Alumni Association

The College's interest in its students does not end upon graduation, but rather a new relationship is established. A very active Alumni Association has been formed to provide opportunities for the College to continue playing a meaningful role in the lives of its students both now and in the future. The main objective of this Association is to be a service as well as a socially-oriented organization.





## ACADEMIC INFORMATION

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# ACADEMIC INFORMATION

## College Regulations

### Academic Honors

The College recognizes scholastic achievement at the end of each regular term and posts them to transcripts and grade reports.

The President's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 4.0.

The Dean's List includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.50 to 3.99.

The Honor Roll includes the names of students carrying twelve (12) or more semester hours who have a grade point average of 3.25 to 3.49.

### Academic Load

To be considered full-time, students must carry a minimum load of twelve (12) hours. Usually the Offices of Social Security, Railroad Retirement, and Veterans Administration consider twelve (12) hours as a full load for determining subsistence. Fifteen or sixteen hours (15 or 16) is the normal student load, and eighteen (18) is the maximum which may be carried. However, students who make a quality point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed twenty-one (21) semester hours. The maximum load for Term IIIA or IIIB is nine (9) semester hours; the normal load is six (6) semester hours.

### Academic Standards of Progress

Broward Community College strives to provide the highest quality of instructional and support services. Students accepted into certificate and degree programs will be continually evaluated to ensure that standards of progress are achieved and to identify and provide assistance to students who experience academic difficulties. BCC is committed to providing assistance for all students in order to provide an optimal learning experience so that students will be able to succeed in achieving their educational goals.

To complete certificate and degree program requirements, students are required to meet Academic Standards of Progress. A minimum grade point average of "C" (2.0 on a 4.0 scale) is necessary on all work attempted. Students will receive written notification on their final grade report if they do not maintain good academic standing.

For transfer applicants, the academic standards of progress at a previously attended college or university will be recognized by Broward Community College and

treated in the same manner as if the student had been enrolled at Broward Community College.

The five categories of academic progress are:

1. **GOOD ACADEMIC STANDING:** Maintain a grade point average (GPA) of 2.0 or higher.

2. **ACADEMIC WARNING:** Any student, formerly in good academic standing, who earns less than a 2.0 GPA at the end of an academic term or earns a cumulative GPA of less than 2.0 will, at the end of that term, be given an academic warning.

**Penalty:** Students on academic warning status must see an academic advisor or a counselor.

3. **ACADEMIC PROBATION:** A student will be placed on academic probation for any subsequent term after an academic warning, in which that student has attempted 12 or more credit hours but earned less than a 2.0 GPA.

**Penalty:** Students on probation must see an academic advisor and reconsider their academic goals. Non-academic activities should be restricted.

4. **ACADEMIC SUSPENSION:** Students on probation status may be academically suspended in one of two ways:

1. Failure to earn at least a 2.0 GPA during the term after which they were placed on probation, or

2. Failure to successfully complete 50% of the total hours attempted during two consecutive terms, including the term of probation. The hours attempted will include withdrawals (W).

**Penalty:** Students academically suspended will not be permitted to enroll for one semester (Fall or Winter) following the term in which they were suspended.

**Re-Entry:** After suspension, a student is required to file a re-entry application and must be approved by the Dean of Student Affairs at the campus where they plan to enroll. The applicant must follow the advisor's instructions pertaining to course selection.

5. **ACADEMIC DISMISSAL:** Any student who fails to achieve a 2.0 term or cumulative GPA following Academic Suspension will be academically dismissed.

**Penalty:** Students academically dismissed will not be permitted to enroll for twelve (12) months following the term in which they were dismissed.

**Re-entry:** After Academic Dismissal, the student is required, even after satisfying the penalty, to obtain the recommendation for re-admission from the Dean of Student Affairs at the campus where she/he plans to enroll. The petition for re-entry then must be approved by the Academic Standards Committee. The student may be required to appear before

the Committee to show cause why improved academic performance can be expected.

## Audit

Students should indicate the desire to "audit" a course when registering for the class and cannot change from "audit" to "credit" after the "drop-add" period. Up to the end of the withdrawal period, a student may change from "credit" to "audit" with the written permission of the faculty member. Students who audit a course must adhere to attendance requirements of the course and, if the faculty member desires, "in-class" requirements; however, no grade will be assigned and no credit will be awarded. The transcript will indicate a course was audited by listing it with an "X" symbol, but an "XW" indicating withdrawal may be given the student at the discretion of the faculty member for failure to adhere to attendance or "in-class" requirements of the course.

Students may take a course previously audited for credit but they may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status.

## Cancellation of Previous Unsatisfactory Record

Students seeking an A.S. Degree or Certificate who have a previous unsatisfactory academic record which is two or more years old may have the record cancelled under an established policy for students in these special programs. Students interested in having this policy applied in their case should contact a counselor or the Dean for Academic Affairs for further information and details.

## Class Attendance Policy

Each professor will formulate an attendance policy and insure that this policy is communicated in writing during the first week of classes. Students will notify professors in advance of absence when practicable. Students will be responsible for material covered during an absence. Excessive absences may result in withdrawal from the course by the professor or the assignment of an "I" grade when non-penalized absences are authorized by the instructor but the work cannot be completed in the time available.

## Classification of Students

A student who has earned 25 or more semester hours credit is classified as a sophomore. A full-time student is enrolled for a minimum of 12 semester hours per term.

## Conduct

Broward Community College students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off the campus. Students, through

the act of registration at Broward Community College, obligate themselves to obey all rules and regulations which the institution formulates including those contained in the College Catalog and the Student Handbook. Copies of the College Catalog may be obtained in all Registrar's Offices. Copies of the Student Handbook, which contains specific disciplinary rules and regulations as well as procedures followed in the case of infractions, may be obtained in all Student Life Offices or College Book Stores. It is the responsibility of students to obtain these publications and to be thoroughly familiar with their contents.

## Examinations and Tests

Each professor is free to direct his/her class and to give such tests as are necessary. Usually there is a midterm examination and more frequent subject examinations. Final Examination Schedules are located in the front section of the College Catalog.

## Grades and Records Policy

1. Final Grades for each term are recorded and preserved. Reports are sent to students at the end of term.
2. The following grades are used to calculate the grade point average (GPA).

## Grade Points Per Semester Hour

Grade	Points
A	Excellent.....4
B	Good.....3
C	Average.....2
D	Passing.....1
F	Failure.....0
XF	Failure-excessive absences-unofficial withdrawal.....0

## The following grades do not affect the GPA

*I	Incomplete.....0
W	Official Withdrawal.....0
X	Audit.....0
XW	Audit Withdrawal.....0
NC	Non-credit course.....0
NG	No Grade Assigned
NR	Grade not received.....0
S	Satisfactory.....0

Grade point averages for graduation and honors are calculated only on college level academic work.

**\*Incomplete Grades** An "I" grade may be given in courses where the student has not completed the required course work by the end of the term. The student should make arrangements to have the "I" changed to a final grade by the instructor (by the agreed upon date) during the next full semester (Summer terms are not considered in this time limit). If no change is initiated during the next full term, the "I" will automatically become an "F" on the student's permanent record. An



"I" received in the term of graduation will be calculated as an "F" grade for purposes of computing the student's GPA for graduation. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and final GPA calculated.

### **GRADE APPEALS**

If a student feels that he/she has been unfairly graded in a course, or that he/she has been unfairly penalized by a class attendance policy, the student may appeal, in writing, to the faculty member not later than six weeks after the class of the term in which the grade was awarded. Broward Community College Policy 6Hx2-4.27 provides the complete administrative and appeal procedure.

## **Graduation Requirements**

Students planning to earn a degree or certificate at Broward Community College must contact a campus academic advisor and make an appointment for a preliminary evaluation for graduation at least one term prior to their anticipated graduation. Students are encouraged to see an academic advisor each term prior to their registration, but degree-seeking students must do this prior to their registration for the term they plan to graduate. Students will be mailed an "eligibility to graduate form" to allow them to pay their graduation fee. Students who apply late for graduation and pay their graduation fee after the cut-off date may not be published in the graduation brochure.

Diplomas will be printed and mailed following graduation, after a final graduation check is made by the Registrar's Office. Students not meeting their degree requirements will be contacted by the Registrar's Office. The College holds two graduation ceremonies each year at the end of Term I and Term II.

The minimum degree requirements are as follows:

1. Earn at least 60 semester hours of approved credit.
2. Achieve an average grade of "C" (2.0) or above on all work attempted.
3. Complete 24 credit hours at Broward Community College, including the last 12 hours.
4. Pass the CLAST test for the A.A. degree. See the CLAST section of this catalog for more information.
5. Fulfill all financial obligations to the College.
6. Fulfill all curricular and General Education requirements appropriate to the academic program.

Hours and grade points earned in College Preparatory Courses will not count toward an A.A. Degree and will not count toward an A.S. Degree

## **Applicable Catalog**

A student in continuous attendance (except Summer Terms) from initial enrollment to graduation may choose to meet graduation requirements specified in either the Broward Community College Catalog in effect when initially enrolled or in effect at the time of graduation. If a student's attendance was interrupted by more than two terms (Summer Terms excluded), the student must meet the requirements of the catalog in effect at the time of re-entry, or at the time of graduation. Students entering specialized programs, such as Nursing Technology, may petition through that department, to graduate under the provision of the catalog in effect when the student was admitted to the specialized program. Appeals for exception to the above policy may be submitted through the appropriate Dean of Academic Affairs to the Academic Standards Committee for review by the Vice President for Academic Affairs.

## **Recency of Credit**

College courses completed more than ten (10) years prior to the date of enrollment (or re-admission) at Broward Community College may require validation by examination. Test scores are only valid for three years.

## **Graduation Honors**

Students must complete a minimum of 24 semester hours at Broward Community College, including the last 12 hours. A maximum of 12 hours credit for residency may be awarded under Experiential Learning, but not the last 12 hours. The calculation of the grade point average for honors includes the Broward Community College record and any previous credit transferred to Broward Community College.

Students may graduate with honors in three grade point categories:

<b>Honors:</b>	Cumulative grade point average of 3.250-3.499
<b>High Honors:</b>	Cumulative grade point average of 3.500-3.749
<b>Highest Honors:</b>	Cumulative grade point average of 3.750-4.000.

Students who earn the Honors are recognized at graduation and Honors designations will be shown on final transcripts. The Honors Certificate requires 15 credits of Honors course work.

## **Repeating Courses**

Responsibility for loss of credit because of duplication of courses rests with the students. Repetition of a course removes the previous grade from students' records only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree GPA

The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing students' grade point averages after the A.S. and A.A. Degrees are awarded.

## Semester Hour

The unit of credit is the semester hour, representing 15-16 hours of lecture instruction with 50-minute class periods. Generally, 30-32 hours of laboratory work count as one unit of credit. Mini terms, Weekend College, and classes that meet less than three times per week are adjusted to include the same time equivalent as the longer terms. A minimum of 12 semester hours per term is required for full-time status.

## Semester System

The term system is used. The academic year is divided into three terms. Terms I (Fall) and II (Winter) are approximately seventeen weeks in length, and Term III (Summer) approximately twelve weeks. Terms I and II are also divided into A and B segments of approximately eight weeks each. Term III is divided into two segments, Term IIIA and IIIB, which are six weeks in length. Thus there are at least six periods of enrollment throughout the year. To earn a unit of credit, time schedules are adjusted during the A and B terms.

## Family Rights and Privacy Act

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

## Transcripts

Students should make written requests to the Registrar's Office at least two weeks before the credentials are needed. No transcript or official statement will be issued for students who are financially indebted, or have other obligations to the College, or who have not fully satisfied admission requirements. A request for transcript of credit should give the student's Social Security Number and the last date of attendance at the College. Married women should give their maiden names as well as their married names. There is no charge for transcripts, but the number of copies may be restricted. Transcripts may be sent and received electronically over the Florida Automated System for Transferring Educational Records whenever the institution is a participant in the computer network system.

## Official Withdrawals

The College permits withdrawal from a course without receiving a grade penalty (a "W" will be assigned)

during the first 55% of the term for non-College Preparatory courses. The withdrawal dates for each term are listed in the College Calendar. Any student who fails to officially withdraw, and stops attending his/her course(s) may be assigned a grade of "XF".

For the following College Preparatory courses, the student must withdraw officially prior to attending 50% of the course(s) to avoid receiving a penalty.

REA0003	ENC0080	MAT0012	ESL0181
REA0006C	ENC0020	MAT0024	ESL0141

## Prerequisites

Prerequisite courses are specified within each course description. They are academic requirements that must be completed before enrolling in the next subject level. Students are responsible for knowing and satisfactorily completing prerequisite requirements. If a student registers for a course for the next term while currently enrolled in a prerequisite course, then he/she must satisfactorily complete the prerequisite course or withdraw from the higher level course. Otherwise, the student may be disenrolled from the course for which he/she is ineligible.

The computerized registration system will assist students in checking for prerequisites only in English, Mathematics, and the Sciences. Students, however, are responsible for checking all prerequisite courses in these and other academic areas.

Students should know what the academic requirements are before attempting to register for a course. Check the course descriptions in the rear of this Catalog.

## Corequisites

Corequisites are two courses that must be completed together. An example is science course and the associated laboratory. You cannot take one without the other. If you drop one, you must drop the other. Corequisite academic requirements are stated within the course description section of the Catalog.

## Withdrawals and Refund Policies

A one hundred percent (100%) refund of matriculation, tuition and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the College's published drop period.

When a student is required to withdraw from a course after the official drop period because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100% refund may be approved by the Provost of the campus where the student is enrolled. Such circumstances may include, but not limited to, serious illness, death, involuntary call to active military duty and other emergency circumstances or extraordinary situations.

A 100% refund for non-credit courses shall occur up to the date of the first class for those classes meeting only once. A 100% refund for non-credit courses may occur up to the second class period for those meeting more than once. Refund for extenuating circumstances as stated above will apply to non-credit courses.

**Caution:** Universities may consider the number of withdrawals when considering students for admission. Excessive "Ws" may be viewed negatively by Admission Officers.

## Academic Standards Committee

The Academic Standards Committee is established to consider exceptions to academic regulations. Students initiate written petitions at the campus where enrolled, and the Dean of Student Affairs at that campus will forward the petition to the Office of the Registrar for presentation to the Committee. The Committee may also deal with cases involving discipline problems as specified in the Student Handbook. Committee recommendations are made to the Vice President for Student Affairs for approval.

## ACADEMIC HONESTY

Broward Community College expects its students to be honest in all of their coursework and activities. Breaches of academic honesty include cheating, plagiarism, misrepresentation, bribery, and the unauthorized possession of examinations, papers, or other class materials that have not been formally released by instructors. A student's academic work must be the result of his or her own thought, research, or self-expression.

### Cheating

Cheating includes, but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes, or another person's paper during an examination when not permitted.

Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to examination questions either when the examination is being given or after having taken an examination; informing another student of specific questions that appear or have appeared on an examination in the same academic term; giving or selling a term paper, report, project, or other restricted written materials to another student.

### Plagiarism

Plagiarism is the attempt of an individual to claim the work of another as the product of his or her own thoughts, whether the other's work is published or the work of a fellow student. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an examination, term paper, homework, or other written materials submitted to an instructor as the student's own work. Plagiarism also includes handing in a paper to an instructor which was purchased from a term paper service, or presenting another person's academic work as that of the student.

Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

### Misrepresentation

Misrepresentation is an act of omission with intent to deceive an instructor or college employee. This includes, but is not limited to, lying about family circumstances, employment conflicts, or other personal problems in order to gain academic advantage for your self or others; changing answers on graded materials; having another person complete an assignment or take an examination for you.

### Bribery

Bribery is the act of offering, giving, receiving, or soliciting anything of value to achieve an academic advantage. Bribery includes, but is not limited to offering, giving, receiving, or soliciting money or any item of service to an instructor, college employee, or any other person for the purpose of attempting to obtain assistance that would not have otherwise been provided. This is not to be construed as a violation of a student's right to obtain a tutor.

### Consequences

Breaches of Broward Community College's Policy on Academic Honesty may result in academic penalties and/or disciplinary action. At the discretion of the instructor, academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. In addition, the instructor or another BCC employee may refer a student to the Dean of Student Affairs for student disciplinary action in accordance with the BCC Student Handbook. Such discipline may include suspension or expulsion from the College.







# STATE REGULATIONS

## The Gordon Rule

State Rule 6A-10.30, known as the Gordon Rule, requires that students graduating with an Associate of Arts Degree meet the following provisions in the areas of writing and mathematics:

**Writing** - All students must complete a minimum of 24,000 words of writing in specifically designated courses. In all writing courses, a grade of "C" or better is necessary to meet the A.A. Degree requirements.

1. Students shall complete 12,000 words under the guided instruction provided in the six (6) credit hours of English Composition. This can be satisfied by taking ENC1101 and either ENC1102 or ENC2210.
2. The remaining 12,000 words may be completed in either of the following ways:

\*Four (4) courses from areas 2, 3, 5, and 7 designated as writing courses (3,000 words per course),

OR

\*One (1) third college-level composition course (6,000 words) and two (2) courses from areas 2, 3, 5, and 7 designated as writing courses (3,000 words per course).

In each of these courses, a variety of writing assignments relevant to the content of the courses may be made.

**Mathematics** - All students must complete six (6) credit hours at the college algebra level or higher. For most students, this requirement may be met by taking MAC1102 and MGF1202. Other options are detailed in Area 4B of the A.A. Degree General Education Requirements. In all Mathematics courses, a grade of "C" or better is required to meet the A.A. Degree requirements.

Meeting the requirements of State Rule 6A-10.30 is required of all students whether they attend state universities or community colleges, and must be completed by the end of the sophomore year.

## College Level Academic Skills Test (CLAST)

The State of Florida has developed a test of college-level communication and computations skills. The test is called the College Level Academic Skills Test (CLAST).

A passing score on the test is required by Florida Statutes and Rules of the State Board of Education IN ORDER TO RECEIVE AN A.A. DEGREE AND BE ADMITTED TO UPPER DIVISION STATUS IN THE STATE SYSTEM. STUDENTS WHO DO NOT PASS ALL FOUR COMPONENTS OF THE TEST WILL NOT BE AWARDED THE ASSOCIATE OF ARTS DEGREE.

The CLAST is administered to community college students who are completing Associate of Arts programs and to any other students who are seeking admission to upper division programs in Florida State Universities, including university students who are completing their sophomore year.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges.

The total testing time for CLAST is approximately five hours, which includes the time required for arrival, instructions, and a break. The time allotted for each subtest is as follows:

Essay Subtest - 60 minutes

English Language Skills and

Reading Subtests - 80 minutes

Mathematics Subtest - 90 minutes

Retake examinees are allowed double time for each subtest.

### SKILLS TESTED

The skills measured by CLAST in English (Essay and English Language), Reading, and Mathematics, have been agreed upon by community college and State university faculty members.

The following courses offered at Broward Community College cover the skills tested by CLAST:

Essay and English Language Skills: ENC1101 (Composition). These skills are reinforced in the course content of ENC1102 (Composition), ENC2210 (Professional and Technical Writing), and literature courses. ENC0080 (Basic Review for College English) and ENC0020 (Fundamentals of Composition) cover some of the CLAST skills.

Reading: REA1105 (College Reading I). The course content of REA0006C (College Preparatory Reading II) covers some of the CLAST skills.

**Mathematics:** MAT1034 (Intermediate Algebra) and MGF1202 (Finite Mathematics). The course content of MAT0012 (Pre Algebra), MAT0024 (Elementary Algebra) and STA2014 (Elementary Statistics) cover some of the skills.

The CLAST Skills are listed below:

## ESSAY SKILLS

- \*Select a subject which lends itself to development
- \*Determine the purpose and audience for writing
- \*Limit a subject to requirements of time, purpose, and audience.
- \*Formulate a thesis or main idea statement
- \*Provide adequate supporting details
- \*Arrange ideas and details in an organizational pattern appropriate to the purpose and focus
- \*Provide relevant supporting material
- \*Write coherent prose with effective transition between parts
- \*Avoid slang, jargon, cliches, and pretentious expressions
- \*Use a variety of sentence patterns
- \*Avoid unnecessary use of passive construction
- \*Maintain consistent point of view
- \*Revise, edit, and proofread for clarity, consistency, and conformity

All of the skills tested on the English language skills subtest are also tested on the essay subtest.

## ENGLISH LANGUAGE SKILLS

### Word Choice Skills

- \*Use words which convey the meaning required by context
- \*Avoid wordiness

### Sentence Structure Skills

- \*Place modifiers correctly
- \*Coordinate and subordinate sentence elements
- \*Use parallel expressions for parallel ideas
- \*Avoid fragments, comma splices, and fused sentences

### Grammar, Spelling, Capitalization, and Punctuation Skills

- \*Use standard verb forms
- \*Maintain agreement between subject and verb, pronoun and antecedent
- \*Use proper case forms
- \*Use adjectives and adverbs correctly
- \*Use Standard spelling, punctuation, and capitalization

## READING SKILLS

### Literal Comprehension Skills

- \*Recognize main ideas
- \*Identify supporting details
- \*Determine meaning of words

### Critical Comprehension Skills

- \*Recognize author's purpose
- \*Identify author's overall organizational pattern
- \*Distinguish between fact and opinion
- \*Detect bias
- \*Recognize author's tone
- \*Recognize relationships within sentences
- \*Recognize relationships between sentences
- \*Recognize valid arguments
- \*Draw inferences and conclusions

## MATHEMATICS SKILLS

### Arithmetic Skills

- \*Add, subtract, multiply, and divide rational numbers in fractional form
- \*Add, subtract, multiply, and divide rational numbers in decimal form
- \*Calculate percent increase and percent decrease
- \*Recognize the meaning of exponents
- \*Recognize the role of the base number in numeration systems
- \*Identify equivalent forms of decimals, percents, and fractions
- \*Determine the order relation between magnitudes
- \*Identify a reasonable estimate of a sum, average, or product
- \*Infer relations between numbers in general by examining number pairs
- \*Select applicable properties for performing arithmetic calculations
- \*Solve real-world problems which do not involve the use of percent
- \*Solve real-world problems which involve the use of percent
- \*Solve problems which involve the structure and logic of arithmetic

### Geometry and Measurements Skills

- \*Round measurements
- \*Calculate distance, area, and volume
- \*Identify relationships between angle measures
- \*Classify simple plane figures by recognizing their properties
- \*Recognize similar triangles and their properties
- \*Identify types of measurement (linear, square, cubic) for geometric objects
- \*Infer formulas for measuring geometric figures
- \*Select applicable formulas for computing measures of geometric figures

- \*Solve real-world problems involving perimeters, areas, and volumes of geometric figures
- \*Solve real-world problems involving the Pythagorean property

### Algebra Skills

- \*Add, subtract, multiply, and divide real numbers
- \*Apply the order-of-operations agreement
- \*Use scientific notation
- \*Solve linear equations and inequalities
- \*Use formulas to compute results
- \*Find particular values of a function
- \*Factor a quadratic expression
- \*Find the roots of a quadratic equation
- \*Recognize and use properties of addition and multiplication
- \*Determine whether a number is among the solutions of a given equation or inequality
- \*Recognize statements and conditions of proportionality and variation
- \*Identify regions of the coordinate plane which correspond to specific conditions
- \*Infer relations among variables
- \*Select applicable properties for solving equations and inequalities
- \*Solve real-world problems involving the use of variables
- \*Solve problems that involve the structure and logic of algebra

### Statistics Skills, Including Probability

- \*Identify information contained in graphs
- \*Determine the mean, median, and mode
- \*Count subsets of a given set
- \*Recognize properties and interrelationships among the mean, median, and mode
- \*Choose the most appropriate procedures for selecting an unbiased sample
- \*Identify the probability of a specified outcome
- \*Infer relations and make accurate predictions from studying particular cases
- \*Solve real-world problems involving the normal curve
- \*Solve real-world problems involving probabilities

### Logical Reasoning Skills

- \*Deduce facts of set inclusion or set non-inclusion from a diagram
- \*Identify the negations of simple and compound statements
- \*Determine equivalence and nonequivalence of statements
- \*Draw logical conclusions from data
- \*Recognize invalid arguments with true conclusions
- \*Infer valid reasoning patterns and express them with variables
- \*Select applicable rules for transforming statements without affecting their meaning

- \*Draw logical conclusions when facts warrant them

The unedited definitions of the skills listed above are contained in State Board of Education Rule 6A-10.0310, Florida Administrative Code.

The Counseling and Advisement Office located on each campus will advise students how and when to apply to take the CLAST. These offices can also provide a list of CLAST skills and advise students where the communication and computation skills are taught in the curriculum.

### PASSING SCORES

The scores listed below are official minimum requirements:

#### October 1, 1991 through September 30, 1992

Essay	5
English Language Skills	295
Reading	295
Mathematics	290

#### October 1, 1992 and thereafter:

Essay	6
English Language Skills	295
Reading	295
Mathematics	295

### TEST DATES

Test Dates	Registration Deadlines
June 5, 1993	May 7, 1993
October 2, 1993	September 3, 1993
February 18, 1994	January 21, 1994
June 4, 1994	May 6, 1994

### REGISTRATION/ADMINISTRATION

Students must be enrolled at Broward Community College and will register for the CLAST in the same manner as other courses. Special prerequisites apply:

1. Must be degree seeking with at least 18 hours completed.
2. Minimum GPA of 2.0
3. "C" or better in ENC1101
4. "C" or better in MAT1034 or higher
5. If Reading was required, "C" or better in REA0006C or higher
6. Special prerequisites required before registering for retest in any sub-test area. (See Retake Procedure).



7. Students with learning disabilities may request special accommodations, if necessary, to take the **CLAST**. Call the test administrator, 761-7469.

**CLAST** administration is offered three (3) times per year at designated locations. An admission ticket and two (2) types of identification, one of which must be a photo identification, will be required for admission to the test site. Several soft-leaded pencils with erasers and a ball point pen are required. No fees are charged for regular degree-seeking students. Special fees are charged for tests given to teachers for certification.

### RETAKE WITH COMPUTER VERSION

Students who have not passed the Math, English Language Skills, or Reading subtests may sit for the computerized **CLAST** retake on North Campus. These computerized subtests are offered several times a month and cost \$30.00 each. A special application form and appointment are required.

### RETAKE PROCEDURE

Students not passing all four subtests must follow Broward Community College's Retake Procedure before registering to retake **CLAST**.

### SUBTEST FAILED RETAKE PROCEDURE

- |                    |  |
|--------------------|--|
| <b>English</b>     | <p>A. Students with 3 hours of college level English composition must complete a second college-level composition course with a "C" or better.</p> <p>B. Students who have already completed 6 hours of English composition with a "C" or better must complete the English <b>CLAST</b> Review course, the Independent Study Option, or LIN1670.</p>   |
| <b>Mathematics</b> | <p>A. Students with 3 hours of college-level mathematics must complete a second college-level mathematics course (higher than MAT1034) with a "C" or better.</p> <p>B. Students who have already completed 6 hours of mathematics (higher than MAT1034) with a "C" or better must complete the Mathematics <b>CLAST</b> Review course, the Independent Study Option, or another college-level mathematics course</p> |
| <b>Reading</b>     | <p>A. Students must complete the Reading <b>CLAST</b> Review course, the Independent Study Option, or REA 1105 with a grade of "C" or better.</p>  |
| <b>Essay</b>       | <p>A. Students with 3 hours of college-</p>  |

level English composition must complete a second college-level composition course with a "C" or better.

B.

Students who have already completed 6 hours of English composition with a "C" or better must complete the Essay **CLAST** Review course, the Independent Study Option, or another English composition course.

Students may not retake any subtests for which they already have a passing score.

### RETAKE PREPARATION OPTIONS

Students who failed one or more **CLAST** subtests are required to complete an additional course in the deficient area or register for a **CLAST** review course or complete the appropriate Independent Study Options prior to retaking the **CLAST** subtest.

### REVIEW COURSES

The following noncredit review courses are offered prior to each **CLAST** administration to prepare for **CLAST** retake. The review course is a co-requisite to the appropriate **CLAST** subtest:

**ENC0991 CLAST English Language Skills Review:** An English review course to assist students in preparation for the **CLAST** English Language Skills subtest.

**ENC0992 CLAST Essay Review:** An English review course to assist students in preparation for the **CLAST** Essay subtest.

**REA0991 CLAST Reading Skills:** A reading review course to assist students in preparation for the **CLAST**.

**MGF0991 CLAST Mathematics Review:** A mathematics review course to assist students in preparation for the **CLAST**.

### INDEPENDENT STUDY OPTIONS

The following non-credit, Independent Study Options are offered through Learning Resource Laboratories to assist students who have been unsuccessful in one or more **CLAST** subtests. Students must register for the appropriate Independent Study Option as a co-requisite to retaking the **CLAST** subtest.

- |                |  |
|----------------|--|
| <b>MGF0993</b> | Independent Study for Retake of <b>CLAST</b> -Math     |
| <b>REA0993</b> | Independent Study for Retake of <b>CLAST</b> -Reading  |
| <b>ENC0993</b> | Independent Study for Retake of <b>CLAST</b> -Language |



Counseling Office telephone numbers are the following:

Central Campus	(305) 475-6520
North Campus	(305) 973-2305
South Campus	(305) 963-8875
Downtown Center	(305) 761-7491

State Law and Broward Community College Policy (6Hx2-4.05) provide for waivers for CLAST only for students who have failed at least **four** times and who otherwise demonstrate proficiency in coursework in that academic area. Waivers may also be considered for a student with a specific **learning disability** such that he/she cannot successfully complete one or more sections of the CLAST but who is otherwise achieving at college level in every other academic area. Waiver requests must be submitted through the appropriate Academic Dean to the Vice President for Academic Affairs. A college committee will be appointed to consider only cases that fully meet the legal requirements. Waivers for CLAST are very rare and are considered on a case-by-case basis.

## TRANSFER GUARANTEES

Florida Community College Associate in Arts graduates are guaranteed the following rights when transferring to a State university under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the State Universities, except to limited access programs which have additional admission requirements.
2. Acceptance of at least 60 credit hours by the State universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.

5. Acceptance by the State Universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Students must file appeals through the Broward Community College Registrar.

# COLLEGE PREPARATORY PROGRAM

As an open door institution, Broward Community College is committed to the philosophy that all students be offered the opportunity to achieve to their maximum potential. To attain this goal, Broward Community College offers a College Preparatory Program consisting of specific courses in the areas of Mathematics, English, Reading and ESL (English as a Second Language)

## 1. What is the College Preparatory Program?

The College Preparatory Program consists of a core of courses designed to help students develop the entry-level skills necessary to achieve success in their college-level programs. According to State Rule 6A-10.315, effective June 6, 1985, all state university or community college students in Florida who do not meet the competency levels required on the college placement test, must take College Preparatory courses. These courses are available in English, Reading, Mathematics, and ESL.

## 2. Which courses are included?

MAT0012 ENC0080 ESL0181 REA0003  
MAT0024 ENC0020 ESL0141 REA0006C

## 3. Who should take College Preparatory Courses?

College Preparatory Courses are required on the basis of individual student Placement Test scores (SAT, ACT, ASSET, or Florida MAPS).

## 4. How do College Preparatory Courses count?

College Preparatory Courses:

- Carry credit, but the credits cannot be used to satisfy degree requirements.
- Do count toward veteran's benefits and financial aid requirements.
- Are not figured into a student's overall Degree Grade Point Average (GPA).

## 5. What are the steps to enter the College Preparatory Program?

- Students already possessing a Placement Test (SAT, ACT, ASSET, or Florida MAPS) score, should call Counseling and Advisement for an appointment.
- Students who are degree-seeking or who wish to take a Mathematics, English or Reading class and do not have a placement test score, should call the Counseling Office to make an appointment to take the placement test.
- Students whose native language is not English should contact the Counseling Office for an appointment.

## 6. When must students enroll in College Preparatory Courses?

Students who are required to take College Preparatory Courses must register for such courses each term until all required courses are successfully completed. The College is committed to programs that enhance student success. Students must meet with an Academic Advisor in the Student Affairs Office regarding proper course selection and sequencing.

## 7. How many times can students enroll in College Preparatory Courses?

Based on state regulations, students may not enroll more than three times in any one college prep skill area. ENC0080 and ENC0020 are one college prep area; MAT0012 and MAT0024 are the same college prep mathematics skill area. "Enroll" means being registered in a course after the midterm date. Students enrolled in College Preparatory courses should pay particular attention to the withdrawal deadline dates. If a Prep course is dropped prior to the designated deadline, the initial enrollment may not be counted as an attempt. Please see College deadlines in College Calendars, pages 11, 12, and 13.

# SPECIAL PROGRAMS

## Career Planning and Placement Services

Career planning and placement services are available to all students and alumni of Broward Community College as well as to residents of Broward County. Centers are located at A. Hugh Adams Central Campus on the second floor of John Payne Hall (Student Services Building), at North Campus on the second floor of Building 48 (Administration Building), and at Judson A. Samuels South Campus on the first floor of Schlesinger Hall. The Career Centers provide students with information about full- and part-time job openings, assistance in choosing and planning a career, career information, and information about other colleges and universities. A career-information library, a cooperative education program, and specialized testing are included in the Career Centers.

## Career Planning Courses

The Career Planning courses offered by the Department of Non-Traditional Programs help students explore career fields, identify academic majors, understand college life and become more marketable in the employment market.

### SLS1261 Leadership

3 Hours

The purpose of this course is to provide effective leadership skills for student leaders to help them develop an ethical, value grounded leadership style for future educational, organizational and community leadership roles.

### SLS1301 Career Planning Workshop

2 Hours

This course is a study of the career decision making process. The student will learn the skills necessary for career decision making as it applies to their individual characteristics. (Including values, interests, abilities, goals, strengths, etc.)

### SLS1341 Employability Skills

1 Hour

This course is a study of the methods and techniques used in the job search process with particular emphasis on resume writing, interview techniques, employment communications, and job search strategies.

### SLS1501 College Success Skills

1 Hour

This course is designed for students who desire help in learning and adopting methods to promote their success in school. The course is a combination of study skills (note-taking, test-taking, text-reading, memory techniques) and life skills (time-management, health, money, resources); and it also provides an introduction to college life.

## Cooperative Education

Cooperative Education (Co-op) is an academic program that combines on-campus study with directly related work experience in area businesses, industries, or government agencies.

## How does the Co-op Program operate?

There are three (3) different Co-op plans offered at Broward Community College:

### 1. Co-op Work Experience

Part-time or full-time paid work experience providing initial entry-level training.

### 2. Co-op Internship

Part-time unpaid experience providing entry-level training, often in Social Service Agencies, Schools and the Broadcast Industry.

### 3. Co-op for Working Adults

Full-time paid work experience providing intermediate to advanced training. Current employment meeting program requirements may be used. Job duties may be modified or enhanced in cooperation with the employer.

## What can be gained from the Co-op Program?

As a Co-op student you can:

1. earn academic credit;
2. gain practical experience and job knowledge;
3. test your career decision;
4. make valuable contacts in your professional field;
5. earn an income through work in your field.

## Who is eligible for the Co-op Program?

All students who have completed one full-time semester or at least twelve (12) credit hours are eligible to enter the Co-op Program provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing (Students who do not meet this criterion may apply for special entry into the program through the Director of Non-Traditional Programs).

## When to apply for the Co-op Program?

Students may apply as soon as they have been accepted for enrollment by the College, even though they will not be eligible to participate until after they have completed the minimum twelve (12) credit hours at the college.

## What are the application procedures?

1. Complete the Co-op application form available in the advising office on each campus.
2. Arrange for an interview with a campus faculty Co-op coordinator in the appropriate field.



3. Get accepted by an employer as a Co-op student/employee/intern/volunteer.

4. In cases where the student's current job has been determined to be related to his/her major, obtain the employer's (supervisor's) permission to take Co-op.

## Experiential Learning

The Experiential Learning Program, developed primarily for working adults, is designed to recognize the academic value of what you have learned through your experiences outside the college classroom. This learning - referred to as prior experiential learning - may result from such activities as work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. In short, it is a way of recognizing your learning regardless of the circumstances under which it was acquired.

### What is meant by assessment?

Assessment refers to the process used to determine what and how much you know. Your assessment may involve one or more of the following:

- written or performance tests
- the preparation of a portfolio which describes your learning and how it was acquired
- the evaluation of your certificates and licenses
- interviews with faculty members.

The method of assessment is decided upon by the college faculty members responsible for the courses for which you wish to receive credit.

**Note:** Keep in mind that not all Broward Community College courses are assessment courses. That is, even though you may feel that you have the appropriate background and knowledge, the particular course for which you wish to be evaluated may not be available for this purpose.

### What can be gained from this assessment process?

Credit which you receive can provide you with a headstart toward your academic goal, whether it is a Certificate, an Associate's Degree, a Bachelor's Degree or beyond. Instead of relearning what you already know, you will be able to concentrate your time and energy on learning what you do not yet know.

If you are planning to attend classes part-time, perhaps during the evening, this program may enable you to achieve your educational goal within a reasonable time, while still maintaining your home and work responsibilities.

## What are the steps in the assessment process?

1. After being accepted by the College through the Registrars Office, decide on your academic program with the help of a counselor.
2. Apply for assessment by completing the necessary forms available at the Department of Non-Traditional Programs.
3. Consult with your Experiential Learning Advisor who will help you to determine the courses for which you may choose to seek academic credit. This usually requires that you closely examine the course descriptions in the College catalog. In this "catalog search" you may find several course descriptions which you react to by saying "I know that" or "I can already do what that course is designed to teach".
4. Discuss your responsibilities in the assessment process. For instance, you may be instructed to:

- meet with a specified instructor for an oral or written examination.
- prepare for a written exam by reviewing textbooks.
- inform your employer that an instructor will be visiting you at your work site.
- bring Certificates and Licenses to the Experiential Learning Advisor so that they can be authenticated.

5. Pay necessary fees. You pay for the assessment process and not the credit. It is possible that you may not receive academic credit in all of the areas requested, but the cost of assessment remains the same.

The assessment process may take from several hours to several months, depending upon the amount of credit requested and methods of assessment required. When the process is completed, results will be forwarded to the Experiential Learning Advisor, who will then inform the Registrars Office of the amount of credit granted and entered on your transcript; failure to receive credit will not be noted on your transcript. **Note:** A maximum of 8 hours of the residency requirement may be satisfied through Experiential Learning.

## Displaced Homemaker Program

**WINGS** (Women Investigating New Goals and Services)

The Displaced Homemaker Program assists women over 35 years of age who are separated, divorced, widowed or have a disabled spouse. Services provided include career and educational counseling, life planning and employability techniques. Through one-to-one counseling, structured classes and on-going support groups, clients will be helped to improve their self-image, assess their job skills, acquire additional



skills where needed, and become proficient in using the appropriate skills necessary to find suitable employment. The ultimate goal of this program is to help the client to become financially and emotionally independent during the difficult transition period of separation, divorce, death or disability of spouse. Contact Carol Faber at 973-2398 (North Campus) or Brenda Gregory at 963-8874 (South Campus).

## Foreign Study Program

Broward Community College provides students with opportunities to enroll in several different overseas academic programs. It is recognized that students will benefit from the added dimension to their education by participating in a foreign study experience. Broward Community College has conducted study programs in foreign locations since 1974, and students participating in these programs earn transferable college credit. Broward Community College offers several overseas academic programs for students of all ages. Both short-term (summer) and long-term (semester) programs are offered. Examples of study abroad programs offered at Broward Community College include:

**SEMESTER-IN-SPAIN PROGRAM:** The Broward Community College Center in Spain was established in 1979 to provide students with an opportunity to study for several months in a foreign country at reasonable cost. Students live and attend classes in the beautiful city of Seville, Spain, and earn 15-18 semester hours credit by participating in the program. Unlike other programs in Spain, the Broward program does not require proficiency in Spanish; any student may participate as the language of instruction is English. Students participating in the Spain Program may choose from several housing options including Spanish families, residencias, dormitories, and pensions. The approximate cost is \$4,500 per semester, including air fare.

**COLLEGE CONSORTIUM FOR INTERNATIONAL STUDIES (CCIS):** Broward Community College is an active member of the College Consortium for International Studies, a national organization founded for the purpose of providing high quality international/intercultural programs abroad. As a result of this membership in CCIS, Broward Community College offers semester-length academic programs in over a dozen countries including England, France, Germany, Ireland, Italy, and Israel. Students earn Broward Community College credits when they enroll in any of these programs.

**SUMMER FOREIGN-STUDY PROGRAM:** Broward Community College also conducts several short-term overseas academic programs in foreign locations during the summer terms. These courses provide an excellent opportunity to combine the foreign travel experience with academic instruction. By taking advantage of group rates and favorable arrangements with area travel agents, the College is able to offer these overseas academic programs at

considerable savings. All foreign-study courses combine on-campus instruction with the foreign travel study experience. Participants typically earn three - six semester hours of credit in a variety of subjects, and many courses are of an interdisciplinary nature. These courses are fully accredited and may be applied toward a degree at Broward Community College or used for other purposes such as certificate renewal and/or incentive awards for public school teachers. Approximately five different study-tours are offered each summer, with opportunities to study in Europe, the Middle East, Mexico, and the Orient.

**HIGH SCHOOL IN ISRAEL:** Qualified students participating in the Alexander Muss High School in Israel Program may enroll in one or two Broward Community College courses while studying in Israel.

## Honors Institute

The Honors Institute at Broward Community College includes both special classes that are reserved for Honors students and Honors Option classes that may be taken by individual students for Honors credit.

The core of the Honors Institute program consists of special classes reserved for the Honors students. These classes feature in-depth studies, independent research, and creative approaches to problem solving. Special Honors classes are offered on all campuses in many areas, including: Anthropology, Biology, English Composition, History, Literature, Psychology, Sociology, Speech, and Interdisciplinary Studies.

Supplementing the core program are the "Honors Option" classes which may be taken by individual Honors students for Honors credit. Such credit is awarded to students who make a grade of A+ and satisfactorily complete an assigned Honors project. All campuses offer "Honors Option" classes in a variety of areas, such as: Art, Accounting, Botany, Calculus, Computer Science, Constitutional Law, Engineering Physics, Modern Foreign Languages, Organic Chemistry, Theatre, and Zoology.

### The Honors Certificate

The Honors Certificate is awarded to students who earn at least fifteen credits in Honors classes, including three credits in the Honors Interdisciplinary Seminar, and who demonstrate computer literacy and competency in a foreign language.

### National Dean's List

Full-time students earning a 4.0 grade point average in any one term are awarded a President's List Certificate. These students are then nominated by the Honors Institute for the National Deans List.

### Scholarships

One hundred Scholar Awards are presented annually to selected students who rank in the top 10 percent of their graduating class in a Broward County high school. These scholarships provide admission into the Honors

Institute plus full tuition at Broward Community College for two years. They may be continued for an additional two years at Florida Atlantic University or Florida International University. Additional scholarships for use at Broward Community College and upper division universities are available for other outstanding students in the Honors Institute.

### **Phi Theta Kappa**

The national scholastic honor society, Phi Theta Kappa, has a chapter on each campus of Broward Community College. Students earning at least a 3.5 grade point average are nominated for membership. The society provides opportunities for scholarship, leadership and service, as well as fellowship with other students of high academic standing.

### **Social and Cultural Events**

Special social activities, ranging from picnics to theatre parties, are provided for students in the Honors Institute. Honor students are encouraged to attend and to participate in the many cultural events presented by Broward Community College. Whenever possible, reduced fares are made available to students in the Honors Institute.

### **The Brain Bowl**

Students in the Honors Institute have the opportunity to compete for a place on the Broward Community College Brain Bowl Team. Regional and state winners of the annual Florida Community College Brain Bowl receive cash prizes and earn scholarships to upper division universities.

### **Honors Studies Abroad**

Honors students who participate in the Broward Community College Semester Program Abroad, including Spain, England, France, and Israel, may earn honors credit by special arrangement with the Honors Director.

### **Honors Alumni Association**

Graduates of the Honors Institute are eligible for membership in the Honors Alumni Association. The organization meets regularly, publishes a newsletter, and provides a network system for members. The members are invited to Honors Institute events, and the Honors Alumni Association provides a scholarship to an outstanding student in the Honors Institute.

### **Honors Curriculum**

At least one of the following sequences of History courses is offered each year during Terms I and II. Only students who have qualified under the College's Honors Program may enroll in these courses:

AMH2010	HON History of the United States I
AMH2020	HON History of the United States II
EUH1000	HON Western Civilization I
EUH1001	HON Western Civilization II

At least one of the following Humanities courses is offered each academic year. Only students who have

qualified under the College's Honors Program may enroll in these courses:

MUL2010	HON Music Appreciation
ARH2000	HON Art Appreciation

At least one of the following Behavioral Science sequences is offered once during each academic year as indicated. Only students who have qualified under the College's Honors Program may enroll in these courses:

PSY2012	HON Gen Psychology
DEP2004	HON Developmental Psychology
SYG2000	HON General Sociology
ANT2000	HON Anthropology

The following sequence of English courses is offered each year. Only students who have qualified under the College's Honors Program may enroll in these courses:

ENC1101	HON English Composition
ENC1102	HON English Composition

At least one of the following sequence of courses is offered during Terms I and II of each academic year:

AML2012	HON American Literature I
AML2023	HON American Literature II
LIT2110	HON World Literature I
LIT2120	HON World Literature II

The following Science courses, designed primarily for non-science majors, are offered at least once during each academic year. Only students who have qualified under the College's Honors Program may enroll in these courses:

AST1005	HON Astronomy of the Solar System
AST1006	HON Astronomy of Stars and Galaxies
BSC1005	HON Modern Principles of Biology

The following course is offered during Term II on each campus:

IDS1936	HON Interdisciplinary Seminar
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For explanation of content see individual course listings.

To remain in the program, students must maintain a B average in Honors courses, and to graduate from the Honors Institute, students must have a 3.25 GPA. Although all Honors courses carry the same credit as regular courses, an H is affixed to the transcript to indicate Honors credit.

## ALTERNATIVE LEARNING SYSTEMS

### Open College

Open College is an innovative distance learning program designed for highly motivated, self-disciplined students who prefer studying on an independent basis. Open College courses are primarily delivered by way of video cassettes which students can borrow from the campus Learning Resource Center or the campus library for the duration of a semester. Other Open College Courses are delivered as directed independent study courses or by way of audio cassettes. All Open College classes have required textbooks and accompanying study guides to help students pace themselves throughout the semester.

Open College courses usually require five on-campus class meetings for the purpose of introducing or orienting the student to the course, reviewing for the midterm exam, taking the midterm exam, reviewing for the final exam, and taking the final exam. Some Open College courses, particularly English courses, use five on-campus class meetings for in-class writing assignments. The five meetings are determined prior to the start of the semester and are listed on the instructor's syllabus and on the registration schedules.

The variety of courses offered through Open College allows students to make significant progress toward both the A.A. and A.S. degrees. A student seeking the A.A. degree may complete most of the General Education requirements for graduation through Open College. In many of the A.S. degree programs a student may complete at least one third of the courses required for graduation through Open College.

The following courses are usually offered in the Open College format at least one time per academic year:

ACG2001	Principles of Accounting I
ACG2011	Principles of Accounting II
AMH2010	U.S. History I
AMH2020	U.S. History II
ANT2000	Introduction to Anthropology
AST1002	Horizons in Astronomy
BSC1005	General Biology
BUL2111	Business Law I
BUL2112	Business Law II
CGS1060	Computer Literacy
CLP2000	Psychology of Adjustment
CRW1001	Creative Writing I
DEP2101	Child Psychology
ECO2013	Principles of Economics I
ECO2023	Principles of Economics II
ENC1102	English Composition II
ENC2210	Technical Report Writing
ENC2330	Introduction to Shakespeare
EUH1000	Western Civilization I
EUH1001	Western Civilization II
FIN1100	Personal Finance
GEB1011	Introduction to Business
GEO1370	Conservation of Natural Resources

GLY1010	Physical Geology
HSC2100	Personal and Community Health
MAN2010	Introduction to Management
MAR1011	Principles of Marketing
MUL2010	Music Appreciation
PHI2010	Introduction to Philosophy
PHI2600	Introduction to Ethics
POS1041	National Government
POS2601	The American Constitution
PSY2012	General Psychology
REA1105	College Reading
SPN1120	Beginning Spanish I
SYG2000	General Sociology

All Open College courses are full credit courses equivalent to those taken in the standard contact hour format and are applicable in most A.A. degree transfer programs. The cost is also the same as for standard courses. Students may take one or more Open College classes exclusively or in combination with on-campus courses. Students are advised to see an academic advisor before selecting their classes.

To enroll in an Open College class, a student must first apply for admission to the college, take the appropriate placements tests, see an academic advisor if the student is degree-seeking, and then register for the Open College course(s) he/she wishes to take. Registration can be done in person at one of our four campuses, or by telephone, using the special PAR (Personalized Advisement and Registration) telephone number. Call the Registrar's Office for details.

Once registered and paid, the student then obtains the free course information packet from the campus bookstore; borrows the audio and/or video cassettes from the campus Learning Resource Center (for Central or South Campus offerings), or the campus library (for North Campus offerings) for the duration of one semester; purchases the appropriate textbooks and study guides from the campus bookstore; and attends the five required class meetings on the campus indicated on the schedule. Students should feel free to contact the instructor assigned to that course for any questions about the course requirements.

For more information about Open College call 475-6564.

### Weekend College

Weekend College is a convenient way to give motivated students an opportunity to begin or continue their academic work on Friday evenings, Saturday mornings, or Saturday afternoons. Weekend College is designed for the student whose full-time work and home schedule make it difficult to enroll in regularly scheduled daytime or evening classes.

Weekend College classes are primarily offered in the 16-week full-term format for three hours each week; however, some courses are offered in an accelerated eight-week reduced contact-hour format. These ac-



celerated courses, which meet for 32 contact hours rather than the standard 48 contact hours, are supplemented with outside assignments which could include telephone tutorials, video and/or audio lectures, reserve reading, etc. In all cases, Weekend College instructors make themselves available to students during the week for telephone consultation.

Weekend College classes are offered in the following areas:

**Behavioral Sciences** - (Anthropology, Education, Psychology, Sociology)

**Business Administration** - (Accounting, Business Law, Economics, Finance, General Business, Management)

**Communication** - (Foreign Language, Reading, Speech)

**Computer Science & Engineering** - (CAD, Fundamentals, Word Processing)

**English** - (Composition, Grammar, Technical Report Writing)

**Fire Science** - (Administration, Hazardous Materials, Tactics, Supervision)

**Humanities** - (Art Appreciation, Literature, Music Appreciation, Philosophy, Religion)

**Mathematics** - (Algebra - Pre, Elem, Interim and College; Finite Math; Statistics)

**Natural Sciences** - (Anatomy & Physiology, Biology, Chemistry, Geology, Physical Science - Lecture and Labs)

**Physical Education** - (Activity and Wellness Courses)

**Social Sciences** - (Geography, Government, History)

The courses listed above are not offered on every campus every semester. It may be necessary to attend several campuses in one semester to complete the requirements for your program.

All Weekend College courses are full credit courses that are transferable and can be used toward most degree programs. The cost is the same as for regularly scheduled daytime and evening classes. Students may take one or more Weekend College courses exclusively or in combination with other daytime or evening courses. Although BCC allows students to take as many as six courses or eighteen credit hours in one full semester, students are strongly advised to see an academic advisor before selecting their classes.

For more information about Weekend College, call 475-6564.

## **ARMY ROTC PROGRAM:**

Broward Community College is cross-enrolled with the University of Miami and offers Military Science courses for the first two years of the Army Reserve Officers Training Corps (AROTC). Students enroll in the appropriate Military Science courses at Broward Community College and participate in instruction on the University of Miami campus in Coral Gables.

The ROTC program is a four year program that can help qualified college students to learn leadership skills while in college and to be commissioned as an officer in the U.S. Army upon graduation. The program offers scholarships and other monetary benefits to participants. Interested students should call the Military Science Department at the University Of Miami, (305) 284-4673, before registering for the Military Science courses at Broward Community College.



## PROGRAMS OF STUDY





# ASSOCIATE OF ARTS DEGREE

## Mission Statement - A.A. Degree

The Associate of Arts degree is the college degree conferred upon satisfactory completion of a program of lower-division courses designed to prepare students to advance to upper-division baccalaureate degree courses. This program contains general education courses and courses preparatory or introductory to the upper-division major selected by the student. The general education requirement includes courses in communication, mathematics, social sciences, humanities, natural sciences, and physical education.

The degree has value apart from its transfer function and provides students with the opportunity to gain the academic, social, and technical competencies necessary to be a participating and productive member of a democratic society. Furthermore, the degree provides students an opportunity to gain an understanding of a variety of cultural and historical heritages, an understanding of the role of the individual in a complex and rapidly changing world, an understanding of the physical universe, and the communication and analytical skills necessary to function effectively.

## Expected Educational Results - A.A. Degree

Graduates of the A.A. Program should:

1. Communicate logically and intelligibly in writing and in speech.
2. Comprehend the ideas of others.
3. Be able to listen effectively.
4. Be competent in organizational patterns, outlining, and research skills.
5. Understand the biological, psychological, and social natures of man.
6. Understand and be sensitive to the effects of technology upon individuals, society, and the natural environment.
7. Develop an historical perspective of the social, political, scientific, and aesthetic aspects of the world.
8. Understand and appreciate the humanities.
9. Understand the basic components, structures, and functioning of natural phenomena.
10. Know the principles that are basic to scientific inquiry and research.
11. Demonstrate a sense of personal responsibility.
12. Understand how to improve and maintain physical and mental wellness.
13. Be able to make ethical judgments.
14. Value a life-long process of intellectual and cultural growth.
15. Think logically, critically, and creatively.
16. Synthesize knowledge from a variety of sources.
17. Analyze alternate solutions to problems.
18. Carryout computations necessary for effective functioning in society.

## Philosophy of General Education

General Education at Broward Community College is a combination of college-level courses which will provide students with the social, technical, and academic competencies they will need to participate effectively in a democratic society and in a global community.

This foundation also includes an appreciation for an understanding of ones role as an individual in a modern and rapidly changing society, and the complex workings of the physical universe.

These courses are also a foundation for the specific academic and technical programs at the community college and for further education toward a baccalaureate degree.

## General Information

The Associate of Arts Degree provides the courses of study equivalent to those offered to the freshman and sophomore students in the lower division of Florida's state universities. If students receive the Associate of Arts Degree from Broward Community College, their degree will, in most cases, meet the lower division requirements of a university and will admit them to the junior-level status. The degree requirements consist of the General Education Requirements which parallel the university requirements and electives in preparation for a major area of study.

Students are encouraged to contact the specific institution to which they wish to transfer regarding that institution's unique requirements. Specific information concerning transfer to the following Florida state universities is available in the Counseling and Advisement Office.

FAMU	Florida A and M University
FAU	Florida Atlantic University
FIU	Florida International University
FSU	Florida State University
UCF	University of Central Florida
UF	University of Florida
UNF	University of North Florida
USF	University of South Florida
UWF	University of West Florida

## Degree Requirements

### (University Parallel)

To graduate, students must complete 60 semester hours of academic credit as well as four semester hours of physical education activity courses with a grade-point average of at least 2.0. Of the 40 hours required for General Education (Areas 1-5), 6 credits of those 40 hours must be approved International/Intercultural courses. Excluded are special technical courses and college preparatory courses. Students must pass the CLAST. In selecting courses, students should consider catalog suggestions of the upper-level institution to which they intend to transfer.

## General Education Requirements - Associate of Arts Degree

### Area 1. English Composition ..... 6 Hours (Required of all students)

ENC1101, and ENC1102 or ENC2210. Students who complete both ENC1101 and ENC1102 may use ENC2210 to satisfy 6000 words of Area 9 Humanities writing requirements. A grade of "C" or better is required in each of these courses.

### Area 2. Humanities ..... 6 Hours You may choose only one course from each category (A, B, C, D, E, F, or G):

- A. AML2012 American Lit I, AML2023 American Lit II, ENG2100 Film as Lit, ENL2013 British Lit I, ENL2023 British Lit II, ENL2330 Intro to Shakespeare, LIT1370 Bible as Lit, LIT2020 Lit Short Story, LIT2030 Great Ideas Poetry, LIT2110 World Lit I, LIT2120 World Lit II, LIT2311 Lit Sci Fiction, LIT 2341 Mystery Fiction, LIT2350 Afro American Writers, LIT2390 Male/Fem Images, LIT2935 Seminar in Literature, LIT2950 through 2955 Travel/Seminar in Literature.
- B. FRW2100 French Lit I, FRW2101 French Lit II, GEW2010 German Lit I, GEW2011 German Lit II, SPW2010 Spanish Lit I, SPW2011 Spanish II.
- C. ARH2000 Art Appreciation, ARH2050 Art History I, ARH2051 Art History II
- D. THE2010 Theatre Appreciation, THE2100 History of the Theatre, THE 2375 Contemporary Drama
- E. MUH2111 Mus Hist Lit, MUH2112 Mus Hist Lit, MUL2010 Mus Appreciation
- F. PHI2010 Intro to Phil, PHI2600 Ethics
- G. REL2000 Intro Religion, REL2300 World Religion

### Area 3. Social and Behavioral Sciences..... 6 Hours (Select TWO courses from any ONE of the following sequences: A, B, C, D, or E):

- A. WOH2040 Twentieth Century, EUH1000 Western Civ, or EUH1001 Western Civ
- B. AMH2010 US History, AMH2020 US History
- C. LAH1004 Two Americas, LAH1005 Two Americas
- D. POS1041 National Govt, POS1112 State/Local Govt, or INR2002 International Relations
- E. ANT2000 Intro to Anthro, SYG2000 General Soc, SYG2441 Social Institutions, SYG2010 Social Problems

### Area 4. Science and Mathematics..... 13 Hours (Be certain you have proper prerequisites)

- A. **Science** - Any 7 semester hours from the following areas: Physical Science, Astronomy, Chemistry, Geology, Biology, Zoology, Botany, or Physics, except courses especially designed for technical education curricula. It is strongly recommended that students take one course from the Biological Sciences area and one course from the Physical Sciences area to obtain a broad-based science background. All students must take one course in a laboratory science from the following list: AST1022L, BOT2010L, BSC1005L, BSC1010C, BSC1011C, CHM1045L, CHM1046L, CHM2210L, CHM2211L, GLY1010L, PHY2048L, PHY2049L, PHY2053L, PHY2054L, or PSC1191L, ZOO2010L. In combined courses such as BSC1010C and BSC1011C, students will satisfy requirements for a three-credit Science lecture and a one-credit Science laboratory course. NOTE: Check Catalog course description for pre or corequisites.

In addition, it is strongly recommended that the companion lab be taken with each lecture course, particularly in cases of transfer.

- B. **Mathematics** - Any 6 semester hours from the following list: MAC1102, MGF1202, MAC1132, MAC1133, MAC2311, MAC2312, MAC2313, MAC2233, MAS2103, MAP2302, STA2014. A grade of "C" or better in the courses must be achieved to satisfy the requirement.

### Area 5. Additional Requirements..... 9 Hours

According to requirements in a respective field, any courses from A through K.

- A. **Modern Foreign Languages.** Students entering a Florida State university are required to have successfully completed two years of foreign languages in high school or 8 semester hours of foreign language in a community college. Some universities have increased the requirement to 12



semester hours. Foreign Language courses must be taken in sequence.

- B. CLP2000 Psych of Adj, PSY2012 Gen Psych, PSY2043 Adv Gen Psych, DEP2004 Dev Psych, DEP2102 Child Psych, DEP2302 Adolescent Psych, DEP2402 Adult & Aging, DEP2481 Death & Dying, SOP2002 Social Psych.

- C. SYG2421 Marriage and Families

- D. ECO2013 Principles of Economics I, ECO2023 Principles of Economics II, & FIN1100 Personal Finance.

- E. SPC1024 Intro Speech Comm, SPC1600 Public Speaking

- F. GEO1000 Intro to Geo, GEA2000 World Geo, GEO2370 Cons. Nat. Resources

- G. MUT1121 Theory I, MUT1122 Theory II, MUT2126 Theory III, MUT2127 Theory IV

- H. PHI1100 Logic

- I. ARC1701 Survey of Architectural History (Architecture majors only)

- J. PAD2002 Intro to Pub Admin

- K. Areas 2, 3, 4 (any course from Areas 2, 3, or 4 above)

#### Area 6. Physical Education Activities.....4 Hours

Students must complete one of the following 2-semester-hour "wellness" activity courses: HLP1081 Health Fitness; PEM1116 Slimnastics; PEM1131 Weight Training; PEM1141 Aerobic Movement; PEM1146 Walk/Jog/Run; PEN1171 Aquatic Fitness. Also, elect two courses from the various 1-semester-hour activity courses offered by the HPRD department. No more than three courses may be counted toward an A.A. Degree. Students may not take two 2-semester-hour wellness courses to fulfill this requirement. No exemptions shall be permitted from this HPRD activity requirement because of age, veterans status, or medical reasons. (NOTE: Students with medical restrictions or physical limitations must, with a physician's approval, participate in any HPRD activity class on a modified basis or participate in any HPRD class specifically designated for the medically restricted with permission of the HPRD Department Chair. Students with total activity restriction must enroll in designated HPRD lecture classes with medical verification which is approved by the HPRD Department Head.)

#### Area 7. Electives.....20 Hours

Any combination of college level courses from the General Education offerings (Business Administration, Cooperative Education, Communications, Humanities, Health, Physical Education and Recreation, Mathematics and Science, and Social and Behavioral Science) except College

Preparatory, Physical Education activity courses, and courses designed especially for technical education curricula. When choosing electives, students should give careful attention to their major field of study and to the requirements of the institution to which they plan to transfer. Certain technical/occupational courses can be used to satisfy this area requirement.

#### Area 8. International/Intercultural.....6 Hours

Of the 40 hours required for general education requirements (Areas 1-7), 6 credits must be earned in approved International/Intercultural courses. Any combination of courses from the General Education offerings that contain a major International or Intercultural content and emphasis including appropriate courses taken under Areas 2, 3, 5, and 7 may be used to satisfy this requirement, including the following:

#### All Foreign Language Courses

#### All Study Abroad Courses

AMH2091,	ANT2000,	ANT2100,	ANT2211,
ARH2000,	ARH2050,	ARH2051,	ARH2840,
CCJ2631,	CPO2002,	CPO2140,	ECS2001,
ECS2390,	ENL2013,	ENL2023,	EUH1000,
EUH1001,	EUH2052,	FIN2600,	GEA2000,
INR2002,	ISC1451,	JST1500,	JST1700,
JST2400,	LAH1004,	LAH1005,	LIT2020,
LIT2110,	LIT2120,	MAR2141,	MNA2601,
MUL2010,	REL2300,	SYG2000,	SYG2421,
SYG2441,	THE2010,	THE2100,	WOH2040

#### Area 9. Humanities Writing Requirement.....12 Hours

Some students who were enrolled in an accredited college or university prior to January 1, 1983 may be exempt from this area. Please see an Academic Advisor.

Any combination of courses from Areas 2, 3, 5, and 7 designated as a Writing Course on the term schedule and any third college-level composition course will fulfill the Humanities writing requirement. Students shall write a minimum of 3,000 words per course with the exception of a third college-level composition course in which the student shall write 6,000 words per course. In each of these courses, a variety of assignments relevant to the content of the course may be made. Students must achieve a grade of "C" or higher in the courses to satisfy the writing requirement. Prerequisite: a grade of "C" or higher in ENC1101.

#### CLARIFICATION OF "OPTIONAL WRITING" DESIGNATION FOR AREA 9 COURSES

Students who enroll in "Optional Writing" courses have the option of registering for writing credit to fulfill graduation and/or Gordon Rule requirements. Students who enroll in Humanities courses may reasonably expect essay tests, in-class writing, and formal written

presentation of material even though they did not choose writing credit for that specific course. The "Optional Writing" designation means that students may select which courses they will use to satisfy the State of Florida writing requirements.

## **The Associate of Arts Degree Programs**

**Program Sheets** recommending courses for specific majors and programs are available in the Counseling and Advisement Offices on Central, North, South, Health Sciences and the Downtown Center campuses, in the following areas:

Agricultural Science  
Anthropology  
Architecture  
Art  
Art/Graphic Design  
Astronomy  
Biology  
Business Administration  
Chemistry  
Computer Science  
Computer Information Systems  
Criminal Justice  
Dietetics  
Economics  
Elementary Education  
Engineering  
English  
Foreign Language  
Geography  
Geology

Health Service Administration  
History  
Hospitality Administration  
Interior Design  
International Studies  
Journalism  
Liberal Studies  
Mass Communications  
Mathematics  
Medical Technology  
Music  
Music Education  
Music Technology  
Pharmacy  
Physical Education  
Physics  
Political Science  
Pre-Chiropractic  
Pre-Law  
Pre-Medical/Dental  
Pre-Nursing  
Pre-Occupational Therapy  
Pre-Optometry  
Pre-Physical Therapy  
Pre-Veterinary Medicine  
Psychology  
Radio & Television  
Recreation  
Religion  
Social Welfare  
Sociology  
Speech  
Theatre

# ASSOCIATE IN SCIENCE DEGREE

## Mission Statement - A.S. Degree

The Associate in Science degree is awarded upon satisfactory completion of a program of college-level courses designed to prepare students for initial entry into an occupation, for advancement within their current occupations, for a change in careers, or in particular specializations, for transfer to an upper-level institution. This degree contains at least 15 credits of general education courses (including English and Mathematics), specialized courses that focus on technical theory and skills, and physical education.

The degree provides students with the opportunity to develop the academic, social, and technical competencies necessary to be a participating and productive member of the business, professional, governmental, or industrial life of the community.

## Expected Educational Results - A.S. Degree

Graduates of A.S. programs should be able to:

1. Demonstrate knowledge, competencies, and professional behaviors essential to entering a specific career field or upgrading their occupational skills.
2. Speak and write in a logical and intelligible manner.
3. Apply the computational skills appropriate to their chosen occupation.
4. Demonstrate reading and comprehension skills necessary for productive and effective performance in their chosen career field.
5. Recognize the importance of maintaining physical wellness.
6. Demonstrate sensitivity to the physical, psychological, or social natures of man.
7. Recognize the need for life-long learning and for professional growth within their field.
8. Apply for certification or licensure examinations, as appropriate.

## General Information

The Associate in Science Degree offers programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree.

When students decide to follow an Associate in Science Degree program, they are not preparing themselves for transfer to a state university. If they decide to attend a university, they may be required to do additional work at the freshman or sophomore level in order to earn enough credit hours to transfer to junior level status.

The Associate of Science Degree program provides courses in two basic areas. One area contains specialized courses for the program. The second area includes at least 15 credits in General Education courses. General Education courses are designed to help students develop as well-rounded individuals capable of thinking and acting as mature, educated, and enlightened citizens. It is believed that courses in General Education broaden knowledge and will enhance overall employment potential.

**FINAL RESPONSIBILITY FOR MEETING THE REQUIREMENTS FOR GRADUATION FOR AN ASSOCIATE OF SCIENCE DEGREE RESTS WITH THE STUDENT. HE/SHE MUST COMPLETE ALL OF THE COURSES AS SPECIFIED IN THE PROGRAM FOR THE DEGREE AND APPROPRIATE GENERAL EDUCATION REQUIREMENTS**

## General Education Requirements - Associate of Science Degree

General Education Requirements for the Associate of Science Degree as specified in individual program sheets, must total a minimum of fifteen (15) credit hours that include the following: ENC1101; three (3) credits from the Humanities or Fine Arts; three (3) credits from the Social or Behavioral Sciences; three (3) credits of College Mathematics; and three (3) credits to be designated by individual programs. In addition to General Education, a three (3) credit hour elective outside a student's major area of concentration and a two (2) credit hour HPRD wellness course are also required.

**Area 1. Communications ..... 3 Credits**  
ENC1101

**Area 2. Humanities/Fine Arts ..... 3 Credits**  
Select one course from any of the Following: Art, Creative Writing, Humanities, Literature, Modern Foreign Language, Music, Philosophy, Religion, Speech, and Theatre.

**Area 3. Social/Behavioral Sciences ..... 3 Credits**  
Select one course from any of the following: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.

**Area 4. Mathematics ..... 3 Credits**  
Select one course from any of the following: MTB1321, MTB1322, MTB1310, MAT1034, or any Mathematics course beginning with the prefix MAC, MAP, MAS, MGF, or STA.

**Area 5. Additional Requirements ..... 3 Credits**  
Any General Education course, designated by individual programs, that is not in the student's major area of concentration.

**Area 6. Elective .....3 Credits**

Any college level course outside a student's major area of concentration. A College Preparatory, Physical Education Activity courses shall not be included.

**Area 7. HPRD Wellness Course .....2 Credits**

Select one course from any of the following:  
HLP1081, PEM1116, PEM1131, PEM1141,  
PEM1146, or PEN1171

## **Associate in Science Degree Programs**

Program Sheets recommending courses for specific majors and programs are available in the Counseling and Advisement Offices on Central, North, South, Health Sciences and the Downtown Center campuses, in the following areas:

Accounting Technology  
Architectural Design & Construction Technology  
Automotive Service Management Technology  
Aviation Maintenance Management  
Aviation Administration  
Building Construction Technology  
Business Administration and Management -  
    General Business  
Business Administration and Management -  
    Management  
Child Development and Education Program  
Civil Engineering Technology  
Computer Engineering Technology  
Computer Programming and Analysis - Business  
    Programming  
Computer Programming and Analysis -  
    Engineering and Scientific Programming

Court Reporting Technology  
Criminal Justice Technology  
Dental Hygiene  
Diagnostic Medical Sonography Technology  
Electronics Engineering Technology  
Emergency Medical Services Technology (EMS)  
Financial Services  
Fire Science Technology  
Health Information Management  
Health Services Management  
Hospitality Management  
Interior Design Technology  
International Business Management  
Landscape Technology  
Legal Assisting  
Marketing Management  
Medical Laboratory Technology  
Nursing (Associate Degree) R.N.  
LPN/RN Transition  
Office Systems Technology - Legal Secretarial  
    Technology  
Office Systems Technology - Medical Secretarial  
    Technology  
Office Systems Technology - Office Management  
    Technology  
Office Systems Technology - Word Processing  
    Technology  
Pest Control Technology  
Physical Therapist Assisting  
Professional Pilot Technology  
Radiation Therapy Technology  
Radiography  
Radiography - Special Program for Degree  
Respiratory Care Technology  
Restaurant Management  
Travel Industry Management



# Certificate Programs

## Mission Statement - Certificates

The certificate is awarded upon satisfactory completion of a prescribed program of college-level courses designed to prepare students for initial entry into an occupation or for advancement within their current occupations. Certificate programs provide students with the opportunity to develop the technical competencies necessary to be participating and productive members of the business, professional, governmental, or industrial life of the community.

## Expected Educational Results - Certificates

Graduates of certificate programs should be able to:

1. Demonstrate knowledge, competencies, and professional behaviors essential to entering a specific career field or upgrading their occupations skills.
2. Recognize the need for life-long learning and for professional growth within their field.
3. Apply for certification or licensure examinations, as appropriate.

## Certificate Programs - Specialized Areas

Program Sheets recommending courses for specific majors and programs are available in the Counseling and Advisement Offices on Central, North, South, Health Sciences, and the Downtown Center campuses, in the following areas:

Accounting Applications - General Accounting  
Accounting Applications - Tax Accounting  
Business Data Processing  
Dental Assisting  
Diagnostic Medical Sonography Specialist  
Emergency Medical Technician-EMT  
Medical Assisting  
Office Systems Specialist - Administrative Specialist  
Office Systems Specialist - Office Specialist  
Paramedic  
Promotion Management - General Marketing  
Promotion Management - International Marketing  
Radiation Therapy Specialist

# DIVISION OF CONTINUING EDUCATION/ECONOMIC DEVELOPMENT

Continuing Education/Economic Development is a vital part of the total program at Broward Community College. The division emphasizes the community - its needs, its desires, its people. With a director located at each campus (North, Central, South and Health Sciences) the Division of Continuing Education/Economic Development extends the College into the community through credit and noncredit offerings and programs reaching beyond the traditional limits of the College.

Continuing Education/Economic Development Programs are designed to:

- \*Provide opportunities for individuals wanting to upgrade their present skills or to explore new occupational fields.
- \*Provide cultural and community enrichment studies for groups and individuals seeking to enhance their quality of life.
- \*Provide personal enrichment and recreation for individuals wishing to explore new activities for personal growth and enjoyment.
- \*Provide quality resources for industry, government, and professional groups desiring to supplement their own training and development programs.

Programs are offered as Short Courses, Seminars, Forums, Workshops, and Institutes. The structure of a program is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Programs are offered at various locations for your convenience. They are held on the Broward Community College campuses or may

be brought to condominiums, clubhouses, civic centers, libraries, or where the target group has an available facility. Courses are also conducted at business, industry, or government facilities.

Continuing Education/Economic Development Programs are offered on a credit or noncredit basis. Registration procedures are simplified to meet group or individual needs. Instructors are highly qualified professional men and women from the Broward Community College faculty and other educators with outstanding background and experience in their fields. Fees are in keeping with the community college concept of providing quality instruction at minimal cost.

For further information and assistance, please call 492-4004.

## TEACHER CERTIFICATION PROGRAM

Broward Community College, in collaboration with Florida International University, will offer tuition free, credit mathematics and science courses to all Broward County teachers, meeting the needs specified by the county's Supervisors for Curriculum in Mathematics and Science. Broward Community College and Florida International University have created a Mathematics Certification Package for teachers. The certification package allows teachers to take content area courses in mathematics at Broward Community College and graduate level courses that can be applied towards a Master's degree in Mathematics Education from Florida International University.

For further information please call 973-2270

# CENTER FOR HEALTH SCIENCE EDUCATION

Department Name	Prefix
Continuing Education	NSP, CAE, CEA
Dental Assisting	DEA, DES
Dental Hygiene	DEH
Emergency Medical Services	EMS
Health Information Management	MRE
Health Services Management	HSA
Medical Assisting	MEA, HSC
Medical Laboratory Technology	MLS
Nursing Associate Degree	
RN Program	NUR
Physical Therapist Assistant	PHT
Radiation Therapy Technology	RAT
Radiography (X-ray)	RTE
Diagnostic Medical Sonography (Ultrasound)	SON
Respiratory Care	RET

## Center for Health Science Education Programs

The Center for Health Science Education has two major academic divisions: Programs for Initial Professional Preparation and Programs for Post-Professional Development. Programs which prepare students for entry into specific health professions include: Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography (Ultrasound), Emergency Medical Technician, Health Information Management, Health Services Management, Medical Assisting, Medical Laboratory Technology, Nursing (Associate Degree) RN Program, Paramedic, Physical Therapist Assistant Technology, Radiation Therapy Technology, Radiography (X-ray), and Respiratory Care.

Programs for post-professional development are those which enroll credentialed health professionals whose goals are to increase their knowledge and skills in various health related topics and courses. All courses/programs are offered by the Department of Continuing Education for Health Related Professionals.

## General Admission Requirements and Procedures:

1. Students must fulfill general admission requirements to the College.
2. Students must fulfill specific Health Science Departmental requirements and complete a Health Science Admissions Application for desired Health Science Program(s). Separate application must be made to each program. Applications may be obtained by calling 475-6770. **Applications must be accompanied with a \$15.00, non-refundable Health Science application fee. Checks are to be made payable to Broward Community College.**

3. Transcripts for previous college work (including Broward Community College) should be sent to the appropriate department. Students should see their academic advisors to determine transferability of credits and additional coursework needed.
4. Students must have a minimum grade point average of 2.0 for all college/school work attempted unless waived by the department. All students seeking admission into a Health Science degree program shall have satisfactorily completed all College Preparatory courses; CHM1033, Chemistry for Health Sciences; BSC1085, Anatomy and Physiology I; BSC1085L, Anatomy and Physiology Lab I; and MAT1034 or MTB1310, Intermediate Algebra or Applied Mathematics, prior to submitting an application. This policy does not apply to students seeking a Certificate of Achievement.
5. To comply with FAC6A-10.040, the College will assess basic skill levels for students entering vocational credit and certificate programs. The College will accept previous ASSET, ACT, the Test of Adult Basic Education (TABE) or SAT scores provided that the scores are no more than three years old. Students who fall below the minimum basic skill levels will be offered remediation in the Learning Laboratory. After remediation, the students will be given another opportunity to pass the Test of Adult Basic Education (TABE). Students who do not reach the required test level will not be issued a certificate. For additional information, students should contact an advisor.
6. Students are selected into programs based on established criteria for each program in accordance with Equal Access/Equal Opportunity standards and date of completed application received by the specific departments.
7. The number of students selected is limited and varies with the availability of clinical facilities, state licensing regulations, and other related criteria.
8. Students are notified in writing of acceptance or provisional acceptance. Some students may be notified by telephone due to students who have withdrawn their application. **A student may not postpone entry into the program. A student who fails to begin the program when notified must re-apply. Applications will not be held for a later admission date.**
9. Students who require special accommodations should contact the Department of Disability Services on any BCC campus.
10. It is strongly recommended that students enroll in College Success Skills, SLS1501, prior to entering a Health Science Program.



## Center for Health Science Education Policies

### *Substance Abuse Policy Statement:*

A student who is unable to perform clinical activities as assigned with reasonable skill and safety to patients by reason of illness, or use of alcohol, drugs, narcotics, chemicals, or any other type material, or as a result of any mental or physical condition, shall be required to submit to a mental or physical examination. The physician or health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be borne by the student. Failure to submit to such an examination may result in dismissal from the program.

### *Registration/Audit:*

A student must be registered in the course to attend class. No student may audit any Health Science course without the permission of the appropriate Health Science Department Head.

### *Withdrawal/Failure:*

Any Health Science student who fails or withdraws from a Health Science program during his/her first semester shall re-apply to the program. Re-admission will be based on the same criteria and procedures as an initial application. Additional requirements may be applied to students who have previously failed. If a student fails a Health Science course or fails to maintain the appropriate GPA after the first semester, he/she shall meet the re-admission policy and procedures of the department. The student may have to wait for the availability of space.

### *Transfer:*

Students who wish to transfer Health Science credits from another college should contact the appropriate department for a copy of the procedures and policies. No student can obtain a Health Science A.S. Degree unless they have completed 24 credit hours at Broward Community College including the final 12 credits in the appropriate major.

### *Attendance:*

Each instructor determines the attendance policy for each class, and communicates this policy to all students attending class. It is the student's responsibility to attend class. Clinical attendance is mandatory. It is the student's responsibility to contact the instructor or clinical area in case of an emergency or illness.

### *Cheating:*

If a student is discovered cheating, the student may be expelled or suspended from the program. In submitting written work during any course, the student should be aware of the policy on plagiarism adopted by the Health Science faculty.

### *Transportation:*

Students must have reliable transportation to and from Broward Community College and to and from the assigned clinical facility. No transportation is provided by the College or clinical facility. The student assumes all risks and responsibilities for travel to and from clinical sites and field trips.

### *Complaint/Grievance Procedure:*

A formal process for resolving complaints/grievances has been established by the College. A copy of the Grievance Procedure may be obtained from the office of the Department Head or Executive Director of the Center for Health Science Education.

### *Uniforms:*

Uniforms that meet the approval of the appropriate Health Science Department must be furnished by the students. Information regarding their purchase is given to each applicant following admission to a program. Failure to adhere to the appropriate dress code will result in dismissal from the clinic.

### *Liability Insurance:*

All Health Science students are required to carry professional liability insurance each term that they are in a clinical setting. The fee is non-refundable and due at the time of registration.

### *Accident and Personal Health Insurance:*

It is recommended that all students in Health Science Programs carry accident insurance and personal health insurance due to the inherent risk of exposure to disease. The College does not assume responsibility for accidents/incidents which occur in clinicals. The student assumes financial responsibility for accidents/incidents requiring medical attention.

### *Health Examination:*

A complete physical health form must be submitted upon notification of acceptance. Final acceptance into the program will be contingent upon the results of the medical form.

As a student performing in clinical facilities, you may be exposed to environmental hazards and infectious diseases (AIDS). Broward Community College recommends that all Health Science students obtain the Hepatitis B vaccine prior to their admission to a Health Science program.

### *Continuation in Program:*

Continuation in Health Science Programs is dependent upon maintaining the course grades and GPA as specified by each department. The departments also reserve the right to discontinue a student's enrollment at any time during the program, if in its judgment, the student does not possess the qualifications necessary for the selected Health Science career or demonstrates behavior deemed to be potentially detrimental to a patient's safety and well being.

### *Re-admission:*

Each Health Science Department has established specific re-admission policies. The student who wishes re-admission consideration should check with the appropriate department for specific criteria and procedures.

### *Academic Dismissal:*

Any re-admitted student who had previously failed (less than a "C") shall be permanently dismissed from the program after failing another Health Science course.



### **Graduation Requirements:**

Completion of all courses in the degree program with a grade of "C" or higher.

### **Changing Requirements for Graduation:**

The right is reserved to change any of the rules and regulations of the Health Science Departments at any time, including those related to admission, instruction, and graduation. All such changes are effective at such time as the proper authorities determine, and may apply not only to prospective students, but also to those who already are enrolled in a Health Science Program. All enrolled students will be notified in writing of such changes as they occur.

### **Catalog Requirement:**

It is important that you know the Catalog requirements under which you may graduate. Health Science students have three options:

1. If you have been attending continuously (Term I & II each year), you may graduate under the Catalog year you entered the College or the one in effect at the time of graduation.
2. If you have interrupted your attendance by one or more terms (not including Terms IIIA or IIIB), you must meet the requirement of either the Catalog year you re-enrolled or the one in effect at the time of graduation.
3. Health Science students may also graduate under the Catalog year in which they entered the Health Science Program.

It is very important that you see an Academic Advisor if you are unsure of your Catalog year.

### **Continuing Education For Health Related Professions**

The Continuing Education Program provides educational opportunities for health related professionals who desire to increase their knowledge and skills based on a continuum. The program supports and assists in implementing the philosophy and purpose of the College. This is done primarily through continuing education offerings for health care providers. Target groups include medical office personnel, dental assistants and hygienists, dietitians, licensed registered and practical nurses, medical assistants, medical laboratory personnel, nursing home administrators, radiographers, physical therapists and assistants, respiratory therapists, and psychological services licensees.

Continuing Education for Health Related Professions is an approved provider for the American Association of Medical Assistants, American Dietetic Association, Certification Board for Addiction Professionals, #B-002, Dental Assisting National Board, Inc., Florida State Board of Dentistry, Provider P00020, Clinical Laboratory Personnel HRS Provider #JP0000003, Florida State Board of Nursing Provider 27C0093, Psychological Services Department of Professional

Regulations Provider #CM-090-95, Radiologic Technology HRS Provider #3200006, Nursing Home Administrators, Florida Physical Therapy Association.

Interprofessional collaboration in programming fosters interaction among health care practitioners in order to provide improved quality health care. We support the concept of learning as a continuous process of formal and informal educational learning experiences. Continuing Education is supplemental to formal education and, therefore, most appropriate as short-term, non-credit offerings.

Offerings are available at all campus sites and various off campus facilities. Day, evening and Saturday classes provide opportunity for continuing education. The format for classes includes seminars, workshops, short- and long-term courses and special educational programs. College credit courses, home study, audio and video offerings are also available. Contracted instructional services meet the needs of individual institutions, agencies, or groups.

Noncredit and credit courses are in the publication, Continuing Education For Health Related Professions. Additional flyers announce individual offerings periodically.

For information regarding this program contact Continuing Education for Health Related Professions at 475-6768.

### **Dental Assisting Program**

A career in Dental Assisting has developed into a rewarding and challenging opportunity for men and women of today. A Dental Assistant is a member of a highly qualified health team, working to improve the health of the community. The varied duties and responsibilities of the dental assistant require knowledge of the basic dental sciences, proficiency in office management procedures, and practical experience involving specialized skills.

It is a 10 month full-time day program. Successful completion of this program enables students to receive a Certificate of Achievement and enables the student to take the Dental Assisting National Board and have expanded duties certification.

The Dental Assisting Program is accredited by the Commission on Accreditation of the American Dental Association.

### **Criteria for Admission to the Dental Assisting Program:**

APPLICANTS SHOULD CALL 475-6778 FOR ADDITIONAL INFORMATION.

1. Applicants must fulfill the general requirements for admission to the Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).

2. Tour of the on-campus facility with Dental Assisting Department faculty is required.

## Dental Assisting Certificate of Achievement

### Requirements for the Certificate of Achievement in Dental Assisting: \*\*

Completion of 1104 clock hours and 6 semester hours of credit with a grade point average of 2.0 or better. No grade lower than "C" will be acceptable in any course required for the Dental Assisting Certificate.

	Clock*** Hours
<i>Term I</i>	
*DEA0022 Preclinical .....	64
*DEA0022L Preclinical Laboratory.....	128
*DEA0000 Introduction to Dentistry .....	16
*DES0021 Dental Anatomy and Physiology .....	48
*DES0100 Dental Materials .....	32
*DES0100L Dental Materials Laboratory .....	48
*DEA0300 Preventive Dentistry .....	32
*DES0200 Dental Radiography .....	32
*DES0200L Dental Radiography Laboratory ....	64
*DEA0820 Expanded Functions I .....	48
<b>Total Term Clock Hours .....</b>	<b>512</b>

#### Term II

*DEA0821 Expanded Functions II .....	16
*DEA0821L Expanded Functions II Laboratory .....	48
*DEA0027 Clinical Practices I .....	16
*DEA0027L Clinical Practices I Lab.....	192
*DEA0130 Allied Dental Theory .....	64
*DEA0209 Dental Office Management .....	32
*DES0300 Dental Psychology .....	16
<b>Total Term Clock Hours .....</b>	<b>384</b>
	<b>Semester Hours</b>

SPC1024 Introduction to Speech .....	3
ENC1101 Composition .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

	Clock*** Hours
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#### Term III

*DEA0028 Clinical Practices II .....	16
*DEA0028L Clinical Practices II Lab.....	192
<b>Total Term Clock Hours .....</b>	<b>208</b>
<b>Total Program Clock Hours.....</b>	<b>1104</b>
<b>Total Program Semester Hours.....</b>	<b>6</b>

\*Requires a pre- or co-requisite. See the course description in this catalog.

\*\*Students must be certified in CPR (BCLS-C) prior to beginning the program. CPR courses are taught by the Continuing Education for Health Related Professions Department (475-6768).

\*\*\*Dental Assisting Courses are taught at the postsecondary adult vocational level and therefore, do not carry college credit.

## Dental Hygiene Program

The Dental Assisting/Hygiene Program provides individuals two career options. This career ladder curriculum was designed to offer students employable skills as a dual trained dental auxiliary.

The employment needs of today's dental practice require a person with the flexibility to provide a variety of procedures required in a busy dental practice or public facility.

The Dental Hygienist is involved in the preventive and therapeutic procedures related to the patients oral health. Dental Hygiene students will obtain clinical experience in the on-campus dental clinic and through other community health facilities.

Completion of the A.S. degree in Dental Hygiene qualifies the student to take the Dental Hygiene National Board and the State Board Examination. Upon successful completion of both examinations, the candidate is automatically licensed as a Registered Dental Hygienist (RDH) in the State of Florida.

### Criteria for Admission to the Dental Hygiene Program:

APPLICANTS SHOULD CALL 475-6778 FOR ADDITIONAL INFORMATION

1. Applicants must fulfill the general requirements for admission to the Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Students must have completed all College Preparatory courses.
3. Minimum grade of "C" or higher for all Postsecondary adult vocational and college degree courses with a minimum 2.0 GPA.
4. Applicant must be a graduate within the past 3 years from a Dental Assisting program accredited by the Commission on Accreditation of the American Dental Association.
5. Applicant must have current National Certification as a Dental Assistant (CDA).
6. Applicant must show verification of current CPR (BCLS) Certification.
7. Complete the following prerequisite courses with a grade of "C" or higher:

	Semester Hours
*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*CHM1033 Chemistry for Health Sciences.....	3
*MTB1310 Applied Mathematics or	
*MAT1034 Intermediate Algebra or higher .....	3
<b>Total Semester Hours.....</b>	<b>10</b>

\*Requires a pre- or corequisite. See course description in this catalog.

	Semester Hours
*DEH1602 Periodontology.....	3
*DEH2804 Dental Hygiene III .....	2
*DEH2804L Dental Hygiene III Clinic.....	6
*DEH2806 Dental Hygiene IV .....	2
*DEH2806L Dental Hygiene IV Clinic.....	6
<b>Total Semester Hours .....</b>	<b>39</b>
<b>Total Program Semester Hours .....</b>	<b>87</b>

\*Requires a pre or corequisite. See the course description in this catalog.

#Prerequisite course for entry to the program.

\*\*\* Students who have not completed ENC1101 or SPC1024 in their Dental Assisting Certificate Program shall be required to enroll in these courses while in the Dental Hygiene Program.

## Requirements for the Associate of Science Degree in Dental Hygiene:

1. Completion of 87 semester hours with a grade point average of 2.0 or higher.
2. Completion of all courses in the degree program with a grade of "C" or higher.
3. Completion of an ADA accredited Dental Assistant Program will provide credits in the following courses (a fee will be charged):

DES1021 Dental Anatomy and Physiology.....	3
DES1100 Dental Materials .....	2
DES1100L Dental Materials Lab.....	1
DES1200 Dental Radiography .....	2
DES1200L Dental Radiography Lab .....	1
DEA1300 Preventive Dentistry.....	2
DEA1820 Expanded Functions I .....	3
***ENC1101 Composition .....	3
***SPC1024 Introduction to Speech Communications .....	3
<b>Total Semester Hours.....</b>	<b>20</b>

4. Complete the following general education courses:

PSY2012 General Psychology.....	3
SYG2000 Principles of Sociology .....	3
*BSC1086 Anatomy and Physiology II .....	3
*BSC1086L Anatomy and Physiology II Lab .....	1
Elective .....	3
Humanities Elective (with writing requirement) .....	3
*#MAT1034 Intermediate Algebra OR	
*#MTB1310 Applied Mathematics.....	3
*#CHM1033 Chemistry for Health Sciences.....	3
*#BSC1085 Anatomy and Physiology I .....	3
*#BSC1085L Anatomy and Physiology I Lab .....	1
Elective HPRD Wellness Course .....	2
<b>Total Semester Hours.....</b>	<b>28</b>

5. Complete the following Dental Hygiene Courses:

*DEH1003 Preclinical Dental Hygiene I .....	4
*DEH1003L Preclinical Dental Hygiene I Lab ....	6
*DEH1802 Dental Hygiene II .....	4
*DEH1802L Dental Hygiene II Clinic.....	6

## Diagnostic Medical Sonography (Ultrasound)

The Diagnostic Medical Sonography Program prepares individuals meeting certain qualifications to work with medical practitioners in the management, control and care of patients referred for ultrasound studies.

The Diagnostic Medical Sonography program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography.

Clinical education is done in local clinics and hospitals. On completion of the 20 month program, students will be eligible to write the exams of the American Registry of Diagnostic Medical Sonographers.

## Criteria for Admission to Diagnostic Medical Sonography:

APPLICANTS SHOULD CALL 475-6918 FOR ADDITIONAL INFORMATION.

1. Applicants must fulfill the general requirements for admission to Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Applicant must be a graduate of an accredited two year Radiography Program with preference given to Registered Radiographers OR a minimum of a two year Health Science Degree leading to certification or licensure. A minimum of a 3.0 GPA is required.
3. Candidates for admission who have only a two year Health Science degree must be interviewed by the Program Coordinator.
4. Completion of the following prerequisite courses with a grade of "C" or higher shall be given priority admission to the program:



	Semester Hours
*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*CHM1033 Chemistry for Health Sciences.....	3
*MTB1310 Applied Mathematics or	
*MAT1034 Intermediate Algebra or higher .....	2
<b>Total Semester Hours.....</b>	<b>10</b>

\*Requires a pre or corequisite. See course description in this catalog.

### Requirements for the Associate of Science Degree in Diagnostic Medical Sonography :

1. Completion of 83-86 semester hours with a grade point average of 2.0 or higher. Completion of all courses in the degree program with a grade of "C" or higher.

2. Completion of the following prerequisite courses:

*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*CHM1033 Chemistry for Health Sciences.....	3
*MTB1310 Applied Mathematics or	
MAT1034 Intermediate Algebra or higher .....	3
<b>Total Semester Hours.....</b>	<b>10</b>

\*Requires a pre or corequisite. See course description in this catalog

3. Completion of the following courses (the program is sequential and full time):

### First Year

#### Term I

*SON1211 Medical Sonographic Physics I.....	3
*SON1111 Abdominal Sonography I.....	3
*SON1121 OB/GYN Sonography I.....	3
*SON1214 Practical Aspects of Sonography I .....	3
*SON1804 Clinic Education .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### Term II

*SON1212 Medical Sonographic Physics II.....	3
*SON1112 Abdominal Sonography II .....	3
*SON1122 OB/GYN Sonography II .....	3
*SON1215 Practical Aspects of Sonography II .....	3
*SON1814 Clinical Education .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### Term III

ENC1101 Composition .....	3
*SON1141 Small Parts Sonography .....	3
*SON1824 Clinical Education .....	4
<b>Total Term Semester Hours .....</b>	<b>10</b>

Completion of the above listed courses qualifies the student to write the ARDMS Examinations in OB/GYN, Abdomen, and Physics and Instrumentation.

### Second Year

Semester  
Hours

#### Term I

*SON2400 Echocardiography I .....	3
*SON2161 Neonatal Neurosonology .....	3
*SON2834 Clinical Education.....	3
Elective HPRD Wellness Course .....	2
Elective Humanities Elective (with writing requirement).....	3

OR

*ENC1102 Composition AND Humanities Elective .....	6
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OR

*ENC2210 Technical Report Writing AND Humanities Elective.....	6
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**Total Term Semester Hour.....14-17**

#### Term II

*SON2401 Echocardiography II.....	3
*SON2171 Vascular Sonography .....	3
*BSC1086 Human Anatomy and Physiology II.....	3
*BSC1086L Human Anatomy and Physiology II Lab.....	1
*SON2844 Clinical Education.....	3
<b>Total Term Semester Hours .....</b>	<b>13</b>

#### Term IIIA/B

(1)Elective .....	3
Elective Social/Behavioral Science .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>
<b>Total Program Semester Hours.....</b>	<b>83-86</b>

\*Requires a pre- or co-requisite. See course description in this Catalog.

- (1)Recommend CGS1570C Microcomputer Applications

### Dietetic Technician Program Nutrition Care Services

A Dietetic Technician works under the supervision of a Registered Dietitian. Duties include: assessment of patients, interviews, menu planning, diet instruction for routine modifications and employee training.

The Dietetic Technician Program is offered at Miami Dade Community College and Palm Beach Community College. Students wishing to pursue an Associate of Science degree in this career field should consult these colleges. General Education Requirements may be completed at Broward Community College.

**Requirements for a Dietetic Technician Associate of Science Degree at Miami Dade Community College:**



## Major Course Requirements - 60 Credits Required

	Semester Hours
FSS1115 Food Pur/Menu Design .....	3
FSS1202C Elem Food Prep .....	4
DIE2100 Dietary Dept Operat .....	3
*HUN1201 Essen Nutrition .....	3
*DIE1401 Nutrition Ed/Interv .....	3
*DIE1350 Diet Clinic Pract I .....	6
MAN1342 Training Mths .....	3
*DIE2533 Diet Clinic Pract II .....	6
*DIE2211 Intro Diet Therapy .....	3
*DIE2534 Diet Clinic Pract III .....	6
*DIE2500 Dietetic Seminar .....	1
*DIE2221 App/Diet in Disease .....	3
(1)*CHM1034 Basic Chemistry .....	3
(1)*CHM1034L Basic Chemistry Lab .....	1
(1)*PSY2012 Intro Psychology .....	3
(1)*DEP2000 Human Growth and Dev .....	3
(1)*MTB1103 Business Math .....	3
DIE2128 Diet Manag Op .....	3
(1)*ENC1101 Eng Comp .....	3
HUM1020 Humanities .....	3
ISS1120 Social Environ .....	3
PSC1515 Energy/Nat Envir .....	3
PSY1000 Ind in Trans .....	3
(1)*HLP1081 Hlth Analysis .....	3
<b>Total Program Semester Hours .....</b>	<b>78</b>

\*Requires a pre- or co-requisite. See course description in Miami Dade Community College Catalog.

(1) Courses may be taken at Broward Community College

## Requirements for a Dietetic Technician Associate of Science Degree at Palm Beach Community College

### Dietetic Technician Admissions

Palm Beach Community College, in concert with its Dietetic Technical Advisory Committee, has set forth the following requirements for admission into the program. The program's limited access is based on the number of field work experiences available to the students.

An applicant must complete all three of the following:

- Complete a Palm Beach Community College Dietetic Technician application form and be eligible for acceptance to the College by November 1 of each year.
- Minimum requirements for entrance into regular college courses must be met, or have satisfactorily completed all required college preparatory courses,

OR

if not test scores, have a least a "C" in ENC1101 or an equivalent of PBCC's Freshman Communication 1,

AND

have at least a "C" in MGF1104 or MAT1033 or an equivalent of PBCC's Mathematics for College Students or Intermediate Algebra.

- Have completed HUN1201 Elements of Nutrition, and FSS1210 Basic Food Preparation, or their equivalent, with at least a "C" in each course, or a "C" in each at mid-term (for conditional acceptance, if currently enrolled).

### First Year

	Semester Hours
<i>Term I</i>	
**ENC1101 Composition .....	3
FSS1210 Basic Food Prep .....	3
HUN1201 Elem of Nutrition .....	3
MGF1104 Math for College Students .....	3
**PSY2012 General Psych .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>
<i>Term II</i>	
BSC1010 Principles of Biology .....	3
DIE1412 Dietetic Tech I .....	3
DIE1419 Practicum I .....	3
**SYG1440 Intro Soc Sci .....	3
**Elective Humanities (writing required) .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>
<i>Term III</i>	
HUN1501 Community Nutrition .....	3
**Elective Physical Education .....	1
<b>Total Term Semester Hours .....</b>	<b>4</b>

### Second Year

<i>Term I</i>	
DIE2211 Dietetic Tech II .....	3
DIE2270 Practicum II .....	3
**FSS1221 Food Prod I .....	4
**SPC1600 Fund of Speech .....	3
**Elective Physical Education .....	1
<b>Total Term Semester Hours .....</b>	<b>14</b>
<i>Term II</i>	
CGS1361 Intro to Computers .....	3
DIE2120 Diet Tech III .....	4
DIE2170 Practicum III .....	3
HSC2200 Health Concepts/Strat .....	3
**Elective Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>16</b>
<b>Total Program Semester Hours .....</b>	<b>64</b>
** Courses may be taken at Broward Community College	

## Emergency Medical Services Programs

Broward Community College has developed a three stage program in Emergency Medical Services to meet

the needs of the community. Certificate programs for the EMT and Paramedic are included in the two-year Associate of Science Degree Program. Satisfactory completion of the EMT Certificate Program will enable the student to take the Florida State EMT Examination. Satisfactory completion of the advanced courses in the Paramedic Certificate Program will enable students to take the Florida State Paramedic Examination. Those desiring an Associate of Science Degree may elect to take additional general academic and specialized EMS courses.

This program is accredited by the Joint Review Committee on Education Programs for the EMT-Paramedic.

### Criteria for Admission to Certificate and Degree Programs:

APPLICANTS SHOULD CALL 475-6920 FOR ADDITIONAL INFORMATION.

Applicants to the Emergency Medical Services Programs must fulfill the general requirements for admission to the College and complete the application process for the Emergency Medical Services Department. The selection of students is based upon the students meeting the Health Science Admission Requirements and Procedures and the following additional factors:

1. Freedom from any physical or mental defects or diseases which might impair candidate's ability to perform duties.
2. Freedom from any addiction to alcohol or any controlled substance.
3. Complete Employment History Form.

Enrollment in all EMS courses is limited. Courses may not be audited if State certificate is contemplated, since a grade of "C" or better is required. All admission requirements are based on the eligibility requirements of the State of Florida to take the certification examination.

### Emergency Medical Services Certificate Programs

These programs are designed solely for individuals who desire credentials at the EMT and/or Paramedic level. Individuals seeking admission to the certificate program must contact the Emergency Medical Services Department for permission to register in EMS courses.

### Emergency Medical Technician Certificate Program

#### Criteria for Admission to College Credit EMT Certificate Program:

A priority for admission into the EMT Certificate Program is given to the following individuals who serve in a "first response" capacity:

Fire Department Personnel  
Ambulance Personnel  
Police Personnel  
Lifeguard Personnel  
EMS Personnel

All other interested individuals will be admitted based upon date of application and space availability.

#### Requirements for College Credit Certificate in EMT:

Completion of 11 semester hours with a grade of "C" or higher in all EMS courses listed below.

	Semester Hours
*EMS1119 Emergency Medical Technician, Basic .....	6
*EMS1119L EMS Skills Lab .....	1
*EMS1411 Hospital Clinical .....	2
*EMS1421 Field Clinical .....	2
<b>Total Semester Hours .....</b>	<b>11</b>

\*Requires a pre- or co-requisite. See course description in this catalog.

### Paramedic Certificate Program

#### Criteria for Admission to the College Credit Paramedic Certificate Program:

APPLICANTS SHOULD CALL 475-6920 FOR ADDITIONAL INFORMATION.

1. A priority for admission into the Paramedic Certificate Program is given to individuals who serve in a "first response" capacity, such as Fire Department, Ambulance, and Public Safety personnel. All other interested individuals will be admitted based on date of application and space availability.
2. In addition to meeting the admission requirements for the College, the Center for Health Science Education, and the EMS Department, the student must hold a current EMT Certificate from the State of Florida.

#### Requirements for College Credit Paramedic Certificate Program:

Completion of 29 semester hours with a grade of "C" or higher in all EMS courses listed below:

*EMS2254 Paramedic I Lecture .....	6
*EMS2254L Paramedic I-Skills Lab .....	1
*EMS2444 Paramedic I-Hospital Clinical .....	2
*EMS2454 Paramedic I-Field Clinical .....	3

	Semester Hours
*EMS2255 Paramedic II-Lecture.....	6
*EMS2255L Paramedic II-Skills Lab .....	1
*EMS2445 Paramedic II-Hospital Clinical .....	2
*EMS2455 Paramedic II-Field Clinical .....	3
*EMS2458 Paramedic III-Field Internship .....	5
<b>Total Program Semester Hours.....</b>	<b>29</b>

\*Requires a pre- or co-requisite. See course descriptions in this Catalog.

## Associate of Science in Emergency Medical Services

### Criteria for Admission to the Emergency Medical Services Program:

APPLICANTS SHOULD CALL 475-6920 FOR ADDITIONAL INFORMATION.

1. Admission into the Emergency Medical Services Degree Program requires approval from the EMS Department at Broward Community College.
2. Students must have satisfactorily completed all College Preparatory Courses.
3. A minimum Grade Point Average of 2.0 in all College courses previously attempted.
4. Complete the following courses with a grade of "C" or higher:

*CHM1033 Chemistry for Health Sciences.....	3
*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*MTB1310 Applied Mathematics or	
*MAT1034 Intermediate Algebra.....	3
<b>Total Semester Hours.....</b>	<b>10</b>

\*Requires a pre or corequisite. See course description in this Catalog.

### Requirements for the Associate of Science Degree in Emergency Medical Services are the following:

1. Completion of 78-81 semester hours of credit and a grade point average of 2.0 or higher.
2. Completion of all courses in the degree program with a grade of "C" or higher.
3. The student must complete the following courses to earn an Associate of Science Degree in Emergency Medical Services Technology:

ENC1101 Composition .....	3
Elective Humanities Elective (with Writing Requirement) .....	3

	Semester Hours
*ENC1102 Composition AND Humanities Elective .....	6
<b>OR</b>	
*ENC2210 Technical Report Writing AND Humanities Elective .....	6
#*MTB1310 Applied Mathematics OR	
#*MAT1034 Intermediate Algebra .....	3
PSY2012 General Psychology .....	3
*#CHM1033 Chemistry for Health Sciences .....	3
Elective Social Science Elective .....	3
HSC1531 Medical Terminology .....	3
*#BSC1085 Human Anatomy and Physiology I .....	3
*#BSC1085L Human Anatomy and Physiology I Lab .....	1
*BSC1086 Human Anatomy and Physiology II .....	3
*BSC1086L Human Anatomy and Physiology II Lab .....	1
*APB1600 Pharmacology I .....	2
Elective HPRD Wellness Course .....	2
*EMS1119 Emergency Medical Technician-Lecture .....	6
*EMS1119L Emergency Medical Technician Skills Lab .....	1
*EMS1411 Emergency Medical Technician-Hospital Clinical.....	2
*EMS1421 Emergency Medical Technician Field Clinical.....	2
(1)*EMS2254 Paramedic I-Lecture .....	6
*EMS2254L Paramedic I-Skills Lab .....	1
*EMS2444 Paramedic I-Hospital Clinical .....	2
*EMS2454 Paramedic I-Field Clinical .....	3
*EMS2255 Paramedic II-Lecture .....	6
*EMS2255L Paramedic II-Skills Lab .....	1
*EMS2445 Paramedic II-Hospital Clinical.....	2
*EMS2455 Paramedic II-Field Clinical.....	3
*EMS2458 Paramedic III-Field Internship.....	5
*EMS2311 Leadership Practicum .....	2
(2)Elective EMS Elective .....	3
<b>Total Program Semester Hours.....</b>	<b>78-81</b>

\*Requires a pre- or co-requisite. See course description in this catalog.

(1)Prerequisite: Florida State EMT I certification

(2)EMS Electives:

- \*EMS2331 Emergency Care in Flight
- \*EMS2513 Crisis Intervention
- \*EMS2514 Emergency Medical Technician Assessment
- \*EMS2515 Emergency Care of Children

#Prerequisite course for entry to the program.

## Health Information Management

The two-year program of study prepares the student for employment as a health information technician (HIT) in a variety of settings. Responsibilities include coding of diagnoses and procedures; processing of records



after the patient is discharged; storage and retrieval of health information and statistical reporting. Medical-legal aspects, quality assurance, and supervision of daily activities of the department comprise other functions. Directed practice is conducted in local health care facilities under the supervision of qualified professional personnel.

The program accepts transfer credit from Atlantic and Sheridan Vocational Technical Centers for students successfully completing the full time Medical Record Transcription program. At program entrance, confer with Coordinator.

The program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA) with the Council on Education of the American Health Information Management Association (AHIMA). Graduates are eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (ART).

### Criteria for Admission into the Health Information Management Program:

APPLICANTS SHOULD CALL 475-6786 FOR ADDITIONAL INFORMATION.

1. Applicant must fulfill the general requirements for admission to the Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Students must have satisfactorily completed all College Preparatory courses.
3. An occupational information interview with the Health Information Management Program Coordinator is required.
4. A minimum grade point average of 2.0 in college courses previously attempted.
5. Complete the following courses with a grade of "C" or higher:

	Semester Hours
*CHM1033 Chemistry for Health Sciences.....	3
*BSC1085 Anatomy and Physiology I.....	3
*BSC1085L Anatomy and Physiology I Lab.....	1
*MAT1034 Intermediate Algebra OR	
*MTB1310 Applied Math.....	3
<b>Total Semester Hours.....</b>	<b>10</b>

Students who have not completed the prerequisites, but seek early admission to the program, must obtain departmental approval.

### Requirements for the Associate of Science Degree in Health Information Management:

1. Completion of 69 semester hours of credit and a grade point average of 2.0 or higher.
2. Completion of all courses in the degree program with a grade of "C" or higher.

#### First Year

	Semester Hours
<i>Term I</i>	
*MAT1034 Intermediate Algebra or	
*MTB1310 Applied Mathematics.....	3
*CHM1033 Chemistry for Health Science.....	3
*BSC1085 Human Anatomy & Physiology I.....	3
*BSC1085L Human Anatomy & Physiology I Lab.....	1
HSA2111 Health Care Facilities and Trends.....	3
HSC1531 Medical Terminology.....	3
<b>Total Semester Hours.....</b>	<b>16</b>

#### Term II

(1) Elective	Computer Applications.....	3
MRE1000	Health Information Management I.....	2
Elective	Humanities.....	3
*BSC1086	Human Anatomy & Physiology II.....	3
*BSC1086L	Human Anatomy & Physiology II Lab.....	1
*HSC1532	Clinical Terminology.....	2
<b>Total Semester Hours.....</b>		<b>15</b>

#### Term IIIA

*MRE1202	Coding: Basic ICD-9-CM.....	2
ENC1101	English Composition.....	2
<b>Total Semester Hours.....</b>		<b>5</b>

#### Second Year

##### Term I

*MRE1110	Health Information Management II.....	3
*MRE1110L	Health Information Management Lab II.....	1
*MRE1800L	Directed Practice: Basic.....	2
*MRE2202	Coding: Advanced ICD-9-CM.....	3
*ENC2210	Professional and Technical Writing.....	3
*MRE2510	Quality Assurance and Management.....	2
*MRE2510L	Quality Assurance and Management Lab.....	1
<b>Total Semester Hours.....</b>		<b>15</b>

##### Term II

*MRE2201	Health Information Management III.....	3
*MRE2201L	Health Information Management III Lab.....	1
*MRE1203	Coding: CPT-4/HCPCS.....	2
*MRE2820L	Directed Practice: Advanced.....	2
MRE2012	Health Record Law.....	2
Elective	Social Science.....	3
<b>Total Semester Hours.....</b>		<b>13</b>



### Term IIIA

*MRE2400	Health Information Management IV .....	3
Elective	HPRD Wellness Course .....	2
Total Term Semester Hours .....		5
Total Program Semester Hours .....		69

\* Requires a pre- or co-requisite. See course description in this catalog.

(1)CGS1570C Microcomputer Applications is highly recommended.

## Health Services Management Program

The Health Services Management Associate Degree Program is designed for health care personnel who have completed an accredited certificate or degree program in a health science area and are interested in administration/management or currently hold such a position.

Health care administrators plan, organize, and coordinate the delivery of health care at hospitals, nursing homes, public health agencies, outpatient clinics, medical and dental offices, and other health facilities. The curriculum was designed to provide the student with basic management skills allowing students to select courses most suitable to their career goals or work environment. Each student will complete one administrative practicum in an appropriate health care facility.

Students who have completed a postsecondary adult vocational certificate or college level certificate from an accredited program (i.e., CAHEA, PTA, ADA, NLN) may receive up to 24 credits towards their A.S. Degree. Credits are awarded based upon length of program, years of experience in the field, and currency of work experience.

### Criteria For Admission to Health Services Management Program

APPLICANTS SHOULD CALL 475-6904 FOR ADDITIONAL INFORMATION.

1. Applicants must fulfill the general requirements for admission to Health Science Programs (See Center for Health Science Education Programs, Admission Criteria and Procedures.).
2. Student must have satisfactorily completed all College Preparatory courses.
3. Student must have completed a postsecondary adult vocation or college certificate in an Allied Health area from an accredited program.

### Requirements for the Associate of Science Degree in Health Services Management

#### Semester Hours

1. Completion of 71 semester hours of credit with a grade point average of 2.0 or higher.

2. Completion of all courses in the degree program, with a grade of "C" or higher.

#### Semester Hours

**\*\*HSC1949** Health Services Work Experience ...24

### Required Courses

HSA2111	Health Care Facilities and Delivery System .....	3
ACG2001	Principles of Accounting .....	3
MAN2021	Introduction Management .....	3
MAN2345	Principles of Supervision .....	3
ENC1101	Composition .....	3
*ENC2210	Professional and Technical Report Writing .....	3
HSC1531	Medical Terminology .....	3
*MTB1310	Applied Mathematics or	
*MTB1034	Intermediate Algebra .....	3
APB1150	General Biology .....	3
CAE0321	Quality Management in Health Care .....	0
*HSA2810L	Practicum in Health Facility Administration .....	6
Total Semester Hours .....		33

### Elective Courses:

Computer Applications .....	3
Elective .....	3
Social Science Elective .....	3
Speech .....	3
HPRD Wellness Course .....	2
Total Semester Hours .....	14
Total Program Semester Hours .....	71

\*Requires a pre or co-requisite. See course description in this Catalog.

\*\*Student must have PSAV certificate from an accredited program. Credits are awarded based upon length of program and/or years of experience in field.

## Medical Assisting Program

The Medical Assisting Program is a 10 month post-secondary adult vocational certificate program.

The role of the Medical Assistant within the physician's office is becoming more varied, demanding, and complex. Duties and responsibilities may encompass those skills of administrator, clinician, or technician. In many instances, the Medical Assistant functions in all three areas while being a public relations specialist.

The Medical Assisting Certificate Program is AMA/CAHEA/AAMA accredited. Graduates are

eligible to take the National Certification Examination for Medical Assistants upon graduation.

The placement of students into externships in physicians' offices offers maximum flexibility and has been especially designed to meet the individual needs of the student, thus allowing for the development of specific skills within a chosen interest or specialty area. Students enrolled in externships will be required to spend a total of 400 hours.

### Criteria for Admission into Medical Assisting Program:

APPLICANTS SHOULD CALL 475-6906 FOR ADDITIONAL INFORMATION.

1. Applicants must fulfill the general requirements for admission to Health Science Programs (See Center for Health Science Education Programs, Admission Criteria and Procedures.).
2. Applicants must submit an original copy of a typing test verifying a 35 WPM proficiency. This should be signed and dated by the professor administering the test.

a. Applicants without signed typing tests should go to the Office Careers Department (South Campus) and make arrangements to take this test in the Typing Lab.

b. Applicants meeting all admission criteria except their typing skill may receive a preliminary acceptance until proof of their typing skill is on file with the Medical Assisting Department.

### Medical Assisting Certificate of Achievement

#### Requirements for the Certificate of Achievement in Medical Assisting:

1. Completion of 816 clock hours, 9 College semester hours and a grade point average of 2.0 or higher. No grade lower than "C" will be acceptable in ALL courses required for the Medical Assisting Certificate.

	Clock** Hours
<i>Term I<sup>(1)</sup></i>	
*MEA0002 Introduction to Medical Assisting .....	16
*MEA0258 Radiology for Medical Assistants I .....	48
*MEA0242 Pharmacology.....	32
*MEA0204 Clinical Procedures .....	48
*MEA0204L Clinical Procedures Lab .....	48
*MEA0382 Medical Law and Ethics .....	32
(2) CPR .....	0
<b>Total Term Clock Hours .....</b>	<b>224</b>

Semester  
Hours

HSC1531 Medical Terminology .....	3
MEA1253 Anatomy and Physiology .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

Clock\*\*  
Hours

#### Term II

*MEA0302 Administrative Office Procedures .....	32
*MEA0259 Radiology for Medical Assisting II .....	32
*MEA0259L Radiology for Medical Assisting II Lab .....	32
*MEA0800 Externship .....	200
*MEA0255 Medical Office Lab Procedures I .....	16
*MEA0255L Medical Office Lab Procedures I Lab .....	32
*MEA0256 Medical Office Lab Procedures II .....	16
*MEA0256L Medical Office Lab Procedures II Lab .....	32
<b>Total Term Clock Hours.....</b>	<b>392</b>

Clock\*\*  
Hours

#### Term III

*MEA0832 Advanced Externship.....	200
<b>Total Term Clock Hours.....</b>	<b>200</b>

Semester  
Hours

CGS1570 Microcomputer Applications.....	3
<b>Total Term Semester Hours .....</b>	<b>3</b>
<b>Total Program Clock Hours.....</b>	<b>816</b>
<b>Total Program Semester Hours .....</b>	<b>9</b>

\*Requires a pre- or co-requisite. See course description in this catalog.

\*\*Medical Assisting Courses are taught at the post-secondary adult vocational level and therefore do not carry College credit.

(1) Students must submit proof of typing 45 WPM to the Medical Assisting Department before the end of Term I. Failure to provide this documentation will prevent the student from continuing in the program.

(2) CPR and First Aid will be taught by the Continuing Education for Health Related Professions Department.

### Medical Laboratory Technology Program

The Medical Laboratory Technology Associate Degree Program (MLT-AD) was developed specifically to enable the Medical Laboratory Technician-Certificate (MLT-C) graduates to continue their education and

qualify for higher level positions in the clinical laboratory field. MLT-AD graduates will be able to work with less direct supervision and perform more difficult procedures than would be expected of the MLT-C. They will be eligible to take a national certifying examination for Medical Laboratory Technician and the Florida State Licensure Examination for Clinical Laboratory Technologist.

### Criteria for Admission to the Medical Laboratory Technology Program:

The Broward Community College Medical Laboratory Technology Program is affiliated with Sheridan Vocational Center. Applicants who are not recent graduates of the Sheridan program (within 5 years) or graduates of medical laboratory programs not accredited by CAHEA (NAACLS) should contact Sheridan Vocational Center to verify that skills and knowledge are appropriate and current.

**APPLICANTS SHOULD CALL 475-6784 FOR ADDITIONAL INFORMATION**

1. Applicants must fulfill general admission to the Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Students must have successfully completed all College Preparatory courses.
3. Upon acceptance into the program, MLT-C graduates may have 40 semester hour credits for MLS1010C, MLS1021C, MLS1210C, MLS1520C, MLS2605, MLS2605L, MLS2610, MLS2610L, MLS2360, MLS2360L, MLS2402, and MLS2402L awarded (fee \$40.00). Students may select one of two curriculum tracks toward the Associate Degree. Track I is designed essentially for students not interested in transferring to a university for further study. Track II has more university parallel credits for students who plan to eventually earn a Baccalaureate Degree in Medical Technology or a related science. Track II contains 36 university parallel semester credits.

Students who are not interested in acquiring career entry skills prior to earning a Baccalaureate Degree in Medical Technology may take the Pre-Medical Technology (A.A. Degree) program (see Counseling Program Sheet). The A.A. Degree does not require the first year in the MLT-C program.

### Requirements for the Associate of Science Degree in Medical Laboratory Technology:

1. Completion of 68-76 (Track I or II) semester hours of credit with a grade point average of 2.0 or higher and a grade of "C" or higher in all degree courses.
2. Completion of the following courses at Sheridan Vocational Center or equivalent CAHEA accredited institution:

	Semester Hours
MLS1010C Medical Laboratory Technology I .....	10
MLS1210C Medical Laboratory Technology II .....	10
MLS1520C Medical Laboratory Technology III .....	5
MLS1021 Medical Laboratory Technology IV .....	5
*MLS2605 Medical Laboratory Instrumentation .....	2
*MLS2605L Medical Laboratory Instrumentation Laboratory .....	2
*MLS2610 Clinical Chemistry .....	1
*MLS2610L Clinical Chemistry Laboratory .....	1
*MLS2402 Clinical Microbiology .....	1
*MLS2402L Clinical Microbiology Laboratory .....	1
*MLS2360 Clinical Hematology .....	1
*MLS2360L Clinical Hematology Laboratory .....	1
<b>Total Semester Hours .....</b>	<b>40</b>

3. Completion of the following courses in General Education:

ENC1101 Composition .....	3
Elective Social Science Elective (with Writing Requirements) .....	3
Elective Humanities Elective .....	3
Elective General Elective Area 6 .....	3
Elective HPRD Wellness Course .....	2
<b>Total Semester Hours .....</b>	<b>14</b>

Students may elect one of the following tracks to complete their requirements for the A.S. Degree (See preceding "Medical Laboratory Program" section for explanation of tracks):

#### Track I

*CHM1033 Chemistry for Health Sciences .....	3
*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*BSC1086 Human Anatomy and Physiology II .....	3
*BSC1086L Human Anatomy and Physiology II Lab .....	1
*MAC1102 College Algebra .....	3
<b>Total Semester Hours .....</b>	<b>14</b>

#### Track II (70 Semester Hours)

(1)*CHM1045 General Chemistry I .....	3
*CHM1045L General Chemistry I Lab .....	1
*CHM1046 General Chemistry II .....	3
*CHM1046L General Chemistry II Lab .....	1
BSC1005 General Biology .....	3



	Semester Hours
BSC1005L General Biology Lab .....	1
*ZOO2010 General Zoology .....	3
*ZOO2010L General Zoology Lab .....	1
(2)*MAC1102 College Algebra and	
*MAC1132 Pre-Calculus I.....	6
OR	
*MAC1132 Pre-Calculus Mathematics I and	
MAC1133 Pre-Calculus Mathematics II .....	6
Total Semester Hours .....	22
Total Program Semester Hours.....	68-76
*Requires a pre- or co-requisite. See course description in this catalog.	
(1)General Chemistry is offered as either a two-semester sequence (CHM1045-1046) or as a three-semester sequence (CHM1040-1041-1046E). Placement is determined by a Placement Exam.	
(2)Six hours of math courses are required for Track II. All students must take either MAC1102 and/or MAC1132 and MAC1133.	

## Nursing (Associate Degree) R.N. Program

The Associate Degree Program in Nursing is designed to prepare men and women for a career as registered nurses. The program recognizes as its purpose the education of persons to provide competent nursing care at the technical level and to contribute to the promotion of health in the community.

The Nursing Program is approved by the Florida State Board of Nursing, accredited by the National League for Nursing, and holds membership in the Associate Degree Council of the National League for Nursing.

The Department of Nursing Technology offers an Associate of Science Degree in Nursing to both Licensed Practical Nurses (LPN) and those who have no previous nursing education. The LPN/RN Transition Track recognizes the LPN's nursing knowledge and skills. This is designed for the LPN who feels qualified to participate in an accelerated track. The Generic Track is for the applicant who has no previous nursing education or the LPN who does not wish to enroll in an accelerated track.

The program combines studies in general education and nursing education at the College with selected clinical experiences in hospitals and other community facilities. Nursing courses require students to spend 20 to 36 hours per week in the classroom and clinical settings.

Students are scheduled for both day and evening clinicals throughout the program. It is expected that students will have made arrangements to meet these hours.

Graduates will receive an Associate of Science Degree in Nursing which meets the academic requirements for eligibility to write the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse.

**STUDENTS IN THE NURSING PROGRAM WHO HAVE BEEN CONVICTED OF A FELONY CHARGE MAY BE DENIED LICENSURE OR HAVE A STIPULATION PLACED ON THEIR LICENSE BY THE FLORIDA STATE BOARD OF NURSING. CLARIFICATION ON THIS ISSUE IS THE RESPONSIBILITY OF THE STUDENT. INQUIRIES SHOULD BE DIRECTED TO THE FLORIDA STATE BOARD OF NURSING.**

**ANY STUDENT, INCLUDING THE RE-ADMITTED STUDENT, WHO FAILS FOUR (4) OR MORE NURSING CREDITS SHALL BE DISMISSED FROM THE NURSING PROGRAM.**

## Criteria for Admission to the Nursing R.N. Program:

APPLICANTS SHOULD CALL 475-6851, 973-2350, OR 963-8850 FOR FURTHER INFORMATION

1. Applicants must complete general requirements for admission to Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Students must have satisfactorily completed all College Preparatory courses.
3. Complete the following courses with a grade of "C" or higher:

	Semester Hours
*CHM1033 Chemistry for Health Sciences .....	3
*BSC10851 Human Anatomy and Physiology I .....	3
*BSC10851L Human Anatomy and Physiology I Lab .....	1
*MAT1034 Intermediate Algebra OR	
*MTB1310 Applied Mathematics .....	3
Total Semester Hours .....	10

- \*Requires a pre or co-requisite. See course description in this catalog.
3. Cumulative grade point average of 2.0 or higher for all College courses attempted.
  4. LPN/RN Transition Track students need a current Florida LPN License.
  5. Admission into the Nursing Program is provisionally based upon acceptance of the approved health evaluation record. This health evaluation record must be submitted no later than the orientation day for nursing students.



## Requirements for the Nursing (Associate of Science Degree) R.N. Program:

Semester  
Hours

1. Completion of 80-83 semester hours of credit and a cumulative grade point average of 2.0 or higher. A grade of "C" or higher for all degree required courses.

2. Completion of the following courses in General Education:

	Semester Hours
ENC1101 Composition .....	3
Elective Humanities Elective (with Writing Requirement) .....	3
	OR
*ENC1102 Composition AND Humanities Elective .....	6
	OR
*ENC2210 Technical Report Writing AND Humanities Elective .....	6
Elective Social/Behavioral Sciences .....	3
DEP2004 Human Development or .....	3
*DEP2102 Child Psychology .....	3
*MAT1034 Intermediate Algebra or .....	3
*MTB1310 Applied Mathematics .....	3
Elective HPRD Wellness Course .....	2
<b>Total Semester Hours .....</b>	<b>17-20</b>

3. Completion of the following courses in related areas:

*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*BSC1086 Human Anatomy and Physiology II .....	3
*BSC1086L Human Anatomy and Physiology II Lab .....	1
*CHM1033 Chemistry for Health Sciences .....	3
APB1600 Pharmacology I .....	2
*MCB2013 Microbiology .....	3
*MCB2013L Microbiology Lab .....	2
<b>Total Semester Hours .....</b>	<b>18</b>

4. Completion of courses in major field of Nursing:

*NUR1524L Nursing Care of the Psychiatric Patient Clinical Lab .....	2
*NUR1730 Pediatric Nursing & Common Elements of Nursing Care .....	3
*NUR1730L Pediatric Nursing & Common Elements of Nursing Care Clinical Lab .....	2
*NUR2221 Health Alterations II .....	3
*NUR2211L Health Alterations II Clinical Lab .....	2
*NUR2222 Health Alterations III .....	3
*NUR2222L Health Alterations III Clinical Lab .....	2
*NUR2223 Trends, Practices and Roles .....	3
*NUR2223L Trends, Practices and Roles Clinical Lab .....	2
<b>Total Semester Hours .....</b>	<b>45</b>
<b>Total Program Semester Hours .....</b>	<b>80-83</b>

## LPN/RN TRANSITION TRACK.

**NUR1021 Nursing Process .....	6
**NUR1021L Nursing Process Clinical Lab .....	4
**NUR1220 Health Alterations I .....	3
*NUR2001 Nursing Transition I .....	9
*NUR2001L Nursing Transition I Clinical Lab .....	3
*NUR2412 Nursing Transition II .....	9
*NUR2412L Nursing Transition II Clinical Lab .....	3
*NUR2203 Nursing Transition III .....	4
*NUR2203L Nursing Transition III Clinical Lab .....	1
*NUR2801 Nursing Transition IV .....	2
*NUR2801L Nursing Transition IV Clinical Lab .....	1
<b>Total Semester Hours .....</b>	<b>45</b>
<b>Total Program Semester Hours .....</b>	<b>80-83</b>

\*Requires a pre- or co-requisite. See course description in this catalog.

\*\*Upon successful completion of NUR2001 and NUR2001L, 13 semester credits will be awarded for NUR1021, NUR1021L and NUR1220. A fee will be charged.

## GENERIC TRACK

*NUR1021 Nursing Process .....	6
*NUR1021L Nursing Process Clinical Lab .....	4
*NUR1220 Health Alterations I .....	3
*NUR1220L Health Alterations I Clinical Lab .....	2
*NUR1421 Health Care of Women .....	3
*NUR1421L Health Care of Women Clinical Lab .....	2
*NUR1524 Nursing Care of the Psychiatric Patient .....	3

## Physical Therapist Assistant Program

The training and education of the Physical Therapist Assistant is a joint venture with the profession, the community, and Broward Community College.

The program provides the student with the opportunity to develop competency in technical skills relative to physical therapy through planned clinical, classroom and laboratory experiences. The graduate will be prepared to provide a variety of services under the

direction and guidance of a supervising physical therapist.

The program is a full-time day program accredited by the American Physical Therapy Association. Licensing examinations are required upon completion of the two year program and the Physical Therapist Assistant shall be eligible for an appropriate membership category in the American Physical Therapy Association.

### Criteria for Admission to the Physical Therapist Assistant Program:

APPLICANTS SHOULD CALL 475-6916 FOR ADDITIONAL INFORMATION.

1. Applicants must fulfill the general requirements for admission to Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Students must have satisfactorily completed all College Preparatory courses.
- A minimum grade point average of 2.0 in college courses previously attempted.
4. Students who have successfully completed the following courses shall be given priority with regards to admission (grade of "C" or higher required):

### Priority Courses

	Semester Hours
*BSC1085 Human Anatomy & Physiology I .....	3
*BSC1085L Human Anatomy & Physiology I Lab .....	1
*CHM1033 Chemistry for Health Sciences .....	3
*MTB1310 Applied Mathematics or	
*MAT1034 Intermediate Algebra or Higher .....	3
Total Semester Hours .....	10

### Requirements for the Associate of Science Degree in Physical Therapist Assistant:

1. Completion of a minimum of 74-77 semester hours of credit and a grade point average of 2.0 or higher.
2. No grade lower than "C" will be acceptable in any course required for the degree.

### Priority Courses

	Semester Hours
*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*CHM1033 Chemistry for Health Sciences .....	3
*MTB1310 Applied Mathematics OR	
*MAT1034 Intermediate Algebra or higher .....	3
Total Semester Hours .....	10

## First Year

Semester Hours

### Term I

PHT1000 Introduction to Physical Therapy .....	2
PHT1000L Introduction to Physical Therapy Lab .....	1
ENC1101 Composition .....	3
*PHT1300 Survey of Pathological Deficits .....	3
HSC1531 Medical Terminology .....	3
*BSC1086 Human Anatomy and Physiology II .....	3
*BSC1086L Human Anatomy Physiology II Lab .....	1
Total Term Semester Hours .....	16

### Term II

*PHT1211 Disabilities and Therapeutic Procedures I .....	2
*PHT1211L Disabilities and Therapeutic Procedures I Lab .....	2
*PHT1103 Anatomy for the PTA .....	3
*PHT1103L Anatomy for the PTA Lab .....	1
Elective HPRD Wellness Course .....	2
Elective Humanities Elective (with Writing Requirements) .....	3
OR	
*ENC1102 Composition AND Humanities Elective .....	6
OR	
*ENC2210 Technical Report Writing AND Humanities Elective .....	6
Total Term Semester Hours .....	16

### Term IIIA

*PHT2224 Disabilities and Therapeutic Procedures II .....	2
*PHT2224L Disabilities and Therapeutic Procedures II Lab .....	1
*PHT1801L Clinical Practice I .....	3
Total Term Semester Hours .....	6

## Second Year

### Term I

*PHT2120 Applied Kinesiology .....	2
*PHT2120L Applied Kinesiology Lab .....	1
*PHT2810L Clinical Practice II .....	6
*PHT2162 Survey of Neurological Deficits .....	3
PSY2012 General Psychology .....	3
*PHT1350 Basic Pharmacology .....	1
Total Term Semester Hours .....	16

### Term II

Elective Social/Behavioral Science .....	3
*PHT2701 Rehabilitative Procedures .....	2
*PHT2701L Rehabilitative Procedures Lab .....	1
*PHT2820L Clinical Practice III .....	5
*PHT2931 Transition Seminar .....	2
Total Term Semester Hours .....	13
Total Program Semester Hours .....	74-77

\* Requires a pre- or co- requisite. See course description in this catalog.

**PHT courses are open only to those students who have officially been accepted into the Physical Therapist Assistant Program. All PHT courses must be completed in the sequence shown above.**

## Broward Community College, Palm Beach Community College Joint Radiation Therapy Program

The Radiation Therapy Programs prepares individuals to assist the Radiation Oncologist with the management, control and care of patients receiving radiation therapy. Clinical education is done in Broward and Palm Beach County hospitals and Clinics.

The Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiation Therapy.

The Radiation Therapy Program offered by Broward Community College and Palm Beach Community College consists of two academic tracks:

### Radiation Therapist Specialist College Credit Certificate Track:

The Radiation Therapist Specialist Certificate program prepares the Radiologic Technologist (A.R.R.T.) to assist the Radiation Oncologist. On completion of this 12 month full-time day program the student will be eligible to take the American Registry of Radiologic Technologists Radiation Therapy Examination. All courses are taught at Broward Community College, North Campus.

### Radiation Therapy Technology Degree Track:

This Associate of Science degree program is a two year program. Applicants shall complete the first year General Education Course Requirements prior to the admission to the **SECOND YEAR OF THE PROGRAM**. Admission to the Second Year will be limited to the availability of clinical placements. General Education Course Requirements may be taken either at Broward Community College or Palm Beach Community College.

Upon completion of this degree program, the student will be eligible to take the American Registry of Radiologic Technologists Radiation Therapy Examination.

### Criteria for Admission to the Radiation Therapy Specialist College Credit Certificate Program:

**APPLICANTS SHOULD CALL 973-2352 OR 475-6953, EXT. 6014 FOR ADDITIONAL INFORMATION.**

1. Applicants must fulfill the General Education Requirements for admission to the College and the Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Students must have completed all College Preparatory courses.
3. Minimum 2.0 GPA or higher for all college work.
4. **APPLICANTS MUST HAVE COMPLETED A TWO YEAR RADIOGRAPHY PROGRAM.**
5. All applicants to the program must be tested for math competencies. Students not testing at the Intermediate Algebra level or higher shall be required to complete Math prep courses prior to entering the program. Applicants who have completed MAT1034 Intermediate Algebra or MTB1310 Applied Mathematics or higher must submit a transcript as documentation with the application to the program.
6. Applicants meeting the above criteria are selected based upon the date of receipt of all admission materials, i.e., application, transcripts, etc.

### Requirements for Radiation Therapy Specialist College Credit Certificate Program:

(For Radiologic Technologists)

1. Complete 32 semester credit hours with a GPA of 2.0 or higher.
2. No grade lower than a "C" in all certificate courses.

	Semester Hours
<i>Term I</i>	
*RAT1001	Introduction to Radiation Therapy .....3
*RAT2021	Principles of Radiation Therapy I .....3
*RAT2617	Physics I .....2
*RAT2023	Oncology .....3
*RAT2814	Clinic Education II .....3
<b>Total Semester Hours .....14</b>	
<i>Term II</i>	
*RAT2022	Principles of Radiation Therapy II .....2
*RAT2618	Physics II .....2
*RAT2241	Pathology and Radiobiology .....2
*RAT2619	Dosimetry and Computer Treatment Planning .....2
*RAT2619L	Dosimetry and Computer Treatment Planning Lab .....1
*RAT2824	Clinic Education III .....3
*RAT2657	Hyperthermia and QA .....2
<b>Total Term Semester Hours .....14</b>	



## Semester Hours

### Term III

*RAT2834	Clinic Education IV .....	4
<b>Total Term Semester Hours .....</b>		<b>4</b>
<b>Total Program Semester Hours .....</b>		<b>32</b>

\*Requires a pre- or co-requisite. See course description in this catalog.

### Criteria for Admission to A.S. Degree in Radiation Therapy Technology:

APPLICANTS SHOULD CALL 973-2352 OR 475-6953, EXT. 6014 FOR ADDITIONAL INFORMATION.

1. Applicants must fulfill the general requirements for admission to the College and the Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Students must have completed all College Preparatory courses.
3. Minimum 2.0 GPA or higher for all college work.
4. Applicants must complete the following prerequisite courses with a grade of "C" or higher prior to submitting an application to the department:

## Semester Hours

*CHM1033	Chemistry for Health Sciences OR	
#*CHM1015	Chemistry for Health Sciences.....	3
*BSC1085	Human Anatomy and Physiology I .....	3
*BSC1085	Human Anatomy and Physiology I Lab .....	1
#*MAT1033	Intermediate Algebra OR	
*MAT1034	Intermediate Algebra OR	
*MAT1310	Applied Mathematics.....	3

\*Requires a pre or corequisite. See course description in this catalog.

#Equivalent course offered at Palm Beach Community College

### 5. ADMISSION TO THE SECOND YEAR OF THE PROGRAM IS CONTINGENT UPON COMPLETION OF ALL FIRST YEAR COURSES WITH A 2.0 GPA OR HIGHER AND DATE OF APPLICATION TO THE PROGRAM.

6. Applicants seeking the A.S. Degree in Radiation Therapy Technology must complete the first year General Education Course Requirements either at Broward Community College or Palm Beach Community College. Those students completing the General Education Courses at Palm Beach Community College must transfer the courses listed

below from Palm Beach Community College to Broward Community College in order to be accepted to the second year of the program.

## Palm Beach Community College

## Semester Hours

*MAT1033	Intermediate Algebra .....	3
*BSC1085	Anatomy and Physiology I.....	3
*BSC1085L	Anatomy and Physiology I Lab .....	1
*BSC1086	Anatomy and Physiology .....	3
*BSC1086L	Anatomy Lab .....	1
Elective	Social/Behavioral Science .....	3
*CHM1015	Chemistry for Health Science or equivalent .....	3
ENC1101	English Composition.....	3
	Humanities Elective (with Writing Requirements) .....	3
<b>OR</b>		
*ENC1102	Composition AND Humanities Elective .....	6
<b>OR</b>		
*ENC2210	Technical Report Writing AND Humanities Elective.....	6
*Elective	Computer Science Elective .....	3
HSC2200	Health Strategies Concepts.....	2
<b>Total Transfer Semester Hours .....</b>		<b>31-34</b>

\*Requires a pre- or co-requisite. See course description in Palm Beach Community College catalog.

\*\*Recommend CGS1570C Microcomputer Applications.

Those students completing the first year General Education Courses Requirements at Broward Community College will follow the curricular plan listed below.

### Requirements for A.S. Degree in Radiation Therapy Technology:

1. Complete 71-74 hours of credit with a grade point average of 2.0 or higher.
2. No grade lower than a "C" will be acceptable in all degree courses.

## Prerequisite Courses

*CHM1033	Chemistry for Health Sciences .....	3
*BSC1085	Human Anatomy and Physiology I .....	3
*BSC1085L	Human Anatomy and Physiology I Lab .....	1
*MAT1034	Intermediate Algebra OR	
*MTB1310	Applied Mathematics .....	3
<b>Total Semester Hours .....</b>		<b>10</b>



## First Year

### Term I

ENC1101	Composition .....	3
HSC1531	Medical Terminology.....	3
Elective	Social/Behavioral Science.....	3
**Elective	Computer Science Elective .....	3
<b>Total Term Semester Hours .....</b>		<b>12</b>

### Term II

	Humanities Elective (with Writing Requirements) .....	3
	OR	
*ENC1102	Composition AND Humanities Elective .....	6
	OR	
*ENC2210	Technical Report Writing AND Humanities Elective .....	6
*RAT1001	Introduction to Radiation Therapy.....	3
*BSC1086	Human Anatomy and Physiology II .....	3
*BSC1086L	Human Anatomy and Physiology II Lab .....	1
RTE1613	Physics I .....	2
<b>Total Term Semester Hours.....</b>		<b>12-15</b>

### Term III

*RAT1111	Radiographic Process .....	2
*RAT1111L	Radiographic Process Lab .....	1
*RAT1804	Clinic Education I .....	3
<b>Total Term Semester Hours .....</b>		<b>6</b>

## Second Year

### Term I

RAT2021	Principles of Radiation Therapy I ...	3
*RAT2617	Physics I .....	2
*RAT2023	Oncology .....	3
*RAT2814	Clinic Education II .....	3
Elective	HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>		<b>13</b>

### Term II

*RAT2022	Principles of Radiation Therapy II.....	2
*RAT2618	Physics II .....	2
*RAT2241	Pathology and Radiobiology .....	2
*RAT2619	Dosimetry and Computer Treatment Planning .....	2
*RAT2619L	Dosimetry and Computer Treatment Planning Lab .....	1
*RAT2824	Clinic Education III.....	3
*RAT2657	Hyperthermia and Quality Assurance .....	2
<b>Total Term Semester Hours .....</b>		<b>14</b>

### Term III

*RAT2834	Clinic Education IV .....	4
<b>Total Term Semester Hours .....</b>		<b>4</b>
<b>Total Program Semester Hours.....</b>		<b>71-74</b>

\*Requires a pre or co-requisite. See course description in this Catalog.

\*\*Recommend CGS1570C Microcomputer Applications.

## Radiography Programs

The Radiographer assists Radiologists and other Physicians by operating X-ray equipment and preparing patients for diagnostic X-rays. He/she takes radiographs of internal parts of the body to seek evidence of disease or injury or to provide other significant medical information. The Radiographer adjusts X-ray equipment, positions the patient and determines proper voltage, current and exposure time for each radiograph. The Radiographer may also process X-ray film, perform radiographs in surgery, and perform other tasks as assigned.

The Radiography Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

## Associate of Science Degree for Hospital Based Radiography Graduates

Broward Community College provides a means for graduates of hospital based two year programs who are currently registered Radiologic Technologist, Nuclear Medicine Technologists, Radiation Therapy Technologists and Diagnostic Medical Sonographers to pursue an Associate Degree through the Office of Non-Traditional Programs. To qualify, the applicant must submit a copy of their A.R.R.T. or A.R.D.M.S. certificates plus a transcript from the program attended, to the Radiography Department.

## Criteria for Admission to Associate of Science Degree for Hospital Based Radiography Graduates:

APPLICANTS SHOULD CALL 475-6917 FOR ADDITIONAL INFORMATION.

1. Applicants must fulfill the general requirements for admission to Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Submit completed Credit Request Form for previous training or experience. Form should be obtained through the Department Head's Office. Applicants will be awarded 45 credits (fee \$45.00) for previous training or experience.
3. Student must have satisfactorily completed all College Preparatory courses.

## Requirements for the Associate of Science Degree for Hospital Based Radiography Graduates:

1. Completion of a minimum of 73-76 semester hours of credit which includes 45 semester hours of credit for previous training or experience with a GPA of 2.0 or higher.
2. No grade lower than a "C" will be acceptable in all degree courses.
3. Complete 28-31 semester hours of credit as listed below:

	Semester Hours
ENC1101 Composition .....	3
*MTB1310 Applied Mathematics or	
*MAT1034 Intermediate Algebra .....	3
Elective Social/Behavioral Science.....	3
Elective Humanities Elective	
(with Writing Requirement) .....	3
<b>OR</b>	
*ENC1102 Composition AND Humanities	
Elective .....	6
<b>OR</b>	
*ENC2210 Technical Report Writing AND	
Humanities Elective .....	6
**Elective Computer Applications .....	3
*CHM1033 Chemistry for the Health	
Sciences.....	3
*BSC1085 Human Anatomy and	
Physiology I .....	3
*BSC1085L Human Anatomy and	
Physiology Lab .....	1
Elective HPRD Wellness Course .....	2
*BSC1086 Human Anatomy and	
Physiology II .....	3
*BSC1086L Human Anatomy and	
Physiology Lab II .....	1
<b>Total Semester Hours.....</b>	<b>28-31</b>

**Total Program Semester Hours.....73-76**

- \* Requires a pre- or co-requisite. See course description in this Catalog.
- \*\*Recommend CGS1570C Microcomputer Applications.
4. Completion of evaluation for graduation in the Counseling/Advisement Office at the time of advisement/registration for the final semester. The student is responsible for making this appointment and completing all graduation requirements.

## Associate of Science Degree in Radiography

Broward Community College provides a means for individuals with a high school diploma or GED to complete the Associate of Science Degree in Radiography. All radiology classes are taught in the Center for Health Science Education, located on Central Campus in Davie. Clinical Practice for the two year Radiologic Technology program is performed in local hospitals toward the satisfactory completion of this portion of the program. Individuals will be eligible to write the exam

of the American Registry of Radiologic Technology and become certified by the State of Florida as a CRT(advanced) upon completion of the program. Employment opportunities exist on a national scale.

## Criteria for Admission to the Radiography Program:

1. Applicants must fulfill the general requirements for admission to Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Complete 8 hours of clinical observation in a local hospital.
3. Students must have satisfactorily completed all College Preparatory courses.
4. Students must have a minimum grade point average of 2.0 for all college courses previously attempted.
5. Applicants must complete the following prerequisite courses with a grade of "C" or higher prior to submitting an application to the department:

	Semester Hours
*CHM1033 Chemistry for Health Sciences .....	3
*BSC1085 Human Anatomy and	
Physiology I .....	3
*BSC1085L Human Anatomy and	
Physiology I Lab .....	1
*MTB1310 Applied Mathematics OR	
*MAT1034 Intermediate Algebra .....	3
<b>Total Semester Hours .....</b>	<b>10</b>

\*Requires a pre- or corequisite. See course description in this catalog.

## Requirements for Associate in Science Degree in Radiography

1. Complete 76-79 semester credit hours (as listed) with a GPA of 2.0 or higher.
2. No grade lower than a "C" in all degree courses.

## Prerequisite Courses

	Semester Hours
*CHM1033 Chemistry for Health Sciences .....	3
*BSC1085 Human Anatomy and	
Physiology I .....	3
*BSC1085L Human Anatomy and	
Physiology I Lab .....	1
*MTB1310 Applied Mathematics OR	
*MAT1034 Intermediate Algebra .....	3
<b>Total Semester Hours .....</b>	<b>10</b>

## First Year

### Semester Hours

### Semester Hours

#### Term I

*RTE1503	Radiographic Anatomy and Positioning I .....	2
*RTE1503L	Radiographic Anatomy and Positioning Lab I .....	1
*RTE1000	Radiologic Technology I .....	2
*RTE1111	Nursing Procedures .....	2
*RTE1804	Clinical Education I .....	2
ENC1101	Composition .....	3
<b>Total Term Semester Hours .....</b>		<b>12</b>

#### Term II

*RTE1513	Radiographic Anatomy and Positioning II .....	3
*RTE1513L	Radiographic Anatomy and Positioning II Lab .....	1
*RTE1418	Principles of Imaging I .....	2
*RTE1418L	Principles of Imaging I Lab .....	1
*RTE1613	Physics I .....	2
*RTE1814	Clinical Education II .....	2
*BSC1086	Human Anatomy and Physiology II .....	3
*BSC1086L	Human Anatomy and Physiology II Lab .....	1
<b>Total Term Semester Hours .....</b>		<b>15</b>

#### Term III

	** Elective .....	3
*RTE1824	Clinical Education III .....	2
<b>Total Term Semester Hours .....</b>		<b>6</b>

## Second Year

#### Term I

*RTE2385	Radiation Biology .....	2
*RTE2523	Radiographic Anatomy and Positioning III .....	3
*RTE2523L	Radiographic Anatomy and Positioning III Lab .....	1
*RTE2834	Clinical Education IV .....	3
*RTE2623	Radiographic Equipment .....	3
	Humanities Elective (with Writing Requirement) .....	3
<b>OR</b>		
*ENC1102	Composition AND Humanities Elective .....	6
<b>OR</b>		
*ENC2210	Technical Report Writing AND Humanities Elective .....	6
<b>Total Term Semester Hours.....</b>		<b>15-18</b>

#### Term II

*RTE2782	Radiographic Pathology .....	2
*RTE2844	Clinical Education V .....	3
*RTE2457	Imaging II .....	2
*RTE2457L	Imaging II Lab .....	1
Elective	Social/Behavioral Science .....	3
Elective	HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>		<b>13</b>

#### Term III

*RTE2573	Survey of Imaging Modalities .....	2
*RTE2473	Radiographic Quality Assurance .....	2
*RTE2854	Clinical Education VI .....	1
<b>Total Term Semester Hours .....</b>		<b>5</b>
<b>Total Program Semester Hours.....</b>		<b>76-79</b>
* Requires a pre- or co-requisite. See course description in this catalog.		
** Recommend CGS1570C Microcomputer Applications		

## Respiratory Care Program

Respiratory Care is a specialty dealing with the diagnosis, treatment and rehabilitation of patients with cardiorespiratory diseases.

The program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA) through the Joint Review Committee for Respiratory Care Education (JCRTE)

Students who complete the program will receive an Associate of Science Degree in Respiratory Care. The degree satisfies the requirements established by the National Board For Respiratory Care and qualifies the graduate as a candidate for the national registry examination.

Students who complete the portion of the program designated as the first year are qualified candidates for the Respiratory Care Certification Examination.

Continuation in the program is contingent upon attaining at least a "C" grade in all Respiratory Care and Science courses attempted. Failure to attain a "C" in two attempts in a course will result in permanent dismissal from the program.

### Criteria for Admission to the Respiratory Care Program:

APPLICANTS SHOULD CALL 475-6784 FOR ADDITIONAL INFORMATION.

1. Applicants must fulfill the general requirements for admission to Health Science Programs (See Center for Health Science Education Programs, Admission Requirements and Procedures.).
2. Students must have satisfactorily completed all College Preparatory courses.
3. Completion of the courses listed as prerequisites for admission to the Respiratory Care Program. These courses must be completed with grades of "C" or higher. Students who have not completed the



prerequisite courses may be admitted into the Respiratory Care courses on a probationary basis, if space is available. In such cases, the student still is required to complete the prerequisite courses.

Students must have a minimum grade point average of 2.0 for all college courses previously attempted.

## Requirements for the Associate of Science Degree in Respiratory Care:

1. Completion of 74-77 semester hours of credit and a grade point average of 2.0 or higher. No grade lower than a "C" will be acceptable in any degree related course.

## Prerequisite Courses

	Semester Hours
*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*CHM1033 Chemistry for Health Sciences .....	3
*MTB1310 Applied Mathematics or	
*MAT1034 Intermediate Algebra .....	3
<b>Total Term Semester Hours .....</b>	<b>10</b>

## First Year

### Term I

RET1026 Respiratory Care Equipment .....	3
RET1026L Respiratory Care Equipment Lab ...	1
*RET1485 Respiratory Anatomy and Physiology .....	3
HSC1531 Medical Terminology .....	3
*BSC1086 Human Anatomy and Physiology II .....	3
*BSC1086L Human Anatomy and Physiology II Lab .....	1
<b>Total Term Semester Hours .....</b>	<b>14</b>

### Term II

*RET1264 Mechanical Ventilation .....	3
*RET1264L Mechanical Ventilation Lab .....	1
*RET1484 Cardiopulmonary Pathophysiology ..	3
*RET1832L Clinic I .....	3
*RET1350 Respiratory Care Pharmacology .....	2
<b>Total Term Semester Hours .....</b>	<b>12</b>

### Term IIIA

*RET1714 Pediatric Respiratory Care .....	1
*RET2414 Pulmonary Function .....	2
*RET1833L Clinic II .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

Completion of the above listed courses qualifies the student as a candidate for the Respiratory Care Certification (CRTT) and the Certified Pulmonary Function Technician (CPFT) exams.

## Second Year

Semester Hours

### Term I

*RET2834L Clinic III .....	3
*RET2503 Advanced Cardiopulmonary Pathophysiology .....	2
*RET2418 Cardiopulmonary Diagnostics .....	2
ENC1101 Composition .....	3
Elective General Elective Area 6 .....	3
Elective Social/Behavioral Science .....	3
<b>Total Term Semester Hours .....</b>	<b>16</b>

### Term II

*RET2835L Clinic IV .....	3
*RET2286 Management of the Intensive @GRADE/HOURS1 = Care Patient .....	2
*RET2601 Respiratory Care Management .....	1
*MCB2013 Microbiology .....	3
*MCB2013L Microbiology Lab .....	2
Elective Humanities Elective (with Writing Requirement .....	3
<b>OR</b>	
*ENC1102 Composition AND Humanities Elective .....	6
<b>OR</b>	
*ENC2210 Professional and Technical Writing AND Humanities Elective ...	6

Elective HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>16-19</b>

**Total Program Semester Hours .....** 74-79

Completion of the program qualifies the student as a candidate for the Registered Respiratory Therapist Examination (RRT) and for the Perinatal/Pediatric Speciality Examination.

\* Requires a pre- or co-requisite. See course description in this catalog.



# AUTOMOTIVE TECHNOLOGY

## (South Campus Only)

The Automotive Technology Program is offered jointly through Broward Community College, Sheridan Vocational Technical Center and South Florida Automobile Dealerships.

This program is designed to provide up-to-date training for beginning service technicians. Students learn through classroom lectures, laboratory sessions on state-of-the-art products and practical training through alternating cooperative education work sessions at sponsoring automobile dealerships.

Enrollment is limited and selections are made for classes on the basis of academic abilities and acceptance by a sponsoring dealership. International students must have prior employment authorization.

## Associate of Science Degree in Automotive Service Management Technology

### General Education Courses

ENC1101	English Composition .....	3
MTB1310	Applied Mathematics (or higher) ...	3
	Humanities/Fine Arts Elective .....	3
	Social/Behavioral Science Elective..	3
	General Education Elective .....	3
	Non-Automotive Elective .....	3
	HPRD Wellness Course .....	2
Total General Education Courses .....		20

### Suggested Electives

Humanities/Fine Arts Elective:

Speech

Social/Behavioral Sciences Elective (choose 1):

Psychology of Adjustment

State & Local Government

General Education Elective (choose 1):

English Grammar

Technical Writing

Applied Psychology

Computer Application

Modern Foreign Language

Non-Automotive Elective (choose 1):

Introduction to Business

Principles of Supervision

### Cooperative Education Field Experience Courses

AER2943	Co-op Work Experience I .....	3
AER2944	Co-op Work Experience II .....	3
AER2945	Co-op Work Experience III .....	3
EGS2949	Co-op Work Experience IV .....	3
Total Co-Op Experience Courses .....		12

### Technical Courses

AER1010	Introduction to Automotive Technology .....	3
AER1111	Power Plant Overhaul .....	3
AER1300	Automotive Electrical Systems .....	3
AER1310	Automotive Electronics .....	3
AER2250	Transmission and Drive Systems .....	6
AER2112	Computer Engine Controls .....	3
AER2450	Steering and Suspension .....	3
AER2410	Brake Systems .....	3
AER2520	Engine Tune-up and Emissions .....	3
AER2171	Heating and Air Conditioning Systems .....	3
Total Technical Courses .....		33
Total Program Credits .....		65



# AVIATION TECHNOLOGY

## AVIATION PROGRAMS

Education in aviation prepares students for employment in one of the most nation's largest and most exciting industries. Air transportation and its allied activities are growing at a phenomenal rate, and economic forecasts indicate this growth will continue during the next decade. Opportunities for management and technically trained personnel are almost limitless.

Three aviation programs lead to the Associate in Science degree. They are:

1. *Aviation Administration*, prepares students for employment or advancement in management positions or as air traffic controllers.
2. *Aviation Maintenance Management*, leads to FAA airframe and powerplant certificates and employment with the airlines or within the general aviation sector.
3. *Professional Pilot*, prepares students for FAA certification as private pilot, commercial pilot with instrument rating, and flight instructor.

## AVIATION ADMINISTRATION

The program is designed for students who would like to work in the aviation industry, but not primarily as pilots or technicians. Selected aviation knowledge is provided together with general business management and specialized aviation management courses.

### First Year

	Semester Hours
<i>Term I</i>	
ATT1100 Aeronautical Science .....	3
ASC1100 Navigational Science I .....	3
ASC1010 History of Aviation .....	3
ENC1101 Composition .....	3
(1)*MAC1132 Pre-Calculus I .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term II

*ASC1210 Meteorology .....	3
*ENC1102 Composition or .....	
*ENC2210 Technical Report Writing .....	3
(2) AVM2301 General Aviation Marketing .....	3
POS 1041 National Government .....	3
(1)*STA2014 Elementary Statistics .....	2
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term III

AVM2410 Airport Management .....	3
Humanities/Fine Arts Course .....	2
<b>Total Term Semester Hours .....</b>	<b>6</b>

## Second Year

Semester  
Hours

### Term I

	Elective .....	3
ECO2013 Principles of Economics I .....		3
(2)*ACG2001 Principles of Accounting I .....		3
ASC2870 Aviation Safety .....		3
HPRD Wellness Course .....		2
<b>Total Term Semester Hours .....</b>		<b>14</b>

### Term II

AVM2510 Airline Management .....	3
*ECO2023 Principles of Economics II .....	3
(2)*ACG2011 Principles of Accounting II .....	3
(3)*PHY1001 Applied Physics .....	3
(3)*PHY1001L Applied Physics Lab .....	1
<b>Total Term Semester Hours .....</b>	<b>13</b>
<b>Total Program Semester Hours .....</b>	<b>63</b>

\*Requires a pre- or co-requisite. See course description in this catalog.

- (1)MTB1310 Applied Mathematics may be taken if the student does not plan to transfer to an upper division university or college
- (2)Students seeking employment with the Federal Aviation Administration may substitute the following courses for those marked with (2):  
ASC1550 Aerodynamics, ASC2110 Navigation Science II, and ATT2120 Instrument Flight Theory. Students accepted into the FAA Air Traffic Control Co-op Program will enroll in ATT2940 Directed Studies in ATC and ASC2949 Co-op Work Experience and may substitute them for the courses marked with (2).
- (3)PHY2053 General Physics I and PHY2053L General Physics I Lab may be substituted by students with math prerequisites.

## AVIATION MAINTENANCE MANAGEMENT

The Aviation Maintenance Management Program leads to the Associate in Science Degree and the Federal Aviation Administration airframe and powerplant mechanic certificates. The plan of study complies with the Federal Aviation Regulations Part 147 for an approved aviation maintenance technician's school, and, in addition, offers the advantages of college level academic and management courses.

Enrollment in Aviation Maintenance courses requires approval by the Aviation Maintenance Training Coordinator. Upon acceptance, the program requires students to spend 25 hours per week in Aviation Maintenance classes. All AMT courses are taught consecutively and must be taken in the blocks indicated. AMT general courses must be completed successfully before starting airframe or powerplant courses.



## First Year

### Semester Hours

### Semester Hours

#### Term I (General)

*AMT1001	Basic Electricity .....	2
*AMT1010	Aircraft Drawings.....	1
*AMT1020	Weight & Balance .....	1
*AMT1030	Fluid Lines & Fittings .....	1
*AMT1040	Material Processes .....	2
*AMT1050	Ground Operations and Servicing.....	1
*AMT1060	Cleaning and Corrosion Control .....	1
*AMT1070	Applied Mathematics.....	1
*AMT1080	Maintenance Forms & Records.....	1
*AMT1085	Maintenance Publications .....	1
*AMT1088	Mechanic Privileges and Limitations.....	1
*AMT1090	Basic Physics .....	1
<b>Total Term Semester Hours .....</b>		<b>14</b>

#### Term II (Airframe I)

*AMT1110	Aircraft Wood Structures .....	1
*AMT1115	Aircraft Covering.....	1
*AMT1120	Aircraft Finishes .....	1
*AMT1130	Sheet Metal Structures.....	4
*AMT1140	Aircraft Welding .....	1
*AMT1155	Assembly and Rigging .....	2
*AMT1200	Aircraft Landing Gear Systems .....	2
<b>Total Term Semester Hours .....</b>		<b>12</b>

#### Term III (Airframe II)

*AMT1160	Airframe Inspection .....	1
*AMT1210	Hydraulic and Pneumatic Systems.....	2
*AMT1220	Cabin Atmosphere Control Systems.....	1
*AMT1230	Aircraft Instrument Systems .....	1
*AMT1240	Communications and Navigation Systems.....	1
*AMT1250	Aircraft Fuel Systems .....	1
*AMT1260	Aircraft Electrical Systems.....	3
*AMT1270	Position and Warning Systems.....	1
*AMT1280	Ice and Rain Control Systems.....	1
*AMT1290	Fire Protection Systems .....	1
<b>Total Term Semester Hours .....</b>		<b>13</b>

## Second Year

#### Term I (Powerplant I)

*AMT2300	Reciprocating Engines .....	6
*AMT2310	Turbine Engines .....	2
*AMT2320	Engine Inspection.....	1
*AMT2400	Engine Instrument Systems .....	1
*AMT2420	Engine Electrical Systems .....	2
<b>Total Term Semester Hours .....</b>		<b>12</b>

#### Term II (Powerplant II)

*AMT2410	Engine Fire Protection Systems.....	1
*AMT2435	Lubrication Systems .....	2
*AMT2440	Ignition Systems .....	2
*AMT2451	Fuel Metering Systems .....	2
*AMT2450	Engine Fuel Systems.....	1

*AMT2460	Induction Systems .....	1
*AMT2470	Engine Cooling System .....	1
*AMT2480	Engine Exhaust System .....	1
*AMT2490	Propellers .....	2
<b>Total Term Semester Hours .....</b>		<b>13</b>

#### Total Airframe and Powerplant Credits..... 64

**THE FOLLOWING ADDITIONAL ACADEMIC COURSES ARE REQUIRED FOR STUDENTS DESIRING THE ASSOCIATE IN SCIENCE DEGREE IN AVIATION MAINTENANCE MANAGEMENT:**

ENC1101	English Composition.....	3
*ENC2210	Technical Report Writing .....	3
ATT1100	Aeronautical Science or	
ASC1010	History of Aviation .....	3
MNA2345	Principles of Supervision .....	3
POS1041	National Government .....	3
	Humanities/Fine Arts Course.....	3
MTB1310	Applied Mathematics or	
*MAT1034	Intermediate Algebra .....	3
	Elective .....	3
	HPRD Wellness Course .....	2

#### Total Academic Credits .....

#### Total Program Semester Hours .....

\*Requires a pre or co-requisite. See course description in this catalog.

**Note:** Students may enter the program during any term but must register for the AMT courses as a block during a particular term. Enrollments for individual AMT courses will not be permitted without special permission from the Department Head.

## PROFESSIONAL PILOT TECHNOLOGY

The Professional Pilot Program provides both the flight and ground school required for the private and commercial pilot certificates with instrument rating, as well as an Associate in Science Degree. The flight instructor certificate and multi-engine ratings are optional. The ground and flight schools are fully approved by the FAA and the College is certificated as an FAA Air Agency under Federal Aviation Regulations Part 141.

BCC's Aviation Department and Placement Office work closely with industry to place our graduates. Many students start their aviation careers while attending Broward Community College. Recent graduates are working as flight instructors, corporate pilots and airline pilots.

Most airlines will only hire pilots with college degrees. BCC's Professional Pilot degree is highly regarded in the industry. Students who wish to get a bachelor's degree can readily transfer BCC's credits to a four-year institution.



## First Year

	Semester Hours
<i>Term I</i>	
ATT1100 Aeronautical Science .....	3
ASC1100 Navigational Science I.....	3
*ATF1100C Primary Flight .....	3
ENC1101 Composition .....	3
(1)*MTB1310 Applied Mathematics or	
(1)*MAC1102 College Algebra .....	2
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term II

*ASC1210 Meteorology .....	3
*ASC1550 Aerodynamics .....	3
*ASC1610 Aircraft Engines, Structures & Systems .....	3
*ASC2870 Aviation Safety .....	3
Humanities/Fine Arts Course .....	2
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term III

*ATF2200 Intermediate Flight .....	3
Social/Behavior Sciences Course.....	2
<b>Total Term Semester Hours .....</b>	<b>6</b>

## Second Year

### Term I

*ASC2110 Navigational Science II .....	3
*ATT2120 Instrument Flight Theory.....	3
*ATF2210 Advanced Flight.....	3
(2)*PHY1001 Applied Physics .....	3
(2)*PHY1001L Applied Physics Lab .....	1
HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>15</b>

## Semester Hours

### Term II

*ATF2300 All Weather Flight.....	3
ASC1010 History of Aviation.....	3
ATF2600 Flight Simulator Training .....	1
(3) Aviation Elective.....	2-3
Elective .....	3
*ENC2210 Technical Report Writing .....	3
<b>Total Term Semester Hours.....</b>	<b>15-16</b>

**Total Program Semester Hours.....66-67**

\*Requires a pre or co-requisite. See course description in this catalog.

(1)MTB1310 is not recommended for students planning to transfer to an upper division university or college. Additional math courses are required by some universities.

(2)PHY2053 General Physics I and PHY2053L General Physics I Lab may be substituted by students with the math pre-requisites.

(3)Students may select AVM2512 Airline Management; AVM2510 General Aviation Marketing; AVM2410 Airport Management; or ATF2500 Flight Instructor Training.

**Credit for Experiential Learning:** For those students who already possess a certificate or rating, credit for the subject courses may be obtained by contacting the Office of Non-Traditional Programs.



# **BUSINESS ADMINISTRATION COMPUTER SCIENCE OFFICE SYSTEMS TECHNOLOGY**

Business education prepares students academically and vocationally while developing the social and economic attitudes essential for success in a democratic economic system. Business studies offer an understanding of business, knowledge of business methods, competency in skills, and the development of character and personality that help students adapt in a dynamic society.

The Department of Business Administration offers two-year degree programs in the following areas:

## **ACCOUNTING TECHNOLOGY**

### **BUSINESS ADMINISTRATION AND MANAGEMENT**

General Business  
Management

### **FINANCIAL SERVICES**

Banking

### **HOSPITALITY MANAGEMENT**

### **INTERNATIONAL BUSINESS MANAGEMENT**

### **LEGAL ASSISTING**

### **MARKETING MANAGEMENT**

### **RESTAURANT MANAGEMENT**

### **TRAVEL INDUSTRY MANAGEMENT**

In addition, one-year Certificate programs are offered in the following areas:

### **ACCOUNTING APPLICATIONS**

General Accounting  
Tax Accounting

### **PROMOTION MANAGEMENT**

General Marketing  
International Marketing

The Department of Computer Science offers two-year degree programs in the following areas:

### **COMPUTER PROGRAMMING AND APPLICATIONS**

Business Programming  
Engineering and Scientific Programming

The Department of Office Systems Technology offers two-year degree programs in the following areas:

## **COURT REPORTING TECHNOLOGY**

### **OFFICE SYSTEMS TECHNOLOGY**

Legal Secretarial Technology  
Medical Secretarial Technology  
Office Management Technology  
Word Processing Technology

In addition, one-year Certificate programs are offered in the following areas:

## **BUSINESS DATA PROCESSING**

### **OFFICE SYSTEMS SPECIALIST**

Administrative Specialist  
Office Specialist

The programs of study offered by each department lead to the following awards:

**ASSOCIATE OF ARTS** degree programs covering suggested courses for the first two years of a four-year university program leading to a Bachelor's degree. Program sheets are available from the Office of Student Affairs.

**ASSOCIATE OF SCIENCE** degree programs offer specialized courses to develop or improve skills that, upon successful completion, enable students to enter the job market. These programs normally require two years of full-time study. Program sheets are available from the Office of Student Affairs.

**CERTIFICATES** are granted for specialized one-year programs that develop job-entry competencies. Potential students that already have a degree may use these programs as a means to attain new employability skills. Program sheets are available from the Office of Student Affairs.

Day, evening, and weekend classes are offered for the convenience of the student. The employed student can select courses to attain higher skills, knowledge and understanding in an area of study.

Students with extensive business backgrounds may be eligible to receive credit for work experience. For more information, contact the Department of Non-Traditional Programs on any campus.

# ASSOCIATE OF SCIENCE DEGREE PROGRAMS BUSINESS ADMINISTRATION

## ACCOUNTING TECHNOLOGY

The Associate of Science in Accounting Technology is designed for students who intend to seek employment in the accounting field and for those who are presently employed in accounting and desire advancement. Some of the careers which this sequence may lead to are accounting, banking, and general business management.

### 1. Core Courses (Required for all students):

	Semester Hours
ENC1101 Composition .....	3
*ENC2210 Professional & Technical Writing ....	3
SPC1600 Public Speaking .....	3
MTB1103 Business Mathematics .....	3
MTB1310 Applied Mathematics .....	3
GEB1011 Introduction to Business .....	3
ACG2001 Principles of Accounting I .....	3
*ACG2011 Principles of Accounting II .....	3
*ACG2071 Managerial Accounting .....	3
BUL2241 Business Law I .....	3
BUL2242 Business Law II .....	3
ECO2013 Principles of Economics I .....	3
CGS1570C Microcomputer Applications .....	3
Elective .....	3
+ + HPRD Wellness Course .....	2
<b>Total Core Course Semester Hours .....</b>	<b>44</b>

### 2. Specialization Courses:

*ACG2100 Intermediate Accounting I .....	3
*ACG2110 Intermediate Accounting II .....	3
TAX2000 Income Tax I .....	3
*TAX2010 Income Tax II .....	3
**Business Electives .....	2
<b>Total Specialization Semester Hours .....</b>	<b>21</b>
<b>Total Program Semester Hours .....</b>	<b>65</b>

\*Requires a pre- or co-requisite. See course description in catalog.

\*\*Business Electives are satisfied by taking any three (3) of the following courses:

\*ACG2360, \*ECO2023, FIN1100, MAN2021, MAR1011, MNA2601 or RMI1001.

+ + Students may select a 2-semester hour "wellness" course from the following:

HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

## BUSINESS ADMINISTRATION AND MANAGEMENT

### 1. Core Courses (Required for all students):

	Semester Hours
ENC1101 Composition .....	3
*ENC2210 Professional & Technical Writing .....	3
SPC1600 Public Speaking .....	3
MTB1103 Business Mathematics .....	3
MTB1310 Applied Mathematics .....	3
GEB1011 Introduction to Business .....	3
ACG2001 Principles of Accounting I .....	3
*ACG2011 Principles of Accounting II .....	3
*ACG2071 Managerial Accounting .....	3
BUL2241 Business Law I .....	3
BUL2242 Business Law II .....	3
ECO2013 Principles of Economics I .....	3
CGS1570C Microcomputer Applications .....	3
Elective .....	3
+ + HPRD Wellness Course .....	2
<b>Total Core Course Semester Hours .....</b>	<b>44</b>

### 2. Specialization Options:

#### Option #1: General Business

The Associate of Science in Business Administration and Management Option #1: General Business is designed for students seeking immediate employment in business and for those presently employed in a business career who desire advancement. This program develops students in a broad range of business functions.

MAN2021 Introduction to Management .....	3
MAR1011 Principles of Marketing .....	3
MNA2345 Principles of Supervision .....	3
*OST2335 Business Communications .....	3
TAX2000 Income Tax I .....	3
**Business Electives .....	6
<b>Total Specialization Semester Hours .....</b>	<b>21</b>
<b>Total Program Semester Hours .....</b>	<b>65</b>

#### Option #2: Management

The Associate of Science in Business Administration and Management Option #2: Management is designed for those students seeking careers or advancement in the areas of line or middle management.

*ECO2023 Principles of Economics II .....	3
MAR1011 Principles of Marketing .....	3
MAN2021 Introduction to Management .....	3



	Semester Hours
MNA2345 Principles of Supervision .....	3
RM11001 Introduction to Risk & Insurance .....	3
**Business Electives .....	6
<b>Total Specialization Semester Hours.....</b>	<b>21</b>
<b>Total Program Semester Hours.....</b>	<b>65</b>

\*Requires a pre- or co-requisite. See course description in catalog.

\*\*Business Electives are satisfied by taking any two (2) or three (3) of the following courses:

**For Option #1:**

\*ECO2023, FIN1100, MAR2141, MKA1021, MNA2601 or RMI1001.

**For Option #2:**

FIN1100, MAR2141, MKA1021, MNA1161 or MNA2601.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

**2. Specialization Courses:**

	Semester Hours
BAN2213 Analyzing Financial Statements .....	3
BAN2412 Financial Planning.....	3
#ECO2220 Money and Banking.....	3
(1) Banking Electives.....	6
(2) Business Elective.....	3
<b>Total Specialization Semester Hours .....</b>	<b>18</b>
<b>Total Program Semester Hours .....</b>	<b>65</b>

\*Requires a pre- or co-requisite. See course description in catalog.

#Prerequisite for ABA's Professional Development Program.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

(1)Banking Electives: May be selected from any other BAN courses in the College Catalog.

(2)Business Elective is satisfied by taking any one (1) of the following courses: CGS1000, MAN2021, MAR1011, MNA1161, MNA2345, OST2335, or REE1200.

## FINANCIAL SERVICES

The Associate of Science in Financial Services prepares students for careers in banking and financial services.

### Banking

The following banking options are offered under the auspices of the American Institute of Banking (AIB), as part of the American Bankers Association. AIB provides career-related education to chapter member bank employees and employees of other financial institutions. A student following this program may also earn AIB Diplomas.

**1. Core Courses (Required for all options):**

	Semester Hours
ENC1101 Composition .....	3
SPC1600 Public Speaking.....	3
MTB1103 Business Mathematics.....	3
MTB1310 Applied Mathematics.....	3
GEB1011 Introduction to Business .....	3
#ACG2001 Principles of Accounting I .....	3
*ACG2011 Principles of Accounting II.....	3
*ACG2071 Managerial Accounting .....	3
#BUL2241 Business Law I .....	3
#BUL2242 Business Law II .....	3
*ECO2013 Principles of Economics I.....	3
*ECO2023 Principles of Economics II .....	3
#BAN1004 Principles of Banking .....	3
GEB2949 Co-op Work Experience .....	3
Elective .....	3
+ + HPRD Wellness Course.....	2
<b>Total Core Course Semester Hours .....</b>	<b>47</b>

Listed below are the AIB Diplomas and Certificates available through the American Institute of Banking. For more information, please see the AIB catalog or contact our AIB bank representative.

### Professional Banking Diplomas:

*General Banking:* This 18 AIB credit introductory diploma is designed to provide an overview of banking and banking functions.

*Consumer Credit:* This 25 AIB credit diploma provides the knowledge and skills needed by those planning to specialize in consumer credit.

*Commercial Lending:* This 25 AIB credit diploma provides the knowledge and skills needed by those wishing to specialize in commercial lending.

*Mortgage Lending:* This 25 AIB credit diploma provides the knowledge and skills needed by those wishing to specialize in mortgage lending.

*Bank Operations:* This 25 AIB credit diploma provides the knowledge and skills needed by those wishing to specialize in bank operations.

### Banking Skills Certificates:

*Customer Service Skills:* This 12 AIB credit certificate provides customer-contact personnel with the skills and knowledge they need to effectively deliver bank services.

*Securities Services Skills:* This 14 AIB credit certificate is designed for entry level and more experienced bank staff in trust and securities services areas. More speci-

cally, it is geared for securities processing, trust operations, and corporate securities services personnel who need to not only learn specific job-related skills, but gain an overview of the securities business as well.

**Supervisory Skills:** This 12 AIB credit certificate prepares new and potential first-level supervisors by integrating sound management concepts with practical experience.

## HOSPITALITY MANAGEMENT

The Associate of Science in Hospitality Management emphasizes the development of management skills needed in the hospitality industry. The general education requirements of the program develop students' abilities in communications and interpersonal skills. The use of practicums provide graduates with knowledge of industry practices which increases their value to employers. This program is only offered at Central Campus.

### First Year

	Semester Hours
<i>Term I</i>	
ENC1101 Composition .....	3
FSS1221C Volume Foods .....	3
HFT1210 Supervisory Development .....	3
HFT1700 Introduction to Tourism .....	3
MTB1103 Industry & Administration .....	3
Business Mathematics .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>
<i>Term II</i>	
*ENC2210 Professional & Technical Writing ....	3
*HFT2220 Organization & Personnel .....	3
Management .....	3
HFT2250 Hotel Management .....	3
MTB1310 Applied Mathematics .....	3
PSY2012 General Psychology .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term II

*ENC2210	Professional & Technical Writing ....	3
*HFT2220	Organization & Personnel .....	3
	Management .....	3
HFT2250	Hotel Management .....	3
MTB1310	Applied Mathematics .....	3
PSY2012	General Psychology .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>	

### Term IIIA or IIIB

FSS1120	Food & Beverage Purchasing .....	3
SPC1024	Introduction to Speech .....	3
	Communications .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>	

### Second Year

<i>Term I</i>		
ACG1003	Accounting Survey.....	3
FSS2500	Food Service Costing & Controls ....	3
HFT1941	Operations & Service Practicum ....	3
HFT2500	Marketing .....	3
	Elective .....	3
	++ HPRD Wellness Course .....	2
	<b>Total Term Semester Hours .....</b>	<b>17</b>

### Semester Hours

### Term II

(1)CGS1570C	Microcomputer Applications .....	3
*HFT2460	Financial Management .....	3
HFT2600	Hospitality Law .....	3
*HFT2942	Management & Control .....	3
	Practicum .....	3
## Field Elective .....		3
<b>Total Term Semester Hours .....</b>	<b>15</b>	
<b>Total Program Semester Hours .....</b>	<b>68</b>	

\*Requires a pre- or co-requisite. See course description in catalog.

## **Field Electives:** Students are to select one (1) course congruent with their career goals from the following:

- HFT1851 Beverage Management
- \*HFT2511 Convention and Group Business Marketing Management

++ Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

(1) Students planning to transfer should select CGS1000 Fundamentals of Data Processing.

## INTERNATIONAL BUSINESS MANAGEMENT

The Associate of Science in International Business Management is designed for students seeking to enter management training and entry-level jobs in international businesses such as manufacturers, wholesalers, exporters, banks, freight forwarders, transportation firms, and importers.

### 1. Core Courses (Required for all students):

	Semester Hours
ENC1101 Composition .....	3
*ENC2210 Professional & Technical Writing .....	3
SPC1600 Public Speaking .....	3
MTB1103 Business Mathematics .....	3
MTB1310 Applied Mathematics .....	3
GEB1011 Introduction to Business .....	3
FIN1100 Personal Finance .....	3
ACG2001 Principles of Accounting I .....	3
BUL2241 Business Law I .....	3
BUL2242 Business Law II .....	3
ECO2013 Principles of Economics I .....	3
*ECO2023 Principles of Economics II .....	3
CGS1570C Microcomputer Applications .....	3
(1) Elective .....	3
++ HPRD Wellness Course .....	2
<b>Total Core Course Semester Hours .....</b>	<b>44</b>

### 2. Specialization Courses:

FIN2600	Finance of International Trade .....	3
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	Semester Hours
MAR2141 International Marketing.....	3
MNA2601 International Business Environment.....	3
GEA2000 World Geography.....	3
(2) Foreign Languages.....	8
**Business Elective.....	3
<b>Total Specialization Semester Hours.....</b>	<b>23</b>
<b>Total Program Semester Hours.....</b>	<b>67</b>

\*Requires a pre- or co-requisite. See course description in catalog.

\*\*Business Electives are satisfied by taking one (1) of the following courses: MAR1011, MKA1021 or MKA1511.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

(1) The student should strive to include courses from the International/Intercultural area for this elective.

(2) Language level is determined by a Placement Test. Students may satisfy the 8-credit foreign language requirements by demonstrating proficiency through an examination. Contact the Department of Non-Traditional Programs.

## LEGAL ASSISTING

Legal Assisting is a program designed for students seeking a career in a law-related field as a paraprofessional and for legal secretaries presently employed who wish to advance in their work.

Upon successful completion of this program, a student will be able to work under the supervision of an attorney and perform many vital functions as a legal assistant. A legal assistant may not practice law, give advice or collect fees.

Legal assistants work in law firms, legal departments of major corporations, government agencies (federal, state and local), real estate departments of large businesses, trust departments of banks, brokerage houses, and insurance companies.

This program is approved by the American Bar Association (ABA).

### First Year

	Semester Hours
<i>Term I</i>	
ENC1101 Composition.....	3
BUL2241 Business Law I.....	3
MTB1310 Applied Mathematics.....	3
PLA1003 Introduction to Legal Assisting.....	3
PLA1104 Law Library.....	3
<b>Total Term Semester Hours.....</b>	<b>15</b>

### Term II

BUL2242 Business Law II.....	3
*OST2335 Business Communications.....	3
CGS1570C Microcomputer Applications	
<b>-OR-</b>	
*OST2731 Info/Word Processing Applications 1, & Info/Word Processing Applications 2, & Info/Word Processing Applications 3.....	3
*OST2732 Public Speaking.....	3
*OST2733 Torts, Liability and Claims.....	3
SPC1600 Procedures for Real Estate Title Closing.....	3
PLA1273	
PLA1504	
<b>Total Term Semester Hours.....</b>	<b>18</b>

### Term IIIA and IIIB

Elective.....	3
+ + HPRD Wellness Course.....	2
<b>Total Term Semester Hours.....</b>	<b>5</b>

## Second Year

### Term I

PSY2012 General Psychology or Principles of Sociology.....	3
SYG2000 Criminal Litigation.....	3
PLA1303 Corporations.....	3
PLA1435 Personal Finance.....	3
FIN1100 Legal Writing and Drafting.....	3
*PLA2114	
<b>Total Term Semester Hours.....</b>	<b>15</b>

### Term II

CCJ1250 Constitutional Law.....	3
PLA1603 Probate Practice.....	3
PLA1803 Domestic Relation Law.....	3
*Electives or Practicum.....	6
<b>Total Term Semester Hours.....</b>	<b>15</b>
<b>Total Program Semester Hours.....</b>	<b>68</b>

\*Requires a pre- or co-requisite. See course description in catalog.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

#Electives are satisfied by taking two (2) of the following courses:

*ENC2210 Professional & Technical Writing.....	3
MTB1103 Business Mathematics.....	3
PLA2466 Debtor/Creditor Relations.....	3
<b>- OR -</b>	
PLA2940 Legal Assisting Practicum.....	6



## MARKETING MANAGEMENT

This program is designed for students seeking careers in marketing occupations, such as retailing, advertising, buying, selling, wholesaling, international marketing, import/export, and services. Emphasis is placed on the skills, responsibilities and attitudes necessary for marketing occupations. Students are given the opportunity to join and participate in Delta Epsilon Chi related activities. Cooperative Work Experience credit may not be substituted for MKA1930, \*MKA2931, and \*MKA2932.

This program may be taken concurrently with the Promotion Management Certificate.

### First Year

	Semester Hours
<i>Term I</i>	
ENC1101 Composition .....	3
MAR1011 Principles of Marketing .....	3
MKA1021 Salesmanship .....	3
MKA1930 Seminar I: Marketing in Perspective .....	3
+ + HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>14</b>

#### Term II

*OST2335 Business Communications .....	3
MTB1103 Business Math .....	3
MKA1511 Advertising .....	3
*MKA2931 Seminar II: Research in Marketing .....	3
<b>Total Term Semester Hours .....</b>	<b>12</b>

#### Term IIIA or IIIB

CGS1570C Microcomputer Applications .....	3
MTB1310 Applied Mathematics .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

### Second Year

#### Term I

ACG2001 Principles of Accounting I .....	3
BUL2241 Business Law I .....	3
ECO2013 Principles of Economics I .....	3
MAR2141 International Marketing .....	3
*MKA2932 Seminar III: Marketing Management .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### Term II

SPC1600 Public Speaking .....	3
*ECO2023 Principles of Economics II .....	3
MAN2021 Introduction to Management or MNA2345 Principles of Supervision .....	3
MKA2102 Retailing .....	3
Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>
<b>Total Program Semester Hours .....</b>	<b>62</b>

\*Requires a pre- or co-requisite. See course description in catalog.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

## RESTAURANT MANAGEMENT

The Associate of Science in Restaurant Management emphasizes the development of management skills needed in the food service industry. The general education requirements of the program develop students' abilities in communications and interpersonal skills. The use of practicums provide graduates with knowledge of industry practices which increases their value to employers. This program is only offered at Central Campus.

### First Year

	Semester Hours
<i>Term I</i>	
ENC1101 Composition .....	3
FSS1221C Volume Foods .....	3
HFT1210 Supervisory Development .....	3
PSY2012 General Psychology .....	3
MTB1310 Applied Mathematics .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### Term II

*ENC2210 Professional & Technical Writing .....	3
*FSS1240C Classical Cuisine .....	3
HFT2600 Hospitality Law .....	3
Humanities .....	3
+ + HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>14</b>

#### Term III

FSS1120 Food & Beverage Purchasing .....	3
Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

### Second Year

#### Term I

ACG1003 Accounting Survey .....	3
*FSS2242C International Cuisine .....	3
FSS2500 Food Service Costing & Controls .....	3
HFT1941 Operations & Service Practicum .....	3
*# Field Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### Term II

(1) CGS1570C Microcomputer Applications .....	3
FSS2614 Food & Beverage Merchandising .....	3
*HFT2460 Financial Management .....	3
*HFT2942 Management & Control Practicum .....	3



**Semester  
Hours**

**Semester  
Hours**

# #Field Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>
<b>Total Program Semester Hours.....</b>	<b>65</b>
*Requires a pre- or co-requisite. See course description in catalog.	
# #Field Electives: Students are to select two (2) courses congruent with their career goals from the following:	
HFT1850	Dinning Room & Lounge Operations
HFT1851	Beverage Management
HFT2220	Organization and Personnel Management
FSS1284	Catering
+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.	
(1) Students planning to transfer should select CGS1000 Fundamentals of Data Processing.	

## TRAVEL INDUSTRY MANAGEMENT

The Associate of Science in Travel Industry Management emphasizes the development of management skills needed in the travel/tourism industry. The general education requirements of the program develop students' abilities in communications and foreign languages. The use of Co-op Work experience provide graduates with knowledge of industry practices which increases their value to employers. This program is only offered at Central Campus.

### First Year

	<b>Semester Hours</b>
<i>Term I</i>	
ENC1101	Composition .....
HFT1210	Supervisory Development.....
HFT1700	Introduction to Tourism Industry & Administration.....
MTB1103	Business Mathematics.....
	(2) Foreign Language.....
<b>Total Term Semester Hours .....</b>	<b>16</b>

### Term II

*ENC2210	Professional & Technical Writing.....
*HFT2220	Organization and Personnel Management .....
HFT2600	Hospitality Law .....
MTB1310	Applied Mathematics .....
	(2) Foreign Language .....
<b>Total Term Semester Hours .....</b>	<b>16</b>

### Term IIIA or IIIB

Elective .....	3
+ + HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>5</b>

## Second Year

### Term I

ACG1003	Accounting Survey .....
GEA2000	World Geography.....
HFT1941	Operations & Service Practicum.....
HFT2500	Marketing .....
HFT2740	Corporate Travel Management .....
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term II

(1) CGS1570C	Microcomputer Applications .....
*HFT2511	Convention and Group Business Marketing Management .....
*HFT2730	Tour Packaging .....
*HFT2942	Management & Control Practicum .....
SPC1024	Introduction to Speech Communications.....
<b>Total Term Semester Hours .....</b>	<b>15</b>
<b>Total Program Semester Hours .....</b>	<b>67</b>

\*Requires a pre- or co-requisite. See course description in catalog.

- + + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.
- (1) Students planning to transfer should select CGS1000 Fundamentals of Data Processing.
- (2) Language level is determined by a Placement Test. Students may satisfy the 8-credit foreign language requirements by demonstrating proficiency through an examination. Contact the Department of Non-Traditional Programs.

# CERTIFICATE PROGRAMS

## ACCOUNTING APPLICATIONS

The Accounting Applications Certificate is designed to qualify successful completers for jobs as accounting clerks or preparers of personal income tax returns. The student must select a specialization option congruent with their career goals.

### 1. Core Courses (Required for all options):

	Semester Hours
ENC1101 Composition .....	3
*OST2335 Business Communications .....	3
MTB1103 Business Mathematics .....	3
BUL2241 Business Law I .....	3
CGS1570C Microcomputer Applications .....	3
<b>Total Core Course Semester Hours .....</b>	<b>15</b>

### 2. One of the following specialization options:

#### Option #1 General Accounting Applications

ACG2001 Principles of Accounting I .....	3
*ACG2011 Principles of Accounting II .....	3
*ACG2071 Managerial Accounting .....	3
*ACG2100 Intermediate Accounting I .....	3
TAX2000 Income Tax I .....	3
**Business Elective .....	2
<b>Total Option Semester Hours .....</b>	<b>18</b>
<b>Total Certificate Semester Hours .....</b>	<b>33</b>

#### Option #2 Tax Accounting Applications

ACG2001 Principles of Accounting I .....	3
*ACG2011 Principles of Accounting II .....	3
TAX2000 Income Tax I .....	3
*TAX2100 Income Tax II .....	3
**Business Electives .....	6
<b>Total Option Semester Hours .....</b>	<b>18</b>
<b>Total Certificate Semester Hours .....</b>	<b>33</b>
*Requires a pre- or co-requisite. See course description in catalog.	
**Business Electives are satisfied by taking any one (1) or two (2) of the following courses:	
*ACG2071 Managerial Accounting .....	3
*ACG2110 Intermediate Accounting II .....	3
*ACG2360 Cost Accounting .....	3
BUL2242 Business Law II .....	3
FIN1100 Personal Finance .....	3

## PROMOTION MANAGEMENT

The Promotion Management Certificate is a program designed to prepare students for immediate employment in the area of marketing. It will also meet the needs of those students who already have a two or four-year degree and are seeking new employability skills.

### 1. Core Courses (Required for all options):

	Semester Hours
ENC1101 Composition .....	3
GEB1011 Introduction to Business or	
MAN2021 Introduction to Management .....	3
ACG2001 Principles of Accounting I .....	3
BUL2241 Business Law I .....	3
ECO2013 Principles of Economics I .....	3
CGS1570C Microcomputer Applications .....	3
<b>Total Core Course Semester Hours .....</b>	<b>18</b>

### 2. One of the following specialization options:

#### Option #1 General Marketing

MAR1011 Principles of Marketing .....	3
MKA1021 Salesmanship .....	3
MKA1511 Advertising .....	3
MKA1930 Seminar I: Marketing in	
Perspective or	
MKA2102 Retailing .....	3
<b>Total Option Semester Hours .....</b>	<b>12</b>
<b>Total Certificate Semester Hours .....</b>	<b>30</b>

#### Option #2 International Marketing

MAR1011 Principles of Marketing .....	3
MAR2141 International Marketing .....	3
MNA2601 International Business	
Environment .....	3
MKA2957 International Marketing -	
Overseas or	
MKA1930 Seminar I:	
Marketing in Perspective .....	2
<b>Total Option Semester Hours .....</b>	<b>12</b>
<b>Total Certificate Semester Hours .....</b>	<b>30</b>

\*Requires a pre- or co-requisite. See course description in catalog.

# ASSOCIATE OF SCIENCE DEGREE PROGRAMS

## COMPUTER SCIENCE

The Computer Science department offers two options to the Computer Programming and Applications Associate of Science degrees. These are:

### COMPUTER PROGRAMMING AND APPLICATIONS

#### Option #1: Business Programming

The Computer Programming and Applications Option #1 program is designed for students who seek employment in business programming and for those presently employed in business data processing desirous of advancement. This program is only offered at North and Central Campuses.

#### First Year

	Semester Hours
<i>Term I**</i>	
ENC1101 Composition .....	3
MTB1103 Business Mathematics.....	3
ACG2001 Principles of Accounting I.....	3
CGS1000 Fundamentals of Data Processing ...	3
COP1170 Programming in BASIC.....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### *Term II\*\**

*ENC1102 Composition or	
*ENC2210 Professional & Technical Writing ....	3
*MAC1102 College Algebra or higher .....	3
*ACG2011 Principles of Accounting II.....	3
*COP1120 COBOL I.....	3
*COP1160 RPG Programming.....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### *Term IIIA or IIIB\*\**

*ACG2071 Managerial Accounting .....	3
Humanities .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

#### Second Year

<i>Term I**</i>	
CGS1510C Electronic Spreadsheet.....	3
*STA2014 Elementary Statistics.....	3
*CIS2321 System Development & Design .....	3
*COP2121 COBOL II .....	3
Social Science.....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### *Term II\*\**

*COP1341 UNIX .....	3
*COP2400 Assembly Programming.....	3

#### Semester Hours

*COP2123C CICS/COBOL Programming.....	3
CGS1540C Database Management.....	3
Elective .....	3
+ + HPRD Wellness Course.....	2
<b>Total Term Semester Hours .....</b>	<b>17</b>
<b>Total Program Semester Hours .....</b>	<b>68</b>

\*Requires a pre- or co-requisite. See course description in catalog.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

\*\*Courses should be taken in the sequence and term suggested unless approved by the Department Head.

#### Option #2: Engineering and Scientific Programming

The Computer Programming and Applications Option #2 program develops competencies to attain job entry-level programmer positions in the use of systems and applications software which support engineering/scientific problem solving. This program is only offered at North and Central Campuses.

#### First Year

	Semester Hours
<i>Term I**</i>	
ENC1101 Composition.....	3
*MAC1102 College Algebra or higher.....	3
CGS1000 Fundamentals of Data Processing.....	3
*COP1200 FORTRAN Programming.....	3
Social Science .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### *Term II\*\**

*ENC2210 Professional & Technical Writing ....	3
*MAC1132 Pre-Calculus I .....	3
*COP1210 Pascal Programming .....	3
Humanities .....	3
+ + HPRD Wellness Course.....	2
<b>Total Term Semester Hours .....</b>	<b>14</b>

#### *Term IIIA or IIIB\*\**

*COP1341 UNIX .....	3
Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

#### Second Year

<i>Term I**</i>	
*CIS2321 System Development & Design .....	3
*MAC1133 Pre-Calculus II.....	3

	Semester Hours
*COP1220 "C" Programming .....	3
*COP2400 Assembly Programming .....	3
## Field Elective .....	2
Total Term Semester Hours .....	15

*Term II\*\**

*PHY1001 Applied Physics .....	3
*PHY1001L Applied Physics Lab .....	1
CEN2010 Software Engineering .....	3
*COP2222 Advanced "C" Programming .....	3
## Field Elective .....	2
Total Term Semester Hours .....	13
Total Program Semester Hours .....	63

\*Requires a pre- or co-requisite. See course description in catalog.

## Field Electives: Students are to select one (1) course congruent with their career goals from the following: CET2253, CGS1510C, EET2353C, INP1301, MAN2021, MNA2345, or ETD1324.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

\*\*Courses should be taken in the sequence and term suggested unless approved by the Department Head.



# ASSOCIATE OF SCIENCE DEGREE PROGRAMS

## OFFICE SYSTEMS TECHNOLOGY

### COURT REPORTING TECHNOLOGY

Semester  
Hours

The Associate of Science in Court and Conference Reporting prepares students for careers in the field of high-speed verbatim reporting of business meetings, conventions, legal hearings, courtroom proceedings, and depositions. The program is designed to prepare graduates to meet the standards set forth by the National Shorthand Reporters Association.

The curriculum includes basic courses in computer compatible machine shorthand theory and speed development to the level of 225 words per minute.

Students who complete two semesters of machine shorthand theory with a speed of 100 to 150 words per minute may use this high speed note-taking skill in general, legal, or other specialized office career programs. **Court Reporting courses are primarily offered at South Campus.** North Campus is beginning to offer some of these courses.

#### First Year

Semester  
Hours

##### Term I

ENC1101	Composition .....	3
MTB1310	Applied Mathematics.....	3
*OST1113	Intermediate Typing 4, &	
*OST1114	Intermediate Typing 5, &	
*OST1115	Intermediate Typing 6 .....	3
*OST1221	Machine Shorthand I .....	6
<b>Total Term Semester Hours .....</b>		<b>15</b>

##### Term II

GEB1011	Introduction to Business .....	3
BUL2241	Business Law I .....	3
*OST1222	Machine Shorthand II .....	6
*OST2335	Business Communications.....	3
<b>Total Term Semester Hours .....</b>		<b>15</b>

##### Term III

*OST1223	Machine Shorthand III .....	6
+ + HPRD Wellness Course .....		2
<b>Total Term Semester Hours .....</b>		<b>8</b>

#### Second Year

##### Term I

*ENC1102	Composition or	
*ENC2210	Professional & Technical Writing ....	3
HSC1531	Medical Terminology I .....	3
*OST2731	Info/Word Processing	
	Applications 1 .....	1
*OST2224	Machine Shorthand IV .....	6

*OST2226	Court Reporting Procedures & Terminology .....	3
<b>Total Term Semester Hours .....</b>		<b>16</b>

##### Term II

MEA1253	Anatomy and Physiology for the Medical Assistant .....	3
*OST2225	Machine Shorthand V .....	6
*OST2944	Practicum in Court Reporting .....	3
	Humanities .....	3
<b>Total Term Semester Hours .....</b>		<b>15</b>

##### Term III

PSY2012	General Psychology .....	3
	Elective .....	3
<b>Total Term Semester Hours .....</b>		<b>6</b>
<b>Total Program Semester Hours .....</b>		<b>75</b>

\*Requires a pre- or co-requisite. See course description in catalog.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

### OFFICE SYSTEMS TECHNOLOGY

The Department of Office Systems Technology offers four Associate of Science degree programs. These degrees provide a broad background in office skills with accompanying general business administration subjects enabling individuals to assume a wide range of responsibilities in industry, government, services, and the professions.

These programs are offered at North and South Campuses. Some courses may not be offered at both locations. Please check catalog descriptions.

There is a common body of knowledge in these degrees that all students must observe as represented in the following core courses. Students then select their degree area of specialization.

#### 1. Core Courses (Required for all students):

Semester  
Hours

ENC1101	Composition .....	3
*ENC2210	Professional & Technical Writing .....	3
MTB1103	Business Mathematics .....	3
MTB1310	Applied Mathematics .....	3
GEB1011	Introduction to Business .....	3
ACG1003	Accounting Survey .....	3
BUL2241	Business Law I .....	3

	Semester Hours
*OST1113 Intermediate Typing 4, &	
*OST1114 Intermediate Typing 5, &	
*OST1115 Intermediate Typing 6 .....	3
*OST2335 Business Communications .....	3
*OST2402 Secretarial Procedures .....	3
*OST2731 Info/Word Processing Applications 1, &	
*OST2732 Info/Word Processing Applications 2, &	
*OST2733 Info/Word Processing Applications 3 .....	3
*OST2601 Transcribing Machines I .....	3
PSY2012 General Psychology .....	3
Humanities .....	3
Elective .....	3
+ + HPRD Wellness Course .....	2
<b>Total Core Course Semester Hours .....</b>	<b>47</b>

## 2. Degree area of Specialization:

### Legal Secretarial Technology

Individuals planning to work in legal offices as secretaries should follow this degree program. Office skills in typing, shorthand, legal techniques and procedures used in law offices are emphasized.

	Semester Hours
BUL2242 Business Law II .....	3
CGS1570C Microcomputer Applications .....	3
+ *OST1211 Shorthand I .....	3
+ *OST1212 Shorthand II .....	3
*OST2431 Legal Office Techniques I .....	3
*OST2432 Legal Office Techniques II .....	3
*OST2734 Info/Word Processing Applications 4, &	
*OST2735 Info/Word Processing Applications 5, &	
*OST2736 Info/Word Processing Applications 6 .....	3
<b>Total Specialization Semester Hours .....</b>	<b>21</b>
<b>Total Program Semester Hours .....</b>	<b>68</b>

### Medical Secretarial Technology

This degree is for those individuals planning to work in medical offices. Keyboarding skills, medical and clinical terminology, and office procedures are emphasized.

	Semester Hours
CGS1570C Microcomputer Applications .....	3
MNA2345 Principles of Supervision .....	3
HSC1531 Medical Terminology I .....	3
MEA1253 Anatomy and Physiology for the Medical Assistant .....	3
# Computer Applications .....	3

	Semester Hours
** Field Electives .....	6
<b>Total Specialization Semester Hours .....</b>	<b>21</b>
<b>Total Program Semester Hours .....</b>	<b>68</b>

### Office Management Technology

This degree is for individuals planning immediate employment in office positions requiring skill in shorthand, typing and word processing. Emphasis is placed on preparing individuals to assume some of the responsibility of the executive in the office.

	Semester Hours
CGS1570C Microcomputer Applications .....	3
INP1301 Human Relations in Business & Industry .....	3
MNA2345 Principles of Supervision .....	3
+ *OST1211 Shorthand I .....	3
+ *OST1212 Shorthand II .....	3
OST2734 Info/Word Processing Applications 4, &	
OST2735 Info/Word Processing Applications 5, &	
OST2736 Info/Word Processing Applications 6 .....	3
# Computer Applications .....	3
<b>Total Specialization Semester Hours .....</b>	<b>21</b>
<b>Total Program Semester Hours .....</b>	<b>68</b>

### Word Processing Technology

This degree is for those individuals seeking advanced skills in the area of word processing. Word processing and computer applications are emphasized in this option.

	Semester Hours
INP1301 Human Relations in Business & Industry .....	3
MNA2345 Principles of Supervision .....	3
OST1831 Windows .....	1
OST1761 MS/DOS .....	1
OST1790 Telecommunications .....	1
OST1811C Desktop Publishing .....	3
OST2734 Info/Word Processing Applications 4, &	
OST2735 Info/Word Processing Applications 5, &	
OST2736 Info/Word Processing Applications 6 .....	3
# Computer Applications .....	6
<b>Total Specialization Semester Hours .....</b>	<b>21</b>
<b>Total Program Semester Hours .....</b>	<b>68</b>

\* Requires a pre- or co-requisite. See course description in catalog.

#**Computer Applications:** Based on the degree, the student is to select 3 to 6 credit hours from the following computer application courses: CGS1510C, CGS1540C or OST1811C.

**Office Management Technology** students may also select from: OST1831, OST1761 and OST1790.

##**Field Electives:** The student is to select 6 credit hours from the following courses:

*OST2734	Info/Word Processing Applications 4, &	
*OST2735	Info/Word Processing Applications 5, &	
*OST2736	Info/Word Processing Applications 6 .....	3
MRE1000	Health Information Management I .....	2

RMI1001	Introduction to Risk and Insurance .....	3
OST1831	Windows .....	1
OST1761	MS/DOS .....	1
OST1790	Telecommunications .....	1

+ Students who have taken OST1221 and/or \*OST1222 may substitute these courses for Gregg Shorthand: OST1211 and/or \*OST1212. This substitution may cause the student an additional 3 to 6 credit hours over the total program semester hours.

+ + Students may select a 2-semester hour "wellness" course from the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.

# CERTIFICATE PROGRAMS

## BUSINESS DATA PROCESSING

This program is designed for students seeking to be trained in computer applications and in the areas of business and/or computer programming.

### 1. Core Courses (Required for all students):

	Semester Hours
ENC1101 Composition .....	3
*OST2335 Business Communications .....	3
MTB1103 Business Mathematics .....	3
CGS1000 Fundamentals of Data Processing .....	3
CGS1510C Electronic Spreadsheet .....	3
CGS1540C Database Management .....	3
*OST1141 Keyboarding .....	1
OST1811C Desktop Publishing .....	3
*OST2731 Info/Word Processing Applications 1, &	
*OST2732 Info/Word Processing Applications 2, &	
*OST2733 Info/Word Processing Applications 3 .....	3
<b>Total Core Course Semester Hours.....</b>	<b>24-25</b>

### 2. Select 9 semester hours from at least two areas:

#### Area 1: General Business

ACG1003 Accounting Survey .....	3
MNA2345 Principles of Supervision .....	3

#### Area 2: Computer Applications

OST1831 Windows .....	1
OST1761 MS/DOS .....	1
OST1790 Telecommunications .....	1
*OST2734 Info/Word Processing Applications 4, &	
*OST2735 Info/Word Processing Applications 5, &	
*OST2736 Info/Word Processing Applications 6 .....	3

#### Area 3: Computer Programming

*COP1120 COBOL I .....	3
COP1170 Programming in BASIC .....	3
<b>Total Selected Semester Hours .....</b>	<b>9</b>

**Total Certificate Semester Hours.....33-34**

\*Requires a pre- or co-requisite. See course description in catalog.

\$ Only required of students who have not had keyboarding or typing courses.

## OFFICE SYSTEMS SPECIALIST

This Office Systems Specialist certificate is designed for students seeking employment in specific areas of specialization. The program has two options.

### 1. Core Courses (Required for all options):

	Semester Hours
ENC1101 Composition .....	3
ACG1003 Accounting Survey .....	3
*OST1113 Intermediate Typing 4, &	
*OST1114 Intermediate Typing 5, &	
*OST1115 Intermediate Typing 6 .....	3
*OST2402 Secretarial Procedures .....	3
*OST2335 Business Communications .....	3
*OST2731 Info/Word Processing Applications 1, &	
*OST2732 Info/Word Processing Applications 2, &	
*OST2733 Info/Word Processing Applications 3 .....	3
<b>Total Core Course Semester Hours.....</b>	<b>18</b>

### 2. One of the following specialization options:

#### Option #1 Administrative Specialist

This option is designed for students seeking to enter administrative office work at the entry level. Upon successful completion, the student should be able to work effectively with the changing demands of administrative employment, take and transcribe dictation, and demonstrate appropriate work habits.

	Semester Hours
GEB1011 Introduction to Business .....	3
MTB1103 Business Mathematics .....	3
+ *OST1211 Shorthand I .....	3
+ *OST1212 Shorthand II .....	3
*OST2601 Transcribing Machines I .....	3
<b>Total Option Semester Hours.....</b>	<b>15</b>
<b>Total Certificate Semester Hours .....</b>	<b>33</b>

#### Option #2 Office Specialist

This option is designed for students seeking immediate employment in special areas of office work. By selecting a specialty area, students can obtain competencies for office work in areas such as accounting, insurance, legal, medical, real estate, office management, word processing, and others.

### 2. Select four (4) courses from one of the following specialty areas:



### Accounting Office Specialist

	Semester Hours
ACG2001 Principles of Accounting I .....	3
*ACG2011 Principles of Accounting II .....	3
TAX2000 Income Tax I .....	3
MTB1103 Business Mathematics .....	3
Co-op Work Experience .....	3
*Computer Applications .....	2
<b>Total Option Semester Hours .....</b>	<b>12</b>

### Computer Applications Office Specialist

CGS1000 Fundamentals of Data Processing ...	3
MTB1103 Business Mathematics .....	3
Co-op Work Experience .....	3
*Computer Applications .....	3
<b>Total Option Semester Hours .....</b>	<b>12</b>

### Executive Office Specialist

MNA2345 Principles of Supervision .....	3
MTB1103 Business Mathematics .....	3
*OST2601 Transcribing Machines I .....	3
Co-op Work Experience .....	3
*Computer Applications .....	6
<b>Total Option Semester Hours .....</b>	<b>12</b>

### General Office Specialist

CGS1000 Fundamentals of Data Processing ...	3
GEB1011 Introduction to Business .....	3
MTB1103 Business Mathematics .....	3
*OST2601 Transcribing Machines I .....	3
Co-op Work Experience .....	3
*Computer Applications .....	2
<b>Total Option Semester Hours .....</b>	<b>12</b>

### Insurance Office Specialist

BUL2241 Business Law I .....	3
GEB1011 Introduction to Business .....	3
MTB1103 Business Mathematics .....	3
RMI1001 Introduction to Risk & Insurance .....	3
Co-op Work Experience .....	3
*Computer Applications .....	2
<b>Total Option Semester Hours .....</b>	<b>12</b>

### Legal Office Specialist

BUL2241 Business Law I .....	3
BUL2242 Business Law II .....	3
*OST2431 Legal Office Techniques I .....	3
*OST2432 Legal Office Techniques II .....	3
Co-op Work Experience .....	3
*Computer Applications .....	2
<b>Total Option Semester Hours .....</b>	<b>12</b>

### Medical Office Specialist

	Semester Hours
Required in this specialty:	
*OST2601 Transcribing Machines I .....	3
Select three (3) courses:	
HSC1531 Medical Terminology I .....	3
MEA1253 Anatomy and Physiology for the Medical Assistant .....	3
Co-op Work Experience .....	3
*Computer Applications .....	2
<b>Total Option Semester Hours .....</b>	<b>12</b>

### Real Estate Office Specialist

BUL2241 Business Law I .....	3
BUL2242 Business Law II .....	3
MTB1103 Business Mathematics .....	3
REE1040 FREC I .....	4
Co-op Work Experience .....	3
*Computer Applications .....	3
<b>Total Option Semester Hours .....</b>	<b>12-13</b>
<b>Total Certificate Semester Hours .....</b>	<b>30-31</b>

\*Requires a pre- or co-requisite. See course description in catalog.

#The student is to select 3 to 9 credit hours from the following application courses: CGS1510C, CGS1540C, CGS1570C, OST1831, OST1761, OST1790, OST1811C, \*OST2734, \*OST2735, \*OST2736.

+ Students that have taken OST1221, OST1222 and/or OST1223, Machine Shorthand, may substitute these courses for Gregg Shorthand, OST1211, OST1212 and/or OST2213. This substitution may cause the student an additional 3 to 9 credit hours over the total program semester hours.

## CERTIFIED PROFESSIONAL SECRETARY

Broward Community College recognizes the achievement of the secretary awarded the Certified Professional Secretary (CPS) designation by granting college credits for the relevant parts of the CPS examination passed. Credit for the following courses may be obtained through the Department of Non-Traditional Programs:

	Semester Hours
ACG1003 Accounting Survey .....	3
ACG2001 Accounting Principles I .....	3
BUL2241 Business Law I .....	3
ECO2013 Principles of Economics I .....	3
INP1301 Human Relations in Business & Industry .....	3
MAN2021 Introduction to Management .....	3

These courses may be applied towards the Associate of Science or Certificate programs of the Office Systems Technology department with the respective limits of completing 24 credit hours at Broward Community College, including the last 12 credit hours.

In addition, Broward Community College recognizes the need for secretaries seeking preparation for the CPS examinations by offering the following courses:

OST2391	CPS Exam Preparation I Behavioral Science in Business .....	1
OST2392	CPS Exam Preparation II Business Law .....	1
OST2393	CPS Exam Preparation III Economics & Management .....	1

OST2394	CPS Exam Preparation IV Accounting .....	1
OST2395	CPS Exam Preparation V Office Administration & Communication .....	1
OST2396	CPS Exam Preparation VI Office Technology .....	1

For more information, please contact the Department Head of Office Systems Technology.

# CRIMINAL JUSTICE

The primary mission of the Broward Community College, Criminal Justice Institute, is to provide the student with current knowledge and techniques used in the Criminal Justice field to prepare the student as a Criminal Justice practitioner.

Students seeking to transfer to a university for a baccalaureate degree for a "professional position" such as Probation Officer, Parole Officer, Juvenile Counselor, or Social Case Worker should take the Associate of Arts Degree program with the required Criminal Justice electives.

Those students seeking an Associate of Science degree in Criminal Justice Technology are offered four options: #1 - Criminal Justice, #2 - Crime Scene Emphasis, #3 - Security Emphasis and #4 - Polygraph Emphasis.

The Criminal Justice Core subjects are taken by all Criminal Justice students. General Education Core subjects are English, Humanities, Mathematics, Political Science, Psychology and Sociology. Other subjects, as listed, are taken to suit the requirements of the option selected by the students. All degrees and options have the following requirements:

1. Completion of at least 24 hours at Broward Community College, including the last 12 semester hours.
2. Completion of evaluation of graduation requirements in the Advisement Office at the time of advisement/registration for the final term. Students are responsible for completing all graduation requirements.
3. Removal of all admission requirements.
4. Attendance at all official graduation exercises.

Suggested program sheets are available in the Counseling office for all options.

Criminal Justice students with extensive non-credit experience and/or training may receive credit for specific courses by satisfactorily completing all requirements and examinations for the course. Applications should be made to the Experiential Learning Office.

The associate degree does not prepare students for state certification as corrections or law enforcement officers. A student must complete the Florida Criminal Justice Standards and Training Commission Basic Recruit Training Program for state certification.

The Criminal Justice Institute is certified by the Criminal Justice Standards and Training Commission as a training center which authorizes the basic Law Enforcement and Corrections Academy training as

well as in-service, advanced and career development training to meet local needs.

## Criminal Justice Technology

An A.S. Degree in Criminal Justice may be earned by completing the General Education and Criminal Justice Core Requirements and any twelve (12) Criminal Justice credits and nine (9) General Education credits as indicated in Option #1 - Criminal Justice Emphasis. Specialized Criminal Justice degrees in Option #2 - Crime Scene Emphasis, Option #3 - Security Emphasis, and Option #4 - Polygraph Emphasis, require completion of the General Education and Criminal Justice Core Requirements and the courses indicated in the option selected.

## General Education and Criminal Justice Core Requirements

	Semester Hours
ENC1101 Composition .....	3
*ENC1102 Composition or	
*ENC2210 Technical Report Writing .....	3
AREA 4 Mathematics .....	3
POS1041 National Government .....	3
POS1112 State and Local Government .....	3
PSY2012 General Psychology .....	3
SYG2000 General Sociology .....	3
AREA 5 General Elective .....	3
AREA 7 HPRD Wellness Course .....	2
CCJ1020 Introduction to Criminal Justice .....	3
CCJ1250 Constitutional Law .....	3
CCJ1400 Introduction to Criminal Justice Organization and Management .....	3
CJT2100 Criminal Investigation .....	3
SPC1024 Introduction to Speech .....	3
<b>Total Core Semester Hours.....</b>	<b>41</b>

### Option #1 Criminal Justice Emphasis

(1) Criminal Justice Electives .....	12
(2) Electives .....	9
<b>Total Option Semester Hours.....</b>	<b>21</b>
<b>Total Program Semester Hours .....</b>	<b>62</b>

### Option #2 Crime Scene Emphasis

CCJ1220 Criminal Law .....	3
CCJ1230 Criminal Evidence and Court Procedures .....	3
*CJT2110 Introduction to Criminalistics .....	3
*CJT2120 Forensics Photography .....	3
*CJT2130 Criminalistics Practicum .....	3
Science and Laboratory Elective ....	8
PHI2010 Introduction to Philosophy or	
PHI2600 Introduction to Ethics.....	3
<b>Total Option Semester Hours.....</b>	<b>26</b>
<b>Total Program Semester Hours .....</b>	<b>67</b>

	Semester Hours
<b>Option #3 Security Emphasis</b>	
CJT2813 Private Security Specialization .....	3
CJT2826 Fire Prevention in Security .....	3
Criminal Justice Elective .....	3
CJT2820 Private Security Administration .....	3
CJT2840 Legal Aspects of Private Security .....	3
(2) Electives .....	2
<b>Total Option Semester Hours .....</b>	<b>24</b>
<b>Total Program Semester Hours .....</b>	<b>65</b>

#### Option #4 Polygraph Emphasis

The following courses in Polygraph are the credits awarded to a student through Experiential Learning who has completed the polygraph training at Deception Control, Inc., Fort Lauderdale. Applicants must submit verification of completion of approved polygraph training to the Criminal Justice Department Head and Experiential Learning.

CJD2250 Interviews & Interrogations .....	3
CJT2250 Polygraph Theory & Operations .....	3
CJT2251 Test Questions Construction & Semantics, Personnel Screening .....	3
CJT2252 Test Questions Construction & Semantics, Criminal Cases .....	3
CJT2253 Chart Analysis, Validity & Reliability .....	4
CJT2254 Polygraph Operations Practicum .....	3
(2) Electives .....	6
<b>Total Option Semester Hours .....</b>	<b>25</b>
<b>Total Program Semester Hours .....</b>	<b>66</b>

\*Requires a pre-requisite or co-requisite. See course description in catalog.

(1)Criminal Justice Electives to be selected from:

CCJ1220 Criminal Law .....	3
CCJ1230 Criminal Evidence & Court Procedures .....	3
CCJ2191 Human Behavior in Criminal Justice .....	3
*CJT2110 Introduction to Criminalistics .....	3
CJD1420 Correctional Law .....	3
CCJ1440 Correctional Administration .....	3
CCJ2330 Probation & Parole Procedure .....	3
CCJ2631 Comparative World Police Agencies .....	3
*CCJ2933 Corrections Practicum .....	3

(2)Electives may be chosen from CGS1000, Sociology, Psychology or Science.

## Fire Science Technology

The Fire Science Technology (A.S.) Program is designed for fire service or fire protection related professionals, to enhance technical competencies, and prepare them for career advancement through participation in appropriate courses of study. The program provides options for concentrated study ranging from EMS, to Fire Officer, through Municipal Fire Inspector specialties. Accelerated programs are offered in a series of required (3) credit courses, to prepare students for State of Florida Fire Officer I or Municipal Fire Inspector Certification

Sixty-five (65) semester hours of credit with a grade point average of 2.0 or better must be completed for this degree.

### General Education and Fire Science Core Requirements:

	Semester Hours
ENC1101 Composition .....	3
*ENC2201 Technical Report Writing .....	3
SPC1024 Speech .....	3
Social Science Elective .....	9
Area 4 Mathematics .....	3
General Elective .....	3
Area 7 HPRD Wellness Course .....	2
POS1112 State and Local Government (or)	
POS1041 National Government .....	3
FFP1100 Fire Administration I .....	3
FFP1200 Fire Prevention Theory and Application .....	3
FFP1400 Tactics and Strategy .....	3
FFP1620 Fire Protection and Detection Systems .....	3
FFP2130 Fire Department Supervision .....	3
FFP2150 Methods and Technology of Instruction .....	3
FFP2500 Hazardous Materials I .....	3
FFP2501 Hazardous Material II .....	3
(1)FFP Electives .....	12
<b>Total Program Semester Hours .....</b>	<b>65</b>

\* Requires a pre or co-requisite. See course description in catalog.

(1)Fire Science Electives to be selected from:

FFP1000 (2)Introduction to Fire Science	
FFP1300 Codes and Standards	
FFP1320 Fire Protection through Building Construction	
FFP2101 Fire Administration II	
FFP2240 Arson and Fire Investigation	
FFP2247 Fire Service Photography	
FFP2326 Construction and Plans Examination	
FFP2420 Application of Fire Ground Tactics	
FFP2600 Fire Apparatus and Procedures	
FFP2600L Fire Apparatus and Procedures Lab	
FFP2640 Fire Hydraulics Theory and Application	



FFP2640L Fire Hydraulics Plus Lab

(3)EMS1119 EMT Basic

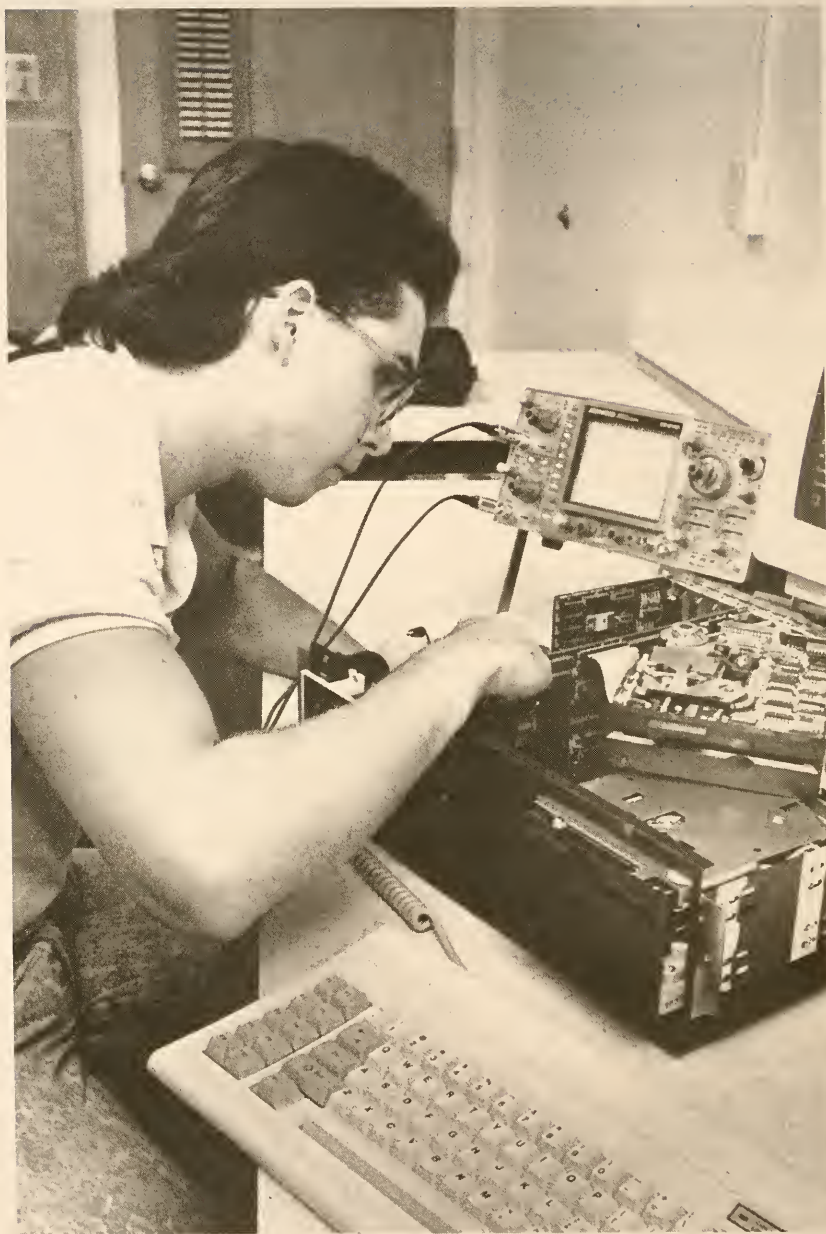
(3)EMS1119L EMT Lab

(3)EMS1431 EMT Clinical

(2)Any student enrolled in the Fire Science Program, actively pursuing a Fire Science degree, shall be awarded three (3) credits for FFP1000 upon

presenting his/her Certificate of Compliance or certification of completion of a minimum standards course to the Experiential Learning Department.

(3)EMS (Paramedic Courses) may be applied in lieu of EMT Electives.



# ENGINEERING TECHNOLOGY

The Engineering Technology Department provides A.S. and A.A. degree programs for students who wish to pursue careers in engineering and applied science. Students who complete the A.S. degree programs may seek employment in the fields of architecture, interior design, civil engineering, building construction, electronics and computer engineering technology. A.A. degree graduates may continue their education at an upper level architecture or engineering institution.

The following programs of study are offered in the Engineering Technology area:

Architectural Design and Construction Technology (A.S. Degree)  
 Architecture (A.A. Degree)  
 Building Construction Technology (A.S. Degree)  
 Civil Engineering Technology (A.S. Degree)  
 Computer Engineering Technology (A.S. Degree)  
 Electronics Engineering Technology (A.S. Degree)  
 Electronics Engineering Technology (A.A. Degree)  
 Interior Design Technology (A.S. Degree)

## Architectural Design and Construction Technology

Graduates will be able to create the variety of graphic and informational products the architect requires to conceptualize, develop, and present the solutions demanded in a competitive market. The mental, graphic, and communications skills developed using computer aided drafting and design plus other technologies will allow a graduate to gain a junior position in a wide range of disciplines.

The exposure and knowledge gained in the curriculum will provide a resourceful individual with the ability to succeed and become a valuable member of many types of architecturally related companies. Some of the types of companies that would require the skills and background developed in the program are architectural firms, contractors and developers, government agencies, and corporations.

These various positions may involve production department drafting (manual and/or computer), presentation drawings, model building, cost budgeting, interfacing with staff architects, drawing and recording specifications, coordinating internal projects with outside consultants, and providing drawings and presentation sketches related to in-house facilities management.

## First Year

	Semester Hours
<i>Term I</i>	
ARC1301 Architectural Design I .....	3
ENC1101 Composition .....	3
MTB1321 Technical Mathematics I.....	3

Semester Hours

ETD1324 Basic CAD .....	3
HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>14</b>

### Term II

*ARC1302 Architectural Design II .....	3
*ENC2210 Technical Report Writing .....	3
*MTB1322 Technical Mathematics II.....	3
*ARC2201 Theory of Architecture.....	3
*ETD2350C Advanced CAD .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term IIIA

*SUR2001 Surveying .....	1
*SUR2001L Surveying Lab .....	2
Humanities/Fine Arts .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

## Second Year

### Term I

*TAR2122 Commercial Architectural Drafting .....	3
*ETG2530 Strength of Materials .....	2
*ETG2530L Strength of Materials Lab .....	1
*ETD2353C Autolisp Programming.....	3
ARC2461 Materials and Methods of Construction .....	3
Social/Behavioral Science .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term II

*TAR2154 Multi-Story Architectural Drafting .....	3
*BCN2614C Construction Planning and Estimating .....	3
BCN2561 Mechanical and Electrical Systems .....	3
*PHY1001 Applied Physics .....	3
*PHY1001L Applied Physics Lab .....	1
Elective .....	2
<b>Total Term Semester Hours .....</b>	<b>16</b>
<b>Total Program Semester Hours .....</b>	<b>66</b>

\*Requires a pre- or co-requisite. See course description in catalog.

Students enrolled in the cooperative Work Experience Program should enroll in one of the following courses during their work period:

OST2390 Work Experience I
OST2391 Work Experience II

## Architecture - Associate in Arts

This degree prepares students to transfer into third year level Architecture programs at accredited universities in the State of Florida. Out-of-state transfers would be considered on an individual basis. Students must contact potential universities of their choice as to specific admission requirements.

### First Year

	Semester Hours
<i>Term I</i>	
ARC1301 Architectural Design I .....	3
ARH2000 Art Appreciation .....	3
ENC1101 Composition .....	3
*MAC1132 Pre-Calculus I.....	3
General Education	
Elective (Area 2-5) .....	3
Physical Education Activity.....	1
<b>Total Term Semester Hours .....</b>	<b>16</b>

#### Term II

*ARC1302 Architectural Design II.....	3
*ENC1102 Composition or	
*ENC2210 Tech Report Writing .....	3
*MAC1133 Pre-Calculus II .....	3
EUH1000 Western Civilization .....	3
*ARC2201 Theory of Architecture .....	3
Physical Education Activity .....	1
<b>Total Term Semester Hours .....</b>	<b>16</b>

#### Term IIIA

ARC2461 Materials and Methods of	
Construction .....	3
Humanities .....	2
<b>Total Term Semester Hours .....</b>	<b>6</b>

### Second Year

#### Term I

ARC1701 Survey of Architectural	
History (Area 5) .....	3
*ARC2303 Architectural Design III .....	4
EUH1001 Western Civilization .....	3
PHY2464 Acoustics or	
PSC1121 Physical Science .....	3
*MAC2233 Business Calculus .....	3
<b>Total Term Semester Hours .....</b>	<b>16</b>

#### Term II

*ARC2304 Architectural Design IV .....	4
*ARC2580 Architectural Structures .....	4
*ARC2681 Environmental Tech .....	3
*PHY1001 Applied Physics .....	3
*PHY1001L Applied Physics Lab .....	1
HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>17</b>
<b>Total Program Semester Hours .....</b>	<b>71</b>

\*Requires a pre or co-requisite. See course descriptions in Catalog.

## Building Construction Technology

The Building Construction Technology Program prepares students for employment in the construction industry or as building inspectors. The courses emphasize fundamentals and techniques of building construction.

### First Year

	Semester Hours
<i>Term I</i>	
CGS1000 Fundamentals of Data Processing....	3
*ETC1250 Materials and Processes .....	2
*ETC1250L Materials Testing Lab .....	1
ETD1121C Civil Drafting I .....	3
FFP1300 Codes and Standards .....	3
MTB1321 Technical Math I .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### Term II

ENC1101 Composition .....	3
*MTB1322 Technical Math II .....	3
*PHY1001 Applied Physics .....	3
*PHY1001L Applied Physics Lab .....	1
EVS2005 Water Supply .....	3
(1) Technical Elective .....	2
HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>17</b>

#### Term IIIB

Social/Behavioral Science .....	3
*SUR2001 Surveying .....	1
*SUR2001L Surveying Lab .....	2
<b>Total Term Semester Hours .....</b>	<b>6</b>

### Second Year

#### Term I

BCN2760 Building Codes and Regulations .....	3
*ENC2210 Technical Report Writing .....	3
*ETG2530 Strength of Materials .....	2
*ETG2530L Strength of Materials Lab .....	1
*ETD2122C Civil Drafting II .....	3
(1) Technical Elective(s) .....	4
<b>Total Term Semester Hours .....</b>	<b>16</b>

#### Term II

BCN2561 Mechanical and Electrical	
Systems .....	3
*BCN2614C Construction Planning Estimating ...	3
Elective .....	3
(1) Technical Elective(s) .....	4
Humanities/Fine Arts .....	3
<b>Total Term Semester Hours .....</b>	<b>16</b>
<b>Total Program Semester Hours .....</b>	<b>70</b>

(1) Suggested Technical Electives:

BCN1272 Building Construction Plans	
Interpretation	
BCN1610 Building Construction Estimating	
Fundamentals	



BCN1740	Construction Law
BCN1750	Construction Financing
BCN1930	Building Construction Special Topics
BCN2276	Construction Plan Review
*BCN2742	Contractor's License Preparation

\*Requires a pre- or co-requisite. See course description in catalog.

## Civil Engineering Technology

The increasing availability of inexpensive computers has created a big demand for technicians with a two-year college degree. Most of the tasks that professional engineers used to perform with the calculator can now be delegated to engineering technicians with the skills acquired from this two-year program. The program has been implemented to upgrade or prepare students for the various disciplines in civil engineering (structural, sanitary, highway, land development, etc.) for both the private sector and the government.

Positions available in the industry may be as civil engineering technicians to perform computer-oriented tasks for the professional engineer (hydraulics, land development, highways, structural analysis, drafting) or as field inspectors for all the structural and civil engineering applications.

This program is oriented toward entry level students, but many of the courses offered reflect the requirements of the industry for the kind of help that civil engineers need at their level.

### First Year

	Semester Hours
<i>Term I</i>	
CGS1000	Fundamentals of Data Processing ... 3
*ETC1250	Materials and Processes ..... 2
*ETC1250L	Materials Testing Lab..... 1
ENC1101	Composition ..... 3
MTB1321	Technical Mathematics I ..... 3
FFP1300	Codes and Standards ..... 2
<b>Total Term Semester Hours</b>	<b>15</b>

<i>Term II</i>	
*ETD1121C	Civil Drafting I ..... 3
ETD1324	Basic CAD..... 3
EVS2005	Water Supply ..... 3
*MTB1322	Technical Mathematics II ..... 3
*PHY1001	Applied Physics ..... 3
*PHY1001L	Applied Physics Lab ..... 1
<b>Total Term Semester Hours</b>	<b>16</b>

<i>Term IIIA</i>	
	Elective ..... 3
*SUR2001	Surveying ..... 1
*SUR2001L	Surveying Lab ..... 2
<b>Total Term Semester Hours</b>	<b>6</b>

## Second Year

Semester  
Hours

### Term I

*ETG2530	Strength of Materials ..... 2
*ETG2530L	Strength of Materials Lab ..... 1
*ETD2122C	Civil Drafting II ..... 3
*SUR2200C	Route Surveying ..... 3
*ETD2350C	Advanced CAD ..... 3
*ENC2210	Technical Report Writing ..... 2
<b>Total Term Semester Hours</b>	<b>15</b>

### Term II

*ETC2410	Structural Design ..... 3
*BCN2614C	Planning and Estimating ..... 3
	Social/Behavioral Science ..... 3
(1)	Technical Elective ..... 3
	Humanities/Fine Arts ..... 3
	HPRD Wellness Course ..... 2
<b>Total Term Semester Hours</b>	<b>17</b>
<b>Total Program Semester Hours</b>	<b>69</b>

### (1) Suggested Technical Electives:

BCN1272	Building Construction Plans Interpretation
BCN1610	Building Construction Estimating Fundamentals
BCN1740	Building Construction Law
BCN1750	Building Construction Financing
BCN1930	Building Construction Special Topics
BCN2276	Construction Plan Review
BCN2561	Mechanical and Electrical Systems
*BCN2742	Contractor's License Preparation
BCN2760	Building Codes and Regulations

\*Requires a pre- or co-requisite. See course description in catalog.

## Electronics Engineering Technology

This program prepares students to work as engineering assistants, field service personnel technicians, and as research assistants. This degree may transfer to those upper level institutions offering BET and BSET degrees. Students should consult the colleges to which they wish to transfer. Courses should be taken in the sequence and term suggested unless approved by the department head. The program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. In October 1992, this program was awarded the Secretary of Education Award for the most outstanding technical program in the ten southeastern United States.

## First Year

	Semester Hours
<i>Term I</i>	
*EET1015C DC Circuits .....	5
CET1112C Digital Techniques .....	5
ENC1101 Composition I .....	3
(1)MTB1321 Technical Mathematics I .....	3
<b>Total Term Semester Hours .....</b>	<b>16</b>

<i>Term II</i>	
*EET1025C AC Circuits .....	5
*EET1141C Linear Techniques I .....	5
*ENC2210 Technical Report Writing .....	3
*(1)MTB1322 Technical Mathematics II .....	3
<b>Total Term Semester Hours .....</b>	<b>16</b>

<i>Term IIIA</i>	
*CET1317 Technical Programming .....	3
*CET1123C Microprocessors I .....	4
<b>Total Term Semester Hours .....</b>	<b>7</b>

<i>Term IIIB</i>	
SPC1024 Introduction to Speech .....	3
<b>Total Term Semester Hours .....</b>	<b>3</b>

## Second Year

<i>Term I</i>	
*PHY2053 General Physics I .....	3
*PHY2053L General Physics I Lab .....	1
*EET2142C Linear Techniques II .....	4
*EET2037C Circuit Analysis .....	4
*ECM2104 Calculus for Electronics .....	4
<b>Total Term Semester Hours .....</b>	<b>16</b>

<i>Term II</i>	
*EET2326C Electronic Communications .....	4
Social/Behavioral Science .....	3
*CET2131C Microprocessors II .....	5
Elective .....	3
HPRD Wellness Course .....	2
<b>Total Semester Hours .....</b>	<b>17</b>

- **Total Program Semester Hours .....** **75**
- (1) Students planning to pursue BSET or BET degrees are advised to replace Technical Mathematics with university parallel math courses \*MAC1132 and \*MAC1133.

\*Requires a pre- or co-requisite. See course description in catalog.

## Bio-Medical Engineering Technology Option

The Bio-Medical Engineering Technology Option provides the EET graduate with additional education and training for employment in the bio-medical technology field. The sequence of courses, which includes several from the biology and health sciences area, can be taken concurrently with the Electronics Engineering Technology program, if approved by the Department Head. Practical experience is provided in a practicum

at the end of the program. Students interested in pursuing the Bio-Medical Engineering Technology Option should contact the department for further information before beginning any course work.

For Bio-Medical Engineering Technology Certification, students would also have to take:

	Semester Hours
HSC1531 Medical Terminology I .....	3
*CHM1033 Chemistry for Health Sciences .....	3
*CHM1033L Chemistry for Health Sciences Lab .....	1
*BSC1085 Human Anatomy and Physiology I .....	3
*BSC1085L Human Anatomy and Physiology I Lab .....	1
*BSC1086 Human Anatomy and Physiology II .....	3
*BSC1086L Human Anatomy and Physiology II Lab .....	1
*EST2940 Bio-Medical Practicum .....	2
<b>Total Term Semester Hours .....</b>	<b>17</b>

\*Requires a pre- or co-requisite. See course descriptions in catalog.

## Computer Engineering Technology

The Computer Engineering Technology program prepares students for employment in the fields of computer design and development, data acquisition, microprocessor system analysis, programming and data communications. Graduates of the program may transfer to upper level BET and BSET programs. Students should consult the colleges to which they wish to transfer.

## First Year

	Semester Hours
<i>Term I</i>	
*EET1015C DC Circuits .....	5
CET1112C Digital Techniques .....	5
ENC1101 Composition .....	3
(1)MTB1321 Technical Math I .....	3
<b>Total Term Semester Hours .....</b>	<b>16</b>

<i>Term II</i>	
*EET1025C AC Circuits .....	5
*EET1141C Linear Techniques I .....	5
*CET1123C Microprocessors I .....	4
(1)*MTB1322 Technical Math II .....	3
<b>Total Term Semester Hours .....</b>	<b>17</b>

<i>Term IIIA</i>	
Social/Behavioral Science .....	3
*CET1317 Technical Programming .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

<i>Term IIIB</i>	
SPC1024 Introduction to Speech .....	3
<b>Total Term Semester Hours .....</b>	<b>3</b>

## Second Year

	Semester Hours
<i>Term I</i>	
*CET2253 Applied Operating Systems.....	4
*EET2142C Linear Techniques II .....	4
*EET2353C Data Communication .....	4
*CET2131C Microprocessors II .....	5
<b>Total Term Semester Hours .....</b>	<b>17</b>

### Term II

*CET2486C Local Area Networking .....	3
*CET2133C Computer Technology I .....	4
*CET2173C Microcomputer Troubleshooting.....	4
Elective .....	3
HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>16</b>
<b>Total Program Semester Hours.....</b>	<b>75</b>

(1) Students planning to pursue BSET or BET degree are advised to replace Technical Mathematics with university parallel math courses \*MAC1132 and \*MAC1133.

\*Requires a pre- or co-requisite. See course descriptions in catalog.

## Interior Design Technology

The Associate in Science degree will, upon completion, provide the student with the necessary education, training and background to obtain career employment in the field of interior design.

A graduate of this program will have fulfilled the educational requirements toward becoming a licensed interior designer.

Possible employment positions include opportunities with interior design firms, architectural firms, developers, product and furniture line companies, in-house corporate design and facilities management.

These various positions may involve space planning, material selections and coordination, budgeting, graphic and computer communication skills, presentation skills, installation coordination, and related business practices.

For those students who wish to pursue a continued higher level of education by transfer to an accredited State of Florida University, the Associate in Arts degree will facilitate the transfer. Students must obtain specific admission requirements from the university of their choice.

## First Year

	Semester Hours
<i>Term I</i>	
IND1020 Interior Design I .....	3
IND1100 History of Interiors I .....	3
ARC1301 Architectural Design I .....	3
ART2205C Color and Composition .....	3
ENC1101 Composition .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term II

*IND1200 Interior Design II .....	3
*ARC1302 Architectural Design II .....	3
IND2420 Materials and Sources .....	3
*IND2130 History of Interiors II .....	3
HPRD Wellness Course .....	2
<b>Total Term Semester Hours .....</b>	<b>14</b>

### Term IIIA

ARC2461 Materials & Methods of Construction .....	3
<b>Total Term Semester Hours .....</b>	<b>3</b>

## Second Year

### Term I

*IND2012 Interior Design III .....	3
ETD1324 Basic CAD .....	3
*ENC2210 Technical Report Writing .....	3
*MTB1310 Applied Mathematics .....	3
PSY2012 General Psychology .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

### Term II

*IND2220 Interior Design IV .....	3
ARH2051 Art History II .....	3
*ARC2201 Theory of Architecture .....	3
*IND2500 Professional Practices .....	3
Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>
<b>Total Program Semester Hours .....</b>	<b>62</b>

\* Requires a pre- or co-requisite. See course description in catalog.







# LANDSCAPE TECHNOLOGY PROGRAM

The opportunities in this rapidly expanding industry for technically trained personnel are almost limitless. Technological advances, increased emphasis on environmental control through the use of plants, additional consumer leisure time and greater aesthetic interest have greatly increased the need for personnel in the areas of landscape design, landscape contracting, nursery and turf production and management, horticultural pest control, horticultural sales, and garden supply. Our industry has been targeted by the Federal Government as a profession with a critical employees' shortfall.

Positions are available as landscape installation foremen and installers, draftsmen and field assistants for landscape architectural firms; and sales specialists in all aspects of landscaping, landscape design, and retail sales. The broad scope of the wholesale nursery industry in Florida opens the job market door to multi-level supervisory positions for plant-growing operations. On-site sales and even world-wide plant brokering jobs exist for those whose ability lies in this direction and in the allied fields of nursery supplies, soils, fertilizer and chemical products.

Although geared for entry-level students, many of the courses meet the requirements of people currently in the industry and seeking upward advancement, as well as those from other professions and occupations desiring a mid-life career change. The program motto of "learn-it-today, use-it-tomorrow" expresses the philosophy and enthusiasm existing in this pragmatic two-year, Associate of Science curriculum. Most of the courses are offered in the afternoon and evening, one day a week, for the convenience of working students.

Students beginning this program should meet with the Program Advisor before registering for classes. All Landscape Technology courses are offered once a year - only in the terms as shown below.

## Requirements for the Associate of Science Degree in Landscape Technology:

### First Year

	Semester Hours
<i>Term I</i>	
ENC1101 Composition .....	3
ORH1000 Horticultural Biology .....	3
ORH1000L Horticultural Biology Lab .....	1
ORH1510 Landscape Plant Identification I ....	4
ENY1004 Entomology .....	3
HPRD Wellness Course .....	2
<b>Total Term Semester Hours .</b>	<b>16</b>

### Semester Hours

#### Term II

*ENC2210 Technical Report Writing .....	3
*HOS1031C Horticultural Practices .....	5
SOS1102 Soils and Fertilizers .....	3
*ORH1511 Landscape Plant Identification II ....	4
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### Term IIIA

(1)Department Elective .....	3
Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

### Second Year

#### Term I

SPC1024 Introduction to Speech .....	3
ORH2820C Irrigation .....	3
*ORH2800 Introduction to Landscape Design .....	2
*ORH2830 Basic Landscape Design .....	2
IPM2631 Plant Pest Control .....	4
<b>Total Term Semester Hours .....</b>	<b>14</b>

#### Term II

MTB1310 Applied Mathematics or	
(2)*MAT1034 Intermediate Algebra .....	3
(1)Department Elective .....	3
ORH2862 Landscape and Turf Business Administration .....	3
*ORH2831C Landscape Design Studio or	
ORH2220 Turf Grass Management .....	3-4
Social/Behavioral Science .....	2
<b>Total Term Semester Hours .....</b>	<b>15-16</b>
<b>Total Program Semester Hours .....</b>	<b>66-67</b>

\*Requires a pre- or co-requisite. See course description in catalog.

(1) Additional courses offered as Department Electives in Landscape Technology:

ORH2841 Landscape Installation - 3 credits - Term II	
ORH2220 Turf Grass Management - 3 credits - Term II	
PLS2600 Weed Identification and Control - 3 credits - Term IIIA	
FRC2004C Subtropical Fruit Culture - 4 credits - Term IIIA	
HOS1930 Native Plants - 2 credits - Term IIB	
ORH1101 Florida Landscape Plants - 3 credits - Term IIIA	
ORH2930 Horticultural Seminar - 1 credits - as requested	
*ORH2831C Landscape Design Studio - 4 credits Term II	
ORH1104 Florida Certified Nursery Professional 3 credits - Term I	

- \*ORH2512 Advanced Landscape Plant Identification III - 3 credits
- ORH2949 Field Service - 3 credits - Terms I, II, III (strongly recommended for students not working in the industry. Offered through Non-Traditional Programs Department)

(2) Students considering transfer to a four year institution should take \*MAC1102 College Algebra.

Although the A.S. degree is not designed to be a transfer degree, transfer to certain four year institutions is possible. See the Counseling and Advisement Office for information.

## **Landscape Technology Seminars & Short Courses**

Throughout the year, seminars and short courses oriented toward the industry are offered in turf grass management, weed control, diagnosing plant problems, home landscape design, plant identification, and other subjects.

# PEST CONTROL TECHNOLOGY

The tremendous increase in population is creating a pressing demand on the services offered by structural and landscape pest control companies. The opportunities are endless for technicians trained in the control of insects, diseases, nematodes, and weeds that cause a threat to environmental health and economic well-being.

This two-year program combines studies in general education, pest control technology, and business administration at the College with occupational experience under certified and licensed pest control operators. The Associate of Science graduates of this program will have the basic knowledge and practical skills necessary for rapid advancement in the industry. Emphasis is placed on the control of general household pests, termites and other wood-destroying organisms, public health pests, and pests of landscape plants and turf.

Many of the major courses are offered in the evening for industry members who wish to continue their education and advance in their field. Upon completion of graduation requirements, students will receive an Associate of Science degree in Pest Control Technology and will be eligible to take the Florida State Department of Health Examinations in all four pest control categories.

Students beginning this program should meet with the Program Advisor before registering for classes. All Pest Control Courses are offered once a year - only in the terms as shown below.

## Requirements for the Associate of Science Degree in Pest Control Technology:

### First Year

#### Term I

	Semester Hours
ENC1101 Composition .....	3
MTB1103 Business Mathematics .....	3
ORH1000 Horticultural Biology .....	3
ENY1004 Entomology .....	3
Elective .....	3
<b>Total Term Semester Hours .....</b>	<b>15</b>

#### Term II

*ENC2210 Technical Report Writing.....	3
(1)Department Elective.....	3
IPM1301 Pesticides .....	3
IPM1111C Insect Identification .....	3
Social/Behavioral Science.....	3
<b>Total Term Semester Hours. ....</b>	<b>15</b>

### Semester Hours

#### Term IIIA

(2)IPM2949 Co-Op Work Experience.....	3
PLS2600 Weed Identification.....	3
<b>Total Term Semester Hours .....</b>	<b>6</b>

### Second Year

#### Term I

MTB1310 Applied Mathematics or	
(3)*MAT1034 Intermediate Algebra.....	3
SPC1024 Introduction to Speech .....	3
IPM2612 Household Pests and Control .....	4
IPM2631 Plant Pest Control .....	4
<b>Total Term Semester Hours.....</b>	<b>14</b>

#### Term II

HPRD Wellness Course .....	2
MAR1011 Principles of Marketing or	
MKA1021 Salesmanship .....	3
ORH2220 Turf Grass Management .....	3
IPM2622 Wood Destroying Pests and Control.....	4
IPM2811 Pest Control Business Administration.....	3
<b>Total Term Semester Hours.....</b>	<b>15</b>
<b>Total Program Semester Hours .....</b>	<b>65</b>

\*Requires a pre- or co-requisite. See course description in catalog.

(1) Department Electives must be chosen from the following:

ORH1101 Plant Identification for the Trade - Term IIIA	
ORH1510 Landscape Plant Identification I - Term I	
SOS1102 Soils and Fertilizers - Term II	

(2)Offered through Non-Traditional Programs Department, Terms I, II and III.

(3)Students considering transfer to a four year institution should take \*MAC1102 College Algebra.

Although the A.S. degree is not designed to be a transfer degree, transfer to certain four-year institutions is possible. See the Counseling and Advisement Office for information.







# CHILD DEVELOPMENT AND EDUCATION PROGRAM

Opportunities for a rewarding career in the early childhood field abound for the well trained professional interested in being a teacher of young children, supervisor of children's programs, or owner of a child care facility.

The A.S. Degree program combines classroom and field experience to give the student the necessary background for success in the job market. Course work provides graduates with the ability to design an effective educational curriculum, manage children in a classroom setting, supervise early childhood personnel, and efficiently administer child care business operations.

## General Education Courses:

ENC1101	English Composition .....	3
*ENC1102	Composition or	
*ENC2210	Technical Report Writing.....	3
SPC1024	Introduction to Speech .....	3
PSY2012	General Psychology .....	3
DEP2102	Child Psychology .....	3
	Social or Behavioral Science	
	Elective (Area 3) .....	3
	Humanities (Area 2) .....	3
(1)	Mathematics (Area 4) .....	3
	Science .....	3
	Science Lab .....	1
	Elective (Area 5) .....	3
(2)	Elective .....	3
(3)	HPRD Wellness Course .....	2
<b>Total Semester Hours.....</b>		<b>36</b>

## (4) Child Development and Education Courses

EEC1200	Early Childhood Education .....	3
EEC1603	Child Guidance .....	3
CHD1338	Mathematics and Science for the Young Child .....	3
CHD1334	Children's Literature and Language Arts .....	3
CHD1940	Practicum I: Observation & Evaluation .....	3
CHD1331	Creativity for Young Children .....	3
CHD1320	Curriculum Planning for Early Childhood .....	3
*CHD2441	Practicum II .....	3
CHD2800	Administration and Management in Early Childhood Education .....	3

**Total Semester Credits .....**27

**Total Program Semester Credits .....**63

\*Requires a pre or co-requisite. See course description in catalog.

- (1) Mathematics (Area 4): Select one course from any of the following MTB1321, MTB1322, MTB1310, MAT1034 or any mathematics course beginning with the prefix MAC, MAP, MAS, MGF, or STA.
- (2) Elective: (Any college level course, including Technical Education courses).
- (3) HPRD Wellness Course: Select one course from any of the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146, PEN1171.
- (4) Child Development and Education courses do not have to be taken in any sequence.



## COURSE INFORMATION







# DISCIPLINE/COURSE INFORMATION

## English

### University Parallel Program

Students enrolled in the University Parallel Program must complete a minimum of 6 hours of English Composition.

The first composition course in this sequence is ENC1101 which must be completed with a grade of "C" or higher. Following successful completion of ENC1101, the second course may be either ENC1102 or ENC2210.

### College Prep English Courses

Students who do not qualify for ENC1101 must enroll in non-credit College Preparatory courses. These courses are ENC0080 or ENC0020. Students enrolled in ENC0020 are encouraged to enroll in REA0005. Students who have difficulty with grammar and mechanics should take LIN1670 Grammar.

## Creative Writing

A cluster of specialized courses provides training and experience in creative writing. If students wish, they may combine these writing courses with related writing opportunities in the Journalism Department.

## English As A Second Language

English as a Second Language courses are designed to provide English language instruction to students whose native language is not English. Registration in courses is required of all incoming international students (F-1 Visa) and of residents whose native language is not English.

Placement in courses is determined by an interview and placement testing. The appropriate combination of speech and English instruction is determined individually according to the student's existing English language skills. Once enrolled in a sequence a student may be exempted from a course only by instructor recommendation. Upon successful completion of a course sequence, students are eligible to register for ENC1101.

## Literature

In Literature courses, the ability to evaluate critically is given paramount importance. Emphasis is placed upon preparing the students to express themselves in both oral and written forms. ENC1101 is a pre-requisite for all literature, humanities, and social sciences courses with "writing" credits.

## Health, Physical Education, Recreation and Dance (HPRD)

The Department of Health, Physical Education, Recreation, and Dance offers 1- semester-hour activity courses in the areas of aquatics (non-swimmers are encouraged to enroll in a beginning swimming course), dance, team sports, individual sports, and 2-semester-hour activity courses which emphasize "wellness" concepts: HLP1081 - Health Fitness; PEM1116 - Slimnastics; PEM1131 - Weight Training; PEM1141- Aerobic Movement; PEM1146 - Walk/Jog/Run; PEN1171 - Aquatic Fitness.

All A.S. Degree programs require a two credit hour HPRD Wellness Course. The student may select from any of the following: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146, or PEN1171.

All A.A. Degree programs require 4 credit hours of HPRD activity. Students must complete one of the 2-semester-hour "wellness" concept courses and two additional 1-semester-hour activity courses. Students may not take two 2-semester-hour "wellness" courses to fulfill the requirement

No exemptions shall be permitted from A.S. or A.A. Degree HPRD requirements because of age, veteran status or medical reasons. (Students with medical restrictions or physical limitations must, with a physician's approval, participate in any HPRD activity class on a modified basis or participate in any HPRD class specifically designated for the medically restricted with permission of the HPRD Department Head). Students having medical verification of a total activity restriction must enroll in designated HPRD lecture classes (HSC2100 and HSC1102 or HSC2103 or an appropriate activity course) which is approved by the HPRD Department Head.

Students should be aware that participation in physical activity carries a degree of risk. Therefore, students are expected to follow instructions and safety precautions given by the HPRD instructor. Also, students must inform the instructor of any existing medical problems. The College does not carry insurance to cover accidents which occur during college classes. Students are advised to carry his/her own insurance.

Apparel that meets the approval of the Physical Education Department must be worn by the students.

The following Health, Physical Education, Recreation, and Dance courses do not satisfy the requirement for General Education, Area 5:

DAA1372, DAA2290, DAA2291, HSC2100, HSC2400, LEI1000, PEO1003, PEQ2231, PET2000.

Students cannot receive credit for a beginning course after they have gained credit in the intermediate sequence of a particular sport. For example, a student cannot get credit for Beginning Tennis after taking Intermediate Tennis. Nor can a student take a beginning and an intermediate sequence of the same sport concurrently.

A program of studies leading to a major in the areas of Health, Physical Education, Recreation, and Dance at an upper division institution is available. Program sheets which list suggested courses may be obtained from the Counseling and Advisement Office or the HPRD Department. Students are advised to acquaint themselves with the course requirements at the institution to which they plan to transfer and select courses accordingly.

## Journalism and Publications

The printing journalism curriculum offers students courses in newspaper reporting and writing, editing, photojournalism, magazine editing and production, newspaper and magazine practicums (independent studies) and a survey of mass communication. Most of the courses provide practical, hands-on training and experience with the college's student publications. Students are prepared for and encouraged to pursue internships or employment with the area's professional media. Student submissions to *The Observer*, BCC's student newspaper, and *P'an Ku*, the literary magazine, provide opportunities to participate in state and national competitions. Both publications have won numerous state and national awards. The journalism program prepares students for advanced study in pursuit of a four-year degree, and the coursework may prepare students for employment in entry-level media positions.

Students are encouraged to contact the English Department Heads at Central and South Campuses, or the Communications Department Head at North Campus, regarding their particular interest and recommended courses of study. Suggested program sheets are available from Journalism instructors and in the Academic Advisement Office.

## Mathematics

The Mathematics Curriculum has course offerings for major and non-mathematic majors. Entering students will be assigned to the mathematics course best suited to their needs and abilities on the basis of high school records, placement test scores, and stated goals.

### Option I: NON-MAJORS

MAT0012, MAT0024 and MAT1034 are basic studies designed to correct deficiencies in students' high school backgrounds. These courses will not count toward the General Education Mathematics requirements for A.A. Degree students' graduation. MAT1034 may however, carry 3 semester hours of elective credit. MGF1202, MAC1102 and STA2014 are General Education courses recommended for most A.A. De-

gree students. A.S. Degree students should consult their program requirements.

### Option II: MAJORS

For students majoring in Mathematics or Science and for other students needing 9 or more semester hours of mathematics, the following sequence of courses is available: MAC1102, MAC1132, MAC1133, MAC2311, MAC2312, MAC2313, MAP2302, STA2014, MAS2103. MAS2103 may be taken following MAC1133. MTB1304 is a nonsequential service course which may be taken concurrently with any other mathematics course. MTB1310, MTB1320, MTB1321, and MTB1322 are designed to meet the needs of students in technical and specialized programs.

A student who earns a "C" or better in a course with one or more stated or implied pre-requisites may not subsequently earn credit in the pre-requisite course(s) unless approved by the Mathematics Department Head.

## Modern Foreign Languages

The student enrolled in foreign languages will receive intensive preparation in the basic skills of the language so that they will be able to continue their work and interest in this area after graduating from Broward Community College. A combination of modern and traditional methods helps students learn to speak the language and gives insight into the culture. Students are offered language training that assists in the preparation for upper division work or for use in a vocation or profession. Advanced courses permit students to proceed in a given language beyond the basic skills and offer a substantial introduction to literary masters and to the culture of each country. Special conversation courses at the elementary and intermediate levels are designated as 1000 and 2240 courses. For students who wish to continue in more advanced conversation courses, FRE2400 and 2401 and/or SPN2400 and 2401 are recommended.

### Modern Foreign Language Requirement

The State of Florida has mandated that as of 1989, students who plan to enter Florida universities must have completed two years of a high school foreign language or 8-10 credit hours of one foreign language at the community college level. During the registration period all students who have had two years or more of a foreign language in high school and who are to continue in that language are given placement tests to determine their suitable level of study. Students transferring from other colleges should continue equivalent sequential courses.

### Modern Foreign Language Activities

Various travel studies are available through the International Studies Institute. See course descriptions for FRE1170, and SPN1170 and available Foreign Study

Programs such as the “Semester in Seville, Spain Program”.

## Laboratory Attendance Requirement

Attendance in the language laboratory is required for students in most language courses. Separate laboratory fees are charged. Refer to the course fee listing in this Catalog.

## Humanities Requirement

Students should note that Studies in Literature and Culture (FRW2010, FRW2011, SPW2010, SPW2011, GEW2010 and GEW2011) may be applied to fulfill three hours of the Humanities requirement.

## Radio/Television Activities

Students with an interest in Radio/Television are encouraged to explore the opportunities available to them in the “BCC Broadcasters” student activity. Membership in this organization assists students in developing Radio/Television production skills as they participate in creating programs for the college. These programs are aired county-wide on cable stations. Enrollment in RTV2000, Introduction to Radio/Television, and RTV2220, Television Production I, is suggested for involvement in the “BCC Broadcasters” activity. Students should review the catalog description of these courses and note that lab hours for production work may be required by the instructor.

## Reading

The Reading curriculum provides opportunities for students to improve their reading skills, reading rate, study techniques, and vocabulary to enhance their success in college courses and in meeting career goals.

REA0003, ESL Preparatory Reading, and REA0006, College Preparatory Reading, are College Preparatory Reading courses which teach basic reading and study skills to prepare students for college course work. Recommended co-requisite for REA0003: ESL0181, ESL0141, or ENS1241. Recommended co-requisite for REA0006: ENC0020 and ENC0080.

REA1105 is the course designed to help students cope with the challenging demands of college work. Students learn how to read textbooks efficiently, expand vocabulary, increase reading rate, and take notes and tests effectively. All CLAST reading competencies are taught in this course.. Recommended co-requisite: ENC1101

## Science

### Biological Sciences

The Biological Sciences offerings provide students with a variety of courses. It is assumed that students enrolling in Biology courses possess college entry level skills in Reading and Mathematics. Students, depending

upon background and academic or professional goals, may enter these courses by exercising one of three options.

### Option I: NON-MAJORS

BSC1005, BSC1005L. These are introductory courses recommended to students planning to take only one term of Biology. BSC1005L should be taken by students planning to transfer to schools that require a laboratory science. These courses meet the General Education requirements for the A.A. degree.

### Option II: MAJORS

BSC1010C, BSC1011C, BOT2010, BOT2010L, ZOO2010, ZOO2010L. Biology majors should start their sequence with these courses. These courses meet the General Education requirements for the A.A. degree.

### Option III: HEALTH SCIENCES

BSC1085, BSC1085L, BSC1086, BSC1086L, MCB2013, MCB2013L. These courses are required in certain programs offered by the Center for Health Science Education. These courses do not meet Area 4A or 5 General Education requirements for the A.A. Degree. They may be used for elective credit in Area 7. Note that this sequence has a pre-requisite of CHM1033.

## Physical Science

Physical Science courses are offered in Astronomy, Chemistry, Geology, Physics, and Physical Science. Courses for majors in Science, Engineering, and related fields are offered. In addition, courses are offered that meet the General Education requirements of non-science majors and the specialized needs of technical students. It is assumed that students enrolling in Physical Science courses possess college entry level skills in Reading and Mathematics.

### Option I: NON-MAJORS

AST1005, AST1006, AST1022L, GLY1010, GLY1010L, PSC1121, PSC1191L, PHY1001, PHY1001L, AST1002. These are basic studies courses designed to meet the General Education requirements of most students. In addition, courses listed under Option II may also meet General Education requirements.

### Option II: MAJORS

CHM1040, CHM1041, CHM1045, CHM1045L, CHM1046, CHM1046E, CHM1046L, CHM2210, CHM2210L, CHM2211, CHM2211L, PHY2048, PHY2048L, PHY2049, PHY2049L, PHY2053, PHY2053L, PHY2054, PHY2054L are courses designed for Science and Engineering majors or majors in related fields.



General Chemistry is offered as either a two-semester sequence (CHM1045,1046) or as a three-semester sequence (CHM1040, 1041, 1046E). Entrance into CHM1045-1046 sequence requires a passing score on an entrance examination. There are two laboratory courses, CHM1045L which is taken concurrently with either CHM1041 or CHM1045; and CHM1046L which is taken concurrently with either CHM1046E or CHM1046. **NOTE:** Students beginning sequence courses such as CHM1040, CHM1041, CHM1046E; CHM1045, CHM1046; CHM2210, CHM2211; PHY2048, PHY2049; and PHY2053, PHY2054; should plan to complete the sequence at this College. Only the completed sequence at one institution is equivalent to a completed sequence at another institution. Individual courses within a sequence are not necessarily equivalent at different institutions and must be evaluated by a receiving institution on an individual basis.

### Option III: HEALTH SCIENCES

CHM1033, CHM1033L. These courses are required in certain programs offered by the Center for Health Science Education. The courses do not meet the 4A or 5 General Education requirements for the A.A. Degree. They may be used for elective credit in Area 7.

### Social and Behavioral Sciences

The Departments of Social and Behavioral Science represent a substantial portion of the Arts and Science curriculum that provides the fulfillment of General Education requirements under Areas 3,5,7 and 8 of the University Parallel Program. Students who intend to major in one of the Social or Behavioral Science fields are encouraged to contact the campus Department Head.

Students pursuing an Associate of Arts Degree and transferring to a university should discuss their plans with an academic advisor since course requirements for Bachelor Degree programs vary among the universities.

### Social Science Department

The Department of Social Science provides instruction in History, Geography, Political Science, International Relations, Public Administration, Philosophy and Religion. An Associate of Arts Degree is offered to pre-majors in History, Political Science, Religion and International Studies. Suggested courses of study for these major fields are available in the Counseling and Advisement Offices.

### Behavioral Science Department

The Department of Behavioral Science provides instruction in Anthropology, Education, Psychology, Sociology and Social Welfare. Associate of Arts Degree programs are available for students who wish to major in these discipline areas. The Department also offers an Associate of Science Degree program in Child Care

Center Management. Suggested courses of study for these major fields are available in the Counseling and Advisement Offices.

### Speech Communications

Enrollment in Speech courses offers students opportunities to develop public speaking skills, develop interpersonal communications skills, engage in general speech improvement and to specialize in interest areas such as Radio/Television, Argumentation and Debate, Nonverbal Communication, Group Discussion, Oral Interpretation and Voice and Diction. Students may select electives which fulfill general education requirements, as well as, beginning courses of study for majors and minors in Speech Communication and Radio/Television

### Area 5 Requirement

Students should note that SPC1024, Introduction to Speech Communication and SPC1600, Introduction to Public Speaking, may be used to fulfill Area 5 requirements. Also, these courses provide students the speaking and listening competencies mandated by the State of Florida for CLAST.

### Writing Option/Honors Option

Students may wish to enroll in any of the following courses in Speech as a "writing option" course to fulfill Gordon Rule requirements:

SPC1600	Introduction to Public Speaking
SPC1440	Introduction to Group Discussion
SPC2300	Introduction to Interpersonal Communication
SPC2330	Nonverbal Communication

Students may wish to enroll in any of the following courses in Speech as an "Honors Option" course to fulfill requirements of the Honors Institute:

ORI1000	Introduction to Oral Interpretation
SPC1511	Argumentation and Debate
SPC2330	Nonverbal Communication

### Visual and Performing Arts

The Visual and Performing Arts programs offer students an opportunity to investigate and acquaint themselves with the visual arts, theatre, and music. Students may select courses which increase their understanding and appreciation of the arts as part of their general cultural knowledge and heritage, or they may follow a program of studies in one discipline area leading to a major at an upper division institution.

Suggested curriculum program sheets for an A.A. Degree are available for Art, Graphic Design, Theatre, Music, Music Education and Music Technology in the Counseling and Advisement Office.



## Art

The Art curriculum offers the student courses which meet the Associate of Arts Degree requirements and lead to a major or minor in Art or Graphic Design. Students who plan intensive study in Art should confer with an advisor, and are encouraged to contact the Department Head, prior to registration to plan their program of study. Since lower division requirements at upper division institutions vary considerably, it is strongly recommended that students who intend to transfer to a university consult the programs offered at these institutions.

Art majors need to take the basic studio courses before taking 2000 level studio subjects. The basic studio courses are ART1300C Drawing I, ART1330C Life Drawing, ART1201C 2D Design and ART1203C 3D Design. In addition, Art majors should take the Art Histories ARH2050 and ARH2051.

All the courses listed in the Catalog are not necessarily taught during the academic year due to limitations of studio space, instructor availability, and sufficient number of students for particular courses. Students concerned with a particular advanced class should check the schedule for the academic term or ask the Department Head about course offerings before including the advanced course in their schedules.

Art supplies and materials costs for studio courses vary. Some courses require a student fee (see course description). The department reserves the right to retain any student artwork created in Studio Art courses.

## Music

The Music curriculum offers three specialized Associate of Arts Degrees which represent the first two years of work leading to a degree in Music, Music Education or Music Technology at a senior institution. Courses are also offered to meet the needs of students in Music Humanities and in Vocal and Instrumental Music.

All Music majors are required to participate in at least one performing organization each term, as well as a Music Theory course until the theory course sequence is completed.

Music Education majors are required to take three technique classes (to be chosen from MUE1440, MUE1450, MUE1460, and MUE1470). Instrumental Music Education majors should study the three technique classes outside their principal instrument area.

## Musical Activities

The following music activities are open to all students of the College, either for credit or audit with the instructors' approval.

## Choral/Vocal Organizations

MUN1310	College Singers
MUN1310	Concert Choir
MUN1340	Vocal Ensemble
MUN1340	Seahawk Singers
MUO1501	Opera Workshop

## Instrumental Organizations

MUN1120	Symphonic Band
MUN1280	Symphony Orchestra
MUN1430	Brass Ensemble
MUN1440	Percussion Ensemble
MUN1460	Chamber Ensemble
MUN1480	Classical Guitar Ensemble
MUN1481	Jazz Guitar Ensemble
MUN1710	Jazz Ensemble
MUN1710	Neophonic Jazz Ensemble
MUN1711	Jazz Combo

## Applied Music

Applied music lessons are offered for all instruments listed below. These courses require a special fee (see course descriptions).

Secondary instrument courses: one half-hour lesson weekly and one hour practice daily, 1 semester hour credit.

Principal instrument courses: one hour lesson weekly and two hours practice daily, 2 semester hours credit.  
Major instrument courses: one hour lesson weekly and three hours practice daily, 2 semester hours credit.

Instrument	Secondary			
	Yr I, Yr II	Yr I, Yr II	Yr I, Yr II	Yr I, Yr II
Trumpet	MVB1211,2221,	1311,2321,	1411,2421	
French Horn	MVB1212,2222,	1312,2322,	1412,2422	
Trombone	MVB1213,2223,	1313,2323,	1413,2423	
Baritone Horn	MVB1214,2224,	1314,2324,	1414,2424	
Tuba	MVB1215,2225,	1315,2325,	1415,2425	
Jazz Piano	MVJ1210,2220,	1310,2320,	1410,2420	
Jazz Guitar	MVJ1213,2223,	1313,2323,	1413,2423	
Electric Bass	MVJ1214,2224,	1314,2324,	1414,2424	
Piano	MVK1211,2221,	1311,2321,	1411,2421	
Organ	MVK1213,2223,	1313,2323,	1413,2423	
Percussion	MVP1211,2221,	1311,2321,	1411,2421	
Violin	MVS1211,2221,	1311,2321,	1411,2421	
Viola	MVS1212,2222,	1312,2322,	1412,2422	
Cello	MVS1213,2223,	1313,2323,	1413,2423	
String Bass	MVS1214,2224,	1314,2324,	1414,2424	
Guitar	MVS1216,2226,	1316,2326,	1416,2426	
Voice	MVV1211,2221,	1311,2321,	1411,2421	
Flute	MVW1211,2221,	1311,2321,	1411,2421	
Oboe	MVW1212,2222,	1312,2322,	1412,2422	
Clarinet	MVW1213,2223,	1313,2323,	1413,2423	
Bassoon	MVW1214,2224,	1314,2324,	1414,2424	
Saxophone	MVW1215,2225,	1315,2325,	1415,2425	

## Theatre

The Theatre curriculum offers courses which are prerequisites to more advanced work in either educational or professional theatre. Associate of Arts Degree programs with emphasis in Performance, Design, and Technical Theatre meet the requirements leading to a major or minor in Theatre. In some instances the Theatre program has provided an opportunity for employment in the theatrical community upon completion of the Associate of Arts Degree.

Practice in the art of theatre is provided through performance courses. A performance course involves a final production performance which earns the student, as an actor, a director, a designer or a technician, a grade based upon demonstrated improvement.

The major productions of the department include drama, comedy, musicals, dance ensemble, and children's theatre. All Broward Community College students and members of the community are encouraged to participate in all theatrical activities.

Theatre majors are required to take the following seven courses in their first year of study before continuing to other theatre elective courses:

TPP2100	Fundamentals of Acting
MVV1111	Voice Class
DAA2290	Ballet I
TPP2531	Stage Combat
TPA2200	Stagecraft
THE2375	Contemporary Drama
THE2100	Theatre History

# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this Catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned

by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy". Descriptions of the content of course are referred to as "course equivalency profiles".

## Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology General	Freshman Level at this institution	Entry-Level General Sociology	Survey Course	Social Problems	No laboratory component this course

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and the same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below).

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institutions uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General", the century digit "0" represents "Entry-Level General Sociology", the decade digit "1" represents "Survey Course", and the unit digit "0" represents "Social Problems".

In science and other areas, "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a

laboratory course or the laboratory part of the course, having the same prefix and course number with a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG1010 is offered at a community college. The same course is offered at a state university as SYG2010. A student who has successfully completed SYG1010 at the community college is guaranteed to receive transfer credit for SYG2010 at the state university if the student transfers. The student cannot be required to take SYG2010 again since SYG1010 is equivalent to SYG2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

## Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17) Florida Administrative Code, reads:

"When a student transfers among institutions that participate in the common course designation and numbering systems, the receiving institution shall award credit for courses satisfactorily completed at the previous institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students."

## Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- A. Courses in the 900 - 999 series (i.e., ART2905)
- B. Internships, practica, clinical experiences, and study abroad courses.
- C. Performance or studio courses in Art, Dance, Theatre, and Music.
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses are not transferable.

Questions about the Statewide Course Numbering System should be directed to the Statewide Course Numbering System Coordinator in the Registrar's Office of Broward Community College or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or SunCom 278-6402.



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## ACCOUNTING

### ACG1003 ACCOUNTING SURVEY (3)

Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Attention is given to journalizing, posting, preparing the trial balance and financial statements. Procedures for handling petty cash, bank deposits and withdrawals, payroll, business tax reports, and special journals are included. This course is primarily for the non-accounting major or for those who need additional background prior to taking ACG2001, Principles of Accounting I. Supplementary review and practice in applying accounting principles is available through usage of computer assisted instructional software. Prerequisite: MTB1103, suggested.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

### ACG2001 PRINCIPLES OF ACCOUNTING I (3)

This course provides an introductory study of the fundamental principles of recording, summarizing and reporting the financial activities of proprietorships. (South Campus provides MLS Open Lab classes in addition to traditional classes.) Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in ACG2011, Principles of Accounting II. A grade of less than "C" (170 is not transferrable to upper division.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ACG2011 PRINCIPLES OF ACCOUNTING II (3)

As the second course of the series, this course concludes the study of financial accounting and introduces manufacturing and managerial accounting concepts and procedures. Topics covered include plant assets, accounting for equity rights, cash flow statement, financial statement analysis, cost concepts and job order costing. (South Campus provides MLS Open Lab classes in addition to traditional classes.) Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in ACG2071, Managerial Accounting. A grade of less than "C" is not transferrable to upper division. Prerequisite: ACG2001.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ACG2071 MANAGERIAL ACCOUNTING (3)

As the last course of the series, this course concludes the study of manufacturing accounting and managerial accounting. Topics covered include the process cost system, cost behavior, cost-volume-profit analysis, budgeting, profit analysis, responsibility accounting, differential analysis, capital investment analysis, quantitative techniques for inventory control, and decision-making under uncertainty. Advisement note: Students achieving less than a grade of "C" may experience academic difficulty in higher level courses. A grade of less than "C" is not transferrable to upper division. Prerequisite: ACG2011.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ACG2100 INTERMEDIATE ACCOUNTING I (3)

This course provides a systematic and in-depth study of the financial statements and underlying records. Special attention is given to the elements composing

working capital, investments, and plant assets. Advisement note: Students achieving less than a grade of "C" in ACG2011, Principles of Accounting II, may experience academic difficulty in this course. Prerequisite: ACG2011.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ACG2110 INTERMEDIATE ACCOUNTING II (3)

As the second course of the series, this course continues an in-depth study of financial statements and underlying records. The elements that comprise the equity side of the balance sheet are emphasized with additional attention given to special problems in income determination and financial reporting. Advisement note: Students achieving less than a grade of "C" in ACG2100, Intermediate Accounting I, may experience academic difficulty in this course. Prerequisite: ACG2100.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000

### ACG2360 COST ACCOUNTING (3)

A study of the relationship of cost accounting to the control and decision-making functions of management. A review of accounting for costs precedes a detailed consideration of product costing for both job order and process cost systems. Advisement note: Students achieving less than a grade of "C" in ACG2071 may experience academic difficulty in this course. Prerequisite: ACG2071.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

### TAX2000 INCOME TAX I (3)

This course covers principles of federal income taxation applicable to individuals. The course is designed for students to acquire the basic knowledge necessary in the preparation of individual tax returns. Sample tax returns will be prepared.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

### TAX2010 INCOME TAX II (3)

This course is a continuation of TAX2000 with emphasis on income tax laws applicable to partnerships and corporations. A brief survey of estate and gift taxes will be undertaken. Sample tax returns will be prepared. Prerequisite: TAX2000.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

## ANTHROPOLOGY

### ANT2000 INTRODUCTION TO ANTHROPOLOGY (3)

An introductory study of the biological evolution and cultural development of human customs, social organization, and institutions. The student is introduced to the major fields of study undertaken by anthropologists. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ANT2100 INTRODUCTION TO ARCHAEOLOGY (3)

A study of the dates and events of prehistory, geochronology, methods of dating using plant and animal remains and other methods of dating. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ANT2211 INTRODUCTION TO WORLD ETHNOLOGY (3)  
PEOPLES OF THE WORLD**

A survey of cultures on differing levels of development, focusing upon subsistence, social organization, religion, art, and culture change. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ANT2511 INTRODUCTION TO PHYSICAL ANTHROPOLOGY (3)**

A study of the biological origins of humans, focusing upon evolution, race, primatology and population genetics. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ANT2905 INDEPENDENT STUDY ANTHROPOLOGY (3)**

A directed study course available to both majors and non-majors who wish to investigate a particular problem related to the field of anthropology. The student will make application for the course to the head of the Behavioral Sciences Department via an instructor with whom the student wants to work. Prerequisite: instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ANT2920 ANTHROPOLOGY FIELD SCHOOL (1)**

A course designed for study on various topics in cultural and physical anthropology. Study would be limited to field and laboratory projects. Prerequisite: Permission of the instructor or when taken in conjunction with Archaeology. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**ANT2921 ANTHROPOLOGY FIELD SCHOOL (2)**

This lab course is designed to supplement various topics relative to physical and cultural anthropology as well as archaeology. Study is limited to field projects. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**ANT2922 ANTHROPOLOGY FIELD SCHOOL (3)**

This lab course is designed to supplement various topics relative to physical and cultural anthropology as well as archaeology. Study is limited to field projects. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

## **ARCHITECTURE**

**ARC1301 ARCHITECTURAL DESIGN I (3)**

An overall exposure to graphic and model building techniques as they relate to preliminary schematic design skills and basic concepts. Emphasis is placed on fundamental design problems of an analytical nature. Basic two dimensional design fundamentals, orthographic and axonometric drawing are developed. Term I.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00

**ARC1302 ARCHITECTURAL DESIGN II (3)**

Through the use of one and two-point perspective techniques, three dimensional design fundamentals, and problems are studied. Emphasis is placed on the integration of perception, design process graphics, and conceptual communications. Models are used to explore the effects of light, shades, and shadows on form, space, and hierarchy. Prerequisite: ARC1301. Corequisite: ARC2201. Term II.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00

**ARC1701 SURVEY OF ARCHITECTURAL HISTORY (3)**

A general survey of social, political, and cultural factors which have generated architecture from prehistoric times through the eighteenth century. Term I, II, IIIA.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**ARC2201 THEORY OF ARCHITECTURE (3)**

The student will explore, research, and analyze various types of buildings and architects while learning the basic principles, theories, concepts, goals and philosophies of architecture according to contemporary professional values. Prerequisite: ARC1301. Corequisite: ARC1302. Term II.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**ARC2303 ARCHITECTURAL DESIGN III (4)**

As a continuation of two previous graphics and design courses, this course studies the design process through a series of projects of various environmental contexts. Program analysis is graphically conceptualized and decisions implementing organization, form, spatial qualities, circulation, and function are developed. Extensive drawing and model construction are required. Prerequisites: ARC1302 and ARC2201. Term I.

Lec Hrs = 032 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**ARC2304 ARCHITECTURAL DESIGN IV (4)**

The final sequence of four design oriented courses. This course requires the influence of other non-design courses to be expressed in the more complicated projects. More in-depth principles of enclosure, articulation of edges and surfaces, symbolism, imagery, proportion, geometry, scale, and structure are addressed. A portfolio is composed from the student's best work for the purpose of transfer admission requirements to a university program. Prerequisite: ARC2303. Term II.

Lec Hrs = 032 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**ARC2461 MATERIALS AND METHODS OF CONSTRUCTION (3)**

Introduction to materials and methods of construction with emphasis on wood, masonry, concrete, and steel. The evaluation of materials, functional applications, and code requirements are stressed. Lab exercises include photographing of representative building systems and components. Term I, II, IIIA.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00

**ARC2580 STRUCTURES (4)**

Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress, and the characteristics of beam and column behavior. This course will enable the stu-



dent to develop a structural sense in creating architectural solutions. Prerequisite: MAC1133. Term I, II, IIIA.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ARC2681 ENVIRONMENTAL TECHNOLOGY (3)

The student will demonstrate a proficiency in the basic principles of comfort, safety, and efficiency theories and concepts in relationship with the environment according to accepted professional standards. Prerequisite: ARC2461. Term I, II.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

#### TAR2122 COMMERCIAL ARCHITECTURAL DRAFTING (3)

This course enables the student to provide architectural drawings and study construction methods and techniques used in commercial buildings. Special attention is directed to the practice of prestressed/precast concrete beams and structural steel members. Prerequisite: ARC1301. Term II.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00

#### TAR2154 MULTI STORY ARCHITECTURAL DRAFTING (3)

This course enables the student to provide architectural drawings and study construction methods and techniques used in high-rise buildings. Special attention is directed to airconditioning, vertical transportation, refuse disposal, parking, and landscaping fundamentals. Prerequisite: TAR2122. Term II.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00

## ART

#### ARH2000 ART APPRECIATION (3)

A course considering form and content in World Art, emphasizing its social and historical aspects so that students may become aware of how and why Art is created as well as its contribution to culture. Meets Areas 2, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ARH2050 ART HISTORY I (3)

Survey and analysis of architecture, painting, and sculpture as well as applied arts from Antiquity, Medieval, Renaissance and Baroque Art Periods, showing the significance of Art's development resulting from social, international and cultural influences. Meets Areas 2, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ARH2051 ART HISTORY II (3)

Survey and analysis of architecture, painting, sculpture, and new art forms from the 18th century to the present. Stressing the significance of Art's development resulting from international, social and cultural influences. Meets Areas 2, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ARH2840 THE ART OF SPAIN (3)

Outstanding examples of Spanish architecture, painting, and sculpture are studied analytically. Included in this course are cultural trips to museums, galleries, and

monuments in Seville. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ART1201C 2D DESIGN (3)

Two-dimensional study of form, principles of organization and the elements of design fundamental for creative work in 2-D visual arts. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

#### ART1203C 3D DESIGN (3)

Three-dimensional study of form, principles of organization and elements of design fundamental for creative work in 3-D visual arts. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0010.00

#### ART1300C DRAWING I (3)

Study of landscape and still life composition utilizing wet and dry drawing media. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

#### ART1301C DRAWING II (3)

An extension of the content of Drawing I with increased concentration upon analytical description, pictorial composition, and drawing as a means of visual communication of ideas. Prerequisite: ART1300C. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

#### ART1330C LIFE DRAWING (3)

Study of human and animal forms utilizing various wet and dry media. Prerequisite: ART1300C. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0030.00

#### ART1600C COMPUTER ART (3)

A basic course in how the computer can be adapted and used in the visual arts. Creative uses of the computer and assorted hardware will introduce the student to fine art and graphic art applications. A knowledge of programming is not required. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0020.00

#### ART2007C STUDIO PROCEDURES FOR GRAPHIC DESIGN (4)

The basics of production studio techniques, copy fitting, preparing art for reproduction, and producing mechanicals. Intended for art majors who intend to pursue a BFA degree in Graphic Design or want to seek entry level employment. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: ART1201C, ART1300C, and ART2230C.

Lec Hrs = 032 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

#### ART2110C CERAMICS I (3)

Study of basic ceramic shaping techniques, glazing, decorating and firing. Prerequisite: ART1202C, may be waived by permission of the instructor. Meets Area 7 of

the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0035.00

**ART2111C CERAMICS II (3)**

A study of advanced techniques in ceramics synthesizing basic skills with more advanced concepts and techniques of forming clay, surface decoration, glazing and firing. Prerequisites: ART2110C, ART1202C or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0035.00

**ART2205C COLOR AND COMPOSITION (3)**

A basic course in the exploration of color theories, color systems, and color relativity in regard to optical sensation, lighting variation and psychological impact. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**ART2230C INTRODUCTION TO GRAPHIC DESIGN (4)**

This course is an introduction to the materials, techniques and production methods used in the graphic arts, pointing out how various layout techniques lead to a printed piece. Intended for art majors who wish to pursue a BFA degree in graphic design. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: ART1201C, ART1300C.

Lec Hrs = 032 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**ART2400C BEGINNING PRINTMAKING (3)**

A study of the processes and techniques in serigraphy and intaglio printing. Prerequisites: ART1300C, ART1201C or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0025.00

**ART2402C ADVANCED PRINTMAKING LITHOGRAPHY (3)**

A study of relief and lithographic printmaking techniques. Prerequisite: ART1300C, ART1201C, ART2401C or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0025.00

**ART2510C PAINTING I (3)**

An introduction to creative techniques and composition applied to oil painting and acrylic media. Prerequisites: ART1300 and ART1201C. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**ART2520C PAINTING II (3)**

A creative exploration of oil or acrylic techniques and/or water media with an emphasis on composition. Prerequisite: ART2510C or ART2560C. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**ART2540C WATERCOLOR (3)**

A creative exploration of watercolor techniques and media with an emphasis on composition. Prerequisite:

ART1201C or ART1300C. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**ART2701C SCULPTURE (3)**

A three-dimensional study of form and concept utilizing physical material to occupy real space either free standing or bas-relief. The principles of organization and the element of design fundamentals are carried over and expand from 3-D design. Prerequisite: ART1203C. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0025.00

**ART2905 INDEPENDENT STUDY (3)**

A course designed to establish a framework for future self learning. Students will shape the course to fit their needs by planning activities with a faculty advisor. Prerequisites: ART1300C, ART1201C and ART1202C. Exceptions to prerequisite may be considered by the Art Department Head. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**ART2906 INDEPENDENT STUDY: CERAMICS (3)**

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the ceramics process. Prerequisites: ART1203C, ART2110C, ART2111C and instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0035.00

**ART2907 INDEPENDENT STUDY: DRAWING (3)**

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the drawing process. Prerequisites: ART1300C, ART1330C and instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**ART2908 INDEPENDENT STUDY: SCULPTURE (3)**

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the sculpture process. Prerequisites: ART1203C, ART2701C and instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0025.00

**ART2909 INDEPENDENT STUDY: PAINTING (3)**

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the painting process. Prerequisites: ART2510, ART2520C or ART2560C and instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**ART2930C SPECIAL TOPICS: PAINTING (3)**

A painting studio course centered around topics of current interest or of special interest to students. Topics or focus may vary from semester to semester. Special Topics credit hours are not automatically transferable.



Transfer credit is the prerogative of the receiving institution. Prerequisite: ART2510C, ART2520C or ART2560C. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

#### ART2932C SPECIAL TOPIC: CERAMICS (3)

A ceramics studio course centered around topics of current interest or of special interest to students. Topics or focus may vary from semester to semester. Exception to prerequisites will be considered by the Art Department Head. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. Prerequisite: ART2110C, ART1203C or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0035.00

#### ART2950 SEMINAR IN ART (3)

A course designed for students who wish to combine the study of art with travel in a foreign country. Variable content depends on areas visited. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ART2951 SEMINAR IN ART (6)

A course designed for students who wish to combine the study of art with travel in a foreign country. Variable content depending on areas visited. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### PGY2101C PHOTOGRAPHY I (3)

Basic procedures of black and white still camera work, developing, and printing. Emphasis on intensifying visual perception and analysis of photographs as Art and record. (Student will supply 35mm camera, film, and paper). Prerequisite: ART1201C or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0020.00

#### PGY2102C PHOTOGRAPHY II (3)

The application of the 35mm camera to specially directed individual projects. Emphasis on the use of photography in documenting the social landscape. Student will supply 35mm camera, film, and paper. Prerequisite: PGY2101C or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0020.00

#### PGY2905 INDEPENDENT STUDY: PHOTOGRAPHY (3)

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to the photographic process. Prerequisite: PGY2101C, PGY2102C or instructor approval. Exceptions to prerequisite will be considered by the Art Department Head. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0020.00

## ASTRONOMY

#### AST1002 HORIZONS IN ASTRONOMY (3)

This is an Open College directed self-study program consisting of five (5) on-campus meetings and supplemental videotape viewing at home. The course introduces the origin, characteristics, and evolution of the solar system, stars, and galaxies and studies the historical milestones in astronomy from the ancient astronomers to the modern space probes. Consideration is given to current and expected future trends in astronomical research and theories. Meets Areas 4A, 5 or 7 A.A. degree general requirements.

Lec Hrs = 015 Lab Hrs = 000 Oth Hrs = 033 Fees = 0000.00

#### AST1005 ASTRONOMY OF THE SOLAR SYSTEM (3)

Primarily descriptive and conceptual study of the solar system and astronomical methods of general interest. Three hours weekly and additional evening observing sessions. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### AST1006 ASTRONOMY OF STARS AND GALAXIES (3)

Primarily descriptive and conceptual study of objects and events beyond the solar system in our galaxy and in other galaxies. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### AST1022L ASTRONOMY LABORATORY (1)

A basic laboratory course to introduce students to the primary astronomical objects: the sun, moon, planets, stars and galaxies. Students will use the naked eye, telescopes and astronomical atlases to make observations of celestial objects. In addition, physical experiments will introduce principles of optics, light and gravity utilized in astronomy. Pre or Corequisite: AST1005 or AST1006. One three hour lab per week. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0012.00

#### AST2042 CLASSICS OF ASTRONOMY (3)

This course utilizes classics of astronomical prose to explore selected topics in the history of astronomy. Emphasis will be upon astronomers' gradual recognition of the physical nature of the sun, planets, stars, galaxies and other celestial objects. Science Prerequisite: One astronomy course at the level of AST1002, AST1005 or AST1006 or one physics course at the level of PHY2053 or higher, English Prerequisite: ENC1101 Honors. Meets Areas 4A, 5, and 7 of the general education requirements for the A.A. Degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### AST2080 PLANETARIUM EDUCATION (3)

Course for teachers and students of Education. Study of the use of the Planetarium in Education. Various audio visual devices will be employed. Large portions of the course consist of directed study with the student designing and writing his own educational materials pertaining to audio visual concepts in Planetarium

Education. Acquaints student with the celestial sphere and planet position. Prerequisite: instructor approval.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AST2082 ASTRONOMY FOR TEACHERS I: ANCIENT AND HISTORICAL ASTRONOMY** (3)

Primarily a descriptive, historical and conceptual study of those astronomical phenomena that are readily observed with the naked eye. Special attention will be given to observations of the sun, moon and stars made by the student using self-made, inexpensive materials. This course will not satisfy the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AST2083 ASTRONOMY FOR TEACHERS II: THE SOLAR SYSTEM** (3)

This course is designed to provide kindergarten/high school teachers with both academic knowledge and "eyes on" experiences with telescopes, physical equipment, atlases, and computers that will make the fundamental denizens of the solar system academically and cognitively accessible. The lectures will cover standard academic topics and will include a rich variety of visual aids and observational activities. This course will not satisfy the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AST2084 ASTRONOMY FOR TEACHERS III: STARS AND GALAXIES** (3)

This course is designed to provide elementary and secondary teachers with both academic knowledge and "eyes on" experience of the sun, stars and galaxies. Lectures will cover standard academic topics, and will include a rich variety of visual aids and observational activities using telescopes, atlases and computer simulations. The course will not satisfy the general education requirements for the A.A. Degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## AUTOMOTIVE TECHNOLOGY

**AER1010 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY** (3)

A course designed to introduce the field of Automotive Service. Topics include auto service careers, shop safety, fuels, lubricants, fasteners, tools and equipment. An introduction to the major automobile systems and instruction in minor service procedures are provided.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AER1111 POWER PLANT OVERHAUL THEORY** (3)

A course designed to teach the principles and procedures necessary to completely rebuild an automotive engine and to provide the practical experience in the engine diagnosis, removal, disassembly, rebuilding, and dynamic check out. Topics include engine diagnosis; engine removal; engine disassembly; engine rebuilding; piston, pin and rod service; engine assembly; engine installation; valve adjustment; tune ups; and road test procedures. Special emphasis will be given to safety procedures and the specific tools, fasteners, and equipment to be used.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AER1300 AUTO ELECTRICAL SYSTEMS** (3)

A course designed to teach the principles and operations of the basic electrical systems found in automotive equipment and to provide practical experience in the service and repair of or adjustment to these systems. Topics include batteries, starters, alternators, regulators, ignition systems, chassis electrical circuits, and electrical accessory circuits. Special emphasis will be given to safety procedures and the specific tools and equipment to be used.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AER1310 AUTOMOTIVE ELECTRONICS** (3)

A course designed to teach the fundamental principles of electronics and to introduce the application of electronics in the modern automobile.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AER2112 COMPUTER ENGINE CONTROL AND DRIVABILITY** (3)

A course designed to teach the latest in computer engine controls, electronic fuel injection systems, emission controls and electronic instrumentation systems. This course includes theory of operation and construction, troubleshooting and repair.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AER2171 HEATING AND AIR CONDITIONING THEORY** (3)

A course designed to teach the principles and operations of automotive heating systems, air conditioning systems and accessories, to provide practical experience in testing, analyzing, installing and repairing heating systems, air conditioning systems, air conditioning tools and equipment, lines, fittings, and valves, operational checks and adjustment, minor repairs, and the special tools and instruments to be used.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AER2250 TRANSMISSION AND DRIVE SYSTEMS** (6)

A course designed to teach the principles and operations of automatic transmissions, clutches, overdrive units, pressure plates, propeller shafts, differentials, and drive axles and to provide practical experience in diagnosing, removing, maintaining, and repairing transmissions and drive systems. Topics include conventional and automatic transmissions, overdrive systems, drive lines, differentials, and axles. Applications include front wheel drive, rear wheel drive, 4-wheel drive. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used.  
Lec Hrs = 060 Lab Hrs = 120 Oth Hrs = 000 Fees = 0000.00

**AER2410 BRAKE SYSTEMS AND CHASSIS REPAIR** (3)

A course to teach the principles and operations of brake systems, disc systems, split systems, hydraulic cylinders, valving systems, and to provide practical experience in the repair of these systems. Topics include basic brake theory, drum brake systems, split systems, disc brake systems, hydraulic cylinders, machining and measuring techniques power boosters, and road tests procedures. Special emphasis will be given to safety



procedures, and specific tools, and equipment to be used.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **AER2450 STEERING AND SUSPENSION SYSTEMS (3)**

A course designed to teach the principles of steering systems, suspension systems, and wheel alignment and to provide practical experience in repairing automobiles suspension and steering systems, aligning front ends and balancing tires. Topics include wheel balancing, suspension systems suspension angle, and lines. Wheel alignment, standard steering gears, power steering systems and frames. Special emphasis will be given to safety procedures, and the specific tools and instruments to be used.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **AER2520 ENGINE TUNE UP AND EMISSION CONTROL (3)**

A course designed to teach the principles and procedures of engine tune up and repair, and emission control systems.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **AER2700 AUTOMOTIVE SERVICE MANAGEMENT (3)**

A course designed for the study of an Automotive Service Department. Topics include warehousing system, inventory control systems, cost control and pricing merchandising and marketing, parts counter control, customer relations and organizational plans of service departments, work schedules, use of pricing, manuals, estimating, and pricing of work, analysis management cost accounting and customer relations.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **AER2705 DIESEL ENGINE FUNDAMENTALS (3)**

A course designed to teach the principles, operations, and maintenance of automotive and light truck diesel electrical systems, emission control systems, lubrication and exhaust systems.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **AVIATION MAINTENANCE TECHNOLOGY**

#### **AMT1001 BASIC ELECTRICITY (2)**

Basic electricity. The study of laws and theory of electricity and its application to aircraft systems, components, and circuits, to include practical knowledge of the different types of complex circuitry found in modern aircraft.

Lec Hrs = 034 Lab Hrs = 050 Oth Hrs = 000 Fees = 0050.00

#### **AMT1010 AIRCRAFT DRAWINGS (1)**

This course covers aircraft drawings, care and use of blueprints, isometrics, orthographic and auxiliary projection lines and sections, dimensions, limits, tolerances and allowances, geometric construction, practical layout work and identification of standard parts and materials, use of instruments, drawing and interpretation of free hand sketches of repairs and alterations, and use of various types of charts and graphs.

Lec Hrs = 017 Lab Hrs = 021 Oth Hrs = 000 Fees = 0000.00

#### **AMT1020 WEIGHT AND BALANCE (1)**

Familiarizes the student with the importance of weight and balance control, the procedures for weighing an aircraft, the computations necessary to arrive at current and balance data, and the disposition of weight and balance forms and records. The use of loading graphs and charts relating to the aircraft center of gravity envelope is taught.

Lec Hrs = 016 Lab Hrs = 023 Oth Hrs = 000 Fees = 0025.00

#### **AMT1030 FLUID LINES AND FITTINGS (1)**

Prepares the student to fabricate and install rigid and flexible lines and fittings with regard to bends, tools, and lubricants. Provides training in the area of identification of materials, fittings and routing of fluid lines.

Lec Hrs = 008 Lab Hrs = 016 Oth Hrs = 000 Fees = 0050.00

#### **AMT1040 MATERIALS AND PROCESSES (2)**

Familiarizes students with the methods used to identify and select aircraft materials and with various heat treating processes. Provides experience in the use of non destructive methods of inspection and evaluation. Provides instruction in correct shop practices and procedures and the use of special tools. Areas covered are torque values and torquing methods, safety wiring, use of precision measuring equipment, shop safety, and technician's ethics and legal responsibilities.

Lec Hrs = 040 Lab Hrs = 040 Oth Hrs = 000 Fees = 0025.00

#### **AMT1050 GROUND OPERATIONS AND SERVICING (1)**

Familiarizes the student with the proper methods of starting ground operating servicing and securing aircraft.

Lec Hrs = 010 Lab Hrs = 019 Oth Hrs = 000 Fees = 0050.00

#### **AMT1060 CLEANING AND CORROSION CONTROL (1)**

Provides experience in detecting, identifying, removal, and treatment of the various types of corrosion found on ferrous and nonferrous metals. The course deals with the types of cleaners and methods of cleaning aircraft and aircraft components.

Lec Hrs = 012 Lab Hrs = 026 Oth Hrs = 000 Fees = 0025.00

#### **AMT1061 MATERIALS PROCESSES CORROSION CONTROL (3)**

An introduction to the tools, hardware and materials used in aircraft maintenance and repair. To include proper handling and inspection thereof and practical application of the various types of non- destructive testing of metals. A study of various types of corrosion, causes and corrective measures used to control corrosion on numerous types of metals used in aircraft construction.

Lec Hrs = 038 Lab Hrs = 075 Oth Hrs = 000 Fees = 0243.00

#### **AMT1070 APPLIED MATHEMATICS (1)**

Reviews principles of mathematical functions and studies their application to aircraft and powerplant maintenance operations.

Lec Hrs = 013 Lab Hrs = 007 Oth Hrs = 000 Fees = 0000.00

#### **AMT1080 MAINTENANCE FORMS AND RECORDS (1)**

Familiarizes student with proper terminology and procedures for execution of log books and major repair and alteration forms.

Lec Hrs = 008 Lab Hrs = 004 Oth Hrs = 000 Fees = 0000.00

**AMT1085 MAINTENANCE PUBLICATIONS****(1)**

Familiarizes the student with FAA regulations, advisory circulars, and other government and industry publications. Student will be familiar with methods used to store this information and be able to locate specific data.

Lec Hrs = 008 Lab Hrs = 004 Oth Hrs = 000 Fees = 0000.00

**AMT1088 MECHANIC PRIVILEGES AND LIMITATIONS****(1)**

Acquaints the student with the privileges and limitations as they apply to the certified mechanic.

Lec Hrs = 002 Lab Hrs = 003 Oth Hrs = 000 Fees = 0000.00

**AMT1090 BASIC PHYSICS****(1)**

Provides an understanding of energy and matter and how their relationships apply to aircraft maintenance.

Lec Hrs = 006 Lab Hrs = 002 Oth Hrs = 000 Fees = 0000.00

**AMT1110 AIRCRAFT WOOD STRUCTURES****(1)**

Familiarizes student with different types of wood used in aircraft structures, as well as, methods of repair to wood structures. Course provides an introduction to fiberglass, composite and other type non metallic structural materials and methods of construction using these materials.

Lec Hrs = 010 Lab Hrs = 005 Oth Hrs = 000 Fees = 0025.00

**AMT1115 AIRCRAFT COVERINGS****(1)**

Student will gain knowledge and skills to inspect, test, and repair fabric covering materials. The student will be able to select and apply all types of fabric covering, including the synthetics types, and use of proper materials to finish the material.

Lec Hrs = 010 Lab Hrs = 010 Oth Hrs = 000 Fees = 0040.00

**AMT1120 AIRCRAFT FINISHES****(1)**

Student will acquire the ability to properly use a paint spray gun to apply various types of finishes on a variety of surfaces. The student will be able to apply trim lines and aircraft identification number, touch up paint defects, and identify and select aircraft finishing materials.

Lec Hrs = 010 Lab Hrs = 020 Oth Hrs = 000 Fees = 0040.00

**AMT1130 SHEET METAL STRUCTURES****(4)**

Student is provided with knowledge and skills needed to inspect, maintain, and repair sheet metal structures and components.

Lec Hrs = 040 Lab Hrs = 105 Oth Hrs = 000 Fees = 0075.00

**AMT1140 AIRCRAFT WELDING****(1)**

A theory and practice of welding methods used in aircraft construction and repair is thoroughly covered with emphasis on gas welding and advanced work in heli arc welding. Lab fee is required.

Lec Hrs = 015 Lab Hrs = 025 Oth Hrs = 000 Fees = 0050.00

**AMT1155 ASSEMBLY AND RIGGING****(2)**

Students will explain and compare aircraft design features in subsonic, transonic, and supersonic aircraft. They will be able to assemble and rig various aircraft control systems, analyzing and correcting faulty flight characteristics.

Lec Hrs = 020 Lab Hrs = 045 Oth Hrs = 000 Fees = 0040.00

**AMT1160 AIRFRAME INSPECTION****(1)**

Students will acquire the knowledge and skills needed to perform a 100 hour inspection of an aircraft. The student will demonstrate knowledge of far's by checking appropriate A.D.'s classifying repairs, and pinpointing specific service problems. The student will complete the required maintenance forms, records, and inspection reports required by Federal air regulations.

Lec Hrs = 005 Lab Hrs = 015 Oth Hrs = 000 Fees = 0025.00

**AMT1170 TEST/REVIEW/PRACTICAL****(1)**

A summary of airframe repair and maintenance procedures. Review for FAA airframe certificate written, oral and practical exams.

Lec Hrs = 013 Lab Hrs = 025 Oth Hrs = 000 Fees = 0080.00

**AMT1200 LANDING GEAR SYSTEMS****(2)**

Student will receive training in the proper methods of inspection, servicing and repair of landing gear retraction systems, shock struts, brakes, wheels, tires and steering systems. Rigging of various types of retractable landing gear systems will be covered in detail.

Lec Hrs = 035 Lab Hrs = 050 Oth Hrs = 000 Fees = 0050.00

**AMT1210 HYDRAULIC AND PNEUMATICS SYSTEMS****(2)**

The student will study the theory of operation, maintenance requirements, and adjustments of various hydraulic components and systems. The course will provide the student with the knowledge of pneumatics as used in aircraft operation. The course covers fluid flow, identifies the various actuating units, types of seals, pumps, and differences between hydraulics and pneumatics.

Lec Hrs = 035 Lab Hrs = 040 Oth Hrs = 000 Fees = 0050.00

**AMT1220 CABIN ATMOSPHERE CONTROL SYSTEMS****(1)**

A study of the various types of systems used for cabin atmospheric control in advanced aircraft systems including those found on corporate and airline type aircraft heating/cooling pressurization, as well as, oxygen supply are included in the study.

Lec Hrs = 025 Lab Hrs = 025 Oth Hrs = 000 Fees = 0040.00

**AMT1230 AIRCRAFT INSTRUMENTS SYSTEMS****(1)**

A basic familiarization of aircraft instruments and their function to include removal, installation, and the installed testing of such instruments.

Lec Hrs = 010 Lab Hrs = 015 Oth Hrs = 000 Fees = 0040.00

**AMT1240 COMMUNICATIONS AND NAVIGATION SYSTEMS****(1)**

This course introduces the student with basic auto pilot operation and familiarizes him with the installation requirements and use of the various communication and navigation systems.

Lec Hrs = 015 Lab Hrs = 015 Oth Hrs = 000 Fees = 0040.00

**AMT1250 AIRCRAFT FUEL SYSTEMS****(1)**

The student is provided with the knowledge and skills needed to maintain fuel systems and fuel system components. He/she will be able to inspect, check, maintain, and repair aircraft fuel system components, fuel dump systems, fuel management and transfer systems, and perform refueling operations.

Lec Hrs = 020 Lab Hrs = 020 Oth Hrs = 000 Fees = 0040.00

**AMT1260 AIRCRAFT ELECTRICAL SYSTEMS****(3)**

The types and characteristics of aircraft electrical circuits and components are compared and evaluated. Advanced electrical systems as used in corporate and airline aircraft are studied. The course includes troubleshooting and repairs of AC and DC electrical systems and equipment.

Lec Hrs = 050 Lab Hrs = 060 Oth Hrs = 000 Fees = 0050.00

**AMT1270 POSITION AND WARNING SYSTEMS****(1)**

This course presents the student with the inspection, servicing and maintaining of position and warning systems. Included in this area are navigation lights, beacons, and lights indicating the position of various aircraft components.

Lec Hrs = 010 Lab Hrs = 010 Oth Hrs = 000 Fees = 0040.00

**AMT1280 ICE/RAIN CONTROL SYSTEMS****(1)**

Introduces student to basics of ice and rain control as it relates to aircraft surfaces, propellers, windshields, and other components. Methods of ice prevention and elimination are taught.

Lec Hrs = 005 Lab Hrs = 010 Oth Hrs = 000 Fees = 0040.00

**AMT1290 FIRE PROTECTION SYSTEMS****(1)**

To provide student with knowledge and skill needed in the operation, inspection, checking, troubleshooting, and repair of airframe fire detecting and extinguishing systems.

Lec Hrs = 005 Lab Hrs = 010 Oth Hrs = 000 Fees = 0040.00

**AMT2300 RECIPROCATING ENGINES****(6)**

The course covers theory and fundamental requirements for aircraft engines; basic parts of internal combustion engines, 2 stroke and 4 stroke cycle, power measurements and calculations, conversion of heat energy into mechanical energy, horsepower, piston displacement, compression ratio, types of horsepower, crankcase assembly, reduction gearing, crankshafts and rod assemblies, cylinder and piston assemblies, and bearings used in reciprocating engines.

Lec Hrs = 070 Lab Hrs = 160 Oth Hrs = 000 Fees = 0150.00

**AMT2310 TURBINE ENGINES****(2)**

A thorough study of the theory of operation of turbine engines and the function of the related engine components such as compressors, fuel controls, fuel pumps, governors, turbines, etc. Course encounters disassembly, inspection, minimal repairs, reassembly, test run, and final adjustment.

Lec Hrs = 040 Lab Hrs = 040 Oth Hrs = 000 Fees = 0075.00

**AMT2320 ENGINE INSPECTION****(1)**

A course study of which details the correct methods of engine removal and installation, inspection and run up testing, including the final adjustments according to FAA regulations and manufacturer's recommendations.

Lec Hrs = 003 Lab Hrs = 007 Oth Hrs = 000 Fees = 0040.00

**AMT2321 AIRCRAFT RECIPROCATING ENGINE AND OVERHAUL****(6)**

This course contains a detailed study of reciprocating engines supported by the actual overhaul of operational engines. Included is a study of the procedures and

acceptable techniques used in engine disassembly, inspection, precision measurement, repair and reassembly. Advanced techniques of nondestructive testing are included.

Lec Hrs = 060 Lab Hrs = 120 Oth Hrs = 000 Fees = 0300.00

**AMT2330 TEST REVIEW PRACTICAL****(3)**

Review for FAA powerplant, written, oral, and practical exams.

Lec Hrs = 032 Lab Hrs = 063 Oth Hrs = 000 Fees = 0138.00

**AMT2400 ENGINE INSTRUMENT SYSTEMS****(1)**

Students will have a knowledge of operation, installation, making and interpretation of powerplant instruments powered by or actuated by nonelectrical means. They will be able to install, adjust, and calibrate these instruments in accordance with FAA and manufacturer's recommendations. This course will provide experience in inspection checking, servicing, troubleshooting, and repair of engine instrument systems that are electrical in nature.

Lec Hrs = 010 Lab Hrs = 015 Oth Hrs = 000 Fees = 0025.00

**AMT2410 ENGINE FIRE PROTECTION SYSTEMS****(1)**

To provide the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of engine fire detecting and extinguishing systems.

Lec Hrs = 005 Lab Hrs = 010 Oth Hrs = 000 Fees = 0040.00

**AMT2420 ENGINE ELECTRICAL SYSTEMS****(2)**

This course provides knowledge and skills necessary to perform electrical repairs, installations, adjustments, and service. Subject area includes alternators, generators, voltage regulation, and paralleling of generators.

Lec Hrs = 023 Lab Hrs = 032 Oth Hrs = 000 Fees = 0075.00

**AMT2435 LUBRICATION SYSTEMS****(2)**

Provides a comprehensive knowledge of the purpose and function of lubricants and lubrication systems for powerplants. Gives experience in identifying and selecting lubricants, as well as, inspecting, checking, servicing and troubleshooting repair of the system and components.

Lec Hrs = 030 Lab Hrs = 040 Oth Hrs = 000 Fees = 0075.00

**AMT2440 IGNITION SYSTEMS****(2)**

Students will have a knowledge of the operation, repair, inspection, and service of reciprocating and jet power plant ignition systems. They will be able to overhaul and troubleshoot the various components of each system.

Lec Hrs = 038 Lab Hrs = 047 Oth Hrs = 000 Fees = 0075.00

**AMT2450 ENGINE FUEL SYSTEMS****(1)**

Student is provided with knowledge and skills needed to maintain fuel system components. Student will be able to inspect, maintain check, and repair engine fuel system components.

Lec Hrs = 010 Lab Hrs = 015 Oth Hrs = 000 Fees = 0040.00

**AMT2451 FUEL METERING SYSTEMS****(2)**

Provides the student with the necessary information and practice necessary to inspect, check, service, troubleshoot, and repair reciprocating and turbine fuel metering systems. The theory and practical application



of carburetion, fuel injection systems, and water injection systems are also learned. Fuel pumps, fitters strainers are discussed and practical experience is gained in these areas.

Lec Hrs = 024 Lab Hrs = 035 Oth Hrs = 000 Fees = 0075.00

#### AMT2460 INDUCTION SYSTEMS (1)

Gives student the knowledge and experience needed to service and maintain induction systems, superchargers, and exhaust systems. Material covered includes controls, indicators, theory of operation and inspection criteria.

Lec Hrs = 011 Lab Hrs = 014 Oth Hrs = 000 Fees = 0040.00

#### AMT2470 ENGINE COOLING SYSTEMS (1)

This course provides the student with an understanding of the need for the various types of engine cooling systems. Gives experience in the inspection, checking, servicing, troubleshooting, and repairing of engine cooling systems.

Lec Hrs = 004 Lab Hrs = 006 Oth Hrs = 000 Fees = 0040.00

#### AMT2480 ENGINE EXHAUST SYSTEMS (1)

Subject material will be taught to enable the student to comprehend the function of exhaust systems, including turbo charging and thrust reversers. The student will gain experience in inspection, checking, troubleshooting, and repairing various types of exhaust systems.

Lec Hrs = 009 Lab Hrs = 011 Oth Hrs = 000 Fees = 0025.00

#### AMT2490 PROPELLERS AND PROPELLER SYSTEMS (2)

Designed to cover aircraft engine and turboprop installations. Areas include propeller fundamentals and terminology, synchronizing, ice control systems, identification, and selection of propeller lubricants, balancing, governor systems, installation, troubleshooting, and removal of propellers.

Lec Hrs = 042 Lab Hrs = 048 Oth Hrs = 000 Fees = 0075.00

## AVIATION TECHNOLOGY

#### ASC1010 HISTORY OF AVIATION (3)

A survey of aviation from its beginning with early myths, through gliders, balloon flights and powered flight to the present jet age. Includes effects of wars on the development of civil and military aircraft and discusses significant personnel flights and aircraft in tracing the advancement of general, commercial, and military aircraft. The major emphasis of the course will be directed towards the development of aviation in the United States.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ASC1100 NAVIGATIONAL SCIENCE I (3)

This course, together with ATT1100, provides the basic aeronautical knowledge for the professional pilot and aviation administration programs. The two courses may be taken simultaneously or in subsequent semesters. Successful completion of ATT1100 and ASC1100 will prepare the student for the FAA private pilot (airplane) written examination.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ASC1210 METEOROLOGY (3)

A study of the basic concepts of meteorology, temperature pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog analysis and use of weather data; interpretation of the U.S. weather bureau maps, reports and forecasts Prerequisite: ATT1100, or private pilot's license

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ASC1550 AERODYNAMICS (3)

An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft stability and control, weight and balance, and aircraft instruments affecting flight operational considerations of controllable pitch propellers, retractable gear, weather, and precision maneuvers. Prerequisite: ATT1100, or private pilot's license.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ASC1610 AIRCRAFT ENGINES, STRUCTURES, AND SYSTEMS (3)

Aircraft engine types and theory of operation theory, materials and construction methods of aircraft structures operations of hydraulic, electrical, fuel, pressurization, and anti-icing, heating and instrument systems, including sources of power for their operation Prerequisite: ATT1100, or private pilot license.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ASC2110 NAVIGATION SCIENCE II (3)

Methods and procedures for the solution of advanced pilotage and dead reckoning problems, functioning, capabilities, and limitations of radio navigation systems, the use of radio as a primary air navigation means, the use of enroute low altitude charts and other flight information publications. Prerequisite: ASC1100 or a private pilot's license, MTB1321 and MTB1322, or MAC1132 and MAC1133. 3 hrs. lec. Term I and II.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ASC2870 AVIATION SAFETY (3)

A survey of the Federal agencies which regulate aviation, with emphasis on those concerned with safety information on how flight affects the human body and actions to minimize adverse effects. A detailed study of parts 61 and 91 of the Federal aviation regulations together with a brief survey of part 135 the portions of the FAA text on basic flight information and ATC procedures which relate to VFR flight and to emergencies.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ATF1100 PRIMARY FLIGHT (3)

This course provides the flight training and experience required by the FAA for a private pilot certificate. As a minimum it will provide the training required by par 3 and 4 of appendix a to part 141 of the far it will consist of a minimum of 50 flying hours, no more than 5 of which may have been in an FAA approved pilot ground trainer. Corequisite: ATT1100 and ASC1100.

Lec Hrs = 002 Lab Hrs = 050 Oth Hrs = 000 Fees = 0025.00

#### ATF2200 INTERMEDIATE FLIGHT (3)

This course continues the training and experience begun in primary flight, and together with ATF2300 and



**ATF2400** provides the aeronautical experience required to qualify for the FAA commercial pilot certificate with instrument rating under Far Part 141. Prerequisite: ATF1100 or private pilot certificate. Students pay flight training costs directly to flight school. Term I, II, and III.

Lec Hrs = 010 Lab Hrs = 080 Oth Hrs = 000 Fees = 0000.00

**ATF2210 ADVANCED FLIGHT (3)**

This course continues the training and experience of intermediate flight. Together with ATF2200 and ATF2300 it provides the aeronautical experience required under Far Part 141 for the FAA commercial pilot certificate with instrument rating. During this course, the student achieves qualification in high performance aircraft. Prerequisite: ATF2200 or instructor permission. Student pays flight costs directly to flight school.

Lec Hrs = 010 Lab Hrs = 080 Oth Hrs = 000 Fees = 0000.00

**ATF2300 ALL WEATHER FLIGHT (3)**

This is the final of the series of courses designed to provide the aeronautical experience for a FAA commercial pilot certificate with instrument rating under Far Part 141. In order to receive credit for this course, the student must have accumulated a total of at least 190 hours of flight training, no more than 40 hours of which may have been in an FAA approved pilot ground trainer. Prerequisite: ATF2210 or instructor permission. Student pays flight costs directly to flight school. Term I, II and III.

Lec Hrs = 010 Lab Hrs = 080 Oth Hrs = 000 Fees = 0000.00

**ATF2400 MULTI-ENGINE TRANSITION (1)**

Ten hours of dual flight instruction and five hours of oral instruction covering training in operation of multi-engine airplanes. Students must obtain FAA multi-engine rating in order to receive credit. Prerequisite: Private pilot's license. Student pays flight training costs directly to flight school. Term I, II and III.

Lec Hrs = 005 Lab Hrs = 020 Oth Hrs = 000 Fees = 0000.00

**ATF2500 FLIGHT INSTRUCTOR TRAINING (2)**

The flight and ground instruction to train a commercial pilot to be a flight instructor. Consists of the number of dual and solo flying hours and oral instruction required in each case to qualify the individual for an FAA flight instructor certificate. Students must get FAA certificate in order to receive credit for the course. Prerequisite: Commercial pilot certificate with instrument rating. Student pays flight training costs directly to flight school. Term I, II and III.

Lec Hrs = 015 Lab Hrs = 030 Oth Hrs = 000 Fees = 0000.00

**ATF2600 FLIGHT SIMULATOR TRAINING (1)**

A total of 15 hours of training in one of the flight simulator located in the flight simulator lab at the South Campus. This course may be taken as an elective in any of the aviation programs Material covered will be tailored to the individual depending upon his/her piloting background. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement lab fee. Prerequisite: ASC1100, ATT1100, ATF1100. 15 hrs. of lab. Term I, II and III.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0075.00

**ATF2630 BASIC INSTRUMENT SIMULATOR (1)**

A total of 15 hours of training in the multiengine flight simulator located in the flight simulator lab at the South Campus. The course consists of 5 hours lecture and 10 hours in the simulator. This course may be taken as an elective in any of the aviation programs. The course may be repeated a maximum of 3 times to meet the 3 semester hour elective requirement (special fee required). Prerequisites: ASC1100, ATT1100, ATF1100. 15 hrs. lab. Term I, II, and III.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0100.00

**ATF2660 FLIGHT SIMULATOR TURBOPROP (1)**

A total of 16 hours of training in the turboprop flight simulator located in the flight simulator lab at the South Campus. The course consists of 6 hours of lecture and 10 hours of training in the simulator. This course may be taken as an elective in any of the aviation programs. Flight training coordinator's prior approval is necessary.

Lec Hrs = 006 Lab Hrs = 000 Oth Hrs = 010 Fees = 0200.00

**ATT1100 AERONAUTICAL SCIENCE (3)**

An introduction to the theory of flight, this course is required for all aviation programs. It includes elementary aerodynamics, the major components of airplanes and their functions, the pertinent Federal aviation agency regulations, an introduction to meteorology. Successful completion of ATT1100 and ASC1100 will prepare students for the FAA private pilot (airplane) written examination.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ATT2120 INSTRUMENT FLIGHT THEORY (3)**

Physiological factors involved with instrument flying, the functioning of basic flight instruments and their use in controlling aircraft under instrument conditions, electronic aids and their use, communications facilities and equipment, the airways system, air traffic control facilities, and procedures as related to instrument flight planning, enroute charts, area charts, sid charts, star charts, instrument approach procedure charts. Prerequisite: ASC2110, or commercial pilot's license and ASC1210. 3 hrs. lec. Term I and II.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ATT2940 DIRECTED STUDIES IN AIR TRAFFIC CONTROL (3)**

This course is available only to air traffic control students participating in a cooperative education program with the Federal Aviation Administration. Students will be prepared for and take the employer indoctrination course, control tower operator, and the limited aviation-weather reporting examinations. Credit will be based upon examination grades as reported by the Federal Aviation Administration to the Cooperative Education Department.

Lec Hrs = 000 Lab Hrs = 640 Oth Hrs = 000 Fees = 0000.00

**AVM2301 GENERAL AVIATION MARKETING AND MANAGEMENT (3)**

This course is designed to provide an overview of the general aviation industry including its history and important role within the air transportation sector of the economy. The varied uses of general aviation aircraft

and the management and marketing role of the fixed base operator are thoroughly explored. Included are the basic marketing concepts and procedures involved in the sale of general aviation aircraft and components to private industry and government. Particular emphasis will be placed on the management of corporate/business aircraft and commuter airlines.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **AVM2410 AIRPORT MANAGEMENT (3)**

Provides a comprehensive examination of the major functions of airport management and the concepts underlying airport planning and construction. The controlling factors in the development of an airport, such as size and forecasting volumes, design considerations; including runways configurations, site, location requirements, master planning and zoning laws will be examined. The socioeconomic effect of airports on the communities they serve will be explored.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **AVM2510 AIRLINE MANAGEMENT (3)**

An introduction to the administrative aspects of airline operation and management topics include the structure of the airline industry in the United States including first, second, third level carriers, the annual profit plan, uniform system of accounts and reports, organizational planning, demand analysis, scheduling, the theory of pricing, fleet planning facilities planning and airline financing, Term I and II.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **AVM2950 AVIATION EDUCATION TRAVEL SEMINAR (1)**

Through a combination of lecture and observation, this travel seminar to the Washington, D.C. area is designed to provide aviation students with an overview of the role played by major aviation associations, congressional subcommittees and Federal agencies that shape the aviation industry. Students will also have a guided tour of the National Air and Space Museum and Silver Hill, Maryland where aircraft restoration work is done for the Smithsonian.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **BANKING**

#### **BAN1004 PRINCIPLES OF BANKING (3)**

This course covers fundamental banking principles on nearly every aspect of the banking industry. Upon successful completion, students should have a practical understanding of Federal Reserve functions, documents of banking, deposit functions, teller functions, bank loans and investments, bank accounting, bank regulation and control, and contemporary issues in the financial services industries.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BAN1161 CORPORATE SECURITIES SERVICES (3)**

This course covers corporate securities processing and administration. It includes an overview of how a state's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and authorities that issue securities. In addition, students become familiar with

the features, benefits and users of corporate securities products and services. The development of skills required to perform the operational activities involved in delivering corporate securities products and services are emphasized.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BAN1231 COMMERCIAL LENDING (3)**

This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized and contributes to bank profitability. The commercial lending process from the initial loan request through collection is covered. Upon successful completion, students should have a practical understanding of the loan officer's role, the commercial lending business, loan interviewing, credit investigation, analyzing financial statements, loan structuring, loan negotiation, loan documentation, closing, problem loans, and loan follow-up.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BAN1241 BANK CARDS (3)**

Upon successful completion of this course, students should be able to trace the history and the impact of bank cards in the American economy and analyze the various types of bank cards from an operational, regulatory and customer perspective.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BAN1403 TRUST INVESTMENTS (3)**

This course focuses on the theory and practice of trust department investment services. Upon successful completion, students should have a practical understanding of the securities market, investment alternatives, trust department investment operations, investment techniques, investment policies and portfolio management.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BAN1413 SECURITIES PROCESSING (3)**

This course describes the range of securities related activities in which banks can engage. Topics cover the operational aspects of processing securities, administering consumer and corporate trust accounts, and the bank's investment portfolio.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BAN1742 BANK MANAGEMENT (3)**

This course covers the objectives of the banking business and the formulation of policies. Bank functions of deposits, lending, investments, trusts, and international banking are examined. Funds management, planning and analysis of performance are also included.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BAN2114 DEPOSIT OPERATIONS (3)**

The primary focus of this course is to examine bank operations in the context of United States payments mechanisms, banking laws, regulations, and industry practices. Topics studied include deposits, depositories and their regulatory structure; paper payments and electronic payments; deposit creation and management; sources and uses of bank funds; and bank services.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00



**BAN2155 INTERNATIONAL BANKING (3)**

This course covers the fundamental topics of international banking such as foreign exchange, collections, letters of credit, financial agencies, documentation and the Eurodollar market. Upon successful completion, students should have an understanding of country risk assessment, foreign trade and principles of international credit.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BAN2213 ANALYZING FINANCIAL STATEMENTS (3)**

This course develops the skills necessary to conduct a comprehensive financial analysis of a business borrower and assess repayment capacity. Topics covered include types of business borrowers, analysis of balance sheet and income statements, ratio analysis, pro forma statement analysis, cash budgets and advanced analytical techniques.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BAN2240 CONSUMER LENDING (3)**

This course covers the consumer credit function. Typical areas include the consumer installment credit market, loan products, regulations, the lending process, credit math, loan structuring, collections, and managing the consumer credit function.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BAN2253 RESIDENTIAL MORTGAGE LENDING (2)**

This course provides bankers with the fundamentals of mortgage lending. Typical areas include the processing and underwriting of residential mortgage loans; mortgage insurance; marketing residential loans; the secondary mortgage market; appraising, closing and administering the residential mortgage loan; fundamentals of real estate law; and security instruments.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BAN2400 TRUST OPERATIONS (3)**

This course covers basic trust terminology and the concepts that comprise the various trust functions and procedures. Upon successful completion, students should have a practical understanding of securities, security funds and special investments, industry participants, securities ownership and transactions. Topics studied include the trust business; types of trust accounts and services; management and operation of trust services; trust accounting, cash transactions and management; asset/liability transactions, internal accounting controls, trust documentation and record keeping; and trust account reporting.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BAN2401 TRUST BUSINESS (3)**

This course provides an overview of trust department services, their delivery, and the department's role in the bank's overall operations. Upon successful completion, students should have a practical understanding of the role of the trust department in a commercial bank, assets and ownership, services, and operational activities of the trust department.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BAN2412 FINANCIAL PLANNING (3)**

This course surveys the process by which a coordinated plan is developed to achieve specific financial objectives. The course content includes the financial planning process, its applications, concepts and issues.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BAN2782 BANK INVESTMENTS AND FUNDS MANAGEMENT (3)**

This course provides students with the skills needed to implement a bank's investment and funds management strategy. Upon successful completion, students should have an understanding of investments in funds management concepts, investment math, yield curves, risk, profitability, funding instruments, financial markets, liability management and investment portfolio management.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## BIOLOGICAL SCIENCE

**BOT2010 GENERAL BOTANY (3)**

Course designed to treat entire plant kingdom with emphasis on structure, function, and genetics of flowering plants. Fundamental cell and tissue structure of both vascular and non vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized. Prerequisite: BSC1005 and BSC1005L or BSC1010C with a grade of "C" or higher. Corequisite: BOT2010L Meets Areas 4 or 5 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BOT2010L GENERAL BOTANY LABORATORY (1)**

Laboratory experiments and field trips to accompany BOT2010. Prerequisite: BSC1005 and BSC1005L or BSC1010C with a grade of "C" or higher. Corequisite: BOT2010. One two hour period weekly. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0025.00

**BSC1005 GENERAL BIOLOGY (3)**

Course designed to give students an understanding of principles of Biology, while focusing on the nature and activities of living organisms. Course primarily for non science majors (see BSC1005L). Meets Areas 4A or 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BSC1005L GENERAL BIOLOGY LABORATORY (1)**

Two hours of laboratory weekly which may be taken concurrently with BSC1005. For students planning to transfer where laboratory is required for science credit. This lab course must be taken as either a prerequisite or a corequisite to BOT2010, or ZOO2010. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree. One two hour period weekly. Special fee charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0015.00

**BSC1010C INTRODUCTION TO BIOLOGY I (4)**

This course is the first of a two-semester sequence introducing Science majors to Biological principles in-



cluding Cell Structure and Function, Cell Reproduction, Biochemistry and Cell Metabolism, classical and Molecular Genetics, and Genetic Engineering. Laboratory exercises complement lecture topics. 3 hours lecture, 3 hours laboratory per week. Special fee charged. Co or Prerequisite: CHM1040 or CHM1045 with a grade of "C" or higher. Meets Areas 4A, 5, and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 048 Oth Hrs = 000 Fees = 0030.00

#### **BSC1011C INTRODUCTION TO BIOLOGY II (4)**

This course is the second of a two semester sequence introducing Science majors to Biological principles including a study of the Five Kingdoms, Evolution and Population Dynamics, and Ecology. Laboratory exercises complement lecture topics. 3 hours lecture, 3 hours laboratory per week. Special fee charged. Prerequisite: BSC1010C, with a grade of "C" or higher. Meets Areas 4A, 5, and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 048 Oth Hrs = 000 Fees = 0030.00

#### **BSC1085 HUMAN ANATOMY AND PHYSIOLOGY I (3)**

A survey of the Structure, Function, and Chemistry of the Human Body considering the following topics; Body organization, the cell, tissues, Membranes, Glands, the Integumentary system, the Skeletal system, the Muscular system, the Nervous system, and the Special senses. Does not meet the general education requirements for science. 3 hrs. lec. per week. Meets Area 7 of the general education requirements for the A.A. degree. Pre or Corequisite: CHM1033 with a grade of "C" or higher. Corequisite: BSC1085L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BSC1085L HUMAN ANATOMY AND PHYSIOLOGY I LAB (1)**

Laboratory exercises coordinated with BSC1085 including microscope observation, experimentation, study of anatomical models, and dissection. Meets Area 7 of the general education requirements for the A.A. degree. Does not meet the requirements for the general education science. 2 hrs. lab. per week. Special fee charged. Pre or Corequisite: CHM1033 with a grade of "C" or higher. Corequisite: BSC1085.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0015.00

#### **BSC1086 HUMAN ANATOMY AND PHYSIOLOGY II (3)**

A continuation of the Anatomy and Physiology sequence, including the following topics; the Circulatory system, the Respiratory system, the Digestive system, the Urinary system, Fluid and Electrolytes and the Reproductive system. Meets Area 7 of the general education requirements for the A.A. degree. Does not meet the requirements for the general education science. 3 hrs. lec. wk. Prerequisite: CHM1033, BSC1085 and BSC1085L with a grade of "C" or higher. Corequisite: BSC1086L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BSC1086L HUMAN ANATOMY AND PHYSIOLOGY II LAB (1)**

Laboratory experiments coordinated with BSC1086, including microscope observation, study of anatomical models and dissection. Meets Area 7 general education requirements for the A.A. degree. Does not meet the

requirements for the general education science. Prerequisite: CHM1033, BSC1085 and BSC1085L with a grade of "C" or higher. Corequisite: BSC1086. Special fee charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0025.00

#### **BSC1810 BIOLOGY PRINCIPLES FOR TEACHERS I (3)**

This course is designed for middle and high school science teachers. It covers the basic principles of biology including molecular biology, cell structure and function, and genetics. Lectures will include hands on activities and demonstrations. This is the first of a two course sequence. This course will not satisfy the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BSC1811 BIOLOGY PRINCIPLES FOR TEACHERS II (3)**

This course is designed for middle and high school science teachers. It is the second course in a two course sequence and covers the basic principles of modern biology, while focusing on the nature and activities of living organisms and their relationship to our planet. This course will not satisfy the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **BSC1815 SURVEY OF BIOLOGY FOR ELEMENTARY TEACHERS (3)**

Topics in biology which relate to the state-required minimum basic skills for K-5th grade will be explored including the definition of life, process of science, five kingdoms of organisms, animal biology, plant biology, human senses and ecology. Demonstrations and hands-on activities will be integrated into the program designed to strengthen the students' knowledge base in biology. Course meets state certification requirements for elementary school teachers. Does not meet the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MCB2013 MICROBIOLOGY (3)**

An introduction to microbiology emphasizing principles of basic morphology, physiology modes of transmission, biochemistry and genetic mechanisms. It will include a survey of representative types of microorganisms and the role of pathogenic organisms in causing diseases and infections. Prerequisites: Health science majors CHM1033, BSC1085, BSC1085L, BSC1086, BSC1086L with a grade of "C" or higher. Biology majors 3 hrs. Chemistry, 4 hrs. Biology with a grade of "C" or higher. Corequisite: MCB2013L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MCB2013L MICROBIOLOGY LABORATORY (2)**

This lab course will complement lecture topics and include the application of fundamental techniques in the isolation, cultivation, and identification of microorganisms. Prerequisite: Health science majors: CHM1033, BSC1085, BSC1085L, BSC1086, BSC1086L with a grade of "C" or higher. Biology majors: Biology 3 hrs. Chemistry, 4 hrs. with a grade of "C" or higher. Corequisite: MCB2013. Two 2.0 hour sessions per week.

Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0045.00

**ZOO2010 GENERAL ZOOLOGY** (3)  
Basic course pertaining to the development, anatomy, physiology, genetics, ecology and natural relationships of the animal kingdom. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree. Prerequisite: BSC1005 and BSC1005L or BSC1010C with a grade of "C" or higher. Corequisite: ZOO2010L. Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ZOO2010L GENERAL ZOOLOGY LABORATORY** (1)  
Laboratory experiments to accompany ZOO2010. One two-hour period weekly. Special fee charged. Prerequisite: BSC1005 and BSC1005L or BSC1010C with a grade of "C" or higher. Corequisite: ZOO2010. Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0025.00

## BUILDING CONSTRUCTION AND CIVIL ENGINEERING

**BCN1272 BUILDING CONSTRUCTION PLANS INTERPRETATION** (2)

This course is designed to develop the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BCN1610 BUILDING CONSTRUCTION ESTIMATING FUNDAMENTALS** (2)

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and subcontracted work into the smallest manageable units. Development of a simple estimate for a residential structure.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BCN1740 BUILDING CONSTRUCTION LAW** (2)

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and subcontractor; mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BCN1750 BUILDING CONSTRUCTION FINANCING** (2)

A study of building construction financing and related contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, and business loans.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BCN1930 BUILDING CONSTRUCTION SPECIAL TOPICS** (2)

An introductory course for the student presently working in the building construction industry. Subjects include the South Florida Building Code, formwork and shoring.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BCN2276 CONSTRUCTION PLAN REVIEW** (2)

A course of training to prepare the student to function as an examiner of construction documents for permit to erect structures in compliance with all appropriate building codes. The course is designed around the mechanics of review presently employed by every municipality and other permitting agencies. This course is of particular value to presently employed inspectors preparing for promotion to the position of Plan Reviewer and presently employed reviewers who wish to hone skills, as well as students seeking a career in building code enforcement.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BCN2561 MECHANICAL AND ELECTRICAL SYSTEMS** (3)

Acquaints student with mechanical and electrical equipment commonly used in high rise and commercial buildings. Presents fundamentals of air conditioning, heating, lighting, communicating and wiring for electrical equipment. Includes a study of specialty equipment such as solar heating.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BCN2614C CONSTRUCTION PLANNING AND ESTIMATING** (3)

A study of construction contracts, contractor responsibilities, job planning, scheduling, selection of equipment, methods of construction and safety standards. The student is required to make quantity takeoffs from a set of plans to do pricing of labor and materials. Prerequisite: BCN1272 or ETD1121C.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

**BCN2742 CONTRACTOR'S LICENSE PREPARATION** (4)

A study designed to prepare for the general contractor's examination. State and Federal laws, safety codes, building codes, construction methods and technology, and practical field knowledge leading to Class, I, II or III license. Prerequisites: BCN1272, BCN1610, BCN1930, or equivalent experience. Corequisites: BCN1740, BCN1750, BCN2614, or equivalent experience.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0007.00

**BCN2760 BUILDING CODES AND REGULATIONS** (3)

A rigorous review and study of the South Florida Building Code as it applies to structures and safety. For professionals employed as inspectors, architects, engineers and contractors.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ETC1250 MATERIALS AND PROCESSES** (2)

Introduces the materials and processes commonly used in building construction. Provides background relating to physical properties, sources and costs. Includes a study of standard manufacturing processes and recent methods of application. Should be taken concurrently with ETC1250L.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ETC1250L MATERIALS TESTING LAB** (1)

Introduction of ASTM procedures for testing concrete, steel, soils, and other building materials. This course should be taken concurrently with ETC1250.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00



**ETC2410 STRUCTURAL DESIGN****(3)**

Simplified design of reinforced concrete structures including beams, columns, footings, retaining walls and pile foundations. Classification of soils and interpretation of borings from the standard penetration test. Prerequisite: ETG2530 or equivalent.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ETD1121C CIVIL DRAFTING I****(3)**

Graphics as a means of communication for engineering technicians and construction managers. This is accomplished through sketching, use of instruments, the computer, and knowledge of orthographic projections. Areas of proficiency include drawing to scale, plan reading, construction of sectional views, construction of pictorials, knowledge of accepted practices, and an introduction to computer graphics. Prerequisite: CGS1000 or instructor approval.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00

**ETD2122C CIVIL DRAFTING II****(3)**

Advanced graphics as a means of communication for engineering technicians and construction managers. This is accomplished through sketching, use of instruments, the computer, and knowledge of advanced graphic projections. Areas of proficiency include drawing to scale, plan reading, construction of auxiliary and sectional views, construction of pictorials, knowledge of different construction systems and use of AutoCAD to prepare structural drawings for the different construction systems.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00

**ETG2530 STRENGTH OF MATERIALS****(2)**

A study of statics and strength of materials without the use of advanced mathematics. Introduction to solving problems using an electronic calculator. Should be taken concurrently with ETG2530L. Prerequisites: MTB1321, MTB1322, PHY1001 or instructor approval.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ETG2530L STRENGTH OF MATERIALS LAB****(1)**

Laboratory sessions emphasize typical solution of problems applied to structural engineering with the help of computers. This course should be taken concurrently with ETG2530. Prerequisites: MTB1321, MTB1322, PHY1001 or instructor approval.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**EVS2005 WATER SUPPLY AND WASTE WATER DISPOSAL****(3)**

A single course covering the sources, treatment and distribution of potable water and the collection, treatment and disposal of wastewater. Field trips include inspection of local facilities.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SUR2001 SURVEYING I****(1)**

The theory of construction surveying including the use and care of surveying instruments. This course should be taken concurrently with SUR2001L. Prerequisites: MTB1321 and MTB1322 or instructor approval.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SUR2001L SURVEYING I LAB****(2)**

The student is required to assume various duties as a member of a survey party. Field practice includes setting corner stakes, batter boards, bench marks. This course should be taken concurrently with SUR2001. Prerequisites: MTB1321 and MTB1322 or instructor approval.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

**SUR2200C ROUTE SURVEYING****(3)**

Highway surveying including horizontal and vertical curves. Traverse computations using the electronic calculator. Familiarization with advanced techniques such as laser, tellurometer and geodimeter equipment. Prerequisites: SUR2001, SUR2001L.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**BUSINESS LAW****BUL2241 BUSINESS LAW I****(3)**

This course covers basic principles of law and their application to business problems. Topics include a discussion of legal rights and social forces; the legal relationships of government, business and society; law of contracts; personal property, bailments, sales of goods, torts, and business crimes.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BUL2242 BUSINESS LAW II****(3)**

This course provides a study of the legal principles covering commercial paper, creditors' rights and secured transactions; agency, employer-employee relations; franchises, insurance, bankruptcy, partnerships, corporations, and real property.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**BUSINESS MATH****MTB1103 BUSINESS MATHEMATICS****(3)**

This course emphasizes the application of mathematics to selected business topics and problems. In addition, it includes material in linear equations and descriptive statistics.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**CAREER PLANNING WORKSHOP****SLS1261 LEADERSHIP****(3)**

The purpose of this course is to provide effective leadership skills for student leaders to help them develop an ethical, value grounded leadership style for future educational, organizational and community leadership roles. Meets Area 7 of the general education requirements for the A.A. degree. Term I, II and III.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SLS1301 CAREER PLANNING WORKSHOP****(2)**

This course is a study of the career decision making process. The student will learn the skills necessary for career decision making as it applies to their individual characteristics. (including values, interests, abilities, goals, strengths, etc.)

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00



**SLSI341 EMPLOYABILITY SKILLS**

(1)

This course is a study of the methods and techniques used in the job search process with particular emphasis on resume writing, interview techniques, employment communications, and job search strategies.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SLSI501 COLLEGE SUCCESS SKILLS**

(1)

This course is designed for first semester freshman students. It serves as a introduction to Broward Community College and assists beginning students in coping with challenges of college life, clarifying their goals and learning strategies and skills that will help them succeed in college and life.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## CHEMISTRY

**CHM1033 CHEMISTRY FOR HEALTH SCIENCES**

(3)

Selected topics from Inorganic Chemistry, Organic Chemistry and Biochemistry. Designed specifically for Nursing and other Allied Health Technology students. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: MAT0024 or appropriate assessment scores.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHM1033L CHEMISTRY FOR HEALTH SCIENCES LAB**

(1)

Laboratory exercises to accompany CHM1033, including Inorganic, Organic and Biochemical experiments. Does not meet Areas 4A or 5 of the general education requirements for the A.A. degree. Meets Area 7 of the general education requirements for the A.A. degree. 2 hrs. lab/wk. Prerequisites: MAT0024 or appropriate assessment scores. Corequisite: CHM1033.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**CIIM1040 GENERAL CHEMISTRY A**

(3)

**(EXPANDED SEQUENCE)**

First course of a three semester expanded sequence, CHM1040, CHM1041, CHM1046E. This sequence includes two laboratories: CHM1045L to be taken concurrently with CHM1041; and CHM1046L to be taken with CHM1046E. This course introduces students to chemical measurement, stoichiometry, atomic structure, the periodic table, chemical bonding, inorganic formula writing and the naming of inorganic compounds and changes in energy. 3 hrs. lec/wk. Pre or Corequisite: MAT1034 with a grade of "C" or higher. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHM1041 GENERAL CHEMISTRY B**

(3)

**(EXPANDED SEQUENCE)**

Second course of a three semester expanded sequence, CHM1040, CHM1041, CHM1046E. This sequence includes two laboratories: CHM1045L to be taken concurrently with CHM1041; and CHM1046L to be taken with CHM1046E. This course further develops modern chemical concepts, including gases, liquids, solids, solutions, acid base chemistry, ionic reactions, oxidation reduction, kinetics and descriptive chemistry of non metals. 3 hrs. lec/wk. Prerequisites: CHM1040 with a grade of "C" or higher. Corequisite: CHM1045L,

MAC1102. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CIIM1045 GENERAL CHEMISTRY I**

(3)

First course in two semester sequence, CHM1045, and CHM1046. This sequence includes two laboratories: CHM1045L to be taken concurrently with CHM1045 and CHM1046L to be taken with CHM1046. Topics covered include chemical measurements, stoichiometry, atomic structure, periodic table, chemical bonding, inorganic compound nomenclature and formula writing, gases, liquids, solids, solutions, acid base chemistry, ionic reactions and descriptive chemistry of non metals. To enroll, students must pass a departmental placement exam or obtain departmental approval. 3 hrs. lec/wk. Pre or Corequisite: MAC1102 with a grade of "C" or higher. Corequisite: CHM1045L. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHM1045L GENERAL CHEMISTRY I LAB**

(1)

Laboratory experiments to accompany CHM1041 or CHM1045. Corequisite: CHM1041 or CHM1045 Special fee charged. Meets Areas 4A, 5 and 7 of the general education requirements for A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0015.00

**CHM1046 GENERAL CHEMISTRY II**

(3)

Final course in the two semester sequence, CHM1045 and CHM1046. This sequence includes two laboratories: CHM1045L to be taken concurrently with CHM1045 and CHM1046L to be taken with CHM1046. Topics covered include: oxidation reduction, chemical and ionic equilibrium, kinetics, electrochemistry, coordination chemistry, thermodynamics, nuclear chemistry, introduction to organic chemistry and high-lights of descriptive chemistry of metals. Prerequisites: CHM1045 and CHM1045L with a grade of "C" or higher. Corequisite: CHM1046L. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CIIM1046E GENERAL CHEMISTRY C**

(3)

**(EXPANDED SEQUENCE)**

Final course of the three semester expanded sequence, CHM1040, CHM1041, CHM1046E. This sequence includes two laboratories: CHM1045L to be taken concurrently with CHM1041; and CHM1046L to be taken with CHM1046E. Topics covered include: equilibrium, thermodynamics, electrochemistry, coordination chemistry, descriptive chemistry of metals, nuclear chemistry and an introduction to organic chemistry. 3 hrs. lec/wk. Prerequisites: CHM1041, CHM1045L, MAC1102 with a grade of "C" or higher. Corequisite: CHM1046L. Meets Areas 4A, 5 and 7 of the requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHM1046L GENERAL CHEMISTRY II LAB**

(1)

Laboratory experiments to accompany CHM1046 or CHM1046E. Prerequisite: CHM1041 or CHM1045 and CHM1045L with a grade of "C" or higher. Core-

quisite: CHM1046 or CHM1046E. Special fee charged. Meets Areas 4A, 5 and 7 of the general education requirements for A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0015.00

**CHM1093 PRINCIPLES OF CHEMISTRY FOR TEACHERS I (3)**

This course is designed for middle and high school science teachers. This course covers the basic principles of chemistry with applications of these principles to every day phenomena. Lectures will include hands on activities and demonstrations. This course will not satisfy the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHM1094 PRINCIPLES OF CHEMISTRY FOR TEACHERS II (3)**

This course is designed for middle and high school science teachers and continues the discussion of the basic principles of chemistry and the practical application of those principles that were the focus of CHM1093. This course will not satisfy the general education requirements for the A.A. degree. Prerequisite: CHM1093 or one college level chemistry course.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHM2210 ORGANIC CHEMISTRY I (3)**

First part of a two course sequence presenting the structure, preparation, reaction, and nomenclature of various classes of hydrocarbons and their derivatives. Reaction electronic mechanisms are interpreted and unified in the light of modern theory. Three hours weekly. Prerequisite: CHM1046, and CHM1046L with a grade of "C" or higher. Corequisite: CHM2210L. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHM2210L ORGANIC CHEMISTRY I LABORATORY (1)**

Organic laboratory experiments and preparations to accompany CHM2210. Prerequisites: CHM1046 and CHM1046L with a grade of "C" or higher. Corequisite: CHM2210. Special fee charged. Meets Areas 4A, 5 and 7 of the general education requirements the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0020.00

**CHM2211 ORGANIC CHEMISTRY II (3)**

Second of the two part organic chemistry course. A continuation of the study of the remaining classes of organic compounds including use of spectroscopic methods and an introduction to bio organic molecules. Three hours weekly. Prerequisite: CHM2210 and CHM2210L with a grade of "C" or higher. Corequisite: CHM2211L. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHM2211L ORGANIC CHEMISTRY II LABORATORY (1)**

Appropriate experiments and preparation to complement CHM2211. Prerequisite: CHM2210 and CHM2210L with a grade of "C" or higher. Corequisite: CHM2211. Special fee charged. Meets Areas 4A, 5 and

7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0020.00

## COMPUTER SCIENCE

**CDA2523 MICROCOMPUTER NETWORKING (3)**

This course is designed as a comprehensive study of microcomputer networking. Topics include the selection, installation, maintenance, and management of network software and hardware.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CEN2010 SOFTWARE ENGINEERING (3)**

The students are introduced to state-of-the-art software engineering techniques. The course emphasis is based on established techniques rather than on research developments. Prerequisites: COP1220 "C" Programming or COP1210 Pascal.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CGS1000 FUNDAMENTALS OF DATA PROCESSING (3)**

This course provides an introduction to electronic data processing. Topics include basic computer theory, file storage media, input/output devices, number systems, and programming techniques through the use of BASIC. In addition, students will be exposed to the use of applications software. Various lab activities are conducted throughout the course.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0012.00

**CGS1060 COMPUTER LITERACY (3)**

This telecourse presents an overview of the functions and capabilities of the computer; it familiarizes students with terminology, surveys the variety of computer applications; and orients students to the uses of the computer in their professional and private lives. Open College Only.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CGS1510C ELECTRONIC SPREADSHEET (3)**

This course provides hands-on applications with a spreadsheet software package. Through lecture and lab practices, students will develop skills that create, manipulate and utilize spreadsheets.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0024.00

**CGS1540C DATABASE MANAGEMENT (3)**

This course is an introduction to database management. Using appropriate database software, students will learn to maintain and manipulate data in an organized, accessible and accurate manner. Emphasis is placed on the use of microcomputer database management software for common business applications.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0024.00

**CGS1561C DOS CONCEPTS (3)**

This course provides a study of the principles of DOS in managing hardware and software. Emphasis is placed on the analysis of hardware, software and data, as well as file processing, file analysis and system analysis. This course is intended for students seeking higher levels of microcomputer knowledge in operating systems.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0024.00



**CGS1570C MICROCOMPUTER APPLICATIONS (3)**

Upon successful completion of this course, students should be able to create, store, and print documents; create and manipulate data files; and perform "what if" scenarios with the computer. Hands-on training in electronic word processing, spreadsheet, database management and graphics are taught. Certain lab exercises are conducted throughout the course.

Lec Hrs = 032 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**CIS2321 SYSTEMS DEVELOPMENT AND DESIGN (3)**

This course surveys systems and procedures of internal control. Students learn through lectures and practical case studies how to apply equipment and programming techniques to actual business data processing applications. Prerequisite: COP1120 or COP1210.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**COP1120 COBOL I (3)**

The COBOL programming language is taught in a structured format. Through lectures and laboratory practices, students develop programming ability in the COBOL language. Emphasis is placed on sequential file processing and the creation of different reports. Creation of disk files is also covered. Prerequisite: CGS1000 or instructor approval.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP1160 RPG PROGRAMMING (3)**

This course provides a survey of the terminology, procedures and uses of electronic data processing equipment. Business applications, related to disk systems, are programmed in RPG (Report Program Generator) language. Prerequisite: CGS1000C or instructor approval.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP1170 PROGRAMMING IN BASIC (3)**

This course provides a study of programming utilizing the BASIC language. Emphasis is placed on the development of computer problem-solving skills and structured programming techniques in business, engineering, mathematics, science, and other related fields. Lectures and discussions are supplemented by assigned laboratory work in which microcomputers or mainframes are utilized. Prerequisite: MAT0024 or higher. Corequisite: CGS1000.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP1200 FORTRAN PROGRAMMING (3)**

This course provides an introduction to computer programming in FORTRAN, a scientific problem-solving language. Through lectures and laboratory practices, students develop programming ability in this language. FORTRAN is useful to math, science and engineering students who need to utilize the computer as a tool in their professions. Prerequisite: MAT1034 or higher.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP1210 PASCAL PROGRAMMING (3)**

This course provides an introduction to computer programming in the PASCAL language. Concepts of data structures, control structures, algorithms design

and subprograms are studied. Prerequisite: COP1170 or COP1200 or instructor approval.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP1220 "C" PROGRAMMING (3)**

This course provides an introduction to the "C" programming language. Upon successful completion of this course, students should be able to use the versatile aspects of "C" in business/scientific environments. Prerequisite: COP1170, COP1200, COP1210, or instructor approval.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP1341 UNIX (3)**

Through the use of shell scripts, text processing, electronic mail, utilities and editors, students study the UNIX operating system to fulfill user needs in the business/scientific programming environments. Prerequisite: A previous programming language.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP2121 COBOL II (3)**

This course covers COBOL programming techniques beyond those in introductory courses. Problems selected provide for more sophistication in file creation, maintenance, use of subprograms, and special programming techniques. Prerequisite: COP1120.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP2123C CICS/COBOL PROGRAMMING (3)**

Upon successful completion of this course, the students should be able to code and debug application programs and utilize utility programs within the customer information control system. Prerequisite: COP1120 or instructor approval.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP2222 ADVANCED "C" PROGRAMMING (3)**

Given a basic knowledge of the "C" programming language, students are taught how to write programs of an advanced nature using additional "C" constructs and data structures. Prerequisite: COP1220 or instructor approval.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

**COP2400 ASSEMBLY PROGRAMMING (3)**

Assembly language, macros, and the disk operating systems are utilized. Disk files are used extensively through lectures and laboratory procedures involving programming and debugging techniques using an IBM mainframe. Prerequisite: COP1120 or COP1200 or instructor approval.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0024.00

## CONTINUING EDUCATION FOR HEALTH RELATED PROFESSIONALS

**HICP1930 FUNDAMENTALS OF CARDIAC CATHETERIZATION LABORATORY (3)**

This course is designed to provide the basic knowledge and skill necessary to prepare the health professional for orientation into a cath lab setting. The focus is to prepare the personnel to perform and function in a cath



lab setting as related to diagnostic and interventional procedures. Topic areas include: historical perspective, techniques of cardiac catheterization, hemodynamics, pharmacology and radiology. Prerequisites: 2 year work experience in health related field. BCLS-C Certification.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0002.00

**HSAI100 MEDICAL ADMINISTRATION: HOSPITAL BUSINESS OFFICE OPERATION (3)**

This course is designed to provide a comprehensive look into the operation of a hospital business office and the internal and external components of the health care industry which interact with it. Participants will develop a basic understanding of the health care industry.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HUNI202 ESSENTIALS OF NUTRITION AND DIET THERAPY (3)**

A study of nutritional science the nutrient, interrelationships and the nutritional needs of persons at various stages of life cycle. Particular emphasis will be placed on diet therapy in the modification of disease process. This course is open to all Allied Health students only, or with instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0002.00

**MTBI320 MATH TOPICS FOR NURSES (1)**

This course provides an intensive review of mathematics operations involving fractions, decimals, percents, ratios, and proportions units and measures in apothecaries, metric, and household systems are also discussed with a major emphasis upon application for the calculation of both oral and parenteral drug dosages.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0002.00

**NSP1641 COMMUNITY HEALTH: FOUNDATIONS OF COMMUNITY HEALTH (3)**

This course is designed to provide the health professional concepts of community health including basic foundations of health care. Topics to be covered include concepts of health, wellness and illness, philosophy of community health, holistic health care, influence of culture, and the role of the health professional.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP1642 COMMUNITY HEALTH: COMMUNITY HEALTH CARE (3)**

This course is designed to provide the health professional the concepts of community health care including assessment of the client, role of the family, problems of families across the life span, community health services, environmental and occupational health, communicable diseases and crisis intervention.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP1643 COMMUNITY HEALTH: HEALTH PROMOTION AND PREVENTION (3)**

This course is designed to provide the health professional the concepts of community health. Focus for this course: risk appraisal and management, strategies in promoting health, techniques for client education, marketing, evaluation, and problems of the elderly.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP2022 HEALTH ASSESSMENT OF THE ADULT CLIENT (5)**

This course focuses on assessment of the adult client as he or she fluctuates on the wellness illness continuum. Techniques of physical assessment will be systematically taught in a head to toe approach. The skill of concisely recording the findings will also be included. 80 hrs lec. Term I and II.

Lec Hrs = 080 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP2107 COMPARATIVE HEALTH CARE SYSTEMS (3)**

This course provides an opportunity for health care professionals and educators to compare health care systems of other countries with that of the United States. Health care systems, variation in patient care education of health practitioners facilities and the role of international agencies will be studied.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP2365 CARE OF THE CRITICALLY ILL NEWBORN (4)**

This course will provide an introduction to the basic needs of the sick or compromised infant and the rationale/theory behind prescribed treatments and care. Units include: thermal environment, assessment, CPR, respiratory disorders, hematological disorders, maternal infant bonding, the dying infant, GI disturbances, oxygen administration, neonatal sepsis, blood gas analysis, cardiac anomalies, nutrition, pharmacology, lab studies, seizure disorders and mechanical ventilation. (target audience: term and level II nursery personnel, labor and delivery nurses and nurses seeking entry into neonatal areas.)

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0015.00

**NSP2470 CRITICAL CARE OF THE PEDIATRIC CLIENT (5)**

This 5 credit course is designed to prepare the professional nurse to enter into practice in the pediatric intensive care setting. The program focuses on assessment skills of the various body systems, pharmacology, and nursing management of the critically ill child. Prerequisite: current Florida nursing license, BCLS-C (Basic rescuer certification).

Lec Hrs = 080 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP2552 CORONARY CARE NURSING (9)**

A comprehensive cardiac course to review and add to the scientific knowledge needed by the coronary care nurse in their practice. Specific skills and competencies shall be developed in the use of equipment and methods of care. Guidelines shall be presented for the guiding other members of the health care team in the effective application of the concepts of coronary care. Designed to foster an attitude of striving for excellence in knowledge. Methods and techniques were developed by the Florida Regional Medical Program as a standard. A Coronary Care course certificate is awarded upon successful completion. Registration is selective and open only to those persons who are eligible to take or have taken the licensing examination. This is for the professional nurse. 144 hrs. lec.

Lec Hrs = 144 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP2700C INTRODUCTION TO CRITICAL CARE NURSING (5)**

Designed for the registered nurse desiring to enter the area of critical care and who is currently working in another area. It is not designed for nurses currently working in critical care. The course will include topics related to intensive nursing care of patients with pulmonary, neurological, cardiovascular, renal, and metabolic disorders, as well as psychosocial needs of critically ill patients. Prerequisite: Current Florida RN license, BCLS-C certification, basic arrhythmia course. Lec Hrs = 080 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP2715 EMERGENCY NURSING (3)**

This course has been developed to meet the needs of the emergency department or critical care nurse in supplementing basic nursing in the emergency area. Upon successful completion the student will be eligible for Advanced Cardiac Life Support certification through the American Heart Association, as well as be prepared to sit for the CEN examination offered by the Emergency Department Nurses Association. Corequisite: NSP2715L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP2715L EMERGENCY NURSING PRACTICUM (3)**

This course will provide the health professional with an opportunity for practice of basic skills needed in basic emergency nursing care and the application of theory in the laboratory, community emergency departments and emergency medical services mobile vehicles. Corequisite: NSP2715.

Lec Hrs = 000 Lab Hrs = 021 Oth Hrs = 024 Fees = 0025.00

**NSP2770 BASIC PERIOPERATIVE NURSING (8)**

This program is designed for the learner who is a registered nurse with minimal or no operating room experiences. The goal of the program is to prepare the R.N. for initial employment as an effective member of the surgical team in both the circulator and scrub roles, thus providing quality perioperative nursing care. This theory course will be taught concurrently with the basic perioperative nursing practicum. Corequisite: NSP2770L.

Lec Hrs = 128 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NSP2770L BASIC PERIOPERATIVE PRACTICUM (10)**

This course is designed to provide laboratory practice and clinical experience for nursing in the operating room, community surgical centers or clinics. Corequisite: NSP2770.

Lec Hrs = 000 Lab Hrs = 028 Oth Hrs = 212 Fees = 0025.00

**NSP2860 REFRESHER NURSE UPDATE (5)**

This course has been developed to review current theory in relation to nursing practice so that the inactive R.N. may be able to move with confidence into a staff nurse orientation and return to practice. The material presented will emphasize trends in nursing practice and nursing education today, changes in the fundamentals of nursing skills necessary for providing effective nursing care in a variety of situations. A reasonable comprehensive review of the up to date nursing management of the adult patient with a medical surgical problem will be presented. Prerequisite: Current

Florida RN license, current BCLS-C certificate, professional liability insurance, physical examination and recency of work experience.

Lec Hrs = 080 Lab Hrs = 000 Oth Hrs = 000 Fees = 0002.00

**NSP2860L REFRESHER NURSE UPDATE PRACTICUM (4)**

This course will provide various laboratory and clinical experiences for the R.N. in providing patient care, team leading, and exposure to nursing care in the specialty areas. Corequisite: NSP2860.

Lec Hrs = 000 Lab Hrs = 012 Oth Hrs = 096 Fees = 0022.00

**RTE2563 ADVANCED VASCULAR/INTERVENTIONAL RADIOGRAPHY (3)**

Provides advanced study into vascular/cardiovascular/interventional procedures for the special procedures radiographer. This course will provide an overall review of current and future vascular, as well as nonvascular, intervention being performed to this date. Emphasis will be on diagnostic and therapeutic procedures and their application in a clinical setting. Prerequisite: graduation from an accredited radiography program. Corequisite: None.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0002.00

**RTE2575 INTRODUCTION TO MAGNETIC RESONANCE IMAGING (3)**

A study of the clinical applications and principles of Magnetic Resonance Imaging. Basic MR physics, history, hardware, safety, and important aspects of the MR exam are among the topics covered to introduce the student to the MR Imaging Technology profession. Prerequisites: Graduation from a two year allied health program. Corequisites: None.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0002.00

## COOPERATIVE EDUCATION

**ACG2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a students field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations. Course may be repeated three times. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain the registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**AER2943 APPRENTICE EXPERIENCE (3)**

On the job training at an automobile dealership. Each of the nine week apprentice work experiences will cover one term and includes a work week from 32 to 40 hours in a supervised program at the dealership.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 360 Fees = 0000.00

**AER2944 APPRENTICE EXPERIENCE (3)**

On the job training at an automobile dealership. Each of the nine week apprentice work experiences will cover one term and includes a work week from 32 to 40 hours in a supervised program at the dealership.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 360 Fees = 0000.00



**AER2945 APPRENTICE EXPERIENCE (3)**  
 On the job training at an automobile dealership. Each of the nine week apprentice work experiences will cover one term and includes a work week from 32 to 40 hours in a supervised program at the dealership.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 360 Fees = 0000.00

**ART2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**ASC2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**BSC2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**CCJ2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**CIS2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the

Co-Operative Education Office to obtain registration approval.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**COE2949 CO OP WORK EXPERIENCE (1)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations. Course may be repeated three times. Prerequisite Co-Op department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the cooperative education office to obtain the registration approval.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**COM2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**EDG2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**EGS2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**EXL0888 EXPERIENTIAL LEARNING ASSESSMENT (0)**  
 This course was originated to create a record of college credits for work and life experiences for students who have never attended BCC.  
 Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FFP2949 CO OP WORK EXPERIENCE (3)**  
 A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must



contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**GEB2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**HLP2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**IPM2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-Operative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**ISS2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**JOU2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**MKA2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**ORH2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-Operative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**PLA2949 CO OP WORK EXPERIENCE (3)**

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisite: Co-Op department approval. Student will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain registration approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

## **COURT REPORTING TECHNOLOGY**

**OST1221 MACHINE SHORTHAND I (6)**

This course provides a basic theory of computer compatible machine shorthand with speed development and rapid reading of notes. Beginning transcription skills are taught with the dictation and transcription of short paragraphs and simple letter material. Six laboratory hours per week are required in addition to the scheduled course hours. Prerequisite: OST1105 (Basic Typing, Part 3) suggested, or equivalent.

Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**OST1222 MACHINE SHORTHAND II (6)**

A continuation of OST1221 covering advanced computer compatible theory, rapid and accurate reading of notes, dictation for speed-building, accurate transcripts prepared on a word processing system, and an introduction to computerized translation. Six laboratory hours per week are required in addition to the scheduled course hours. Prerequisites: OST1221 and OST1105 (Basic Typing, Part 3) or equivalent.

Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**OST1223 MACHINE SHORTHAND III (6)**

This course provides advanced speed-building with vocabulary development related to court and con-

ference reporting terms and shortcuts. Emphasis is placed on accurate writing at higher speed with all transcription done on a word processing system. Dictation consists of testimony, jury charges and literary materials. It includes training on a computer-aided transcription system. Six laboratory hours per week are required in addition to the scheduled course hours. Prerequisite: OST1222 and OST1115 (Intermediate Typing, Part 6) or equivalent, BUL2241, and OST2335. Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**OST2224 MACHINE SHORTHAND IV (6)**  
This course provides a continuation of OST1223 in speed-building and vocabulary development with practice on legal and medical testimony, jury charges, hearings, and Congressional Record material. A study is also made of the court system, courtroom and hearing procedures, legal forms, and the production of court and deposition transcripts. It includes training on a computer-aided transcription system. Six laboratory hours per week are required in addition to the scheduled course hours. Prerequisite: OST1223. Corequisite: HSC1531 (if not previously taken). Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**OST2225 MACHINE SHORTHAND V (6)**  
This course is a continuation of OST2224 and includes speed-building dictation to the level of 225 words per minute as required to pass the Registered Professional Reporter (RPR) examination of the National Court Reporters Association and the Certified Court Reporters (CCR) exam required by the State of Florida. Dictation includes materials from actual depositions, jury charges, courtroom testimony, literary materials, and the Congressional Record. Training on a computer-aided transcription system and the building of the student's personal dictionary is also included. Six laboratory hours per week are required in addition to the scheduled course hours. Prerequisite: OST2224. Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**OST2944 PRACTICUM IN COURT REPORTING (3)**  
The students are assigned to work a minimum of 100 hours in the court system and are required to reproduce dictated and typewritten transcripts resulting from these field experiences. Conferences are arranged on an individual basis. Prerequisite: OST2225, or concurrent enrollment in OST2225, and instructor or Department Head's approval. Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 100 Fees = 0000.00

## CRIMINAL JUSTICE

**CCJ1020 INTRODUCTION TO CRIMINAL JUSTICE (3)**  
Introduction to the historical and philosophical background of the agencies of the Criminal Justice System. An examination of the relationships between the police, courts and correctional systems. Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CCJ1220 CRIMINAL LAW (3)**  
Courses will be concerned with the sources and elements of criminal law. Emphasis will be placed on criminal law as related to law enforcement officers with

particular attention given to the rights and responsibilities of officers in enforcing various criminal laws. 3 hrs. lec.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CCJ1230 CRIMINAL EVIDENCE AND COURT PROCEDURES (3)**

An examination of the rules governing the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, testimony and courtroom procedures. 3 hrs. lec.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CCJ1250 CONSTITUTIONAL LAW (3)**

An examination of the U.S. Constitution, its amendments and its impact on present day criminal justice practitioners. 3 hrs. lec.

Lec Hrs = 045 Lab Hrs = 000 Oth Hrs = 003 Fees = 0000.00

**CCJ1400 INTRODUCTION TO CRIMINAL JUSTICE ADMINISTRATION AND MANAGEMENT (3)**

Introduction to principles of administration and managerial concepts characteristic of criminal justice organizations.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CCJ1440 CORRECTIONAL ADMINISTRATION (3)**

A review of the origin and development of jails, prisons and correctional facilities. Examination of institutional procedures including the physical plant, Classification, treatment, security, supervision and prison subculture problems. Administrative and management procedures concerning budgeting, staff, planning and public relations. 3 hrs. lec.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CCJ2191 HUMAN BEHAVIOR IN CRIMINAL JUSTICE (3)**

A consideration of human behavior and how it relates to the duties and responsibilities of the criminal justice practitioner.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CCJ2330 PROBATION AND PAROLE PROCEDURES (3)**

Examines this important community based treatment aspect of the corrections system reviews philosophy and development, the pre-sentence investigation, and supervision methods. Juvenile practices are also included. 3 hrs. lec.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CCJ2631 COMPARATIVE WORLD POLICE AGENCIES (3)**

A study of the role of the various police agencies in the Anglo American countries, the European continent, Japan and countries under communist regimes to include the role and function of police organization, selection, and training; operational procedures, and crime rates. This course will include case and group studies of selected countries. 3 Hrs. Lec.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CCJ2933 CORRECTIONS PRACTICUM (3)**

This course offers practical experiences in corrections or related disciplines of criminal justice giving the student the opportunity to apply classroom knowledge.

**Prerequisite:** CCJ1020 or permission of instructor.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJD1420 CORRECTIONAL LAW (3)**

A course in practical law for correctional personnel. Study includes law regulating, use of force, civil rights of prisoners, constitutional law, legal service, disciplinary procedures, parole and current case law.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJD2250 INTERVIEWS AND INTERROGATIONS (3)**

This course was designed to cover the techniques, methods, principles and issues of interviews and interrogations for criminal justice officers and investigators. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT100 CRIMINAL INVESTIGATION (3)**

The investigation activity of a police department is studied to evaluate its organization, function and relationship with other divisions and agencies. Emphasis is placed on the procedural aspects and methodology employed in the investigative process. The student will know the elements of preliminary and follow-up investigations, to include methods of crime scene search, collection and preservation of evidence, and chain of custody concepts.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2110 INTRODUCTION TO CRIMINALISTICS (3)**

An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory. Prerequisite is CJT2100. Special fee charged. 1 hr. lec. 2 hrs. lab.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0015.00

**CJT2120 FORENSIC PHOTOGRAPHY (3)**

This course will develop the specific skills with emphasis on photography utilized in the processing of evidence from collection through identification, evaluation and preparation for the courtroom prerequisites are CJT2100 and CJT2110. Special fee charged. 1 hr. lec. 2 hrs. lab.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0030.00

**CJT2130 CRIMINALISTICS PRACTICUM (3)**

The knowledge and skills developed in the prerequisites, are coordinated in practical exercises which will develop expertise in the complete processing of crime scenes. Special fee charged. Prerequisites: CJT2100, CJT2110 and CJT2120. 1 hr. lec. 2 hrs. lab.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0030.00

**CJT2250 POLYGRAPH THEORY AND OPERATIONS (3)**

Includes the history and development of the polygraph with further emphasis on mechanics of instrument operation, maintenance and calibration. Course offered through Deception Control, Inc. Ft. Lauderdale.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2251 TEST QUESTION CONSTRUCTION AND SEMANTICS/PERSONNEL SCREENING (3)**

The construction of test questions appropriate to the personnel aspect of the polygraph is emphasized. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2252 TEST QUESTION CONSTRUCTION AND SEMANTICS/CRIMINAL CASES (3)**

The construction of test questions appropriate to the criminal case aspect of the polygraph is emphasized. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2253 CHART ANALYSIS, VALIDITY AND RELIABILITY (4)**

Validity and reliability of the polygraph is examined, along with an in depth consideration of chart analysis. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2254 POLYGRAPH OPERATIONS PRACTICUM (3)**

Types of polygraph techniques and examinations are considered with emphasis on conducting examinations in role playing situations in the laboratory. Course offered through Deception Control, Inc., Ft. Lauderdale.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2813 PRIVATE SECURITY SPECIALIZATION (3)**

Emphasis is on theft; comparison of "white and blue collar" crime; techniques of detection, apprehension and prevention; employee dishonesty; cost considerations; pilferage and embezzlement; industrial, physical and personnel security are considered.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2820 PRIVATE SECURITY ADMINISTRATION (3)**

An overview of security systems and their organizations, as found in retail, industrial and governmental agencies.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2826 FIRE PREVENTION IN SECURITY (3)**

Functions of fire prevention; inspections, hazard analysis. Economics of fire protection, fire protection equipment.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CJT2840 LEGAL ASPECTS OF PRIVATE SECURITY (3)**

An overview of the legal aspects and proscriptions involved in retail, industrial, governmental agency and personnel security.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## CUSTOMER SERVICE

**MNA1161 INTRODUCTION TO CUSTOMER SERVICE (3)**

This course provides the student with the basic concepts and current trends in the customer service industry. Through actual case studies, the students analyze organizations which have implemented



successful customer service strategies.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MNA2169 SEMINAR IN CUSTOMER SERVICE (3)**

This course prepares the student to recognize quality customer service techniques that enable employees with customer service responsibility to handle customer service interactions effectively. Prerequisite: MNA1161.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## DENTAL ASSISTING

**DEA0000 INTRODUCTION TO DENTISTRY (0)**

An overview of dentistry and the dental assisting profession including its history, ethical and legal aspects, duties and responsibilities of the dental health team, professional organizations, and proper conduct and grooming of the dental assistant. Corequisite: DEA0022 or instructors approval. 1 hr. lec. Term I.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA0022 PRE CLINICAL (0)**

Designed to orient the student to the dental office and the use and sterilization of all instruments and equipment used in the practice of dentistry. Corequisite: DES0100, DEA0300 and DEA0022L or instructors approval. Special fee charged. 4 hrs. lec. Term I.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA0022L PRECLINICAL LABORATORY (0)**

Laboratory/clinical portion of DEA0022. Provides hands on instruction of use and sterilization of all instruments and equipment used in the practice of dentistry. Corequisite: DEA0022, DES0100 and DEA0300 or instructor approval. Special fee charged. 8 hr. lab/clinical. Term I.

Lec Hrs = 000 Lab Hrs = 128 Oth Hrs = 000 Fees = 0025.00

**DEA0027 CLINICAL PROCEDURES I (0)**

Lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental speciality. Prerequisite: DEA0022, DEA0022L or instructors approval. Corequisite: DEA0027L. Special fee charged. 1 hr. lec. Term II.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA0027L CLINICAL PROCEDURES I LAB (0)**

Practicum phase provides the opportunity for each student to receive closely supervised individual instruction in all phases of chairside assisting. Prerequisite: DEA0022 and DEA0022L. Corequisite: DEA0027 or instructor approval. Special fee charged. 12 hrs. lab. Term II.

Lec Hrs = 000 Lab Hrs = 192 Oth Hrs = 000 Fees = 0020.00

**DEA0028 CLINICAL PROCEDURES II (0)**

Practicum phase is a continuation of DEA0800 with the addition of a supervised externship program utilizing dental offices and public health facilities in the community. Lecture demonstration series focuses on selected dental topics pertaining to effective dental assisting and the additional duties permitted by rules and regulations of the Florida State Board of Dentistry. Prerequisite: DEA0022, DEA0022L, DEA0027,

DEA0027L. Corequisite: DEA0028L. 30 hrs. minimum per week. Term IIA.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA0028L CLINICAL PROCEDURES II LABORATORY (0)**

Practicum phase is a continuation of DEA0800 with the addition of a supervised externship utilizing dental offices and public health facilities in the community. Special fee charges. Prerequisite: DEA0022, DEA0022L, DEA0027 and DEA0027L. Corequisite: DEA0028. Field experience. 30 hrs. minimum per week. Term IIA.

Lec Hrs = 000 Lab Hrs = 192 Oth Hrs = 000 Fees = 0010.00

**DEA0130 ALLIED DENTAL THEORY (0)**

Designed to acquaint the student with basic body structures, functions and diseases which affect dental treatment. Basic concepts of microbiology and their relevance to sterilization. General aspects of oral pathology, including common pathological conditions of the mouth, teeth, and their supporting structures will be covered. Additional consideration will be given to the pharmacological properties, therapeutic applications and any toxicities or contraindications of drugs and medicaments commonly used in dentistry. Essential material on the symptoms, treatment, and equipment required to render adequate care for the common office emergencies will be included. Prerequisite: DEA0022 and DES0210 or instructor approval. Corequisite: DEA0821, DEA0821L or instructor approval. 4 hr. lec. Term II.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA0209 DENTAL OFFICE MANAGEMENT (0)**

The study of efficient dental office management. Basic concepts to be presented will include telephone etiquette and communication. Guidelines for better interpersonal relations, methods for effective appointment control, dental bookkeeping systems and practices, business writing techniques, collection and billing, filing of patients records and procedures for tax and health insurance forms. Computer proficiency must be demonstrated by the student for course completion. Prerequisite: DEA0022 and DEA0000 or instructors approval. Corequisite: DEA0027 or instructors approval. 2 hr. lec. Term II.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA0300 PREVENTIVE DENTISTRY (0)**

Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of toothbrushing, supplementary aids for oral physiotherapy and the use of fluorides, and nutritional counseling in preventive dentistry will be presented. Corequisite: DEA0022 or instructor approval. 2 hr. lec. Term I.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA0820 EXPANDED FUNCTIONS I (0)**

The course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. Corequisite: DEA0022 and DEA1022L or

instructor approval. 3 hrs. lec.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA082I EXPANDED FUNCTIONS II (0)**

The course is designed to be a continuation of dental auxiliary expanded functions I. It will provide the basic knowledge necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida State Board of Dentistry. Prerequisite: DEA0820, DEA0022, DEA0022L, or instructors approval. Corequisites: DEA0821L, DEA0800 and DEA0800L. 1 hr. lec. Term II.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEA0821L EXPANDED FUNCTION II LAB (0)**

This course is designed to be a continuation of dental auxiliary expanded functions I. It will provide the clinical practice necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida State Board of Dentistry. Prerequisite: DEA0820, DEA0022, DEA0022L, or instructor approval. Corequisite: DEA0821, DEA0800, DEA0800L. Special fee charged. 3 hrs. lab. Term II.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0020.00

**DEA2940 DENTAL PRACTICUM (3)**

Designed to provide an opportunity for continued practice in dental assisting procedures while the student is completing the general college courses necessary to meet the requirements of an associate in Science Degree. Prerequisite: DEA0804 and DEA0804L or instructors approval. Arranged hrs. Term II.

Lec Hrs = 032 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**DES002I DENTAL ANATOMY AND PHYSIOLOGY (0)**

The study of head and neck anatomy with emphasis placed on the structure, morphology, and function of the primary and permanent human dentitions. Corequisite: DEA0022, DEA0820, DES0210 or instructors approval. 3 hrs. lec. Term I.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DES0100 DENTAL MATERIALS (0)**

Designed to familiarize the student with the various types of materials, their physical properties and characteristics, proper manipulation and designed application in the practice of dentistry. Corequisite DES0100L or instructors approval. 2 hrs. lec. Term I.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DES0100L DENTAL MATERIALS LAB (0)**

Laboratory portion of DES0100. Proper manipulation and designed application in the practice of dentistry. Projects demonstrating proficiency in the technical applications and proper manipulation of specified dental materials will be required. Special fee charged. Corequisite DES0100 or instructor approval. 3 hrs. lab. Term I.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0030.00

**DES0200 DENTAL RADIOGRAPHY (0)**

Fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects,

protection, and control methods. Also proper techniques for exposing, processing and mounting of radiographs are included. Corequisite: DES0200L or instructor approval. 2 hrs. lec. Term I.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DES0200L DENTAL RADIOGRAPHY LAB (0)**

Laboratory portion of DES0200. Proper techniques for exposing, processing, and mounting radiographs. Laboratory exercise demonstrating proficiency in these techniques will be required. Corequisite: DES0200 or instructor approval. 4 hrs. lab. Term I.

Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0015.00

**DES0300 DENTAL PSYCHOLOGY (0)**

This course will offer material on the basic theories of psychology which enable the dental assistant to possess a greater understanding of why people act as they do. Included in the course are practical techniques for effective patient management and basic guidelines for establishing a better interpersonal relationship between the dental assistant, dental staff and the dental patient. Prerequisite: DEA0022, DEA0000 and DEA0300 or instructors approval. 1 hr. lec Term II. Corequisite: DEA0800 or instructors approval.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## DENTAL HYGIENE

**DEH1003 PRECLINICAL DENTAL HYGIENE I (4)**

A course designed to provide knowledge in the application of dental hygiene procedures with a detailed study of instrumentation. The course includes data collection, mastery of beginning techniques in dental patient care, and emergency procedures.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEH1003L PRECLINICAL DENTAL HYGIENE I LAB (6)**

The laboratory portion of this course is designed to provide hands on instruction in the application of dental hygiene procedures with a detailed study of instrumentation. The course includes data collection, mastery of beginning techniques in dental patient care, and emergency procedures.

Lec Hrs = 000 Lab Hrs = 192 Oth Hrs = 000 Fees = 0050.00

**DEH1602 PERIODONTOLOGY (3)**

This course presents the etiology and classification of periodontal disease and principles of periodontia pertinent to dental hygiene practice. Principles of occlusion and periodontal surgery techniques are discussed through the use of case presentations.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEH1802 DENTAL HYGIENE II (4)**

A course designed to provide further knowledge in the application of dental hygiene procedures. Instrument sharpening, dental hygiene treatment planning, ultrasonic scaling, periodontal charting, and public health dentistry are introduced.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEH1802L DENTAL HYGIENE II CLINIC (6)**

The laboratory portion of this course requires hands on experience with specified numbers of patients and pro-



cedures. An emphasis on the development of basic patient care and education techniques is included.

Lec Hrs = 000 Lab Hrs = 192 Oth Hrs = 000 Fees = 0050.00

**DEH2804 DENTAL HYGIENE III (2)**

This course provides discussion of clinical activities. Instructions are given for application of difficult prophylactic procedures and advanced techniques. Dental hygiene treatment of advanced periodontal patients and patients with special needs is addressed.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEH2804L DENTAL HYGIENE III LAB (6)**

The laboratory portion of this course provides advanced application of the principles of preventive dental hygiene and oral prophylaxis techniques on patients in the clinic under supervision.

Lec Hrs = 000 Lab Hrs = 192 Oth Hrs = 000 Fees = 0050.00

**DEH2806 DENTAL HYGIENE IV (2)**

This course provides continuation of theoretical material related to clinic dental hygiene practice. It includes discussion on case information, community dental health, ethics and jurisprudence and Florida Statute 466 Rule 21G.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEH2806L DENTAL HYGIENE IV CLINIC (6)**

This laboratory course provides continuation of clinical experience with patients, developing previously learned skills and knowledge. The emphasis is placed on advanced instrumentation and patient management skills necessary to treat the more difficult patient.

Lec Hrs = 000 Lab Hrs = 192 Oth Hrs = 000 Fees = 0050.00

## **DIAGNOSTIC MEDICAL SONOGRAPHY**

**SON1111 ABDOMINAL SONOGRAPHY I (3)**

An introduction to the transverse anatomy of the abdominal area and its recognition on sonographic visualization systems. 3 hr. wk. Term I. Prerequisite: Program Admission. Corequisite: SON1211, SON1121, SON1804, SON1214. 3 hrs. wk. Term I.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SON1112 ABDOMINAL SONOGRAPHY II (3)**

An in-depth presentation of sonographs of the abdominal area stressing deviations from the norm and the studies to make a diagnostically acceptable study. Prerequisite: SON1121, SON1111, SON1211, SON1804. Corequisite: SON1212, SON1122, SON1215, SON1814. 3 hrs. wk. Term II.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SON1121 SONOGRAPHIC OB/GYN I (3)**

An introduction to the transverse anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal throughout all terms of pregnancy is presented. Prerequisite: Program admission. Corequisite: SON1211, SON1111, SON1214, SON1804. 3 hrs. wk. Term I.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SON1122 SONOGRAPHIC OB/GYN II (3)**

The detection of anomalies, pathology, deviation from normal and the planes which must be sonographically imaged for accurate diagnosis is stressed. Prerequisite: SON1211, SON1111, SON1804. Corequisite: SON1112, SON1814, SON1212, SON1215. 3 hrs. wk. Term II.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SON1141 SMALL PARTS SONOGRAPHY (3)**

A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast and other superficial structures. 3 hr. wk. Term III. Prerequisite: SON1212, SON1112, SON1122. Corequisite: SON1824.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SON1211 MEDICAL SONOGRAPHIC PHYSICS I (3)**

A study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. Focusing characteristics and methods and intensity and power considerations are introduced along with system resolution considerations. Prerequisite: Program admission. Corequisite: SON1111, SON1121, SON1214, SON1804. 3 hrs. wk. Term I.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SON1212 MEDICAL SONOGRAPHIC PHYSICS II (3)**

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. Prerequisite: SON1211, SON1111, SON1214, SON1121. Corequisite: SON1112, SON1122, SON1215, SON1814. 2 hrs. wk. Term II.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SON1214 PRACTICAL ASPECTS OF SONOGRAPHY I (3)**

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. Prerequisites: Program Admission. Corequisites: SON1111, SON1211, SON1121, SON1804.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SON1215 PRACTICAL ASPECTS OF SONOGRAPHY II (3)**

Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process. Prerequisites: SON1214, SON1111, SON1211. Corequisite: SON1814, SON1112, SON1212.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 048 Fees = 0000.00

**SON1804 CLINICA (3)**

Clinical education requiring application of the knowledge learned. Professionalism and personal in-



teraction are stressed along with technical abilities. As the student progresses he or she will be performing examinations with less and less supervision. Prerequisites: Program Admission. Corequisites: SON1211, SON1111, SON1121, SON1214.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0020.00

#### **SON1814 CLINIC B (3)**

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. Prerequisites: SON1804, SON1211, SON1111, SON1121, SON1214. Corequisites: SON1212, SON1112, SON1122, SON1215.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0020.00

#### **SON1824 CLINIC C (4)**

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. Prerequisite: SON1814, SON1215, SON1122, SON1212, SON1112. Corequisite: SON1141.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0020.00

#### **SON2161 NEONATAL NEUROSONOLOGY (3)**

An introduction to the sonographic imaging of the neonatal and infant brain. Emphasis is placed on normal brain anatomy, congenital and acquired pathological conditions, as well as sonographic scanning techniques. Prerequisites: SON1141, SON1824. Corequisites: SON2400, SON2834.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **SON2171 VASCULAR SONOGRAPHY (3)**

Venous and arterial anatomy and hemodynamic functions, both normal and abnormal are stressed. Sonographic imaging techniques for vascular structures and Doppler spectral analysis of normal and pathological patterns are also studied. Prerequisites: SON2400, SON2161, SON2834. Corequisites: SON2844, SON2401.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **SON2400 SONOGRAPHY OF HEART/CHEST I (3)**

Anatomy of the heart and the procedures used in screening are introduced stressing recognition of the normal versus abnormal. Prerequisite: SON1141, SON1824. Corequisite: SON2161, SON2834.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

#### **SON2401 SONOGRAPHY OF HEART/CHEST II (3)**

An in-depth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and chest stressing its capabilities and its limitations. Prerequisites: SON2400, SON2161, SON2834. Corequisite: SON2844, SON2171. 3 hrs. wk. Term II.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

#### **SON2834 CLINIC D (3)**

A course designed to add additional clinical competencies to those gained in the specialties mastered in the first year. Emphasis on specialties of echocardiography and neurosonology with clinical application of classroom material presented. To continue to make judgement decisions regarding the technical aspects of diagnostic sonographic exams. Prerequisites: SON1141, SON1824. Corequisites: SON2161, SON2400.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 258 Fees = 0020.00

#### **SON2844 CLINIC E (3)**

Application of all the materials presented requiring the student to interact in a professional manner, to make judgement decisions regarding the technical aspects, and to generally progress to the point where he/she may be accepted as a competent sonographer. Further mastering of all skills gained, emphasizing echocardiography and vascular examination techniques. Clinical application of classroom material presented. Prerequisites: SON2131, SON2161, SON2834. Corequisites: SON2171, SON2401.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 258 Fees = 0020.00

## **ECONOMICS**

#### **ECO2013 PRINCIPLES OF ECONOMICS I (3)**

An introductory course in macroeconomic principles covering basic economic problems and concepts. Topics discussed and analyzed include the role of government in various economic systems, aggregate measures of economic performance, aspects of economic instability, macroequilibrium, fiscal and monetary policies, and the impact of both the public debt and international trade. Meets Area 5 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **ECO2023 PRINCIPLES OF ECONOMICS II (3)**

Continuation of ECO2013 stressing microeconomic theories. Topics studied include the theory and application of supply and demand elasticity. Theory of consumer demand, utility, and indifference curve analysis; the law of diminishing returns in production and the firm's profit-maximizing behaviors under market models ranging from pure competition to pure monopoly; production theory and the theory of income distribution; comparative advantage, trade policies, exchange rates, balance of payments, and other international economic issues. Meets Area 5 of the general education requirements for the A.A. degree. Prerequisite: ECO2013.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **ECO2220 MONEY AND BANKING (3)**

A general survey of the economics of money and banking covering the nature and functions of money; monetary standards; structure and functions of the Federal Reserve System; monetary policy, monetary theory and the price level; interrelation of monetary and fiscal policy, recent monetary problems, and international finance. Prerequisite: ECO2013.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EC52001 COMPARATIVE ECONOMICS SYSTEMS (3)**

This course surveys and analyzes the economic systems of Marxist-Leninist, Social Democrat, Third World Socialist, Mixed and pure Capitalistic models. The course considers individual decision-making structures, the functioning of these economies as a whole, and current topics affecting these systems.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EC52390 THE ECONOMY OF SPAIN (3)**

An analysis of the Spanish economic system covering the historical development; public and private sectors; agriculture and industry; and foreign trade relations. Only offered in conjunction with the Semester-In-Spain program. Meets Area 8 of the general education requirements for the A.A. degree. This course is only taught in Spain.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## EDUCATION

**CHD1320 CURRICULUM PLANNING FOR EARLY CHILDHOOD (3)**

Content and methods of planning developmentally appropriate activities to enhance children's cognitive, social, emotional, physical and creative development. Lesson plan formats and daily scheduling will be covered.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHD1331 CREATIVITY FOR YOUNG CHILDREN (3)**

This course offers an understanding of theory in children's art, music, and movement activities and their practical classroom application through process oriented and teacher activities.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHD1334 CHILDREN'S LITERATURE AND LANGUAGE ARTS (3)**

The historical perspective will guide a study of qualitative books, such as fairy tales, folk tales, poems, and nursery rhymes. The role of the teacher in the child's acquisition of communications skills will be investigated.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHD1338 MATH AND SCIENCE FOR THE YOUNG CHILD (3)**

Designed to foster understanding of the development of mathematical thinking and the mental ability of the preschool child. The science portion will enable the pupil to become familiar with the concept and techniques of "sciencing".

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CHD1940 PRACTICUM I: OBSERVATION AND EVALUATION (3)**

Offers an opportunity to observe children in child care settings, gain understanding of their behavior and evaluate their environment. Corequisite: EEC1201.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 024 Fees = 0000.00

**CHD2441 PRACTICUM II (3)**

Facilitates practical experiences in techniques of early childhood education. Requires qualified supervision in

a school or center for preschool education. Prerequisite: CHD1940, Practicum I.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 078 Fees = 0000.00

**CHD2800 ADMIN AND MANAGEMENT IN EC EDUCATION (3)**

This course will emphasize the design and operation of a child care facility. Classroom exposure will emphasize and assess site selection, building design and supervisory functions, equipment selection, activity planning, scheduling, financing, budgeting record-keeping and marketing. Prerequisite: EEC1200 Early Childhood Education or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EDF1003 TEACHER EDUCATION ALLIANCE (TEA): INTRODUCTION SCHOOL/FIELD EXPERIENCE (3)**

This course is the first in a series of four professional seminars for students enrolled in TEA seeking an A.A. degree from BCC. It emphasizes schooling in Broward County; and it introduces the curriculum themes for teacher preparation in the 21st century (multicultural education, technology, use of varied strategies). An overview of the Broward School System, an introduction to the teaching profession, and the development of time management, study skills, and career considerations are major themes. A paid field experience (4-5 hours per week) in an after school care setting is part of the experience.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 032 Fees = 0000.00

**EDF1050 INTRODUCTION TO TESTS AND MEASUREMENTS (3)**

This course provides basic information on the use of measurement and evaluation in the educational process. It explores the theoretical foundation of test and measurement development and its practical application in the construction and evaluation of tests. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EDF2010 EDUCATIONAL PSYCHOLOGY (3)**

This course reviews psychological principles relevant to effective teaching and learning. Stage theories will be used to address issues of pupil variability. The course will enable students to design and use objectives. Units on instruction will include behavioral, information processing, humanistic and cognitive theories. Finally, measurement and evaluation, as well as classroom management, will be addressed. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EDF2070 PERSPECTIVES IN EDUCATION (3)**

A study of the principles of American education. Emphasis is placed on the historical, philosophical, sociological, and legal foundations of education in America and their impact on curriculum development, learning, and the teaching profession. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EECI200 EARLY CHILDHOOD EDUCATION (3)**

This course reviews the history and present day aspects of early childhood programs for infants, toddlers, preschool, and school children. Basic principles and foundations of early childhood education are covered.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EECI603 CHILD GUIDANCE (3)**

This course provides child guidance and group management techniques to foster the development of self-esteem, self-control, and social skills in young children.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **ELECTRONICS AND COMPUTER ENGINEERING TECHNOLOGY**

**CETI112C DIGITAL TECHNIQUES (5)**

The study and application of digital logic circuits. Topics include binary, octal and hexadecimal number systems, Boolean algebra, Karnaugh mapping, logic gates, flip flops, counters, and registers, applications in combinational and sequential logic systems. Extensive laboratory practice.

Lec Hrs = 064 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**CETI123C MICROPROCESSORS I (4)**

Study of the organization and operation of a stored program digital computer with emphasis on CPU operation in response to assembly and machine language instructions. Methods of selecting and operating I/O devices under program control will also be studied. Course work includes sophisticated assembly language programming for the MC68000 microprocessor. Prerequisite: CET1112C or instructor approval.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**CET1317 TECHNICAL PROGRAMMING (3)**

Computer programming in BASIC with emphasis on the solution of problems in the electronics and civil engineering technology fields. Prerequisite: MTB1321.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**CET2131C MICROPROCESSORS II (5)**

Analysis of 8 bit and 16/32 bit microprocessors and microcomputers with emphasis on logic, timing and interfacing on the MC 68000 microprocessor. The student will design circuits and programs to interface memory and peripheral devices in a microprocessor based system. Extensive laboratory practice is an integral part of this course. Prerequisites: CET1123C and CET1112C.

Lec Hrs = 064 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**CET2133C COMPUTER TECHNOLOGY I (4)**

This course will cover the microprocessor technology related to the Intel 8086 and family of microprocessors and microchips. The student will learn the architecture and instruction set and then use machine and assembly language programming to design and implement interfacing from a microprocessor based system to peripheral devices used in instrumentation and engineering applications. Prerequisite: CET1123C.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**CET2173C MICROCOMPUTER TROUBLESHOOTING (4)**

Students will gain a thorough knowledge of troubleshooting techniques to diagnose hardware and software problems related to the IBM PC and compatibles. No previous electronics background or knowledge is required. Prerequisite: CGS1000 or instructor approval.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**CET2186C PERIPHERAL DEVICES (4)**

Analysis and design of interfacing hardware and software used in microprocessor based systems. Includes operational characteristics of video displays, printers, plotters, keyboards, pointing devices, disk controllers and instrumentation links for thermocouples, strain gauges, etc. Prerequisites: CET2131C and EET2142C.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**CET2253 APPLIED OPERATING SYSTEMS (4)**

Analysis and applications of disk-based operating systems used in microcomputer control and acquisition systems. Laboratory practice will give the student a working knowledge of MS-DOS, BIOS, UNIX, and DOS services and functions. Prerequisite: CET1317C or CGS1000 or instructor approval.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**CET2486C LOCAL AREA NETWORKING (3)**

This course is designed as a comprehensive study of local area networking. Topics include the selection, installation, maintenance, and management of network software and hardware. Prerequisite: CGS1000 or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ECM2104 CALCULUS FOR ELECTRONICS (4)**

Introduction to differential and integral calculus and its application to the solution of problems involving electronic networks driven by time varying sources. Prerequisite: MTB1322.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EET1015C DC CIRCUITS (5)**

This is a first course in electric circuits. Upon completion of this course the student should demonstrate an understanding of the definitions and interrelationships of voltage, current and power in circuits containing passive circuit elements and multiple sources. Extensive laboratory experience is included. Pre or Corequisite: MTB1321.

Lec Hrs = 064 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**EET1025C AC CIRCUITS (5)**

Upon completion of this course the student shall demonstrate a knowledge of circuit analysis using alternating voltage sources, including the behavior of resistive and reactive passive circuit elements, and frequency and transient response. Magnetic circuits, resonance and ideal transformers are also included. Extensive laboratory experience is included. Prerequisite: EET1015C. Corequisite: MTB1322.

Lec Hrs = 064 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00



**EET1141C LINEAR TECHNIQUES I (5)**

Semiconductor principles, rectifier diodes, zener diodes, bit amplifiers, negative feedback amplifiers. Field effect transistors and FET amplifiers. Extensive laboratory experience. Prerequisite: EET1015C.

Lec Hrs = 064 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**EET2004 INTRODUCTORY ELECTRONICS (3)**

A survey course for non-electronics majors. Topics include DC/AC circuits, circuit components, active devices, linear and digital integrated circuits, amplifiers, rectifiers, logic circuits, and electronic communication systems. Offered on demand.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EET2037C CIRCUIT ANALYSIS (4)**

Analysis of multisource networks, both AC and DC, the application of various network reduction theorems, frequency response analysis, high pass, low pass and frequency selective filters, oscillator circuits, computer aided analysis of active and passive circuits. Extensive laboratory experience. Prerequisites: EET1025C and EET1141C.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**EET2142C LINEAR TECHNIQUES II (4)**

Power amplifiers, field effect transistors and amplifiers, thermal effects in semiconductors, thyristors, rectifier power supplies, voltage and current regulation, operational amplifier applications, differential amplifiers, and special devices. Extensive laboratory experience. Prerequisite: EET1141C.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

**EET2326C ELECTRONIC COMMUNICATIONS (4)**

Basic electronic communications systems, RF amplifiers and oscillators, amplitude modulation, single side band modulation, frequency and phase modulation, pulse modulation, demodulation, and digital communication methods. Extensive laboratory experience. Prerequisites: EET2037C and EET1141C.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

**EET2353C DATA COMMUNICATIONS (4)**

The student will study data communications systems including pulse amplitude, pulse width modulation and RS-232, RS-422, IEEE-488. Descriptions of BISYNC, HDLC and local area networks will be included. Demonstrations and practical applications will include UART, PDM, PDM and MODEM implementation.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**EST2940 BIOMEDICAL PRACTICUM (2)**

The student will participate in a twelve week internship, twelve hours per week, at a cooperating hospital. Topics will include orientation, medical instrumentation theory, safety standards, preventive maintenance and hands on repair assignments. Hospital biomedical staff will supervise all aspects of the course. Prerequisites: MEA1010, CHM1033, APB1190, CHM1033L, A.S. degree in electronics engineering technology. Corequisites: APB1191, APB1191L.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0000.00

**ETE2761 ROBOTICS/PROCESS CONTROL I (3)**

Signal processing, transducers, review of bridge circuits, operational amplifiers with emphasis upon filters, and signal processing. Applications of a wide variety of transducers in operational amplifier bridge circuits.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ETE2762 ROBOTICS/PROCESS CONTROL II (3)**

Electric motors (AC, DC, and stepper), open and closed loop control, servomechanisms; proportional, derivative and integral control; industrial electronic control systems. Prerequisite: ETE2761.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ETE2763C ROBOTICS (3)**

Types of robotic movements, types of robots, robot control methods, sensory control, types of end adapters, degrees of freedom; applications of industrial robots. laboratory experience on hydraulic and electrical robots. Computer control applications are part of the laboratory experience. Prerequisite: ETE2762.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**ETI1411 MATERIALS AND MANUFACTURING PROCESSES (4)**

The study of industrial processes including milling, turning, grinding and soldering and other means for joining materials. The course will also include some introductory concepts of NC machining.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ETI2481C ROBOTICS AND AUTOMATED MATERIAL HANDLING (3)**

The study of robots and automated material handling systems. Study includes principles of open and closed loop control system; pressure, thermal, and optical transducers; robot types; end of arm tooling. Maintenance and safety. Extensive laboratory experience on scara robots, including high level programming. Prerequisite: ENC1101.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

## EMERGENCY MEDICAL SERVICES

**EMS1031 EMT FOR ALLIED HEALTH (2)**

Introductory survey of emergency medical services including medical/legal aspects and presents information on the treatment of traumatic injuries and other life threatening medical conditions including cardiopulmonary resuscitation. Designed to acquaint the student with emergency medical procedures and techniques does not qualify the student for certification as an emergency medical technician (EMT). Registration for this course is limited to students enrolled in allied health programs.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS1031L EMT FOR ALLIED HEALTH LAB (1)**

Application of skills and procedures involved in life threatening emergencies as seen in hospitals, medical and dental offices, and daily living. Topics include; patient assessment, CPR recertification, trauma care, management of shock, medical emergencies, environ-

mental injuries, emergency child birth, and patient handling techniques.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**EMS1059L FIRST RESPONDER LAB (1)**

Lab practice and testing of basic emergency medical care skills included in the department of transportation's (DOT), First Responder Training Course. Topics include; patient assessment, CPR, trauma care, management of shock, medical emergencies, environmental injuries, emergency childbirth, and introductory extrication.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0004.00

**EMS1119 EMERGENCY MEDICAL TECHNICIAN BASIC (6)**

This course is designed to prepare the basic emergency medical technician in accord with U.S. Dept. of Transportation curriculum and Florida State EMS guidelines includes an introductory survey of emergency medical services including medical legal/ethical aspects, role of the EMT, CPR at the American Heart Association basic rescuer level, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transportation, emergency childbirth, basic extrication. Successful completion of EMS1119, EMS1119L, EMS1411 and EMS1421 provide eligibility for Florida State EMT Certification Examination. Admission to this course requires departmental approval. Corequisites: EMS1119L, EMS1411 and EMS1421. 96 hrs. lec. Terms I, II, and III.

Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS119L EMERGENCY MEDICAL TECHNICIAN (1)  
SKILLS LABORATORY**

Lab practice and testing of basic emergency medical technician skills included in the Department of Transportation EMT ambulance curriculum and Florida State EMS guidelines. Skills include CPR at AHA basic rescuer level, patient assessment, triage, airway maintenance, bandaging, splinting, mast suit application, emergency childbirth, and basic extrication. Successful completion of corequisites EMS1119, EMS1411, and EMS1421 leads to eligibility to take Florida State EMT Certification Examination. Health and accident insurance is recommended. 32 hrs. lab Terms I, II, and III.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**EMS1381 EMT RECERTIFICATION (1)**

This course is designed to review the basic knowledge and skills of emergency care, and to introduce the student to current methods use of new equipment and changes in medico legal aspects of emergency medical care. Successful completion of this course with a grade "C" or better leads to Florida State Recertification as an EMT. This course may also be used by those who wish to prepare for the Florida State EMT Certification Examination. 24 hr. lec 8 hr. lab Term I, II, and III.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS1381L EMT RECERTIFICATION LAB (1)**

Application of skills and procedures involved in the U.S. Department of Transportation's Emergency

Medical Technician Refresher Course.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**EMS1411 EMERGENCY MEDICAL TECHNICIAN (EMT) (2)  
HOSPITAL CLINICAL**

Practical application of (EMT), emergency medical technician clinical knowledge and skills under professional supervision in the hospital setting. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care. Successful completion of EMS1119, 1119L, 1411 and 1421 provide eligibility for Florida State EMT Certification Examination. Health and accident insurance recommended. Liability insurance required.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 048 Fees = 0003.00

**EMS1421 EMERGENCY MEDICAL TECHNICIAN (EMT) (2)  
FIELD CLINICAL**

Practical application of (EMT), emergency medical technician clinical knowledge and skills under the professional supervision in the pre-hospital or field setting. Provides for observation and patient care experiences in EMS rescue vehicles. Course emphasizes the development of student skill in recognition of signs and symptoms of illness and injuries and in the proper procedures of emergency care. Successful completion of EMS1119, 1119L, 1411 and 1421 provides eligibility for Florida State EMT Certification Examination. Health and accident insurance recommended. Liability insurance required.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 048 Fees = 0000.00

**EMS2254 PARAMEDIC I (6)**

First paramedic level course for the Florida Certified Emergency Medical Technician. Advanced life support material is based on the U.S. Department of Transportation Paramedic Modular Curriculum and Florida State EMS guidelines. D.O.T. divisions 1, 2, 3 and sections of 4 are covered. Topics include pre-hospital environment, preparatory topics, trauma, respiratory care, anatomy and physiology of the cardiovascular system and assessment of the cardiac patient. Prerequisite: EMS1119, EMS1119L, EMS1431. Certification as Florida State EMT required. Interview and/or testing and departmental approval needed for admission. 96 hours lecture/Term I, II and III.

Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS2254L PARAMEDIC I SKILLS LABORATORY (1)**

Lab practice and testing of advanced life support skills included in divisions 1, 2, 3 and parts of 4 of the Department of Transportation Paramedic Curriculum and Florida State EMS guidelines. Students are expected to have mastered EMT basic life support skills prior to this course. Skills include patient assessment, triage, fluid therapy administration, medication administration, use of airway adjuncts including esophageal and endotracheal intubation. Health and accident insurance recommended. 32 hrs. lab/Term I, II and III.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**EMS2255 PARAMEDIC II (6)**

Second level paramedic course based on U.S. Dept. of Transportation Paramedic Curriculum and Fl State



EMS guidelines, D.O.T. divisions 4, 5, and 6 are covered. Topics include: medical, obstetrical and gynecological emergencies, pediatric and neonatal care and emergency care of the emotionally disturbed. Successful completion of EMS2255, EMS2255L and EMS2465 provides eligibility for Florida state paramedic Certification Examination. Prerequisite: EMS2254, EMS2254L, and EMS2464. Corequisites: EMS2255L, EMS2465, 96 hrs. lec. Term I, II, III.  
Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS2255L PARAMEDIC II SKILLS LABORATORY (1)**  
Additional practice and testing of advanced life support skills included in divisions 4, 5, 6, of the Dept. of Transportation Paramedic Curriculum and Florida State EMS guidelines. Emphasis is on management of selected patient care situations including cardiovascular care, adult and child; obstetrical, medical and psychiatric emergency care techniques and environmental injuries. Telemetry and radio communication usage stressed during patient care situations and disaster drills. Health and accident insurance recommended. 32 hrs. lab. Term I, II, and III.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**EMS231I EMT LEADERSHIP (2)**  
Introduces the student to basic supervisory skills and teaching skills through lecture and care presentation. Prerequisite EMT and paramedic certificate courses. 32 hr. lec. Term II/on demand.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS233I AIR TRANSPORTATION OF ACUTE EMERGENCIES (3)**  
Discusses physiology of flight effects during flight on persons with health problems and emergency care during air transportation of patients. Prerequisite: EMT paramedic certificate courses 48 hr. lec. Term I/on demand.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS239I PARAMEDIC REVIEW RECERTIFICATION (2)**  
This course is based on the department of transportation's (DOT), paramedic refresher training course and is designed to review and update the graduate in the delivery of emergency medical services. Successful completion of the course with a grade of "C" or better provides eligibility for State of Florida Paramedic Recertification.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS2391L PARAMEDIC REVIEW RECERTIFICATION LAB (1)**  
Application of skills and procedures involved in the Department of Transportation's Paramedic Refresher Course.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**EMS2395 TOPICS IN EMERGENCY MEDICAL SERVICES (1)**  
This course is designed as a seminar in emergency medical care topics for the graduate paramedic and others interested in the delivery of pre-hospital emergency medical services seminar. Topics will review the U.S. Department of Transportation five divisions paramedic curriculum and cover current develop-

ments, updates and changes in the EMS field. Course content may be submitted to the State of Florida EMS Office as continuing education contact hours for paramedic and EMT Recertification. 16 hrs. lec./on demand.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EMS2444 PARAMEDIC I HOSPITAL CLINICAL (2)**  
Beginning hospital clinical course stressing advanced life support skills for the paramedic student. Provides for directed, supervised experiences in local hospitals. Emphasis on clinical activities related to the Department of Transportation, Divisions I, II, III, of the paramedic curriculum. Health and accident insurance recommended. Liability insurance required.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 064 Fees = 0003.00

**EMS2445 PARAMEDIC II HOSPITAL CLINICAL (2)**  
Advanced hospital clinical course stressing continuation of advanced life support skills for the paramedic student. Provides for directed, supervised experiences in local hospitals. Emphasis on clinical activities related to the U.S. Department of Transportation, Divisions IV, V, VI, of the paramedic curriculum. Health and accident insurance recommended. Liability insurance required.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 064 Fees = 0000.00

**EMS2454 PARAMEDIC I FIELD CLINICAL (3)**  
Beginning field clinical course stressing advanced life support skills for the paramedic student. Provides for directed supervised experiences on EMS Advanced Life Support (ALS) vehicles. Emphasis on clinical activities related to the Department of Transportation, Division I, II, III, of the paramedic curriculum. Health insurance recommended. Liability insurance required.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 096 Fees = 0000.00

**EMS2455 PARAMEDIC II FIELD CLINICAL (3)**  
Advanced field clinical course stressing continuation of advanced life support skills for the paramedic student. Provides for directed, supervised experiences on EMS advanced life support (als) vehicles. Emphasis on clinical activities related to the Department of Transportation, Divisions IV, V, VI, of the paramedic curriculum. Health and accident insurance recommended. Liability insurance required.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 096 Fees = 0000.00

**EMS2458 PARAMEDIC III FIELD INTERNSHIP (5)**  
The field internship is a period of supervised experience on an (ALS) Advanced Life Support Vehicle. The course builds upon previous field/rescue experience obtained in paramedic I and II clinical. The student obtains increasing patient care responsibilities as a working member of the EMS team under the direct supervision of a Program Designated Preceptor. There will be provisions for physician evaluation of the student's progress in acquiring the desired competencies. The student must demonstrate patient care competencies in a pre-hospital emergency medical service environment in order to successfully complete the course. A grade of "S" provides eligibility to take the Florida State Paramedic Examination. Prerequisites:



EMS2254, EMS2254L, EMS2444, EMS2454, EMS2255, EMS2255L, EMS2445 and EMS2455.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 096 Fees = 0000.00

#### EMS2513 CRISIS INTERVENTION (3)

Deals with the emotional responses of persons in emergency situations, as well as, the emergency care of the mentally ill person. Includes the legal aspects of caring for the emotionally ill person. Prerequisite: Certification courses or Corequisite: PSY2010. 48 hr. lec. Term II, on demand.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### EMS2514 PHYSICAL ASSESSMENT (3)

Will develop skills in the psychosocial history, and physical assessment of the emergency patient. Prerequisite: EMT Certificate Courses. 48 hr. lec. 12 hr. lab, Term I/on demand.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 018 Fees = 0000.00

#### EMS2515 EMERGENCY CARE OF CHILDREN (3)

Deals with the emergency care of children with acute health problems. The effects of illness upon normal growth and development and the legal aspects of caring for children. Prerequisite: EMT Certificate Courses. 48 hr. lec. 12 hr. clinical lab, Term II/on demand.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 018 Fees = 0000.00

#### EMS2551 ACLS PROVIDER ADVANCED CARDIAC LIFE (1) SUPPORT

The ACLS provider course is specifically designed to prepare paramedics, physicians, nurses, and allied health specialists in recognition and intervention in the acute myocardial insult, for both adults and children. Curriculum centers around the understanding of acute myocardial infarction, invasive monitoring techniques, resuscitation, airway management, cardiac dysrhythmic recognition, and treatment including appropriate pharmacological agents. Individuals successfully completing this course will be given American Heart Association ACLS Certification. Enrollment is limited with priority given to those needing ACLS Certification for the Florida Paramedic Recertification. Prerequisite: BLS CPR, Paramedic, MD, RN. Respiratory Therapist or demonstrated need.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### EMS2551L ACLS PROVIDER ADVANCED CARDIAC LIFE (1) SUPPORT LAB

Application of skills and procedures involved in Advanced Cardiac Life Support Course, American Heart Association Standards. Successful completion of the testing stations will provide ACLS Certification.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0047.00

## ENGINEERING

#### EGS1110C ENGINEERING GRAPHICS (3)

Graphics as a means of communication for engineers. This is accomplished through sketching, use of instruments, computers (AutoCAD) and knowledge of orthographic projection. Areas of proficiency include drawing to scale, plan reading, construction of auxiliary and sectional views, construction of pictorials,

knowledge of accepted practices, and an introduction to computer graphics. Corequisite: MAT1034.

Lec Hrs = 048 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

#### EGS2310 STATICS (3)

Forces on particles; equilibrium of a particle; moments of a force; couples; equilibrium of rigid bodies; centroids and centers of gravity; analysis of trusses, shear and moment diagram, friction, moment of inertia, Mohr's circle. Prerequisite: PHY2048.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### ETD1324 BASIC CAD (3)

First course in computer aided design (CAD), lab work using AutoCAD software. Topics include fundamentals of DOS, AutoCAD command structure, setting units and limits, drafting primitives, layering, use of editing tools; grid, snap, and axis commands. Assignments requiring extensive use of the CAD lab. Extra lab hours are available.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

#### ETD2350C ADVANCED CAD (3)

Additional topics in AutoCAD. These include blocks, move and copy, array, mirror, text, text styles, 3D and isometric modes. The development of macro operations. As in basic CAD, extra lab hours are available. Prerequisite: ETD1324.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

#### ETD2353C AUTOLISP PROGRAMMING (3)

This course will teach students to use AutoCAD's embedded programming language, AutoLISP. Emphasis will be placed on production of small time saving programs to enhance AutoCAD's drafting capabilities. Students will learn proper programming and debugging techniques. Prerequisites: ETD1324 and ETD2350C.

Lec Hrs = 016 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

## ENGLISH/COMPOSITION

#### ENC0020 FUNDAMENTALS OF COMPOSITION (4)

Designed for students who need a developmental course in composition. Emphasis on the study of the logical structure and support of exposition through the study of punctuation, grammar and the writing of sentences, paragraphs, and at least one 500 word theme. Recommended Corequisite: REA1105. Special fee charged. Credit for this course may not be used to meet degree requirements.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

#### ENC0080 BASIC REVIEW FOR COLLEGE ENGLISH (4)

A simplified study of the functions of parts of speech, clauses, sentence types, capitalization, punctuation, and spelling with the intention of improving the students' basic writing skills. Includes a combination of individual tutoring conferences and classroom and writing laboratory activities. Special fee charged.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

#### ENC0991 CLAST ENGLISH LANGUAGE SKILLS REVIEW (0)

An English review course to assist students in preparation for the CLAST English Language Skills subtest.

Lec Hrs = 012 Lab Hrs = 000 Oth Hrs = 000 Fees = 0018.00

**ENC0992 CLAST ESSAY REVIEW**

(0)

An English review course to assist students in preparation for the CLAST Essay subtest.

Lec Hrs = 012 Lab Hrs = 000 Oth Hrs = 000 Fees = 0018.00

**ENC0993 ENGLISH LANGUAGE SKILLS INDEPENDENT CLAST RETAKE REVIEW** (0)

This course consists of an independent review of CLAST-related English Language Skills materials in the campus Learning Laboratories.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**ENC0994 ESSAY INDEPENDENT CLAST**

(0)

This course consists of an independent review of CLAST-related Essay Skills materials in the campus Learning Laboratories.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**ENC1101 COMPOSITION**

(3)

A university parallel course in which the student writes expository themes in various modes. Research methods and library skills are introduced and a documented paper is required. Each student is encouraged to use the writing lab to strengthen writing skills. Placement in ENC1101 is determined by both standard and departmental assessment tests. A student must earn a grade of "C" or higher to meet the requirements of the Gordon Rule. Special fee charged.

Lec Hrs = 048 Lab Hrs = 005 Oth Hrs = 000 Fees = 0005.00

**ENC1102 COMPOSITION**

(3)

A composition course stressing structural and analytical writing, including narration and argumentation. Selected readings in prose, drama, and poetry supplement the course and provide topics for discussion and written assignments. Students use a variety of research and investigative techniques to produce an in depth documented paper. Students must earn a grade of "C" or better to meet the requirements of the Gordon Rule. Prerequisite: ENC1101 with a "C" or higher. Students must pass either ENC1102 or ENC2210 to fulfill Area 1 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ENC2210 PROFESSIONAL AND TECHNICAL WRITING** (3)

A composition course stressing analytical writing for business, science, and technology. Assignments include typewritten letters, memos, resumes, reports, proposals, and the use of graphics, tables, and figures. Students use a variety of research and investigative techniques to produce in depth documented papers on science, business or technological subjects. Students must earn a "C" or better. Prerequisite: ENC1101 with a "C" or higher. Students must pass either ENC1102 or ENC2210 to fulfill Area 1 of the general education requirements for the A.A. degree, and area 9 writing requirement.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LIN1670 ENGLISH GRAMMAR**

(3)

This course is designed for those desiring more intensive work in grammar and syntax than composition courses provide. It includes the study of grammatical principles and theory and application of those prin-

ciples in student writing. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: A "C" or better in ENC0020 or eligibility for ENC1101. Special fee charged.

Lec Hrs = 048 Lab Hrs = 008 Oth Hrs = 000 Fees = 0005.00

**ENGLISH/CREATIVE WRITING****CRW1001 CREATIVE WRITING I**

(3)

Student writing as the basis for critical discussion with emphasis on fundamental aspects of poetry, fiction, and drama. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: eligibility for ENC1101.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CRW1100 FICTION WRITING**

(3)

Student writing as the basis for critical discussion with emphasis on analysis of the elements of fiction. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: ENC1101 or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CRW1200 MAGAZINE WRITING**

(3)

Student writing as the basis for critical discussions with emphasis on analysis of the elements of article writing. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: ENC1101 or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CRW1300 POETRY WRITING**

(3)

Student writing as the basis for critical discussion with emphasis on analysis for the elements of poetry. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: ENC1101 or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CRW2002 CREATIVE WRITING WORKSHOP II**

(3)

A continuing development of creative writing ability. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: CRW1001, CRW1100, CRW1300, or CRW1200.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CRW2006 ADVANCED CREATIVE WRITING WORKSHOP (I)**

A continuing development of creative writing ability. Students may work on independent writing projects. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: CRW2002 or by instructor approval. Directed independent study.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CRW2008 ADVANCED CREATIVE WRITING WORKSHOP (3)**

A continuing development of creative writing ability. Students may work on independent writing projects. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: CRW2002 or by instructor approval. Directed independent study.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## ENGLISH/LITERATURE

### AML2012 AMER LIT COLON TO 1900 (3)

Selected masterpieces of American literature before 1900 including works of Hawthorne, Whitman, Melville, and Crane. Meets Areas 2 and 5 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### AML2023 AMERICAN LITERATURE (3)

Selected masterpieces of American literature since 1900, including works of Faulkner, Frost, and Hemingway. Meets Areas 2, 5, & 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ENG2100 THE FILM AS LITERATURE (3)

Introduction to the film as literature. An examination of the elements of film contrasted to the elements of novels and plays, with emphasis on the basic components of fiction as translated into visual images. The course provides an opportunity for viewing significant films and sharing in the evaluation. Meets Areas 2 and 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ENL2013 BRITISH LITERATURE (3)

Traces the growth of the modern mind, the development of the world view, and the changing relationships between man and woman, man and authority, man and art, man and God in British literature through the 18th century. With emphasis on Chaucer, Shakespeare, and Milton. Critical analysis required. Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ENL2023 BRITISH LITERATURE (3)

A study of man's relationship to the natural environment, the increasing sense of social responsibility, the liberated woman, the continuing intellectual revolution, and the origins of current social and economic problems in British literature of the nineteenth and twentieth centuries. Includes such writers as the romantic poets and Tennyson, Browning, Hardy, Yeats, Shaw, Eliot, and Thomas. Critical analysis required. Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ENL2330 INTRODUCTION TO SHAKESPEARE (3)

An introductory study of selected plays of Shakespeare, their origin, historical backgrounds, cultural contexts, literary quality, and critical evaluation. Includes the viewing of the BBC produced series of the plays and other films. Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### LIT1370 THE BIBLE AS LITERATURE (3)

Study of literary forms found in the Bible, such as history, biography, short story or lyric poetry. The use of metaphor, simile, and parable. Basic literary analysis

of selected portions of the bible. Meets Areas 2, 5, and 7, of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### LIT2020 INTRODUCTION TO THE SHORT STORY (3)

A discussion of the themes introduced by short stories from many countries of the world. May include such authors as Poe, Borges, Camus, Chekhov, Fuentes, Mishima, O'Connor, Bambara, and Walker. Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### LIT2030 GREAT IDEAS IN POETRY (3)

A course in which students read poetry to learn ways to express love, happiness, sorrow and other human emotions. Audio visual materials are used, and guest speakers are invited. Students are encouraged to read poems and discuss poets of their choice. Meets Areas 2, 5, and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### LIT2110 WORLD LIT THROUGH RENAISSANCE (3)

Selected masterpieces of world literature before 1610. Includes such authors as Sophocles, Homer, Dante, Machiavelli, and Cervantes. Critical analysis required. Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### LIT2120 WORLD LIT RENAISSANCE TO PRESENT (3)

Selected masterpieces of world literature since 1610. Includes such authors as Racine, Balzac, Dostoevsky, Goethe, Pirandello, Ibsen, Hesse, and Lorca. (Critical analysis required.) Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### LIT2310 LITERATURE OF THE SUPERNATURAL AND SCIENCE FICTION (3)

A course that includes literature of science fiction, fantasy, and the supernatural. Includes such authors as Stoker, Lovecraft, Asimov, Bradbury and Tolkien. Meets Areas 2, 5, and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### LIT2341 MYSTERY FICTION (3)

A discussion of mystery fiction by investigation of the plot, characters, settings, styles, motifs, and development of the most representative authors of detective, police, procedural, spy, and mystery thriller fiction, including Poe, Christie, Doyle, Hammett, and others. Meets Areas 2, 5, and 7 AA degree education requirements.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### LIT2350 AFRO AMERICAN WRITERS (3)

Fiction, nonfiction, poetry, and drama by American and African writers since 1920 including Hughes, Wright, Ellison, Baldwin, Walker, Morrison and Achebe. Meets Areas 2, 5, and 7 of the general educa-



tion requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LIT2390 MALE FEMALE IMAGES IN LITERATURE (3)**

An exploration of the ways literature represents and perpetuates sex roles in society with particular emphasis on the stereotyping of women. Readings include drama, short stories, novels, and poetry from classical to contemporary. Meets Areas 2, 5, and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LIT2935 SEMINAR IN LITERATURE (3)**

Literary topics of special interest to students. Such course offerings may be western literature, the study of the greater novels, or ethnic literature. Lectures, class discussions may also include films. Meets Areas 2, 5, and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LIT2952 TRAVEL SEMINAR IN LITERATURE (2)**

A combination of classroom preparation plus travel variable content depending on areas to be visited. Prerequisite: instructor approval. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LIT2953 TRAVEL SEMINAR IN LITERATURE (3)**

A combination of classroom preparation plus travel. Variable content depending on areas to be visited. Prerequisite: instructor approval. Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **ENGLISH AS A SECOND LANGUAGE**

**ENSI201 PHONETICS OF AMERICAN ENGLISH (3)**

A course designed to guide native speakers of languages other than English toward appropriate production of the consonant and vowel sounds, and the stress, intonation, and rhythm patterns of American English as encountered in everyday communicative situations. Meets Area 7 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 013 Oth Hrs = 000 Fees = 0005.00

**ENSI202 COMMUNICATION SKILLS/NON NATIVE ENGLISH SPEAKERS (3)**

Designed to guide the students toward applying pronunciation, phrasing, and intonation of oral American English to communication situations in commercial, academic, and social settings. Involves interview, oral presentation, and formal debate. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: ENSI201. Special fee charged.

Lec Hrs = 048 Lab Hrs = 010 Oth Hrs = 000 Fees = 0005.00

**ENSI241 DEVELOPMENTAL COMPOSITION I (3)**

An introductory composition course in English for speakers of other languages. Designed principally to guide the student to the mastery of paragraph structure using various paragraph modes and an introduction to the multiparagraph essay. The grammar focuses on elements which closely tie in with composition, e.g. connectors and sentence combining. The requirement to exit the course is through faculty recommendation only. With a D or an F, a student must repeat ENSI241. Meets Area 7 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 013 Oth Hrs = 000 Fees = 0005.00

**ENSI341 DEVELOPMENTAL COMPOSITION II (3)**

An advanced composition course in English for speakers of other languages. After a brief review of paragraph structure, students are given intensive practice in the writing of the multiparagraph essay for the various modes. Emphasis is given to clear and logical development of ideas. Students apply advanced grammar skills and precise vocabulary usage to essay writing. The requirement to exit the course is by faculty recommendation only. With a D or an F, a student must repeat ENSI341. Prerequisite: Faculty recommendation from ENSI241. Meets Area 7 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 008 Oth Hrs = 000 Fees = 0005.00

**ESL0161 INTRODUCTION TO ENGLISH AS A SECOND LANGUAGE: GRAMMAR II (6)**

A continuation of ESL0181. An intermediate/advanced grammar course in English for speakers of other languages. Designed principally to guide the student to the mastery of complex grammar and sentence structures, and basic paragraph writing. The requirement to move to the next level (ENSI241) is a "C" or better. With a "D" or "F" a student must repeat ESL0141. Corequisites: ENSI202 and REA0003 or REA0006C according to placement test scores and/or faculty, department head, or counselor recommendation. Special fee charged.

Lec Hrs = 096 Lab Hrs = 013 Oth Hrs = 000 Fees = 0005.00

**ESL0181 INTRODUCTION TO ENGLISH AS A SECOND LANGUAGE: GRAMMAR I (6)**

A basic grammar course in English for speakers of other languages. Designed principally to guide the students to the mastery of basic grammar and sentence structure. Also included are writing and reading assignments. The requirement to move to the next level (ESL0141) is a "C" or better. With a "D" or "F" a student must repeat ESL0181. Corequisites: ENSI201 and REA0003 or REA0006C according to placement scores and/or faculty, department head, or counselor recommendation. Special fee charged.

Lec Hrs = 096 Lab Hrs = 013 Oth Hrs = 000 Fees = 0005.00

## **FINANCE**

**FIN1100 PERSONAL FINANCE (3)**

This course provides a survey of the areas of personal economic problems with which all individuals must contend. Course content guides each person towards receiving favorable results in the following areas:

buying on credit, borrowing money, using bank services, and investing savings; selecting from various types of insurance coverages; home ownership vs. renting; obtaining investment information, investing in stocks and bonds; income taxes; Social Security, Medicare, retirement planning and annuities; and estate planning, wills, and trusts. Meets Area 5 of the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FIN2600 FINANCE OF INTERNATIONAL TRADE (3)

This course provides a general survey of international trade. Topics studied include transportation modes, cargo insurance and the various special terms of sale used in overseas transactions. Also covered are import/export, foreign exchange, pricing and quotations; import/export documentation and procedures; documentary credits, international payments and collections; bank financing sources for international trade and alternative financing techniques.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## FIRE SCIENCE

#### FFP1000 INTRODUCTION TO FIRE SCIENCE (3)

This introductory course will examine the evolution of the modern fire department, chemistry and physics of fire, fire hazard properties of materials; combustion; theory of fire control; importance of fire protection; public fire defenses; and other materials pertinent to fire service. 48 hours independent study. Any student who satisfactorily completed the state standard certification requirements will automatically be awarded 3 semester hours in lieu of introduction to fire science.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 048 Fees = 0000.00

#### FFP1100 FIRE ADMINISTRATION I (3)

An introduction into managing fire services and community fire protection programs. Relationships between the insurance industry, the professional community, contemporary management and planning concepts are analyzed.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP1200 FIRE PREVENTION THEORY AND APPLICATION (3)

Fundamentals of fire prevention are introduced with examination of fire causes and effects. The function of fire prevention bureaus, enabling legislation regulations and standards are discussed. Additional areas of study include the inspection process, fire code enforcement, local decisions, fire investigations, records and reports.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP1300 CODES AND STANDARDS (3)

Review of specific requirements of codes and standards that have a direct influence on life safety in both new and existing structures. Study includes discussion on the requirements for property protection.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP1320 FIRE PROTECTION THROUGH BUILDING CONSTRUCTION (3)

Course examines objectives and criteria of South Florida building code requirements for various types, of occupancies, classification by types of construction, building materials, fire resistant standards, egress, permits, inspections, and standards, and other pertinent material for building construction.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP1400 FIREGROUND TACTICS AND STRATEGY (3)

A study of tactical considerations and strategic options employed in the extinguishment of fires: preplanning and company level field operations, will be analyzed with application of course concepts. 3 hrs. lec.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP1620 FIRE PROTECTION AND DETECTION SYSTEMS (3)

This course examines requirements for and testing of fire sprinkler and standpipe systems, chemical systems, detection and alarm systems.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP2101 FIRE ADMINISTRATION II (3)

Provides a comprehensive overview of management aspects of fire prevention and inspection services, emergency operations, budgets, personnel, and labor relations. Explores measurements and evaluation of fire department productivity.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP2130 FIRE DEPARTMENT SUPERVISION (3)

Study of superior subordinate relationships, motivation, leadership, morale, discipline, work planning and other supervisory responsibilities related to fire dept. operations.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP2150 TECHNIQUES OF INSTRUCTION IN THE FIRE SERVICE (3)

Study of the instructors role and responsibility in the teaching/learning process, introduction to teaching/learning styles, job task analysis, learning objectives, lesson planning and development, testing and evaluation, and administration of programs. 3 hrs. lec.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP2240 ARSON AND FIRE INVESTIGATION (3)

A study of the arson and investigation problems examining facts and figures, motives, and the role of fire department in arson suppression. Reviewing chemistry of explosions. Analyzing the juvenile arson problem. Analysis of urban fires, automobile fires, and reports, interrogation and presenting the arson case in the courtroom.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### FFP2247 FIRE SERVICE PHOTOGRAPHY (3)

Fundamentals of good photography, processing both black and white and color negatives and prints, fire science photography, arson photography evidence photography, fire safety inspection photography. On demand.  
Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**FFP2326 CONSTRUCTION AND PLANS EXAMINATION (3)**

Students will review actual building plans and apply codes, standards and inspection techniques, to find errors and omissions, students shall make appropriate corrections according to the code, and with preferences identified.

Lec Hrs = 045 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FFP2420 APPLICATION OF FIREGROUND TACTICS (3)**

This course applies the basic principles learned in FFP1400 to specific fire problems, e.g. churches, flammable gases and liquids, lumberyards, department stores, residential, supermarkets, and warehouses. Included are additional pointers on solving these problems and those of a miscellaneous nature; also command responsibilities on the fireground.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FFP2500 HAZARDOUS MATERIALS I (3)**

Study of hazardous chemicals and processes including storage and transportation, mitigation, fire fighting, and review of Federal, state and local laws pertaining to hazardous materials.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FFP2501 HAZARDOUS MATERIALS II (3)**

A continuation and expansion of FFP2500 to include radioactive materials, corrosives, pesticides, rocket propellants, and other related materials. Prerequisites: FFP2500.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FFP2600 FIRE APPARATUS AND PROCEDURES (3)**

Course offers study in evolution of fire apparatus; apparatus construction; pumps and pump accessories; pumping procedures; pump tests; trouble shooting; aerial ladders; aerial platforms; maintenance; driving fire apparatus.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FFP2600L FIRE APPARATUS AND PROCEDURES/LAB (1)**

A continuation of FFP2600 to include driving/operating emergency vehicles, fire pumps, hydraulic calculations, aerial ladders, elevating platforms, demonstration of routine tests, inspections and servicing functions. Course is per articulation with Broward Fire Academy. Meets requirements of N.F.P.A. standards. Prerequisite: FFP2600.

Lec Hrs = 018 Lab Hrs = 018 Oth Hrs = 000 Fees = 0000.00

**FFP2640 FIRE HYDRAULICS (3)**

Study of the physical properties of water used in fire protection. Basic hydraulic measuring units, facts, theories and formulas for problem solving.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FFP2640L FIRE HYDRAULICS PLUS LAB (1)**

A continuation of FFP2640 to include a hands on application of hose streams, nozzles, standpipes and fire sprinkler system hydraulics. This course complies with NFPA 1002 qualifications for driver/operator competency. Prerequisite: FFP2640.

Lec Hrs = 018 Lab Hrs = 018 Oth Hrs = 000 Fees = 0000.00

**FOREIGN LANGUAGE, MODERN****FRE1000 ELEMENTARY FRENCH CONVERSATION (3)**

A custom made course for those residents in the community who require a cursory knowledge of French to help them communicate with French speaking people. One hour language laboratory weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**FRE1120 BEGINNING FRENCH I (4)**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with FRE1121. One hour language laboratory weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree. Special fee charged. See students fees.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**FRE1121 BEGINNING FRENCH II (4)**

Continuation of FRE1120. Further development of the basic skills. Selected readings. Prerequisite: FRE1120 or its equivalent. One hour language laboratory weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**FRE1170 FRENCH STUDY TRAVEL (3)**

A course designed for students who wish to combine the study of French with subsequent travel to a French speaking region. Prerequisite: FRE1120 or FRE1000 or instructor approval. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 336 Fees = 0000.00

**FRE2200 INTERMEDIATE FRENCH I (4)**

Review of most salient grammatical principles plus introduction of grammatical and idiomatic material. Composition and readings in new French prose. Conversation at an easy and enjoyable pace. Prerequisite: FRE1121 or equivalent. One hour language laboratory weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**FRE2201 INTERMEDIATE FRENCH II (3)**

Emphasis on composition, comprehension and conversation. Interesting tour through French history, geography and literature. Aim of course to give student a necessary background in the culture of France and to achieve fluency in oral and written expression. This course completes intermediate year. Prerequisite: FRE2200 or equivalent. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**GER1000 ELEMENTARY GERMAN CONVERSATION (3)**

A custom made course for those residents in the community who require a cursory knowledge of German to help them communicate with German speaking people. One hour language laboratory weekly. Special fee



charged. Meets 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**GER1120 BEGINNING GERMAN I (4)**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions. Designed to develop confidence and proficiency. Students expected to continue with GER1121. One hour language laboratory weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**GER1121 BEGINNING GERMAN II (4)**

Continuation of GER1120. Further development of the basic skills. Selected readings. Prerequisite: GER1120 or its equivalent. One hour language laboratory weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**GER1170 GERMAN STUDY TRAVEL (3)**

A course designed for students who wish to combine the study of German with subsequent travel to a German speaking region. Prerequisite: GER1120 or GER1000 or instructor approval. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 336 Fees = 0000.00

**GER2200 INTERMEDIATE GERMAN I (4)**

Review of most salient grammatical principles plus introduction of new grammatical and idiomatic material. Composition and readings in German prose. Conversation at an easy and enjoyable pace. Prerequisite: GER1121 or equivalent. One hour language laboratory weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**GER2201 INTERMEDIATE GERMAN II (3)**

Emphasis on composition and comprehension and conversation. Interesting tour through German history, geography and literature. Aim of course to give student a necessary background in the culture of Germany and to achieve fluency in oral and written expression. This course completes intermediate year. Prerequisite: GER2200 or equivalent. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HBR1120 BEGINNING HEBREW I (4)**

Fundamentals of speaking and understanding, reading and writing. Classroom practice and exercises supplemented by language and laboratory sessions designed to develop confidence and a basic proficiency in modern Hebrew. Student is expected to continue with HBR1121. One hour language lab weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**HBR1121 BEGINNING HEBREW II (4)**

Continuation of Hebrew 1120. Further development of the basic skills. Selected readings in the textbook. Prerequisite: HBR1120 or its equivalent. One hour language lab weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**HBR2200 INTERMEDIATE HEBREW I (4)**

Continuation in the instruction of the most salient grammatical principles plus introduction of new idiomatic material. Writings and selected readings in modern Hebrew prose. Conversation at a more advanced level and pace. Prerequisite: HBR1120, HBR1121 or equivalent. One hour language laboratory weekly. Meets Areas 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**ITA1120 ELEMENTARY ITALIAN I (4)**

Fundamentals of speaking, understanding, reading, and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with ITA1121. One hour language laboratory weekly. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**ITA1121 ELEMENTARY ITALIAN II (4)**

Continuation of ITA1120. Further development of the basic skills. Selected readings. Prerequisite: ITA1120 or its equivalent. One hour language laboratory weekly. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**RUS1120 BEGINNING RUSSIAN I (4)**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with RUS1121. One hour language laboratory weekly. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**RUS1121 BEGINNING RUSSIAN II (4)**

Continuation of RUS1120. Further development of the basic skills. Selected readings. Prerequisite: RUS1120 or its equivalent. One hour language laboratory weekly. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**RUS2200 INTERMEDIATE RUSSIAN I (4)**

Review of most salient grammar principles plus introduction of new grammatical and idiomatic material. Composition and readings in Russian prose. Conversation at an easy and enjoyable pace. Prerequisite: RUS1121 or equivalent. One hour language laboratory

weekly. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged.  
Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**SPN1000 ELEMENTARY SPANISH CONVERSATION (3)**

A custom made course for those residents in the community who require a cursory knowledge of Spanish to help them communicate with Spanish speaking people. One hour language laboratory weekly. Special fee charged. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**SPN1120 BEGINNING SPANISH I (4)**

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory sessions designed to develop confidence and proficiency. Student expected to continue with SPN1121. One hour language laboratory weekly. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**SPN1121 BEGINNING SPANISH II (4)**

Continuation of SPN1120. Further development of the basic skills. Selected readings. Prerequisite: SPN1120 or its equivalent. One hour language laboratory weekly. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged. See students fees.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**SPN1170 SPANISH STUDY TRAVEL (3)**

A course designed for students who wish to combine the study of Spanish with subsequent travel to a Spanish speaking region Prerequisite: SPN1100 or SPN1000 or instructor approval. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 336 Fees = 0000.00

**SPN2200 INTERMEDIATE SPANISH I (4)**

Review of the most essential grammatical structures with an introduction of new grammatical and idiomatic material. Composition and readings in Spanish prose. Conversation at an easy and enjoyable pace. Prerequisite: SPN1121. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**SPN2201 INTERMEDIATE SPANISH II (3)**

Emphasis on composition, comprehension and conversation. Interesting tour through Spanish history, geography and literature. Aim of course to give student a necessary background in the culture of Spain and to gain more fluency in oral and written expression. This course completes intermediate year. Prerequisite: SPN2200 or equivalent. Meets Areas 5, 7 and 8 AA degree general education requirement.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SPN2240 INTERMEDIATE SPANISH CONVERSATION (3)**

Course may be taken in conjunction with SPN2200 or SPN2201 but cannot displace either one of those courses

as a college parallel requirement. The purpose of this course is to permit that student who wishes to increase his comprehension and speaking facility in Spanish to be in a class where the emphasis is totally on the oral approach and where a greater variety of topics will be discussed at a faster pace than the required 2201 course would allow. Prerequisite: SPN1120 SPN1121 or its equivalent. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**SPN2400 ADVANCED COMPOSITION AND CONVERSATION I (3)**

For students wishing to attain greater proficiency in spoken and written Spanish. Conversation and composition based on selected readings and a variety of contemporary topics. Prerequisite: SPN2201 or equivalent. One hour language laboratory weekly. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SPN2401 ADVANCED COMPOSITION AND CONVERSATION II (3)**

For students wishing to attain greater proficiency in spoken and written Spanish. Strongly recommended for majors. Conducted entirely in Spanish. Conversation and composition based on selected readings and a variety of contemporary topics, together with readings in contemporary prose and poetry. Prerequisite: SPN2201 or equivalent or instructor approval. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SPN2440 SPANISH IN THE BUSINESS WORLD (3)**

This course is designed to prepare students who are business majors or minors, or anyone associated with the business world in the requisites of business Spanish. Translation, interpretation and business correspondence are integral part of the course. Prerequisite: SPN2201 or equivalent or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SPN2441 SPANISH IN THE BUSINESS WORLD (3)**

Continuation of SPN2440. More advanced study of Spanish business documents with particular emphasis on the writing of business letters, commercial legal documents and translation. Prerequisite: SPN2440 or equivalent or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SPW2010 STUDIES IN SPANISH LITERATURE AND CULTURE I (3)**

Course enables student to read intelligently classical masterpieces in the literature of Spain from Middle Ages to nineteenth century as well as contemporary prose and poetry. Careful attention to development of correct expression and fluency. Humanities credit. Prerequisite: SPN2201 or equivalent, instructor approval. Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SPW2011 STUDIES IN SPANISH LITERATURE AND CULTURE II** (3)

Course enables student to read intelligently classical masterpieces of the literature of the nineteenth and twentieth centuries with emphasis on the contemporary. This course completes the year of advanced literature humanities credit. Prerequisite: SPN2201 or equivalent, instructor approval. Meets Areas 2, 5, 7, and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **GENERAL BUSINESS**

**GEB1011 INTRODUCTION TO BUSINESS** (3)

This course provides a basic study of business activity and how it relates to our economic society. Topics covered include how businesses are owned, organized, managed and controlled. Course content emphasizes business vocabulary, areas of business specialization, and career opportunities.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**GEB2112 ENTREPRENEURSHIP** (3)

This course presents a modern treatment of business. It explores start-up/buy-out, franchising, business plans, marketing plans, human resources, financial planning, legal forms, products/services, selling, advertising, management policies, accounting systems, tax issues, capital management, computers, risk management, and ethical issues.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**GEB2955 INTERNATIONAL CURRENT BUSINESS PRACTICES** (3)

Upon successful completion of this course, students should have a broad conceptual viewpoint of international business activity in areas such as finance, marketing, production and manufacturing. This course covers the nature and purpose of business between nations as well as the concepts of the multinational corporation and its importance in the world marketplace. Business concepts of other nations are studied through actual visits to foreign business enterprises. Emphasis is given to the differences in business policies between countries and their relationship to business activity.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 032 Fees = 0000.00

## **GEOGRAPHY**

**GEA2000 WORLD GEOGRAPHY** (3)

The study of geographical characteristics, area relationships, and major problems of the world's component regions. The underlying theme is to explain how and why geographic factors create global contrasts. Special emphasis will be placed on how the world has become more interdependent as complex economic systems have evolved with regional specialization. Meets Areas 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**GEO1000 INTRODUCTION TO GEOGRAPHY** (3)

An analysis and human significance of interrelationships with the environment, including climate, conservation of resources, pollution, population, and urban land use. Several nearby field trips may be included. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**GEO2370 CONSERVATION OF NATURAL RESOURCES** (3)

A survey of the use and mismanagement of natural resources within the environment, including problems of development, pollution, biotic system, population, resource depletion, and technology. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **GEOLOGY**

**GLY1010 PHYSICAL GEOLOGY** (3)

Study of geologic agents, minerals, rocks, structure, and land forms. The effects of geologic events upon life and human relations are discussed. Students registering in GLY1010 are strongly urged to register in the companion lab GYL1010L. Some senior institutions require a 4 credit geology course. Three hours weekly. Meets Areas 4a or 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**GLY1010L PHYSICAL GEOLOGY LABORATORY** (1)

Study of common rocks and minerals including their classification and origin and the interpretation of landforms through the study of geologic maps. Meets Areas 4a, 5 or 7 of the general education requirements for the A.A. degree. One two hour laboratory weekly. Special fee is charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0007.00

**GLY1100 HISTORICAL GEOLOGY** (3)

Study of the geologic record, including life forms, from pre cambrian to the present. Course embraces a study of geologic maps, orogenic history, stratigraphy and fossils. Some elementary field work is done. Meets Areas 4a, 5 or 7 of the general education requirements for the A.A. degree. Special fee is charged.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**GLY1100L HISTORICAL GEOLOGY LABORATORY** (1)

One two-hour session per week. Experimental topics include fossils, paleogeography, rock correlation, and interpretation of geologic maps as related to the lectures. Corequisite: GLY1100. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0005.00



# HEALTH INFORMATION MANAGEMENT

## HS2111 HEALTH CARE FACILITIES AND DELIVERY SYSTEMS (3)

An overview of the varied types of health care facilities and health delivery systems operating in the United States, their purpose organization, need in society, general functions and staffing. Facilities such as hospitals, nursing, and rehabilitation, centers health maintenance organizations, private and public outpatient clinics, and neighborhood health care centers are analyzed and discussed.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## HSC1532 CLINICAL TERMINOLOGY (3)

Continuation of HSC1531 with indepth study of medical terminology. Specifically related to the human tissues, organic systems, and disease processes. Prerequisite: HSC1531

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MRE1000 HEALTH INFORMATION MANAGEMENT 1 (2)

Introduction to the history and components of a health record including its purposes, uses, and proper documentation. Overview of hospital organization, the medical staff, and other departments within the health care facility. Orientation to the health information management profession and its ethics.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MRE1110 HEALTH INFORMATION MANAGEMENT 2 (3)

Fundamentals of health information management including chart content and development, admission and discharge procedures, numbering and filing systems will be emphasized. Confidentiality and release of information procedures will be discussed. Prerequisite: MRE1000. Corequisites: MRE1110L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0003.00

## MRE1110L HEALTH INFORMATION MANAGEMENT 2 (1) LAB

Laboratory experience in record assembly, analysis, medicolegal procedures, and admission and discharge. Prerequisite: MRE1000. Corequisites: MRE1110.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

## MRE1202 CODING: BASIC ICD 9 CM (2)

Instruction and practice in the basic coding conventions and principles of disease and operation classification using the International Classification of Diseases, 9th revision, Clinical Modification. Prerequisite: Medical Terminology.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MRE1203 CODING: CPT 4/HPCPS (2)

Instruction and practice in the basic coding conventions and principles of classifying physician services using Current Procedural Terminology (CPT 4), as well as, the Health Care Financing Administration's Common Procedure Coding System (HPCPS). Prerequisite: Medical Terminology.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MRE1800L DIRECTED PRACTICE: BASIC (2)

Supervised experience in a hospital health information management department. Emphasis on record assembly, analysis, medicolegal procedures, filing, preparing records for microfilming, and equipment use. Admission and discharge procedures are included. Prerequisite: MRE1000. Corequisites: MRE1110, MRE1110L.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 128 Fees = 0010.00

## MRE2012 HEALTH RECORD LAW (2)

Study of the basic concepts and principles of law and their application to the health care field in general and specifically to medical record practice. Laws dealing with confidentiality and release of information, liability of health care providers and facilities, as well as, medical moral issues are discussed. Prerequisite: MRE1000.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MRE2201 HEALTH INFORMATION MANAGEMENT 3 (3)

History, development, and purpose of medical nomenclatures and classification systems, advanced ICD 9 CM coding, prospective pricing and DRG assignment. Introduction to other coding systems and nomenclatures. Study of and hospital statistics, as well as, data display. Prerequisite: MRE1110. Corequisite: MRE2201L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MRE2201L HEALTH INFORMATION MANAGEMENT 3 (1) LAB

Laboratory experience in the application of theory of advanced disease and procedural coding, DRG assignment, and data presentation. Hospital statistics are also practiced. Prerequisite: MRE1110. Corequisite: MRE2201.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

## MRE2204 CODING: ADVANCED ICD 9 CM (3)

Integration of disease processes with applied advanced coding principles, following an introduction to the clinical aspects of selected diseases. Introduction to the DRG system, PPS, and UHDDS guidelines. Prerequisites: Medical Terminology, Anatomy and Physiology, and basic coding.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MRE2400 HEALTH INFORMATION MANAGEMENT 4 (3)

Expands the study of health information management systems from the acute care hospital to the network of record applications represented by long term care, rehabilitation, psychiatric and substance abuse facilities, home health, public health, HMO, and hospice care. Emphasis is on the inter-relationship of these record systems in the community. The role of consultant is explored. Prerequisite: MRE2201.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MRE2510 QUALITY ASSURANCE AND MANAGEMENT (2)

Organizational structures and activities for evaluating health care services, systems, and procedures with emphasis on the medical record department. Presentation of basic management principles including planning and organizing space, equipment, and supplies. The role of the medical record technician as supervisor. Prerequisite:

usite: MRE1110. Corequisite: MRE2510L.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MRE2510L QUALITY ASSURANCE AND MANAGEMENT (1)**  
**LAB**

Laboratory experience in the use of criteria for evaluating health care services. Management practice activities in supervision and the planning and organizing of space, equipment, and supplies. Prerequisite: MRE1110. Corequisite: MRE2510.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**MRE2820L DIRECTED PRACTICE: ADVANCED (2)**

Supervised experience in a hospital medical record department. Emphasis on coding, abstracting, compiling, and presenting health data. Use of indexes, registers, and hospital statistics. Prerequisite: MRE2400. Corequisites: MRE2201, MRE2201L.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 128 Fees = 0010.00

## **HEALTH, PHYSICAL EDUCATION, AND RECREATION ACTIVITIES**

**DAA1160 BEGINNING MODERN DANCE (1)**

Basic modern dance technique, exercises, and choreography are used to achieve physical objectives, to increase artistic self-awareness and to extend cultural enrichment. Coeducational.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**DAA1200 BEGINNING BALLET (1)**

Basic Ballet steps including barre work, centre floor movement including Adagio and Allegro work.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**DAA1300 DANCE (SOCIAL) (1)**

The latest dances from the ballroom, country, latin, and disco dance categories are selected to achieve physical objectives, expand leisure pursuits, and enhance social adaptability. Coeducational.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**DAA1372 P E LAB FOLK, SQUARE, AND SOCIAL DANCE (2)**

Open to Physical Education majors only. Offered every other year. Coeducational.  
Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0002.00

**DAA1560 BEGINNING JAZZ DANCE (1)**

The latest jazz dance exercises, choreography, and music are used to achieve physical objectives, to encourage artistic self-awareness, and to enhance cultural enrichment. Coeducational.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**DAA1600 BASIC TAP (1)**

Course will include beginning level Tap steps including basic barre, centre floor exercises, step combinations and choreography. Coeducational. Students must furnish their own Tap shoes.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**DAA2201 INTERMEDIATE BALLET (1)**

Course will include intermediate level Ballet steps including barre work, centre floor movement, including

Adagio and Allegro work. Coeducational. Prerequisite: DAA1200 or instructor approval.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**DAA2561 INTERMEDIATE JAZZ DANCE (1)**

An extension of the basic course designed both to gain proficiency in Jazz dance and to elevate the physical and artistic abilities of the student. Prerequisite: DAA1560 or instructor approval.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**HLP1081 HEALTH FITNESS (2)**

A course primarily designed and organized so that students of all ages can maintain and/or improve their physical health, through pre-testing procedures and individual assessment of strength, flexibility and cardiovascular endurance. From the data collected, and health/fitness information obtained in the course, individual fitness and health plans will be described and carried out.  
Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**HLP1082 WELLNESS WORKOUT (1)**

This course is an advanced extension of the wellness track classes. It reviews exercise principles and offers an opportunity for pre-testing to aid in Personal Program Development and post-testing for improvement evaluation. An individualized approach is used in helping class members to develop and implement a personal wellness program. Prerequisites: (any of the following): HLP1081, PEM1116, PEM1131, PEM1146, PEN1171, or instructor approval.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL1041 RECREATION GAMES (1)**

Students may participate in a variety of activities such as: billiards, jarts, horse shoes, croquet, bowling, fishing, ping pong, foos ball and others.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**PEL1111 BEGINNING BOWLING (1)**

The basic techniques for scoring and learning consistency of form in address, approach, swing, release, and follow through in bowling performance skills. (Shoes and ball provided.) Coeducational.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0031.00

**PEL1121 BEGINNING GOLF (1)**

Introduces the Golf swing and provides instruction in the use of irons and woods, plus putting and approach shots. Rules and courtesies of the game are covered. Coeducational.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL1131 BEGINNING POCKET BILLIARDS (1)**

Includes the science and techniques of standard Pocket Billiard games. Coeducational. Fee assessed at site of each class.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**PEL1141 BEGINNING ARCHERY (1)**

To provide the student with opportunities to learn Archery equipment selection and care, basic safety considerations, techniques and fundamentals of

**Shooting, Coeducational.**

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**PEL1211 SOFTBALL**

(1)

Coeducational. Students furnish gloves.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL1321 VOLLEYBALL**

(1)

Students learn the basic techniques of power Volleyball such as Bumping, Setting, Spiking, Blocking and Overhand serve and apply them in exciting, fast action power Volleyball games. Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL1341 BEGINNING TENNIS**

(1)

Concentration on learning the basic skills of Forehand, Backhand, and Serve. Scoring and rules of the Single and Doubles are covered with an opportunity to apply them in game situations. (Student must furnish racquet and balls.) Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL1441 3 WALL RACQUETBALL**

(1)

Instruction in Racquetball. Coeducational. Students must provide own Racquets and Balls, and Safety Glasses.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL1621 BASKETBALL**

(1)

Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL2112 INTERMEDIATE BOWLING**

(1)

Emphasis is placed upon self improvement following the beginning Bowling course. Advancing by learning "Spot" Bowling and recognizing through analysis, to detect your own Bowling inconsistencies. (Shoes and Ball are provided.) Prerequisite: PEL1111 or instructor approval. Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0031.00

**PEL2122 INTERMEDIATE GOLF**

(1)

Provides individualized help in correcting problems in Golf swing and introduces advanced shots and techniques. The majority of the course provides extensive opportunities for guided play on a Golf course. Coeducational. Prerequisite: PEL1121 or instructor approval. Fee assessed at site of each class.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**PEL2132 INTERMEDIATE BILLIARDS**

(1)

Course will include advanced techniques in Snooker, One Pocket Bank Pool Rotation, Cribbage and Three-cushion Billiards. Prerequisite: PEL1131 or instructor approval. Fee assessed at site of each class.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**PEL2322 INT VOLLEYBALL II**

(1)

This course continues the techniques of power Volleyball. Students will project the skills of Bumping, Setting, Spiking, Blocking, and gain insight into the strategy of good offense and defense. Advanced skills and strategies are used. Prerequisite: instructor approval or PEL1321.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL2342 INTERMEDIATE TENNIS**

(1)

Reviews Forehand, Backhand, and Serve and concentrates on the Volley, Approach Shots, Lob and Overhead. Strategy and tactics of Doubles and Singles play are emphasized. Prerequisite: PEL1341 or instructor approval. (Student must furnish own Racquet and Balls.) Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEL2442 4 WALL RACQUETBALL**

(1)

Involves the teaching of advanced skills and strategies in Singles, Cutthroat, and Doubles play of 4-wall Racquetball. Prerequisite: PEL1441 or instructor approval. Students supply own Racquets, Balls and protective Eyeglasses.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0031.00

**PEM1011 THERAPEUTIC PHYSICAL EDUCATION**

(1)

Students will participate in a specialized activity program designed for the individual with consultation from the student and from a Physician or Physical therapist if necessary. Department Head approval required.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM1116 SLIMNASTICS**

(2)

Students will discuss and apply information on Exercising, Sensible Dieting, Weight Control, Nutrition, Energy Input and Output as it relates to weight control, and discuss and practice good posture habits, and relaxation techniques.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM1121 BEGINNING YOGA EXERCISES**

(1)

Students will learn proper exercise, relaxation and balance of both the body and mind. A holistic approach to health and stress management is emphasized. Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM1131 WEIGHT TRAINING**

(2)

Students will be introduced to Weight Training Principles, both past and present, and apply these principles in a well-organized Weight Training Program which will lead to an increased strength. Students will also increase their wellness knowledge.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM1141 AEROBIC MOVEMENT**

(2)

Students will improve Cardiorespiratory fitness through activity that combines exercise and rhythmical movement and increases wellness knowledge.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM1146 WALK/JOG/RUN**

(2)

Students will develop and carry out a personalized Walking, Jogging, or Running program by applying information on equipment selection, physiology, mechanics, psychology, training principles, conditioning, program guidelines, environmental concerns, and injury prevention.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM1405 SELF DEFENSE**

(1)

Introduction to Tactics and Techniques for preventing and deterring forcible attacks and procedures neces-



sary during an attack; factors and procedures for making immediate decisions in an assault situation.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM1461 BEGINNING FENCING (FOIL) (1)**

Instructions in Beginning Fencing. Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM2122 INTERMEDIATE YOGA (1)**

This course continues to increase the flexibility and control of body and mind. Advanced techniques in Breathing Meditation and Nutrition are discussed and Stress Management is emphasized. Prerequisite: PEM1121.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEM2462 INTERMEDIATE FENCING (FOIL, SABRE, EPEE) (1)**

Advanced Fencing techniques of Foil, Sabre and Epee. Coeducational. Prerequisite: PEM1461 or instructor approval.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEN1121 BEGINNING SWIMMING (1)**

Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEN1171 AQUATIC FITNESS (2)**

Students will participate in various aquatic exercises which will increase endurance and versatility in water and, by doing so, maintain or increase their physical health and fitness levels. The activities include exercises for both swimmers and non-swimmers. Students will increase their wellness knowledge.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEN1211 BEGINNING WATER SKIING (1)**

Learn to Ski on two Skis, one Ski, and a Knee board. Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0062.00

**PEN1231 BEGINNING BASIC SAILING (1)**

The basic course includes certain fundamentals and techniques of Seamanship and Sail handling as would be necessary for the safe, enjoyable use of a sailboat. Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0005.00

**PEN1241 WINDSURFING (1)**

This basic course includes the fundamentals and techniques of handling a Windsurfing Board that are necessary for safe and enjoyable use in this activity. Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0005.00

**PEN2122 INTERMEDIATE SWIMMING (1)**

Coeducational.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0002.00

**PEN2136 SCUBA DIVING (1)**

instructor approval required. Coeducational. This course does not include open water dives required for National Certification. See course instructor for certification details. Must furnish own Mask, Snorkel,

Scuba Fins. North & South Campus students must furnish Weight Belt.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0045.00

## **HEALTH, PHYSICAL EDUCATION, AND RECREATION THEORY**

**HSCI102 HEALTHFUL LIVING I (1)**

This course provides information about nutrition, stress management, exercise physiology, the value of exercise, and how to develop a personal exercise program. (A student may not receive credit for this course if credit has been received in one of the following courses: HLP1081, PEM1116, PEM1131, PEM1141, PEM1146 or PEN1171.) Elective credit only.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HSCI130 CONTEMPORARY HEALTH ISSUES (3)**

Students will investigate, discuss and make decisions regarding contemporary health issues such as sexuality, HIV/AIDS, STD's, drugs and alcohol, self esteem/depression/suicide, consumerism, lack of wellness, and specific current health issues. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HSC2100 PERSONAL AND COMMUNITY HEALTH I (3)**

This study of health problems relating to the individual community including mental health, physical fitness, nutrition, the use of tobacco, alcohol and drugs, marriage and family living, safety, and the study of diseases. Not classified as an activity course. Selective credit only.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HSC2103 HEALTHFUL LIVING II (1)**

This course discusses important health topics such as mental illness, drugs, alcohol, tobacco, cardiovascular disease, cancer, aids, venereal disease, pregnancy, aging and others. (Student may not receive credit for this course if credit has been received in one of the following courses: HES2000 or HSC2100.) HPRD Department Head approval required. For elective credit only.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HSC2400 FIRST AID AND SAFETY (3)**

Accepted practices and training in first aid care of the injured and medical self help for survival in emergencies. Course includes suggested procedures effective until adequate medical assistance can be obtained. Principles of safety problems and accident prevention are included. Not classified as an activity course, elective credit only.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LEI1000 INTRODUCTION TO RECREATION (3)**

This course acquaints the individual with the recreation organization and opportunities for leaders in the field. Not classified as an activity course. Elective credit only.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PEO1003 SPORTS OFFICIATING** (3)  
Theory and practice of Officiating in selected sports. High School Federation Rules in Football, Basketball and Baseball or National Association for Girl's and Women's Rules in Volleyball, Basketball and Softball may be taught. Not an activity course. Elective credit only.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PEQ2231 TEACHING SAILING** (1)  
This program enables a qualified person to teach basic Sailing at the assistant instructor level and assist in the operation of an on-the-water training facility. Not classified as an activity course. Elective credit only.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**PET2000 INTRODUCTION TO PHYSICAL EDUCATION** (3)  
This course gives the prospective teacher early in their training some understanding of what is involved in the profession and an adequate preparation for teaching. Coeducational. Not classified as an activity course. Elective credit only.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PET2622 CARE/PREVENTION/ATHLETIC INJURIES** (2)  
Develops competence, knowledge and skill in the prevention and care of athletic injuries.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## HEALTH SERVICES MANAGEMENT

**HSA2810L PRACTICUM IN HEALTH FACILITY ADMINISTRATION** (6)

An exposure and involvement in the managerial activity of health care facilities for the purpose of developing recognized competencies through the application and demonstration of prescribed objectives.

Lec Hrs = 016 Lab Hrs = 256 Oth Hrs = 000 Fees = 0000.00

**HSCI949 HEALTH SERVICE WORK EXPERIENCE** (24)  
Students with a postsecondary adult vocational certificate program may receive credit for classroom and work experience based upon departmental review. Credits may apply only to students seeking an AS degree in Health Service Management.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 600 Fees = 0000.00

## HISTORY

**AMH2010 HISTORY OF THE UNITED STATES** (3)  
A survey of American History from pre-Columbus to 1865. This course provides a general history of the political, economic, cultural, and social development of American society. Special emphasis is placed upon the Colonial period, the American Revolution, the rise of American Nationalism, the character and culture of American pre-Civil War, and the U.S. Civil War. Meets Areas 3, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AMH2020 HISTORY OF THE UNITED STATES** (3)  
One hundred years of U.S. History from the post-Civil War reconstruction period in the South to our involvement in South Vietnam. A general survey of the basic forces shaping American life; development of modern industrialism; organization of laborers and farmers; immigration; the Progressive Era; World War I; Prohibition; Depression and New Deal; the U.S. as leader of the Free World. Meets Areas 3, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AMH2035 THE UNITED STATES: 1945 TO THE PRESENT** (3)  
An examination of the major political, social, economic, cultural, military and diplomatic developments which have shaped the development of the modern American nation since 1945, including World War II, the Cold War, the McCarthy Era, the complacent fifties, the turbulent sixties, the disillusioning seventies and the search for new directions since, to include the 1980s. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AMH2070 HISTORY OF FLORIDA** (3)  
A survey of Florida from 1492 to the present. Emphasis will be placed on the State's development since the Civil War and its expectations for the future. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**AMH2091 HISTORY OF THE AFRICAN AMERICAN** (3)  
A survey of the African American beginning in Africa and the emergence of slavery until the present time in America. Emphasis will be placed on the African Americans' economic, political and cultural development and their contributions to our present society. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EUH1000 WESTERN CIVILIZATION** (3)  
A historical survey of Western culture from its roots in the ancient Near East to the beginning of the modern period in the 17th century. The approach is that of social history which examines the socio-economic, intellectual, political and other cultural forces which have shaped Western civilization. May also be taken for honors credit. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EUH1001 WESTERN CIVILIZATION** (3)  
Continuation of EUH1000 to the present, with emphasis on expansion of the West. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree. May also be taken for honors credit.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EUH2050 HISTORY OF SPAIN I** (3)  
The history of Spain as embodied in its literary, artistic, and social tradition and the major political, economic, and social forces in the nation's evolution before the 17th century. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

tion requirements for the A.A. degree. Offered on demand.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EUH2051 HISTORY OF SPAIN II (3)**

Continuation of history of Spain I to present emphasis on social, political, and economic forces of contemporary Spain. Meets areas 7 and 8 of the general education requirements for the A.A. degree. Offered on demand.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**EUH2052 HISTORY OF SPAIN (3)**

This course will examine Spain's historical development from prehistoric times to the present. Special attention will be paid to the impact of important historical events such as the Enlightenment, the Napoleonic Wars, the fall of absolute monarchy, the several military uprisings during the nineteenth and twentieth centuries, and industrialization on Spanish society. The last part of the course will analyze the Spanish Civil War, the Franco Regime, and the present constitutional monarchy. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HIIS2950 HISTORY TRAVEL STUDY (1)**

A combination of classroom preparation plus foreign travel. Variable content depending on countries to be visited. Historical background and travel preparation will be included. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HIIS2955 HISTORY TRAVEL STUDY (3)**

A combination of classroom preparation plus foreign travel. Variable content depending on countries to be visited. Historical background and travel preparation will be included. Prerequisite: instructor approval. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HIIS2956 HISTORY TRAVEL STUDY (6)**

The same general description applies to this course as is given to the history travel-study offered for three semester hours. However, a longer itinerary to be visited will necessitate more extensive course requirements. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**JST1700 THE HOLOCAUST (3)**

The historical, political, literary, religious, and philosophical dimensions of the Holocaust. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**JST2400 SURVEY OF JEWISH CIVILIZATION (3)**

A survey of the history of Jewish civilization beginning with the origins of the Hebrews, through early Christianity and the Renaissance, to the State of Israel. Meets Areas 7 and 8 of the general education requirements

for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**JST2815 HISTORY OF MODERN ISRAEL (3)**

The course will begin with the period of The Enlightenment for the Jewish people and will follow the historical development which led to the development of the State of Israel. Meets Area 7 A.A. degree general education requirements.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LAHI004 THE HISTORY OF THE TWO AMERICAS (3)**

The North and South America story, from the day of the Indians through the conquest and colonization of the whites to the beginning of today's revolutions. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LAHI005 THE HISTORY OF THE TWO AMERICAS (3)**

The problems of today in the Western hemisphere, how they developed, why they changed and what will become of them with emphasis on inter-American relations in the areas of politics, economy and social structure. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**WOH2040 WORLD IN THE 20TH CENTURY (3)**

An examination of the major political, social, economic, intellectual, diplomatic, and military developments and events of the 20th century. A chronological approach to several major themes which frame the history of the contemporary world: the decline of European hegemony in the course of two major wars and a world depression; the concomitant challenge to western supremacy from Asia; a half-century of superpower hostility following the outbreak of the Cold War; and the transformation of global politics in the course of declining superpower hegemony. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## HONORS PROGRAM

**IDSI936 HONORS INTERDISCIPLINARY SEMINAR (3)**

Honors interdisciplinary seminar is open to students who have attended Broward Community College for at least one term and have met the requirements for admission to the honors program. Discussions on a subject chosen by the members of the seminar are led by instructors from various disciplines, as well as by experts from outside the college. Students are required to do the assigned reading, participate in the discussions, do research on one aspect of the general subject, and lead at least one seminar. Written work in the form of commentaries and annotated bibliographies is also required. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00



**IDS2190 A REVIEW OF THE EVOLUTION OF  
TECH. SOCIAL THOUGHTS (3)**

Based on Jacob Bronowski's book and videotape. The ascent of man from the classical cultures of the mediterranean to the modern industrial civilizations of Europe and America today, and examines the contribution of major figures in the various sciences. Scientific truth is emphasized over other sources of truth such as tradition or authority. The arts and sciences are accorded equal importance in reflecting those facilities of humanity that render us unique in the animal world. Offered one term per academic year, usually Term I.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **HOSPITALITY/RESTAURANT/ TRAVEL AGENCY MANAGEMENT**

**FOS2100C EXPERIMENTAL FOODS (3)**

This course emphasizes the testing of food preparation theories, the judging of products, and the establishment of food standards through laboratory projects. In addition, an evaluation is performed on the effects of ingredients, proportions, time, manipulations, temperatures, and other factors on quality characteristics. Prerequisite: FSS1221C, Volume Foods.  
Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0025.00

**FSS1120 FOOD AND BEVERAGE PURCHASING (3)**

This course provides a basic study of information on sources, grades and standards, selection criteria, and purchasing of foods and beverages. Estimates of raw materials needed, receiving and storage techniques, the development of standards, and written specifications are studied. This course also examines the utilization of materials and their impact on existing menus and the creation of new menus.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FSS1221C VOLUME FOODS (3)**

Upon successful completion of this course, students should be able to demonstrate ability in preparing a full dinner and lunch menu, setting a dining room, and exhibiting proper clean-up and sanitation procedures. In addition, the students determine food costs and set prices for a given food cost.  
Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0025.00

**FSS1240C CLASSICAL CUISINE (3)**

This course provides the professional culinary student with new menu items and terminology. It sets and applies standards to hot/cold hors d'oeuvres, appetizers, large and small dinner parties, and pastry products. The students observe preparation skills, write recipes, practice correct serving techniques, and taste the prepared food. Prerequisite: FSS1221C, Volume Foods, or instructor approval.  
Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0025.00

**FSS1284 CATERING (3)**

This course provides a survey of catering operations. Topics covered include the preparation of a menu, estimating cost and food quantities, planning the room arrangement, the setup of buffet and service tables, and the performance of services. In addition, the allocation

of time to prepare, transport, and setup the equipment and food for a catered affair are studied.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FSS2242C INTERNATIONAL CUISINE (3)**

This course covers international cookery as it applies to modern menu use and selection. It includes preparation of cold buffet, entree, dinner accompaniment, and flambe dessert. The students observe preparation skills, write recipes, practice correct serving techniques, and taste the prepared food. Prerequisite: FSS1240C, Classical Cuisine, or instructor approval.  
Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0025.00

**FSS2500 FOOD SERVICE COSTING AND CONTROLS (3)**

This course provides a cost managing approach to the study of food and labor controls. Students examine the relationship of food and labor costs to selling price; cost control procedures for recipes and menus; precost and precontrol techniques; the preparation and utilization of management reports. A review of mathematics and its application to practical problems is covered. Emphasis is placed on the utilization of controls as a tool of management.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**FSS2614 FOOD AND BEVERAGE MERCHANDISING (3)**

This course covers merchandising techniques as applied to the restaurant industry. Emphasis is placed on an annual sales plan that considers sales budgeting, staffing, promotional themes, media exposure, direct mail, publicity, public relations and in-house promotion. Other topics included are: menu art and design; layout and type; copy and originality to produce a desired theme, decor, and/or overall atmosphere.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HFT1210 SUPERVISORY DEVELOPMENT (3)**

This course provides training in the art of supervising employees and the development of sound relations with other departments. It covers methods of controlling costs, development of cost consciousness, cost improvements, techniques in the supervision of employees, and developing sound relations with other departments.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HFT1700 INTRODUCTION TO TOURISM INDUSTRIES (3)  
ADMINISTRATION**

This course provides a survey of the history, organization, problems, opportunities and future trends in the areas which comprise the travel and tourism industries. Emphasis is placed on the economic benefits and social implications of tourism. This course is beneficial to the purchaser of tourism services as well as the marketer.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HFT1850 DINING ROOM AND LOUNGE OPERATION (3)**

This course emphasizes dining room and lounge preparation, inspection techniques, and service. Food, beverage, wine, spirits, service ware, and utensil terminology are studied, as well as selling techniques used by waiters and waitresses. The importance of harmonious employer, employee and guest relations is

stressed.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT1851 BEVERAGE MANAGEMENT (3)**

This course provides a survey of beverage management operations. The students are introduced to the planning, equipping, staffing and marketing of an establishment, as well as the purchasing and control of beverages. Mixology and industry regulations are emphasized.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT1941 OPERATIONS AND SERVICE PRACTICUM (3)**

This course requires practical work experience or participation in a formalized internship program in related disciplines in an approved segment of the hospitality/restaurant/travel industries and is coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultation with supervisors. Emphasis is placed on how the job relates to the satisfaction of customer needs. In addition, the essence of the service transaction offered by the organization is analyzed, including both the tangible and intangible components.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 240 Fees = 0000.00

#### **HFT2220 ORGANIZATION AND PERSONNEL MANAGEMENT (3)**

This course covers the organization, supervision and direction of operations in the hospitality/restaurant/travel industries. It analyzes the internal organizational structure and its administrative roles and functions. The course considers techniques of employee training, promotions, job specifications, discipline and morale. The course borrows from the behavioral sciences by emphasizing the human dimensions of management. Prerequisite: HFT1210 or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT2250 HOTEL MANAGEMENT (3)**

This course provides a study of the growth and progress of the hotel industry and how hotels are developed, organized, financed and operated.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT2460 FINANCIAL MANAGEMENT (3)**

A study of accounting systems for the hospitality/restaurant/travel industries with emphasis on operating statistics and financial reports. The utilization of financial statements by management is studied. Prerequisite: ACG1003 recommended or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT2500 MARKETING (3)**

This course emphasizes how to sell and promote the services the hospitality/restaurant/travel industries offer guests. It covers the development of business through personal selling, media advertising and publicity. In addition, the operations of a sales and convention department are studied.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT2511 CONVENTION AND GROUP BUSINESS (3)**

##### **MARKETING MANAGEMENT**

This course covers the functions of the convention organizer and tour wholesaler in relation to the suppliers of travel and hospitality services. The responsibilities of each organization in the marketing channel are delineated. Marketing of facilities and activities to organizers, retailers and/or consumers are emphasized. Prerequisite: HFT2500.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT2600 HOSPITALITY LAW (3)**

This course provides a study of the nature and function of our legal system as applied to hospitality, restaurant and travel operations. Operator/guest relationships, contracts, torts, civil rights, and insurable risks are emphasized.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT2730 TOUR PACKAGING (3)**

This course provides a study of how to create, develop and sell package tours. Methods of customizing tours through the proper matching of destinations with market segments are covered. Prerequisite: HFT1700.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT2740 CORPORATE TRAVEL MANAGEMENT (3)**

This course covers the functions of the corporate travel manager and the department as it relates to policy, travel vendor relationships, financial considerations, and planning of meetings.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HFT2942 MANAGEMENT AND CONTROL PRACTICUM (3)**

This course requires practical work experience or participation in a formalized internship program in related disciplines in an approved segment of the hospitality/restaurant/travel industries and is coordinated with a weekly seminar. Faculty makes regular appraisals of the learning progress through on-site visitations and consultations with supervisors. Emphasis is placed on human relations, motivational techniques and management styles relating to the control of employees, money, and material as they are used to satisfy customer needs.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 240 Fees = 0000.00

## **HUMANITIES OTHER THAN LIT**

#### **HUM2700 HUMANITIES TRAVEL STUDY (3)**

An examination of the styles and influences of Music, Art, Theatre, Religion, Literature and Philosophy in selected geographical areas. Course combines classroom preparation and foreign travel. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **HUM2701 HUMANITIES TRAVEL STUDY (6)**

The same general description applies to this course as is given to the Humanities Travel Study offered for three semester hours. However, a longer itinerary of the location(s) to be visited will necessitate more extensive course requirements. Meets Areas 7 and 8 of the



general education requirements for the A.A. degree.  
Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## INSURANCE

### RM11001 INTRODUCTION TO RISK AND INSURANCE (3)

This course is an introduction to the study of risk and insurance. The evolution, types of insurers, coverages, and the relationship of insurance to business activity and the national economy are studied. To give students (as consumers) a knowledge of basic insurance contracts, the coverages and provisions of life, health, property, and liability policies for individuals are emphasized. Commercial property and casualty insurance is surveyed as are the functional areas of underwriting, rating, and adjusting. Current topics such as Florida's "no fault" auto law, flood insurance, and recent changes by judicial decision or legislation are also considered.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## INTERIOR DESIGN

### IND1020 INTERIOR DESIGN I (3)

An introduction to drafting tools, drafting symbols and their utilization in the development of basic plans. Preparation and evaluation of space requirements and a thorough review of statistical analysis for spatial relationships, space planning, principals of design and design criteria, and preparation of interior construction drawings.

Lec Hrs = 016 Lab Hrs = 080 Oth Hrs = 000 Fees = 0000.00

### IND1100 HISTORY OF INTERIORS I (3)

This course will acquaint the student with period styles in interiors and furnishings as well as the architecture that influenced them, beginning with the Egyptian period and continuing the study of the historical development of interior design through the Victorian period. Term I/Central Campus.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### IND1200 INTERIOR DESIGN II (3)

Further development and application of space planning methodology; design principals, design analysis and preparation of construction design. Introduction to professional presentation of planning programs and design concepts to clients. Full scope project to be completed in its entirety. Prerequisite: IND1020.

Lec Hrs = 016 Lab Hrs = 080 Oth Hrs = 000 Fees = 0000.00

### IND2012 INTERIOR DESIGN III (3)

Indepth review of all planning concepts and design criteria studied to date. Introductory discussion of the interaction of the interior designer and other professional disciplines, i.e. electrical and mechanical engineers. Projects will utilize a statistical and space planning approach. All design and construction criteria will be considered in context with applicable local and national building codes. Interior construction drawings will also include scaled elevations and sections. Prerequisites: IND1020 and IND1200.

Lec Hrs = 016 Lab Hrs = 080 Oth Hrs = 000 Fees = 0000.00

### IND2130 HISTORY OF INTERIORS II (3)

This course will acquaint the student with period styles in interiors and furnishings as well as the architecture which influenced them beginning with early American styles through contemporary furniture designs & contemporary architecture and will include Georgian, Federal, Victorian, etc. as well as miscellaneous styles. Chinese, Japanese American Indian, African, etc. Pre-requisite: IND1100. Term II/Central Campus.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### IND2220 INTERIOR DESIGN IV (3)

Advanced analysis planning and design with emphasis on the articulated application of ergonomics to public, commercial or residential projects. Fully applied emphasis on execution of final design project from space requirement through space analysis and planning, budgeting, design and design presentation and interior construction drawings and all specifications. All drawings and design materials will conform to applicable construction codes. Prerequisites: IND1020, IND1200, IND2012.

Lec Hrs = 016 Lab Hrs = 080 Oth Hrs = 000 Fees = 0000.00

### IND2420 MATERIALS AND SOURCES (3)

This course will study materials and furnishings available to the interior designer on today's market. Term II/Central Campus.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### IND2500 PROFESSIONAL PRACTICES (3)

This course covers the roles of client, government, ethics, contracts, and designer responsibilities as they relate to the profession. Prerequisites: IND1020, IND1200, and IND2012. Term II/Central Campus.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## JOURNALISM

### JOUI1100 BASIC REPORTING (3)

Pre-professional course providing fundamental instruction and practice in writing as a basis for all upper division courses in journalism. Includes writing in the news style, leads, defining news, types of stories, organization of stories, policy and libel. Prerequisite: Eligibility for ENC1101 and ability to type. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

### JOUI207L MAGAZINE PRODUCTION (3)

Course provides instruction and practical experience in the philosophical and technical aspects of magazine production, including printing processes, copy setting, picture editing, graphic design, and camera ready layout techniques. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

### JOUI420L NEWSPAPER PRACTICUM I (1)

Practical application of news writing and editing principles through work with college media. Prerequisite: JOUI1100 or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00



**JOU1421L NEWSPAPER PRACTICUM II (2)**

Continuation of JOU1420L. Students may take JOU1420L and JOU1421L during the same term. Prerequisite or corequisite: JOU1240L or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 072 Oth Hrs = 000 Fees = 0000.00

**JOU1422L NEWSPAPER PRACTICUM III (2)**

Continuation of JOU1421L. Practical application of newspaper principles: copy editing, page layout, typesetting, headline writing, picture cropping, rewriting, copy preparation through work with the college newspaper. Prerequisite: JOU2200 and JOU1420L or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 072 Oth Hrs = 000 Fees = 0000.00

**JOU1440L MAGAZINE PRACTICUM I (1)**

Practical application of magazine production, magazine writing, or magazine editing principles through work with college magazine media or internship with community media under academic supervision. Prerequisite: JOU1207 or PGY2610 or JOU2203 or CRW1200, or ART1201C or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**JOU1441L MAGAZINE PRACTICUM II (1)**

Continuation of JOU1440. Prerequisite: JOU1440 or instructor approval. Meets Area 7 A.A. general education requirements.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**JOU2200 COPY EDITING (3)**

Course provides instruction and practical experience in copy editing, rewriting, headline writing, page design for both makeup copy and advertising, picture cropping and scaling, cutlines, and an introduction to desktop publishing. Prerequisite: JOU1100 or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**JOU2203 MAGAZINE EDITING (3)**

Course provides instruction and practical experience in editing a magazine including human relations, expertise in article writing, copy and picture editing, audience analysis, and legal and economic aspects of editing. Prerequisite: JOU1100 or CRW1200.

Lec Hrs = 016 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**MMC1000 INTRO TO MASS COMMUNICATION (3)**

Overview of contemporary mass media and its historical background. Includes processes and effects of media messages on the individual and society. Deals with the media industry, its responsibilities, legalities, and careers. Media discussed may include newspapers, magazines, books, radio, television, advertising, public relations, and the movie and recording industries. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PGY2610 PHOTO JOURNALISM (4)**

A production class in periodical and press photography. Students will produce picture essays which will serve as a basis for class discussion. Emphasis is on the form and content of reportorial B & W photographs, their production, and their relationship to American society. The student will supply a 35 mm camera, film and paper. As part of the course students will have an opportunity to shoot for campus publications. Instructor approval. Special fee charged. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**RTV2102 BROADCAST WRITING (3)**

Designed to give students an opportunity to learn the style of presentation for different types of media/broadcast scripts. The course will emphasize practical broadcast writing skills, radio and television copy techniques and forms of commercial copy, as well as learning the special rules and regulations governing the presentation of materials "over the air". Prerequisite: ENC1101 and ENC1102 or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## LANDSCAPE TECHNOLOGY

**FRC2004C SUBTROPICAL FRUIT CULTURE (4)**

The identification and culture of approximately 125 tropical and subtropical edible fruits introduced into South Florida as dooryard, semi-commercial and commercial food crops. Topics will include cultivars, soils, propagation, flowering and fruiting seasons, landscape uses and pest management and production. Lab consists of four required weekend field trips.

Lec Hrs = 048 Lab Hrs = 032 Oth Hrs = 000 Fees = 0005.00

**IIOS1031C HORTICULTURAL PRACTICES (5)**

The practices and procedures used in growing and managing landscape plants in South Florida. The student will take part in landscape planting and transplanting, nursery potting, fertilizing, pest control techniques, mixing soils and pruning. In-class field trips will introduce the student to diverse growing operations and wholesale suppliers. Four hours lecture and two hours lab per week.

Lec Hrs = 064 Lab Hrs = 032 Oth Hrs = 000 Fees = 0012.00

**IIOS1930 NATIVE PLANTS I (2)**

The identification of approximately 75 of the plants native to South Florida. The application of their ecological, esthetic and economic value in Broward County will be stressed. Classroom and field lectures.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**HOS2552 PALM IDENTIFICATION AND SELECTION**

An introduction to over 110 genera of palms with specific identification of 70 genera using field diagnostic characteristics and keys to vegetative structures. Simple palm morphology will be covered in the first lecture. Attention will be directed to popular palms worldwide as well as possible new introductions to the industry. Ten (10) evening lectures and two (2) Satur-

day field trips required (students must provide their own transportation).

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ORH1000 HORTICULTURAL BIOLOGY (3)**

An introduction to the disciplines involved in the broad field of horticultural plant and animal taxonomy, morphology, anatomy and physiology. Course provides fundamental processes as they relate to plant growth, pests, production maintenance, and planting will be stressed.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ORH1000L HORTICULTURAL BIOLOGY LAB (1)**

This two hour lab supports the lecture of ORH1000 and is required for all landscape technology students lab content is practical and oriented to existing situations encountered in the various horticultural professions and is primarily an overview of the plant and animal kingdoms with specific attention given to groups important to horticulture.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**ORH1101 COMMON FLORIDA PLANTS (3)**

Identification and landscape use of approximately 200 species of common Florida exterior and interior plants. Designed for individuals who wish to rapidly increase their plant knowledge. Cannot be applied towards an A.S. degree. Two four hour lectures per week for 6 weeks with one required field trip.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 006 Fees = 0000.00

**ORH1104 FLORIDA CERTIFIED NURSERY PROFESSIONAL (3)**

The purpose of this course is to improve the skills and background knowledge of individuals already in the nursery profession and provide basic information for those beginning their careers. The course covers basic plant identification techniques, plant care and handling in a retail environment, landscaping and fundamental trouble shooting. The course prepares the student for the Florida Nursery Professional Certification Examination.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ORH1510 LANDSCAPE PLANT IDENTIFICATION I (4)**

Approximately 200 species and varieties of palms, shrubs, vines, and trees commonly used in South Florida landscapes will be covered with in-depth discussion of landscape use, propagation, related plants, pests, and appropriate plant combinations in design situations. Four hours lecture per week and one required field trip.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 006 Fees = 0000.00

**ORH1511 LANDSCAPE PLANT IDENTIFICATION II (4)**

The identification and landscape use of ornamental vines, palms, shrubs, and trees commonly used in South Florida landscapes. Four hours lecture per week with one required field trip. Prerequisite: ORH1510 or instructor approval.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 006 Fees = 0000.00

**ORH1859 SPECIALIZED LANDSCAPE MAINTENANCE (3)**

This course covers the care of landscape plants, surfaces and hardscape. Topics include initial and

perpetual pruning, fertilization, weed control; bedding plant cycling, xeriscape techniques, watering regimens and pest management of non turf plants. Suggested pre or corequisites, plant identification, soils and fertilizers, and turfgrass management.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**ORH2220 TURFGRASS MANAGEMENT (3)**

A practical approach to the principles of turf grass management and their applications in the field. The areas of study will be the nature of the turf grass industry, characteristics and adaptations of Southern grasses, establishment and maintenance of turf, the care and operation of turf equipment and turf pests. Three lecture hours weekly with 2 required field trips. Can be used as elective in A.S. Degree program.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 008 Fees = 0000.00

**ORH2512 LANDSCAPE PLANT IDENTIFICATION III (3)**

The identification and landscape use of ornamental plants of more recent introduction and development in South Florida and certain specialized horticultural crops. One three hour lecture in field weekly with occasional classroom meetings. Two six hour weekend field trips. Prerequisites: ORH1510, ORH1511, or instructor approval.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 012 Fees = 0000.00

**ORH2800 INTRODUCTION TO LANDSCAPE DESIGN (2)**

This course supplies the student with on site experience in evaluating the various parameters affecting the design problem. Topics covered include instruction in drafting, survey and plan reading, basic design theory. Introduction to costing, pricing and bid procedures further enable the student to complete the groundwork for basic landscape design theory. Prerequisites: ORH1510, ORH1511, or equivalent experience as determined by advisor. Three lecture hours per week for eight weeks and one required lecturing field trip.

Lec Hrs = 024 Lab Hrs = 000 Oth Hrs = 008 Fees = 0000.00

**ORH2820C IRRIGATION (3)**

An introduction to the principles, design, and operation of irrigation systems as applied to residences and nurseries. Water requirements, supply distribution and drainage will be included. Two hours lecture and two hours lab per week.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**ORH2830 BASIC LANDSCAPE DESIGN THEORY (2)**

Introduction into spatial concepts, area manipulation and cogent use of plant materials through the use of design projects and individual instruction. This course is necessary background if the student is to make full use of landscape design. Prerequisites: ORH1510, ORH1511, ORH2800, or equivalent experience as determined by Program Advisor. Three lecture hours per week for eight weeks and two required lecturing field trips.

Lec Hrs = 024 Lab Hrs = 000 Oth Hrs = 008 Fees = 0000.00

**ORH2831C LANDSCAPE DESIGN STUDIO (4)**

Allows the student to refine conceptual abilities and practical methodology. Advanced techniques in drafting, presentation, and pricing are taught through the

use of take home projects and classroom exercises. Access to basic drafting equipment is required. Prerequisites: ORH1510, ORH1511, ORH2800, ORH2830 or permission of Program Advisor.

Lec Hrs = 048 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

#### **ORH2841 LANDSCAPE INSTALLATION (3)**

The techniques involved in proper selection, preplanting, and postplanting care of landscape plants and materials, the proper and safe use of landscaping tools and equipment are included. 3 lec. hrs. per week and two required field trips.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 016 Fees = 0000.00

#### **ORH2862 LANDSCAPE AND TURF BUSINESS ADMINISTRATION (3)**

Studies in the basic nature of horticultural services: retail, wholesale and service organizations, site selection, business and labor management, production, cost analysis, insurance, law, taxation and other areas will be discussed. Three lecture hours weekly.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **ORH2930 HORTICULTURAL SEMINAR (1)**

Selected current topics in horticulture and related subjects.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **SOS1102 SOILS AND FERTILIZERS (3)**

The study of the complex problems involved in the use of existing soils and growing media in South Florida for commercial production of ornamental plants and turf. Fertilizer programs and formulations will be discussed thoroughly.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **LEGAL ASSISTING**

#### **PLA1003 INTRODUCTION TO LEGAL ASSISTING (3)**

This course provides an overview of the training and duties of the legal assistant/paralegal. Also included is a discussion of legal terminology, research techniques, and pertinent litigation documents.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA1104 LAW LIBRARY/RESEARCH (3)**

This course provides information on how to research and write legal documents for both trial and appellate work. An in-depth examination of the law library and legal research techniques are emphasized.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA1273 TORTS, LIABILITIES AND CLAIMS (3)**

This course covers the basic concepts of Tort Law. Discussions involve the liability of the individual in relation to the specific acts committed.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA1303 CRIMINAL LITIGATION (3)**

This course provides students with a survey of the criminal justice system. Substantive and procedural aspects of criminal law are studied. Course content includes the nature of different crimes, the potential charges, and penalties involved; also covered are pre-trial procedures, discovery, plea-bargaining process,

and the problems involved in the conduct of trial proceedings.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA1435 CORPORATIONS (3)**

This course provides an indepth study of Corporate Law. Topics covered include types of corporations, articles of incorporation, bylaws, shareholders' agreements, voting rights, management structure, directors' powers, and voluntary/involuntary dissolutions. Non-profit corporations and professional associations are also discussed.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA1504 PROCEDURES FOR REAL ESTATE TITLE CLOSING (3)**

This course surveys the basic concepts of Real Property Law. The students study how to handle a real estate transaction from the drafting of a contract to its closing. The nature of property, the consequences of its possession, and mechanics of the title examination are also studied.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA1603 PROBATE PRACTICE (3)**

This course prepares legal assistants to work effectively under the supervision of a lawyer in the probate of an estate. The Florida probate code and related taxes are studied. Preparation of pleadings is included.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA1803 DOMESTIC RELATIONS (3)**

This course surveys domestic relations, and includes topics such as marriage, dissolutions of marriage, separation agreements, custody, legitimacy, adoption, name changes, support, court procedures, and property disposition.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA2114 LEGAL WRITING AND DRAFTING (3)**

This course concentrates on developing skills in the grammar, language, and format of legal documents. Emphasis is placed on drafting interoffice memoranda. Other documents drafted include business letters, briefs, pleadings, and contracts. Prerequisite: PLA1104.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA2466 DEBTOR/CREDITOR RELATIONS (3)**

This course provides an in-depth study of Debtor/Creditor law. Topics covered include collection of debts through court processes, post-judgement collection practices, bankruptcy law, landlord/tenant debt law, collection of debts based upon negotiable instruments, federal consumer collection acts, and foreclosure actions.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PLA2940 LEGAL ASSISTING PRACTICUM (6)**

This course is designed to apply the knowledge and skills developed in the required courses through practical work experience. The student will perform legal work for 180 hours under the supervision of an attorney. Prerequisite: Program Coordinator's approval.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 180 Fees = 0000.00



## MANAGEMENT

### MAN2021 INTRODUCTION TO MANAGEMENT (3)

This course covers fundamental management principles and concepts. Emphasis is placed on the management functions of planning, organizing, staffing, directing and controlling. Principles of scientific management, motivation, and economic analysis are studied relative to their use in business decisions.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAN2604 INTERNATIONAL BUSINESS ENVIRONMENT (3)

A basic course in international business theory and practice focusing on the challenges of managing the operations of an international business in diverse legal, political, economic, and cultural environments. Emphasis is placed on strategic planning and decision making for the international operations of domestic, foreign and multinational corporations.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MNA2345 PRINCIPLES OF SUPERVISION (3)

This course covers fundamental supervision principles and techniques. It emphasizes the role of supervision in business organizations through the proper handling of human relations with employees, other supervisors and higher management. Issues include employee morale, absenteeism, motivation, and related behavioral topics.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MARKETING

### MAR1011 PRINCIPLES OF MARKETING (3)

An introductory course covering the marketing management process. Special topics include the marketing manager's role in a market-directed economy, marketing objectives, strategic planning, and developing marketing mixes for target markets. Material is presented as it relates to the four "p's" of marketing: product, place, promotion and price. As a learning activity, students analyze and prepare case studies of businesses engaged in manufacturing, wholesaling, retailing and services.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAR2141 INTERNATIONAL MARKETING (3)

This course examines basic marketing principles related to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Topics covered include the decision-making process in the areas of foreign market analysis, target market identification, product planning, promotion, and channels of distribution.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MKA1021 SALESMANSHIP (3)

Through a combination of principles and techniques, this course identifies the why, what, how and when of selling. Students develop skills in prospecting, opening the sale, presenting customer benefits, overcoming objections, and closing the sale.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MKA1511 ADVERTISING (3)

This course introduces the use of promotional strategy and marketing communications in achieving marketing objectives. It focuses on how product features/benefits can be translated into promotional appeals that will influence customer purchasing behavior. Topics include promotional objectives, product positioning, selecting media, creative analyses, budgeting and measuring promotional effectiveness. As a learning activity, students prepare a promotional program for a product, business, or not-for-profit organization.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MKA1930 SEMINAR I: MARKETING IN PERSPECTIVE (3)

This course includes marketing management related activities such as individual projects in promotion and entrepreneurship, marketing research and career planning. The students have the opportunity to develop leadership skills through participation in Delta Epsilon Chi related activities.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MKA2031 PURCHASING I (3)

This course provides a study of the purchasing function. Topics covered include its organization and policies; its legal aspects and ethics; sources of supply, quality concepts, quantity determination, pricing, and cost improvement; forecasting; automation; make or buy capital equipment decisions; traffic methods, receiving, storing, and inventory control; performance evaluation and related personnel issues.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MKA2102 RETAILING (3)

This course provides an introduction to the management functions unique to retail store operations. Special topics include department store organization, shrinkage prevention, store location and layout, shopping centers, and merchandising.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MKA2931 SEMINAR II: RESEARCH IN MARKETING (3)

This course includes marketing management related activities such as individual projects in promotion and entrepreneurship, marketing research and career planning. The students have the opportunity to develop leadership skills through participation in Delta Epsilon Chi related activities. Prerequisite: MKA1930.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MKA2932 SEMINAR III: MARKETING MANAGEMENT (3)

This course includes marketing management related activities such as individual projects in promotion and entrepreneurship, marketing research and career planning. The students have the opportunity to develop leadership skills through participation in Delta Epsilon Chi related activities. Prerequisite: MKA2931.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MKA2957 INTERNATIONAL MARKETING OVERSEAS (3)

This course examines basic marketing principles related to international business. Emphasis is placed on the role of the international marketing manager in developing marketing strategies for markets in diverse cultural and economic situations. Topics covered in-

clude the decision-making process in the areas of foreign market analysis, target market identification, product planning, promotion, and channels of distribution. This course is only taught overseas.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 032 Fees = 0000.00

## MATHEMATICS

### MAC1102 COLLEGE ALGEBRA (3)

A College Algebra course emphasizing Radicals, Exponents, Complex Numbers, Linear and Quadratic Equations and Inequalities, Exponential and Logarithmic Properties, Functions and Equations, Relations and Functions and their Graphs, & Systems of Equations and Inequalities with applications throughout the course. Meets Areas 4B, 5 and 7 of the general education requirements for the A.A. degree. Prerequisites: MAT1034 with a grade of "C" or better or recommendation of the Mathematics department.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAC1132 PRE CALCULUS MATHEMATICS I (3)

Topics from Algebra and Trigonometry with emphasis on Functions and Graphs. Topics include Polynomial, Rational, Exponential, and Logarithmic Functions and Equations, and Analytic Trigonometry. Prerequisite: MAC1102 with grade of "C" or better or recommendation of the Mathematics department. Meets Areas 4B, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAC1133 PRE CALCULUS MATHEMATICS II (3)

A continuation of Algebra and Trigonometry including mathematical induction, sequences and series, conics, Analytic Trigonometry, solution of oblique triangles, Demoivre's theorem, and systems of equations and inequalities. Credit will not be given for both this course and MTB1322. Prerequisite: MAC1132 with a grade of "C" or better or recommendation of the Mathematics department. Meets Areas 4B, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAC1930 SPECIAL TOPICS IN CALCULUS (3)

Course designed for secondary teachers to develop a variety of calculus topics and increase intuitive understanding. Credits for this course may not be used to meet the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAC2233 BUSINESS CALCULUS (3)

This is a general education course which includes the college level skills of calculus such as: functions, graphs, limits, differentiation, integration and applications. Meets Areas 4B, 5 and 7 of the general education requirements for the A.A. degree. Prerequisite: MAC1102.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAC2311 CALCULUS AND ANALYTICAL GEOMETRY I (5)

This is the first of a three course sequence in calculus. Topics from analytic geometry, functions, limits, con-

tinuity, derivatives and their applications, transcendental functions, antiderivatives and definite integrals. Meets 5 credits of Areas 4B, 5 and 7 of the general education requirements for the A.A. degree. Prerequisite: MAC1133 with a grade of "C" or better or recommendation of mathematics department.

Lec Hrs = 080 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAC2312 CALCULUS AND ANALYTICAL GEOMETRY II (5)

This is the second of a three course sequence in calculus. Topics including techniques of integration, conics, polar coordinates, indeterminate forms and proper integrals, and infinite series, parametric equations, three improper integrals, dimensional surfaces, multivariate functions and multiple integrals will be covered. Meets 5 credits of Area 4B, 5 and 7 of the general education requirements for the A.A. degree. Prerequisite: MAC2311 or MAC2302 with a grade of "C" or better or recommendation of mathematics department.

Lec Hrs = 080 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAC2313 CALCULUS AND ANALYTICAL GEOMETRY III (4)

This is the third of a three course sequence in calculus. Topics including vectors in 3 space, 3 dimensional surfaces, multivariate functions, cylindrical and spherical coordinates, multiple integrals, partial derivatives, vector fields, Green's Theorem, and Stokes's Theorem will be covered. Meets 4 credits of Area 4B, 5 and 7 of the general education requirements for the A.A. degree. Prerequisite: MAC2303 or MAC2312 with a grade of "C" or better or approval of mathematics department.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAP2302 DIFFERENTIAL EQUATIONS (3)

Topics including the classification and solution of equations involving variables, and their derivatives with numerous applications. Prerequisite: MAC2313 with grade of "C" or better. Meets 3 credits of Areas 4B, 5 and 7 of the general education requirements for the A.A. degree. This course may be taken for honors credit with permission of the instructor.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAS2103 LINEAR ALGEBRA (3)

A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas. Prerequisite: MAC1133 with a grade of "C" or better, & recommendation of the mathematics department. Meets 3 credits of Areas 4B, 5 and 7 of the general education requirements for the A.A. degree. This course may be taken for honors credit with the permission of the instructor.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MAT0012 PRE ALGEBRA (4)

A course to improve the abilities of the student who has had difficulties in arithmetic. This course will help the student learn how to read the language of mathematics, to develop problem solving skills and improve basic arithmetic and algebraic skills. This course includes college level academic skills in arithmetic and



geometry. Corequisite: MAT0012L. Non-transferable.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**MAT0012L PRE ALGEBRA LABORATORY (3)**  
A laboratory course that will supplement classroom instruction in MAT0012. Instruction will focus on the individual needs of the student. This course must be taken concurrently with MAT0012.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**MAT0024 ELEMENTARY ALGEBRA (4)**  
A course to help students learn the basic algebra needed for college level mathematics courses. The student will learn how to apply his or her knowledge of arithmetic and algebra to many problems. The course includes many of the college level academic skills in algebra. Prerequisite knowledge of pre-algebra. Credit for this course may not be used to meet degree requirements. Corequisite: MAT0024L.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**MAT0024L ELEMENTARY ALGEBRA LAB (3)**  
A laboratory course that will supplement classroom instruction in MAT0024. Instruction will focus on the individual needs of the student. This course must be taken concurrently with MAT0024.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**MAT1034 INTERMEDIATE ALGEBRA (3)**  
A continuation of algebra emphasizing sets, products and factoring, operations with rational expressions, algebraic functions, radicals, exponents, absolute value, linear and quadratic equations, inequalities, graphs, systems of equation, relations and functions with applications throughout the course. This course will award 3 hours of elective credit towards the general education (area 7) degree requirements. Prerequisite: High school algebra II with a grade of "C" or better and placement by the Counseling Department or completion of MAT0024 with a grade of "C" or better.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**MGF0991 MATHEMATICS CLAST REVIEW SPECIAL TOPICS (0)**  
A twelve hour mathematics review course to assist students in preparation for the CLAST.  
Lec Hrs = 010 Lab Hrs = 000 Oth Hrs = 000 Fees = 0018.00

**MGF0993 MATHEMATICS INDEPENDENT CLAST RETAKE REVIEW (0)**  
This course consists of an independent review of CLAST-related Mathematics materials in the campus Learning Laboratories.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**MGF1202 FINITE MATHEMATICS (3)**  
This is a general education course which includes the college level skills not included in the courses MAT0012, MAT0024 & MAT1034. The course will include topics in logic, geometry, set theory, probability, and statistics. The course satisfies three hours of the mathematics requirements for the A.A. degree. Prerequisites: MAT1034 or recommendation of Mathematics Department. Meets Areas 4B, 5 or 7 of the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**MTB1310 APPLIED MATHEMATICS (3)**  
This course is designed for Associate of Science degree seeking students. The following topics are included: the metric system and measurement; algebra; ratio and proportions; exponents and logarithms; and descriptive statistics. Problem solving and applications requiring a calculator will be presented throughout the course. Credit for this course cannot be used to meet the general education requirements for the Associate of Arts degree. Prerequisites: appropriate placement test scores or completion of MAT0024 with a grade of "C" or better.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**MTB1321 TECHNICAL MATHEMATICS I (3)**  
This is the first course of a two term sequence designed for students who wish to study a field of technology. Topics include algebra, concepts in graphing, and applied geometry. Credit will not be granted for both this course and MAT1034. This course is not recommended for transfer students.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MTB1322 TECHNICAL MATH II (3)**  
This is the second course in a two term sequence for technology majors. Topics include systems of linear equations, quadratic equations, right triangles, trigonometry, oblique triangles, vectors, and polar coordinates. Credit will not be given for both this course and MAC1133. This course is not recommended for transfer students. Prerequisite: MTB1321 with a grade of "C" or better or recommendation of Math Department.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MTG2203 BASIC GEOMETRIC CONCEPTS FOR ELEMENTARY TEACHERS (3)**  
This course is designed for elementary school teachers. It emphasizes three levels of geometric development - recognition, analysis, and ordering - which prepares a person for the deductive reasoning of proof in formal geometry. The course will include observation, exploration and discovery through tasks, and expression of ideas. Credit for this course may not be used to meet the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MTG2204 GEOMETRY FOR TEACHERS (3)**  
This course is designed for middle and high school mathematics teachers. The course emphasizes Euclidean plane geometry with an introduction to the non Euclidean geometries. The problems, proofs, and constructions involve line segments, angles, triangles, polygons, circles, parallel lines, and similarity. Credit for this course may not be used to meet general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SLS1533 MATHEMATICS STUDY SKILLS (1)**  
This course is designed for students who are having difficulty in math. Emphasis will be placed on improving study skills, reducing test anxiety, gaining control



over math and evaluating areas relating to math success.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MEDICAL ASSISTING TECHNOLOGY

### HSC1531 MEDICAL TERMINOLOGY I (3)

Provides a broad survey of the language of medicine and health technologies. Emphasis is placed on the building of medical terms from word parts. Special pronunciation learning aids are available in the language laboratory to assist students in developing competency. Prerequisite: None.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MEA0002 INTRODUCTION TO MEDICAL ASSISTING (0)

An overview of medical assisting and related health professions including duties and responsibilities. Public relations and interpersonal relationships of the health team members are emphasized. Study of the various medical specialties and the history of medicine are included. Front office procedures include telephone techniques, medical records management and mail processing. Prerequisite: Pprogram Admissions.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MEA0200 CLINICAL PRACTICES AND PROCEDURES (0)

An orientation to patient care in the physician's examining room with emphasis in routine and specialty physical examinations. Prerequisite: Program Admissions. Corequisites: HSC1531, MEA0102, MEA0812.

Lec Hrs = 008 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MEA0200L CLINICAL PRACTICES AND PROCEDURES I LAB (0)

Practice at developing competency in routine and specialty physical examinations with regard to examining room preparation and patient preparation. Prerequisite: Program Admission. Corequisite: MEA0200, MEA1010, MEA0201, MEA0812.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0020.00

### MEA0201 CLINICAL PRACTICES II (0)

Continuation of MEA0200 to include principles and practice of aseptic technique, sterilization of instruments and preparation and administration of medication. Prerequisite: MEA0200, MEA0200L. Corequisite: MEA0201L, MEA0005, MEA0813, MEA0812.

Lec Hrs = 008 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MEA0201L CLINICAL PRACTICES AND PROCEDURES II LAB (0)

Continuation of MEA0201 in a laboratory setting with practice at developing competency at using sterilization instruments and methods, practicing aseptic techniques and preparation and administration of medications. Prerequisite: MEA0200, MEA0200L. Corequisite: MEA0201, MEA0005, MEA0813, MEA0812.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0020.00

### MEA0204 CLINICAL PROCEDURES (0)

Designed to orient the medical assistant to all phases of patient care in the physician's examining room. Discussion of basic principles involved relating to: vital signs, physical examination, minor surgery, instrumentation sterilization, preparation of medications, physical therapy modalities and electrocardiography will be included. Approved uniform required.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MEA0204L CLINICAL PROCEDURES LABORATORY (0)

Laboratory portion of MEA0204. Laboratory practice in procedures relating to: taking vital signs, assisting at the physical examination and minor surgery, sterilization of instruments, preparation and administration of medications, assisting with physical therapy modalities and taking electrocardiograms. Approved uniform required.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0020.00

### MEA0242 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (0)

Provides a basic course in medications with stress placed on sources, classifications, administration, dosage, contraindications and side affects. Prerequisite: Program Admission.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MEA0251 INTRODUCTION TO NON-INVASIVE CARDIOLOGY (0)

Electrocardiology and other noninvasive cardiology procedures will be studied.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### MEA0251L INTRODUCTION TO NON-INVASIVE CARDIOLOGY LAB (0)

Laboratory portion of MEA0251. This course is intended for the medical assistant student and other members of the health team. Students will demonstrate electrocardiography.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0020.00

### MEA0255 MEDICAL OFFICE LABORATORY PROCEDURES I (0)

Includes instruction and practice in specimen collection, microscopy, urinalysis, and basic office bacteriology. Prerequisite: MEA0002, MEA0813, MEA0204, MEA0204L. Corequisite: MEA0255L, MEA0302, MEA0226L, MEA0800.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

### MEA0255L MEDICAL OFFICE LABORATORY PROCEDURES I LAB (0)

Lab portion of MEA0255. Practice in specimen collection, microscopy, urinalysis and basic office bacteriology. Professional uniform required. Prerequisite: MEA0008, MEA0242, MEA0204, MEA0204L. Corequisite: MEA0300, MEA0814, MEA0256L, MEA0800, MEA0302.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

### MEA0256 MEDICAL OFFICE LABORATORY PROCEDURES II (0)

Includes instruction in basic office hematology and chemistry. Prerequisite: MEA0255, MEA0256L,

MEA0002, MEA0204, MEA0204L. Corequisite: MEA0256L, MEA0800, MEA0302.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**MEA0256L MEDICAL OFFICE LABORATORY PROCEDURES II, LAB (3)**

Lab portion of MEA0256. Includes laboratory practice of basic office hematology and chemistry. Prerequisites: MEA0255, MEA0255L, MEA0002, MEA0204, MEA0204L. Corequisites: MEA0256.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**MEA0258 RADIOLOGY FOR THE MEDICAL ASSISTING I (0)**

Provides instruction in the basic principles of X-ray, film handling, processing, radiographic technique, radiation biology and radiation protection. Prerequisite: Program Admission or department permission.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MEA0259 RADIOLOGY FOR MEDICAL ASSISTING II (0)**

A continuation of MEA0258 with emphasis on radiographic procedures and positioning, patient care and management with emphasis on terminology, anatomy, positioning and procedures, aseptic and sterile technique. Will also include a brief review of subjects taught in MEA0258. Corequisite: MEA0259L.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MEA0259L RADIOLOGY FOR MEDICAL ASSISTING II LAB (0)**

The principles of radiographic anatomy and positioning related to the chest, upper and lower extremities. Students learn anatomy of the body parts and the radiographic positions and projections routinely employed in the imaging of these parts. Each position or projection studied will be practiced in the laboratory. Corequisite: MEA0259.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**MEA0302 ADMINISTRATIVE OFFICE PROCEDURES (0)**

Deals with financial management of the medical office to include: basic accounting, pegboard, billing, collections, computer applications, health insurance, and filing claims. Prerequisite: Program Admissions.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 016 Fees = 0000.00

**MEA0382 MEDICAL LAW AND ETHICS (0)**

The ethics of medicine and medical practice are studied. Legal requirements and implications to the medical professional are stressed. Prerequisite: Program Admissions.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MEA0800 EXTERNSHIP IN MEDICAL ASSISTING (0)**

Student assigned to physician's office, clinic, or laboratory for a total of two hundred hours. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and the coordinator. Attendance at group orientation prior to assignment is mandatory. Prerequisite: All courses suggested for Term I. Corequisite: All courses suggested for Term II.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 200 Fees = 0020.00

**MEA0832 ADVANCED EXTERNSHIP MEDICAL ASSISTING (0)**

Student is assigned to physician's office, clinic or laboratory for a total of two hundred hours. Conference meetings will be arranged on an individual or group basis at a time and place to be arranged by the student and coordinator. Attendance at group orientation prior to assignment is mandatory. Prerequisite: All courses suggested for Terms I and II.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 200 Fees = 0020.00

**MEAI253 ANATOMY AND PHYSIOLOGY FOR M.A. (3)**

A basic anatomy and physiology course designed to meet the needs of medical assisting students. Emphasis will be placed on the human body structure, the functions of its many different systems and their associated diseases.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MEDICAL LABORATORY TECHNOLOGY

**MLSI101C MEDICAL LABORATORY TECHNOLOGY I (10)**

Orientation to a career in the clinical laboratory including ethical concepts. General skills and principles of machines and methods for the calculation, weighing and measuring of material needed for solution or reagent preparation, blood specimen collection, basic microscopy hematology to include hematopoiesis and factors of coagulation. Quality control, manual counting of erythrocytes, leukocytes, platelets; principles, factors and tests dealing with hematopoietic conditions, both normal and abnormal. Staining techniques, principles of automated counting methods, semen and spinal fluid analysis, and blood parasites. Immunology to include immunoglobulins, humoral and cellular immunity, quality control principles, techniques, factors and conditions, normal and abnormal as tested routinely and by special request. Course includes experience in the classroom and in a clinical facility. 4 hrs. lec. 14 hrs. lab 18 hrs. clinical. This course is for transfer credit only and is not offered by the college.

Lec Hrs = 030 Lab Hrs = 090 Oth Hrs = 120 Fees = 0000.00

**MLSI102C MEDICAL LABORATORY TECHNOLOGY IV (5)**

Basic EKG, dealing with physiology and circulation of the heart and patient safety. Microbiology and parasitology; quality control; principles, techniques and factors affecting; media preparation, biochemical testing, susceptibility testing and staining; methods of concentrating specimens; inoculations, culturing and sub culturing; special procedures; specimen collecting and handling; basic mycology and virology; identification of fecal parasites and conditions associated with parasitic infestation. Course includes experiences in the classroom and in a clinical facility. 2 hrs. lec. 7 hrs. lab. 9 hrs. clinical. This course is for transfer credit only and is not offered by the college.

Lec Hrs = 015 Lab Hrs = 045 Oth Hrs = 060 Fees = 0000.00

**MLSI210C MEDICAL LABORATORY TECHNOLOGY II (10)**

Anatomy and physiology of the urinary system; principles and techniques for use of the urinometer and refractometer; quality control; principles for testing for

routine and special urinary procedures; identification of urinary sediment; anatomy and physiology, metabolism. Conditions pertinent to biochemical testing; quality control; principles of manual and automated procedures to include procedures utilizing titration, colorimetry, spectrophotometry, kinetics (enzyme), flame photometry, gasometry and electrophoresis; calculations; factors affecting results. Course includes experiences in the classroom and in a clinical facility. 4 hrs. lec. 14 hrs. lab 18 hr. clinical. This course is for transfer credit only and is not offered by the college.

Lec Hrs = 030 Lab Hrs = 090 Oth Hrs = 120 Fees = 0000.00

**MLS1520C MEDICAL LABORATORY TECHNOLOGY III** (5)  
Immunohematology to include basic genetics; quality control; principles, techniques and factors affecting testing for identification of immunoglobulins (natural and acquired); donor selection, phlebotomy and processing including legal aspects; blood components; compatibility testing and exchange transfusion. Course includes experiences in the classroom and in a clinical facility 2 hrs. lec. 7 hrs. lab 9 hrs. Clinical. This course for transfer credit only and not offered by the college.

Lec Hrs = 015 Lab Hrs = 045 Oth Hrs = 060 Fees = 0000.00

**MLS2360 CLINICAL HEMATOLOGY** (1)  
In-depth study of hematopoiesis, hemoglobinopathies, and other abnormal hematology, and immunohematology. Prerequisite: Satisfactory completion of approved MLT C Program or permission of MLT Coordinator. Corequisite: MLS2360L. 1 hr. per week. Offered in Term II only.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MLS2360L CLINICAL HEMATOLOGY LABORATORY** (1)  
Laboratory exercises to accompany MLS2360: Clinical Hematology. Prerequisite: Satisfactory completion of approved MLT C Program or permission of MLT Coordinator. Corequisite: MLS2360. 2 hrs. Per week. Special fee charged. Term II only.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0005.00

**MLS2402 CLINICAL MICROBIOLOGY** (1)  
Advanced level of microbiology for the medical laboratory. Builds on MLT C background in microbiology. Techniques in identification of specific organisms of disease including use of appropriate differential media and chemical, immunologic and antibiotic testing. Quality control in microbiology, covers bacteria fungi and animal parasites. Offered Term IIIA only. 2.5 hrs. lecture/per week, 6 weeks. Prerequisite: Satisfactory completion of approved MLT C Program or permission of MLT Coordinator. Corequisite: MLS2402L.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MLS2402L CLINICAL MICROBIOLOGY LABORATORY** (1)  
Laboratory exercises to accompany MLS2402: clinical microbiology. Offered Term IIIA only. 5 hours per week. 6 weeks. Prerequisite: satisfactory completion of approved MLT C Program or permission of MLT Coordinator. Corequisite: MLS2402. Special fee charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0015.00

**MLS2605 CLINICAL LABORATORY INSTRUMENTATION** (2)  
Operation and maintenance of chemical analyzers: spectrophotometers, fluorometers, densitometers, potentiometers, and particle counters. Minor mechanical trouble shooting, electrophoresis theory, principles of light and electricity. Preparation of data for acquisition equipment. 2 hrs. per week. Prerequisite: Satisfactory completion of approved MLT C Program or permission of MLT Coordinator. Corequisite: MLS2605L. Term I only.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MLS2605L CLINICAL LABORATORY INSTRUMENTATION LABORATORY** (2)

Laboratory exercises to accompany MLS2605: medical laboratory instrumentation. 4 hours per week. Prerequisite: Satisfactory completion of approved MLT C program or permission of MLT Coordinator. Corequisite: MLS2605. Special fee charged. Term I only.

Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0020.00

**MLS2610 CLINICAL CHEMISTRY** (1)

A study of enzymes, steroids, hormones, lipids and toxicology. Advanced instrumentation. Prerequisite: Satisfactory completion of an approved MLT C program or permission of the MLT Coordinator. Corequisite: MLS2610L. 1 hr. per week. Term II only.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MLS2610L CLINICAL CHEMISTRY LABORATORY** (1)

Laboratory exercises to accompany MLS2610: clinical chemistry. Application of techniques acquired in MLS2605L: medical laboratory instrumentation laboratory. Prerequisite: MLS2605 and MLS2605L or permission of the MLT Coordinator. Corequisite: MLS2610 lecture. 2 hrs. per week. Special fee charged. Term II only.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

## MILITARY SCIENCE

**MIS1000 FIRST YEAR BASIC ARMY ROTC** (1)

Introduction to Army organizations, military customs and courtesies, basic stationary and marching drills, basic map reading, land navigation, drownproofing, rappelling, river crossing techniques, physical fitness training, and practical exercises in field discipline. Requires outdoor leadership laboratory and at least one weekend field training exercise. Instruction at University of Miami Campus.

Lec Hrs = 008 Lab Hrs = 008 Oth Hrs = 000 Fees = 0000.00

**MIS1002 FIRST YEAR BASIC ARMY ROTC** (1)

Introduction to basic leadership principles and traits, army command and staff officer duties, awards, decorations, individual military tactics, field discipline, patrolling techniques, radio telephone procedures, rappelling and river crossing. Requires outdoor leadership laboratory and at least one weekend field training exercise. Instruction at University of Miami Campus.

Lec Hrs = 008 Lab Hrs = 008 Oth Hrs = 000 Fees = 0000.00

**MIS2300 SECOND YEAR BASIC ARMY ROTC** (1)

Instruction to squad and platoon marching drills, development of physical fitness training programs, con-



duct on military training, rappelling and river crossing techniques. Requires outdoor leadership laboratory and at least one weekend field training exercise. Instruction at University of Miami Campus.

Lec Hrs = 008 Lab Hrs = 000 Oth Hrs = 008 Fees = 0000.00

#### MIS2301 SECOND YEAR BASIC ARMY ROTC (1)

Continued instruction in drill and ceremonies, radio/telephone procedures, nuclear, biological, and chemical warfare, practical land navigation, orientation, and introduction to combat troop leading procedures. Requires outdoor leadership laboratory and at least one weekend field training exercise. Instruction at University of Miami Campus.

Lec Hrs = 008 Lab Hrs = 000 Oth Hrs = 008 Fees = 0000.00

## MUSIC

#### MUE1440 STRING CLASS (1)

Development of elementary performing skills on the Violin. A basic study of all string instruments. Examines literature and teaching techniques for group instruction of students. Corequisite: MUT1121, MUT1122, MUT2126, or MUT2127. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

#### MUE1450 WOODWIND CLASS (1)

Development of elementary performing skills on the Clarinet. A basic study of all Woodwind instruments. Examines literature and teaching techniques for group instruction of students. Corequisite: MUT1121, MUT1122, MUT2126, or MUT2127. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

#### MUE1460 BRASS CLASS (1)

Development of elementary performing skills on the Cornet. A basic study of all Brass instruments. Examines literature and teaching techniques for group instruction of students. Corequisite: MUT1121, MUT1122, MUT2126 or MUT2127. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

#### MUE1470 PERCUSSION CLASS (1)

Development of elementary performing skills on the Snare drum. A basic study of all percussion instruments. Examines literature and teaching techniques for group instruction of students. Corequisite: MUT1121, MUT1122, MUT2126, or MUT2127. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

#### MUE2210 MUSIC FOR THE ELEMENTARY CLASSROOM (3) TEACHER

Systematic study of the elements of Music. Primarily for Elementary Education majors. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### MUH2019 DEVELOPMENT OF AMERICAN POPULAR MUSIC (3)

Popular music in the United States, from 1820 to the present, including the Big Band era, Country and Western, Jazz, Black Music, and the Rock scene (beginning in 1955). Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### MUH2111 MUSIC HISTORY AND LITERATURE (3)

A survey course tracing the historical development of Western music from antiquity through the Classical Period. Emphasis is placed on major composers and their works. Recommended for second-year music students. Meets Areas 2, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### MUH2112 MUSIC HISTORY AND LITERATURE (3)

Continuation of MUH2111. Romantic and Contemporary periods. Recommended for second-year music students. Meets Areas 2, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### MUL2010 MUSIC APPRECIATION (3)

Course for non-music majors, designed to enlarge the student's appreciation of music as it relates to world cultures. Meets Areas 2, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### MUL2955 SEMINAR IN SPECIAL INTERNATIONAL STUDIES (3)

A combination of classroom preparation and foreign travel with an emphasis on in-depth studies of major musical works. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### MUM1600 INTRODUCTION TO RECORDING STUDIO PROCEDURES (3)

Fundamentals and techniques of modern multi-track recording. Areas of concentration are studio procedures, equipment operation, microphone selection and placement, signal processors, musical instrument isolation, and acoustical properties. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### MUN1120 BAND (1)

Open to all students, faculty and members of the community who play a band instrument. Chairs assigned by the conductor through audition. Three hours rehearsal weekly. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### MUN1280 ORCHESTRA (1)

Open by audition to all students, faculty, and members of the community who play an orchestral instrument. Chairs assigned by the conductor. Three hours rehearsal weekly. May be taken four times for transfer credit. Meets Area 7 of the general education requirements

for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1310 COLLEGE SINGERS**

(1)

Open to all college students by audition. Three hours rehearsal weekly. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1340 VOCAL ENSEMBLE**

(1)

A select vocal ensemble performing a wide variety of literature, including Jazz and Pop. Open to all students by audition. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1430 BRASS ENSEMBLE**

(1)

A select instrumental ensemble that performs music written or arranged for Brass instruments. Enrollment is determined by the director through audition. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1440 PERCUSSION ENSEMBLE**

(1)

A select instrumental ensemble that performs music written or arranged for Percussion instruments. Enrollment is determined by the director through audition. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1460 CHAMBER ENSEMBLE**

(1)

Small group whose members are selected by the director through audition. Study and performance of repertoire appropriate to the specific chamber media. Three hours rehearsal weekly. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1480 CLASSICAL GUITAR ENSEMBLE**

(1)

Open to all students, faculty and members of the community who play guitar. Enrollment is determined by the director through audition. Participants will study and perform music from all periods in preparation for public performance. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1481 JAZZ GUITAR ENSEMBLE**

(1)

Open to all students, faculty and members of the community who play Guitar. Enrollment is determined by the director through audition. Participants will study and perform music of various styles in preparation for public performance. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1710 JAZZ ENSEMBLE**

(1)

Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUN1711 JAZZ COMBO**

(1)

Enrollment is determined by the director through audition. Study and performance of music associated with the popular music and show presentation fields. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUO1501 OPERA WORKSHOP**

(1)

Open to all college students by audition. The study and performance of Opera Literature. May be taken four times for transfer credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 032 Fees = 0000.00

#### **MUS2500 INTRODUCTION TO COMPUTER MUSIC**

(3)

An introduction to the creation, notation, and performance of music using computers and midi technology. Prerequisite: MUT1001, MVK1111, or Piano proficiency. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MUS2905 INDEPENDENT STUDY: MUSIC**

(3)

A directed, independent study course available to both majors and non-majors who wish to investigate a particular problem related to music. Prerequisite: instructor approval. Students will shape the course to fit their needs by planning activities with a faculty advisor. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 048 Fees = 0000.00

#### **MUT1001 FUNDAMENTALS OF MUSIC**

(3)

A study of basic music fundamentals for the non-music major or the beginning Music major whose background in Music has been minimal. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MUT1111 MUSIC THEORY I**

(3)

A course on music theory and related keyboard skills. Emphasis on diatonic materials.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MUT1112 MUSIC THEORY II**

(3)

A continuation of MUT1111.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MUT1241 EAR TRAINING AND SIGHT SINGING I**

(1)

A course in the development of sight singing and ear training skills.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MUT1242 EAR TRAINING AND SIGHT SINGING II** (1)  
 A continuation of MUT1241.  
 Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**MUT1216 MUSIC THEORY III** (4)  
 Continuation of MUT1122. Concentration on Chromatic materials, Musical forms, and 20th century techniques. Prerequisite: MUT1121, MUT1122. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.  
 Lec Hrs = 048 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**MUT1217 MUSIC THEORY IV** (4)  
 Continuation of MUT1216. Prerequisite: MUT1216. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.  
 Lec Hrs = 048 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**MUT2641 JAZZ THEORY AND IMPROVISATION I** (3)  
 A study of the materials and structure of Jazz Music and the development of improvisational skills. Prerequisite: MUT1121. Meets Area 7 of the general education requirements for the A.A. degree.  
 Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**MUT2642 JAZZ THEORY AND IMPROVISATION II** (3)  
 A study of the materials and structure of Jazz Music and the development of improvisational skills. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: MUT2641.  
 Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## MUSIC APPLIED

**MVB1211 TRUMPET** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB1212 FRENCH HORN** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB1213 TROMBONE** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB1214 BARITONE HORN** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB1215 TUBA** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB1311 TRUMPET** (2)  
 One hour lesson weekly and two hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVB1312 FRENCH HORN** (2)  
 One hour lesson weekly and two hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVB1313 TROMBONE** (2)  
 One hour lesson weekly and two hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVB1314 BARITONE HORN** (2)  
 One hour lesson weekly and two hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVB1315 TUBA** (2)  
 One hour lesson weekly and two hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVB1411 TRUMPET** (2)  
 One hour lesson weekly and three hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVB1412 FRENCH HORN** (2)  
 One hour lesson weekly and three hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVB1413 TROMBONE** (2)  
 One hour lesson weekly and three hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVB1414 BARITONE HORN** (2)  
 One hour lesson weekly and three hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVB1415 TUBA** (2)  
 One hour lesson weekly and three hours of practice daily.  
 Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVB2221 TRUMPET** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB2222 FRENCH HORN** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB2223 TROMBONE** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB2224 BARITONE HORN** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVB2225 TUBA** (1)  
 One half hour lesson weekly and one hour of practice daily.  
 Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00



<b>MBV2321 TRUMPET</b> (2) One hour lesson weekly and two hours practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVJ1313 JAZZ GUITAR/PRINCIPAL</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MBV2322 FRENCH HORN</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVJ1314 ELECTRIC BASS/PRINCIPAL</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MBV2323 TROMBONE</b> (2) One hour lesson weekly and two of hours practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVJ1410 JAZZ PIANO/MAJOR</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MBV2324 BARITONE HORN</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVJ1413 JAZZ GUITAR/MAJOR</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MBV2325 TUBA</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVJ1414 ELECTRIC BASS/MAJOR</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MBV2421 TRUMPET</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVJ2220 JAZZ PIANO</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MBV2422 FRENCH HORN</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVJ2223 JAZZ GUITAR</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MBV2423 TROMBONE</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVJ2224 ELECTRIC BASS</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MBV2424 BARITONE HORN</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVJ2320 JAZZ PIANO</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MBV2425 TUBA</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVJ2323 JAZZ GUITAR</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MVJ1210 JAZZ PIANO/SECONDARY</b> (1) One half-hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVJ2324 ELECTRIC BASS</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MVJ1213 JAZZ GUITAR/SECONDARY</b> (1) One half-hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVJ2420 JAZZ PIANO</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVJ1214 ELECTRIC BASS/SECONDARY</b> (1) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVJ2423 JAZZ GUITAR</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVJ1310 JAZZ PIANO/PRINCIPAL</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVJ2424 ELECTRIC BASS</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

<b>MVK1111 PIANO CLASS</b> (1) Basic piano skills for the beginning student. Meets Area 7 of the general education requirements for the A.A. degree. Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00	<b>MVK2423 ORGAN</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVK1112 PIANO CLASS II</b> (1) Basic piano skills for the intermediate student. Prerequisite: MVK1111 or its equivalent. Two hours weekly. Meets Area 7 of the general education requirements for the A.A. degree. Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00	<b>MVP1211 PERCUSSION</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVK1211 PIANO</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVP1311 PERCUSSION</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MVK1213 ORGAN</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVP1411 PERCUSSION</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVK1311 PIANO</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVP2221 PERCUSSION</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVK1313 ORGAN</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVP2321 PERCUSSION</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MVK1411 PIANO</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVP2421 PERCUSSION</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVK1413 ORGAN</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVS1116 GUITAR CLASS</b> (1) Class instruction in beginning classical guitar techniques. Meets Area 7 of the general education requirements for the A.A. degree. Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00
<b>MVK2221 PIANO</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVS1211 VIOLIN</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVK2223 ORGAN</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVS1212 VIOLA</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVK2321 PIANO</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVS1213 CELLO</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVK2323 ORGAN</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVS1214 STRING BASS</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVK2421 PIANO</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVS1216 CLASSICAL GUITAR</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVS1311 VIOLIN** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS1312 VIOLA** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS1313 CELLO** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS1314 STRING BASS** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS1316 CLASSICAL GUITAR** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS1411 VIOLIN** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS1412 VIOLA** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS1413 CELLO** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS1414 STRING BASS** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS1416 CLASSICAL GUITAR** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS2221 VIOLIN** (1)  
One half hour lesson weekly and one hour of practice daily.  
Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVS2222 VIOLA** (1)  
One half hour lesson weekly and one hour of practice daily.  
Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVS2223 CELLO** (1)  
One half hour lesson weekly and one hour of practice daily.  
Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVS2224 STRING BASS** (1)  
One half hour lesson weekly and one hour of practice daily.  
Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVS2226 CLASSICAL GUITAR** (1)  
One half hour lesson weekly and one hour of practice daily.  
Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVS2321 VIOLIN** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS2322 VIOLA** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS2323 CELLO** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS2324 STRING BASS** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS2326 CLASSICAL GUITAR** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVS2421 VIOLIN** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS2422 VIOLA** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS2423 CELLO** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS2424 STRING BASS** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVS2426 CLASSICAL GUITAR** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVV1111 VOICE CLASS** (1)  
Fundamentals of voice production and building of solo repertoire. Meets Area 7 of the general education requirements for the A.A. degree.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**MVV1211 VOICE** (1)  
One half hour lesson weekly and one hour of practice daily.  
Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00

**MVV1311 VOICE** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00



<b>MVV1411 VOICE</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVW1411 FLUTE</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVV2221 VOICE</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVW1412 OBOE</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVV2321 VOICE</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVW1413 CLARINET</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVV2421 VOICE</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00	<b>MVW1414 BASSOON</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVW1211 FLUTE</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVW1415 SAXOPHONE</b> (2) One hour lesson weekly and three hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00
<b>MVW1212 OBOE</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVW2221 FLUTE</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVW1213 CLARINET</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVW2222 OBOE</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVW1214 BASSOON</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVW2223 CLARINET</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVW1215 SAXOPHONE</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00	<b>MVW2224 BASSOON</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVW1311 PRINCIPAL FRESHMAN FLUTE</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0080.00	<b>MVW2225 SAXOPHONE</b> (1) One half hour lesson weekly and one hour of practice daily. Lec Hrs = 000 Lab Hrs = 008 Oth Hrs = 080 Fees = 0050.00
<b>MVW1312 OBOE</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVW2321 FLUTE</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MVW1313 CLARINET</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVW2322 OBOE</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MVW1314 BASSOON</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVW2323 CLARINET</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00
<b>MVW1315 SAXOPHONE</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00	<b>MVW2324 BASSOON</b> (2) One hour lesson weekly and two hours of practice daily. Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVW2325 SAXOPHONE** (2)  
One hour lesson weekly and two hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 160 Fees = 0100.00

**MVW2421 FLUTE** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVW2422 OBOE** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVW2423 CLARINET** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVW2424 BASSOON** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

**MVW2425 SAXOPHONE** (2)  
One hour lesson weekly and three hours of practice daily.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 240 Fees = 0100.00

## NURSING TECHNOLOGY

**NUR1021 NURSING PROCESS** (6)  
A theoretical course for the beginning nursing student. nursing process provides the student with the fundamentals of nursing including nursing process, assessment, legalities, hygiene, basic skills, and an understanding of needs of the medical surgical patient. This course contains health teaching, stress, surgical asepsis and preoperative and postoperative care. Prerequisite: BSC1085, BSC1085L, CHM1033. Corequisite: BSC1086, BSC1086L, NUR1021L.  
Lec Hrs = 096 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR1021L NURSING PROCESS CLINICAL LAB** (4)  
A clinical course for the beginning nursing student. Nursing process provides the student with the fundamentals of nursing including nursing process, assessment, legalities, hygiene, basic skills, and an understanding of the needs of medical surgical patients. This course contains health teaching, skills, surgical asepsis, and preoperative and post operative care. Prerequisite: BSC1085, BSC1085L, CHM1033. Corequisite: BSC1086, BSC1086L, NUR1021.  
Lec Hrs = 000 Lab Hrs = 224 Oth Hrs = 000 Fees = 0050.00

**NUR1220 HEALTH ALTERATIONS I** (3)  
Medical surgical nursing I is a course designed to provide the student with knowledge of alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is directed at meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and genito urinary systems into the nursing process.

Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness illness continuum. Prerequisite: APB1812 or BSC1086 APB1812L or BSC1086L, NUR1021, NUR1021L. Corequisite: NUR1220L, DEP2004 or DEP2102, APB1600.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR1220L HEALTH ALTERATIONS I CLINICAL LAB** (2)  
Medical surgical nursing I clinical lab is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations, observational experiences, written assignments and performance exams may be included in this course. Prerequisite: APB1812, or BSC1086, APB1812L, or BSC1086L, NUR1021, NUR1021L. Corequisite: NUR1220.  
Lec Hrs = 000 Lab Hrs = 112 Oth Hrs = 000 Fees = 0025.00

**NUR1421 HEALTH CARE OF WOMEN** (3)  
Health care of women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/new born during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period. Prerequisite: NUR1220, NUR1220L. Corequisite: DEP2004 or DEP2102, and NUR1421L.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR1421L HEALTH CARE OF WOMEN CLINICAL LAB** (2)  
Health care of women is a clinical course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. the major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period. Prerequisite: NUR1220, NUR1220L. Corequisite: DEP2004 or DEP2102, and NUR1421.  
Lec Hrs = 000 Lab Hrs = 112 Oth Hrs = 000 Fees = 0025.00

**NUR1524 NURSING CARE OF THE PSYCHIATRIC PATIENT** (3)  
This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included. Prerequisite: NUR1220, NUR1220L. Corequisite: NUR1524L, DEP2102 or DEP2004.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR1524L NURSING CARE OF THE PSYCHIATRIC PATIENT CLINICAL LAB** (2)

This clinical course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included. Prerequisite: NUR1220, NUR1220L. Corequisite: NUR1524, DEP2102 or DEP2004.

Lec Hrs = 000 Lab Hrs = 112 Oth Hrs = 000 Fees = 0025.00

**NUR1730 PEDIATRIC NURSING AND COMMON ELEMENTS OF NURSING CARE** (3)

The pediatric component of this course is designed to provide an understanding of growth and development through the stages of childhood. The common elements nursing care component is designed to provide an in-depth understanding of common elements related to nursing. Common elements include charting, medical legal issues, nursing process, assessment, diagnostic studies, fluid and electrolyte balance, and acid base balance. Prerequisite: NUR1220, NUR1220L. Corequisite: NUR1730L, DEP2102 or DEP2004.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR1730L PEDIATRIC NURSING AND COMMON ELEMENTS OF NURSING CLINICAL CARE LAB** (2)

This clinical course provides the student with an understanding of growth and development through the stages of childhood, as well as common elements related to nursing. Prerequisites: NUR1220, NUR1220L. Corequisite: DEP2004 or DEP2102, and NUR1730.

Lec Hrs = 000 Lab Hrs = 112 Oth Hrs = 000 Fees = 0025.00

**NUR2001 TRANSITION NURSING I** (9)

This theoretical course for the LPN covers the following concepts: nursing process, legal aspects of nursing, communication techniques, health teaching, and alterations of ingestion, metabolism, elimination, reproduction, and cardio respiratory functions. Prerequisites: CHM1033, BSC1085, BSC1085L. Corequisites: NUR2001L, BSC1086, BSC1086L, APB1600.

Lec Hrs = 144 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR2001L TRANSITION NURSING I CLINICAL LAB** (3)

This course for the LPN provides clinical opportunities to develop in assessment, health teaching, and communication. The student will care for patients who have alterations in ingestion, digestion, metabolism, elimination, reproduction, and cardiorespiratory functions. Prerequisites: CHM1033, BSC1085, BSC1085L. Corequisites: NUR2001, BSC1086, BSC1086L.

Lec Hrs = 000 Lab Hrs = 168 Oth Hrs = 000 Fees = 0050.00

**NUR2203 TRANSITION NURSING III** (4)

This theoretical course for the LPN covers the knowledge necessary to care for adult patients with alterations in endocrine, neurological, musculoskeletal and integumentary function. Prerequisite: NUR2412, NUR2412L. Corequisites: NUR2203L.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR2203L TRANSITION NURSING III CLINICAL LAB** (1)

This course for the LPN provides clinical opportunities to develop skills as related to alterations in the endocrine, neurological, musculoskeletal and

integumentary functions. Prerequisites: NUR2412, NUR2412L. Corequisite: NUR2203.

Lec Hrs = 000 Lab Hrs = 056 Oth Hrs = 000 Fees = 0050.00

**NUR2221 HEALTH ALTERATIONS II** (3)

In this course the student will be responsible for principles of alteration in mobility, skin integrity, and neurological functioning. Concepts of rehabilitations will be emphasized. Prerequisite: All first year nursing courses. Corequisite: NUR2221L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR2221L HEALTH ALTERATIONS II CLINICAL LAB** (2)

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin integrity and neurological functions. This experience will require both clinical and written assignments. Evaluation will be based on their application of the nursing process to assigned students. Prerequisite: All first year nursing courses. Corequisite: NUR2221.

Lec Hrs = 000 Lab Hrs = 112 Oth Hrs = 000 Fees = 0025.00

**NUR2222 HEALTH ALTERATIONS III** (3)

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardio pulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course. Prerequisite: All first year nursing courses. Corequisite: NUR2222L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR2222L HEALTH ALTERATIONS III CLINICAL LAB** (2)

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in cardiopulmonary functioning. This experience will require both clinical and written assignments. Evaluation will be based on the application of the nursing process to assigned patients. Prerequisite: NUR2221, NUR2221L. Corequisite: NUR2222.

Lec Hrs = 000 Lab Hrs = 112 Oth Hrs = 000 Fees = 0025.00

**NUR2223 TRENDS, PRACTICES, AND ROLES** (3)

This course is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse. The focus is directed toward the legal, ethical, and professional responsibilities of the nurse in managerial and coordinating roles. Prerequisite: All previous nursing courses, NUR2222 and NUR2222L. Corequisite: NUR2223L, all remaining general education courses.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**NUR2223L TRENDS, PRACTICES, AND ROLES CLINICAL LAB** (2)

This course is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse at the ADN level. The course is designed to provide the student with an opportunity to



develop leadership and managerial skills necessary for the role of a registered nurse. Prerequisite: All previous nursing courses, APB1600. Corequisite: NUR2223, all remaining general education courses.

Lec Hrs = 000 Lab Hrs = 112 Oth Hrs = 000 Fees = 0050.00

#### **NUR2412 TRANSITION NURSING II (9)**

This theoretical course for the LPN covers the following concept: health care of women as it relates to childbearing, pediatric nursing, and psychiatric nursing. Prerequisites: NUR2001, NUR2001L, BSC1086, BSC1086L. Corequisites: NUR2412L.

Lec Hrs = 144 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **NUR2412L TRANSITION NURSING II CLINICAL LAB (3)**

This course for the LPN provides clinical opportunities to develop skills as it relates to obstetrical, pediatric, and psychiatric nursing. Prerequisites: NUR2001, NUR2001L, BSC1086 and BSC1086L. Corequisites: NUR2412, DEP2004, DEP2102.

Lec Hrs = 000 Lab Hrs = 168 Oth Hrs = 000 Fees = 0050.00

#### **NUR2801 TRANSITION NURSING IV (2)**

This theoretical course for the LPN covers the following concepts: leadership, team management, legal ethical situations, problem solving techniques, interviewing techniques and emergency nursing. Prerequisite: NUR2203, NUR2203L. Corequisites: NUR2801L, all remaining general education requirements.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **NUR2801L TRANSITION NURSING IV CLINICAL LAB (1)**

This course for the LPN provides clinical opportunities to develop leadership skills, team management skills, and legal ethical responsibilities. Prerequisites: NUR2203, NUR2203L. Corequisite: NUR2801, all remaining general education requirements.

Lec Hrs = 000 Lab Hrs = 056 Oth Hrs = 000 Fees = 0050.00

## **OFFICE CAREERS**

#### **OST1103 BASIC TYPING, PART I (1)**

This course offers an introduction to the keyboard with development of fundamental techniques. Laboratory hours are required in addition to the scheduled course hours. Minimum completion speed of 21 words per minute with a 5-error cutoff on 2-minute timed writings using touch technique is required.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00

#### **OST1104 BASIC TYPING, PART 2 (1)**

This typing credit includes skill development, simple correspondence and other business typing. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 27 words per minute with 5-error cutoff on 3-minute timed writings is required.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00

#### **OST1105 BASIC TYPING, PART 3 (1)**

This typing credit includes skill development, business correspondence, business forms, and manuscripts. It begins production development. Laboratory hours are required in addition to the scheduled course hours. A

minimum completion speed of 35 words per minute with 5-error cutoff on 5-minute timed writings is required.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00

#### **OST1113 INTERMEDIATE TYPING, PART 4 (1)**

This typing credit includes skill development, word division, refining business correspondence, tables, and manuscripts. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 39 words per minute with 4-error cutoff on 5-minute timed writings is required.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00

#### **OST1114 INTERMEDIATE TYPING, PART 5 (1)**

This typing credit includes skill development, with an emphasis placed on letter styles, business forms, and reports. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 42 words per minute with 4-error cutoff on 5-minute timed writings is required.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00

#### **OST1115 INTERMEDIATE TYPING, PART 6 (1)**

This typing credit includes skill development, advanced business correspondence, simple financial statements, and business papers. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 45 words per minute with 4-error cutoff on 5-minute timed writings is required.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00

#### **OST1141 COMPUTER KEYBOARDING (1)**

This course prepares students for the growing variety of jobs which require keyboarding skills to input data accurately and quickly. It is designed for all majors by introducing the keyboard with a development of fundamental techniques for touch-keyboarding. Laboratory hours are required in addition to the scheduled course hours. A minimum completion speed of 21 words per minute with 5-error cutoff on 2-minute timed writings is required.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00

#### **OST1211 SHORTHAND I (3)**

This course presents handwritten shorthand theory with an emphasis placed on the development of writing skills and accurate transcription of simple new material dictation. Laboratory hours are required in addition to the scheduled course hours. A minimum shorthand speed of 50 words a minute is required for completion.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

#### **OST1212 SHORTHAND II (3)**

This course covers a review of theory and brief forms, intensive development of shorthand writing skills and transcription skills, new material dictation with previews, and an introduction to usable transcripts of short business letters. Laboratory hours are required in addition to the scheduled course hours. A minimum shorthand speed of 70 words a minute is required for completion.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

- OST1761 MS/DOS** (1)  
This course provides hands-on training using the disk operating system (DOS) of the microcomputer. The students will acquire skills necessary to manage a disk-based microcomputer. Practice creating directories, copying files, formatting disks, and other related activities are emphasized.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00
- OST1790 TELECOMMUNICATIONS** (1)  
A basic hands-on course in telecommunications. Course topics include telecommunications terminology, the use of the computer and modem in direct computer communications, bulletin boards, file manipulation, and the use of on-line communications services available at the college.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00
- OST1811C DESKTOP PUBLISHING** (3)  
This course provides hands on applications with a popular desktop publishing software package. Through the application of desktop publishing techniques, students plan, design, and create documents. Effective typeface and use of graphics and color in a publication's design and function are also covered.  
Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0028.00
- OST1831 WINDOWS/GRAPHICAL ENVIRONMENT** (1)  
This course provides an introduction to the Windows Operating Environment. Students will learn the basic Windows commands including: program manager, file manager, control panel, print manager, write, paintbrush, desktop accessories, PIF applications, optimizing windows, and to open more than one Windows application on screen.  
Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0008.00
- OST2335 BUSINESS COMMUNICATIONS** (3)  
This course provides a study of the techniques of effective business writing communications, oral listening skills, and electronic communication.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00
- OST2391 CPS EXAM PREPERATION PART 1, BEHAVIORAL SCIENCE IN BUSINESS** (1)  
Part 1 prepares students to pass the Behavioral Science in Business section of the Certified Professional Secretary examination.  
Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00
- OST2392 CPS EXAM PREPARATION, PART 2, BUSINESS LAW** (1)  
Part 2 prepares students to pass the Business Law section of the Certified Professional Secretary examination.  
Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00
- OST2393 CPS EXAM PREPARATION, PART 3, ECONOMICS AND MANAGEMENT** (1)  
Part 3 prepares students to pass the Economics and Management section of the Certified Professional Secretary examination.  
Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00
- OST2394 CPS EXAM PREPARATION, PART 4, ACCOUNTING** (1)  
Part 4 prepares students to pass the Accounting section of the Certified Professional Secretary examination.  
Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00
- OST2395 CPS EXAM PREPERATION PART 5, OFFICE ADMINISTRATION AND COMMUNICATION.** (1)  
Part 5 prepares students to pass the Office Administration and Communications section of the Certified Professional Secretary examination.  
Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00
- OST2396 CPS EXAM PREPARATION, PART 6, OFFICE TECHNOLOGY** (1)  
Part 6 prepares students to pass the office technology section of the certified professional secretary examination. Term II/South Campus only.  
Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00
- OST2402 SECRETARIAL PROCEDURES** (3)  
This course is a study of secretarial procedures and practices. It includes decision-making projects and/or discussion related to the duties, responsibilities, and personal qualifications of a secretary. The efficient handling of office matters, such as filing, records management, travel, conferences, the secretarial profession as a career, and methods of acquiring satisfying/challenging positions are covered. Prerequisite: OST1115 (Intermediate Typing, Part 6) or equivalent.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00
- OST2431 LEGAL OFFICE TECHNIQUES I** (3)  
This course provides an introduction to legal terminology, the typing of legal documents and pleadings, and office procedures for law firm employees.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00
- OST2432 LEGAL OFFICE TECHNIQUES II** (3)  
A further study of legal terminology with emphasis on preparation of legal papers. Prerequisite: OST2431 (Legal Office Techniques I).  
Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00
- OST2436 COURT REPORTING PROCEDURES AND TERMINOLOGY** (3)  
This course acquaints students or new Florida reporters with the Florida judicial system. The Florida and Federal rules of court, legal and Latin terminology, and field situations are studied. Guest speakers and field trips are used in the delivery of the subject matter. This course is recommended for those preparing to take the Written Knowledge Test (WKT) portions of the Registered Professional Reporter (RPR) or State Certified Shorthand Reporter (CSR) examinations. Prerequisite: OST1223 (Machine Shorthand III).  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00
- OST2601 TRANSCRIBING MACHINES I** (3)  
This course emphasizes skill development for accurate transcription of recorded dictation to office standard proficiency levels. Special material related to each student's major subject area is provided.  
Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0005.00

**OST2731 INFORMATION/WORD PROCESSING APPLICATIONS 1** (1)

This course introduces the student to operate specific word processing equipment and emphasizes machine proficiency in elementary applications. Laboratory hours are required in addition to the scheduled course hours. Note: A keyboarding speed of 40 words a minute is required.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

**OST2732 INFORMATION/WORD PROCESSING APPLICATIONS 2** (1)

This course continues with the operations of specific word processing equipment not covered in OST2731 and emphasizes machine proficiency in elementary applications, or the continuation of training on the same equipment used in OST2731 with an emphasis placed on processing business correspondence and reports. Laboratory hours are required in addition to the scheduled course hours.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

**OST2733 INFORMATION/WORD PROCESSING APPLICATIONS 3** (1)

This course continues with the operations of specific word processing equipment not covered in OST2732 and emphasizes machine proficiency in elementary applications, or the continuation of training on the same equipment used in OST2732 with an emphasis placed on processing business correspondence and reports. Laboratory hours are required in addition to the scheduled course hours.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

**OST2734 INFORMATION/WORD PROCESSING APPLICATIONS 4** (1)

This course continues with the operations of specific word processing equipment not covered in OST2733 and emphasizes machine proficiency in elementary applications, or the continuation of training on the same equipment used in OST2733 with an emphasis placed on processing business correspondence and reports. Laboratory hours are required in addition to the scheduled course hours.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

**OST2735 INFORMATION/WORD PROCESSING APPLICATIONS 5** (1)

This course continues with the operations of specific word processing equipment not covered in OST2734 and emphasizes machine proficiency in elementary applications, or the continuation of training on the same equipment used in OST2734 with an emphasis placed on processing business correspondence and reports. Laboratory hours are required in addition to the scheduled course hours.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

**OST2736 INFORMATION/WORD PROCESSING APPLICATIONS 6** (1)

This course continues with the operations of specific word processing equipment not covered in OST2735 and emphasizes machine proficiency in elementary applications, or the continuation of training on the same equipment used in OST2735 with an emphasis placed on processing business correspondence and reports.

Laboratory hours are required in addition to the scheduled course hours.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0010.00

## **PEST CONTROL TECHNOLOGY**

**ENY1004 ENTOMOLOGY** (3)

An introduction to the natural history, classification, habits, anatomy, physiology and development of insects and their relatives. Emphasis will be placed on those of pest control significance.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**IPM1111C INSECT IDENTIFICATION** (3)

The systematic identification of insects and other animals of pestiferous and biological importance to the horticultural and structural pest control industries. Two lecture hours and two lab hours per week. Term II.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**IPM1301 PESTICIDES** (3)

The classification, mode of action, toxicity, mixing, registration, and safe application techniques of chemicals used in the pest control industry.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**IPM2612 HOUSEHOLD PESTS AND CONTROL** (4)

A practical approach to the identification, biology, life histories, inspection procedures, and controls involving general household pests.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**IPM2622 WOOD DESTROYING PESTS AND THEIR CONTROL** (4)

A practical approach to the identification, biology, life history, detection and control of the termites, beetles and fungi which destroy wood in structures. The operation and selection of tools and equipment will also be demonstrated and discussed.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**IPM2631 PLANT PEST CONTROL** (4)

The identification and chemical and biological controls of insects and diseases affecting the ornamental plants and turf grasses of South Florida will be stressed along with the proper use of all necessary mechanical equipment.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**IPM2811 PEST CONTROL BUSINESS ADMINISTRATION** (3)

This course is designed for anyone wishing to enhance their business administration skills. Emphasis will be placed on all phases of running a pest control/lawn spraying business. Bookkeeping, production analysis, insurance, laws, taxation, salesmanship and many other business methods as they relate to the pest and lawn care industry will be discussed.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**IPM2932 PEST CONTROL SEMINAR** (1)

Selected current topics in pest control and related subjects.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00



## PHARMACOLOGY

### APBI600 PHARMACOLOGY I (2)

Audiovisual aids are used for reference. A course designed to prepare allied health students in the fundamentals of pharmacology as related to their career fields. Pharmacological contraindications and reactions are described. The administration of medications is detailed.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## PHILOSOPHY

### PHI1100 INTRODUCTORY LOGIC (3)

Study of the principles and evaluation of critical thinking including identification and analysis of fallacious, as well as valid reasoning. Traditional, symbolic and mathematical logic will be considered and foundations will be laid for further study in each area. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### PHI2010 INTRODUCTION TO PHILOSOPHY (3)

An introduction to the nature of philosophy, philosophical thinking, major intellectual events in the history of philosophy, and specific problems in philosophy. Meets Areas 2, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### PHI2600 INTRODUCTION TO ETHICS (3)

A study of the basic concepts and principles of morals, values and judgements that govern human actions, as well as, various ethical theories. Meets Areas 2, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### PHI2930 SPECIAL TOPICS: PHILOSOPHY (3)

Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the PHI2930 course title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## PHYSICAL SCIENCE

### PSCI121 PHYSICAL SCIENCES SURVEY (3)

A survey of physical sciences for the nonscience major. An integrated approach is used to introduce topics in astronomy, chemistry, geology, meteorology and physics. Three hours weekly. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### PSCI191L PHYSICAL SCIENCES LABORATORY (1)

Experiments and exercises which supplement topics covered in PSCI121. Prerequisite or corequisite: PSCI121. Special fee is charged. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

### PSCI1800 EARTH SCIENCE FOR TEACHERS (3)

Study of the earth sciences at an introductory level with emphasis on topics taught in primary and secondary schools. Earth sciences of the local region as well as their important influence on life and man's activities are discussed. This course is designed specifically for teachers.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## PHYSICAL THERAPY ASSISTING

### PIIT1000 INTRODUCTION TO PHYSICAL THERAPY (2)

Course introduces the student to the historical background, philosophy and goals of physical therapy as a profession. It incorporates discussion on legal and ethical issues, educational requirements, supervisory relationships and current developments related to physical therapy. Presents the basic theory, application and indications/contraindications for modality use, as well as, body mechanics, preparation of patient and treatment area, positioning and transferring techniques, gait training, and wheelchair prescription. Special fee is charged. Corequisite APB1811, APB1811L, PHT1000L, CHM1033. Contact hrs: 2 hrs. per wk. Term I/first year. Student lec: 32.0

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### PIIT1000L INTRODUCTION TO PHYSICAL THERAPY LAB (1)

Laboratory sessions for Introduction to Physical Therapy (PHT1000) are designed to allow the students an opportunity to familiarize themselves with the basic fundamentals of patient care. Emphasis is on body mechanic analysis, positioning procedures, transfers, gait training, and basic patient care skills. Skills assignments, as well as, competency evaluations are completed. Prerequisite: None. Corequisite: PHT1000, APB1811, 1811L, CHM1033. Contact hrs: 2 hrs. Per wk. Term I/first year. Student lab: 32.0

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0030.00

### PIIT1103 ANATOMY FOR PHYSICAL THERAPIST ASSISTING (3)

Course introduces basic human anatomy with an emphasis on the structure and function of the skeletal and muscular system. Actions, origins, insertions and innervations of muscles are discussed. Surface anatomy is presented with palpation skills developed. Corequisite: PHT1211, PHT1103L, APB1812, APB1812L. Prerequisite: PHT1000, PHT1000L, APB1811, APB1811L. Contact hrs: 3 hrs per wk. Term II/first year. Student lec: 48.0

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHT1103L ANATOMY FOR PHYSICAL THERAPIST ASSISTING LAB (1)**

Laboratory sessions for Anatomy for PTA (PHT1103) are designed to provide the students with an opportunity to explore surface anatomy, bone structure/landmarks and muscular landmarks. Prerequisite: PHT1000L, PHT1000, APB1811. Corequisite: PHT1103, PHT1211, PHT1211L. Contact hrs: 2 hrs. per wk. Term II/first year. Student lab: 32.0.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**PHT1211 DISABILITIES AND THERAPEUTIC PROCEDURES I (2)**

Course introduces the student to the theories and practical application of physical therapy modalities. The physiological effects of, indications/contraindications of heat, cold, radiant therapy, electrotherapy, traction, intermittent compression and massage are taught. Patient simulations and case studies enhance the ability to fill a prescription for PT. Techniques and theory of chest PT are demonstrated and practiced. Special fee charged. Prerequisite: PHT1000, PHT1000L, APB1811, APB1811L. Corequisite: APB1812, APB1812L, PHT1103, PHT1211L, PHT1103L. Contact hrs: 2 hrs. per wk. Term II/first year. Student lec: 32.0.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHT1211L DISABILITIES AND THERAPEUTIC PROCEDURES I LAB (2)**

Laboratory sessions for Disabilities & Therapeutic Procedures (PHT1211) are designed to develop student skills in the actual performance of all modalities presented. Practical application of each modality's use is emphasized with student given adequate opportunity to practice with each modality, as well as, to complete competency evaluations. Skills in massage and ROM are also developed. Prerequisite: PHT1000, PHT1000L, APB1811, APB1811L. Corequisite: APB1812, APB1812L, PHT1103, PHT1211. Contact hrs: 4 hrs. per week. Term II/first year. Student lab: 64.0  
Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0030.00

**PHT1300 SURVEY OF PATHOLOGICAL DEFECTS (3)**

Course introduces the student to general pathological conditions with emphasis on those commonly seen in the field of physical therapy. Descriptions of how diseases are classified, diagnosed and treated, as well as, the natural course and prognosis of these diseases are presented. When relevant, specific physical therapy plans are discussed. The effects of aging upon disease and in general are considered. Prerequisite: None. Corequisite: APB1811, APB1811L, PHT1000, PHT1000L. Contact hours: 3 hr/wk, Term I/first year.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHT1350 BASIC PHARMACOLOGY FOR PHYSICAL THERAPY ASSISTING (1)**

Course introduces concepts of basic pharmacology and presents pharmacological agents dispensed for conditions commonly seen by physical therapists. Drug responses and interactions as they relate to patient response are discussed. Prerequisite: none. Corequisite: PHT2120, PHT2162. Term I/second year.  
Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHT1801L CLINICAL PRACTICE I (3)**

Course involves student assignment to a local clinical facility. Includes scheduled class meetings to discuss policies/procedures, appropriate dress and conduct, evaluation and grading processes, and overall requirements for the practicum. Discussions also include professionalism, attitudes, patient rapport, inter/intradepartmental rapport, etc. A journal report of clinical experiences is required. Students receive pass/fail grade. Prerequisite: PHT1103, PHT1211. Corequisite: PHT2224, PHT2224L. Contact hrs: 12 hrs. per week, Term IIIA, first year.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 072 Fees = 0020.00

**PHT2120 APPLIED KINESIOLOGY (2)**

Course designed to instruct the student in principles of applied anatomy. Reinforcement of palpation and observational skills with regards to the analysis of human movement is stressed. The singular and combined functions of the muscular and skeletal systems, the principles of biomechanics and the various aspects of normal and pathological gaits are presented. Goniometry and manual muscle testing procedures are reviewed. Prerequisite: PHT2224, PHT2224L. Corequisite: PHT2162, PHT2810L, PHT2120L. Contact hrs: 2 hrs. per wk. Term I/second year. Student lec: 32.0  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHT2120L APPLIED KINESIOLOGY LAB (1)**

Laboratory sessions for Applied Kinesiology (PHT2120) are designed to allow the students to practice the skills of goniometry and manual muscle testing. Observation of normal and abnormal gait patterns, as well as, analysis of UE and LE movement patterns are performed. Prerequisite: PHT1103, PHT2224. Corequisite: PHT2162, PHT2120, PHT2810. Contact hrs: 2 hrs. per wk. Term I/second year. Student lab: 32.0  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**PHT2162 SURVEY OF NEUROLOGICAL DEFICITS (3)**

Course introduces the etiology, symptoms and treatment of common neuromuscular diseases/conditions. Developmental sequence is presented. Psychiatric illness and its physical problems are discussed. Basic neuroanatomy is reviewed. Neurodiagnostic procedures are presented. Specific case study assignments of various neurological conditions are completed and discussed. Prerequisite: PHT2224L, PHT2224. Corequisite: PHT2120, PHT2801L. Contact hrs: 2 hrs. per week. Term I/second yr. Student lec: 32.0.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHT2224 DISABILITIES AND THERAPEUTIC PROCEDURES II (2)**

Course introduces concepts of therapeutic exercise with regards to its principles, objectives, categories, and various applications of specific exercise regimes. Orthopedic, medical, and surgical conditions commonly referred to PT are presented with emphasis on etiology, symptoms, and treatment. Prerequisites: PHT1211, PHT1103. Corequisite: PHT1801L, PHT2224L. Contact hrs: 4 hrs. per wk. Term IIIA first yr. Student lec: 32.0.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00



**PHT2224L DISABILITIES AND THERAPEUTIC PROCEDURES II LAB** (1)

Laboratory sessions for Disabilities and Therapeutic Procedures II (PHT2224) are designed to provide the student with observation and actual application of therapeutic exercise in the laboratory setting. Case studies of various medical conditions with emphasis on therapeutic remediation are presented. Prerequisite: PHT1103, PHT1211. Corequisite: PHT2224. Contact hrs: 4 hrs per wk. Term IIIA/first yr. Student lab: 24.0. Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**PHT2701 REHABILITATION PROCEDURES** (2)

Advanced course designed to develop skill in and understanding of the underlying principles of advanced physical therapy treatment approaches. Techniques covered include: advanced therapeutic exercise programs (stroke, spinal cord injured, etc.) proprioceptive neuromuscular facilitation (PNF), Bobath and Brunnstrom approaches to pediatrics and stroke patients. Principles and practices of prosthetic and orthotic devices are detailed. Fitting of these devices and check out procedures are reviewed. Prerequisite: PHT2162, PHT2120, PHT2120L. Corequisite: PHT2820L, PHT2701L. Contact hrs: 2 hrs. per wk. Term II/second year. Student lab: 32.0. Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHT2701L REHABILITATIVE PROCEDURES LAB** (1)

Laboratory sessions for Rehabilitative Procedures (PHT2701) are designed for the students to practice the utilization of developmental postures in treatment as well as PNF, facilitation/inhibition techniques and other forms of advanced therapeutic exercise approaches. Stump wrapping and management of orthotic/prosthetic techniques are practiced. Prerequisites: PHT2162, PHT2120. Corequisites: PHT2701, PHT2820L, PHT2931. Contact hrs: 2 hrs. per week. Term II/second yr. Student lab: 32.0. Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**PHT2810L CLINICAL PRACTICE II** (6)

Course involves student assignment to local clinical facility. Includes scheduled class meeting to review clinical responsibilities, policies procedures, etc. Class discussions are held to share and discuss experiences, patient care problems, etc. A clinical journal and case study report are required. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strengths/weaknesses with appropriate target dates and methods of amelioration if needed. Students receive a pass/fail grade. Prerequisite: PHT1801L. Corequisite: PHT2120, PHT2162. Contact hrs: 24 hrs. per wk over fifteen wk period. Term I, second yr. Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 360 Fees = 0020.00

**PHT2820L CLINICAL PRACTICE III** (5)

Course involves full time student assignment to a local clinical facility. Includes scheduled class meetings to discuss common clinical concerns and experiences. A clinical journal and case study report are required. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strength/weaknesses with ap-

propriate target dates and methods of amelioration where necessary. Students receive a pass/fail grade. Prerequisite: PHT2810L. Corequisite: PHT2701, PHT2701L, PHT2931. Contact hrs. 40 hrs. per week over a 7.5 week period. Term IIB, second year. Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 300 Fees = 0020.00

**PHT2931 TRANSITION SEMINAR** (2)

A discussion and presentation seminar course on legal and ethical issues, interpersonal skill refinement, employment techniques and various trends in the field of physical therapy. Prerequisite: PHT2162, PHT2120. Corequisite: PHT2701, PHT2701L, PHT2820L. Two (2) hours per week. Term II/second year. Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

## PHYSICS

**PHY1001 APPLIED PHYSICS** (3)

General physics course accompanied by an optional laboratory. Contents: mechanics, electricity, and magnetism. Intended for students in general education and technical fields. Students majoring in a technical field should take PHY1001L concurrently with PHY1001. Prerequisite: MAT1034. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree. Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHY1001L APPLIED PHYSICS LAB** (1)

Laboratory which meets for two hours per week for the purpose of demonstrating and verifying the theories of mechanics, electricity and magnetism. The concept of heat is introduced and experiments are performed to illustrate this concept. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree. Pre or Corequisite: PHY1001. Special fee is charged. Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**PHY1004 APPLIED PHYSICS I: THE MECHANICAL UNIVERSE** (3)

A telecourse for the first semester of an introductory physics which uses advanced computer animation, scientific experiments, and other techniques to convey an understanding of classical mechanics, fundamental forces and conservation laws. Credit will not be given for both this course and PHY1001. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree. Pre or Corequisite: MAT1034 or Finite Math, MGF1202. Lec Hrs = 012 Lab Hrs = 000 Oth Hrs = 036 Fees = 0000.00

**PHY1014 PRINCIPLES OF PHYSICS FOR TEACHERS I** (3)

A course for present and prospective K-12 teachers of science. This first part will include those principles relating to physical properties of matter, the concepts of accelerated linear motion and the transformations of energy. Lab experiences and activities will introduce measurement techniques, including Monte Carlo probability, and applications of principles of everyday experiences. This course will not satisfy the general education requirements for the AA degree. Lec Hrs = 032 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00



**PHY1016 PRINCIPLES OF PHYSICS FOR TEACHERS II (3)**

A course for present and prospective K 12 teachers of science. This is the second of a three part sequence. It will comprise the physical principles relating to electricity and magnetism, emphasizing lab experiences and activities which use simple circuits and measuring instruments including the oscilloscope. Prior knowledge of physics is not required. This course will not satisfy the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHY1017 PRINCIPLES OF PHYSICS FOR TEACHERS III (3)**

A course for present and prospective K-12 teachers of science. This third part of the physics sequence will concentrate on the study of waves and vibratory phenomena: mechanical waves, sound, light, the electromagnetic spectrum, lasers and matter waves. Lab experiences and activities will explore applications of the associated physical principles. This course will not satisfy the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

**PHY2048 GENERAL PHYSICS WITH CALCULUS I (4)**

Part one of a two term comprehensive course in physics involving the use of calculus in problem solving. Topics include mechanics, heat, wave motion and sound. Four hours weekly. Pre or Corequisite: MAC2312 with a grade of "C" or higher. Corequisite: PHY2048L. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHY2048L GENERAL PHYSICS WITH CALCULUS I LAB (1)**

Laboratories designed to accompany PHY2048. One two hour period each week. Corequisite: PHY2048. Meets Areas 4A, 5 or 7 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**PHY2049 GENERAL PHYSICS WITH CALCULUS II (4)**

The second part of a two term physics course employing the use of calculus. Topics covered during this term are electricity, magnetism, and optics. Four hours weekly. Prerequisite: PHY2048 with a grade of "C" or higher. Prerequisite or Corequisite: MAC2313 with a grade of "C" or higher. Corequisite: PHY2049L. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHY2049L GENERAL PHYSICS WITH CALCULUS II LAB (1)**

A continuation of laboratory experiences chosen to coincide with the topics of electricity, magnetism, optics. One two hour period per week. Meets Areas 4B, 5 or 7 of the general education requirements for the A.A. degree. Prerequisite: PHY2048 and PHY2048L with a grade of "C" or higher. Corequisite: PHY2049. Special fee charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**PHY2053 GENERAL PHYSICS I (3)**

A general physics course employing algebra and trigonometry to explain the quantitative aspects of

mechanics, properties of matter, heat and sound. Three hours weekly Prerequisite: MTB1322 or MAC1133 with a grade of "C" or higher. Corequisite: PHY2053L. Meets Areas 4A, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHY2053L GENERAL PHYSICS I LAB (1)**

Laboratories designed to accompany the topics under study in PHY2053. One two hour period per week. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree. Corequisite: PHY2053. Special fee charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**PHY2054 GENERAL PHYSICS II (3)**

The second part of a two term physics course employing algebra and trigonometry. Topics covered during this term are electricity, magnetism and optics. Three hours weekly. Prerequisite: PHY2053 with a grade of "C" or higher. Corequisite: PHY2054L. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PHY2054L GENERAL PHYSICS II LAB (1)**

Laboratory experiences designed to accompany the topics under study in PHY2054. One two hour period per week. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree. Prerequisite: PHY2053L with a grade of "C" or higher. Corequisite: PHY2054. Special fee charged.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**PHY2464 ACOUSTICS (3)**

A survey of basic topics in the physical properties of sound and music, including an in depth study of wave motion, pitch, timbre intensity, and the nature of stringed, wind, percussion, and vocal instruments. Three hours weekly. Prerequisite: MAT1034 with a grade of "C" or higher. Prerequisite or Corequisite: MUT1121 or consent of instructor. Meets Areas 4A, 5 or 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## POLITICAL SCIENCE

**CPO2002 INTRODUCTION TO COMPARATIVE GOVERNMENT (3)**

This course is a survey of political systems in the developed and the underdeveloped world. Democratic, nondemocratic, unitary, and Federal systems will be analyzed and contrasted. Also the European community will be examined as an example of multinational cooperation. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**CPO2140 GOVERNMENT AND POLITICS OF SPAIN (3)**

An introduction to the understanding of Spain's governmental process, with emphasis on the structure of Spanish politics, the constitutional framework, the working of the bureaucracy, and the role of interest groups within the context of Spain's constitutional set-

ting. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **INR2002 INTRODUCTION TO INTERNATIONAL RELATIONS (3)**

A consideration of the concepts of sovereignty, power, security; national interest in the determination of foreign policy; the United Nations and its functions and limitations; study of the employment of these concepts in analysis of foreign policy developments of leading nations and the emerging nations. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **PAD2002 INTRODUCTION TO PUBLIC ADMINISTRATION (3)**

This introductory course examines the governmental context of public administration including political values, bureaucratic politics, leadership and inter-governmental relations; organizational theory including decision making and organizational structure; and the administrative process including public personnel administration, budgeting, policy making and governmental regulation. The objective of this course is to provide the student with an overview of public administration with an emphasis on the political context. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **POSI041 NATIONAL GOVERNMENT (3)**

Study of theory, principles, and institutions involved in the American National Government. Meets Areas 3, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **POSI112 STATE AND LOCAL GOVERNMENT (3)**

Study of the principles and institutions of American state and local government. Meets Areas 3, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **POS2601 THE AMERICAN CONSTITUTION (3)**

A study of the basic elements of the U.S. Constitution as they impact society and the individual. Emphasis is placed upon the document's theoretical, as well as, pragmatic applications. Course is taught from perspectives which are primarily historical and cultural. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 048 Fees = 0000.00

## **POSTAL MANAGEMENT**

#### **MNA1392 USPS CUSTOMER SERVICE (3)**

This course provides a study of services available for postal customers. It covers customer relations, unit operations, retail and window service operations, and analysis of city and rural delivery. Other topics include safety, route inspections, growth management and

address systems management.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MNA1394 POSTAL FINANCE (3)**

This course provides a study of accounting and finance in the USPS. The fundamentals and procedures of postal accounting are surveyed. In addition, the forms and materials incorporated in postal finance are studied.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MNA1395 USPS MAIL PROCESSING I (3)**

This course provides an introduction to the functions and objectives of mail processing. It develops postal terminology by covering topics in facility operating plans, distribution systems, National Work Hour Reporting System, Management Operating Data System and the objectives of the Origin-Destination Information System.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MNA1396 USPS MAIL PROCESSING II (3)**

A continuation of MNA1395 covering topics in the areas of platform operations, National Air and Surface Schemes, airport mail facility operations, automation and mechanization, and manual distribution. Prerequisite: MNA1395.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **MNA2398 POSTAL LABOR RELATIONS (3)**

This course surveys the laws and practices of labor/management in the United States Postal Service. Emphasis is placed on national and local agreements with the various bargaining units. Grievance procedures, disciplinary action procedures, and the role of the National Labor Relations Board are topics studied as these relate to the development of human resource policies.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## **PSYCHOLOGY**

#### **CLP2000 PSYCHOLOGY OF ADJUSTMENT (3)**

A basic study of personality, psychological remediation and maintenance. Focus is given to topics related to motivation, frustration, aggression, stress, conflict, affection development and personal adjustment. Recommended for students who do not intend to take PSY2012. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **DEP2004 DEVELOPMENTAL PSYCHOLOGY (3)**

This is a general life span developmental psychology offering that considers human growth from conception to death. It is designed to give a general overview of the developmental processes. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

#### **DEP2102 DEVELOPMENTAL PSYCHOLOGY I: CHILD PSYCHOLOGY (3)**

Study of the concepts and principles of the areas of physiological and psychological growth and development in infancy and childhood. Prerequisite: PSY2012.

Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEP2302 DEVELOPMENTAL PSYCHOLOGY II: ADOLESCENT AND YOUNG ADULT** (3)

The personal, social and developmental aspects of adolescence and early adulthood are reviewed in this course. A focus is placed upon the research dealing with the characteristic problems and adjustments of this life stage. Prerequisite: PSY2012. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEP2402 DEVELOPMENTAL PSYCHOLOGY III: ADULTHOOD AND AGING** (3)

A developmental course that focuses on cultural assessment of the psychological effective and cognitive needs of adulthood. Particular emphasis is given to the developmental stages and passages associated with aging. Prerequisite: PSY2012. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**DEP2481 THE PSYCHOLOGY OF DYING** (3)

An examination of the historical and present perspectives of death and dying in an intensive assessment of the psychological and cultural factors that serve as the etiological basis of this phenomena. Topics include grief, euthanasia, eschatology, the dying person, the hospice systems, bereavement, and widowhood. Prerequisite: PSY2012. Meets Areas 5 and 7 A.A degree general education requirements.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**INP1301 HUMAN RELATIONS IN BUSINESS AND INDUSTRY** (3)

Introductory course to the study of human behavior, emphasizing its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of others. Also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selection and training, and supervisory practices. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PSY2012 GENERAL PSYCHOLOGY** (3)

Scientific approach to basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PSY2012L GENERAL PSYCHOLOGY LAB** (1)

This laboratory course parallels and supplements the instruction given in General Psychology (PSY2012). Illustrated in this course are a variety of experimental and behavioral activities that demonstrate the scientific

basis of psychology. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0003.00

**PSY2043 ADVANCED GENERAL PSYCHOLOGY** (3)

The rationale, methods, and application of the scientific analysis of behavior. Emphasis is placed on the lawfulness of behavior, how behavioral laws are found and used in the modification of behavior. Prerequisite: PSY2012. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0008.00

**PSY2905 INDEPENDENT STUDY IN PSYCHOLOGY** (3)

A directed study course in the Behavioral Sciences. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the head of the Behavioral Sciences Department via an instructor. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**PSY2930 SPECIAL TOPICS: PSYCHOLOGY** (3)

Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the PSY2930 title published in the course schedules for each term that the course is offered. Special topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SLS1201 PERSONAL DEVELOPMENT** (1)

This course is designed to introduce the student to self/other perception processes, responsible decision making, identification and expression of affective states, causation and locus of control, attribution, visualization, and handling dangerous situations. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SOP2002 SOCIAL PSYCHOLOGY** (3)

This course provides scientifically based constructs used in understanding social phenomena and their impact on the individual. Identification of the social and psychological variables that give human behavior a predictable base is stressed. Topics considered include human nature, psychological development, sex role identification, love, affiliation, aggression, image management, attitudes, opinion manipulation, morality, leadership, group dynamics, attribution and construct theory. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00



## RADIATION THERAPY

### RAT1001 INTRODUCTION TO RADIATION THERAPY (3)

An introduction to the clinical institution and the radiation therapy department. Stresses the ethics of patient/oncologist/therapist relationship, nursing procedures, safety precautions necessary for therapy patients, and the keeping of records. 3 hrs. lec. Prerequisite: Certificate: Program Admission. A.S. degree program: Comp Elect. ENC1101, MAT1034 or MAT1310, BSC1085/1085L, CHM1033. Corequisite: Certificate: RAT1021, RAT2617, RAT1211. A.S. Degree program: APB1812/1812L, Hum Elect, Beh/Soc Science Elective, HPRD Wellness course.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RAT1111 RADIOGRAPHIC PROCESS (2)

Provides the student with instruction on the principles of radiographic exposure, the processing of film and the positioning of patients for simulated procedures. Prerequisite: Certificate Program: Program Admission. A.S. degree program: RAT1804. Corequisites: A.S. degree programs RAT1111L, RAT1021, RAT2617, RAT1023.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0020.00

### RAT1111L RADIOGRAPHIC PROCESS LAB (1)

Laboratory experience exposing phantom body parts to radiation to allow therapy students to practice positioning skills. Laboratory accompanies RAT1111 lecture. Prerequisite: A.S. degree program: RAT1804. Corequisite: A.S. degree programs: RAT1021, RAT1111, RAT2617, RAT1023, RAT2814.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

### RAT1804 CLINIC EDUCATION (3)

The student is oriented to radiation therapy procedures in a local radiation therapy department. Students are closely supervised by registered Radiation Therapy Technologists as they are introduced to nursing procedures, record keeping, and treatment units. Prerequisites: Certificate Program - RAT1001. Corequisites: None. Term III-B.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0004.00

### RAT2021 PRINCIPLES OF RADIATION THERAPY (3)

An introduction to the principles of radiation therapy and radiation protection providing the student with basic concepts to prepare him/her for clinical education. Prerequisite: Certificate Program: RAT1001. A.S. Degree Program: Program Admission. Corequisites: Both programs: RAT2617, RAT1211, RAT1023, RAT2840L.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RAT2022 PRINCIPLES OF RADIATION THERAPY II (2)

A continuation of the fundamentals of technologic applications in simulation and patient treatment. Prerequisites: RAT2021, RAT2617, RAT1023, RAT2814. Corequisites: RAT2618, RAT2241, RAT2619.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RAT2023 RADIATION ONCOLOGY (3)

A study of the fundamentals of clinical radiation oncology stressing the following: etiology, epidemiology, histopathology, symptoms, diagnosis, staging, prognosis and the therapeutic aim of malignant conditions. Prerequisite: CERTIFICATE: Program Admission. Associate Degree: RAT1804. Corequisite: A.S. and Certificate programs: RAT2021, RAT2617, and RAT2814.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RAT2241 PATHOLOGY AND RADIOBIOLOGY (2)

A study of the sequence of events following the absorption of energy from ionizing radiation. To include a study of human disease in terms of cell, the tissue, the organs, and the organ system. Emphasis is placed on the concepts of growth disturbances, on cancer; its frequency and significance, its etiology, manifestations, natural history and treatment. Prerequisite: Certificate and A.S. degree programs: RAT1021, RAT2617, RAT1023, RAT2814. Corequisites: Certificate and A.S. degree programs: RAT2021, RAT2657, RAT2618, RAT2619, RAT2824.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RAT2617 ADVANCED RADIATION THERAPY PHYSICS I (2)

The fundamentals of X-ray, gamma, and corpuscular radiation as applied to radiation therapy. Prerequisites: Certificate program - Program Admission. A.S. Program - RAT1001. Corequisites: Certificate Program - RAT1021, RAT1023, RAT2814. A.S. Program - RAT1021, RAT1111, RAT1111L, RAT1023, RAT2814.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RAT2618 ADVANCED RADIATION PHYSICS II (2)

Advanced physics of ionizing radiation including measurement, dosage, absorption, isodose curves, filters, radium, treatment units and planning. Prerequisite: Certificate and A.S. degree programs: RAT1021, RAT2617, RAT1023, RAT2814. Corequisites: RAT2021, RAT2241, RAT2619/2619L, RAT2824.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RAT2619 DOSIMETRY AND COMPUTER TREATMENT PLANNING (2)

The study of radiation dose measurement and instrumentation usage. The need for accuracy is stressed. Prerequisite: Certificate and A.S. degree programs: RAT1021, RAT2617, RAT1023, RAT2814. Corequisites: Certificate and A.S. degree programs: RAT2021, RAT2618, RAT2241, RAT2824, RAT2657.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RAT2619L DOSIMETRY AND COMPUTER TREATMENT PLANNING (1)

Introduction to computer application in treatment planning in brachytherapy and external beam treatments. Prerequisite: Certificate and A.S. degree programs: RAT1021, RAT2617, RAT1023, RAT2814. Corequisites: Certificate and A.S. degree programs: RAT2021, RAT2618, RAT2241, RAT2824, RAT2657.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**RAT2834 CLINIC EDUCATION (4)**  
The most advanced clinical education as evidenced by the level of competency of the student upon completion of clinic RAT2850L. Successful completion to this course will ensure that the student is competent upon graduation to assume all of the responsibilities required of a registered radiation therapy technologist. Prerequisites: Certificate and A.S. degree students: RAT2021, RAT2618, RAT2241, RAT2824. Corequisites: None.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 512 Fees = 0004.00

## RADIOGRAPHY

**RAT2657 HYPERTHERMIA AND QUALITY ASSURANCE (2)**  
Will present an in depth study of the principles and concepts of Quality Assurance and Hyperthermia to include the history, theory, biological effects and their relationship to Oncology. Prerequisites: RAT1021, RAT1023, RAT2617. Corequisites: RAT2241, RAT2021, RAT2618.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RAT2814 CLINIC EDUCATION (3)**  
Patient treatment competency assignments are continued in clinic. The student's responsibilities increase as more complex competencies in patient treatment are mastered. Prerequisite: Certificate: Program Admission. A.S. Degree: RAT1804. Corequisites: Certificate: RAT1021, RAT2617, RAT1111/1111L, RAT1023. Corequisite: A.S. Degree: RAT1021, RAT2617, RAT1211, RAT1023.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0004.00

**RAT2824 CLINIC EDUCATION (3)**  
Advanced clinical education stressing practical application of dosimetry competencies under the direct supervision of a medical physicist or dosimetrist. Continuation of advanced patient treatment competencies under the supervision of a registered radiation therapy technologist. Prerequisite: Certificate and A.S. degree programs: RAT1021, RAT2841, RAT2617. Corequisite: Certificate and A.S. degree programs: RAT2021, RAT2618, RAT2241, RAT2619/2619L.  
Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0004.00

**RTE1000 RADIOLOGIC TECHNOLOGY I (2)**  
The organization and operation of a radiology department; radiologic procedures to include radiation protection, darkroom technique, basic exposure factors, films and film holders, and professional development. Prerequisite: Program Admission. Corequisite: RTE1503, RTE15103L, RTE1111, RTE1804. Term I.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE1111 NURSING PROCEDURES RADIOLOGIC TECHNOLOGY (2)**  
Nursing procedures and patient care as related to diagnostic procedures in radiologic technology. Topics include: medical legal ethics, infection control, basic patient care, body mechanics, medical emergencies, and special procedures. Prerequisite: Program Admissions. Corequisite: RTE1503, RTE1000, RTE1804.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE1418 PRINCIPLES OF IMAGING I (2)**  
A study of the production and properties of X-radiation, primary exposure factors as they relate to the formulation of radiographic technique, the properties and characteristics of films/filmholders and the primary factors of radiographic quality. Prerequisite: RTE1000, RTE1111, RTE1503 and RTE1804. Corequisite: RTE1513, RTE1814, RTE1613 and RTE1513L.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE1418L PRINCIPLES OF IMAGING I LAB (1)**  
Practical application of theory taught in RTE1418. Students perform laboratory experiments to demonstrate concepts taught in lecture. Prerequisite: RTE1000, RTE1111, RTE1804, RTE1503. Corequisite: RTE1513, RTE1418, RTE1814, RTE1613.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**RTE1503 RADIOGRAPHIC ANATOMY AND POSITIONING I (2)**  
Anatomy and radiographic techniques related to the chest, abdomen, upper and lower gastrointestinal tract, biliary, and urinary systems. Prerequisite: Program Admission. Corequisite: RTE1000, RTE1111, RTE1804, and RTE1503L. 2 hrs. lec. Term I.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE1503L RADIOGRAPHIC ANATOMY AND POSITIONING I LAB (1)**  
Practical application of theory taught in RTE1502 class. Students practice techniques relating to radiography of the chest, abdomen, upper and lower gastrointestinal tracts, biliary, and urinary systems. Prerequisite: Program Admission. Corequisite: RTE1503, RTE1000, RTE1111, RTE1804. 2 hrs. lab/Term I.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**RTE1513 RADIOGRAPHIC ANATOMY AND POSITIONING II (3)**  
The principles of radiographic anatomy and positioning related to the upper and lower extremities including the shoulder and pelvic girdle and the thorax to include ribs, sternum and mammary glands. Prerequisite: RTE1503, RTE1111, RTE1000. Corequisite: RTE1513L, RTE1418, RTE1613.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE1513L RADIOGRAPHIC ANATOMY AND POSITIONING II LAB (1)**  
Laboratory course content parallels the material taught in the lecture portion (RTE1513) which must be taken concurrently with this lab. Course content will include the same topics covered in lecture, i.e. the upper and lower extremity, including: shoulder and pelvic girdle and the thorax to include ribs, sternum, and mammary glands. Prerequisite: RTE1503, RTE1503L, RTE1000, RTE1111. Corequisite: RTE1513, RTE1418, RTE1613.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**RTE1613 RADIOGRAPHIC PHYSICS I (2)**  
Introduction to the fundamentals of physics involved in the operation of radiographic equipment to include: units of measurement, matter, energy, mechanics, magnetism, electrostatics, and electrodynamics. Prerequisite: RTE1503, RTE1000, RTE1111.

Corequisite: RTE1513, RTE1418, RTE1814.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**RTE1804 CLINICAL EDUCATION I (2)**

Provides the student with clinical experience in the hospital and involves the application of the theory covered in lecture. Also includes darkroom practice, principles of radiology and film critique. Meets 16 hours per week. Prerequisite: Program Admission. Corequisite: RTE1000, RTE1503, RTE1503L, RTE1111, Term I.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 256 Fees = 0020.00

**RTE1814 CLINICAL EDUCATION II (2)**

Continuation of RTE1804 with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on upper and lower extremities, fluoroscopic procedures and film critique. Meets 16 hours per week. Prerequisite: RTE1111, RTE1804, RTE1502, RTE1502L. Corequisite: RTE1512, RTE1512L, RTE1418, RTE1612, Term II.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 256 Fees = 0020.00

**RTE1824 CLINICAL EDUCATION III (3)**

A continuation of RTE1814 with students performing radiographic examinations under direct supervision. Emphasis is placed on the spine, thorax, and film critique. Students will begin to perform procedures unassisted. Meets 32 hours per week for 12 weeks. Prerequisite: RTE1513, RTE1814, RTE1613. Corequisite: None, Term III, Year I.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0020.00

**RTE2385 RADIATION BIOLOGY AND PROTECTION (2)**

Study of the biological effects associated with exposure to ionizing radiation and the accepted radiation protection principles and practices. Topics will include: radiation sources, radiation/matter interaction modes, cellular, tissue and total body biological response patterns, radiation detection and measurement and federal and state radiation protection guidelines relating to equipment and personnel. Prerequisite: RTE1824. Corequisite: RTE2623, RTE2523, RTE2834. Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**RTE2457 PRINCIPLES OF IMAGING II (2)**

A study of the factors that affect radiographic quality, solving technique problems and developing technique charts. Prerequisite: RTE2523, RTE2623, RTE2834. Corequisite: RTE2782, RTE2844, RTE2457L. 2 hrs. lec. Term II.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE2457L PRINCIPLES OF IMAGING II LAB (1)**

Practical application of theory taught in RTE2457 class. Students perform laboratory experiments to demonstrate factors affecting radiographic quality. Prerequisite: RTE2523, RTE2623, RTE2834. Corequisite: RTE2782, RTE2844, RTE2457. 2 hrs. lab./Term II.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**RTE2473 RADIOGRAPHIC QUALITY ASSURANCE (2)**

Practices and procedures related to radiographic quality assurance and quality control. Prerequisite: RTE2782, RTE2457, RTE2844. Corequisite: RTE2573, RTE2854. 2 hrs. lec./Term II. 2nd year.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**RTE2523 RADIOGRAPHIC ANATOMY AND POSITIONING III (3)**

The principles of anatomy and positioning related to the spine to include sacrum and coccyx, cranium and facial bones. Students learn anatomy of the body parts and the radiographic positions/projections routinely employed in the imaging of those parts. Prerequisite: RTE1824. Corequisite: RTE2834, RTE2385, RTE2523L, RTE2623.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE2523L RADIOGRAPHIC ANATOMY AND POSITIONING III LAB (1)**

Practical application of the theory taught in RTE2521. Students practice spine, cranium and facial bone radiography. Prerequisite: RTE1824. Corequisite: RTE2623, RTE2385, RTE2384, RTE2523.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0020.00

**RTE2573 SURVEY OF IMAGING MODALITIES (2)**

A study of the imaging modalities which exist in conjunction with the radiology department to include nuclear medicine, diagnostic medical, sonography, C.T. scanning, radiation therapy, and magnetic resonance imaging. Prerequisite: RTE2782, RTE2457, RTE2844. Corequisite: RTE2473, RTE2854. 1 hr. lec. Term III. 2nd year.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE2623 RADIOGRAPHIC EQUIPMENT (3)**

A study of the physical basis of operation of Radiographic equipment. Emphasis includes: x-ray equipment circuitry and components, x-ray tubes, image intensifiers, TV monitors and video recorders, serial film changers, multi-phasic generators, conventional and digital image subtraction equipment, digital equipment, non-film imaging equipment, accessory equipment and x-ray production and interaction process processes. Prerequisite: RTE1824. Corequisite: RTE2523, RTE2385, RTE2834.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0010.00

**RTE2782 RADIOGRAPHIC PATHOLOGY (2)**

An introduction to the study of human disease and the radiographic appearances of specific diseases. Topics will include: Pathogenesis, disease classification systems, and the study of specific diseases of the respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoietic, endocrine and reproductive systems with radiologic imaging considerations. Prerequisites: RTE2523, RTE2385, RTE2623. Corequisites: RTE2457, RTE2844.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RTE2834 CLINICAL EDUCATION IV (3)**

A continuation of RTE1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on radiography of the skull. The



student is expected to work with indirect supervision. Meets 24 hours per week, includes film critique. Prerequisite: RTE1824. Corequisite: RTE2523, RTE2385, RTE2623. 1 hr. lec. Term I 2nd year.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0020.00

**RTE2844 CLINICAL EDUCATION V** (3)

A continuation of RTE2834 with students perfecting positioning skills and learning to work independently. Emphasis is placed on completing clinical competencies. Includes film critique. Meets 24 hours per week. Prerequisite: RTE2523, RTE2834, RTE2385. Corequisite: RTE2457, RTE2782.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 384 Fees = 0020.00

**RTE2854 CLINICAL EDUCATION VI** (1)

A continuation of RTE2844 with students practicing skills independently. Includes rotation through the specialty areas of C.T., nuclear medicine, radiation therapy and ultrasound. Students use this clinical as their elective time and selectively choose an area of specialization. Term IIIA, 6 weeks. Prerequisite: RTE2782, RTE2457, RTE2844. Corequisite: RTE2572, RTE2473.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 144 Fees = 0020.00

## READING

**REA0003 ESL PREPARATORY READING** (4)

Designed for English as a Second Language (ESL) students who need a college preparatory course in reading and study skills. Emphasizes vocabulary, comprehension and study skills on a basic level. Placement in REA0003 is determined by assessment tests and/or referral. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**REA0006C COLLEGE PREPARATORY READING II** (4)

Teaches basic reading and study skills to prepare students for college course work. Recommended Corequisite: ENC0080 or ENC0020. Placement in REA is determined by assessment test and/or referral. Special fee charged.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**REA0991 CLAST READING SKILLS** (0)

A twelve hour reading review course to assist students in preparation for the CLAST reading subtest.

Lec Hrs = 012 Lab Hrs = 000 Oth Hrs = 000 Fees = 0018.00

**REA0993 READING INDEPENDENT CLAST RETAKE REVIEW** (0)

This course consists of an independent review of CLAST-related Reading materials in the campus Learning Laboratories.

Lec Hrs = 000 Lab Hrs = 000 Oth Hrs = 000 Fees = 0005.00

**REA1105 COLLEGE READING I** (3)

Teaches efficient reading abilities, comprehension, vocabulary, speed and study techniques. REA1105 includes all CLAST skills. Recommended Corequisite: ENC1101. Special fee charged. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0005.00

**REA1205 ADVANCED COLLEGE READING II** (3)

Increases speed, improves analytical, inferential, and critical reading abilities, and teaches advanced study techniques. Prerequisite: REA1105 or a minimum of 40th percentile on a national college reading test or instructor approval. Special fee charged. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0005.00

## REAL ESTATE

**REE1040 FLORIDA REAL ESTATE COMMISSION I** (4)

The Real Estate Commission Course I. It provides an introduction to the basic principles and theories of real property, its economic value, and the legal aspects of real estate law affecting salespersons. Successful completion qualifies a candidate to apply for the State of Florida Salesperson's License Exam.

Lec Hrs = 064 Lab Hrs = 000 Oth Hrs = 000 Fees = 0010.00

**REE1200 REAL ESTATE FINANCE** (3)

This course covers the function and methods of financing real estate. It introduces mortgage terminology and the components of mortgage contracts as well as requirements for financial loans. Other topics covered include leverage, capitalization rates and real estate values.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## RELIGION

**JST1500 SURVEY OF JEWISH CULTURE** (3)

A survey of the development of Jewish culture through a study of the concepts, values, traditions and rituals of Judaism. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LITI171 JEWISH LITERATURE I: 1800 TO THE HOLOCAUST** (3)

Study of selected works from the Jewish Enlightenment to 1933. Analyzes the major characteristics of worldwide Jewish literary works. Includes such authors as Sholom Aleichem, Agnon, Bialik, Cahan, and H. Roth. Meets Areas 2, 5 and 7 of the general education requirements for the A.A. degree. May be used for study abroad.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**LITI172 JEWISH LITERATURE II: HOLOCAUST TO PRESENT** (3)

Study of readings of selected works from the Holocaust to the present. Analyzes the major characteristics of worldwide modern Jewish and Israeli literature. Includes such authors as Weisel, Malamud, Bellow, P. Roth, Ozick, Singer, Oz, Yehoshua, Appelfeld. Meets Areas 2, 5, and 7 of the general education requirements for the A.A. degree. May be used for study abroad.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**REL1210 OLD TESTAMENT HISTORY** (3)

Reading the English Bible in various documents, and examining selected source material, with emphasis on

its cultural importance today. Meets Area 7 of the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**REL1240 NEW TESTAMENT HISTORY** (3)  
Cultural context and the dynamics of the beginnings and spread of Christianity from Alexander of Macedon to the Second Century A.D. Prerequisite: Advanced standing or instructor approval.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**REL2000 INTRODUCTION TO THE STUDY OF RELIGION** (3)  
An introduction to the study of religion as an academic discipline. The focus of the course is religion, not religions; an attempt is made to acquaint the student with the problems and issues ever present in the understanding of religious phenomena. Meets Areas 2, 5 and 7 of the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**REL2300 WORLD RELIGIONS** (3)  
Primarily an ideological examination of the world's most popular religions. This course will occasionally be taught by television under the name, "The Long Search". Meets Areas 2, 5, 7 and 8 of the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**REL2930 SPECIAL TOPICS: RELIGION** (3)  
Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the REL2930 course title published in the course schedules for each term that the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. Meets Area 7 of the general education requirements for the A.A. degree.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## RESPIRATORY CARE TECHNOLOGY

**RET1026 RESPIRATORY CARE EQUIPMENT** (3)  
This course reviews all of the normally used respiratory care equipment except that used for artificial mechanical ventilation or diagnostic procedures especially emphasized are methods of manufacturing, storing and administering oxygen; humidity and aerosol therapy, cleaning and sterilization techniques and airway management. Prerequisites: BSC1085, CHM1033, MAT1034 or MTB1310 Corequisites: RET1026L, RET1485. Term I.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET1026L RESPIRATORY CARE EQUIPMENT LAB** (1)  
This course allows the student to work with and master the manipulative skills required to utilize respiratory care equipment. Emphasis is on oxygen, humidity and aerosol therapy, and airway management. Prerequisites: BSC1811, CHM1033, MAT1034 or MTB1310.

Corequisites: RET1026, RET1485.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**RET1264 MECHANICAL VENTILATION** (3)  
This course describes the techniques and hazards of artificial ventilation including IPPB, IMV, CPAP, and PEEP. the principles and operation of all commonly used ventilators are emphasized. Prerequisite: RET1026, RET1026L, RET1485. Corequisite: RET1264L, RET1832, RET1484, RET1350. 3 hrs. lec. Term II.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET1264L MECHANICAL VENTILATION LAB** (1)  
This course allows the student to work with and master the skills required to manage those ventilators commonly used for life support systems and for therapeutic modalities. Prerequisites: RET1026, RET1026L, RET1485. corequisites: RET1264, RET1832L, RET1350, RET1484.  
Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0010.00

**RET1350 RESPIRATORY CARE PHARMACOLOGY** (2)  
This course provides an in-depth review of the drugs commonly used to treat respiratory diseases. Prerequisites: RET1485, RET1026, RET1026L. Corequisites: RET1484, RET1264, RET1264L, RET1832L.  
Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET1484 CARDIOPULMONARY PATHOPHYSIOLOGY** (3)  
This course is designed to introduce the students to the basic concepts of cardiopulmonary disease, included are mechanisms of altered lung structure airway caliber, neurogenic control and pulmonary vascular function; Prerequisite: RET1485, RET1026, RET1026L. Corequisite: RET1264, RET1264L, RET1350, RET1832L. 2 hrs. lec. Term II.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET1485 RESPIRATORY PHYSIOLOGY** (3)  
This course is an in depth study of the anatomy of the cardiopulmonary system, and a review of the physiology of respiration including ventilation mechanics and control, internal and external respiration, gas exchange, and acid base balance. Prerequisite: BSC1085, CHM1033, MAT1034, or MTB1310. Corequisite: RET1026, RET1026L. 3 hrs. lec. Term I.  
Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET1714 PEDIATRIC RESPIRATORY CARE** (1)  
This course emphasizes pediatric and neonatal diseases, their etiology and treatment. It encompasses the newest equipment and techniques used in monitoring and maintaining the infant patient Prerequisite: RET1264, RET1264L, RET1832L, RET1484. Corequisite: RET1833L, RET2414. 1 hr. lec. Term III.  
Lec Hrs = 024 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET1832L RESPIRATORY CARE CLINIC I** (3)  
In this first clinical course, the students are oriented to, and work at, tasks of a non critical nature included are oxygen and aerosol administration, chest physiotherapy, IPPB administration, and incentive spirometry. Special fee is charged. See students fees. 16 hrs. lab. Prerequisite: RET1485, RET1026, RET1026L.

**Corequisite:** RET1484, RET1264, RET1264L, RET1350. Term II.

Lec Hrs = 000 Lab Hrs = 256 Oth Hrs = 000 Fees = 0003.00

**RET1833L RESPIRATORY CARE CLINIC II (3)**

This clinic course represents continuation of the activities in clinic I. By the end of this term the student must have mastered all noncritical care duties normally performed by respiratory therapists and the fundamentals of adult critical care. Special fee is charged. Prerequisite: RET1832, RET1484, RET1264, RET1264L, RET1350. Corequisite: RET2414, RET1714. 16 hrs. lab. Term II and III.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**RET2286 MANAGEMENT OF THE INTENSIVE CARE PATIENT (2)**

This course includes nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and therapy. Additional topics are the management of arrest, of shock, and airway care of the post-op heart patient and of labile blood pressures. Prerequisites: RET2418, RET2834L, RET2503. Corequisites: RET2284, RET2835L, RET2601. 2 hrs. lec. Term II.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET2414 RESPIRATORY CARE PULMONARY FUNCTION (2)**

RET2414 pulmonary function: refined techniques in spirometry gas analysis, and theory of arterial blood gas analysis are discussed. Mass screening and other techniques in diagnosis of respiratory disease are given. Prerequisite: RET1264, RET1484, RET1832L, RET1264L, RET1834. Corequisite: RET1714, RET1833L. 2 hrs. lec. Term III.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET2418 CARDIOPULMONARY DIAGNOSTICS AND TECHNIQUES (2)**

This course examines cardiac anatomy, physiology, and diseases. Diagnostic procedures include EKG's cardiac catheterization, cyp, swnganz and arterial lines, shunt and cardiac output determination. Drug and other therapeutic regimen are discussed. Prerequisites: RET2414, RET1714, RET1833L. Corequisites: RET2503 and RET2834L. 2 hrs. lec. Term I.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET2503 ADVANCED CARDIOPULMONARY PATHOPHYSIOLOGY (2)**

An in-depth examination of the most commonly encountered cardiopulmonary diseases from the physicians clinical perspective. Emphasized are pathology, physical examination, diagnosis and clinical management. Prerequisite: RET1714, RET2414, RET1833L. Corequisite: RET2418, RET2834L. 2 hrs. lec. Term I.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET2601 RESPIRATORY CARE MANAGEMENT (1)**

This course is designed to assist the student in successfully making the transition from the role of a student to that of a competent member of the health care team. The attainment of the course objectives will provide the student with an understanding and appreciation for the complexity and comprehensiveness of the health care delivery system. Such an understanding will allow the

student to assume his rightful role within the health delivery system and enable him to adjust to the dynamics of the system in positive ways that will ensure his or her growth and success. Prerequisites: RET2503, RET2418, RET2834L. Corequisites: RET2286, RET2835L, RET2284. 1 hr. lec. Term II.

Lec Hrs = 016 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**RET2834L RESPIRATORY CARE CLINIC III (3)**

This clinical course is designed to introduce the student to all aspects of respiratory critical care. The students will work primarily with patients requiring continuous ventilatory support. Special fee is charged. Prerequisite: RET1833L, RET1714, RET2414. Corequisite: RET2418, RET2503. 16 hrs. lab. Term I.

Lec Hrs = 000 Lab Hrs = 256 Oth Hrs = 000 Fees = 0000.00

**RET2835L RESPIRATORY CARE CLINIC IV (3)**

This is a continuation of the activities in clinic III. The student's responsibility will increase as his clinical skills become more sophisticated. By the end of this term the student will assume all of the responsibilities required of critical care therapists with patients requiring ventilatory management or support. Special fee is charged. Prerequisite: RET2834L, RET2418, RET2503. Corequisite: RET2284, RET2286. 16 hrs. lab. Term II.

Lec Hrs = 000 Lab Hrs = 256 Oth Hrs = 000 Fees = 0000.00

## SOCIAL WELFARE

**SOW2020 INTRODUCTION TO SOCIAL WELFARE (3)**

This is a beginning course in the behavioral science based field of social work. It aims at introducing the student to the historical, political policy and methodological systems that have interacted to produce the institutions of welfare services and the profession of social work. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SOW2054 SOCIAL SERVICE FIELD EXPERIENCE I (3)**

A survey and orientation to organization, and operations of the social service setting. Contact with and participation in social service agencies to make students aware of community resources is a goal of this course. Part of the course's activities can include volunteer participation in an agency or a supervised review of an agency in which a person is employed. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SOW2055 SOCIAL SERVICE FIELD EXPERIENCE II (3)**

This course provides the opportunity for a student to participate as a volunteer or employee in a Social Service Agency while attending support seminars, which allows for the systematic assessment of experiences and the development of an understanding of both the internal and external dynamics of the agency's operations and the interaction of personnel associated with the agency. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 024 Lab Hrs = 000 Oth Hrs = 100 Fees = 0000.00



# SOCIOLOGY

## SYG2000 PRINCIPLES OF SOCIOLOGY (3)

General analysis of the structure and functions of society and culture through a scientific consideration of the most significant generalization and concepts of man's collective behavior. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2010 SOCIAL PROBLEMS (3)

The study of the social and cultural aspects, incidence, and characteristics of selected social problems. Meets Areas 3, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2212 SOCIETY AND THE ENVIRONMENT (3)

A study of humanity's social systems and the resulting impact of their technologies on the natural environment and natural life support systems. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2230 CONTEMPORARY RACE AND ETHNIC STUDIES (3)

A study of minority dominant relations with emphasis on ethnic, racial, and religious minorities. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2322 JUVENILE DELINQUENCY (3)

A study of juvenile and delinquent behavior and its development which focuses on the social structure of society to find patterns of delinquent activity and its causations. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2323 INTRODUCTION TO CRIMINOLOGY (3)

A study of crime and criminal behavior, and its cause and related effects on society, with an emphasis given to criminal theory, and the sociological implications of criminal behavior. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2340 SOCIOLOGY OF HUMAN SEXUALITY (3)

A survey of the social and psychological sources of human sexuality and their impact on contemporary social attitudes, and behavioral changes. Major topics include sex role ascription, sex in the media, sexual deviation, ethical considerations and sex as a motivating influence in human behavior. Meets Area 7 degree general education requirements.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2421 MARRIAGE AND FAMILIES: (3)

### INTERCULTURAL COMPARISON

A study of the institution of the family utilizing historical, cross cultural and sub-cultural comparisons to understand the background evolution, and current familiar structures of the world. Meets Areas 5, 7 and

8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2441 SOCIAL INSTITUTIONS (3)

A study of the institutions of pre-industrial, industrial, and post-industrial societies. Special emphasis is on theories of social organization, social change, and the exploration of each institution in world societies. Meets Areas 3, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2905 INDEPENDENT STUDY IN SOCIOLOGY (3)

A directed study course in Sociology. The course will be available to both majors and non-majors who wish to investigate a particular problem. The student will make application for the course to the Head of the Behavioral Sciences Department via an instructor with whom he wants to work. Prerequisite to be ascertained by the instructor and Department Head. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2930 SPECIAL TOPICS: CURRENT ISSUES IN SOCIOLOGY (3)

Course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the SYG2930 course title published in the course schedules for each term the course is offered. Special Topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## SYG2940 SOCIOLOGY FIELD SCHOOL (1)

This course is designed to provide an on-scene study of sociological topics from the various perspectives provided in a field school setting. Laboratory research and observational techniques are used in providing the learning experiences of this course. Prerequisite: instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

## SYG2941 SOCIOLOGY FIELD SCHOOL (2)

This course is designed to provide an on-scene study of sociological topics from the various perspectives provided in a field school setting. Laboratory research and observational techniques are used in providing the learning experiences of this course. Prerequisite: instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

## SYG2942 SOCIOLOGY FIELD SCHOOL (3)

This course is designed to provide an on scene-study of sociological topics from the various perspectives provided in a field school setting. Laboratory research and observational techniques are used in providing the learning experiences of this course in domestic and foreign social settings. Prerequisite: instructor ap-

proval. Meets Areas 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 048 Oth Hrs = 000 Fees = 0000.00

## SPEECH

### LIN1200 THE PHONETICS OF AMERICAN ENGLISH (3)

Upon completion of this course the student should have acquired a knowledge of the sounds of American English, the use of the international phonetic alphabet, and the recognition of acceptable American English pronunciation. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### ORI1000 INTRODUCTION TO ORAL INTERPRETATION (3)

Upon completion of this course, the student should have gained a knowledge of and presentational ability in the art of oral interpretation as applied to prose, poetry, drama and reader's theatre. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### RTV2000 INTRODUCTION TO RADIO AND TELEVISION (3)

An introduction to the broadcast media through which the student should gain an understanding of the historical, technical, legal, and critical aspects of radio and television media. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0015.00

### RTV2220 TELEVISION PRODUCTION I (3)

From this course the student will acquire understanding of the theory and practice of television program production and directing with emphasis on creative forms of production. Prerequisite: RTV2000, or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0015.00

### SPA2001 INTRODUCTION TO SPEECH DISORDERS (3)

Upon the completion of this course the student should have an understanding of the types, causes, and therapeutic methods relative to prime speech disorders with emphasis on pre-school and elementary school populations. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### SPA2030 INTRODUCTION TO AUDIOLOGY (3)

Upon completion of this course, the student will have an understanding of the types, causes, and treatment relative to prime hearing disorders with emphasis on pre-school and elementary school populations.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### SPA2332 INTRODUCTION TO MANUAL COMMUNICATION WITH/FOR HEARING IMPAIRED (3)

Upon completion of this course students will have acquired the ability to communicate with the deaf and hard of hearing through the use of the manual method. An understanding of the development of that method and of the communicative and psychological problems of the hearing impaired will be investigated. The course

is open to all students. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

### SPA2381 INTERMEDIATE MANUAL COMMUNICATION SKILLS (3)

Upon completion of this course the student will have attained a vocabulary of approximately 600 signs and an in depth understanding of the linguistics of American English sign language. Prerequisite: SPA2332 or instructor approval. Meets Area 7 A.A. general education requirements.

Lec Hrs = 048 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

### SPCI024 INTRODUCTION TO SPEECH COMMUNICATIONS (3)

The beginning course in speech is designed to give each student the opportunity to study and to practice the principles and methods involved in communication while he or she participates as a speaker and as a listener. Upon completion of the course, the student should expect to have attained proficiency in the abilities requisite to effective oral communication. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### SPCI050 VOICE AND DICTION (3)

Through observation, study and practice, the student should acquire an understanding of the speech mechanism, a knowledge of its proper use, and improvement of individual voice and diction. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 016 Oth Hrs = 000 Fees = 0000.00

### SPCI440 INTRODUCTION TO GROUP TECHNIQUES (3)

Upon completion of this course, the student will have acquired communication skills that will enable him or her to function more effectively in various group settings utilizing group discussions and conference techniques to resolve social, business and professional problems. Meets Area 7 of the general education requirements for the A.A. degree. Meets Area 6 A.S. degree general education requirements.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### SPCI511 ARGUMENTATION AND DEBATE (3)

The student, upon completion of this course, should achieve proficiency in the principles of argumentation including analysis, evidence, inference, and refutation as they pertain to the debate situation in a democratic society. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

### SPCI600 PUBLIC SPEAKING (3)

Upon completion of this course the student should have acquired an understanding of and ability to use techniques of public speech communication including structure and delivery of the public message business and professional messages. Meets Areas 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 000 Oth Hrs = 016 Fees = 0000.00

**SPC2300 INTRODUCTION TO INTERPERSONAL COMMUNICATION (3)**

Upon completion of this course, the student should demonstrate an understanding of the basic concepts of interpersonal communication with emphasis on perception, self awareness, dyadic communication, small group communication, and communication conflict. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**SPC2330 NONVERBAL COMMUNICATION (3)**

This course explores the various facets of nonverbal communication. The following nonverbal cues will be emphasized: movement, space, distance, physical characteristics, dress, object language, eye contact, signs, paralanguage, and environmental cues. The focus of the course will be the role that these cues play on communication for the sender and the receiver. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## STATISTICS

**STA2014 ELEMENTARY STATISTICS (3)**

First course in statistical methods dealing with such topics as collecting, grouping, and presenting data; measures of central tendency and variation; theoretical distributions; probability; tests of hypotheses, estimation of parameters, regression, and correlation. A student owned pocket calculator is required. Meets 3 credits of Areas 4B, 5 or 7 of the general education requirements for the A.A. degree. Prerequisite: MAT1033 or MAT1034 or recommendation of the mathematics department.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

## THEATRE

**DAA2290 BALLET I (PERFORMANCE) (2)**

Techniques and theoretical concepts of Ballet for the performance- oriented student. Includes warm-up, barre, and centre combinations. Coeducational. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisite: DAA1200 or instructor approval.

Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**DAA2291 BALLET II (PERFORMANCE) (2)**

Continuation of DAA2290. Ballet exercises and step combinations for the intermediate performance student, building on basic skills and culminating in a live performance. Coeducational. Meets Area 7 of the general education requirements for the A.A. degree. Prerequisites: DAA1200, DAA2201, DAA2290 or instructor approval.

Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**DAA2500 JAZZ DANCE IN THE THEATRE (2)**

A course in Jazz dance technique with emphasis on theatrical style and performance. Includes warm-up, stretch, centre exercises, and combinations from past and current musicals. Coeducational. Prerequisite:

DAA2290 or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**THE2000 THEATRE APPRECIATION (3)**

A course designed to present a general approach to the development of the Theatre Arts in Western Culture through an historical and contemporary study of Dramaturgy. Meets Areas 2, 5, 7 and 8 A.A. degree general educational requirements.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**THE2051 CHILDREN'S THEATRE PRODUCTION (3)**

Participation in the rehearsal and production of the Children's Theatre Program, which continues during the entire term. Prerequisite: Audition. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**THE2052 CHILDREN'S THEATRE PRODUCTION FOR SPECIAL ASSISTANTS (3)**

Participation as student director, stage manager, costume designer, or other special assistant in the Children's Theatre Program. Prerequisite: instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**THE2100 INTRODUCTION TO THEATRE HISTORY (3)**

An evolutionary study of the Theatre from the 5th century B.C. to the present day. Meets Areas 2, 5, 7 and 8 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**THE2375 DRAMATIC LITERATURE CONTEMPORARY (3)**

A study of plays from the beginning of Realism (Ibsen) to the present day in light of the philosophy, sociopolitical, economic and moral milieu of the era that promulgates the particular genre. Plays will be analyzed from the Dramatist's viewpoint. Meets Areas 2, 5 and 7 of the general education requirements for the A.A. degree.

Lec Hrs = 048 Lab Hrs = 000 Oth Hrs = 000 Fees = 0000.00

**TPA1290 TECHNICAL THEATRE LAB I (1)**

Participation as technician in the Dramatic and Musical productions of the college. May be repeated four times for credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPA1291 TECHNICAL THEATRE LAB II (2)**

Participation as technician in the Dramatic and Musical productions of the college. May be repeated four times for credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**TPA1292 TECHNICAL THEATRE LAB III (3)**

Participation as technician in the Dramatic and Musical productions of the college. May be repeated four times for credit. Meets Area 7 of the general education



requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**TPA2060 SET DESIGN**

(3)

Research and execution of the visual environment of the play. Assigned projects will include pencil and ink drawings, layouts, ground plans, elevations, renderings, and models. Prerequisite: THE2010 or THE2375, and TPA2200. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPA2200 STAGECRAFT**

(3)

An investigation of the principles of stagecraft, lighting, props and set construction. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPA2220 INTRODUCTION TO STAGE LIGHTING**

(3)

A historical background of Theatrical Lighting Technology and design and an introduction to the tools and concepts used by the lighting technician from primitive equipment to the modern computer system. Prerequisite: THE2010 or THE2375 and TPA2200. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPA2248 MAKEUP FOR STAGE AND TELEVISION**

(3)

The theoretical and practical application of all types of Straight and Character make-up for the stage and television. Prerequisite: TPP2130 and TPA2200 or instructor approval. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPP1190 PERFORMANCE LAB I**

(1)

Participation as performer in the Dramatic and Musical productions of the college. May be repeated four times for credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPP1191 PERFORMANCE LAB II**

(2)

Participation as performer in the Dramatic and Musical productions of the college. May be repeated four times for credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 064 Oth Hrs = 000 Fees = 0000.00

**TPP1192 PERFORMANCE LAB III**

(3)

Participation as performer in the Dramatic and Musical productions of the college. May be repeated four times for credit. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 096 Oth Hrs = 000 Fees = 0000.00

**TPP2100 FUNDAMENTALS OF ACTING**

(3)

Study and development of acting skills concentrating on the students' ability to believe and exist in imaginary circumstances as if they were real, and to transmit those beliefs clearly and artfully to an audience. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPP2150 SCENE STUDY AND CHARACTERIZATION**

(3)

Advanced techniques of acting, concentrating on motivation, action and objective, emotion, characterization, and ensemble acting. Prerequisite: TPP2100. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPP2300 DIRECTING**

(3)

An investigation of the problems of choosing and analyzing scripts, casting, rehearsals, costuming, make-up, organization and management of the Educational Theatre. Prerequisites: TPA2250, TPA2200, TPP2150 THE2100, THE2375. Meets Area 7 A.A. degree general requirements.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPP253I STAGE COMBAT**

(1)

Armed and unarmed combat techniques for the stage. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 000 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00

**TPP2700 VOICE AND DICTION FOR THE ACTOR**

(3)

Study and development of acting skills, concentrating on flexibility and control of the voice, including a study of dialects. Meets Area 7 of the general education requirements for the A.A. degree.

Lec Hrs = 032 Lab Hrs = 032 Oth Hrs = 000 Fees = 0000.00



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- ALFORD, LEON, *English*. A.B., Wofford College; FT, The American Graduate School of International Management; M.Ed., Florida Atlantic University; Ph.D., University of Kansas.
- AMATO, JAMES, *Business Administration*. B.S., St. John's University; J.D., St. John's University School of Law.
- ANDERSON, ANN, *Mathematics*. B.S., University of Florida.
- ANDERSON, LA MONTE E., *Art*. B.S.Ed., M.F.A., Bowling Green University.
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- APPELBAUM, RICHARD, *Communications*. Certificate in T.E.S.O.L., B.A., Adelphi University; M.A., M.S., S.U.N.Y. at Albany.
- ARRIOLA, CARLA K., *Mathematics*. B.A., Florida Atlantic University.
- ARROYO, CLARA, *Modern Foreign Language*. B.A., L'Univeriste d'Ottawa; B.A., M.A., The University of Western Ontario.
- ASAL, K.S., *Mathematics*. B.S.E., M.S.E., Arkansas State University; Ed.D., University of Mississippi.
- AURAND, ALVIN D., *Physical Science*. B.S., Michigan State University; M.S., Florida State University.
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- BAHL, FILLIPPA, *Nursing*. B.S.N., St. Louis University; M.S.N., University of Miami.
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- BATTLE, DONNA, *Director, Non-traditional Programs*. B.S.E., M.A., Ball State University.
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- BERSON, JUDITH S., *Special Assistant to the Vice President for Student Affairs*. B.S., Fairleigh Dickinson University; M.A. Montclair State College.
- BIAYS, JR., JOHN, *English*. B.A., University of Florida; M.Ed., University of North Florida; M.A. Florida Atlantic University.
- BIGGS, ABRAHAM, K., *Mathematics*. B.Sc., University of Science and Technology, Ghana; M.S., Florida State University.
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- BLAKE, JAMES, *Planetarium Technician*. B.S.E.E., Auburn University.
- BOAGS, WILLIAM, *Economic Development*. B.S., S.U.N.Y. at Geneseo; M.S., University of Rochester; Ph.D., Syracuse University.
- BOCCHINO, IRMGARD, *Department Head, Communications, Central Campus*. B.A., Florida Atlantic University; M.A., University of South Florida; Ph.D., University of Florida.
- BOCKSTEGE, JR., BEN, *Mathematics*. B.S., Indiana University; M.S., Northern Illinois University; Ed.D., Nova University.
- BODICK, SUSANNE, *Radiologic Technology*. Certificate, Geisinger Medical Center; B.S., M.S., Florida International University.
- BOLTON, LOIS, *Department Head, Natural Sciences/ Pest Control/Landscape, Central Campus*. B.A., M.A., Mankato State University.
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- BRITT, JOHN H., *Department Head, Radiologic Sciences*. Diploma, Radiologic Technology, Southeastern General Hospital; B.S., Pembroke State University; M.Ed., Boston State College.
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- BRONSTEIN, MARCIA, *English*. B.A., M.S., Florida International University.



- BROWN, HILDRED R., *Coordinator for Student Health Services, North Campus*. B.S.N., Hampton University of Virginia; M.A., Jersey City College of New Jersey; M.S.N., Barry University.
- BROWNE, BLAINE T., *Social Science*. B.A., M.A., Ph.D., University of Oklahoma.
- BRYAN, BARBARA, J., *Acting College Registrar/Acting Director of Enrollment Management*. B.A., M.Ed., Ed.S., University of Florida.
- BRYANT, JR., LEONARD, *Dean of Student Affairs, North Campus*. B.S., M.A., Jersey City College; Ed.D., Nova University.
- BRYANT, LYNNE, *Nursing*. B.S.N., University of Maryland School of Nursing; M.S.N., University of Pennsylvania School of Nursing.
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- BURKE, THOMAS, H., *Health, Physical Education, Recreation and Dance*. B.A., Transylvania College; M.A., University of Alabama.
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 Mr. and Mrs. Sam Waterman  
 Lillian S. Wells Foundation  
 Thomas Wells  
 Mr. and Mrs. Kenneth Wentworth  
 Richard O. Wessel  
 Angelyn S. Whiddon  
 Scott Whiddon  
 Mary Wood  
 Donald Works  
 Zeta Phi Beta Sorority

## ENDOWED TEACHING CHAIR PROGRAM

In celebration of Broward Community College's thirtieth anniversary, the BCC Foundation Board of Directors endorsed an exciting and ambitious program to establish thirty Endowed Teaching Chairs. Envisioned as a two-and-a-half year campaign, this program had two major goals. The first was to enhance the linkage between the College and community leaders who wished to support higher education in Broward County. The second goal was to provide a tangible way of recognizing excellence in the classroom.

Each Endowed Chair represents a \$50,000 donor contribution, matched with \$33,333 in State lottery proceeds. The interest generated from this permanent \$83,333 endowment will provide a stipend to a professor who has been recognized for excellence in the classroom and funding for an academic endeavor designed by the Chair recipient.

In an extraordinary show of support from corporate and individual donors, the Foundation has been able not only to meet, but to exceed this goal! Listed below are the 32 Endowed Teaching Chair contributors who have made BCC's "Margin of Excellence" possible.

## CORPORATE AND FOUNDATION DONOR CHAIRS

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7. Barnett Bank of Broward County
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32. **Hamilton C. Forman**  
Donors: Friends of the North Broward Hospital District and the Forman Family

## MERITORIOUS SERVICE AWARDS

Periodically, Broward Community College and the Broward Community College Foundation recognize individuals for their outstanding leadership and service to the College. These awards may take the form of a Distinguished Service Award or the Seahawk Award. Recipients for these awards have included:

## DISTINGUISHED SERVICE AWARD

Mr. Gene A. Whiddon, 1973  
Mr. James D. Camp, Jr., 1977  
Mr. Elmer E. Rasmuson, 1977  
The Honorable James E. Minnet, 1977

## SEAHAWK AWARD

Mr. Stephen F. Snyder, 1988  
Mr. Gene A. Whiddon, 1988  
Mr. Robert Elmore, 1989  
Mr. Daniel S. Goodrum, 1990

## STUDENT FINANCIAL SERVICES SCHOLARSHIP DONORS

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Esther Barron Memorial Nursing Scholarship  
Greg Bartley Memorial Scholarship  
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Boyd Anderson High School  
Boys and Girls Club of Broward County  
Betsy Boyd Scholarship  
BRACE Scholarship  
Broward County Auto Dealer Scholarship  
Broward County Dental Association Scholarship  
Broward County Fair  
Broward County Legal Secretaries Association  
Broward County Medical Association Auxiliaries  
Broward County Press Corp  
Broward County Women Lawyers Association  
Broward Dental Research Association  
Broward Employment Training Administration (BETA)  
Broward General Medical Center Auxiliary  
Buchler Endowment Scholarship  
Butler Memorial Scholarship  
Chester Byrd Memorial Scholarship  
Carmen Family Foundation  
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Childrens Opportunity Group - (Joan Byal Scholarship)  
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Cooper City High School  
Coral Springs Medical Auxiliary  
Coral Springs Women's Club  
Coral Ridge Jr. Woman's Club  
Deerfield Beach High School  
Delta Sigma Theta Sorority Scholarship  
Dental Assisting Scholarship  
Leroy Dettman Foundation  
Dillard High School  
Displaced Homemakers Scholarship  
Doctors Hospital Foundation  
Rebecca Eaves Memorial Scholarship  
Mary Edelstein Memorial Scholarship  
Joseph Fink Memorial Scholarship  
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Florida Orthodontic Society  
Florida Power and Light  
Florida Society of Newspaper Editors Minority Scholarship  
June Fooshe Veterinarian Scholarship  
Fort Lauderdale Christian High School Scholarship  
Fort Lauderdale High School Scholarship  
Fort Lauderdale Police Program

Fort Lauderdale Women's Club  
 Hilma Klock Goos Memorial Scholarship  
 Gore Family Foundation  
 Cheryl Greene Memorial Scholarship  
 Hallandale Community Council Scholarship  
 Hallandale High School  
 Chester Handleman Family Scholarship  
 John H. Harland Company  
 Bunny Hedrick Scholarship  
 Heminger Family Scholarship  
 Hollywood Billiards  
 Hollywood Hills High School  
 Hollywood Rotary Club  
 Holy Cross Hospital Auxiliary  
 Jeffrey Hulmes Memorial Scholarship  
 Humana Hospital - Cypress Creek  
 The Hundred Club of Broward County  
 Nan Hutchinson Memorial Scholarship  
 Rodney Jackson Memorial Scholarship  
 Liberace Foundation for the Creative  
 and Performing Arts  
 Romeyne Loew Memorial Scholarship  
 Veronica Lee Lynn Memorial Scholarship  
 William Malter Memorial Scholarship  
 Leah Mattson Memorial Scholarship  
 G.W. "Bill" McCall Memorial Scholarship  
 C.N. McCune Scholarship  
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 Memorial Hospital Sponsorship  
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 Gabe Milanese Memorial Brain Bowl Scholarship  
 Henry T. Minard Memorial Scholarship  
 James F. Minnet, Jr. Memorial Scholarship  
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 Miramar/Pembroke Pines Chamber of Commerce  
 Mildred Bailey Mullikan Scholarship  
 Monique Morgan Memorial Scholarship  
 National Association of Educational Office  
 Personnel  
 National Association of Women in Construction  
 National Secretaries Association-Hollywood Chapter  
 Debra Levy Nelmark Scholarship  
 North Beach Medical Center Auxiliary  
 North Broward Hospital District Sponsorship  
 Northeast High School  
 North Ridge Hospital Auxiliary Scholarship  
 Northwest Regional Hospital Auxiliary  
 Nova High School  
 Omega Psi Phi, Zeta Chi Chapter  
 Betty Owen Scholarship

Pembroke Pines General Hospital Auxiliary  
 Pembroke Pines Rotary Club  
 Phi Beta Lambda Scholarship  
 Phi Theta Kappa Scholarship  
 Piper High School  
 Plantation Art Guild  
 Plantation General Hospital Sponsorship  
 Plantation High School  
 Plantation Women's Club  
 Pompano Beach Women's Club  
 Professional Secretaries International  
 Respiratory Care Consultants  
 Rinker Company Foundation  
 Paul Rose Memorial Scholarship  
 Rotary Club of Fort Lauderdale South  
 Rotary Club of Hollywood  
 Rotary Club of South West Broward  
 Dr. Bruno Schmidt Poetry Scholarship  
 Dr. Ruth L. Schmidt Music Scholarship  
 Scholarship to Study Abroad  
 Senator Jim Scott Scholarship  
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 -Hollywood Chapter  
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 Southern Bell Minority Scholarship  
 South Plantation High School  
 Southwest Broward Rotary Club Scholarship  
 Alisa Story Memorial Scholarship  
 Stranahan High School  
 Student Help Fund/Student Government -  
 North Campus  
 Samuel Tilles, M.D. Memorial Scholarship  
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 F. Louis Wolff Family Foundation  
 J.M. Wynn Afro-American Scholarship  
 G.F. Young Memorial Scholarship  
 Scott Zelanka Memorial Scholarship  
 Philip Miles Zeltner Scholarship





# GLOSSARY

## Definition of Terms

**A.A. - Associate of Arts Degree.** A two-year degree designed to transfer to another college to complete a four-year degree. (See complete description in Catalog).

**A.S. - Associate of Science Degree.** A technical two-year degree for students pursuing career training instead of a four-year degree. (See complete description in Catalog).

**Academic Average -** Total of grades on all college courses attempted, exclusive of repeats.

**Academic Dismissal -** An academic status lasting twelve months which prohibits a student from attending classes. This status occurs when a student has returned from suspension and has failed to maintain an academic average of 2.0 or higher (2.0 = "C").

**Academic Probation -** A notice sent to a student after Academic Warning, if the student has attempted more than 12 credit hours and has earned less than a 2.0 GPA.

**Academic Suspension -** Students who reach minus 20 quality points below a "C" average or do not complete 50% of total hours attempted for any two consecutive terms must leave college for one major term. However, no student maintaining a 2.0 average will be suspended.

**Academic Warning -** A notice sent to a student the first term the GPA drops below a 2.0 at the end of the term. Advising is recommended.

**Accreditation -** Certification that the College has met established standards and is nationally recognized by the Regional Accrediting Association.

**Activity Hour -** A non-class time set aside in the early afternoon for student activities and various presentations.

**Advanced Placement -** Earning of college credits prior to enrollment at the College by passing certain examinations, as those by College Entrance Examination Board.

**Articulation Agreement -** An agreement between Florida's public junior/community colleges and universities assuring junior level status to students who complete general education and graduation requirements in university parallel programs in community colleges.

**Audit -** Regular credit courses taken for non-credit.

**Bursar -** The cashier's office where students pay all tuition, fees and obligations.

**Cancelled Class -** A class which is removed from the schedule because of insufficient enrollment or other reasons.

**Career Programs -** Two-year Associate of Science Degree programs with courses designed to prepare students for specialized occupations.

**Class Period -** Normally one clock hour per week per credit hour carried.

**Closed Class -** A class that has been filled to capacity or requires special permission to enter.

**College Level Examination Program -** CLEP is credit by examination by the College Level Examination Program Entrance Examination Board tests in specified subjects, with such credit applicable toward a degree.

**Continuing Education -** A variety of subjects offered at numerous locations to members of the community in short non-credit courses, with nominal expense to the student.

**Co-Requisite -** A course which must be taken concurrently with another course.

**Counseling -** A service offered through experienced counselors to assist the student in decision making and problem solving both academic and personal.

**Credit by Examination -** College credit in specified subjects granted by successful completion of national or local tests.

**Credit Hour -** A semester hour of credit usually equal to the number of hours per week the class meets per term. There are a number of exceptions.

**Credit in Escrow -** Earned college credits held in escrow until the student graduates from high school. Up to six semester hours of college courses may be taken each term. Such credits will not be used to satisfy high school diploma requirements and the student must pay for books and any appropriate fees.

**Drop Date -** The last date on which a class may be dropped to receive a "W" (withdrawal) on a transcript. After this date a student will receive an XF (withdrawal/failing).

**Dual Enrollment -** Enrollment at two educational institutions concurrently. Usually occurring during high school years.

**Early Admission -** By special approval, high school seniors may enroll in college classes for credit prior to

their high school graduation, with the credits later applicable toward a college degree.

**Fee** - A non-refundable financial charge for services rendered, as for admission, laboratory, special tests and graduation.

**Full-Time Student** - Enrollment for twelve (12) or more semester hours in Terms I and II, or six (6) or more semester hours in Terms IIIA or IIIB.

**General Education** - Thirty-six (36) semester hours of basic liberal arts courses required as foundation in the university parallel Associate of Arts Degree programs.

**Grade** - Alphabetical measure of academic success ranging from superior to failure.

**Grade Point** - The value ranging from 4 to 0 for grades "A" to "F" for all courses attempted, used in determining an academic average.

**Grade Point Average (GPA)** - The decimal figure which results when the total number of semester hours attempted is divided by quality points earned. The range is 4.0 downward.

**Graduation Evaluation** - Every student is required to have a graduation evaluation one term prior to graduation. A graduation evaluation is done by the counseling office to assure that all of the requirements have been fulfilled. Students are responsible for making the arrangements to have this evaluation done. A computerized graduation evaluation may be obtained in any term from an advisor and is recommended.

**Grant** - Funds awarded for college expenses to qualified students in financial need.

**HPRD** - Health, Physical Education, Recreation, and Dance.

**Independent Study** - Capable students may acquire course credit at their own rate through non-classroom student-faculty interaction.

**Learning Resources** - The department designed to aid in student studies. Learning Resources provides such services as learning labs, media production, closed circuit television, audio-visual services and tutoring.

**Major** - The academic program a student chooses to pursue based on their personal and career goals for the future. Students who are undecided about a major should consult an academic advisement counselor or a career counselor for guidance.

**Non-Credit** - A course for which no college credit can be granted.

**Open College** - The department which offers courses through TV, Radio, Newspaper and Independent Study

**Part-Time Student** - Enrollment for less than twelve (12) semester hours in Terms I or II, or less than six (6) hours in terms IIIA or IIIB.

**Pre-requisite** - A course that must be satisfactorily completed before taking the next higher level in a related course.

**Project AHEAD** - Army Help for Education and Development by which U.S. Army personnel are provided admission, counseling and credit repository to continue their education, even at several institutions.

**Provisional Student** - One seeking a degree who has not met all the necessary requirements of admission.

**Quality Points** - The value obtained by multiplying the grade point by the number of semester hours.

**Residency** - To qualify for in-state tuition a student must sign a notarized statement as to having resided in the State of Florida twelve (12) calendar months prior to the start of classes.

**Scholarships** - Financial assistance via tuition and fee payment granted by donors to certain qualified recipients, usually for some specified purpose.

**Self-Advisement** - A student chooses which classes to take without consulting an academic advisor. **STUDENTS CHOOSING THIS OPTION ASSUME FULL RESPONSIBILITY FOR ANY ERRORS.**

**Semester** - Half of a normal school year; the usual college year has two semesters, Fall and Spring, usually 16 weeks in length.

**Semester Hour** - See "Credit Hour".

**Special Services** - A federally funded program providing support, counseling, testing, tutoring, and other services to students qualified due to educational, economic, cultural, language or physical disadvantage.

**Special Student** - Students who do not have a high school diploma or GED.

**Student Classification** - Full-time or part-time, university parallel or career, regular or special, freshman or sophomore, etc.

**Student I.D.** - The "Fee Card", received after payment of fees, is the most common form of identification.

**Student Load** - Number of semester hours carried each term.

**Study Hours** - Normally a minimum of two hours of study is required for each hour the class meets.

**Summer Term** - The summer term is divided into Terms IIIA and IIIB which are approximately six (6) weeks in length.

**T.B.A. - To Be Arranged.**

**Transcript** - Official record in Registrar's Office of all college courses taken by the student.

**Transfer Student** - One who comes from or goes to another educational institution to complete degree requirements and major course work.

**Transient Student** - One taking a limited number of classes at one institution to complete degree requirements and major course work at another institution.

**Tuition** - Financial charge for each credit hour of instruction.

**University Parallel** - Courses of study leading to Associate of Arts and advanced degrees requiring general education and, usually, certain pre-professional subjects.

**Withdrawal** - Removal from a class and or college via completion of proper forms in the Registrar's Office.





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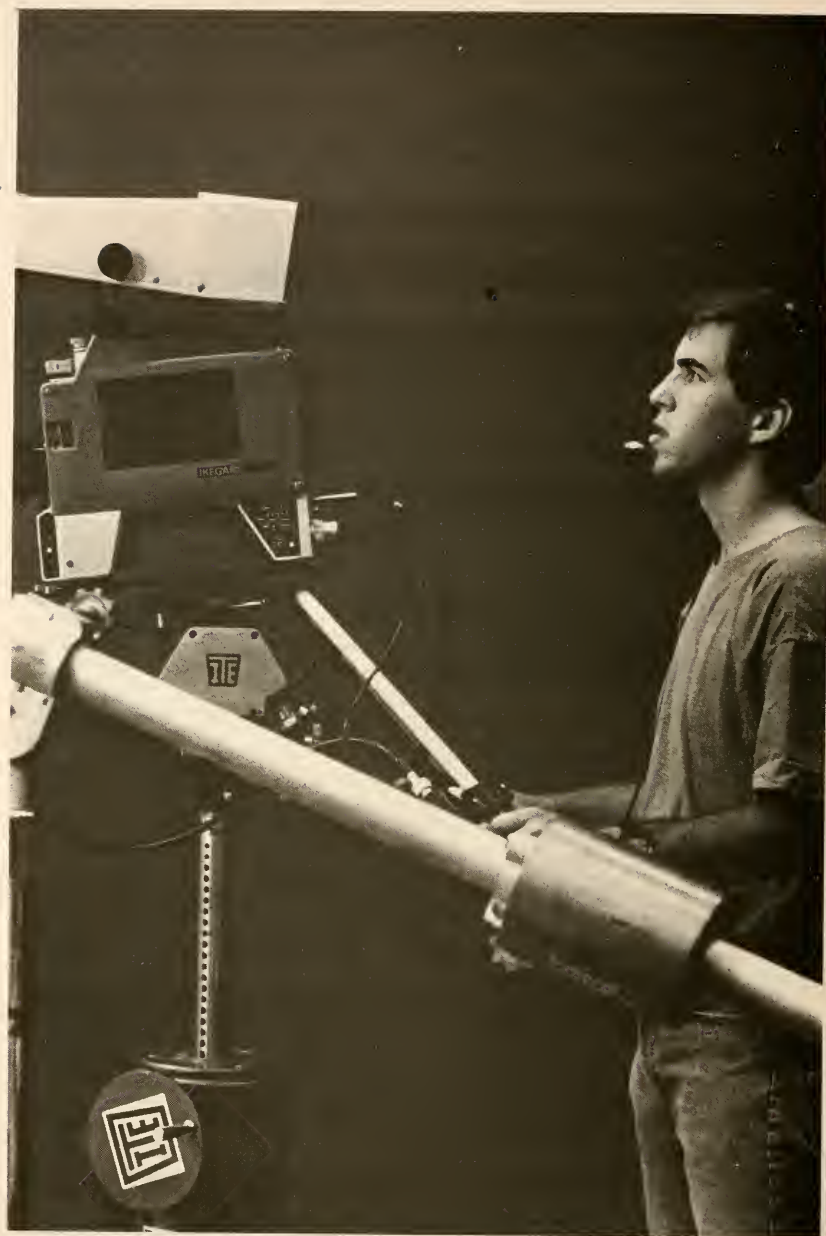
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# 1993

## AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SEPTEMBER

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## OCTOBER

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31						

## NOVEMBER

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## DECEMBER

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# 1994

## JANUARY

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30	31					

## FEBRUARY

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27	28					

## MARCH

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## APRIL

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## MAY

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22	23	24	25	26	27	28
29	30	31				

## JUNE

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## JULY

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31						

## AUGUST

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			



# NOTES



ALL STUDENTS RETURNING AFTER AN ABSENCE OF ONE YEAR OR MORE, MUST COMPLETE A RE-ENTRY APPLICATION INSTEAD OF THIS FORM.



BROWARD  
COMMUNITY  
COLLEGE

## APPLICATION FOR ADMISSION

Mailing Addresses are located on the back cover.  
Please mail to the campus you plan to attend primarily.

CRT OPERATOR	TERM
DATE	
RECEIPT NO	AMOUNT

INSTRUCTIONS: (Note information on reverse side.)

ALL ITEMS MUST BE COMPLETED BEFORE APPLICATION WILL BE PROCESSED. TYPE OR PRINT IN INK. BE SURE TO COMPLETE ALL SIDES OF APPLICATION.

**NON-REFUNDABLE \$20.00 APPLICATION FEE (CHECK OR MONEY ORDER) REQUIRED FROM NEW BCC STUDENTS AND PREVIOUS NON-CREDIT AND AUDIT STUDENTS. FEE IS REQUIRED ONLY WITH FIRST APPLICATION FOR CREDIT CLASSES.**

### PERSONAL INFORMATION

SOCIAL SECURITY NO. \_\_\_\_\_ ☐ MALE ☐ FEMALE

LEGAL NAME \_\_\_\_\_  
LAST FIRST MIDDLE FORMER NAME

ADDRESS \_\_\_\_\_  
STREET APARTMENT NO

CITY COUNTY STATE ZIP

ACCEPTANCE NOTICE WILL BE MAILED DIRECTLY TO STUDENT AT THE ADDRESS ON THIS APPLICATION TO CHANGE ADDRESS CONTACT A REGISTRAR OFFICE

BIRTHDATE \_\_\_\_\_  
MONTH/DAY/YEAR

BIRTHPLACE \_\_\_\_\_  
STATE/COUNTRY

COUNTRY OF CITIZENSHIP \_\_\_\_\_

PHONE \_\_\_\_\_  
HOME BUSINESS EMERGENCY

### 8 RACE/ETHNIC DATA

- ☐ American Indian or Alaskan Native
- ☐ Black (not of Hispanic Origin)
- ☐ Cuban National (Hispanic)
- ☐ Hispanic
- ☐ Asian or Pacific Islander
- ☐ Caucasian/White (not of Hispanic Origin)

(This information is needed for reporting purposes only.)

### NON U.S. CITIZEN ONLY

- ☐ Student\*
- ☐ Visitor\*
- ☐ Cuban Refugee
- ☐ Resident Immigrant Alien
- ☐ Vietnamese Refugee
- ☐ Haitian Refugee
- ☐ Other Refugee

\*Students and visitors must submit the **INTERNATIONAL STUDENT APPLICATION** before consideration for admission can be made. Contact the Admissions Office at 761-7468. Applications are also available at campus registration offices.

### FOR OFFICE USE ONLY

Resident Immigrant Aliens must have their Alien Registration card verified by College Personnel or the student will be considered an International Student.

I.D. NO. BCC STAFF INITIALS DATE

### 0 EDUCATIONAL BACKGROUND

If BCC is your first college, your **high school transcript** reflecting the graduation date **MUST** be submitted prior to or during the term you plan to attend. Please request that your final high school transcript (or GED) be sent electronically by the Florida Automated System for Transferring Educational Records (FASTER) or mailed to the appropriate campus address on the back page of this form.

(Check box that applies)

- ☐ Graduated (High School)
- 1A. ☐ Anticipated Date of Graduation from High School  
Mo. \_\_\_\_\_ Yr. \_\_\_\_\_
- ☐ Completed GED
- 2A. ☐ Anticipated Date of Completion of G.E.D.  
Mo. \_\_\_\_\_ Yr. \_\_\_\_\_
- ☐ Received Certification of Attendance
- ☐ None of the above (did not complete High School or GED)
- ☐ Dual Enrollment\*
- ☐ Early Admissions\*
- ☐ Credit in Escrow\*

\*See H.S. Guidance Counselor

### COLLEGE OR UNIVERSITIES ATTENDED: (LIST ADDITIONAL SCHOOLS ON THE NEXT PAGE)

**DEGREE SEEKING STUDENTS** - You are required to submit official college/university transcripts from all institutions attended. Failure to submit all transcripts no later than 30 days after the start of your initial term of enrollment will prevent future registration at BCC. Please request your final transcripts to be sent to the campus you attend primarily. Transcripts will be evaluated only if you are a degree-seeking student.

1. NAME OF INSTITUTION	DEGREE RECEIVED	2. NAME OF INSTITUTION	DEGREE RECEIVED
DATES ATTENDED	CITY	DATES ATTENDED	CITY
STATE		STATE	

STUDENT PLEASE COMPLETE:

NAME

LAST

FIRST

MIDDLE

FORMER

SOCIAL SECURITY NUMBER



**COLLEGE OR UNIVERSITIES ATTENDED: (LIST ADDITIONAL SCHOOLS ON SEPARATE SHEET)**

3. NAME OF INSTITUTION			DEGREE RECEIVED			4. NAME OF INSTITUTION			DEGREE RECEIVED		
DATES ATTENDED		CITY	STATE	DATES ATTENDED		CITY	STATE	DATES ATTENDED		CITY	STATE

**11 COLLEGE STATUS (CHECK ONE ONLY) TRANSCRIPTS REQUIRED FROM ALL PREVIOUS COLLEGES**

1. ☐ BCC is my first college - OR -
2. ☐ Eligible to return at the time I will enroll at BCC.
3. ☐ On Probation, but eligible to return at this time.
4. ☐ On Suspension as of \_\_\_\_\_. Eligible to return \_\_\_\_\_.  
MO./YR. MO./YR.
5. ☐ On Dismissal as of \_\_\_\_\_. Eligible to return \_\_\_\_\_.  
MO./YR. MO./YR.
- OR ☐ until I receive an A.A. degree.
6. ☐ On Suspension/Dismissal and not permitted to return.
- BCC adheres to the Suspension/Dismissal policy of your prior college. See the College Catalog, Transfer Student Section.**

**12 ADMISSION BASIS (CHECK ONE ONLY)**

- I AM A:**
1. ☐ Returning BCC student
2. ☐ First Time in College
7. ☐ Transient Student from another college (taking BCC courses only one term).
8. ☐ Previously applied to BCC but did not take classes.
- I AM A TRANSFER STUDENT FROM AN:**
3. ☐ In-state 4-year College
4. ☐ In-state Community/Junior College
5. ☐ Out-of-state 4-year College
6. ☐ Out-of-state Community/Junior College
0. ☐ Out-of-Country College

**13 I WANT COURSES FOR: ☐ College Credit ☐ Audit (all classes)**

**14 I WILL ENTER IN TERM (CHECK ONE):**

Students leaving area blank will be assigned to the next appropriate term.

- | TERM I   | TERM II  | TERM III  |
|--|--|---|
| <input type="checkbox"/> Fall (August - December) Year _____ | <input type="checkbox"/> Winter (January - May) Year _____ | <input type="checkbox"/> Summer (May - August) Year _____ |
| <input type="checkbox"/> IA (August - December)              | <input type="checkbox"/> IIA (January - May)               | <input type="checkbox"/> IIIA (May - June)                |
| OR   | OR   | OR  |
| <input type="checkbox"/> IB (October - December)             | <input type="checkbox"/> IIB (March - May)                 | <input type="checkbox"/> IIIB (June - August)             |

**15 I AM SEEKING THE FOLLOWING: (CHECK DESIRED DEGREE, CERTIFICATE OR NON-DEGREE)**

- ☐ **ASSOCIATE OF ARTS** (A 2 year degree designed to transfer to another college to complete a 4 year degree)  
\_\_\_\_\_ Desired Major (list code from back)
- ☐ **CERTIFICATE** (Specialized area of coursework)  
\_\_\_\_\_ Desired Program (list code from back)
- ☐ **ASSOCIATE OF SCIENCE\*** (A technical 2 year degree)  
\_\_\_\_\_ Desired Major (list code from back)
- ☐ **NON-DEGREE** (not interested in seeking a degree at this time)
- YOU MUST SEE AN ADVISOR TO CHANGE YOUR MAJOR.**

**\*HEALTH SCIENCES APPLICANTS:** Admission to the College does not constitute acceptance into any of the Health Science Programs. Each student must submit a letter of intent to the division of Health Sciences. A second, special application is required.

**16 I WILL ATTEND: (CHECK ONE) 1. ☐ Central Campus 2. ☐ North Campus 3. ☐ South Campus 4. ☐ Health Sciences 5. ☐ Downtown Center**

**17 STUDENT FINANCIAL SERVICES, VETERANS BENEFITS, DISABILITY SERVICES:** Contact the appropriate campus office for information, forms, or special services.

**18 GOOD CONDUCT/CITIZEN CERTIFICATION:** I understand that if I have experienced disciplinary problems at another educational institution or with other authorities (not including minor traffic violations) I must state the circumstances on a separate sheet and submit with this application. I understand that this information will not necessarily exclude me from admission and will be handled confidentially.

I authorize the College to obtain any of my Florida public school/college/university records and test scores through the use of electronic means, if my former school participates in the Florida Automated System for Transferring Educational Records (FASTER).

I understand that I may be provisionally admitted until all of my transcripts and related academic records have been received and that if my transcripts are not provided within the first 30 days of my initial term I may be disenrolled.

**I CERTIFY** that all statements given in this application are true and accurate to the best of my knowledge. I agree to abide by the Academic Honesty policy and all other rules and regulations of Broward Community College. I agree that if my credentials are not complete within the initial term of enrollment or if any information is found to be false, I may be suspended from classes without a refund of any fees paid.

**CERTIFICATION:**

**X**

SIGNATURE OF APPLICANT (Parent or Guardian if under 18 years of age)

(NOTE: Also sign RESIDENCY STATEMENT next page)

DATE

**19 INFORMATION FOR RESIDENCE CLASSIFICATION (Provide appropriate information and sign below):**

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least twelve (12) months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. **All other persons are ineligible for classification as a Florida "resident for tuition purposes" and will be charged non-resident tuition.**

To qualify as a Florida resident for tuition purpose you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

- DEFINITIONS:** A copy of your (or parent's) most recent tax return or other documentation may be requested to establish dependence/independence.  
**A) DEPENDENT:** A person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.  
**B) INDEPENDENT:** A person who provides more than 50% of his/her own support.

**FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT (CHECK APPROPRIATE BLOCKS)**  
(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

- ☐ 1. I am an independent person and have maintained legal residence in Florida for at least 12 months.
- ☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- ☐ 3. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
- ☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution \_\_\_\_\_
- ☐ 5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. **(Copy of marriage certificate required)**.
- ☐ 6. I was previously enrolled at a Florida State institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
- ☐ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. **(INS documentation required)**
- ☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida (or I am the member's spouse or dependent child). **(Copy of military orders, DD2058, or military document showing home of record required)**.
- ☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (or I am the employee's spouse or dependent child). **(Copy of employment verification required)**.
- ☐ 10. I am part of the Latin American/Caribbean scholarship program. **(Copy of scholarship papers required)**.
- ☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). **(Copy of card required)**.
- ☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch (or I am the student's spouse or dependent child).
- ☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- ☐ 14. I am a full-time student participating in a linkage institute. (S.240.137, F.S.)

**ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE** - Additional documentation (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the student (e.g., parent) must complete this affidavit if the student is dependent or seeks to be classified as a Florida resident by virtue of a relationship. Otherwise, the student should complete this affidavit. **PLEASE PRINT:**

1. Name of Student \_\_\_\_\_ 2. Student S.S. # \_\_\_\_\_

The **CLAIMANT** is the person who is claiming Florida residency, e.g., the student (if independent), parent, spouse, or legal guardian. **All of the questions below pertain to the claimant.**

3. Name of Claimant \_\_\_\_\_ 4. Relationship of Claimant to Student \_\_\_\_\_

5. Permanent Legal Address of Claimant \_\_\_\_\_  
STREET ADDRESS

6. ( ) \_\_\_\_\_  
TELEPHONE NO. OF CLAIMANT CITY STATE ZIP

7. Date Claimant Began Establishing Legal Florida Residence and Domicile \_\_\_\_\_

8. Claimant's Voter Registration: STATE COUNTY NUMBER ORIGINAL ISSUE DATE

9. Claimant's Driver's License: STATE NUMBER ORIGINAL ISSUE DATE

10. Claimant's Vehicle Registration: STATE LICENSE TAG NUMBER ISSUE DATE

11. Non-U.S. Citizen ONLY: RESIDENT ALIEN NUMBER DATE CARD ISSUED  
(Copy of both sides of card required)

**ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION**

I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above named student to the penalties for making a false or fraudulent statement.

**X** \_\_\_\_\_  
SIGNATURE IN INK OF PERSON CLAIMING FLORIDA RESIDENCY DATE

**NON-FLORIDA RESIDENTS ONLY:**

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

\_\_\_\_\_  
SIGNATURE IN INK DATE

**PLEASE SELECT YOUR MAJOR FIELD UNDER YOUR EDUCATIONAL OBJECTIVE (SEE ITEM #15)  
DEGREES AND MAJORS ARE EXPLAINED IN THE COLLEGE CATALOG.**

**NON-DEGREE STUDENTS** - *(Students taking courses for their own personal objectives, please mark "Not interested in seeking a degree at this time" on page 2). To later change to degree seeking you must see your advisor.*

**ASSOCIATE OF ARTS DEGREE PROGRAMS (A.A.)** - *Those who plan to earn a degree at BCC and transfer to a University or College.*

0570 Liberal Arts or Undecided A.A. major	0071 Economics	0330 Mathematics	0390 Pre-Nursing (A.A. degree)
0010 Agricultural Science	0140 Education (Elementary)	0350 Medical Technology	0410 Occupational Therapy
0670 Anthropology	0160 Engineering	0370 Music	0420 Pre-Optometry
0020 Architecture	0170 English	0380 Music Education	0560 Pre-Veterinary Medicine
0030 Art	0210 Foreign Language	0770 Music Technology	0490 Psychology
0600 Art - Graphic Design	0730 Geography	0430 Pharmacy	0720 Public Affairs
0040 Astronomy	0240 Geology	0660 Physical Education	0500 Radio & Television
0050 Biology	0800 Health Service Administration	0460 Physical Therapy	0510 Recreation
0070 Business Administration	0260 History	0470 Physics	0520 Religion
0090 Chemistry	0580 Hospitality Administration	0480 Political Science	0540 Social Welfare
0621 Computer Science	0280 Interior Design	0110 Pre-Chiropractic	0630 Sociology
0622 Computer Information Systems	0690 International Studies	0310 Pre-Law	0550 Speech
0650 Criminal Justice	0290 Journalism	0340 Pre-Medical/Dental	0130 Theatre
0200 Dietetics	0501 Mass Communications		

**ASSOCIATE OF SCIENCE DEGREE PROGRAMS (A.S.) MAJOR FIELD** - *Those students who plan to earn a two year technical occupational degree work in that area or possibly transfer to special areas.*

1800 A.S. Degree, but Undecided major	1090 Civil Engineering Technology	1150 International Business Management	1360 Pre-Health Service Management
1000 Accounting Technology	1780 Computer Engineering Technology	1230 Landscape Technology	1030 Pre-Medical Laboratory Technology
1040 Architectural Design and Construction Technology	Computer Programming & Application Options:	1720 Legal Assisting	1110 Pre-Nursing (R.N.) (A.S. Degree)
1680 Automotive Service Management Technology	1131 Business Programming	1344 Legal Secretarial Technology	1550 Pre-Physical Therapist Assistant
1730 Aviation Maintenance Management	1122 Engineering and Scientific Programming	1260 Marketing Management	1240 Pre-Radiation Therapy Technology
1050 Aviation Administration	1540 Court Reporting Technology	1341 Office Management Technology	1170 Pre-Radiography
1840 Building Construction Technology	1100 Criminal Justice Technology	1400 Pest Control Technology	1330 Pre-Radiography (Special Program for Degree)
Business Administration and Management	1140 Electronic Engineering Technology	1370 Pre-Dental Hygiene	1200 Pre-Respiratory Care
Options:	1061 Financial Services - Banking	1570 Pre-Diagnostic Medical Sonography	1070 Professional Pilot Technology
1191 General Business	1180 Fire Science Technology	1300 Pre-Emergency Medical Service (EMS)	1650 Restaurant Management
1193 General Management	1210 Hospitality Management	1770 Pre-Health Information Management	1420 Travel Industry Management
1660 Child Development and Education Program	1700 Interior Design Technology		1343 Word Processing Technology

**NOTE: Health Science majors** are required to submit a **second** Application for Admission to Nursing and other Health Science programs after enrollment at BCC.

**CERTIFICATE PROGRAMS - SPECIALIZED AREAS** - *Those students who plan to earn a one year or more specialized certificate only.*

Accounting Applications:	2060 Pre-Dental Assisting	Office Systems Specialist:	Promotion Management
2141 General Accounting	2010 Pre-Emergency Medical Technician - EMT	2371 Administrative	2401 General Marketing
2142 Tax Accounting	2040 Pre-Medical Assisting	2372 Office	2402 International Marketing
2380 Business Data Processing		2030 Pre-Paramedic	2090 Pre-Radiation Therapy Specialist

**INSTRUCTIONS  
PLEASE READ BEFORE SUBMITTING APPLICATION**

**ALL APPLICANTS - PLEASE THOROUGHLY COMPLETE ALL APPLICABLE PARTS OF THE APPLICATION AND INCLUDE THE FOLLOWING:**

- APPLICATION FEE:** A \$20.00 check or money order that is non-refundable is required with application for all new credit and audit students. Indicate your social security number on your check. Make check payable to: **Broward Community College.**
- TRANSCRIPTS:** Please request your final high school and/or college transcript(s) and have them forwarded to Broward Community College. Failure to submit your transcripts during the initial term of enrollment may jeopardize future registration at Broward Community College.
- TRANSFER STUDENTS:** If you are seeking a degree you are required to provide official copies of academic records from **each** college/university previously attended before evaluation for credit will be considered. To expedite the evaluation of transcripts sooner than the end of the initial term of enrollment at BCC, please see an Academic Advisor.
- DEADLINE:** If transcripts are not received within 30 days after start of initial term, student may not register for future terms.

**PLEASE DIRECT ANY QUESTIONS TO THE CAMPUS REGISTRAR'S OFFICE**

**CAMPUS MAILING ADDRESSES**

**CENTRAL CAMPUS**  
3501 S.W. Davie Road  
Ft. Lauderdale, FL 33314  
(305) 475-6865

**NORTH CAMPUS**  
1000 Coconut Creek Blvd.  
Pompano Beach, FL 33063  
(305) 973-2240

**SOUTH CAMPUS**  
7200 Hollywood/Pines Blvd.  
Pembroke Pines, FL 33024  
(305) 963-8835

**DOWNTOWN CENTER**  
College Administrative Offices  
225 East Las Olas Blvd.  
Ft. Lauderdale, FL 33301  
(305) 761-7465



# A Location For Every Education

## 1. DOWNTOWN CENTER

225 East Las Olas Boulevard  
Fort Lauderdale, Florida 33301  
761-7465

## 2. CENTRAL CAMPUS

3501 Southwest Davie Road  
Davie, Florida 33314  
475-6865

CENTER FOR HEALTH SCIENCE EDUCATION  
475-6770

CRIMINAL JUSTICE INSTITUTE  
475-6790

RALPH R. BAILEY CONCERT HALL  
475-6884

BUEHLER PLANETARIUM  
475-6680

## 3. NORTH CAMPUS

1000 Coconut Creek Boulevard  
Coconut Creek/Pompano, Florida 33066  
973-2240

OMNI AUDITORIUM  
973-2249

## 4. SOUTH CAMPUS

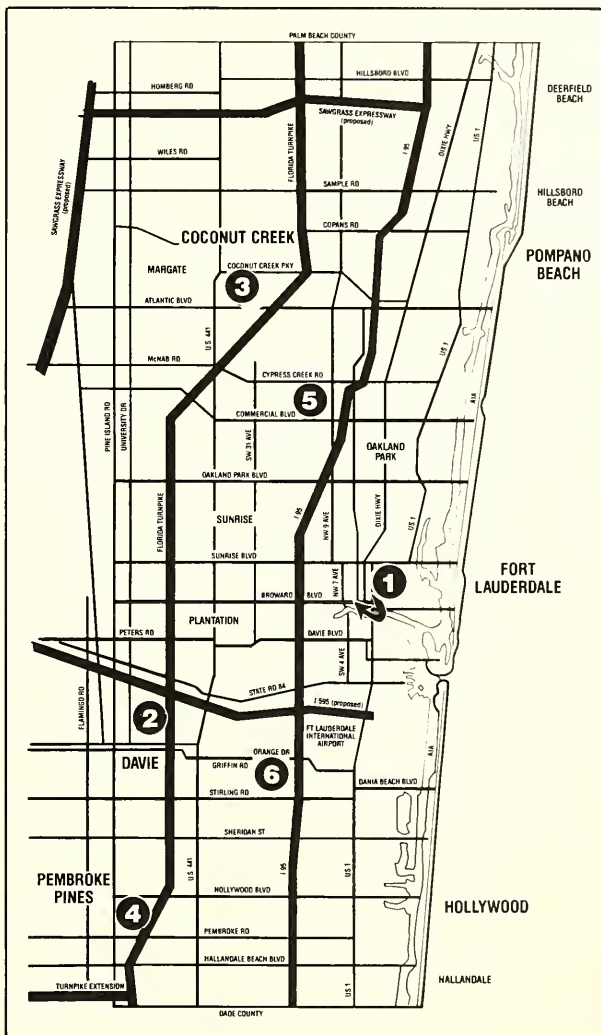
7200 Hollywood/Pines Boulevard  
Pembroke Pines, Florida 33024  
963-8835

## 5. INSTITUTE FOR ECONOMIC DEVELOPMENT AND CONTINUING EDUCATION

1515 W. Commercial Boulevard, Suite 125  
Ft. Lauderdale, Florida 33309  
492-4004

## 6. OTTO M. BURKHARDT CONFERENCE FACILITY

Tigertail Watersports Facility  
4930 Ravenswood Road  
Fort Lauderdale, Florida 33312  
989-2824



**BROWARD COMMUNITY COLLEGE**  
*Because College Counts!*



*Broward Community College*

