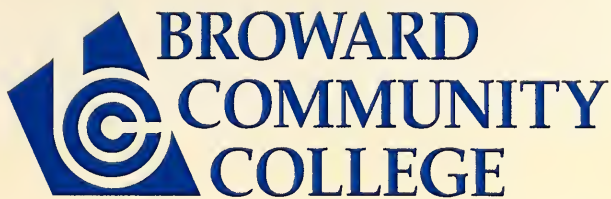
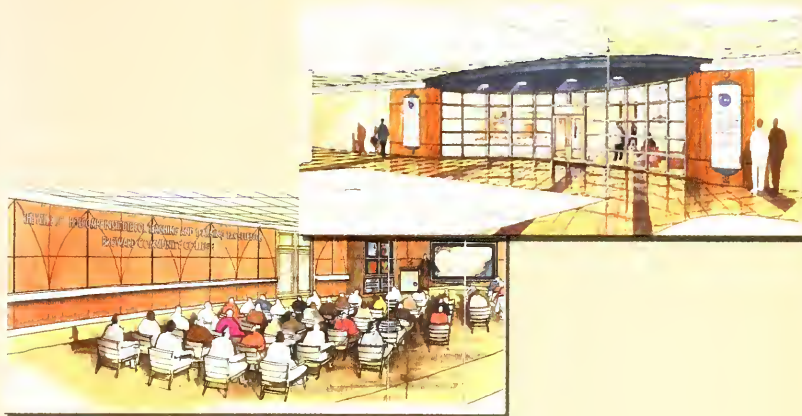


2007-2008 College Catalog



WE KEEP YOU THINKING.



**Will & Jo Holcombe Institute
for Teaching & Learning Excellence**



Willis Holcombe Center & Plaza



Welcome to the wonderful world of Broward Community College. An exciting academic adventure is about to begin for you.

Each member of the BCC faculty and staff is here to help you as you pursue your educational goals. Whether you enroll for one class or plan to obtain an A.A., A.S. or A.A.S. degree or certificate, we are ready to serve your individual needs with courteous people trained in academic advising, counseling, financial assistance, career counseling, and disability services. Nationally recognized programs such as our Honors Institute, service learning and community service opportunities, clubs and organizations, and student leadership programs are available to enhance your classroom experience. Use this catalog as your guide as you accept the BCC challenge of a quality educational experience.



The new Institute of Public Safety building, dedicated on January 24, 2007.

ABOUT THE FRONT COVER

Top two photos: BCC's Will and Jo Holcombe Institute for Teaching and Learning Excellence, dedicated to support the community's teachers and learners, is named for Dr. Holcombe and his wife Jo, a retired French and reading teacher in the International Baccalaureate program at Boyd Anderson High School, dedicated her professional life to secondary education. Her fluency and love of the French language and culture enriched her students' classroom experiences. The Holcombe Institute offers staff development and professional development opportunities for teachers, supports selected initiatives to enhance curriculum, integrates innovative concepts into the classroom, and supports classroom research.

Bottom photo: The Willis Holcombe Center and Plaza is located in the heart of urban Ft. Lauderdale. It is the BCC partner of the Higher Education Complex on East Las Olas Boulevard. The Willis Holcombe Downtown Center houses the College's District offices as well as over 210,000 square feet of high tech classroom space consisting of wired classrooms, science and technology labs, and a full array of student services. The Willis Holcombe Center is surrounded by a rich array of cultural and municipal resources, including the Broward County Main Library, The Broward Center for the Performing Arts, the Museum of Discovery and Science, the Ft. Lauderdale Museum of Art, and the Riverwalk complex of shops and restaurants.

DISTRICT BOARD OF TRUSTEES: Levi Williams, chair • Lourdes Garrido, vice chair
Georgette Sosa Douglass • Cheryl Krause • Paul Tanner

BROWARD COMMUNITY COLLEGE: Willis Holcombe, president

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Broward Community College Locations

A. HUGH ADAMS

CENTRAL CAMPUS

3501 Southwest Davie Road
Davie, Florida 33314
954 201 6865

WILLIS HOLCOMBE DOWNTOWN CENTER

College Administration Offices
111 East Las Olas Boulevard
Fort Lauderdale, Florida 33301
954 201 7465

PINES CENTER

16957 Sheridan Street
Pembroke Pines, Florida 33331
954 201 3601

NORTH CAMPUS

1000 Coconut Creek Boulevard
Coconut Creek, Florida 33066
954 201 2240

JUDSON A. SAMUELS

SOUTH CAMPUS

7200 Hollywood Pines Boulevard
Pembroke Pines, Florida 33024
954 201 8835

WESTON CENTER

4205 Bonaventure Boulevard
Weston, Florida 33332
954 201 3601

MAROONE AUTOMOTIVE CENTER AT BCC MIRAMAR

7451 Riviera Boulevard
Miramar, FL 33023

ACCREDITATION

Broward Community College is accredited by
The Commission on Colleges of the
Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, GA 30033-4097;
Telephone Number 404 679 4501)
to award Associate Degrees

MEMBER OF:

American Association of Community 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 Consortium for International Studies
College Entrance Examination Board
Florida Association of Colleges and Universities
Florida Association of Community Colleges
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 access/equal opportunity institution. Students with documented disabilities are assured participation in all college activities and services. Registrants seeking accommodations should contact the Campus Office of Disability Services at least two weeks prior to the first class session.

This information is available in alternative format upon request.

This document is prepared and presented as an informational guide only. Course offerings, fee schedules and other representations provided are not controlling and are subject to change, amendment, or deletion by the College as deemed appropriate. The information is taken from Board Policies and Procedures. These sources can be accessed at www.broward.edu.

NOTE: BCC APPLICATION ATTACHED TO INSIDE BACK COVER



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WELCOME TO BROWARD COMMUNITY COLLEGE



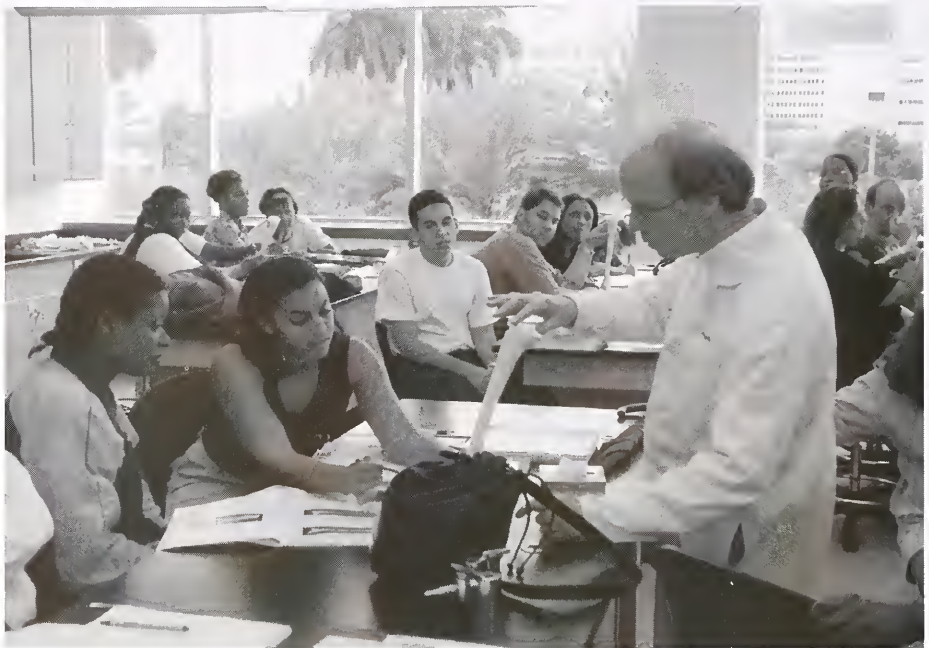
Message from the President

At BCC we are committed to providing you the opportunity, tools and support you need to succeed. Whether your goal is to complete a four-year degree or plan to enter the workforce directly after BCC, our distinguished faculty and staff will help you enter the career of your choice. You'll find the personalized environment each professor creates makes learning stimulating and exciting. You will learn in state-of-the art classrooms and laboratories equipped with the latest technology.

BCC's mission is to provide an excellent higher education at an affordable price that is easily accessible from where our students live and work. More than a million students have made Broward Community College their springboard to success. Whatever your experiences and background, I know you'll feel at home on one of our campuses or centers.

Welcome to your college and best wishes for a great year.

Willis Holcombe
President



Academic Calendars

Term I (20081)

Term II (20082)

Term III (20083)

Weekend College

International Student Admission Deadlines

Final Examination Schedule

COLLEGE CALENDAR 2007-2008
TERM I (20081)

	Session I Aug 20-Dec 13	Session II Aug 20-Oct 10	Session III Sept 10-Dec 10	Session IV Oct 17-Dec 13
REGISTRATION AND ADVISEMENT				
1. Registration (Graduation Candidates)*	Jun 1-Aug 19	Jun 1-Aug 19	Jun 1-Sept 9	Jun 1-Oct 16
Registration: Continuing Students	Jun 4-Aug 19	Jun 4-Aug 19	Jun 4-Sept 9	Jun 4-Oct 16
2. Registration: New/Re-Entry Students	Jun 27-Aug 19	Jun 27-Aug 19	Jun 27-Sept 9	Jun 27-Oct 16
3. Registration: State Employees for Waiver	Aug 17	Aug 17	Sept 7	Oct 16
4. CLASSES BEGIN 8:00 AM	Aug 20	Aug 20	Sept 10	Oct 17
5. Weekend College Classes Begin**	Aug 24	Aug 24	Sept 14	Oct 19
6. Last Day For Drop and Last Day for 100% Refund***	Aug 26	Aug 26	Sept 16	Oct 22
Last Day to Drop for 100% Refund for Weekend College**	Aug 26	Aug 26	Sept 16	Oct 22
HOLIDAY (Labor Day)				
No classes day or evening	Sept 3	Sept 3		
HOLIDAY (Fall Holiday)				
No evening classes	Sept 12	Sept 12	Sept 12	
No classes day or evening	Sept 13	Sept 13	Sept 13	
MIDTERM				
	Oct 16	Sept 17	Oct 22	Nov 14
LAST DAY TO WITHDRAW FROM ANY CLASS				
	Oct 29	Sept 24	Nov 5	Nov 21
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****				
	Oct 29	Sept 24	Nov 5	Nov 21
HOLIDAY (Veterans Day)				
No classes day or evening	Nov 12		Nov 12	Nov 12
HOLIDAY (Thanksgiving)				
No evening classes	Nov 21		Nov 21	Nov 21
No classes day or evening	Nov 22-25		Nov 22-25	Nov 22-25
LAST DAY OF CLASSES				
	Dec 13	Oct 10	Dec 10	Dec 13
FINAL EXAMINATIONS				
	Dec 7-13	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION				
Dec 14	Dec 14	Dec 14	Dec 14	Dec 14
GRADES DUE IN THE CAMPUS				
REGISTRATION OFFICE BY 3:00 PM	Dec 14	Oct 15	Dec 14	Dec 14

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

**Weekend College has a separate Calendar on Page 9.

***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 instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

College Offices will be closed from December 20, 2007 through January 2, 2008. Registration on the Web will be available except December 25, 2007 and January 2, 2008.

NOTE: SESSION 1 Friday evening, Saturday, and Sunday classes will have final examinations on December 7-9, 2007.

**College Calendar 2007-2008
TERM II (20082)**

	Session I Jan 7-May 5	Session II Jan 7-Feb 29	Session III Jan 28 Apr 25	Session IV Mar 12-May 5
REGISTRATION AND ADVISEMENT				
1. Pre-Registration (Graduation Candidates)*	Nov 1-Jan 6	Nov 1-Jan 6	Nov 1-Jan 27	Nov 1-Mar 11
2. Registration: Continuing Students	Nov 2-Jan 6	Nov 2-Jan 6	Nov 2-Jan 27	Nov 2-Mar 11
3. Registration: New/Re-Entry Students	Nov 27-Jan 6	Nov 27-Jan 6	Nov 27-Jan 27	Nov 27-Mar 11
4. Registration: State Employees for Waiver	Jan 4	Jan 4	Jan 25	Mar 11
5. CLASSES BEGIN 8:00 AM	Jan 7	Jan 7	Jan 28	Mar 12
6. Weekend College Classes Begin**	Jan 11	Jan 11	Feb 1	Mar 14
7. Last Day for Drop and Last Day for 100% Refund***	Jan 11	Jan 11	Jan 31	Mar 17
8. Last Day to Drop for 100% Refund for Weekend College**	Jan 14	Jan 14	Feb 5	Mar 18
HOLIDAY (Martin L. King, Jr. Birthday)				
No classes day or evening	Jan 21	Jan 21		
PROFESSIONAL DEVELOPMENT DAY				
No classes day or evening	Feb 22	Feb 22	Feb 22	
HOLIDAY (Spring Break)	Mar 3-9		Mar 3-Mar 9	
MIDTERM	Mar 11	Feb 1	Mar 17	Apr 8
LAST DAY TO WITHDRAW FROM ANY CLASS	Mar 21	Feb 8	Mar 26	Apr 14
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	Mar 21	Feb 8	Mar 26	Apr 14
LAST DAY OF CLASSES	May 5	Feb 29	Apr 25	May 5
FINAL EXAMINATIONS	Apr 28-May 5	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	May 6	May 6	May 6	May 6
GRADES DUE IN THE CAMPUS				
REGISTRATION OFFICE BY 3:00 PM	May 6	Mar 10	Apr 25	May 6

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

**Weekend College has a separate Calendar on Page 9.

***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 instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

College Offices will be closed from December 20, 2007 through January 2, 2008. Registration on the Web will be available except December 25, 2007 and January 2, 2008.

NOTE: SESSION 1 Friday evening, Saturday and Sunday classes will have final exams on May 2-4, 2008.

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

**College Calendar 2007-2008
TERM III (20083)**

	Session I May 8-Aug 6	Session II May 8-Jun 20	Session III Jun 24-Aug 6
REGISTRATION AND ADVISEMENT			
1. Pre-Registration (Graduation Candidates) *	Mar 12-May 7	Mar 12-May 7	Mar 12-Jun 23
2. Registration: Continuing Students	Mar 13-May 7	Mar 13-May 7	Mar 13-Jun 23
3. Registration: New and Re-Entry Students	Apr 2-May 7	Apr 2-May 7	Apr 2-Jun 23
4. Registration: State Employees for Waiver	May 7	May 7	Jun 23
5. CLASSES BEGIN 8:00 AM	May 8	May 8	Jun 24
6. Weekend College Classes Begin**	May 9	May 9	Jun 27
7. Last Day for Drop and Last Day for 100% Refund***	May 14	May 14	Jun 30
8. Last Day to Drop for 100% Refund for Weekend College**	May 14	May 14	Jun 30
HOLIDAY (Memorial Day) No classes day or evening	May 26	May 26	
MIDTERM	Jun 20	May 30	July 16
HOLIDAY (Summer Break) No classes day or evening	June 23		
LAST DAY TO WITHDRAW FROM ANY CLASS	July 2	Jun 5	July 22
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	July 2	Jun 5	July 22
HOLIDAY (Independence Day) No classes day or evening	July 4		July 4
LAST DAY OF CLASSES	Aug 6	Jun 20	Aug 6
FINAL EXAMINATIONS	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY NOON	Aug 8	Jun 23	Aug 8

Alternate Friday classes are divided as follows:

Session 2

Monday and Wednesday classes will meet on May 16, May 30, and June 16, 2008.
Tuesday and Thursday classes will meet on May 9, May 23, and June 6, 2008.

Session 3

Monday and Wednesday classes will meet on Jun 18, and August 1, 2008.
Tuesday and Thursday classes will meet on June 27, July 11, and July 25, 2008.

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

**Weekend College has a separate Calendar on Page 9.

***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 instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

WEEKEND COLLEGE CALENDAR 2007-2008

TERM I

	Session I Aug 20-Dec 13	Session II Aug 20-Oct 10	Session III Sept 10-Dec 10	Session IV Oct 17-Dec 13
CLASSES START	Aug 24	Aug 24	Sept 14	Oct 19
Last Day to Drop with 100% Refund	Aug 26	Aug 26	Sept 16	Oct 22
HOLIDAY (Fall Holiday)	Sept 13	Sept 13	Sept 13	
Last Day to Withdraw from any Class				
Without Refund	Oct 29	Sept 24	Nov 5	Nov 21
Last Day to Change from Credit to Audit	Oct 29	Sept 24	Nov 5	Nov 21
HOLIDAY (Veteran's Day)	Nov 12		Nov 12	Nov 12
HOLIDAY (Thanksgiving)	Nov 22-25		Nov 22-25	Nov 22-25
No evening classes	Nov 21	Nov 21	Nov 21	Nov 21
No classes day or evening				
CLASSES END	Dec 9	Oct 10	Dec 10	Dec 9
FINAL GRADES DUE IN THE CAMPUS				
REGISTRATION OFFICE BY 3:00 PM	Dec 14	Oct 15	Dec 14	Dec 14

TERM II

	Session I Jan 7-May 5	Session II Jan 7-Feb 29	Session III Jan 28-Apr 25	Session IV Mar 12-May 5
CLASSES START	Jan 11	Jan 11	Feb. 1	Mar 14
HOLIDAY (Martin L. King, Jr. birthday)	Jan 21	Jan 21		
No classes day or evening				
Last Day to Drop With 100% Refund	Jan 14	Jan 14	Feb 5	Mar 18
Professional Development Day				
No classes day or evening	Feb 22	Feb 22	Feb 22	
HOLIDAY (Spring Break)	Mar 3-9		Mar 3-9	
Last Day to Withdraw from any Class				
Without Refund	Mar 21	Feb 8	Mar 26	Apr 14
Last Day to Change from Credit to Audit	Mar 21	Feb 8	Mar 26	Apr 14
CLASSES END	May 4	Feb 29	Apr 25	May 4
FINAL GRADES DUE IN THE CAMPUS	May 6	Mar 10	Apr 25	May 6
REGISTRATION OFFICE BY 3:00 PM				

TERM III

	Session I May 8-Aug 6	Session II May 8-Jun 20	Session III Jun 24-Aug 6
CLASSES START	May 9	May 9	Jun 27
Last Day to Drop With 100% Refund	May 14	Mar 14	June 30
HOLIDAY (Memorial Day)			
No classes day or evening	May 26	May 26	
Last Day to Withdraw From Any Class			
Without Refund	July 2	Jun 5	July 22
Last Day to Change from Credit to Audit	July 2	Jun 5	July 22
HOLIDAY (Independence Day)			
No classes day or evening	July 4		July 4
CLASSES END	Aug 3	Jun 20	Aug 3
FINAL GRADES DUE IN THE CAMPUS			
REGISTRATION OFFICE BY NOON	Aug 3	Jun 23	Aug 3

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

INTERNATIONAL STUDENT'S ADMISSION DEADLINES**TERM I**

	Session I Aug 20-Dec 13	Session II Aug 20-Oct 10	Session III Sep 10-Dec 10
Last day for all admission documents to be received	May 24, 2007	First time admission for International Students will not be allowed for Session II or for Session III	

TERM II

	Session I Jan 7-May 5	Session II Jan 7-Feb 29	Session III Jan 28-Apr 25
Last day for all admission documents to be received	Sept 6, 2007	First time admission for International Students will not be allowed for Session II or for Session III	

Term III

	Session I May 8-Aug 6	Session II May 8-Jun 20	Session III Jun 24-Aug 6
Last day for all admission documents to be received	Feb 21, 2008	First time International Students must register for both Session II and Session III	

*The College Registrar or the Vice President for Student Affairs must approve any exceptions to the above schedules.

BROWARD COMMUNITY COLLEGE
2007-2008
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. Examinations may have room conflicts. Please consult with the professor.

FRIDAY, DECEMBER 7, 2007

For classes normally meeting on Friday or Saturday, your Final Exam will be at your regular class time.

MONDAY, DECEMBER 10, 2007

8:30 am to 10:20 am	for classes normally starting Monday and Wednesday at 8:00 am or 8:30 am
10:30 am to 12:20 pm	for classes normally starting Monday and Wednesday at 10:30 am or 11: am
12:30 pm to 2:20 pm	for classes normally starting Monday and Wednesday at 12:30 pm
2:30 pm to 4:20 pm	for classes normally starting Monday and Wednesday at 2:00 pm or 2:30 pm
4:30 pm – 6:20 pm	for classes normally starting Monday and Wednesday at 4:30 pm or 5:00 pm
6:30 pm to 8:20 pm	for classes normally starting Monday and Wednesday at 6:30 pm
	and for classes normally starting Monday at 6:30 pm
8:30 pm to 10:20 pm	for classes normally starting Monday and Wednesday at 8:30 pm

TUESDAY, DECEMBER 11, 2007

8:30 am to 12:20 pm	for classes normally starting Tuesday and Thursday at 8:00 am or 8:30 am
10:30 am to 12:20 pm	for classes normally starting Tuesday and Thursday at 10:30 am or 11:00 am
12:30 pm to 2:20 pm	for classes normally starting Tuesday and Thursday at 12:30 pm
2:30 pm to 4:20 pm	for classes normally starting Tuesday and Thursday at 2:00 pm or 2:30 pm
4:30 pm to 6:20 pm	for classes normally starting Tuesday and Thursday at 4:30 pm or 5:00 pm
6:30 pm to 8:20 pm	for classes normally starting Tuesday and Thursday at 6:30 pm
	and for classes normally starting Tuesday at 6:30 pm
8:30 pm to 10:20 pm	for classes normally starting Tuesday and Thursday at 8:30 pm

WEDNESDAY, DECEMBER 12, 2007

8:30 am to 12:20 pm	for classes normally starting Monday and Wednesday at 9:30 am
10:30 am to 12:20 pm	for classes normally starting Monday and Wednesday at 11:30 am
12:30 pm to 2:20 pm	for classes normally starting Monday and Wednesday at 1:30 pm
2:30 pm to 4:20 pm	for classes normally starting Monday and Wednesday at 3:30 pm
4:30 pm to 6:20 pm	for classes normally starting Monday and Wednesday at 5:30 pm
6:30 pm to 8:20 pm	for classes normally starting Monday and Wednesday at 7:30 pm or 8:00 pm
	and for classes normally starting Wednesday at 6:30 pm
8:30 pm to 10:20 pm	for classes normally starting Monday and Wednesday at 8:30 pm

THURSDAY, DECEMBER 13, 2007

8:30 am to 10:20 am	for classes normally starting Tuesday and Thursday at 9:30 am
10:30 am to 12:20 pm	for classes normally starting Tuesday and Thursday at 11:30 am
12:30 pm to 2:20 pm	for classes normally starting Tuesday and Thursday at 1:30 pm
2:30 pm to 4:20 pm	for classes normally starting Tuesday and Thursday at 3:30 pm
4:30 pm to 6:20 pm	for classes normally starting Tuesday and Thursday at 5:30 pm
6:30 pm to 8:20 pm	for classes normally starting Tuesday and Thursday at 7:30 pm or 8:00 pm
	and for classes normally starting Thursday at 6:30 pm
8:30 pm to 10:20 pm	for classes normally starting Tuesday and Thursday at 8:30 pm

NOTE:

For classes normally meeting one hour per week, please consult your instructor.

BROWARD COMMUNITY COLLEGE
2007-2008
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. Examinations may have room conflicts. Please consult with the professor.

MONDAY, APRIL 28, 2007

4:30 pm to 6:20 pm

6:30 pm to 8:20 pm

8:30 pm to 10:20 pm

for classes normally starting Monday and Wednesday at 4:30 pm or 5:00 pm

for classes normally starting Monday and Wednesday at 6:30 pm

and for classes normally starting Monday at 6:30 pm

for classes normally starting Monday and Wednesday at 8:30 pm

TUESDAY, APRIL 29, 2007

8:30 am to 12:20 pm

10:30 am to 12:20 pm

12:30 pm to 2:20 pm

2:30 pm to 4:20 pm

4:30 pm to 6:20 pm

6:30 pm to 8:20 pm

8:30 pm to 10:20 pm

for classes normally starting Tuesday and Thursday at 8:00 am or 8:30 am

for classes normally starting Tuesday and Thursday at 10:30 am or 11:00 am

for classes normally starting Tuesday and Thursday at 12:30 pm

for classes normally starting Tuesday and Thursday at 2:00 pm or 2:30 pm

for classes normally starting Tuesday and Thursday at 4:30 pm or 5:00 pm

for classes normally starting Tuesday and Thursday at 6:30 pm

and for classes normally starting Tuesday at 6:30 pm

for classes normally starting Tuesday and Thursday at 8:30 pm

WEDNESDAY, APRIL 30, 2007

8:30 am to 12:20 pm

10:30 am to 12:20 pm

12:30 pm to 2:20 pm

2:30 pm to 4:20 pm

8:30 pm to 10:20 pm

4:30 pm to 6:20 pm

6:30 pm to 8:20 pm

for classes normally starting Monday and Wednesday at 9:30 am

for classes normally starting Monday and Wednesday at 11:30 am

for classes normally starting Monday and Wednesday at 1:30 pm

and for classes normally starting Wednesday at 6:30 pm

for classes normally starting Monday and Wednesday at 3:30 pm

for classes normally starting Monday and Wednesday at 5:30 pm

for classes normally starting Monday and Wednesday at 7:30 pm or 8:00 pm

for classes normally starting Monday and Wednesday at 8:30 pm

THURSDAY, MAY 1, 2007

8:30 am to 10:20 am

10:30 am to 12:20 pm

12:30 pm to 2:20 pm

2:30 pm to 4:20 pm

4:30 pm to 6:20 pm

6:30 pm to 8:20 pm

8:30 pm to 10:20 pm

for classes normally starting Tuesday and Thursday at 9:30 am

for classes normally starting Tuesday and Thursday at 11:30 am

for classes normally starting Tuesday and Thursday at 1:30 pm

for classes normally starting Tuesday and Thursday at 3:30 pm

for classes normally starting Tuesday and Thursday at 5:30 pm

for classes normally starting Tuesday and Thursday at 7:30 pm or 8:00 pm

and for classes normally starting Thursday at 6:30 pm

for classes normally starting Tuesday and Thursday at 8:30 pm

FRIDAY, MAY 2, 2007

For classes normally meeting on Friday or Saturday, your Final Exam will be at your regular class time.

MONDAY, MAY 5, 2007

8:30 am to 10:20 am

10:30 am to 12:20 pm

12:30 pm to 2:20 pm

2:30 pm to 4:20 pm

for classes normally starting Monday and Wednesday at 8:00 am or 8:30 am

for classes normally starting Monday and Wednesday at 10:30 am or 11:00 am

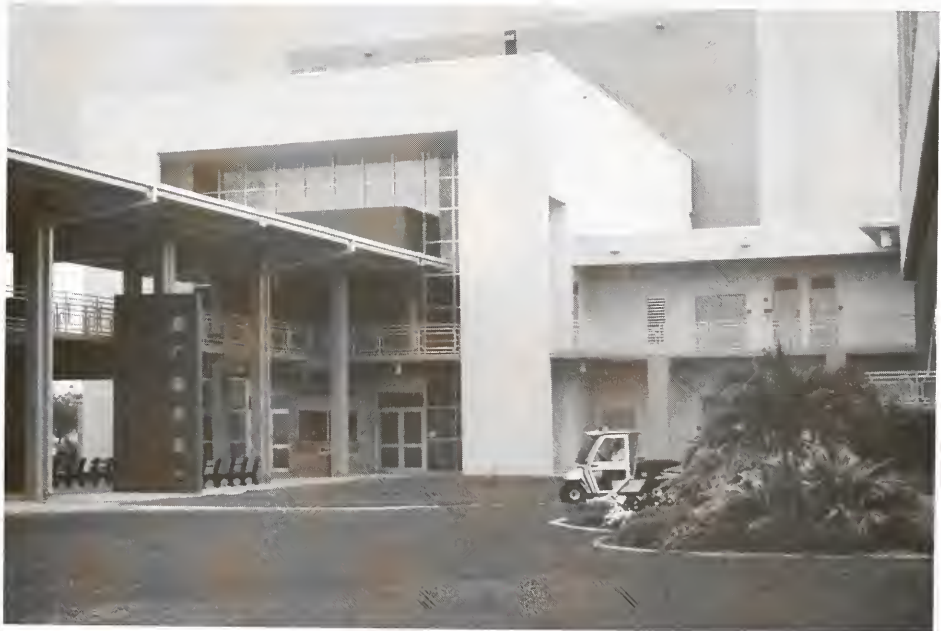
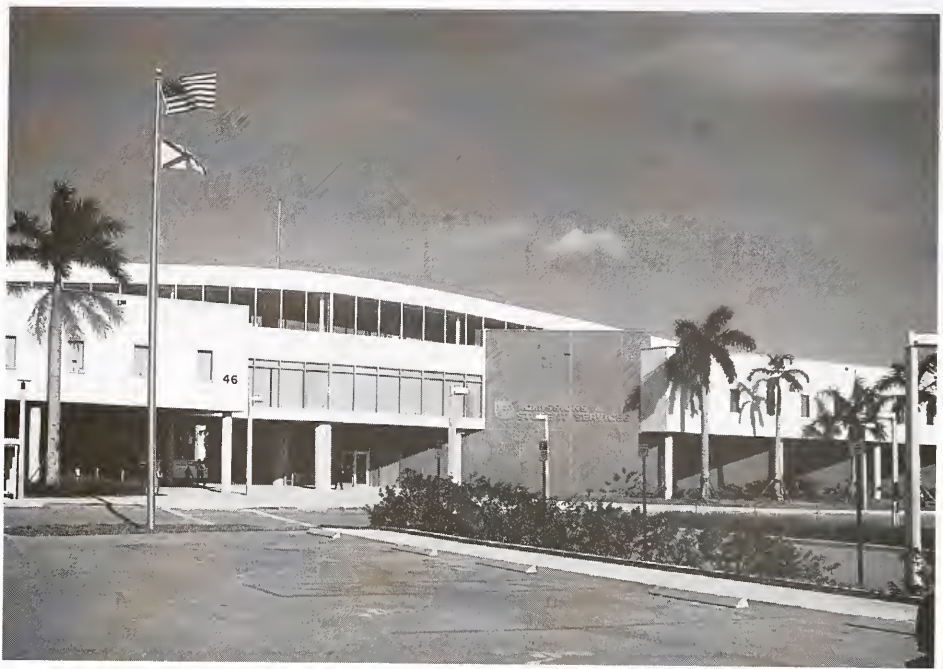
for classes normally starting Monday and Wednesday at 12:30 pm

for classes normally starting Monday and Wednesday at 2:00 pm or 2:30 pm

NOTE:

For classes normally meeting one hour per week, please consult your instructor.





Facts About Broward Community College

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Institutional Mission and Philosophy

Mission Statement

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfill this mission through their commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.

Philosophy

As an institution committed to the ideal of the value 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 that 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.

Beliefs

- That all individuals, regardless of race, creed, or national origin, are able to learn and should be given the opportunity to succeed in their endeavors.
- That all segments of the community can benefit from lifelong learning.
- That all individuals should be treated with respect and dignity.
- That all individuals should have the opportunity to access affordable educational opportunities.

- That many educational experiences can take place anywhere and anytime through a variety of delivery systems.
- That the college is a resource for cultural awareness opportunities and community service.
- In providing the opportunity for students, faculty, staff, and administrators to develop and realize their personal goals through education.
- In promoting the highest expectations for students, faculty, staff, and administrators, and maintaining high academic standards.
- In preparing students to function successfully in a diverse, multicultural, and global environment.
- In supporting, promoting, and participating in the economic development of the community.
- In providing a safe and secure learning and working environment.
- In preparing for a sustainable future and embracing change that benefits the college mission.
- In the effective and fair use of all college resources.
- In preparing students to work effectively in an increasingly technological society.

Purpose

As it fulfills its mission, the college is committed to responding to the cultural diversity of Broward County. 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 individual abilities, needs, and interests. The college also is committed to providing special academic support services to students with disabilities. In its role as an institution of higher education and in its efforts to be a premier 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 includes communications, humanities, social and behavioral sciences, science, mathematics, wellness, computer competency, and international/intercultural awareness.
2. To prepare individuals for employment through a variety of specific programs in the general areas of business, management, and office systems, health sciences; engineering,

- construction, and mechanical technologies, computer technology; human and public services, natural and environmental resources, and aviation.
3. To provide economic development resources and continuing education programs that meets the needs of business, industry, the professions, and government. To enhance workforce development opportunities for individuals seeking to upgrade their skills to maintain employment, advance within their current field, change careers, 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 before attempting college-level work, and to guide students whose first language is not English to the mastery of communication skills.
 5. To serve as a cultural center for Broward County by providing a wide variety of quality visual and
 6. Performing arts programs and activities that educate, entertain, enrich lives, and elevate the human spirit.
 7. 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 an academic interchange and promote the improvement of higher education on a global scale.

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 28 public 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 ensure that students can move smoothly from one system to another.

Through a wide variety of degree and certificate programs and continuing education courses, the college attracts a great diversity of students, including individuals who plan to complete a bachelor's degree program, people who seek to acquire job-entry skills, and employees who desire to upgrade skills for promotion or career change, and individuals who seek 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 also is: a source of cultural enrichment; a resource for community development, business and industry; and an avenue for continued skill upgrading enhancement and retraining. As a public comprehensive community college, BCC serves honorably as a contributor to America's higher education effort.

The college's 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 Florida Board of Education. The Division of Community Colleges, which is subject to the overall supervision of the Florida Board of Education, is responsible for statewide leadership in overseeing and coordinating the individually governed public community colleges. State appropriations and student fees provide operational funding for college programs. Construction and building maintenance funds are provided through statewide capital outlay bonds, not through local property taxes.

The campuses and centers

Hugh Adams Central Campus

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

Campus is situated on 150 acres in a traditional-style college setting equipped with an aquatic complex and sports facilities. The campus has 27 buildings including the Buchler Planetarium and Observatory, the Ralph R. Bailey Concert Hall, the Fine Arts Theatre, the Institute of Public Safety, and the Student Affairs Center. In addition, the Adams Central Campus offers students the University/College Library, a research facility jointly funded by Broward Community College and Florida Atlantic University. The Adams Central Campus hosts two educational partners on site: Florida Atlantic University, Davie Campus; and the College Academy @ BCC, a high school associated with Broward County Schools.

North Campus

North Campus offers a full spectrum of Associate of Art Associate of Science, Associate of Applied Sciences Degrees, and College Certificates. 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 13 buildings that include the multipurpose Omni Auditorium and the Broward Community College North Regional Library. The newest facility is the 65,000 square-foot Student Services Building, which opened in the fall of 2000. Last year construction began on the Huizenga Center for Free Enterprise at the campus. The \$9.5 million, 65,000 square –foot facility will house two new Junior Achievement programs: the Junior Achievement Finance Park and the Junior Achievement Enterprise Village. Working in partnership with the School Board of Broward County, the programs at the facility will serve approximately 24,000 fifth graders and 24,000 eighth graders annually.

Judson A. Samuels South Campus

Located just west of the Florida Turnpike on Hollywood/Pines Boulevard at 72nd Avenue in Pembroke Pines, the Samuels South Campus offers a full spectrum of college credit, community education, and technical education classes. The campus' 12 buildings sit on 103 acres. The campus also operates three partnership satellite centers: the Pines Center in the Academic Village at 16957 Sheridan Street, the Weston Center at 4205 Bonaventure Boulevard, and the BCC Automotive Training Center at Miramar at 7451 Riviera Boulevard. In addition, the campus is home to the Aviation Institute and the joint-use Broward Community College/Broward County South

Regional Library. The Aviation Institute, located adjacent to North Perry Airport, offers six FAA-approved programs curriculums and four degree programs. The programs prepare students for FAA and FCC certification and employment in the aviation industry.

Pines Center

The Pines Center is located approximately two miles west of I-75 on Sheridan Street in the Academic Village in Pembroke Pines. The center is part of a 77-acre Jeffersonian-inspired educational complex that includes the Southwest Broward Regional Library and the Pembroke Pines Charter High School, as well as an athletic/aquatic complex and a wetlands nature reserve. The center offers a wide spectrum of credit and non-credit courses designed to prepare a diverse student population for numerous educational and career opportunities.

Weston Center

The Weston Center is located on the second floor of the Weston Branch Library and offers a wide spectrum of credit and non-credit courses. An 18-month fast-track Associate in Arts degree in Business Administration is also offered onsite to accommodate the busy lives of working adults.

BCC Maroone Automotive Training Center at Miramar

The BCC Maroone Automotive Training Center at Miramar covers approximately 23 acres on Riviera Boulevard adjacent to the Florida Turnpike near the Broward/Miami-Dade county line. The center provides classrooms, administrative offices and work bays and serves as home to the college's automotive programs and soon will be home of Marine Engineering Management Program..

Willis Holcombe Center

The Willis Holcombe Downtown Center is located in the heart of urban Fort Lauderdale. In partnership with FAU, the BCC Holcombe Center forms the Higher Education Complex on East Las Olas Boulevard. The Willis Holcombe Center houses the college's district offices as well as over 210,000 square feet of high-tech classroom space consisting of wired classrooms, science and technology labs, and a full array of student services. The Willis Holcombe Center is surrounded by many cultural and municipal resources, including the Broward County Main Library, the Broward Center for the Performing Arts, the Museum of Discovery and Science, the Fort Lauderdale

Museum of Art, and the Riverwalk complex of shops and restaurants.

Institute for Economic Development

The Institute for Economic Development is located in the heart of downtown Fort Lauderdale within the Willis Holcombe Downtown Center at 111 East Las Olas Boulevard, Room 408. The institute offers a variety of continuing education courses, corporate training services, customized workforce development resources, and support groups and training for women transitioning into the workforce.

Tigertail Lake Center

The Tigertail Lake Center is located alongside I-95 and griffin Road, at 580 Gulfstream Way, Dania Beach. The center offers conference and picnic facilities and classes in aquatic activities and water sports. The BCC Adventure Learning Center also makes its home at the Tigertail Lake Center, providing low and high ropes challenge programs and other team-building exercises.

History of the college

In 1959, the Florida Legislature authorized creation of the Junior College of Broward County and members of the community began work on making the college a reality. An influential group of Broward Community leaders lobbied Washington to provide land at the former Forman Field in Davie, a training site for World War II Naval aviators. A local advisory board was assembled in October 1959 and guided by the State Board of Educational Regulations, began developing programs and hiring staff. The college's first president, Dr. Joe B. Rushing, vice president for administration at Howard Payne College in Brownwood, Texas, was appointed March 17, 1960. He reported for work on April 7.

The following autumn, the Junior College of Broward County opened its doors to its first class, 701 students, in buildings that were formerly part of Naval Air Station Junior High on the western portion of the Fort Lauderdale/Hollywood International Airport property. Dr. John Allen, president of the University of South Florida, addressed the college's first graduating class, 73 students, at War Memorial Auditorium on June 10, 1962. Among its members was Parris Nelson Glendening, who went on to serve two terms as Maryland's 59th governor. The Junior College of Broward County's first permanent building was

completed in Davie at the former Forman Field site in August 1963 when the college officially moved to the Central Campus.

Dr. Rushing resigned in 1965 and was succeeded by Dr. Myron Blee, director of the Office Dr. Blee was in turn succeeded by Dr. A. Hugh for Emergency Planning in Washington, D.C. Adams, who assumed his duties as president on April 15, 1968.

Florida's junior colleges originally were governed by Boards of Public Instruction, who also governed elementary and secondary instruction in each county. In 1968, the same year the JCBC changed its name to Broward Junior College; the Florida Legislature removed the junior colleges from the county school boards' purview and turned the colleges' advisory boards into district boards of trustees.

In September 1970, the District Board of Trustees changed the college's name to Broward Community College, a change that better reflected the comprehensive nature of the college's programs and its crucial role in the community. Also in 1970, the South Campus got its start in temporary headquarters adjacent to Memorial Hospital in Hollywood. North Campus, in Coconut Creek, was dedicated in 1972.

Dr. Adams served as president for 19 years. After he announced his intention to retire on December 31, 1986, the District Board of Trustees renamed the Central Campus the A. Hugh Adams Central Campus in his honor.

Named to succeed Dr. Adams was Dr. Willis Holcombe, executive vice-president at Brevard Community College, and a protégé of Dr. James Wattenbarger, the architect of the state community college system. Dr. Holcombe had gone to Brevard from Broward, where he had served as a professor, executive assistant to President Adams, Central Campus academic dean, and then Central Campus provost. Dr. Holcombe served as president for 17 years, from 1987 to 2004. He initiated efforts that led to significant growth in enrollment, facility and program expansion. Dr. Holcombe also was instrumental in creating a variety of innovative partnerships to benefit the college, its students and the community at large.

Dr. Holcombe retired in January 2004. Succeeding him as the college's fifth president was Dr. Larry Anthony Calderon, who served as president through December 2006. Dr. Holcombe returned from retirement to serve as president until the college names its sixth president.

Beginning with a small university-parallel program, Broward Community College has expanded to serve the area's needs by expanding its curricula to include a wide variety of technical and healthcare programs which, in turn, help assure the viability of Broward County.

Equal Opportunity Policy

As an institution of higher learning, Broward Community College is dedicated to the inculcation of the highest ideals of citizenship in a free society. The college as an equal opportunity/affirmative action employer complies with all applicable federal and state laws regarding discrimination and affirmative action. 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, as well as participation in programs and activities, are provided consonant with appropriate laws without regard to race, color, sex, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classification.

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 procedures.

The vice president for financial and human resources the president changes necessary to ensure no shall monitor college salary schedules and recommend to discrimination on the basis of race, color, age, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classification.

The equity coordinator is designated to coordinate compliance with civil rights protections. The equity coordinator for Broward Community College is the vice president for human resources and equity.

Questions pertaining to educational equity, equal opportunity or equal access should be addressed to

Dr. Edna Chun at 954 201 7693,
echun@broward.edu or 225 E. Las Olas Blvd., Fort Lauderdale, FL 33301.

Employees, applicants and students are regularly notified of this information and this information is posted in conspicuous locations on all campuses, is provided annually to all employees and students through college publications including, but not limited to, the following: College Newsletter, Salary Schedule, College Catalog, Course Schedule, Student Handbook and the Annual Equity Report.

Any employee, applicant for employment, student, or candidate for admission that has concerns about equitable treatment may contact the college equity coordinator. Employees must use college Procedure A6Hx2-3.34 Reporting Violations and Conducting Investigations of Complaints Alleging Discrimination Harassment, and/or Retaliation. The appropriate procedure for students to file a complaint is set forth in Procedure A6Hx2-5.22. Unlawful Discrimination, Harassment and Retaliation Procedure for Students.

Policy prohibiting discrimination, harassment and retaliation

Broward Community College recognizes its obligation to work towards a community in which diversity is valued and equal employment opportunities are provided free from discrimination, unlawful harassment and retaliation in accordance with federal, state and local laws.

The equity office in human resources shall investigate all complaints according to the college policies and procedures. This authority is delegated from the college president to the vice president for human resources and equity, and carries the obligation to ensure that the college community adheres to the college's policies prohibiting discrimination, harassment, and retaliation.

The college affirms its commitment to ensure that each member of the college community shall be permitted to work in an environment free from any form of discrimination or harassment based upon race, color, sex, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classification. Please see Broward Community Policy 6Hx2-3.34 for further details.

BOARD OF TRUSTEES

The Broward Community College District Board of Trustees brings together five community leaders with diverse backgrounds who provide dedicated leadership to the College and its activities. The Governor of the State of Florida appoints this group of outstanding local citizens. As the governing board of the College, they are the stewards of BCC's commitment to excellence, while they guide the College and implement the goals enumerated in their mission statement. Their desire to provide students with the academic skills needed to transfer to four-year colleges and universities, to enhance skills to be competitive in the rapidly changing job market, and to offer opportunities for continuing education, personal growth and enrichment is a challenge they approach with enthusiasm. As a team, these dynamic community leaders are fully engaged in providing a future that offers increased higher education opportunities for Broward County residents.



Lourdes L. Garrido, Vice Chair
Miramar

Paul Tanner
Fort Lauderdale

Cheryl Krause
Pembroke Pines

Levi G. Williams, Chair
Oakland Park

Georgette Sosa Douglass
Fort Lauderdale



Admissions Procedures

Admissions Procedures

Admissions Categories

Admissions Chart

Admissions Procedures

Broward Community College gives all students the opportunity to pursue an education beyond high school. Admission to the College is guaranteed to high school graduates with a standard high school diploma, GED recipients, and home education graduates who complete the requirements and procedures outlined for admission. Students without a standard high school diploma may be admitted to specific vocational certificate programs. See page 127.

How to Apply

To gain admission to BCC all students must complete the following steps.

1. Request that official electronic high school and/or college/university transcript(s) from all institutions you have attended be sent to:

Associate Vice President
College Registrar's Office
Broward Community College
225 E. Las Olas Boulevard
Ft. Lauderdale, FL 33301

2. Apply online at www.FACTS.org, or submit a completed admissions application, including residency affidavit, to the admissions office at any campus or center. Applications can be obtained from the BCC website (www.broward.edu), from any Campus Admissions Office, or the last pages of this Catalog.
3. If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward Community College (BCC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BCC with the correct SSN or TIN may be subject to an IRS penalty of \$50 unless the failure is due to reasonable cause and not to willful neglect.
4. Pay the one-time, non-refundable application fee of \$35.00 (for U.S. citizens and permanent resident aliens) or \$75.00 (for International Students). This is a processing fee and will not be refunded if the student does not enroll. The application fee is payable through any of the following methods.

- Online with a credit card at www.broward.edu.
- By mail with a check or money order attached to the application (see address above, 111 E. Las Olas Blvd.). Checks or money orders for payment of the application fee must be made payable to Broward Community College in U.S. (\$) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on Non-U.S. banks will be returned unprocessed. Counter (starter checks are not accepted).
- In-person with cash, check, money order, debit card or credit card at a campus Cashier's Office. The authorized user must be present for credit card and debit card payments. Checks will be converted to ACH transactions.

NOTE: Students with transcripts from a university outside the United States must submit their transcripts with a commercial evaluation and translation to English. All transcripts must be received no later than thirty days after the start of the initial term of enrollment. See page 82 for additional information.

5. Complete a financial aid application. To be considered for grants, scholarships, loans or work/study, a student must file a financial aid application. A student does not need to be admitted to the College to apply for financial aid. Applications are available at www.broward.edu. Remember to use our school code, 001500.

NOTE: If an individual is a transfer student, the transcripts from all other institutions attended must be received and evaluated by BCC before financial aid can be awarded.

6. Complete any required skills assessment. Provide approved test scores for placement purposes or take appropriate placement test offered by the College. (See admission categories, below, for specific requirements.
7. Complete the mandatory New Student Orientation that is required of all first-time in-college-students. Students may choose to attend an on-campus session or complete the cyber orientation at www.broward.edu.

8. See an Academic Advisor. Newly admitted students are required to meet with an Academic Advisor to develop an educational plan that will guide them through their college career, indicating which courses to take and when to take them.
9. Register for classes. Students register for classes each semester based on their assigned appointment times. The registration dates are listed in Catalog calendars and the class schedule. For information on how to register see page 53.
10. Pay fees with cash, check, money order, or bank credit/debit card by scheduled due date. Tuition and fees can be paid through any of the following methods.
 - Online with a credit card at www.broward.edu.
 - In-person, with cash, check, money order, debit card, or credit card at a campus Cashier's. The authorized user must be present for credit card and debit card payments. Checks will be converted to ACH transactions.
 - By mail with a check or money order. Checks and money orders must be made payable to Broward Community College and include the student's identification number. Checks and money orders must be drawn on U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted. Checks and money orders may be mailed to:
Broward Community College
Willis Holcombe Center
Cashier's Office, Bldg. 33
Room 108
225 E. Las Olas Boulevard
Fort Lauderdale, FL 33301
11. Obtain a BCC identification card. All students who are pursuing a degree, certificate or diploma must obtain and carry a BCC photo identification card. This I.D. card may be obtained in the Student Life area on each campus/center. It is used for identification, for verification of BCC status, for using College services such as libraries and Learning Resource Centers, and for gaining access to other BCC facilities.

12. All students should set up a BCC student email account. This free service allows students to send and receive email messages and schedule appointments. Much of the communication with faculty, staff and administrators is done with electronic communications. Email accounts can be set up at www.broward.edu by clicking on email accounts.

Acceptance of Applicants

Upon completion of all admission forms and assuming eligibility, the applicant will receive an acceptance letter from the admissions office. Provisional admission status may be granted if all transcripts have not been received; however all such documents must be received no later than thirty days after the start of the initial term or the applicant may not register for future terms.

The College reserves the right to 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.

Students presenting falsified information may be suspended and credit for payments made, forfeited.

Admission Categories

To meet the needs of BCC's diverse population, the College has admission categories that address students' goals and their educational backgrounds.

Degree Seeking Students

Students who intend to complete an associate degree (A.A., A.S., or A.A.S.), must have a standard high school diploma or GED, or must be home education graduates who complete requirements in accordance with Florida Statutes. To be admitted, degree seeking students must submit official transcripts from high school and all colleges attended, within 30 days of the start of their first term. The applicant is responsible for verifying that BCC has received transcripts. Transcripts must be received in order to insure future registration.

Applicants must also provide placement information, as follows:

First-time-in-college students must present placement test scores (See Placement Testing, page 52).

Transfer students must present placement test scores, complete placement testing or submit transferable credits in English and Mathematics courses that satisfy the General Education requirements.

Degree Holding Students must present an official transcript from the regionally-accredited institution from which the degree was awarded. Transcripts from out-of-country universities must be commercially translated and evaluated before being submitted. Contact campus registration offices for more information.

Certificate/Applied Technology Diploma Students

Requirements for students who intend to complete a Vocational Certificate, Technical Certificate or Applied Technology Diploma vary from program to program. Some programs do not require a high school diploma. For a listing of the specific requirements for certificate and applied technology programs, refer to page 126 Program Admission Requirements. Documents that may be required include:

- high school diploma or GED
- transcripts from all colleges/vocational centers previously attended, and
- placement test scores (TABE or CPT)

See page 30 for additional information.

Non-Degree/Non-Certificate-Seeking Students

Students who wish to take college credit or vocational credit courses for personal enrichment or career exploration, and who do not intend to seek a degree or a certificate, will be admitted as non-degree seeking students. Non-degree seeking students:

- are not required to submit placement test scores;
- are required to adhere to pre-requisites, which may create a need for assessment or transcripts;
- may register for no more than 12 semester hours without declaring intent toward a major and completing the full admission process, including assessment, transcripts, etc;
- are not eligible for financial aid.

Returning Students

Returning students who have not attended BCC for two or more major semesters (does not include summer term) must submit a Re-Entry Application to update personal information, (which includes your valid SSN or TIN number, see additional information under the section labeled “How to Apply” item number 3 in this chapter), re-certify Florida residency and to verify educational goals. If the returning student requests a change from non-resident status, a petition for reclassification must be filed with the Associate Vice President for Student Affairs/College Registrar. If the student has attended another institution in the interim period, an official electronic transcript must be submitted to BCC from that college. The applicant must be in good academic standing at the last college attended at the time of re-entry. There is no fee for the Re-Entry Application.

Transfer Students

Transfer students are students who have previously attended another college or university and wish to continue their education at BCC. Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward Community College, 225 East Las Olas Blvd., Fort Lauderdale, Florida 33301, within 30 days of the start of the first term of enrollment.

Transfer students should also observe the following requirements:

- Transferring students who have fewer than 24 credits at the college level must have official electronic transcripts from their high school sent to BCC.
- Transferring students who are not in good academic standing (on suspension or dismissal) must see an Academic Advisor before submitting an application for admission.
- Transferring students who have attended a college/university outside the United States are required to provide a commercial translation and evaluation with upper-level course identification of all course work completed. Requested documents must be presented within 30 days to register for future terms.

Transient Students

Transient students are students who are currently enrolled at another institution and have permission from that institution to take one or more classes at Broward Community College. These students do not intend to transfer to, or seek a degree or

certificate at BCC. These students are required to do the following:

- Complete a BCC application at www.facts.org. The student must provide a valid SSN or TIN number, see additional information under the section labeled “How to Apply” item number 3 in this chapter), and pay the non-refundable application fee.
- A letter from the home institution should indicate that the student is in good academic standing and state the specific courses the student is being granted permission to take.

Transient students should note that some BCC courses may have prerequisites or co-requisites, including labs. Transient students accept full responsibility for possessing or acquiring, at the time of enrollment, the knowledge and/or skills that these pre-and co-requisites provide.

Transient students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at BCC.

High School Students

Broward Community College offers three Accelerated Learning Opportunities that enable qualified high school students to take courses while earning a diploma. These programs include Early Admission, and Dual Enrollment. See Accelerated Learning Opportunities on page 44 for additional information.

Health Science Students

All applicants seeking admission to programs in Health Sciences must complete the Health Science admission process in addition to completing the BCC admission procedure. This includes completion of a Health Science application, paying an additional non-refundable Health Science application fee, and meeting prerequisite course requirements.

Continuing Education Students

Admission and registration for Continuing Education and community service non-credit courses is specified in the non-credit course schedule. A non-credit application is required and is published in the Continuing Education term schedule.

International Students (F-1 Student Visa status)

Broward Community College embraces a diverse, multicultural atmosphere, welcoming students from all over the world. Students must contact the International Student Admissions Office three to six months in advance to obtain an Admissions Packet. The packet contains the required information for admission to BCC and should be submitted by the deadline shown in the packet. See page 34 for additional international admission information.

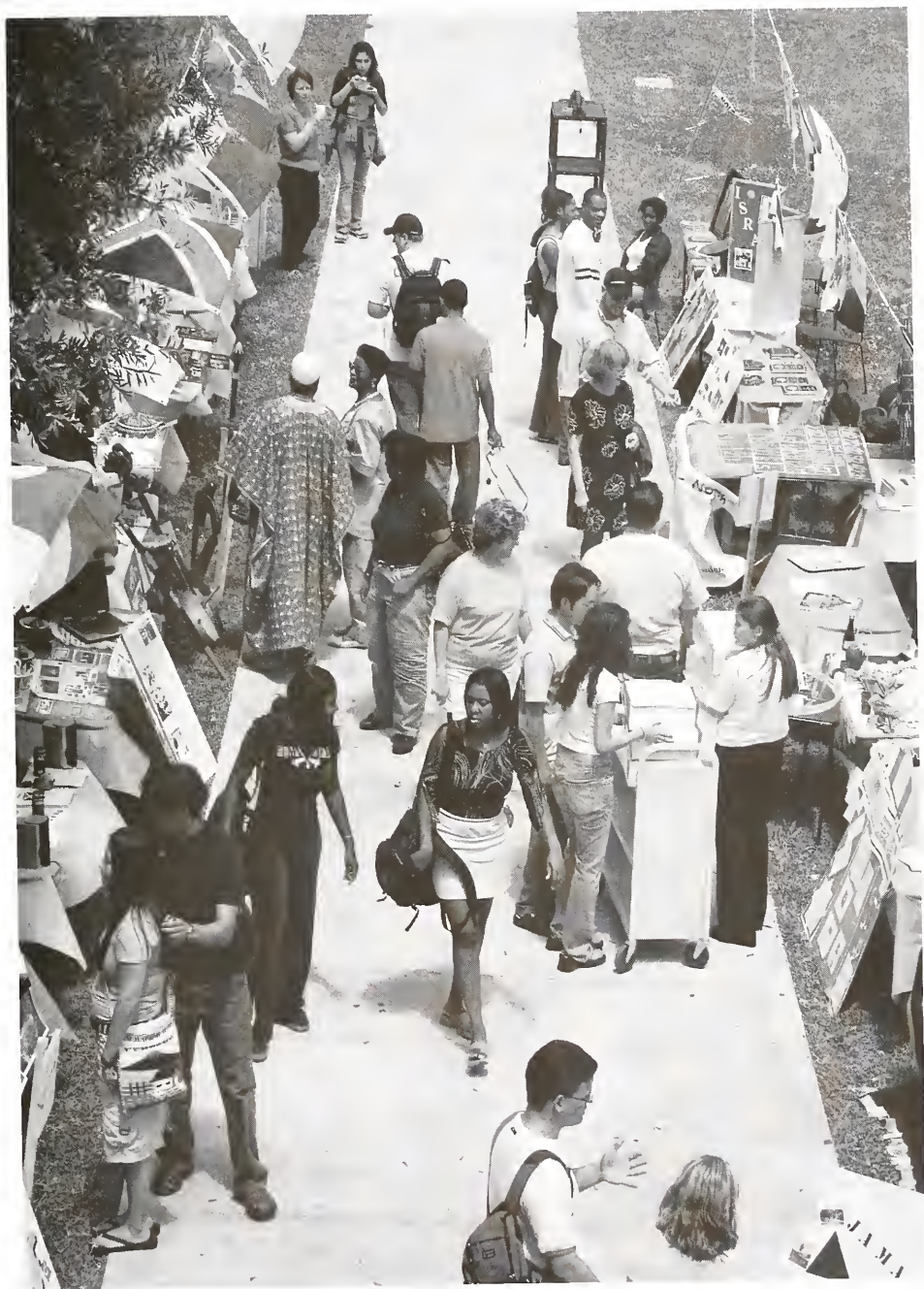
Admissions Procedure Chart

	Application	International Student Application	Non-credit Application	Application fee	Re-Entry Application	Health Science Application & fee	Early Admission Form	High School Transcript/GED	Official College Transcript	CPT, ACT, or SAT	TOEFL Scores	TAB	Health Insurance	Certificate of Financial ability	Transient letter & unofficial Transcript	School recommendation letter
Degree Seeking Students	X			X				X		X						
College Credit (technical) Certificate Students	X			X				X		X						
Applied Technology Diploma Students	X			X				X		X		X				
Vocational Certificate Students	X			X				X				X				
Non-Degree Students	X			X				X								
Returning Students					X											
Transfer Students	X			X					X ¹							
Transient Students	X			X											X	
Early Admission High School Students	X									X						X
Dual Enrollment High School Student	X									X						X
Credit in Escrow High School Student	X			X						X						X
Health Science Students	X			X		X										
Continuing Education Students			X													
International Students		X		X				X ²	X	X	X		X	X		

Admission Procedure

X¹-If the transfer student has less than 24 credits then the student must also submit a high school transcript.

X²-Students from out-of-country schools need to submit diplomas or test scores.





International Student Admissions and Additional Information

Admissions Requirements

Other Requirements

International Student Admissions

International Students (F-1 Student Visa Status)

Broward Community College embraces a multicultural, diverse student environment and encourages applications from students all over the world. Applicants should obtain an admission packet by contacting the International Admissions Coordinator at 954 201 7468 three to six months in advance of the anticipated semester of enrollment. The packet contains general information and specific requirements for admission to BCC. Deadline dates are included in the packet.

Admission Requirements

The following documents are required for admission to BCC:

1. A completed International Student Application and a non-refundable \$75.00 application fee. Checks and money orders must be drawn on a U.S. bank in U.S. (\$) dollars. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter or starter checks are not accepted.
2. If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it be furnished to Broward Community College (BCC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BCC with the correct SSN or TIN may be subject to an IRS penalty of \$50 unless the failure is due to reasonable cause and not to willful neglect.
3. A copy of a high school diploma or its equivalent: GED or four academic passes in GCE, CXC, BGCSE or HKCE exams in General Proficiency. Secondary school diplomas do not have to be translated to English with the exception of Hebrew, Arabic or Asian. All applicants must have the equivalent of a United States high school diploma and college preparatory program.
4. If a student has attended a university outside the U.S, please attach a copy of the original documents in the language of your country, along with an official translation from a certified translation company. University

transcripts must have a cumulative GPA of

2.0 or its equivalent. Within 30 days of admission, a course by course commercial evaluation is required of all university work completed.

5. Official transcripts are required from all U.S. colleges/universities attended. If an applicant is transferring from a U.S. university, a minimum overall GPA of 2.0 is required. Transfer students are required to submit a copy of the form I-20 from the last institution attended along with verification of full time status.
6. Evidence of English proficiency if English is the applicant's second language. All applicants must provide a copy of the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 500 (paper based test), or 173 (computerized based test), or 61 (internet based test) is required for admission to BCC. We also accept the IELTS test with a minimum grade of 5.5 or better. Students who are in the United States may take the BCC English as a Second Language placement test along with a writing sample. Testing will be done only after the application is submitted and the application fee is paid.
7. A statement of financial support. All international applicants must provide a statement of financial support. It should indicate that there are sufficient funds to cover the "total cost of education" (tuition, fees, books, living expenses, transportation, and incidental expenses). Currently, the total cost of education is \$18,000 in U.S. dollars. Proof of the availability of \$18,000 per full calendar year for all expenses is mandatory.
8. After Admission, applicants must show proof of health insurance.

After Receiving An Application

Within two to six weeks, the International Admissions Office will provide the following:

1. an acceptance letter with the I-20 eligibility form; or
2. an acceptance letter indicating the student must contact the International Admissions Office regarding his/her visa status; or
3. a letter requesting additional information, indicating which items are missing; or

4. a letter of denial, indicating the reason for the denial.

International students obtaining the student visa in their country cannot enter the U.S. more than 30 days before the first day of classes. Once in the U.S., the students will be able to complete the on-campus advisement and registration process. International Students are required to report directly to the International Student Advisor/Counselor on the campus the student plans to attend for placement testing, advisement, and registration. Placement test scores will determine if the student should enroll in developmental courses in Math, Reading or English. These are credit courses that do not apply toward a degree.

Other Requirements

International students must make satisfactory progress towards their degree objective each term to comply with immigration/legal requirements. This includes the following:

- Successfully complete at least 12 semester hours during the Fall and Winter respectively.
- Successfully complete a minimum of 24 semester hours in one academic year.
- Maintain an overall 2.0 grade point average.
- Maintain lawful F-1 visa status with the U.S. Citizenship and Immigration Services. Students may not enroll beyond the expiration date of their I-20 form.
- Compliance with all BCC rules and regulations.

Students who do not meet the above regulations will not be permitted to register for subsequent terms.

Florida Residency

Students in F-1 status are considered as temporary residence of the United States and may NOT be deemed Florida residents for tuition purposes.

Federal Income Tax

International students must file an income tax return each year. Form 8843 is required if the student has not worked, and forms 1040NREZ are required if the student has worked. International students should contact the local Internal Revenue Office for further information.

Employment

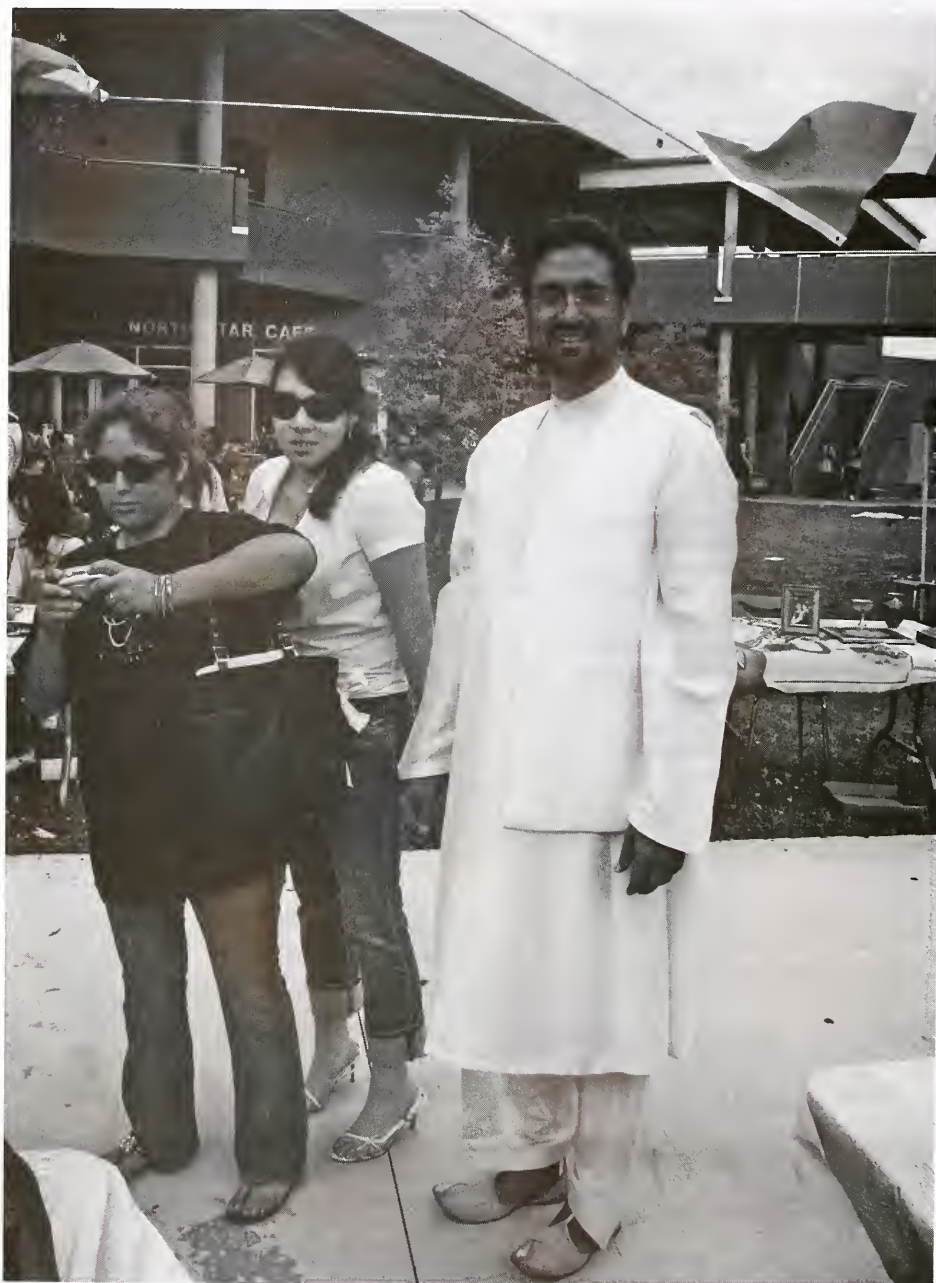
In most instances, international students are not permitted to work off campus. On-campus employment is permitted. Please contact the International Student Advisor for additional information on employment.

Housing

BCC does not provide, supervise, or recommend student housing.

Financial Assistance

BCC does not provide financial assistance to international students. However, some International Student Scholarships are available after completion of 24 credits at BCC if certain requirements are met. Contact the International Admission Coordinator or an International Student Advisor for further information.



Health Science Programs and Policies

Health Science Education Programs

Health Science Admission Requirements

Health Science Program Policies

Health Science Education

Health Science Education has two major academic divisions: Programs for Initial Professional Preparation and Programs for Post-Professional Development. Programs that prepare students for initial professional preparation into specific health professions include: Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography (Ultrasound), Emergency Medical Technician, Health Information Management, Health Services Management, Massage Therapy, Medical Assisting, Nuclear Medicine, Nursing RN Program, Paramedic, Physical Therapist Assistant Technology, Radiation Therapy Technology, Radiography (X-ray), Respiratory Care, and Vision Care Technology Programs.

The Continuing Education and Workforce Development Department offers post-professional development courses/programs for credentialed health professionals whose goals are to increase their knowledge and skills in various health-related topics and courses. The Department also offers Advanced Technical Certificates in the following areas: Basic Perioperative Nursing, Coronary Care Nursing, Critical Care Nursing, Graduate Nurse Intern, Home Health Nursing, Manual Techniques, Multi-skilled Healthcare Professional, and Vascular Sonography.

Health Science Admission Requirements

To apply for admission into a Health Science Program, students must do the following.

1. Complete the admission requirements to the College (see page 26).
2. Complete all college preparatory and prerequisite requirements for the specific Health Science program of interest. Science courses completed more than 10 years ago must be evaluated to determine if the courses will need to be repeated. Students should seek approval from the appropriate Associate Dean or Program Manager. Submit electronic copies of transcripts for all previous college work (excluding Broward Community College) to the Office of the Associate Vice President/District Registrar, 225 E. Las Olas Boulevard, Fort Lauderdale, FL 33301.
4. Students should see an Academic Advisor to determine transferability of credits and

additional coursework needed. Each program has defined a specific minimum grade point average as an admissions requirement. Refer to the specific programs.

5. Complete a Health Science Admissions Application for the desired Health Science program(s). A separate application must be made for each program. Applications may be obtained online at www.broward.edu/locations/chse/PDF/forms/index.jsp or by calling 954 201 7350. Each application for admission to a particular program will incur a \$20.00, non-refundable Health Science application fee payable online at www.broward.edu or any campus Cashier's Office.
6. Activate the free BCC e-mail address. Information about setting up the e-mail account can be found at www.broward.edu. All communication regarding admission decisions will be sent to this email address.

Most Health Science programs require completion of Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, CAE 0258 and CAE 0476) **after submitting the Health Science application and prior to entering the program.** These courses, as prescribed by the Florida Department of Education, Division of Applied Technology and Adult Education, introduce students to basic health care knowledge and skills.

Selection Criteria

Students are selected based on established criteria for each program in accordance with Equal Access/Equal Opportunity standards. The Admissions Office admits all students based on established criteria. No exceptions are made.

Number of Students Admitted

Most health science programs admit students once each year. The number of students selected is limited and varies with the availability of clinical facilities, state licensing regulations, and other related criteria.

Notification of Admission

Students are notified via their BCC email of acceptance into the respective programs. Upon notification of acceptance, the student may request a one time deferral to the next available term.

Deferral requests must be mailed to:
Health Science Admission
225 E. Las Olas Blvd,
Ft Lauderdale, Florida 33301.

It is strongly recommended that students enroll in College Success Skills, SLS 1501 prior to entering a Health Science Program.

Performance Standards for the Health Sciences

Students must meet certain standards of performance in order to progress in their course work and ultimately graduate from any of the respective health science programs. These standards include meeting certain physical demands associated with the profession. Please review program requirements at www.broward.edu/programs.

Health Science Program Policies

Criminal Background and Drug Screening

Students applying to a health science program are subject to criminal background and drug screening which is required as a prerequisite to attending any clinical practicum. A student needs to be aware that participation and placement may be denied at a clinical agency based on the background or drug screening results and the clinical agency's pre-employment screening policy. Should such denial occur, the health science program cannot guarantee an alternative facility placement. Withdrawal from the program will be necessary if a student cannot meet practicum requirements in a clinical. A history of past arrests and convictions may prohibit a student from being licensed in Florida. Students are responsible for contacting the licensing agency prior to submitting an application to the program.

Substance Abuse Policy Statement

A student who is unable to perform clinical activities 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 program. Cost of the examination will be borne by the student. Failure to submit to such an examination may result in dismissal from the program.

Students may be asked to leave a clinic with an unexcused absence if they appear to be intoxicated. Repeat offenses may result in dismissal from the program.

Registration/Audit

A student must be admitted to a program and be registered in the course to attend class. No student may audit a Health Science course without the permission of the appropriate Health Science Associate Dean or Program Manager.

Withdrawal/Failure

Any Health Science student who fails a course, fails to maintain the appropriate GPA, 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 criteria and procedures in effect at the time of re-admission. Additional requirements may also be applied to students who have previously failed.

Transfer

Students who wish to transfer Health Science credits from another college should contact the appropriate program for a copy of the policies and procedures. No student can obtain a Health Science degree unless she/he has completed 25% of the coursework at Broward Community College.

Attendance

Each instructor determines the attendance policy for each class, and communicates this policy in the course syllabus at the beginning of each semester. It is the student's responsibility to know the attendance policy. Clinical attendance is mandatory. The student must contact the instructor or clinical area in case of an emergency or illness.

Academic Integrity, Cheating, Plagiarism, etc.

In addition to the College's Student Code of Conduct, the Health Science programs have adopted a Code of Professional Behaviors. Students are expected to comply with all professional behaviors. Any infraction of the Code may result in disciplinary action including dismissal from the program.

The course syllabus outlines the instructor's policy on cheating. If a student is discovered cheating, the student also 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 found in the program's handbook.

Transportation

Students must have reliable transportation to and from Broward Community College and to and from an assigned clinical facility. The College or clinical facility does not provide transportation. The student assumes all risks and responsibilities for travel to and from clinical sites and field trips.

Uniforms

Students must purchase uniforms that meet the approval of the appropriate Health Science program. Information regarding uniform guidelines is given to each applicant following admission to a program.

Liability Insurance

Professional liability insurance is required of all health science students each term that they are in a clinical setting. The fee for liability insurance coverage is non-refundable and charged when the student registers for the first clinical course during an academic year.

Required Disclosures

An applicant who has been convicted of a felony or the subject of an arrest pertaining to a controlled substance should confer with an authorized representative of the regulatory or licensing agency to determine eligibility for future credentialing and practice. All Health Science Education graduates are subject to the laws, policies, and procedures of their respective regulatory or licensing boards. The College cannot assure licensure and/or certification.

Health Examination

A Medical History and Physical Health Form must be completed at the time specified by the program. Final acceptance or continuation in a program will be contingent upon the results of the results. A student may not enroll in a clinical course unless the health form has been submitted and reviewed. Health forms for each Health Science program are online at www.broward.edu/locations/chse/PDF/forms/index.jsp and can also be found on the Associate Vice President for Student Affairs/College Registrar's home page.

Each program has specific Technical Performance Standards that must be reviewed by the student to determine individual ability to comply with the standards. Broward Community College also requires that all Health Science students obtain the Hepatitis B vaccine prior to admission.

Accident Insurance

Any student who is assigned to a clinical facility may be exposed to environmental hazards and infectious diseases. Limited medical insurance is provided for health science students at the time of registration in clinical courses each academic year.

Continuation in a Health Science Program

Continuation in a Health Science program is dependent upon maintaining the course grades and GPA as specified by each program. The programs reserve the right to discontinue a student's enrollment at any time, 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.

Readmission

Each Health Science program has established specific readmission policies. The student who wishes readmission consideration should refer to the appropriate program manager/Associate Dean for specific criteria and procedures.

Graduation Requirements

Students must complete all courses in the degree or certificate program with a grade of "C" or higher and have an overall degree GPA of 2.0 or higher.

Changing Requirements for Graduation

The Health Sciences reserve the right to change any of the rules and regulations of the Health Science programs 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 students know the Catalog requirements under which they will graduate. Health Science students have three options:

1. If attendance has been continuous (Term I and II each year), the student may graduate under the Catalog in effect at the time of entry into the College or the one in effect at the time of graduation.
2. If attendance has been interrupted by one or more terms (not including Term III), the student must meet the requirement of either the Catalog

in effect at the time of re-enrollment or in effect at the time of graduation.

3. Health Science students may meet graduation requirements in effect for the catalog year in which they entered the program.

Students should consult with an Academic Advisor or Counselor every term.

Curriculum and Policy Changes

The Health Science policies and curricula contained in this catalog and program handbooks are not to be regarded as an irrevocable contract

between the student and the College. Health Sciences reserves the right to make and designate the effective date of changes in policies curriculum and/or other regulations at any time such changes are considered desirable or necessary.

Health Science Core Requirement and Waivers

Students should consult with the particular program of interest regarding specific program requirements





Accelerated and Flexible Learning Opportunities

Accelerated Learning Opportunities

Dual Enrollment
Early Admission
Advanced Placement
CLEP
International Baccalaureate
Tech Prep
The College Academy

Experiential Learning

Armed Services Educational Credits

Flexible Learning Opportunities

Online Courses
Blended E-Learning Courses
Video-based Courses

Accelerated and Flexible Learning Opportunities

High School Accelerated Opportunities

Eligible high school students may apply for admission to BCC and enroll in college-level courses to increase learning and shorten the length of time needed to acquire a college degree. Special application and approval procedures apply to students in all BCC accelerated programs. Written authorization from the principal, guidance director, and parent or guardian is required for Dual Enrollment, Early Admission, and Credit in Escrow. The eligible student's application and matriculation fees will be waived for Broward County Public School students, home education students, and many private high school students. Credits are also awarded for certain scores on national examinations.

If a student desires to continue at BCC, a re-entry application, changing the admission status, must be completed.

To Apply

Students who wish to enroll in an accelerated learning program must submit the following documents to a campus Admissions Office prior to registration.

- A completed application.
- A confidential recommendation form signed by the principal or designee.
- Test scores for ACT, SAT, or the Florida Entry Level Placement Test (CPT). (The CPT is administered in the Testing Centers at each BCC campus.)
- An official copy of the transcript of credits earned to date, provided by the high school, for purposes of advising, counseling and GPA verification.

Dual Enrollment

This program offers high school juniors and seniors a unique opportunity to enroll in BCC courses for high school and college credit. To be eligible for the program, including technical dual enrollment, students must have an unweighted cumulative grade point average of 3.0 or higher and appropriate SAT, ACT, or CPT scores. Courses are offered at BCC's campus locations and some may be offered at high school locations. Students may register for up to eleven credits per term.

Early Admission

High school seniors can enroll full time in college and receive high school and college credit for courses. Students must enroll in two consecutive terms carrying twelve college-level credit hours each major term, and maintain a grade point average of 2.0, in order to receive a high school diploma. To be eligible for the program, the student must have an unweighted overall grade point average of at least 3.0 or higher and appropriate SAT, ACT, or CPT scores.

Advanced Placement

BCC cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Board. Advanced Placement courses are challenging, college-level courses that are designed to parallel typical freshman and sophomore-level courses. Advanced placement exams are taken after students complete the corresponding Advanced Placement courses, which are available to juniors and seniors in most Broward County high schools. To qualify for college credit, students must earn an appropriate passing score on the nationally administered exam. Credits will not be awarded for examinations that duplicate course work or other exam credits previously posted to a student's academic record. In order to award credit, Broward Community College requires an official grade report, sent directly to the College from College Board, not a student copy.

Students are awarded credits only. Grades are not given for advanced placement courses. Therefore advanced placement courses are not included in the grade point average. More information about Advanced Placement, including descriptions of courses and sample examination questions, is available at www.collegeboard.com/ap; more information regarding advanced placement courses and appropriate passing scores is also available at www.broward.edu.

Recording Fee

Broward Community College charges a \$5.00 recording fee for Advanced Placement courses to be entered on a student's transcript. This must be paid to the campus cashier before the course will be listed on the student's transcript.

College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) is a series of tests developed by the Educational Testing Service and offered at test centers throughout the country. The CLEP program provides an opportunity for students to demonstrate competency in certain subjects and thereby earn college credit for particular courses without attending classes. Students seeking CLEP credit at Broward Community College but do not wish to become BCC students, must submit a non-credit admissions application to the Admissions/Registration Office. Individuals wishing to become BCC students and receive CLEP credit must submit an admissions application with payment of the non-refundable application fee (\$35.00). Former BCC dual enrollment students must submit a re-entry application but do not pay the application fee.

For more information visit

<http://www.collegeboard.com/clep>. BCC's CLEP code number is 5074.

CLEP tests are administered throughout the year at any of the three campus testing centers. CLEP testing times/dates are available at the testing centers and on the web at

<http://www.broward.edu/stuserv/testing/clep.jsp>

Bright Futures students must be advised by their Florida home college or university prior to registering. Students are notified by mail of the course(s) and credits for which they are eligible and this information is recorded on the student's permanent academic records. Students are awarded credits only. Letter grades are not awarded for CLEP courses, and CLEP courses are not included in the GPA.

CLEP credit cannot duplicate regular college course credit already earned, Dual Enrollment credit, or other credits earned through examination. The CLEP tests are offered in addition to the BCC Prior Experiential Learning Program which provides for the assessment of prior learning and awarding of credit for many other BCC courses. Contact the Associate Vice

President for Student Affairs/College Registrar's Office for additional CLEP information.

Other Nationally Standardized Tests

Broward Community College awards credit based on receipt of specific passing grades on Dantes Subject Standardized Tests (DSST) and Excelsior College examinations. Credit awarded may not duplicate ordinary credit, Dual Enrollment credit, or other credits earned through examination at the institution. Students seeking credit for Dantes or Excelsior College exams must be admitted to the College.

International Baccalaureate Program

The International Baccalaureate Program is a challenging curriculum offered in high schools that is designed to prepare students for advanced coursework in many countries' postsecondary systems. Students with IB diplomas have been assessed in several subjects and have fulfilled certain other requirements, such as an extended essay. An official IB transcript is required and must be received directly from the International Baccalaureate Office in New York. Students are awarded credits only. They are not given grades for IB courses; therefore IB courses are not included in the grade point average. More information about the IB program is available at www.ibo.org. Further information regarding the IB courses and appropriate passing scores is also available at www.broward.edu.

Tech Prep Program

Tech Prep links secondary and postsecondary technical education programs of study. High school or technical center students who complete a technical program of study will receive training for high skill, high wage occupations. At the same time, they can begin earning Broward Community College or technical center credits. Students are encouraged to take rigorous academic courses along with the Tech Prep program and maintain a "C" or higher grade point average.

Students must complete a technical program at the high school or technical center, and meet the articulation agreement requirements, which include a comprehensive assessment to validate required technical competencies. The number of credits that will be awarded and the type of assessment that will be used are outlined in the technical education articulation agreements established between Broward Community College and Broward County Public Schools. Credit will

be awarded once the student has been accepted to Broward Community College and enrolled in a program of study. The credits will be valid for 18 months after high school/technical center graduation.

For more information about Tech Prep, please contact the Broward Community College Tech Prep Office at 954-201-6955 or by emailing techprep@broward.edu.

Tech Prep Program Areas

Accounting Technology
Automotive Technology
Business Administration Programs
Early Childhood and Education Program
Computer Science Technology
Diversified Cooperative Training
Engineering Technology Program
Health Sciences
Hospitality/Travel & Tourism
Industrial Management Technology
Marketing
Office Systems Technology Programs
Restaurant Management

The College Academy

The College Academy, located on the central campus, is a joint venture between the School Board of Broward County and Broward Community College. It is an accelerated college program for Broward County eleventh and twelfth grade students. This dual-enrollment secondary school was created for students who desire an alternative to the traditional high school program. Students are provided the opportunity to receive a high school diploma and an Associate of Arts degree concurrently. Specific pre-admission requirements must be met to establish eligibility. Tuition and books are provided free of cost for College Academy students. While attending The College Academy, students are enrolled in both dual enrollment and high school courses, taking approximately 12 college credits per semester. Students must attend the fall, winter, and first summer terms. Those planning to earn their AA degree while still in high school may need to complete additional dual enrollment coursework during the second summer term. Students must maintain a 2.5 unweighted high school grade point average in order to remain at The College Academy.

The College Academy is designed for students who have the maturity required for college

campus life, the discipline to use their time wisely, and the academic ability to handle the rigor of college work.

For further information, contact The College Academy @ BCC Central at 754 321 6900 or visit www.broward.k12.fl.us/collegeacademy.

Experiential Learning

The Experiential Learning Program, developed primarily for working adults, is designed to recognize the academic value of what students have learned through experiences outside the college classroom. Credit for experiential learning may result from work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. If students have gained BCC course-equivalent knowledge, competencies, and/or skills as a result of prior learning experiences, they may be able to earn academic credit through the Experiential Learning Program.

Assessment Process

The assessment process is sometimes referred to as "challenging a course." Assessment may involve one or more of the following:

- written or performance tests
- preparation of a portfolio that describes student learning and how it was acquired
- evaluation of student certificates and licenses
- interviews with faculty members

The method of assessment is determined by College faculty members that are responsible for the courses for which students wish to receive credit.

Experiential learning credits are not available for all BCC courses. Students who have been admitted and who have decided on an academic program, may challenge courses through the Experiential Learning Program. Students can obtain information from the academic department(s) responsible for the course(s) that the student wishes to challenge. Students who receive permission to challenge a course from an authorized faculty assessor must pay the required assessment fees and satisfactorily pass a faculty-administered learning assessment before credit can be awarded.

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, assessment results will be forwarded to the College's Experiential Learning Coordinator, who verifies that assessment documentation is complete and informs the Associate Vice President for Student Affairs/College Registrar's Office of the amount of credit the student has earned.

Although there is no limit to the number of hours that students can receive through Experiential Learning, 25% of credits required for a degree must be earned by taking classes at BCC.

Assessments are generally not scheduled between semesters or during the first or the last week of each semester. Results of assessments initiated during the last week of any semester may not be posted to student transcripts for that semester. Students who wish to use Experiential Learning credits to satisfy same-semester graduation requirements, course load requirements, transfer requirements, or registration pre-requisites should plan to complete their assessments well before the end of the semester in which they want the credits to be posted.

Experiential Learning credits appear on student transcripts as "CR." Letter grades are not awarded for Experiential Learning. Credits earned through Experiential Learning satisfies graduation requirements but may not be accepted as transfer credits at another institution. Students planning to transfer to other institutions should contact the college or university to determine if Experiential Learning credits are accepted.

For more information, contact the Experiential Learning Coordinator at 954-201-7668.

Armed Services Educational Credits

Broward Community College will grant credit for evaluated military education that has been 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. The credits will be awarded in the same manner as Experiential Learning credits. After enrollment in the College, a student with military education may

follow the process for Experiential Learning by initiating a request to the appropriate academic department(s).

Flexible Learning Opportunities

BCC's Flexible Learning courses are designed for motivated, self-disciplined students whose schedules do not permit them to attend regularly scheduled meetings on campus, and for students who prefer to study independently, or for students who prefer the convenience of a blend of online and on-campus learning.

Flexible Learning courses include fully-on-line courses delivered using the Internet, courses that combine on-campus with online learning, and courses that are delivered using video tapes or printed materials. All Flexible Learning courses have required textbooks and may also use CD-ROMs, study guides or other instructional materials.

Flexible Learning courses may require limited on-campus meetings for orientations, labs, test reviews and proctored tests. Required meeting dates are listed in the course schedule and in course syllabi. Check your course syllabus for dates, times, and locations of required on-campus tests or labs.

All Flexible Learning courses are college credit courses equivalent to those taken in the standard contact hour format and are applicable to most A.A. degree transfer programs, as well as some A.S. and technical certificate programs. The cost of tuition is the same as for standard courses. However, students enrolled in Flexible Learning courses may be assessed special fees. Students may take Flexible Learning classes exclusively or in combination with on-campus courses. Students are advised to see an academic advisor before selecting their classes.

Students can complete all general education requirements for the A.A. degree as well as requirements for some A.S. and technical certificate programs using flexible learning courses. Visit <http://www.broward.edu/FCCSC/registration/classchedules.jsp> or check the Flexible Learning section of the printed BCC Course Schedule to see a schedule of all Flexible Learning courses.

Enrolled students may register for Flexible Learning courses in person on campus or via BCC's web site at <http://www.broward.edu>.

Online Courses

Online courses are a great way for students to complete degree requirements while juggling work and/or family responsibilities.

Students can complete all general education requirements for the A.A. degree and a substantial number of program requirements for the A.S. degree (Nursing), the A.A. degree (Education), the A.A.S. degree (Business Administration), the Office Support Technical Certificate and the Office Specialist in an on-line format. To see if online courses might be right for you, visit www.broward.edu/flexible/ready.jsp

Before the start of the semester, students registered for online classes, should visit www.broward.edu/blackboard/lists.jsp, view online course listings, then click on the information icon to obtain information about the online-learning courses in which they are enrolled.

Blended E-Learning Courses

Blended e-learning courses combine traditional on-campus learning with online learning. Blended e-learning classes replace some of the time that would normally be spent in a classroom with online learning activities. Blended e-learning courses are a good choice for students who enjoy both online and on campus learning but cannot spend as much time on campus as would be required for a traditional course. Some blended e-learning are offered in an accelerated format that permits students to complete courses in a shortened time frame. These "fast-track" courses permit students to complete as many as four courses in the time it would normally take for them to complete one course.

Before the start of the semester, students registered for blended e-learning classes, should visit <http://www.broward.edu/blackboard/lists.jsp>, view blended course listings, then click on the information icon to obtain information about the blended-learning courses in which they are enrolled.

Video-based Courses

Video-based courses deliver content using professionally produced video programs combined with text books, and study guides.

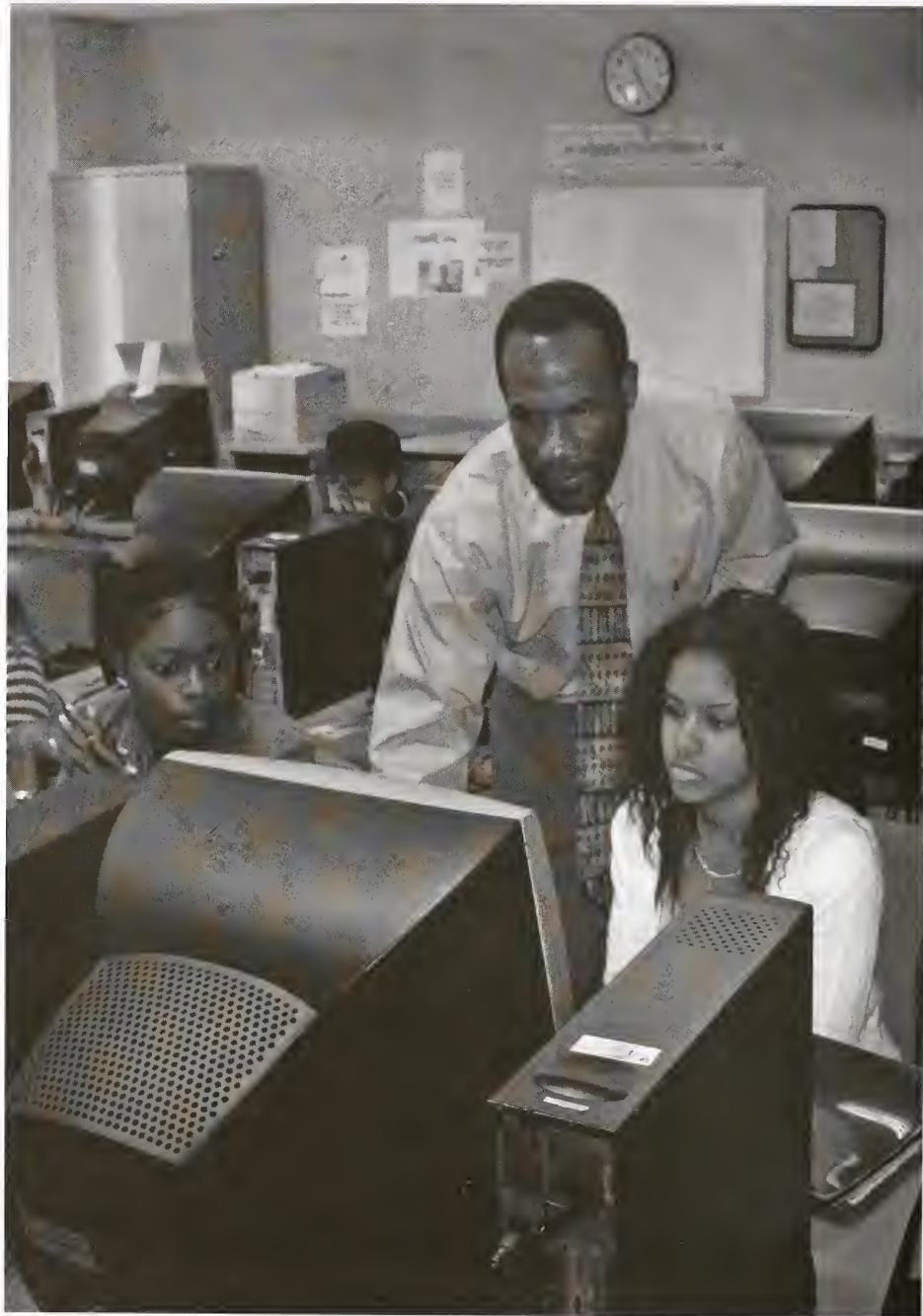
They are a good choice for learners with good time management and independent study skills. Students can complete several general education requirements for the A.A. degree through video-based courses. Visit <http://www.broward.edu/flexible/readiness.jsp> to see if video-based courses might be right for you.

For video-based courses, students must obtain a free course information packet from the bookstore before their course is scheduled to meet. Students should read the information packet BEFORE the start of the semester. Students can obtain required video materials from the Learning Resource Center, located in the Library on the campus offering their video-based course(s).

For more information about the Flexible Learning Program call (954)-201-6564, or visit the Flexible Learning web site at <http://www.broward.edu/flexible>







Placement, Advisement, and Registration

Placement Testing

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Placement, Advisement, and Registration

Placement Testing

Associate Degree Programs

As part of the admission process, all degree-seeking students (A.A., A.S., A.A.S.), including transfer students whose achievement level has not been certified, shall be assessed in writing, reading and mathematics to establish their communication and computation achievement levels.

College Preparatory Courses

Students whose placement scores do not meet the required college level must improve their skills before enrolling in college-level courses. The College offers a series of preparatory courses in English, Reading, Mathematics and English as a Second Language.

The preparatory courses are designed to assist students in acquiring skills necessary for succeeding in college-level courses. While the courses do not carry credit toward graduation, students must pass the courses, including exit examinations, in order to graduate. Students can attempt college preparatory courses up to three times. The third attempt will be subject to the full cost of instruction. See Maximum Attempts per Course, page 86.

Some forms of financial aid, including Bright Futures Scholarships, do not cover tuition for college preparatory courses. Students should check with the Financial Services Office for additional information.

Students can seek methods other than the College's preparatory courses for improvement of skills. For a list of private providers contact any campus Academic Advisement Office.

First-time-in-college students must present scores, not more than two years old, on one of the following State-approved placement tests: Scholastic Aptitude Test (SAT), American College Test (ACT), or Florida College Entry Level Placement Test (CPT).

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.

Transfer students' placement will be based on the official evaluation of credit earned at previous colleges. Placement testing may be required.

Degree-holding students will not be required to undergo placement testing upon submission of an official transcript from a regionally-accredited college.

Students whose primary language is not English, and who have less than two years of non-ESOL English classes in the United States, must take the Levels of English Proficiency (LOEP) to assess English proficiency. The LOEP test scores and a writing sample will be used for English Placement

Non-degree seeking students shall be required to take the placement test prior to enrollment in English or Mathematics courses or other courses that require English, Reading or Mathematics as prerequisites.

Certificate/Diploma Programs

Students enrolling in selected Vocational Certificate and Applied Technology Diploma programs are required to submit scores, less than two years old, from the Test of Adult Basic Education (TABE). Students who do not meet the required TABE scores, as defined by Florida State Board Rule, can begin coursework in a certificate/diploma program, but must complete remediation of skills prior to graduation from the program. Remediation is available in all campus Learning Resource Centers. Once study is completed, students must retake the TABE and present passing scores in all areas to graduate with their certificate/diploma. TABE Testing is available on each campus. Contact a campus Testing Center for TABE testing information or visit the College website.

Students who have previously completed college preparatory instruction, passed college-level English and Mathematics courses, or hold a degree, should see an Academic Advisor/Counselor for possible TABE exemption.

Academic Advisement

A key factor in student success is having a sound educational plan to guide decisions about what courses to take and when. With an educational plan, students also have an idea of when degree requirements for graduation will be complete.

Academic Advisors and Counselors are available to assist students with the development of an educational plan based upon personal and career goals, test scores, previous high school and college course work, and current lifestyles. A recommended course of study is developed for each student to use as a guide for course selection while attending BCC.

All students are strongly encouraged to have an educational plan. First-time-in-college students must meet with an academic advisor or counselor before registering for classes. Transfer and returning students will also find it very helpful to have an educational plan.

Orientation

All first-time-in-college students enrolling at BCC are required to complete an orientation program as part of the advisement and registration process. The program provides students with important College information that will aid in meeting the educational goals.

24/7 Online Tutoring for BCC Students

Broward Community College students now have 24/7 online tutoring access! Smarthinking provides real time online tutoring and homework help for core courses and skills up to 24 hours a day, seven days a week. A student will be able to use the paper reading service and access assistance in writing across all subjects, as well as tutoring help in math (in English and Spanish), accounting, statistics, economics, and science, plus a full range of study resources, including writing manuals, sample problems, research tools, and study skills manuals. Students can access the service by connecting to the Internet.

To access online tutoring help, log on to myBCC at the Broward Community College homepage (www.broward.edu).

1. Click on the link to Smarthinking to start a tutoring session.
2. Click on the drop-down menu under the "connect to an e-structor now!" section (the purple one).
3. Select a course and this will open up a whiteboard and initiate a live tutoring session with a tutor.

How to save archived sessions:

All activity in Smarthinking is archived on the server. After the session is complete, the whiteboard will be saved to the "file cabinet" at Smarthinking.

1. Click on the "Inbox" in the file cabinet. It is at the bottom of the Smarthinking home page. The "live" session will be saved as a picture.
2. Click on the session that was completed. It will open in a new window. Right-click on the image with the mouse and save it to a computer or disk as a picture.

After viewing the live session once, it is removed from the "Inbox" and placed in the "Archives" section of the file cabinet. To view it again, look in the "Archives" section.

If assistance is needed with accessing a Smarthinking account, please go to the Learning Resource Center on a campus, or email Jackie Loftus at jloftus@broward.edu.

Registration Options

Students receive priority registration based on the number of credits earned. Students may register online or in person at the campus Registration Offices.

Online Web Registration

Register on the web by following nine easy steps.

1. Type in the URL www.broward.edu.
2. At "myBCC", enter the student ID and PIN number. (Your student ID number is the assigned number with no dashes. Your PIN number is initially set to the birth month and birth year: MMYYY).
3. Click on registration.
4. Select a term.
5. Search for classes by reference number(s) or open classes by clicking on the appropriate circle.
6. Select a class, then click "add." To remove a class, click on the common course number box.
7. When finished selecting classes, click "save" to complete registration.
8. Print the schedule and payment information, click on the "logoff" box.

Student ID Number

A student ID is a system derived identifier that is used throughout the BCC mainframe and web-based systems.

PIN Number

The personal identification number (PIN) is the door into "myBCC" at Broward Community College. The initial PIN is set as the birth month

and year (MMYY). It is important that the PIN number is not revealed to anyone. If it is suspected that the PIN is not secure, change the PIN online to ensure the security of the records. If a PIN number is lost or forgotten, or if the default PIN does not appear to work, present a picture ID to acquire the correct code at any of the campus Registration Offices.

Additional Registration Facts

Schedule of Classes

Schedules are available on-line at the BCC website www.broward.edu.

Registration Dates

Registration dates determine when a student is allowed to begin registering for classes. Priority is based upon the number of credit hours earned toward graduation. Students can view appointment dates on-line by accessing "myBCC". Students are strongly encouraged to print a degree audit and meet with an advisor/counselor prior to registration appointment dates.

Open Registration

New and returning students are eligible to register based upon the established date.

Schedule Modification

During registration periods, students may add courses until the actual class begins if the course is not full. Students may "drop" courses until the last day of the "drop" period published in the catalog. Students may "withdraw" from courses until the last day of the "withdrawal" period as published in the catalog.

Registration Holds

A student's record may have a "hold" that prevents registration activity. Typical reasons for a "hold" include missing transcript from high school or previous college attended, lack of placement scores,

incomplete records, or requirement to meet with a college official or unpaid student debt reported to a collection agency. A student with unmet prerequisite or co-requisite requirements may be restricted from registering for courses.

Auditing a Class

Auditing a class allows students to enroll in a class for no credit. No grade is awarded for audited courses. The transcript will indicate a grade of "X." Students must contact the instructor to learn requirements regarding attendance, class participation and assignments. A student may only change to or from an audit status during the designated drop/add period for each term. Changing from credit to audit may be done with the instructor's approval through the scheduled last day to change from credit to audit as listed in the academic term calendar. Audits count as an attempt if taken after the drop/add period.

Dropping a Class

Students wishing to drop a class may do so by using the web or in person at any campus Registration Office. This must be done by the established last day to drop a class. See the Schedule of Classes for deadline dates each semester. Tuition will be refunded for courses dropped by the published 100% refund deadline. The course will not appear on the student's transcript.

After this deadline, a student wishing to drop a course must withdraw, and a "W" will appear on the transcript. Students may petition for a refund with documented significant extenuating circumstances. A petition will be considered on its individual merit by the campus administrators.

After the deadline for withdrawal, students may not withdraw themselves, but must follow the instructor's syllabus concerning withdrawal after the last day to withdraw. See the catalog calendar for these important deadlines each term.

Student Fees and Policies

Fees

Florida Residency for Tuition Purposes

Tuition Exemptions

Student Fees and Policies

Fees

The Board of Trustees, within guidelines approved by the Florida Legislature, establishes the student fee schedule at Broward Community College. It is subject to change within the academic year covered by this catalog. The current fee schedule is published each term in the Schedule of Classes.

Students must pay applicable fees by the established deadline. A student will be dropped from classes for failure to provide tuition payment by the established deadlines.

Application Fee

All new students must pay a one-time, non-refundable application fee of \$35.00. A non-refundable \$75.00 application fee is charged to international students.

Registration Fees

Fees and charges are subject to change as approved by the Board of Trustees.

Degree Programs and Technical Certificates

Per credit hour:

Florida Residents

Tuition Fee	\$ 53.80
Student Activities Fee	5.35
Student Financial Aid Fee	2.65
Capital Improvement Fee	5.00
Parking and Transportation Access Fee	<u>3.00</u>
Total	\$ 69.80

Non-Residents

Tuition Fee	\$ 53.80
Out-of-State Fee	161.45
Student Activities Fee	5.35
Student Financial Aid Fee	10.75
Capital Improvement Fee	7.70
Parking and Transportation Access Fee	<u>3.00</u>
Total	\$242.05

Vocational Certificate Programs (PSAV)

Per credit hour:

Tuition Fee	\$ 50.10
Out of State Fee	150.00
Capital Improvement Fee	2.50
Capital Improvement Fee/Non-Resident	10.00

Parking and Transportation^{*}

Access Fee 3.00

Continuing Education

Per credit hour:

Supplemental Vocational \$66.00

Parking and Transportation

Access Fee 3.00

Additional Course Fees

Additional special fees are charged for some courses and laboratories. Special fees for individual courses are listed with the course descriptions in the back of this catalog. An shown in the schedule of classes for each term. The Board of Trustees reserves the right to change published fees after publications have been printed.

Parking and Transportation Access Fee

All students, with the exception of the following, will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking sticker for use at any BCC campus or center for the term paid. The exceptions include:

- Students who receive the following 100% fee exemptions (Foster Child, High School Dual enrollee, Early Admission, Child of Deceased Fire Fighter, Homeless, India Program, Singapore Program, Child of Deceased Law Enforcement Personnel). These students are eligible to receive a parking sticker.
- Students who only attend the Weston or Pines Centers
- Institute of Public Safety Trust Fund Students
- Continuing Ed (non-credit) WHC students (pay at the city garage kiosk)
- Health Science students who receive their training at the hospital

If a student can demonstrate that he/she does not use Broward Community College facilities at any campus or center, and did not fall into any of the categories above, submit a Parking and Transportation Access Fee Appeals Form to any Campus Safety Office. The appeal form will be reviewed and, if approved, the Parking and Transportation Access fee will be exempted from the registration fees. The student will not be

eligible for a parking sticker. The deadline for submitting the appeal form is the last day for a 100% refund date. If there are any questions, please call the Campus Safety Office.

Economic Development Fees

The College, through Continuing Education and other academic departments, offers non-credit 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 those documents.

Health Science Fees

In addition to special course fees for laboratory and clinical courses, all Health Science students are required to pay each academic year the following at the time of registration.

Health Science Education Accident Insurance	\$ 9.95
Health Science Education Liability Insurance (dependent on program)	\$12.00
or	\$17.50

Graduation Fee

In accordance with Florida Statute 1009.23, a fee will be assessed as authorized by Broward Community College Policy 6.13, *Student Fees and Charges*.

Fee Payment Information

Fees must be paid by the assigned fee payment due date. At the time of class payment, the student will be required to pay any obligation such as library fines and parking fines or receivables in full.

Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express), debit card, and check or money order made payable to Broward Community College.

There are three ways to remit payment:

- By credit card on the web
- By check or money mailed to the Willis Holcombe Center Cashier's Office. (see check information below)

- By cash, check, money order, debit card, or credit card in person at a campus Cashier's Office. The authorized user must be present for credit card and debit card payments.

Detailed instructions are provided in the Schedule of Classes and on BCC's home page at www.broward.edu

Checks or money orders for payment of student fees must be made payable to Broward Community College and include the student's identification number. Checks will be converted to ACH transactions. Checks and money orders must be drawn on a U.S. bank in U.S. (\$) dollars. Payments in non -U.S. banks will be returned unprocessed and counter (starter) checks will not be accepted.

Checks and money orders may be mailed to:
Broward Community College
Willis Holcombe Center
Cashier's Office, Bldg.33 room 108
225 E. Las Olas Boulevard
Fort Lauderdale, FL 33301

Payment of Student Accounts Due to the College

In accordance with Florida Statutes, Chapter 1010.03, the College is authorized to restrict the release of transcripts, the awarding of diplomas and access to other resources and services of the College.

When a receivable balance or obligations balance is due, a financial hold is immediately generated on the student or individual. This financial hold may prevent the release of transcripts, grades, enrollment certificates, prevent graduation and block registration. The financial hold will remain until all debt is paid in full. If an account is sent to a collection agency the debtor is responsible for all collection costs associated with the debt.

Returned Check Policy

A returned check is a check that is not honored when presented for payment, and is returned to the College by the drawer for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to ACH are redeposited and the maker of the check may incur additional fees associated with the redeposit Credit collections Department for collection.

In accordance with Florida Statutes, Chapter 832.07, the College is authorized to bill the individual for the original amount of the check in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all collection costs. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

Credit Card Chargeback Policy

Dishonored credit card amounts for tuition and fees will result in the student or individual being obligated and billed for all fees due. The student will be blocked from making future payments by credit card when a chargeback occurs.

Withdrawals and Refund Policies

A one hundred percent (100%) refund of tuition and out-of-state fees 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/add period for courses that are 8 weeks or longer. For courses less than 8 weeks in length, the last day to drop and receive a refund will be the same as the continuing education course refund procedure described below.

Fees categorized as refundable are tuition, out-of-state fees, other fees (financial aid fee, capital improvement fee, student activity, service fee and technology fee) and laboratory fees or special fees associated with a class. Refer to policy and procedure 6x2-6.13 and A6x2-6.13 for additional student fee information.

Refunds will be processed approximately two weeks after the final drop/add date for each session through an automated process. Students do not have to contact the Cashier's Office to receive the refund. It is the responsibility of the student to drop classes on the Web or through a Registration Office within the 100% refund period.

The refund may be issued in the form of a check or credit card refund depending on how the schedule was paid. A schedule that is paid by cash, check, money order or debit card will be refunded in the form of a check. A schedule that was paid with a credit card will be refunded to the credit card. Those students whose classes were

paid with financial aid may receive a check refund pending a review of the student's continued eligibility after the drop of classes by the Office of Student Financial Services. Any outstanding debt owed by the student will be paid prior to the student receiving a class refund.

Refund for Continuing Education Courses

A 100% refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once. A 100% refund for continuing education courses may occur up to the second class period for those classes meeting more than once.

Refunds Due to Extenuating Circumstances

When a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student, and the student's petition is received by the College after the official drop period but prior to the withdrawal date of the subsequent major term, a 100% refund may be approved. Such circumstances may include, but are not limited to, serious illness involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The Campus Provost may consider petitions for refunds outside the specified time frames.

Students have the responsibility to learn and comply with prerequisites and co-requisites of courses for which they register. Refunds may be given when students are not in compliance and do not drop such course by the College's official drop period.

NOTE: Universities may consider the number of withdrawals when considering students for admission. Excessive "W" may be viewed negatively by admission officers.

Federal Return of Title IV Funds policy

The Federal Return of Title IV Funds policy applies to any student who has withdrawn from all BCC classes in a term for which he/she is receiving any form of Title IV aid (Pell Grant, Supplemental Grant, Stafford Subsidized and Unsubsidized Loans).

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has

received more aid than he/she is entitled to, based on the date of withdrawal of classes, federal law requires that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. For copies of the complete policy on the Return of Title IV aid, please go to your campus Student Financial Services Office.

Florida Residency for Tuition Purposes*

BCC's fees and tuition are based upon status as a permanent legal Florida resident. In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. BCC follows Florida Statutes and State Board of Education rules regarding residency for tuition purposes.

A Florida resident for tuition purposes, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes. The applicant must provide evidence that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes.

A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes.

A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for 12 consecutive months prior to the first day of classes and the dependent child has lived with the relative for five years immediately preceding residency classification and has been claimed by that relative as a "dependent" under the Federal Income Tax Codes.

The following categories will be considered as Florida residents for tuition purposes.

- Active duty members of the armed forces stationed in Florida, or whose home of record is in Florida, and their dependents.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.

- Qualified beneficiaries under the Florida Pre-Paid Post-secondary Expense Program.
- Others as permitted by Florida statute or rule.

The applicant may be asked to submit the following documentation for himself/herself, parent(s) or the qualifying person.

- A copy of a Florida driver's license.
- Proof of continuous physical presence in Florida for the 12 months immediately preceding the first day of classes.
- Proof of being self-supporting for the 12 months immediately preceding the first day of classes.
- Any other documentation required to support a claim of Florida residency for tuition purposes.

Any student who seeks reclassification as a Florida resident must complete and submit a residency affidavit obtained through any BCC Admissions Office. All residency reclassification documentation must be submitted no later than the day preceding the first day of classes for the term in which reclassification is sought.

***Residency requirements are subject to change pending the decisions of the Florida Legislature.**

Tuition Exemptions

Dual Enrollment/Early Admission

Fee exemption provides awards to public high school students who have completed their junior year, with an overall high school GPA of at least 3.0, and have obtained written recommendation of both their high school principal and guidance counselor. The Early Admission student may 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 Florida Statute, Chapter 1007.271.

Foster Care Board Exemption

A foster care student may have all matriculation and tuition fees exempted for a maximum of 32 credit hours per year. The exemption is for two years or four semesters, but can be extended for college preparatory courses. The student must apply for financial aid. If denied, the student will be granted an exemption for the amount of the fees.

Linkage Institute

According to Florida Statute, Chapter 288.8175, designated foreign students may receive in-state tuition rates to study in Florida at any State University or Community College.

Homeless Fee Exemption

Any student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed for, or not ordinarily used as, a regular sleeping accommodation for human beings shall be exempt from tuition and fees (see F.S. 1009.25(2)(c) and Section 239.117, Florida Statutes. (6A-14.054(19)(a)7.FAC))



Student Financial Services

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Student Financial Services

Introduction

Once a student makes the decision to attend college, Broward Community College Student Financial Services Offices are ready to assist in funding one's education. The goal is to help students who can benefit from further education but cannot afford to attend college without financial support. The office staff will guide the student through the application process as well as assist in completing all the required forms. Please feel free to visit any campus offices for further information.

Student Financial Services Offices

A. Hugh Adams	North Campus
Central Campus	Building 46, Room 251
Building 19 Lobby	954-201-2330
954-201-6573	

Judson A. Samuels	Willis Holcombe Center
South Campus	Building 33, First Floor
Building 68, Room 116	954-201-7580
954-201-8846	

Types of Financial Assistance

BCC participates in a variety of federal, state, and institutionally funded programs. Financial assistance programs are classified as Grants, Scholarships, Loans, or Employment.

Grants are federal and state financial programs that do not require repayment. This type of aid is generally awarded to individuals who demonstrate exceptional financial need.

Scholarships are usually awarded to students who demonstrate academic excellence, exceptional talent or skills, or service to the College. Each scholarship has its own criteria, requires a separate application and does not require repayment. Scholarships are not guaranteed.

Loans are financial assistance that must be repaid usually with interest in a specific time period. Often repayment is deferred while students are attending classes.

Employment programs allow students to defray part of the expenses by working part-time up to 20 hours. Some positions are located on campus and others are located off campus.

Determination of Financial Need and Eligibility Requirements

Although parents and students are expected to contribute to a student's educational expenses, the federal government does consider income, assets, number of dependents and other relevant information when determining a student's financial need. Financial assistance is provided after a determination is made that the resources of the family are insufficient to meet the student's educational expenses. Qualified students may receive a combination of grants, scholarships, work-study and loans in their financial aid package. Financial aid is based on an individual's financial need, college costs, and the availability of state and institutional funds.

In order to qualify for financial aid, a student generally must:

1. Be a U.S. citizen, eligible permanent resident, or in the U.S. for other than temporary purposes and be able to provide proof of such;
2. Be enrolled or accepted for enrollment in an eligible program leading to an A.A., A.S., A.A.S., or a federally approved certificate at Broward Community College;
3. Be making satisfactory academic progress in the selected course of study according to the BCC guidelines;
4. Not be in default of a student loan or owe a refund for any financial aid previously received;
5. be registered with Selective Service, if required to do so (applies to males between the ages of 18 and 25);
6. not have been convicted of a drug offense;
7. have a high school diploma or a GED;
8. Have a valid Social Security number;
9. Sign the statements of educational purpose located on the Free Application For Student Financial Aid (FASFA).

Note: Transfer students must have all transcripts from previous institutions submitted and evaluated before financial aid may be awarded.

Financial Aid Application Procedure

It's easy to apply for financial aid at BCC. Apply online at www.fafsa.ed.gov. Students may apply for financial aid throughout the year for some aid programs, such as the Federal Pell Grant and the Federal Family Education Loan Programs. Other

programs, such as federal and state grants and most institutional scholarships require students to file applications by a specified deadline. Students should respond quickly to any requests for further information or documentation by the Student Financial Services Office so that financial aid may be awarded in a timely manner. When applying for financial aid, **apply as early as possible.**

In general, students should take the following steps:

- **Apply for admission.** New and transfer students must apply for admission to Broward Community College. A student does not have to be accepted to Broward Community College before applying for financial aid; however, he/she must be accepted before a financial aid award may be packaged.

When applying for admissions, you must request academic transcripts from any other postsecondary school you attended and request them to be evaluated.

- **Complete the Free Application for Federal Student Aid (FAFSA) after January 1, 2007.** Students who applied for financial aid last year should receive a 2007/2008 Renewal FAFSA from the U.S. Department of Education by mail between November and mid-January.

First Time Applicants

The FAFSA can be obtained online via FAFSA on the web (www.fafsa.ed.gov) or at www.broward.edu on the financial aid web page.

After January 1st, complete and return FAFSA to Federal Student Aid Programs listing Broward Community College and the BCC Title IV Code 001500 in Item #97A.

The student will receive a Federal Student Aid Report (SAR) from the federal processor approximately three to four weeks after submitting the FAFSA or renewal FAFSA to Federal Student Aid Programs (or earlier if you apply online). The SAR indicates the expected family contribution, which is used to determine a student's eligibility for financial aid. The SAR also lists the information recorded on FAFSA or renewal FAFSA so that the information can be reviewed for accuracy. If there are no corrections, keep the SAR with your financial aid records. If corrections are needed, contact a campus Student Financial Services Office.

Renewal Applicants

After January 1st, complete and return the renewal FAFSA to the Federal Student Aid Program Processor listing Broward Community College and the BCC Title IV Code (001500) in Item #97A. If you do not receive a renewal FAFSA between November and January, **do not wait for it.** Please go online via FAFSA on the web (www.fafsa.ed.gov) and choose the option for renewal.

PIN Number

The Federal Government is strongly advising all financial aid students to obtain a pin number by going to www.pin.ed.gov and follow the directions to obtain a pin number. This number will allow a student to go onto the web and review the status, make changes or corrections to the application and sign the application electronically. The application will be processed quickly and efficiently.

Filing Deadlines

Listed below are deadline dates for financial aid filing. These deadline dates mean that all financial aid forms must be submitted to the Broward Community College Student Financial Services office in order for funds to be processed in time to start classes. If a student fails to meet the deadline date, he/she must be prepared to pay for tuition, fees and books.

Deadline Dates

Priority Filing:	May 15 th
Fall Term:	July 5 th
Winter Term:	October 18 th
Summer term:	March 20 th

Tentative Dates for 2007/2008 are:

Fall Term:	July 3 rd
Winter Term:	October 16 th
Summer Term:	March 12 th

Filing deadlines are critical. Failure to submit all requested documents will delay the processing of your application and affect the amount of aid you will receive.

Priority Deadline Date: The priority-filing deadline of May 15, 2007 is the date the completed FAFSA should be received by Federal Student Aid Programs. Students wishing to be considered for other types of financial aid, Federal Supplemental Educational Opportunity Grants, Federal Work Study, and some institutional scholarships (e.g., merit awards, SESEE awards) must meet the priority-filing deadline of May 15, 2007.

Term Deadline Dates: Broward Community College Student Financial Services Office lists other dates by which students financial aid information must be received and completed in order for financial aid to cover tuition and books by the beginning of the term.

Federal/State/Institutional Financial Aid Policies

Dependency Status

Dependency is determined by a student's reliance on the parents for financial support or by his/her ability to be self supporting. If one of the following statements applies, the government considers a student to be independent:

- The student was born before January 1, 1984.
- The student is married.
- The student has legal dependents who receive more than half of their support from the student.
- The student is an orphan or a ward of the court (or was a ward of the court until age 18).
- The student is a veteran of the US Armed Forces.

If none of the above statements apply, the student is considered as dependent student and the Student Financial Services Office must consider the parents income when determining financial need.

Professional Judgment

If a student has extenuating personal circumstances, that requires special consideration, please contact a campus financial aid advisor. Financial aid professionals are empowered to make adjustments if required documentation is provided.

Verification

Verification is the process of checking the information provided to the federal government for accuracy. Applications are randomly selected by the federal processor and are based on guidelines set up by the Department of Education. If a student's application is selected for verification, he/she will be required to provide additional documentation, such as:

- signed copies of income tax forms
- signed copies of parent's income tax forms
- 2007/2008 verification worksheet (available online at www.broward.edu at the financial aid website)
- Copies of the W-2 statements
- Copies of the parents' W-2 statements

Satisfactory Academic Progress

Federal and state regulations require that students meet minimum academic standards in order to be eligible to receive financial aid funds. The following minimum standards are applied uniformly to all Title IV financial aid programs administered at the College. A financial aid student's progress must be measured in qualitative (grade point average) and quantitative (time frame needed to complete the degree) standards. The standards of Satisfactory Academic Progress are:

Warning: If a student attempts 1-30 credits and earns less than a 2.0 overall GPA and does not complete 67% of coursework, the student is in danger of losing financial aid eligibility.

Denial: If a student attempts 31 or more credits and earns less than a 2.0 GPA and does not complete 67% of the coursework attempted a student is denied financial aid. Additionally, if a student attempts more than 90 credits or is suspended from the College, the student is denied financial aid.

Note: Transfer credit hours must be counted when determining qualitative and quantitative standards; therefore all academic transcripts must be received and evaluated by BCC before financial aid can be awarded.

A student may submit a petition to a campus Financial Aid office if there are extenuating circumstances that negatively affected the student's academic progress. For more information, please read the Application and Award Reference Guide found on the financial aid web page at www.broward.edu.

Remedial Courses – The federal government does not allow financial aid to cover more than 30 remedial credits (equivalent to one academic year) for any student. If a student's enrolled in classes and have already taken 30 credits of remediation, financial aid will not pay for those classes. This does not include any ESL courses.

Withdrawal and the Return of Federal Financial Aid

The Federal Return of Title IV Funds policy applies to any student who has officially or unofficially withdrawn from all BCC classes in a term the student is receiving any form of Title IV aid. This aid includes the Pell Grant, Supplemental Grant, Academic Competitiveness Grant Stafford

Subsidized and Unsubsidized Loans and PLUS Loans.

If a student does not attend class within two weeks after the drop/add period in each session, he/she will be withdrawn from classes or receive a failing grade for non-attendance. In either case, no refund will be given.

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he or she is entitled to, federal law requires that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. The complete policy on Return of Title IV aid is accessible online at www.broward.edu.

Application Procedures for Financial Aid Programs:

Pell Grant and Other Grants:

- Pell Grant
- Academic Competitiveness Grant
- Federal Supplemental Opportunity Grant
- Florida Student Assistance Grant
- Merit Awards
- Seese Scholarship Award

Students must complete a FASFA form and receive the answer from the federal government. The form must be processed by May 15th in order to be considered for all possible grants. Although students apply for a Pell Grant throughout the academic year, students may also be considered for other grant programs if a complete application is on file by May 15th.

Student Loan Programs:

- Stafford Subsidized Loan
- Stafford Unsubsidized Loan
- PLUS Loan
- Alternative Loan

Students wishing to apply for a student loan must first complete the FASFA form and receive a response from the federal government. Students must also complete a Loan Request and Acceptance Form indicating the name of the lender and the amount of the loan. This form must be completed and returned to the campus Student Financial

Services Office. Students may access the master promissory note online at the financial aid website under loan e-signature at www.broward.edu. **Loan funds cannot be disbursed until the master promissory note has been completed and returned to the lender.**

First-time borrowers must complete a loan entrance interview before loan funds can be disbursed. Loan funds for first-time, first-year borrowers cannot be disbursed until 30 days after the first day of classes. It is extremely important that students respond promptly to all requests for additional information from Student Financial Services Office. Failure to do so will delay the processing, awarding, and disbursement of financial aid funds.

Scholarship Programs

Broward Community College scholarships are available on a limited basis for academically talented students who demonstrate financial need, for students who perform service to the college, or for students experiencing a financial hardship. Scholarships are awarded based on available funds. **Students must complete a FAFSA or renewal FAFSA to apply for scholarship funds. Scholarships are usually advertised in July on the web and on the campus Student Financial Services bulletin boards. The scholarships require students to complete a scholarship application for all awards.**

Institutional Scholarships

Athletic Scholarships provide awards to qualified members of Broward Community College athletic teams. Selection is made by the individual athletic coach prior to the academic year.

Fire Rescue Scholarships provide awards to fire rescue members identified by Broward County Aviation Department. The division determines application and approval processes.

I CAN MAKE IT Scholarship provides awards to Broward County high school students identified as economically, educationally, or socially at risk. Students must be referred by a community organization (i.e., Urban League, Boys Club, and United Way) and students must participate in the BCC campus Mentor Program.

International Student Scholarships provide awards to international students who find themselves in financial difficulty. Students must have a minimum 2.0 GPA and be recommended by the international student advisor on each campus.

Music/Theatre Scholarships provide awards to students, by audition, which are academically talented, and majoring in music or theatre. Awards are usually made prior to the academic term.

Earl Nightingale Scholarships provide awards to academically talented students in the areas of marketing or sales, based upon the recommendation of the Business Administration Department.

President's Ensemble Scholarships provide awards to students selected to perform in a Broward Community College musical group. Auditions and recommendations are made through the Music Department.

Principal's Honors Scholarships provide awards to academically talented seniors graduating from a Broward County high school or adult center, based upon the recommendation of the BRACE advisor or school principal. Other area high school graduates may be considered based on the availability of funds.

Scholars Awards provide awards to students who graduate in the top 10 percent of their Broward County high school graduating. Prior to the beginning of the academic year, applications and required recommendations must be submitted to the Associate Vice President for the BCC Honors Program.

Service to the College Awards provide awards to students based on their service to the college. Awards are based on the recommendations of staff or faculty members.

Student Ambassador Awards provide awards to students who represent BCC as ambassadors at high schools, college nights and community events. Contact the Student Ambassador advisor on each campus for further award information.

Margaret Roach Award/Two+Two Scholarships provide awards to African-American students graduating from a Broward County high school in the upper quarter of the class (25%) with a 3.0 GPA. Students must be recommended by the BRACE advisor.

Foundation Scholarships

Scholarships are available from private donors, foundations and organizations through the generosity of the BCC Foundation. These scholarships are advertised and are awarded for a full academic year, unless otherwise noted. These awards require that a student files for financial aid. Check the BCC website and campus bulletin boards for further information.

Work Study Programs

Federal Work Study Program provides students an opportunity to work on campus and earn up to \$7.00 an hour for 20 hours a week. Funds are limited and awards are made based on the priority filing date of May 15th. Students must fill out an employment packet prior to beginning employment.

America Reads

This program is funded through the Federal Work Study Program described above. It offers students an opportunity to tutor reading and math in local elementary and middle schools. Students may work a minimum of 20 hours per week and are paid \$10.00 per hour. Security clearance is necessary.

Florida Work Experience Program provides eligible Florida students an opportunity to work in the public school system as teacher aides or tutors. Students can earn up to \$10.00 per hour. Funds are limited and awards are made based on a priority deadline of May 15th. Students must fill out an Employment Packet and be fingerprinted prior to beginning employment.

Check with a campus Student Financial Services office for further information and application.

Other Financial Aid

Other scholarship information, when available, is advertised on our web site or on the campus Student Financial Services bulletin boards. Please check periodically for award availability.

Florida Prepaid Tuition Plan

Participants must present an authorization card at the campus cashier's office. The prepaid tuition will be applied to the fees and the student will be responsible for paying the balance. Call 800 552-4723 for eligibility requirements.

Florida State Sources of Financial Aid

For more information on Florida programs, obtain a copy of the **2007-2008 Financial Aid Sources for Florida Students** booklet, or access it at www.firm.edu/doi.

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. Broward Community College is approved for veterans training in associate degree programs. A student receiving Veteran's Administration (VA) educational benefits who previously received postsecondary training or education elsewhere must request the school(s) to forward an official transcript to the Associate Vice President for Student Affairs/College Registrar's Office. For information regarding credit for military training, see an Academic Advisor on any campus.

A student who has not maintained satisfactory progress (2.0 or higher college cumulative 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 higher college cumulative GPA) by the end of the second consecutive academic probation term, the student's VA educational benefits will be terminated. The student may petition the College to be recertified for VA pay purposes after one term has elapsed. The

College may then recertify 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 Advisors on Central Campus at 954 201-6573, North Campus at 954- 201-2330, or South Campus at 954 201-8846.

Attendance Policies: For Certificate Programs (NCD): Monthly attendance reports are sent to students enrolled in certificate programs. It is the student's responsibility to get the completed forms back to the VA advisor in a timely manner. If nine hours of scheduled classes are missed, the student's benefits are terminated. For Degree Programs (IHL), the class attendance policy is in accordance with the current Broward Community College Catalog, Academic Information, College Regulations, and the Class Attendance Policy.

If a student does not attend class within two weeks after the drop/add period in each session he/she will be withdrawn from classes or receive a failing grade for non-attendance. In either case, no refund will be given. **For financial aid and veteran benefit recipients, this will affect the amount of the award.**

Requirements for class attendance are determined by the instructor and will be outlined in the course syllabus. It is the student's responsibility to attend classes to ensure that he/she is properly enrolled.





Special Programs

The Honors Institute

Foreign Study Program

International Affiliate Institutions

BCC Internship Program
(Cooperative Education)

Army Reserve Officers Training Corps (ROTC)

Special Programs

The Honors Institute

One of the most highly rated two-year Honors Programs in the country, the Honors Institute at Broward Community College serves approximately 800 students annually. Honors sections of required General Education courses are taught in a dynamic seminar style by Honors Faculty and are capped at twenty students to create an enriched and specialized learning experience.

The Honors Institute Mission Statement

The mission of the Honors Institute of Broward Community College is to provide an enriched program in a vibrant, active community of students, faculty and staff that:

- stimulates independent and creative thought;
- challenges the intellect;
- enhances career and professional development;
- builds self-confidence and empowerment;
- provides opportunity for cultural enrichment; and
- promotes a global perspective.

Eligibility for the Honors Institute

All students who have completed 12 college credit hours and have a minimum of a 3.5 overall GPA are eligible to join the Honors Institute. Up to 100 students from Broward County High Schools who rank in the top ten 10% of their class are also recruited annually to join the Honors Institute at BCC. Eligibility information, campus contact information and the Honors Institute Application are available on the BCC website, Honors Institute home page, www.broward.edu.

Honors Institute Scholarships

The Honors Institute offers more than 100 scholarships to qualifying Honors students to cover the cost of six semester hours of tuition each major term. The Honors Institute offers 100 tuition scholarships annually to high school graduates who rank in the top 10% of their classes or who demonstrate advanced capability. Through BCC's International Education program there is a 50% subsidy for students who wish to take part in the International Honors Experience. All graduates of the Honors Institute are eligible for similar scholarships at transfer universities. Scholarships are also awarded to BCC Brain Bowl and Math Team members.

The Honors Certificate

The Honors Certificate is awarded upon graduation to students who achieve at least a 3.5 overall cumulative Grade Point Average, and who earn at least eighteen hours in Honors classes, including three credits in the Honors Interdisciplinary Seminar. Associate in Science and Associate in Applied Science students who earn nine credits in Honors classes will receive Honors Recognition. The Honors Institute Gold Seal is affixed to the diplomas of qualifying graduates and Honors cords are awarded for graduation regalia.

The Honors Institute Convocation University Transfer Scholarships

Each May, the Honors Institute hosts a college-wide Honors Convocation. Departmental and Academic Deans' Honors Awards are presented from each campus. The highlight of the event is the official recognition of more than 150 university transfer scholarships awarded annually to Honors Institute Graduates for all ten of Florida's State Universities and many private universities such as Nova Southeastern, Barry University, and the University of Miami. Qualified graduates of the Honors Institute have also been awarded scholarships to the most prestigious colleges and universities in the nation such as Harvard, Tulane, Cal-Berkley, Smith, Georgetown, MIT, University of Chicago, University of Texas/Austin and many more.

Social and Cultural Events

Special campus and college-wide social activities are provided for students in the Honors Institute. Honors Institute students are encouraged to participate in the many cultural events presented by Broward Community College.

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. BCC's highly successful Brain Bowl team, whose members all receive scholarships, competes in five tournaments a year throughout the state and the South. BCC is the only College to have a Brain Bowl team win five consecutive state championships.

and the only College to have two teams simultaneously win first and second place.

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 overall cumulative GPA, after 12 credit hours, are eligible for membership. The Society provides opportunities for scholarship, leadership, service, and fellowship with other students of high academic standing around the nation. Membership in Phi Theta Kappa also brings opportunities to enter state and national competitions as well as opportunities to attend regional, state and national conferences and seminars.

Foreign Study Program

Broward Community College provides students with opportunities to enroll in several different overseas academic programs. BCC has conducted study programs in foreign locations since 1974, and students participating in these programs earn transferable college credit. BCC offers several overseas academic programs for students of all ages. Both short-term (summer) and long-term (semester) programs are offered. More information about any of the BCC Foreign Study programs may be obtained by contacting the International Education Office at 954- 201-7707.

Semester in Spain Program

The BCC Center in Spain was established in 1979 to provide students with an opportunity to study for a semester or summer in Spain at reasonable cost. Students live and attend classes in the beautiful city of Seville and earn 15-18 semester hours of credit by participating in the program. Unlike other programs in Spain, the Broward program does not require proficiency in Spanish; students may participate in English or Spanish instruction depending on their level of language proficiency. Students participating in the Spain Program may choose to live with Spanish families or in private residencies.

College Consortium for International Studies

Broward Community College is an active member of the College Consortium for International Studies (CCIS), an international organization founded for the purpose of providing high quality international programs abroad, at reasonable cost. As a result of membership in CCIS, Broward Community College offers summer and semester-length academic

programs in over a dozen countries including England, France, Germany, Ireland, Italy, and Israel.

Students may earn Broward Community College credits when they enroll in 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 foreign travel experience with academic instruction. All foreign-study courses combine on-campus instruction with foreign travel. Participants typically earn three to 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. Several different programs are offered each summer, with opportunities to study in many countries around the world. For a current list of available programs contact the international Education Institute at 954-201-7707

High School in Israel

Qualified students participating in the Alexander Muss High School in Israel Program may earn credit in one or two Broward Community College courses while studying in Israel.

International Affiliate Programs

Broward Community College has established formal linkages with several institutions of higher education around the world. Since 1981, BCC has maintained, at various times, academic affiliations with educational institutions in Spain, Malaysia, Singapore, Argentina, Ecuador, the United Arab Emirates, India, Sri Lanka, and Vietnam. Broward's COC/SACS accreditation does not transfer to these international affiliates or their students. International affiliates utilize the BCC curriculum and offer courses and programs similar to those offered at BCC. Broward Community College provides technical assistance to facilitate the parallelism and quality of the academic programs offered at all international affiliates.

Current BCC International Affiliates include:

- Pan American University of Cuenca, Cuenca, Ecuador

- Brookdale College of Ecuador, Guayaquil, Ecuador
- Grupo Educativo de Baden Powell, Estado de Mexico, Mexico
- Universidad ETAC, Estado de Mexico, Mexico

Broward Community College also conducts SACS accredited programs where students enroll college credit courses as students of BCC in two locations:

- Center for American Education (CAE) in Singapore
- International Center for Management and India Studies (ICMIS) in Bangalore, India

BCC Internship Program (Cooperative Education)

An internship is an academic program that combines on-campus study with directly-related work experience.

The College defines an internship as:

- Any short-term supervised work experience specifically related to a student's declared major, for which the student earns academic credit.
- The work can be full- or part-time, on- or off- campus, paid or unpaid. In order to comply with the Fair Labor Standards Act of 1938, it is required that all employers that are for-profit pay their interns at least minimum wage, unless the intern is receiving academic credit (unpaid internships offered by for-profit organizations **must result in academic credit** for the student). Paid internships are highly encouraged.
- The internship should provide the student with a meaningful experience directly related to the student's program of study. The Faculty Internship Instructor ultimately approves the suitability of the internship for course credit.

Eligible Students

To qualify for an internship, the student must have a declared major and be in good academic standing. It is strongly recommended that the student have completed at least 24 credits (unless waived by the appropriate Associate Dean).

Student Responsibilities

- Meet with the appropriate Faculty Internship Instructor
- Prepare a professional resume
- Acquire an internship (paid or unpaid) in a field directly related to their declared academic major
- Register and pay for the internship class
- Obtain supervisor's signature on Student Internship Application. Obtain supervisor's and faculty instructor's signature on the Learning Objectives. Provide one completed copy of each document to the instructor and another to the respective Job Developer
- Provide supervisor with instructor's contact information and Employer Internship Packet
- Notify the instructor and respective Job Developer of any change in the internship
- Complete all required assignments/reports/projects and paperwork
- Fulfill the required amount of working hours (144 hours for 3 credits)
- Perform all work duties as assigned
- Learn as a result of the work experience

Benefits of an Internship

- Earn academic credit
- Gain practical experience and job knowledge
- Test your career decisions
- Make valuable contact in our professional field

For more information please contact the Accelerated Learning Coordinator at 954-201-7668.

Army ROTC Program

Broward Community College offers ROTC courses that satisfy the first two years of the four-year Army Reserve Officers Training Corps program or the Air Force Reserve Officers Training Corps program. The Army ROTC courses are offered in conjunction with Florida International University and are taught at the FIU campus in Miami. The Air Force ROTC courses are offered in conjunction with the University of Miami and are taught at the UM campus in Coral Gables.

ROTC is a four-year program that helps students learn leadership skills while in college. Eligible

students who complete the ROTC program will be commissioned as an officer in the United States Military upon graduation from a four-year college or university with a Bachelor's degree. The ROTC program offers scholarships and other monetary benefits to participants. Students interested in the Army ROTC program should contact the Military

Science Department at Florida International University at 305-348-1619. Students interested in the Air Force ROTC program should contact the Military Science Department at the University of Miami at 305-284-2870. Under no circumstances should a student register in ROTC courses without first contacting one of the above programs.





Continuing Education/Workforce Development

The Institute for Economic Development

Continuing Education

Center for Business and Industry

Industry Based Training

WINGS Program

Health Science Continuing Education and Workforce Development

THE INSTITUTE FOR ECONOMIC DEVELOPMENT

Certified Personal Trainer

The Institute for Economic Development

The Institute for Economic Development is a vital part of the total program at Broward Community College. The Institute emphasizes the community by extending the College into the community through noncredit offerings and programs reaching beyond the traditional limits of the College. The Institute for Economic Development houses the following departments.

- The Continuing Education Department
- The Center for Business and Industry
- Industry Based Training (IBT)
- W.I.N.G.S.

Continuing Education

www.broward.edu (954) 201-7800

The Continuing Education Department offers non-credit courses that provide continuing professional education (CPE) for individuals wishing to upgrade their present skills, to explore new occupational fields, personal education, intellectual enrichment and/or specialty programs.

Continuing Education courses vary in structure and length. Non-credit courses are offered at all BCC campuses (North, Central, South), Tigertail Lake Facility, Miramar Center, Pines Center, Downtown Higher Education Complex, Weston Center and other community locations.

Continuing Professional Education

Aviation
 Building Construction
 Business Management
 Classroom
 Online
 Cabling Technology
 Child Care Certification
 Computer Training
 Classroom
 Online
 Doula Training
 Financial Training
 Insurance
 Languages
 Classroom English
 Classroom ESOL
 Classroom Foreign
 Online Spanish
 Real Estate
 Security Officer

Personal Education

Around the World
 Art and Culture
 Children & Divorce
 Culinary
 Notary Training Classes
 Personal Enrichment
 Online
 Recreation and Water Sports
 Active Adults 50+

Education Preparation

English for Speakers of Other Languages
 Payroll
 Technical Certification
 Test Preparation
 Classroom
 Online
 Young Peoples Summer College

Specialty Continuing Education Programs

Accounting: Continuing Professional Education (CPE) Seminars for CPAs led by nationally recognized speakers.

Children and Divorce: a court mandated, four-hour educational course for divorcing parents who have minor children. This course focuses on the concerns parents have regarding their decision to divorce and the impact this process will have on their children.

Insurance Program: provides courses for people interested in sitting for General Insurance Agents, Adjustors, and Life, Health and Annuity State Licensing Examinations. Continuing education courses for licensed insurance agents and National Professional Insurance Courses are also offered.

Real Estate Program: provides continuing education credits for real estate salespersons, brokers, and community association managers to enable them to maintain their active license status. Mortgage broker tests are given monthly at BCC.

Young People's Summer College: Children eight to sixteen years of age are introduced to Broward Community College educational options, giving them a positive summer experience. Topics are interesting so kids have fun while they learn, and have a chance to become familiar with the college campus environment. Classes are offered

in Computers, Drawing, Golf, Paper Mache, Jazz/Hip Hop, Calligraphy, Aviation, Aquatic Science, Play Production, Word Processing, Spanish, Fashion Art, Safe Sitters, Cartooning, Kung Fu, Photography, Cheernastics, Snorkeling, Tennis, Musical Instrument Instruction, Summer Fun with Food, Magic, Memory Power, and Creative Writing.

Information Technology: The Institute meets the computer training needs of the Broward County business community including labor, industry, and government. Our non-credit courses are presented in state-of-the-art laboratories on BCC campuses. Programs for certification include A+, N+, MCSE, MCDDBA, MCSA, CCNA, CIW, and CCNT. Programs are continually added with the advancement of technology and for the growing need of the workforce.

The Institute has three methods for providing workshops in a range of popular microcomputer programs.

1. Computer seminars scheduled on a regular basis at our own state-of-the-art microcomputer laboratory. These seminars are designed to provide basic skills in a short time that will be used immediately upon return to the work place. These seminars are limited to 16 participants, each of whom has the exclusive use of a computer during the seminar.
2. Non-scheduled seminars as above are offered to companies seeking custom training but arranged on a contractual basis. Admission to these classes is limited to the enrollment contracted for in the Training Agreements.
3. Online Internet courses are offered for individuals who prefer to learn from home or office. A wide variety of course topics are scheduled monthly, and curriculum is available for viewing at website www.broward.edu.

Center for Business and Industry

www.broward.edu

(954) 201-7814

The Center for Business and Industry (CBI) at Broward Community College's Institute for Economic Development works to support the economic well-being of Broward County's work force. CBI provides design, development, delivery and evaluation of training programs as well as professional consultation to address workplace problems. Established in 1990, CBI has structured, diverse, competency-based programs for industries and organizations focused on enhancing the skill and information base of employees. Programs are delivered by qualified trainers, business practitioners, and experienced educators to guarantee timeliness and quality.

CBI's programs are offered at all campuses and centers. Options include:

- Customized training at business and industry sites
- Short-term training at all campuses and centers
- Existing seminars and workshops
- High Impact Adventure Training Ropes Course

Customized on-site training means an end to generic, expensive and time-consuming seminars and extensive travel. Customized programs are designed to meet specific needs of a company without requiring travel from the comfort and convenience of the firm's location. Practitioners and consultants with successful business and industry backgrounds help define training needs. Technical skills, management skills and team-building programs are tailored to the culture of the business and the learning styles of employees. Customized training offers a choice of formats best suited to employees and employers. Short or long-term programming, lasting from a few hours to several months, is available.

Health Science Continuing Education and Workforce Development

The Health Science Continuing Education program provides educational opportunities for health 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 through continuing education offerings for health care providers. Target groups include medical office personnel, dental assistants and hygienists, dietitians, registered and licensed practical nurses, medical assistants, medical laboratory personnel, nursing home administrators, radiographers, physical therapists and assistants, respiratory therapists, and psychological services licensees.

Health Science Continuing Education is an approved provider for the American Association of Medical Assistants**; American Dietetic Association**; Board of Massage (DPR Provider MCE-129-05 Exp. 8/2005); Florida Certification Board, Inc. (Florida Department of Health Provider #143A); Clinical Laboratory Personnel (recognized by National Certifying for Clinical Lab Personnel) CE Broker #50-266-4; Certified Case Manager Commission, Provider 00060005; Dental Assisting National Board, Inc.; Florida Physical Therapy Association; Florida State Board of Dentistry Provider #P00020; Florida State Board of Nursing; CE Broker #50-266; Nursing Home Administrators; Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling (BAP#73, Exp. 3/31/05); Department of Radiologic Technology HRS Provider #3200006) (Category A); and Respiratory Care**.

**Contact the individual Professional Board for rules and guidelines.

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 weekend classes provide opportunities 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.

Non-credit and credit courses are in the publication, *Continuing Education for Health Professionals Schedule*, which is published three times a year. Additional flyers announce individual offerings periodically. For information regarding these programs contact Continuing Education for Health Professionals at (954) 201-6768.

In addition to credit and non-credit courses the department offers Advanced Technical Certificates (ATC). The ATC has been identified as a program of instruction consisting of nine credit hours or more but less than 45 credit hours of college-level courses, which may be taken by students who have already received an Associate of Science degree and are seeking an advanced specialized program of study to supplement the associate degree.

The department offers Advanced Technical Certificates in the following areas.

- Basic Perioperative Nursing
- Coronary Care Nursing
- Critical Care Nursing
- Graduate Nurse Intern
- Home Health Nursing
- Multi-skilled Healthcare Professional
- Vascular Sonography

Basic Perioperative Nursing

The Basic Perioperative Nursing courses are offered to licensed registered nurses who require additional course work to be employed in an operative/surgical unit. An Advanced Technical Certificate in Basic Perioperative Nursing will be awarded to students who complete the following courses with a grade of "C" or higher:

NUR 2293 Basic Perioperative Nursing	5 cr.
NUR 2293L Basic Perioperative Practicum	5 cr.

Coronary Care Nursing

The Coronary Care Nursing course is offered to licensed registered nurses who require additional course work to be employed in a coronary care

unit. An Advance Technical Certificate will be awarded to students who complete the following courses with a grade of "C" or higher.

NUR 2294 Coronary Care Nursing 9 cr.

Critical Care Nursing

The Critical Care Nursing courses are offered to licensed registered nurses who require additional course work to be employed in a critical care specialty unit. An Advance Technical Certificate in Critical Care Nursing is awarded to students who complete a minimum of nine credit hours with a grade of "C" or higher in the following courses

NUR 2391 Care of the Critically Ill Newborn 4 cr.
 NUR 2392 Critical Care of the Pediatric Client.5 cr.
 NUR 2292 Introduction to Critical Care Nursing8 cr.
 NUR2292L Critical Care Lab 3 cr.
 NUR2247L Critical Care Clinical Practicum 1 cr.
 NUR 2274 Emergency Nursing 4 cr.
 NUR 2274L Emergency Nursing Practicum 3 cr.
 NUR2245L Emergency Nursing Clinical Practicum 1cr.
 NUR2297 Cardiac Nursing: Basic Arrhythmia 2 cr
 NUR2297L Cardiac Nursing Clinical Lab 1 cr

Graduate Nurse Intern

The Graduate Nurse Intern courses are offered in licensed registered/graduate nurses who require additional courses to meet a healthcare agency's requirement for employment. An Advanced Technical Certificate will be awarded in Graduate Nurse Intern to students who complete a minimum of nine credit hours with a grade of "C" or higher in the following courses.

NUR 2946 Nurse Internship 1 cr.
 NUR 2946L Nurse Internship Clinical Lab

And 2 or more credits of the following:

CVT 1501 Basic Electrocardiography 2 cr.
 HUN 1202 Essential of Nutrition and Diet Therapy 3 cr.
 MLS 1525C Medical Lab. Tech III (Phlebotomy) 5 cr.
 NUR 2930 Comparative Health Care Systems 3 cr.
 SPC 1024 Intro to Speech Communications 3 cr.

OR

SPC 1600 Public Speaking 3 cr.

Home Health Nursing

The Home Health Nursing courses are offered to licensed registered nurses who require additional courses to be employed with a home health nursing agency. An Advanced Technical Certificate, Home Health Nursing, will be awarded after a minimum of nine credit hours are completed in any combination of the following courses.

NUR 1271 Foundations of Community Health 3 cr.
 NUR 1272 Community Health Care 3 cr.
 NUR 1273 Health Promotion & Prevention 3 cr.
 NUR 2062 Health Assessment of the Adult Client 5 cr.
 NUR 2275 Transition to Home Health Nursing 2 cr.
 NUR 2275L Transition to Home Hlth Nursing CI 2 cr.

Multi-Skilled Healthcare Professional

The Multi-Skilled Health Care Professional courses are offered to Associate in Science degree graduates who are licensed Healthcare professionals needing cross-training in other discipline areas. An Advanced Technical Certificate, Multi-Skilled Healthcare Professional, will be awarded after a minimum of nine credit hours are completed in any combination of the following.

CVT 1501 Basic Electrocardiography 2 cr.
 HCP 1930 Fundamentals of Cardiac Catheterization 3 cr.
 HAS 1100 Medical Admin./Hospital Business Op. 3 cr.
 MLS 1525C Med. Lab Tech III (Phlebotomy) 5 cr.
 NUR 2062 Health Assessment of the Adult 6 cr.
 NUR 2940C Respiratory Care Training for Nurses 12 cr.

OR

NUR 2941C Respiratory Nsg.: Oxygen 2 cr.
 NUR 2942C Respiratory Nsg.: Chest Therapy 2 cr.
 NUR 2943C Respiratory Nsg.: Treatments 1 cr.
 NUR 2944C Respiratory Nsg.: Protocols 2 cr.

Vascular Sonography

The Vascular Sonography Courses are designed to prepare the registered Sonographer for the registry examination given by the American Registry of Diagnostic Medical Sonography (ARDMS) to become a Registered Vascular Technologist (RVT). An Advanced Technical Certificate:

Vascular Sonography, will be awarded after nine credit hours are completed.

SON 2171 Vascular Sonography	3 cr.
SON 2175 Vascular Sonography II	3 cr.
SON 2176 Vascular Sonography III	3 cr.

Industry Based Training

Industry Based Training (IBT), is designed to bridge the gap between local labor market needs and the abilities of the workforce through the delivery of customized training services and on-the-job training. Major employers provide up-front commitments to hire. IBT recruits individuals for these companies and provides customized, competency-based training leading to specific jobs in these workplaces. The length of training is a minimum of four weeks and is full time. How the training is delivered is dependent upon the specific jobs. For example, school bus drivers are trained in a classroom setting for three weeks, followed by road training in the school bus, for a total of about six weeks. Each program offered is unique. This one results in a Commercial Driver's License (CDL "B") and employment with the School Board of Broward County.

Our training is federally funded and is free to eligible individuals. The participating employer selects people who qualify for services and meet the employer profile in advance of training. Jobs are guaranteed to trainees based upon successful program completion. All jobs are full time and provide fringe benefits.

These training programs have been in existence in Broward County since 1984, and have been offered through Economic Development since 1997. IBT is located on BCC's South Campus, Building 88, Room 102, 7200 Pines Boulevard, Pembroke Pines, FL 33024, (954) 201-8055.

WINGS (Women Investigating New Goals and Services)

WINGS is a comprehensive re-entry program offering assistance to women who are in transition due to the separation, divorce, death, or disability of a spouse. Due to their circumstances, they need to enter the job market, or return to school for training to re-establish themselves as responsible, independent, self-supporting citizens. They have many barriers to employment due to their lack of recent work experience, lack of education, lack of updated skills, and low self-esteem. Our program helps to eliminate these barriers.

Our free programs offer:

- Career counseling and assessment
- Building self-esteem
- Assertiveness training
- Communication skills
- Job search skills
- Resume writing
- Basic computer literacy training
- On-going support services

Workshops and computer classes are offered during the day and evening schedules, in both **English and Spanish**. Workshops are offered at the North, Central and South Campuses of Broward Community College.

To register for WINGS workshops, participants may call North Campus at (954) 201-2398, or South Campus at (954) 201-8874.



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Academic Honors

The College recognizes exceptional 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 12 or more semester hours who have a grade point average of 4.0.

The **Dean's List** includes the names of students carrying 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 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 12 semester hours per academic term or an equivalent number of clock hours for an educational program using clock hours. Usually, the Offices of Social Security, Railroad Retirement, and Veterans Administration consider 12 credit hours to be a full load.

The maximum load that may normally be carried is 18 credit hours per academic term or an equivalent number of clock hours. However, students who earn a grade point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed 21 credit hours per academic term or an equivalent number of clock hours. The maximum load for a six-week summer session is nine credit hours or an equivalent number of clock hours. The normal load for a six-week summer session is six credit hours or an equivalent number of clock hours.

If the student must have the hours in order to graduate, a student in the last term of residence prior to graduation may carry an overload even though his/her grade point is not high enough under the above policy. In no event should the student enroll for more than 21 credit hours, except with the approval of the Academic Standards Committee.

A student who has earned 25 or more semester hours credit is classified as a sophomore.

Transcript Evaluation

Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward Community College, College Registrar's Office, 225 East Las Olas Blvd., Ft. Lauderdale, FL 33301, prior to or within 30 days of the start of the initial term of enrollment. Students who have completed post-secondary work outside of the United States are required to provide a commercial evaluation of all course work completed. An official evaluation of credit courses' 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 considered completed. Transfer credits may be accepted from regionally accredited colleges or universities and/or from institutions belonging to the Florida State Common Course Numbering System or from out-of-country universities when commercial evaluations of those transcripts are provided. In some instances, transferability of credits is done on a course-by-course analysis.

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. Failure to report previous college-level work attempted constitutes a falsification of application and subjects the applicant to loss of all credit earned and may result in dismissal.

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 from Broward Community College. 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.

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.

The regulations regarding academic standards of progress apply to all degree and certificate students. In determining academic progress, college credit, vocational credit and college preparatory credit are combined. "Earned Credit" is defined as all courses in which the student receives a grade. Courses taken for audit, courses for which a student receives a refund, and courses in which a student has withdrawn during the withdrawal period will not be included in the determination of academic standing.

Academic Warning Any students shall be placed on academic warning at the end of a term if the student has earned 0-29.9 college and/or vocational credits and has earned less than a 1.5 cumulative grade point average. **Students on academic warning should see an academic advisor or counselor prior to registering for the next term.**

Academic Probation Any student shall be placed on academic probation at the end of a term if the student has earned 30-45.9 college and/or vocational credits and has earned less than a 1.5 cumulative grade point average. **Students on academic probation should see an academic advisor or counselor prior to registering for the next term.**

Academic Suspension Any student shall be placed on academic suspension at the end of a term if the student has earned at least 46.0 college and/or vocational credits earned for GPA and has earned less than a 1.5 cumulative grade point average. Students academically suspended will not be permitted to enroll for one semester (fall, winter, or full summer) following the term in which they were suspended.

After the first academic suspension, and after the student has satisfied the penalty, the student must see the Dean of Student Affairs or designee at the campus where he/she wishes to enroll. The student must follow any instructions pertaining to course selection. Any subsequent suspensions will require the student to petition and appear before the Academic Standards Committee prior to re-entry.

Cancellation of Previous Unsatisfactory Record

Students in Associate in Science, Associate in Applied Science, Certificate or Diploma Programs who have previous unsatisfactory academic records may petition for cancellation of their previous academic record. If, at the end of 24 credit hours, Associate in Science and Associate in Applied Science Degree students have achieved a grade point average of 2.0 or above, they may be granted cancellation of the previous unsatisfactory academic record, except in the case of students enrolled during or later than Term I, 1997-1998. For Certificate and Diploma students, the total program hours and a grade point average of requirement is completion of one-third of the 2.0 or above. Normally, this cancellation will not be approved unless the unsatisfactory student performance is at least two academic years old.

Canceled academic records will be completely disregarded in the calculation of credit hours and grade point average. However, these students' permanent records will show all work attempted and all grades earned along with a notation about the cancellation granted by the College.

Under the articulation agreement binding the Florida public community colleges and state universities, this policy may not be applied to Associate in Arts degree students.

Class Attendance Policy

If a student does not attend class within two weeks after the drop/add period in each session he/she will be withdrawn from classes or receive a failing grade for non-attendance. In either case, no refund will be given.

Requirements for class attendance are determined by the instructor and will be outlined in the course syllabus. It is the student's responsibility to attend classes to ensure that he/she is properly enrolled. By staying in the class, students are agreeing to abide by that attendance policy.

Students will notify instructors in advance of absences(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. According to College policy, there shall be no penalty for a student who is absent because of religious holy days, the student's serious illness, a death in the immediate family, or statutory government

responsibilities. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. The student shall present documentation for non-penalized absences should the faculty member request it. 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 the instructor authorizes non-penalized absences but the work cannot be completed in the time available.

Campus/Center Closing

Owing to unanticipated circumstances that are beyond anyone's control, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or facilities, a campus or the College may be closed. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to make up the lost class time.

Final Grades and Records

Final grades for each term are retained permanently. Grade point averages for graduation and honors are calculated only on college and vocational level academic work and include work attempted at all colleges. **The following grades are used to calculate the grade point average (GPA):**

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

The following grades do not affect the GPA:

Grade		Points
I	Incomplete	0
W	Official Withdrawal	0
WN	Non-Attendance	0
X	Audit	0
XW	Audit Withdrawal	0
NC	Non-credit course	0
NG	No Grade Assigned	0
NR	Grade not received	0
S	Satisfactory	0
U	Unsatisfactory	0

Incomplete Grade "I"

An "I" grade may be given when a student who is in good standing and with documented extenuating circumstances has not completed the required coursework by the end of the term. The student should make arrangements to complete the work prior to the end of the next major academic term. Summer terms are not considered in this time limit. If no change is initiated during the next major term, the "I" will automatically become an "F" on the student's permanent record. If the coursework is completed the grade and recalculated GPA will be placed on the student's transcript.

Official Withdrawal "W"

Florida State Board of Education requires community colleges to adhere to the following procedures relating to the award of a "W" as a result of a student's withdrawal from a course.

- The student may withdraw without academic penalty from any course by the mid-point of the semester.
- The student will be permitted a maximum of two withdrawals per course.
- Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

Non-Attendance Withdrawal "WN"

A student who does not attend class within two weeks after the drop/add period in each session will be withdrawn from classes for non-attendance. No refund will be given.

Failure due to Non-Attendance "WF"

"WF" is an assigned grade given for non-attendance or excessive absences after the last published date to withdraw from classes.

Audit-X and XW

A student 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 permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, class requirements. No grade will be assigned and no credit will be awarded.

However, an audit will count as an attempt if such enrollment status is declared after the drop/add period.

The transcript will indicate a course was audited by listing an "X" grade, but an "XW" indicating withdrawal may be given to the student at the discretion of a Faculty member for failure to adhere to attendance or class requirements of the course. A student may take a course previously audited for credit but 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. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction may not be enrolled as audit students.

Non-credit Course "NC"

The "NC" is assigned automatically for any non-credit hour course. "NC" is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

No Grade Assigned "NG"

The "NG" is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses and continuing education classes.

No Grade Reported "NR"

The "NR" is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

Satisfactory/Unsatisfactory "S"/"U"

The "S" and "U" grades are used only for those courses that have received prior approval through the curriculum review process to award the satisfactory/unsatisfactory grades.

Grade Appeal Process

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal process described in Procedure 6Hx2-4.19 provides procedural due process to students.

Grounds for Using the Grade Appeal Process for Final Course Grades

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member

shall communicate in clear, detailed, written form, his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

Grounds for Using the Grade Appeal Process for Academic Dishonesty.

The appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action: If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process.

The complete grade appeal procedure can be found in the Student Handbook and in the Grade Appeal Brochure. A copy of the brochure can be obtained in the Academic Advisement offices on each campus/center.

Applicable Catalog

A student who is continuously enrolled in degree, certificate or diploma programs (except summer terms) from initial enrollment to graduation may choose to meet graduation requirements specified in either the BCC catalog in effect when initially enrolled or the catalog in effect at the time of graduation. If a student's attendance is interrupted by two or more major 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. A student cannot graduate under a catalog in effect at the time of initial enrollment if the College has eliminated the degree, certificate or diploma program.

Students entering specialized programs, such as the health science programs, may graduate under the provision of the catalog in effect when the student was admitted to the specialized program.

Recency of Credit

College courses completed more than 10 years ago may require validation by examination.

Graduation Honors

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.

Honors: overall GPA of 3.250-3.499

High Honors: overall GPA of 3.500-3.749

Highest Honors: overall GPA of 3.750-4.000

Honor Students are recognized at graduation and honors designations will be shown on final transcripts.

Semester Credit Hour

For degree, technical certificate and Applied Technology programs the unit of credit is the semester credit 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. Clinical courses will vary in the number of hours per semester credit hour. For Vocational Certificates the unit of credit is the vocational credit. Each vocational credit represents 30 clock hours of instruction.

Short sessions, weekend college, and classes that meet less than three times per week are adjusted to include the same time equivalent as the 16 week terms.

Semester System

The academic year is divided into three semesters, also known as Terms. Each Term contains several Sessions of varying lengths to provide flexibility in the scheduling of courses. To earn a comparable unit of credit, class meeting times are adjusted during the abbreviated Sessions.

Terms I (fall) and II (winter) are approximately seventeen weeks in length. Each of these terms includes a Session 2, and a Session 4 of approximately eight weeks in length; and a Session 3 of approximately twelve weeks in length.

Term III (summer) is approximately twelve weeks in length. Term III includes Session 1, which is twelve weeks in length, and Sessions 2 and 3 which are six weeks in length.

Grade Forgiveness Policy

A student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a "D" or "F" grade. The number of repeat attempts is limited to two per course. Repeating a course removes the previous grade only from a student's grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the grade point average. The State University System articulation agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

Maximum Attempts Per Course

A student may have only three attempts per course. An attempt is defined as enrollment after the 100% refund deadline for courses beginning Term 1, 1997. Attempts include the original grade, repeat of courses, withdrawals and audits. Courses taken at other institutions are not counted as an attempt.

A student may repeat only those courses in which a "D" or "F" grade was earned. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances.

This rule does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or those that are being repeated as part of the regulatory requirement for continuing education to stay current in a field such as teacher education.

Florida law requires colleges to assess students the full cost of instruction after the second attempt. The law also provides for exceptions to this extra fee if there are extenuating circumstances, such as a student's serious illness, involuntary call to active military duty, changes of employment, or other extraordinary situations. Petitions for exception to the full cost of instruction based on extenuating circumstances can be obtained from any campus Registration or Advisement office.

Students are strongly encouraged to discuss, with their advisor/counselor and financial services officer, the effect withdrawing or

repeating a course may have on their academic programs and financial aid status.

Course Pre-requisites and Co-requisites

Pre-requisite and co-requisite courses are listed with each course description. Pre-requisites are academic requirements that must be completed before enrolling in the next subject level. Students are responsible for knowing and satisfactorily completing pre-requisite requirements. If a student registers for a course for the next term while currently enrolled in a pre-requisite course, then the student must satisfactorily complete the pre-requisite course or withdraw from the higher-level course. Otherwise, the student may be dropped from the course for which he/she is ineligible. Students, who have completed a pre-requisite course at another institution, must furnish proof before registering for the higher-level course.

Co-requisites are courses that must be completed together. An example is a science course and the associated laboratory. You cannot take one without the other. If you drop one, you must drop the other. Co-requisite academic requirements are stated within the course description section of this catalog.

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

Student Ombudsman

The campus/center chief student affairs officer shall serve as the campus/center Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The campus/center chief student affairs officer will guide students to appropriate personnel, and provide students with appropriate College policies and procedures.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the campus/center chief student affairs officer will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs upon reviewing the student's petition and interviewing the student. The Vice President for Student Affairs shall approve or disapprove recommendations from the Academic

Standards Committee in his/her role as the College Student Ombudsman.

Academic Standards Committee

The chief student affairs officer on each campus or center, in the role of campus/center Student Ombudsman, shall be responsible for addressing student concerns.

The Academic Standards Committee hears appeals from students on matters related to academic policies such as standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs in his/her role as College Student Ombudsman. The following procedure shall apply to requests for exceptions to established academic policies:

1. The student shall complete the Academic Standards Petition that is available at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward Community College from the previously attended institution.
2. The campus/center chief student affairs officer or designee must sign the petition and forward it to the Associate Vice President for Student Affairs/College Registrar's Office no later than one week prior to the scheduled meeting. Exceptions must be approved through the campus/center chief student affairs officer.
3. The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
4. In cases involving entering or re-entering Broward Community College after suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of sign-in.
5. After careful review of the petitions, the Committee shall make recommendations to the Vice President for Student Affairs.

The Vice President for Student Affairs approves or disapproves the recommendations from the Committee.

6. The student shall be notified in writing of the Vice President's decision.

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.

The term "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 to do so.

Cheating also includes the giving of work formation 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 exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. 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.

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 the 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.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education

record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory

information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Broward Community College maintains and reserves the right to release the following directory information without the student's consent" (1) name, (2) enrollment status, (3) degrees and awards received, and (4) statistics pertaining to a student's participation in officially recognized sports and activities. If a student does not wish for any directory information to be disclosed, he/she should contact the campus Registration Office.

The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the Family Policy Compliance Officer at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920





Student Support Services

Academic Advising and Educational Planning

Career Planning and Employment Services

Disability Services

Bookstores

Learning Resource Centers

Libraries

The Mentor Program

Childcare Services

Student Support Services

Academic Advisement and Counseling

Academic Advisors and Counselors are available on each campus/center to instruct and counsel students in the following areas:

- Educational and Career planning.
- Choosing appropriate courses for desired major.
- Utilizing self-advising resources/tools.
- Coaching on strategies that promote academic success, such as study skills, time management, test anxiety, decision-making and communication skills.
- Preparation for university transfer or the world of work.
- Referrals to outside agencies for issues such as substance abuse, AIDS awareness, interpersonal relationships and crisis counseling.

For further information and support, students may contact our Advisors and Counselors:

A. Hugh Adams Central Campus	954 - 201-6528
North Campus	954 - 201-2305
Judson A. Samuels South Campus	954 - 201-8875
Willis Holcombe Center	954 - 201-7491
Pines Center	954 - 201-3601
Weston Center	954 - 201-8501

NOTE: All first-time-in-college degree-seeking students are required to meet with an Advisor or Counselor during their first semester for advisement and educational planning.

Students must learn to use the online self-help advising tools, degree audit, search for open classes, and registration system.

Career Planning and Employment Services

Career planning and employment services are available to all students and alumni of Broward Community College. A variety of services are available to assist you in making career decisions, setting career goals, and preparing for a job. Students are encouraged to do the following:

- Take self-assessments to generate a list of prospective occupations that match the

- preferred work activities, interests, personality preferences, values, skills and life goals.
- Use computerized career information systems and print materials to evaluate various careers, working conditions, salary levels, and employment outlook.
- Research career options that match the major.
- Make an appointment for individual career counseling, including educational planning and/or job-seeking assistance.
- Examine university catalogs or access online information and counseling manuals for transfer requirements about the programs may wish to pursue.
- Access national educational directories and career libraries.
- Access full or part-time job listings and internships posted through the campus' Career Center
- Access student work-study jobs and jobs posted on the Broward Community College's website.
- Learn about on-campus employer recruitments.
- Obtain assistance for resume and cover letter writing strategies.
- Develop successful job interviewing skills.
- Consider taking the SLS 1301 Career Planning course.

A student may visit the Career and Employment Services Office at the campus location of his/her choice.

- A. Hugh Adams Central Campus
Building 19, Room 116 954 - 201-6612
- North Campus
- Building 46, Room 238 954 - 201-2272
- Judson A. Samuels South Campus
Building 68, Room 100 954 - 201-8865
- Willis Holcombe Downtown Center
Building 33, Room 117 954 - 201-7491
- Pines Center Room 107 954 - 201-3601

Disability Services

Broward Community College seeks to comply with all relevant laws enacted at every level of government to provide access to students with special needs. Students with documented disabilities are assured participation in all College activities and services. Individuals who plan to attend Broward Community College should

contact the Disability Services Specialist on their campus. Each student will be provided with appropriate accommodations based on his/her documented disability, individual needs, and College policy.

Some of the services available are adaptive technology, specialized testing, sign language interpreters, real-time captioners, readers, scribes, and note-takers. Students receiving assistance from Vocational Rehabilitation or the Division of Blind Services are required to apply for financial assistance at Broward Community College. For further information, call 954 - 201-7545.

Bookstores

The Broward Community College Bookstores are owned and operated by the College and function as a service to the students, faculty, administration and staff. The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. There is also an extensive assortment of art supplies, gift items, college rings, clothing, uniforms, dictionaries, reference books, backpacks, software, calculators, notebooks, writing tools, diploma frames, decals, cell phones, beepers, and a whole lot more. Services also include special orders for books and software not normally carried as basic stock, and buy-back of used college books. Prices are established according to the national standard typically found at other colleges and universities. The bookstore accepts Visa, Master Card, Amex & Discover credit cards. Textbooks can be ordered online at www.broward.edu/bookstore. Bookstore hours of operations are posted on the BCC web-site.

A. Hugh Adams Central Campus,	
Building 19	954 - 201-6830
North Campus, Building 46	954 - 201-2224
Judson A. Samuels South Campus	
Building 67	954 - 201-8805
Willis Holcombe Center	
FAU Tower	954 - 762-5204
Pines Center, Building 101	954 - 201-3604
Weston Center	954 - 201-8528
Building 110, 2 nd Floor	

Learning Resource Centers

The overall goal of the Learning Resource Center students with access to up-to-date instructional and support services in both the classroom and learning laboratories. BCC Student ID Cards validated for the current term are required at each BCC LRC.

Learning Labs

The Learning Labs exist to help students succeed in their courses. Each campus/center has a discipline lab for English/ESL, Math, Modern Foreign Languages and Reading. These labs assist students with both college-prep and college level courses.

Tutoring

Tutoring services are available for several disciplines. Interested students are advised to contact the Learning Resource Center on each campus for tutoring details.

Each of the Learning Resource Centers also maintains a hands-on self-study area for Anatomy and Physiology review. Models and study materials are available for individuals or small groups.

In addition, open computer labs with direct Internet access are available to students on each of the campuses/centers for both research and homework needs.

Classroom Support

Another function of the learning resource center is to support quality instruction by providing computer/audio visual equipment and materials to the campus classrooms. Each campus maintains an extensive library of video and other instructional materials to enhance classroom instruction. Specific information regarding availability and scheduling procedures for the use of classroom materials and equipment may be obtained by contacting the campus Learning Resource Centers.

A. Hugh Adams Central Campus	
Building 17	954 - 201-6660
North Campus, Building 62	954 - 201-2260
Judson A. Samuels South Campus,	
Building 72	954 - 201-8909
Pines Center, Building 101	954 - 201-7595
Willis Holcombe Center	
HEC Rm. 430	954 - 201-7595

Libraries

The library on each of the College's campuses is a joint use facility. Consequently, policies, procedures, and hours of operation differ slightly from one location to another.

On the A. Hugh Adams Central Campus, the University/College Library is located in building 17. This is a joint library of A. Hugh Adams

Central Campus and Florida Atlantic University. The goal of the library is to provide academic support programs of study and to create a stimulating environment that will encourage academic achievement. Students may use LINCC, the electronic catalog, and databases available in-house and through other automated systems to facilitate research. All resources are accessed through the University/College web page.

Students on the College's North and Judson A. Samuels South Campuses are also served by joint-use facilities. The College and the Broward County Public Library System jointly operate these libraries. On North Campus, the joint BCC/Broward County Library is located in building 62, and on the Judson A. Samuels South Campus, the joint BCC/Broward County Library is located in building 72. Both of these facilities have access to the county's electronic catalog which permits the user to search all the holdings in the entire Broward County Library System as well as a large assortment of electronic databases. Research using the catalog and electronic databases is available at each library location, as well as through the College's web page.

Students who attend the Willis Holcombe Downtown Center or the Pines Center are served by a Broward County Library, which is located nearby.

Library Cards

BCC students are eligible to use all campus libraries. However, due to their particular partnerships, different library cards are required on the campuses to check out materials. Students must have a BCC identification card in order to access materials from the University/College Library on the A. Hugh Adams Central Campus. Students at the North and Judson A. Samuels South Campuses and the Willis Holcombe Downtown Center and the Pine Centers must have a Broward County library card. Since each location is unique, materials that have been checked out must be returned to the campus from which the material was borrowed.

The library staff encourages students and faculty to make suggestions for the improvement of service and appreciates recommendations for titles to be added to the collection. Qualified staff is available at each location to help patrons identify, locate and use library materials. For further information and for the different campus library

hours of operation, please contact the individual campuses.

A. Hugh Adams Central Campus	
Building 17	954 - 201-6660
North Campus	
Building 62	954 - 201-2261
Judson A. Samuels South Campus	
Building 72	954 - 201-8909
Pines Center, Building 101	954 - 201-3619
Broward County Main Library	954 - 357-7444

The Mentor Program

The Mentor Program matches BCC faculty and staff volunteers with students who want to enhance academic success. Student participants have opportunities to explore careers, connect with valuable resources, learn study skills and become more involved in college life. For more information, contact one of the Mentor Program offices.

A. Hugh Adams Central Campus	954 - 201-6358
North Campus	954 - 201-2310
Judson A. Samuels South Campus	954 - 201-8994
Willis Holcombe Downtown Center	
	954 - 201-7420

Childcare Services

Broward Community College offers Childcare Services for students and faculty. The center's mission is to provide an enriched, innovative educational program focusing on reading, writing, mathematics, and language arts and readiness skills. The curriculum also emphasizes proper manners in an environment that is positive and safe. In addition to the children's program, parents are invited to workshops designed to enhance parenting skills. For cost and further information, contact one of the childcare center locations:

BCC-North Campus
 Little Learners' Child Development Center
 1150 Coconut Creek Parkway, Bldg 63
 Coconut Creek, FL 33066
 954 - 201-2440, Fax 954 - 201-2445
 Director: Leta Wilson

BCC/FAU Child Development Center
 3501 SW Davie Road
 Davie, FL 33314
 954 - 201-6987, Fax 954 - 201-6985
 Director: Pamela Feldman

BCC-South Campus Child Development Center
7200 Pines Boulevard
Pembroke Pines, FL 33024
954 - 201-8651, FAX 954 - 201-8653





Student Activities

Student Life

Student Organizations

Student Government

Tigertail Lake Center

Intercollegiate Athletics

Student Publications

Student Activities

Student Life

Student Life offices provide information and support for student clubs, student government, student development and leadership, student health insurance, wellness education, bulletin board approval, bus schedules, student ID card services, and campus events. In addition, Student Life sponsors intramural/recreational sports, comprised of a variety of competitive athletic leagues and tournaments. Student Life programs and services are available to currently enrolled BCC students with a valid student ID card. To learn more about activities/programs, contact a Student Life Office at any of the following locations or visit student life on line at <http://www.broward.edu/>.

- A. Hugh Adams Central Campus
Building 19, Room 106 954 201-6756
- North Campus
Building 46, Room 133 954 201-2325
- Judson A. Samuels South Campus
Building 68, Room 188 954 201-8911
- Willis Holcombe Downtown Center
Building 33, Room 107 954 201-7377
- Pines Center
Building 100, Room 106 954 201-3601

Student Organizations

Student organizations, clubs and programs contribute to the total experience of the college student. Operating under the supervision of the Dean of Student Affairs and the Director of Student Life/Development, student organizations encourage cultural, social, and intellectual development. Students are encouraged to participate. Detailed information on current campus organizations can be obtained in the Student Handbook, which can be visited online at <http://www.broward.edu>.

Student Government

SG operates on all campuses and the Willis Holcombe Downtown Center. Students are encouraged to participate and represent student interests. For more information, contact your respective Student Life Office.

Tigertail Lake Center

The Tigertail Lake Center provides watersports programs, a conference facility, the ropes challenge course, recreational trips, and credit and

non-credit watersports classes. Watersports training and recreational opportunities are offered in sailing, windsurfing, snorkeling, and kayaking to all BCC faculty, students, and staff. Students are welcomed to get involved in these programs by taking a Continuing Education or Wellness activity class at Tigertail Lake. Monthly watersports classes offered off-site in the Florida Keys are available to hone watersports skills. These monthly trips offer students the opportunity to experience an open water environment. Most activities at the Tigertail Lake Center are available without charge to BCC students and student organizations. The Ropes course offers students open challenges once per month for the chance to experience climbing opportunities at Tigertail Lake. The Tigertail Lake Center is located on the entrance drive to Outdoor World in Dania Beach. Please call the Watersports Office at 954 201-4500 for information and a brochure, or visit Tigertail Lake online at <http://www.broward.edu/>.

Intercollegiate Athletics

The purpose of the BCC intercollegiate athletic program is to provide an opportunity for students to learn the values of self-discipline, sportsmanship, team building, and academic excellence. BCC Intercollegiate athletics fosters the development of physical, intellectual, emotional and social skills in student athletes and encourages athletes to carry these lessons onto the playing field, into the classroom, and in the community. BCC currently fields teams in men's and women's basketball, men's baseball, women's softball, women's volleyball and women's tennis. Scholarships are offered to some student athletes. For more information, call the Athletics Office at 954 201-6853 or visit Athletics online at <http://www.broward.edu/>.

Student Publications

The Observer

Broward Community College encourages and supports a free and responsible student press. The *Observer*, the College's bimonthly newspaper, is a combined product of students from the journalism program at North, A. Hugh Adams Central, and Judson A. Samuels 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 collegewide student publication, having received All-American ratings and two national Pacemaker ratings from a national critiquing service, in addition to numerous state awards since its inception in 1986. Many student editors receive scholarships to produce *The Observer*. For more information, contact the advisor, at 954 201-8035. Students may visit the *Observer* online at www.broward.edu/.

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. *P'an Ku*, housed at the Judson A. Samuels South Campus, encourages students from all campuses to participate. The magazine is looking for writers, artists, photographers, and anyone else who would like to be part of the staff. No prior experience is needed, only enthusiasm! For more information, call Dr. Patrick Ellingham, Faculty Advisor, at 954 201-8858 or the editorial office at 954 201-8044. You can also visit the *P'an Ku* website at www.broward.edu/.





Student Rights and Responsibilities

BCC reserves the right to amend policies and procedures at any time. For the most current version of the following

Policies, please check on-line at

<http://www.broward.edu/PolicyAndProcedure/>

Student Code of Conduct Policy and Procedure

Sexual Harassment Policy and Procedure for Students

Sexual Battery/Assault Policy and Procedure for Students

Non-Discrimination and Harassment Policy and Procedure for Students

Student Grievance Policy and Procedure for Non-Instructional Issues

Student Bill of Rights

Dismissal of Disruptive Students Policy and Procedure

Student Rights and Responsibilities

Student Code of Conduct

The Student Code of Conduct outlines acceptable and unacceptable behavior for BCC students, as well as appropriate disciplinary procedures and sanctions.

Upon admission to Broward Community College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward Community College Student Handbook, the College Catalog, other official publications, and the BCC web site at <http://www.broward.edu>.

Any student or student organization found to have committed the following misconduct, on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures.

1. Dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.

The term "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 to do so. 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 exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or

her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. 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.

- b. Furnishing false information to any BCC official or faculty member.
 - c. Forgery, alteration, or misuse of any BCC document, record, or instrument of identification.
 - d. Tampering with the election of any recognized BCC student organization.
2. Disruption: disruption or obstruction of teaching, research, administration, disciplinary proceedings, other BCC activities, including its public-service functions on or off campus, or other authorized non-BCC activities, when the act occurs on BCC premises.
 3. Abuse: physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
 4. Theft or damage to property: attempted or actual theft of and/or damage to BCC property or the property of a member of the BCC community or other personal or public property.
 5. Discrimination as defined in BCC Policy 6Hx2-5.22.
 6. Sexual Harassment as defined in BCC Policy 6Hx2-5.20.
 7. Sexual Battery/Assault as defined in BCC Policy 6Hx2-5.20.
 8. Hazing as defined in Florida State Statute 240.1325
 9. Non-compliance with directions: failure to comply with directions of BCC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

10. Keys: unauthorized possession, duplication, or use of keys to any BCC premises or unauthorized entry to or use of BCC premises.
11. Violation of published BCC policies/procedures, rules or regulations.
12. Violation of law: violation of federal, state or local law on BCC premises or at BCC sponsored or supervised activities.
13. Controlled substances: use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
14. Alcohol: use, possession, or distribution of alcoholic beverages except as expressly permitted by law and BCC regulations.
15. Public intoxication.
16. Weapons and dangerous materials: illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BCC premises.
17. Unauthorized demonstration: participation in a campus demonstration which disrupts the normal operations of BCC and infringes on the rights of other members of the BCC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
18. Obstruction of movement: obstruction of the free flow of pedestrian or vehicular traffic on any BCC premises or at BCC sponsored or supervised functions.
19. Disorderly conduct: conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BCC premises or at functions sponsored by, or participated in by BCC.
20. Computer usage:
 - a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. unauthorized transfer of a file.
 - c. unauthorized use of another individual's identification and password.
 - d. use of computing facilities to interfere with the work of another student, faculty member, or BCC official.
 - e. use of computing facilities to send or receive obscene or abusive messages.
 - f. use of computing facilities to interfere with the normal operation of BCC computing system.
21. False representation: contracting or representation in the name of the College.
22. Abuse of the student discipline system, including but not limited to:
 - a. failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BCC officials when requested to do so.
 - b. falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
 - c. disruption or interference with the orderly conduct of a Student Conduct Hearing.
 - d. false accusations of student misconduct knowingly without cause.
 - e. attempting to discourage an individual's proper participation in, or use of, the student discipline system.
 - f. attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing.
 - g. harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing.
 - h. failure to comply with the sanction(s) imposed under the Student Code.
 - i. influencing or attempting to influence another person to commit an abuse of the student discipline system.
23. Bribery: offering or giving money or any item or service to a BCC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
24. Violation of law and BCC discipline.
 - a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BCC community and/or disrupts the educational mission of the College.
 - b. BCC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

- c. When a student is charged by federal, state or local authorities with a violation of law, BCC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BCC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BCC community.
- d. BCC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Consequences Based on Academic Dishonesty

Breaches of the College's policies pertaining to academic dishonesty 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. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Student Organizations

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

1. the offense occurred at an event that was sanctioned by an officer of the organization.
2. organizational funds are used to finance the activity;
3. the event where the offense occurred is substantially supported by the organization's membership.
4. members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
5. the organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Recording Prohibition

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. **However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.**

Institute of Public Safety Students

Institute of Public Safety students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's *Trainee Rules, Regulations, and Procedures*, in addition to the Student Code of Conduct.

Student Code of Conduct Procedure

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward Community College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

Article I: Student Conduct Review Procedures

1. Any member of BCC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
2. The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

Article II: Sanctions

1. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any

- institutional regulation(s) during or after the probationary period.
3. Loss of Privileges: Denial of specified privileges for a designated period of time.
 4. Fines: Students may be required to pay fines incurred (i.e. parking, library) as one of the conditions for complying with the sanction imposed.
 5. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 6. Discretionary Sanctions: Work assignments, service to BCC or other related discretionary assignments.
 7. Withdrawal Without Refund: Withdrawal without refund is administratively imposed for violations of specific regulations.
 8. BCC Suspension: Separation of the student from BCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 9. BCC Expulsion: Permanent separation of the student from BCC.
 10. The following sanctions may be imposed upon BCC groups or organizations:
 - a. those sanctions listed above.
 - b. deactivation or loss of specific organizational privileges for a specified period of time.

Other than BCC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BCC suspension or BCC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BCC suspension or BCC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

Article III: Appeals

1. A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer. A student may appeal grades received

- involving allegations of academic dishonesty as outlined in BCC Policy 6Hx2-4.19 and Procedure AgHx2-4.19.
2. If a student appeals the decision of the chief student affairs officer to the Vice President for Student Affairs, the chief student affairs officer shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BCC immediately, and have the student escorted off BCC property.
3. The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BCC personnel, all security reports, any witness statements, and any police reports.
4. If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.
5. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.
6. The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits

for scheduling of hearings may be extended at the discretion of the Hearing Officer.

Article IV: Hearing Procedures

1. Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.
2. In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
3. The complainant and the accused have the privilege of being assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
4. The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
5. The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least three business days prior to the hearing.
6. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
7. All procedural questions are subject to the final decision of the Hearing Officer.
8. At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
9. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BCC.
10. After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.
11. The Student Conduct Committee's determination shall be made on the basis of

whether it is more likely than not that the accused student violated the Student Code.

12. If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.
13. The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
14. Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BCC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
15. A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.

Article V: Interpretation and Revision

1. Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
2. The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

Sexual Harassment Policy for Students

As established in Broward Community College Policy 6Hx2-3.31, Sexual Harassment, the College intends to protect all employees and students from sexual harassment. In accord with the definitions in that policy, any student who engages in the sexual harassment of any officer, employee, student, or agent of the College shall be subject to disciplinary action.

Sexual Harassment Procedure for Students

The Non-Discrimination and Harassment Procedure for Students, A6Hx2-5.22, is the appropriate procedure to file a complaint of sexual harassment.

Sexual Battery/Assault Policy for Students

No student may commit or attempt a sexual battery/assault against any student or employee of the College or against any person at a College sponsored or supervised activity. In addition to any criminal or civil actions that may be pending or in process, the College may pursue a separate disciplinary action against any student believed to have committed or attempted a sexual battery as defined in Broward Community College Policy 6Hx2-3.32, Sexual Battery/Assault.

Sexual Battery/Assault Procedure for Students

The President has delegated responsibility for administering this procedure to the Campus Deans of Student Affairs. Any violation of Broward Community College Policy 6Hx2-5.20, Sexual Harassment/Battery/Assault, on campus or at College-sponsored events, shall be reported immediately to the campus/center chief student affairs officer or the campus Provost and/or the Campus Security Office. The chief student affairs officer shall immediately confer with the Vice President for Student Affairs and notify appropriate law enforcement agencies. The investigation of sexual battery/assault shall be the responsibility of law enforcement personnel. College personnel shall assist by processing evidence, providing names of witnesses, offering counseling support to victims and their families and arranging referrals to community agencies as necessary.

In order to alleviate rumors and promote understanding and calm, the campus provost/center director, in coordination with the Director of College Relations, shall also provide information to the campus community about the incident.

In the event an alleged perpetrator of a sexual battery/assault is an enrolled student, the chief student affairs officer, campus provost/center director, and the Vice President for Student Affairs shall first consult with law enforcement personnel and the College attorney and then decide whether immediate suspension from the College is warranted, pursuant to College disciplinary process as outlined in the Student Handbook.

In the case of off-campus violations of this policy involving students, the chief student affairs officer, campus provost/center director and Vice President for Student Affairs may assist law enforcement personnel consistent with the Family Educational Rights and Privacy Act and applicable Florida

Statutes. Victim counseling and other support shall also be provided according to the needs of the victim and family members.

Non-Discrimination and Harassment Policy for Students

General Statement: Federal and state laws protect students and student applicants against discrimination.

1. Broward Community College affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BCC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. The College recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for a student to file a complaint of the alleged discrimination or harassment.
2. It shall be a violation of this policy for any officer, employee, or agent of the College to discriminate against or harass, as hereinafter defined, any student or student applicant. Discrimination and harassment are forms of conduct that shall result in disciplinary or other action as provided by the rules of the College.

Definitions:

1. For the purpose of this policy, discrimination and harassment are defined as treating any student or student applicant differently than others are treated based upon race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran status.
2. Conduct that falls into the definition of discrimination includes, but is not limited to:
 - a. disparity of treatment in educational programs and related support services on the basis of membership in one of the listed groups;
 - b. limitation in access to participation in athletic, social, cultural or other activities of the College because of membership in one of the listed groups;
 - c. discrimination of the foregoing types on the basis of sex, unless based on legal distinctions in needs for restrooms, athletics, and other such areas;
 - d. retaliation for filing complaints or protesting practices that are prohibited under this policy.

3. Conduct that falls into the definition of harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran's status. (For harassment on the basis of sex, see Policy 6Hx2-5.20, Sexual Harassment). Within the context of this policy, harassment is defined as conduct that unreasonably interferes with a student or student applicant's status or performance by creating an intimidating, hostile, or offensive environment. It includes offensive or demeaning language or treatment of an individual where such language or treatment is based typically on prejudicial stereotypes of a group to which an individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.
4. Scope of prohibitions: activities covered under this policy include, but are not limited to, all educational, cultural and social activities occurring on campus or sponsored by BCC.

Non-Discrimination and Harassment Procedure for Students

Administration. The campus chief student affairs officer on each campus/center shall administer procedures as they apply to students. The campus chief student affairs officer shall answer inquiries regarding procedures contained in policy and may provide informal advice to students who are unsure whether they have been victims of discrimination or harassment.

Informal Complaints. Any student or applicant for admission to the College who believes that he/she has been the subject of discrimination or harassment may seek advice or consultation from the campus chief student affairs officer or a Counselor who may informally advise the complainant in formulating a plan for resolution of the problem. Should the problem not be resolved satisfactorily using the informal process, the complainant shall have 30 days to file a formal complaint.

Formal Complaints. A formal complaint must be made in writing and submitted to the Campus Provost/Center Administrator. The written complaint shall contain the name of the complainant and state the nature of the act(s) complained of,

including such details as the name of the alleged offender(s) and the date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). A formal complaint must be filed within 180 days of the alleged act(s) of discrimination or harassment or within 30 days following the informal complaint resolution.

The Campus Provost/Center Administrator may attempt resolution during the course of an investigation of a complaint. The Campus Provost/Center Administrator shall involve the campus chief student affairs officer in the investigation of all student/student and student/employee complaints.

If resolution of the complaint was achieved between the parties and the alleged offender fails to abide by the agreement or retaliates against the alleged victim, the Campus Provost/Center Administrator may require the complaint to proceed as if resolution had not been reached.

If the complaint involves the Campus Provost/Center Administrator or if the complainant believes that the Campus Provost/Center Administrator may lack impartiality, the complainant may choose to file a formal complaint with the Vice President for Student Affairs and Enrollment Management.

Resolution. The Campus Provost/Center Administrator may provide a reasonable resolution to the complaint and may also recommend or take disciplinary action against the alleged offender. Disciplinary action shall be taken in accordance with the Student Code of Conduct in the case of a student, or in accordance with the policies and procedures affecting the class of employee, consistent with the terms of any applicable collective bargaining agreement.

Prohibition of Retaliation. No College student or employee shall retaliate against a complainant. Any attempt to retaliate against a student, employee, or agent for initiating a complaint shall be treated as a separate incident of discrimination or harassment.

Confidentiality. All complaints of discrimination, harassment, or retaliation and investigations of the same will be kept as confidential as possible to the extent allowed by law.

Frivolous or Malicious Complaints. In the event that a claim of discrimination, harassment or

retaliation is found to be frivolous or malicious, appropriate College sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

Concurrent Grievance. Nothing contained in this procedure shall affect the right of a complainant to pursue the matter with an appropriate external agency.

Grievance Procedure for Students for Non-Instructional Issues

The following steps are established to provide a fair review of student non-instructional grievances.

Informal Resolution. The student shall informally submit his/her grievance, either verbally or in writing, to the supervisor of the department where the alleged improper application of College policy or procedure occurred. The student must submit his/her grievance within 30 calendar days after the incident is alleged to have occurred and the grievance must refer to the specific College Policy or Procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the College or are free to simply voice their grievance without asking for any action on the part of the College.

Formal Resolution. If a satisfactory resolution cannot be reached with the supervisor of the department, the student may formally appeal the decision, in writing, to the next higher level supervisor. The student must submit his/her grievance within 30 calendar days after a response is received from the informal process. Appeals to higher levels of authority end with the appropriate campus provost/center director, or appropriate vice president.

The Vice President for Student Affairs may serve as a liaison between students and staff at all levels of the grievance process.

Student Bill of Rights

Broward Community College students should expect quality instruction delivered by a dedicated faculty engaged in continued professional growth (BCC Policy 6Hx2-2.05: Philosophy and Mission of the College). Broward Community College students are granted the following rights as outlined in BCC Policies and Procedures, the *Student Handbook*,

College Catalog, and other appropriate publications of the College.

Access to Education: Broward Community College maintains an open door to all students who qualify according to the BCC admission standards.

Sources:

- BCC Policy 6Hx2-2.05: Philosophy and Mission of the College
- BCC Policy 6Hx2-5.01: Admission
- BCC Policy 6Hx2-5.09: Service to Student with Disabilities
- BCC Policy 6Hx2-5.11: Student Financial Services Programs

Fairness in Grading: Students will receive a syllabus outlining relevant course policies regarding attendance and grading procedures during the first week of instruction. Students may appeal final grades that they consider a misapplication of College Policy or the course syllabus.

Sources:

- BCC Policy 6Hx2-4.18: Class Attendance
- BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process

Due Process When Charged With Violation of Student Code of Conduct: Students have the right to due process when charged with a violation of the Student Code of Conduct.

Source:

- BCC Policy 6Hx5-5.02: Student Code of Conduct

Non-discrimination and Harassment: Students have a right to be free from illegal discrimination and harassment based on race, color, religion, disability, sex, sexual orientation, national origin, marital status, and veteran's status.

Sources:

- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students

Confidentiality of Records: The College protects the rights of students and their parents or guardians

with respect to the confidentiality of student records. Student records may be released to third party individuals only as their requests comply with federal, state, or local laws, court orders and subpoenas, and circumstances involving the safety of persons or property.

Source:

- BCC Policy 6Hx2-5.03: Student Records

Student Publications: Students have the right to participate in free and responsible journalism at BCC.

Source:

- BCC Policy 6Hx2-5.04: Student Publications

Association and Assembly: Students have the right to form student organizations and may peacefully assemble on BCC property per the guidelines set forth in BCC Policy.

Sources:

- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.13: Student Life

Instructional/Non-instructional Issues: BCC provides policies and procedures for students to address instructional and non-instructional issues. Students shall follow the steps outlined in the following policies and procedures. Students are not precluded from appealing issues not specifically identified below.

Sources:

- BCC Policy 6Hx2-4.02: Academic Load
- BCC Policy 6Hx2-4.03: Applicable Catalog/Recency of Credit
- BCC Policy 6Hx2-4.04: CLAST Waivers
- BCC Policy 6Hx2-4.05: Cancellation of Previous Unsatisfactory College Record for A.S. Degree and Certificate Students
- BCC Policy 6Hx2-4.07: Completion of Graduation Requirements After Transfer
- BCC Policy 6Hx2-4.09: Substitution Admission and Graduation Requirements for Student with Disabilities BCC Policy 6Hx2-4.11: Program Acceleration
- BCC Policy 6Hx2-4.18: Class Attendance
- BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process
- BCC Policy 6Hx2-4.20: Religious Observances

- BCC Policy 6Hx2-5.01: Admissions
- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students
- BCC Policy 6Hx2-5.23: Grievance Process for Students for Non-Instructional issues

Dismissal of Disruptive Students Policy

Students who cannot conform to the standards of appropriate behavior as set forth in Broward Community College Policy 6Hx2-5.02, Student Responsibilities, shall not be permitted to interfere with other students' access to a college education. Broward Community College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these published laws, ordinances, or policies and procedures may subject the violator to appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. The Vice President for Student Affairs is authorized to enforce suspension or removal decisions, including the use of appropriate legal processes. Nonviolent student dissent does not fall under the purview of this policy.

For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation. The College shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, College counselors may be used to assist students who exhibit less severe disruptive behavior.

All records associated with the treatment or disciplinary process shall be kept confidential. Students treated for a mental disorder under this policy are protected by the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.

Students suspended under this policy shall 1) receive a 100% refund for the term during which they were suspended, and 2) re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from a campus Dean of Student Affairs, and approval by the Vice President for Student Affairs.

Dismissal of Disruptive Students Procedure

All referrals for immediate intervention with a disruptive student will be made to the appropriate campus/center chief student affairs officer, consistent with BCC Policy 6Hx2-5.19, Dismissal of Disruptive Students. The campus chief student affairs officer will assess the student's condition, and if further evaluation is needed he/she will consult with the Vice President for Student Affairs and Enrollment Management. The campus/center chief student affairs officer and Vice President will determine whether an evaluation with an agency consultant is necessary, and the Vice President or his/her designated representative will make the referral to a professional clinician for psychological and/or psychiatric evaluation. The campus/center chief student affairs officer may decide not to allow the student onto campus prior to the results of professional evaluation.

The student will be informed by the campus/center chief student affairs officer of the reason(s) that he/she is being referred for the initial evaluation and whether the College would assume the expense for this evaluation. The results of the evaluation will be used by the Vice President, and the campus/center chief student affairs officer, in determining the student's enrollment status with the College.

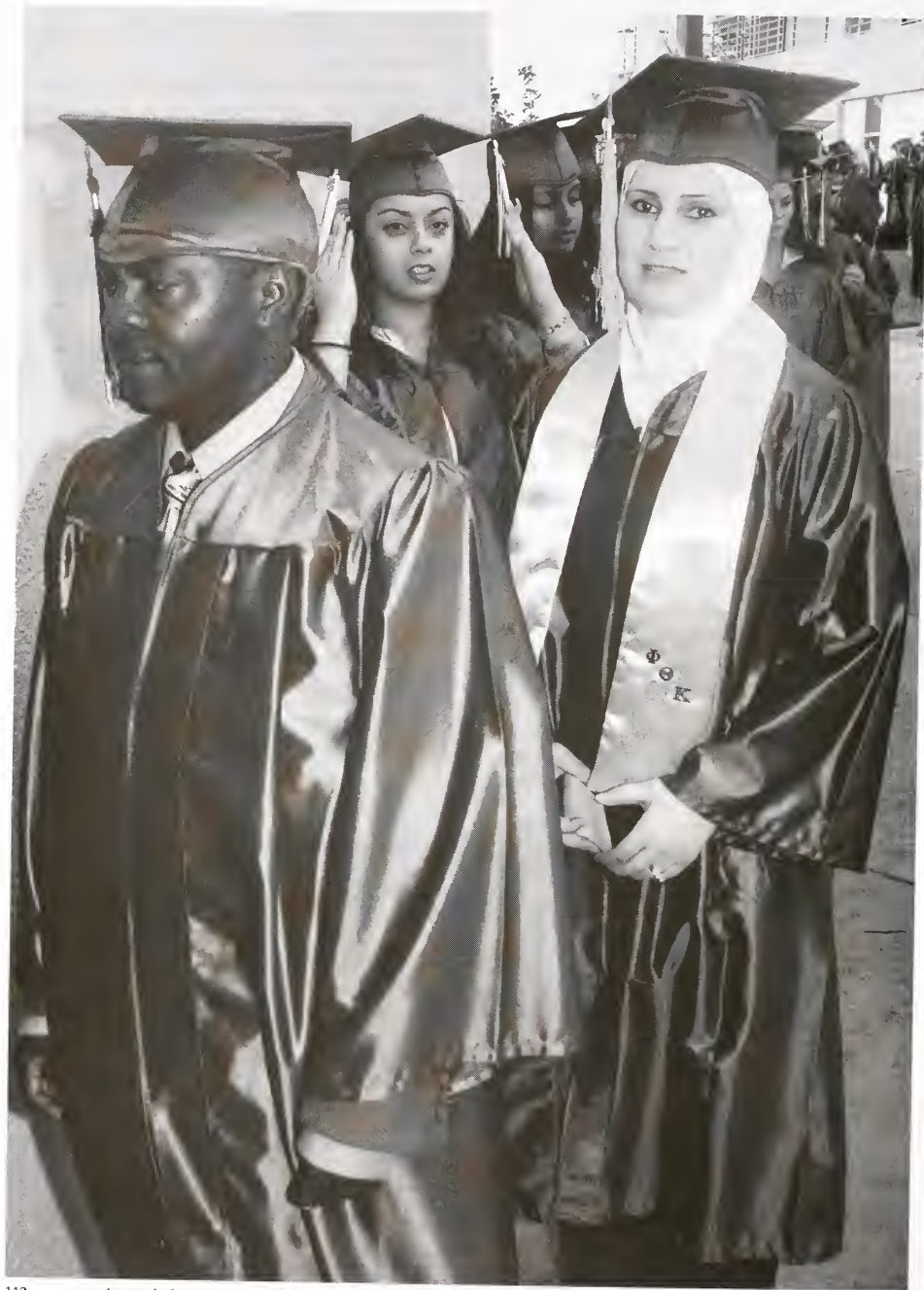
The College will retain the services of professional clinicians who:

1. Are state licensed and have appropriate credentials in the field of mental health, according to State of Florida guidelines.
2. Will provide a written evaluation and diagnosis of the student in a timely manner following referral.
3. Will provide information regarding follow-up treatment if necessary.
4. Have the ability and available personnel to provide immediate crisis intervention, if the severity of the incident or client's condition so warrants.

Re-entry Process: If a student, who has been removed from the College under the Disruptive Student Policy, applies for re-entry to the College, the following process will be followed:

1. The campus/center chief student affairs officer must be contacted by the student regarding her/his request for re-entry to the College. The campus/center chief student affairs officer, in consultation with the Vice President for Student Affairs, shall determine if a student will be allowed to return to BCC. Students who are considered likely to disrupt the educational environment or who pose a threat to persons or property will not be re-admitted.
2. If a student does not agree with the decision made by the campus/center chief student affairs officer, he/she may appeal to the Vice President for Student Affairs and Enrollment Management.





Academic Programs and Graduation Requirements

College Preparatory Program

English as a Second Language Program

Associate in Arts Degree

The Gordon Rule

College Level Academic Skills Test (CLAST)

Transfer Guarantees

Associate in Science Degree

Associate in Applied Science Degree

Certificate Programs

Academic Programs and Graduation Requirements

College Preparatory Program

Broward Community College is committed to the philosophy that all students should be offered the opportunity to achieve their maximum potential. To attain this goal, BCC offers a College Preparatory Program to help students develop the skills necessary for academic success in college level courses. The College Prep curriculum includes courses in Mathematics, English, Reading and English as a Second Language (ESL).

Math

MAT 0012
MAT 0020
MAT 0024

English

ENC 0010
ENC 0021
ENC 0085

Reading

REA 0001C
REA 0006C

ESL

Communication

EAP0100C
EAP0200C
EAP0300C
EAP0400C

Reading

EAP0120C
EAP0220C
EAP0320C
EAP0420C

Composition

EAP0185C
EAP0285C
EAP0385C
EAP0485C

College Prep Placement

College prep course requirements are determined on the basis of a student's placement test scores. All students entering BCC must take the Florida College Placement Test (CPT) or submit a State of Florida college-ready diploma or acceptable Advanced Placement, SAT or ACT scores that exempt them from the college prep program or they must submit college transcripts that show the completion of Freshman English and/or Intermediate Algebra. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Placement Test Options

For students admitted after October 1, 1991.

1. ACT (American College Testing Program)
2. Enhanced ACT (American College Testing Program)
3. SAT (The College Board)
4. SAT1 (The College Board; administrations between 3/1/94 and 3/31/95)
5. RSAT (Recentered SAT)
6. CPT (Computerized Placement Tests, The College Board)

Students admitted after July 31, 1995, may also use the Florida College Entry-Level Placement Test (FCELPPT).

A student having an initial CPT, ACT or SAT score that indicates college prep placement and who has begun his/her prep course work at BCC may retest with the CPT for placement every 90 days. A fee will be charged for each re-test with the CPT. Retesting is prohibited if the student is currently enrolled in the discipline for which he/she wishes to retest. Exceptions may be made by the appropriate academic administrator.

College Prep Credit

College prep courses carry credit, but the credits cannot be used to satisfy degree requirements. However, these credits do count toward veteran's benefits and financial aid requirements.

Admission to the College Prep Program

Students should contact any Counseling and Advisement Office to arrange for placement testing or to discuss their existing placement test scores.

Enrolling in College Prep Courses

Students who are required to take college prep courses, as a result of their placement test scores on the SAT, ACT, or CPT, must register for such courses each term until all required courses are successfully completed. In addition, the following restrictions for course sequencing will apply and increase a student's chances for academic success:

- Students who test into two or more college prep disciplines (ENC, MAT, and REA) are limited to 12 credits in a full term and seven credits in a summer term.
- Students are required to register for the college prep reading course during their first term.
- Students who test into REA0001C are required to register for it during their first term.
- Students who test into REA0006C are required to register for it during their first term.
- Students are required to take the highest level of prep reading (REA0006C) the term immediately after successful completion of the lowest level of college prep reading (REA0001C).
- Students testing into three college prep disciplines (ENC, MAT, or REA) are required to satisfactorily complete the college prep reading sequence (REA0001C and/or REA0006C) before registering for a college prep math course (MAT0012 or MAT0024).

- Students testing into at least two college prep disciplines (ENC, MAT, and REA) are required to take SLS1501, College Success Skills, during their first 9 credits. (This one credit course serves as an introduction to BCC and teaches students strategies and skills to help them succeed in college.). Students may substitute SLS1001, Strategies for Success, for SLS1501.
- Students testing into three college prep courses are required to take SLS1001, Strategies for Success, during their first 6 credits. (This three credit course provides students with opportunities to learn about Broward Community College and higher education, acquire and practice learning strategies, explore personal learning styles, identify career options, and develop life-long citizenship.)

These requirements apply to college prep students who are seeking degrees and have not previously attended college. **Students must meet with an Academic Advisor in any Counseling and Advisement Office regarding proper course selections, sequencing, and requirements.**

Private Providers

Students have the option of pursuing college prep instruction through programs offered by private providers of instruction. Students interested in this option should obtain additional information from any campus Student Affairs office. Students exercising this option must retake and pass the appropriate sections of the CPT prior to enrolling in college-level courses.

Note: Private providers are not affiliated with BCC and the College neither endorses nor warrants their services. BCC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from, or arising out of, or in connection with, students' use of their products and services.

Maximum Attempts Per Course

Based on state regulations, students may enroll no more than three times in any particular college prep course. Students may not "audit" college prep courses. Students will be assessed the full cost of instruction for the third attempt. Exemptions may be granted based on documented financial hardships or extenuating circumstances. Details about

petitioning for an exemption are available in any campus Student Affairs Office.

English as a Second Language (ESL)

The purpose of the ESL Program is to prepare non-native English speaking students to function successfully in BCC courses.

Entering the ESL Program

Students who are non-native English speakers should contact any Counseling and Advisement Office for an appointment. An ESL placement test and writing sample will be administered to all students, regardless of their TOEFL score. Students will be placed in ESL Program courses based on the results of the ESL placement test and writing sample.

Course Load for Visa Students

Visa students must take a full course load in order to maintain a student visa. During their first and second semesters at BCC, Visa students should concentrate on the ESL Program and take a limited number of other courses.

ESL Course Sequences

Non-Credit Courses: do not carry college credit.

Level 1: EAP0100C, EAP0120C, and EAP0185C

Level 2: EAP0200C, EAP0220C, and EAP0285C

Level 3: EAP0300C, EAP0320C, and EAP0385C

Level 4: EAP0400C, EAP0420C, and EAP0485C

Credit-Bearing Courses: carry elective credit.

Level 5: EAP1540C

Level 6: EAP1640C

ESL Pre-requisites

EAP0100C is a pre-requisite for EAP0200C.

EAP0200C is a pre-requisite for EAP0300C.

EAP0300C is a pre-requisite for EAP0400C.

EAP0120C is a pre-requisite for EAP0220C

EAP0220C is a pre-requisite for EAP0320C

EAP0185C is a pre-requisite for EAP0285C

EAP0285C is a pre-requisite for EAP0385C

EAP0400C, EAP0420C and EAP0485C are pre-requisites for EAP1540C*.

EAP1540C is a pre-requisite for EAP1640C.

*Note: an ESL student must successfully complete all three 0400C level courses before entering EAP1540C.

Associate in Arts Degree

Broward Community College offers a wide variety of concentrations within the Associate in Arts degree. More information regarding A.A. options may be obtained from the web site at www.broward.edu or from any Academic Advisor.

A.A. Mission Statement

The Associate in Arts degree provides courses of study equivalent to those offered to freshman and sophomore students in the lower division of Florida's state universities. If students receive an A.A. Degree from B.C.C., their degree will, in most cases, meet the lower division requirements of a university and admit them to junior-level status. The degree requirements consist of General Education requirements that parallel university requirements and electives in preparation for a major area of study. The A.A. degree includes 36 semester hours of General Education courses in addition to courses appropriate for the upper-division major selected by the student. The General Education requirements are within the subject areas of communications, mathematics, social sciences, humanities, and natural sciences. Apart from its transfer function, the degree provides students with the opportunity to gain competencies necessary to be participating and productive members of a democratic society.

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 any campus Counseling and Advisement Office.

FAMU	Florida A and M University
FAU	Florida Atlantic University
FGCU	Florida Gulf Coast University
FIU	Florida International University
FSU	Florida State University
NCF	New College of Florida
UCF	University of Central Florida
UF	University of Florida
UNF	University of North Florida
USF	University of South Florida
USF	University of West Florida

A.A. Philosophy of General Education

General Education at Broward Community College is a core of common learning that enables students to acquire and apply a broad foundation of integrated knowledge, skills, and behaviors needed to live productive, responsible lives. The core curriculum assures breadth that cannot be found in

any specific discipline. This prepares the student for lifelong learning in a global community.

Expected Educational Results

The College believes that a well-educated person is one who possesses the intellectual capabilities, skills and behaviors to

- Read with critical comprehension
- Speak and listen effectively
- Write clearly and coherently
- Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)
- Demonstrate and apply literacy in its various forms: technological, informational, mathematical, scientific, cultural, historical, aesthetic, and environmental
- Apply problem-solving techniques to real-world experiences
- Apply methods of scientific inquiry
- Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings
- Demonstrate an understanding of and appreciation for human diversities and commonalities
- Collaborate with others to achieve common goals
- Research, synthesize and produce original work
- Practice ethical behavior
- Demonstrate self-direction and self-motivation
- Assume responsibility for and understand the impact of personal behaviors on self and society
- Contribute to the welfare of the community

A.A. Degree Requirements

- Complete 60 semester hours of college credit from the applicable catalog including:
 - a) thirty-six college-level semester credit hours of general education courses in five subject areas: Communications, Mathematics, Social Science, Humanities, and Natural Sciences; and
 - b) twenty-four college-level semester credit hours of electives, which should include required pre-requisites for the university major.
- Complete prescribed College Preparatory and ESL Program courses, if required, with a grade of "C" or higher.

- Complete Gordon Rule writing and mathematics requirements (State Board of Education 6A-10.30).
- Achieve a passing score on all four sections of the College Level Academic Skills Test (CLAST) or satisfy CLAST alternative criteria.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC including transfer credits in courses that comprise the A.A. degree.
- Fulfill all financial and other obligations to the College.

A.A. General Education Requirements

Area 1 Communications 9 Credits

Select three courses, one from each category (A, B, C).

A. ENC 1101 Composition	3
B. ENC 1102 Composition	3
ENC 2210 Professional and Technical Writing	3
C. SPC 1024 Introduction to Speech Communication	
SPC 1600 Introduction to Public Speaking	3

Area 2 Humanities/Fine Arts 6 Credits

Select two courses. Choose only one course from each category (A, B, C, D, E, F, G or H).

A. AML 2010 American Literature Colonial to 1900	3
AML 2020 American Literature Since 1900	3
AML 2600 Afro American Writers	3
AML 2631 Hispanic American Literature	3
CRW 1001 Creative Writing	3
CRW 1100 Fiction Writing	3
ENG 2101 Film as Literature	3
ENL 2012 British Literature I	3
ENL 2022 British Literature II	3
ENL 2330 Introduction to Shakespeare	3
LIT 2020 Introduction to the Short Story	3
LIT 2030 Great Ideas Poetry	3
LIT 2110 World Literature through the Renaissance	3
LIT 2120 World Literature Renaissance to the Present	3
LIT 2310 Literature of the Supernatural and Science Fiction	3
B. FRE 1120 Beginning French I	4
FRE 1121 Beginning French II	4

FRE 2220 Intermediate French I	4
FRE 2201 Intermediate French II	4
GER 1120 Beginning German I	4
GER 1121 Beginning German II	4
GER 2220 Intermediate German I	4
GER 2201 Intermediate German II	3
HBR 1120 Beginning Hebrew I	4
HBR 1121 Beginning Hebrew II	4
HBR 2220 Intermediate Hebrew I	4
HBR 2201 Intermediate Hebrew II	3
ITA 1120 Beginning Italian I	4
ITA 1121 Beginning Italian II	3
RUS 1120 Beginning Russian I	4
RUS 1121 Beginning Russian II	4
SPA 1612 American Sign Language I	4
SPA 1613 American Sign Language	4
SPN 1120 Beginning Spanish I	4
SPN 1121 Beginning Spanish II	4
SPN 2220 Intermediate Spanish I	4
SPN 2201 Intermediate Spanish II	3

C. ARH 2000 Art Appreciation	3
ARH 2050 World Art: Prehistoric to Gothic	3
ARH 2051 World Art: Renaissance to Modern	3

D. THE 2000 Theatre Appreciation	3
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E. MUL 2010 Music Appreciation	3
MUH 2111 Music History and Literature	3
MUH 2112 Music History and Literature	3

F. PHI 1100 Introduction to Logic	3
PHI 2010 Introduction to Philosophy	3
PHI 2600 Introduction to Ethics	3

G. REL 2000 Introduction to the Study of Religion	3
REL 2300 World Religions	3

H. ARC 1701 Survey of Architectural History	3
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Area 3 Social/Behavioral Sciences 6 Credits

Select one course from category A and one course from category B.

A. Historical, Political and Global Perspectives

AMH 2010 History of the United States to 1865	3
AMH 2020 History of the United States since 1865	3
AMH 2035 United States 1945 to Present	3
AMH 2091 History of the African American	3
EUH 1000 Western Civilization I	3
EUH 1001 Western Civilization II	3

EUH 2032 History of the Holocaust	3	GLY 1100 Historical Geology	3
GEA 2000 World Geography	3	OCE 1001 Introductory Oceanography	3
GEA 2030 Geography of the Eastern World	3	PHY 1001 Applied Physics	3
GEA 2040 Geography of the Western World	3	PHY 2048 General Physics with Calculus I	4
GEO 1000 Introduction to Geography	3	PHY 2053 General Physics I	3
GEO 2370 Conservation of Natural Resources	3	PSC 1121 Physical Sciences Survey	3
GEO 2420 Introduction to Human and Cultural Geography	3		
INR 2002 Introduction to International Relations	3	C. Biological/Physical Sciences Labs	
LAH 1004 History of the Two Americas I	3	BOT 2010L General Botany Lab	1
LAH 1005 History of the Two Americas II	3	BSC 1005L General Biology Lab	1
POS 2041 National Government	3	BSC 1010L Introduction to Biology I Lab	1
POS 2112 State and Local Government	3	ZOO 2010L General Zoology Lab	1
WOH 2040 World in the Twentieth Century	3	AST 1022L Astronomy Laboratory	1
		CHM 1025L Introduction to Chemistry Lab	1
B. Social/Behavioral Sciences		CHM 1045L General Chemistry I Lab	1
ANT 2000 Introduction to Anthropology	3	ESC 1000L Earth Science Lab	1
ANT 2100 Introduction to Archaeology	3	GLY 1010L Physical Geology Lab	1
ANT 2211 Introduction to World Ethnology	3	GLY 1100L Historical Geology Lab	1
DEP 2004 Developmental Psychology	3	OCE 1001L Introductory Oceanography Lab	1
ECO 2013 Principles of Economics I	3	PHY 1001L Applied Physics Lab	1
PSY 2012 General Psychology	3	PHY 2048L General Physics with Calculus I Lab	1
SYG 2000 Principles of General Sociology	3	PHY 2053L General Physics I Lab	1
SYG 2010 Social Problems	3	PSC 1121L Physical Sciences Lab	1
SYG 2340 Sociology of Human Sexuality	3		
SYG 2441 Social Institutions	3		
		Students majoring in science, science-related or health related fields may take any combination of seven credits as designated by their major, including one laboratory course, from the following list.	
Area 4. Science/Wellness	9 Credits	BOT 2010 General Botany	
Science	7 Credits	3	
Students must satisfy college prep reading requirements through coursework or placement test scores prior to enrolling in credit level science courses. Students not majoring in science or health-related fields must take at least one course from each area below, one of which must be a laboratory course.		BOT 2010L General Botany Lab	1
		BSC 1010 Introduction to Biology I	3
		BSC 1010L Introduction to Biology I Lab	1
		BSC 1011 Introduction to Biology II	3
		BSC 1011L Introduction to Biology II Lab	1
		BSC 1085 Human Anatomy and Physiology I	3
		BSC 1085L Human Anatomy and Physiology I Lab	1
		BSC 1086 Human Anatomy and Physiology II	3
		BSC 1086L Human Anatomy and Physiology II Lab	1
A. Biological Sciences		CHM 1040 General Chemistry A	3
BOT 2010 General Botany	3	CHM 1041 General Chemistry B	3
BSC 1005 General Biology	3	CHM 1045 General Chemistry I	3
BSC 1010 Introduction to Biology I	3	CHM 1045L General Chemistry I Lab	1
EVR 1009 Environmental Science	3	CHM 1046 General Chemistry II	3
ZOO 2010 General Zoology	3	CHM 1046L General Chemistry II Lab	1
		CHM 1046E General Chemistry C	3
B. Physical Sciences		GLY 1010 Physical Geology	3
AST 1002 Horizons in Astronomy	3	GLY 1010L Physical Geology Lab	1
AST 1003 Astronomy of the Solar System	3	GLY 1100 Historical Geology	3
AST 1004 Astronomy of Stars and Galaxies	3	GLY 1100L Historical Geology Lab	1
CHM 1025 Introduction to Chemistry	3	MCB 2010 Microbiology	3
CHM 1045 General Chemistry I	3	MCB 2010L Microbiology Lab	1
EVR 1009 Environmental Science	3		
ESC 1000 Earth Science	3		
GLY 1010 Physical Geology	3		

PHY 2048 General Physics with Calculus I	4
PHY 2048L General Physics with Calculus I Lab	1
PHY 2049 General Physics with Calculus II	4
PHY 2049L General Physics with Calculus II Lab	1
PHY 2053 General Physics I	3
PHY 2053L General Physics I Lab	1
PHY 2054 General Physics II	3
PHY 2054L General Physics II Lab	1
ZOO 2010 General Zoology	3
ZOO 2010L General Zoology Lab 1	1

D. Wellness	2 Credits
HLP 1081 Total Wellness	2
PEM 1131 Weight Training	2
PEM 1141 Aerobic Wellness	2

NOTE: No exemptions shall be permitted from the Wellness requirement because of age, veteran status or medical reasons. Students with medical restrictions or physical limitations must provide appropriate documentation and shall participate on a modified basis.

Area 5 Mathematics	6 Credits
MAC 1105 College Algebra	3
MAC 1114 Trigonometry	3
MAC 1140 Pre-Calculus Algebra	3
MAC 1147 Pre-Calculus Algebra & Trigonometry	5
MAC 2233 Business Calculus	3
MAC 2311 Calculus and Analytical Geometry I	5
MAC 2312 Calculus and Analytical Geometry II	5
MAC 2313 Calculus and Analytical Geometry III	4
MAD2104 Discrete Mathematics	3
MAP 2302 Differential Equations	3
MAS 2103 Linear Algebra	3
MGF 1106 Liberal Arts Mathematics I	3
MGF 1107 Liberal Arts Mathematics II	3
STA 2023 Statistics	3

NOTE: A grade of "C" or higher in these courses must be achieved to satisfy this requirement.

TOTAL (Areas 1-5)	36 Credits
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Area 6 Programmatic Electives 24 Credits

These may include any combination of college level courses recommended/required for a discipline major and/or courses from the General Education offerings (English/Communications, Humanities,

Mathematics, Science, Social and Behavioral Science). Excluded are college preparatory 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. Please consult with an Academic Advisor.

Area 7 Writing Requirement

In keeping with the Gordon Rule, all students must take one course from Area 1A and one course from Area 1B, which satisfies one component of the requirement. The remaining component can be satisfied by taking two (2) other courses designated as writing courses in the term schedule. 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. Students must be eligible for ENC1101 to enroll in designated writing-credit courses.

Some students who were enrolled in an accredited college or university prior to January 1, 1983, may be exempt from the Writing Requirement. Please see an Academic Advisor for assistance.

Area 8 International/Intercultural 3 Credits

Of the 36-credit General Education requirement, three credits must be earned in an approved International/Intercultural course. Only the following approved courses from the General Education offerings may be used to satisfy this requirement.

All Foreign Language Courses	
AMH 2091 History of the African American	3
AML 2600 Afro American Writers	3
AML 2631 Hispanic American Literature	3
ANT 2000 Introduction to Anthropology	3
ANT 2211 Introduction to World Ethnology	
Peoples of the World	3
ARH 2000 Art Appreciation	3
ARH 2050 Art History I	3
ARH 2051 Art History II	3
ENL 2012 British Literature	3
ENL 2022 British Literature	3
EUH 1000 Western Civilization I	3
EUH 1001 Western Civilization II	3
GEA 2000 World Geography	3
GEA 2030 Geography of the Eastern World	3
GEA 2040 Geography of the Western World	3

GEO 1000 Introduction to Geography	3	CRW1001 GEO2370 PHI2600 SYG2421
GEO 2370 Conservation of Natural Resources	3	CRW1100 GEO2420 PHI2930 SYG2441
GEO 2420 Introduction to Human and Cultural Geography	3	CRW1200 INR2002 PLA1201 THE2100
INR 2002 Introduction to International Relations	3	CRW1300 JST1500 PLA1303 THE2300
LAH 1004 History of the Two Americas I	3	CRW2002 JST1700 PLA1435 TPP2300c
LAH 1005 History of the Two Americas II	3	CRW2003 JST2400 PLA1600 TPP2701c
LIT 2020 Introduction to the Short Story	3	CRW2005 JST2815 PLA1610 WOH1951
LIT 2110 World Literature Through Renaissance	3	DEP2002 LIN1670 PLA1800 WOH1952
LIT 2120 World Literature Renaissance to Present	3	DEP2004 LIT1171 PLA2114 WOH2040
MUH 2111 Music History and Literature	3	
MUH 2112 Music History and Literature	3	
MUL 2010 Music Appreciation	3	
REL 2300 World Religions	3	
SYG 2000 Principles of Sociology	3	
SYG 2441 Social Institutions	3	
WOH 2040 World in the 20th Century	3	

The Gordon Rule

State Rule 6A-10.030, known as the Gordon Rule, requires that students graduating with an Associate in Arts Degree meet the following provisions in the areas of writing and Mathematics. All students seeking an A.A. or B.A. degree must meet these requirements by the end of the sophomore year.

Writing

In order to comply with the Gordon Rule, all students are required to demonstrate college-level writing skills in their two (2) required composition courses (one from Area 1A and one from Area 1B) and any other two (2) courses designated (listed below) as carrying writing credit. In all writing-credit courses, students should expect essay tests, in-class writing, and/or formal written presentation of material relevant to the content.

AMH2010	ECO2013	LIT1172	PLA2466
AMH2020	ECO2023	LIT1370	PLA2612c
AMH2035	ECO2220	LIT2020	PLA2940
AMH2091	EDF1005	LIT2030	POS2041
AML2010	EDG2701	LIT2110	POS2112
AML2020	EME2040	LIT2120	POS2601
AML2600	ENG2101	LIT2310	PSY2043
AML2631	ENL2012	LIT2341	PSY2905
ANT2000	ENL2022	LIT2935	PSY2930
ANT2100	ENL2330	LIT2953	REL1210
ANT2211	EUH1000	MUH2019	REL1240
ANT2381	EUH1001	MUH2111	REL2000
ANT2905	EUH2032	MUH2112	REL2300
ARC1701	EUH2052	OST2949	SYG2000
ARH2051	FIN1100	PHI1100	SYG2010
ARH2050	GEO2200	PHI2010	SYG2340

Mathematics

All students must complete six credit hours at the college algebra level or higher. For most students, the requirements may be met by taking MAC 1105 and MGF 1106. Other options are detailed in Area 5 of the A.A. Degree General Education Requirements. In all Mathematics courses, a grade of "C" or higher is required to meet the A.A. Degree requirements.

College Level Academic Skills Test (CLAST)

All Florida Community College students seeking an A.A. degree must satisfy the CLAST requirement before their degrees are awarded. The CLAST measures college-level communications and math skills and is part of the state's overall effort to ensure that students have acquired the skills expected in those areas. In accordance with Rule 6A-10.0311, F.A.C. Section 240.107(9), students may not need to take the CLAST if they do not plan to major in Education or receive teacher certification in the State of Florida. Students will qualify for an exemption of the CLAST if they meet one of the conditions below.

- Students will not have to take the English, Reading and Essay subtests if earn a cumulative GPA of at least 2.5 in ENC 1101, ENC 1102 or ENC 2210.
- Students will not have to take the Math subtest if earn a cumulative GPA of at least 2.5 in the two college-level math courses that satisfy the Gordon Rule (MAC 1105 and/or higher-level courses).
- Students will not have to take the Communications section of the CLAST if they received a verbal score of at least 500 on the SAT; or a Reading score of at least 22 and a Writing score of at least 21 on the ACT.
- Students will not need to take the Computation section of the CLAST if they received a Math score of at least 500 on the SAT or a Math score of at least 21 on the ACT.

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: 60 minutes

English Language Skills and Reading: 80 minutes

Mathematics: 90 minutes

Retake examinees are allowed double time for each subtest.

Passing Scores

The scores listed below are official minimum requirements, October 1, 1992 and thereafter.

Essay	6
English Language Skills	295
Reading	295
Mathematics	295

Registration Deadlines

September 7, 2007

January 18, 2008

May 9, 2008

Test Dates

October 6, 2007

February 16, 2008

June 7, 2008

Registration/Administration

Students enrolled in Broward Community College register for CLAST in the same manner as other courses. The paper and pencil CLAST administration is offered three times per year at designated locations. Your registration schedule and two types of identification, one of which must be photo identification, will be required for admission to the test site. Several soft-leaded pencils with erasers and a ballpoint pen are required. No fees are charged for regular degree-seeking students. The following conditions and pre-requisites apply.

Students must be a degree-seeking with at least 18 hours completed.

1. Have a minimum GPA of 2.0.
2. Have a "C" or higher in ENC 1101.
3. Have a "C" or higher in MAT 1033 or a higher-level course.
4. If Reading was required, students must have a "C" or higher in REA 0006C or a higher-level course.
5. Special pre-requisites are required before registering for a retest in any subtest area. (See Retake Procedure below.)
6. Students with learning disabilities may request special accommodations, if necessary, to take the CLAST. Please call the Disability Services Coordinator, (954) 201-7555 for more information.

Students taking Essay, English Language Skills and Reading subtests only for the first time should register for CST 0000. Students taking the Math subtest only for the first time should register for CST 0010.

Computerized Version of CLAST

Students may take/retake the computerized version of the Math, English Language Skills, and/or Reading subtests on North Campus. These computerized subtests are offered three times a month and cost \$30.00 each. A special application form and appointment are required.

Retake Procedure

Students who do not pass one or more of the CLAST subtests must follow Broward Community College's Retake Procedures before registering to retake CLAST. Students may not retake any subtests for which they already have a passing score. Please note that you must not repeat testing within a 30-day period, as your scores will be invalidated by the Department of Education.

Retake Subtest Course Numbers

CST 0001	Math
CST 0002	Essay
CST 0003	English Language Skills
CST 0004	Reading

English Retake Procedure

Students with three hours of college-level English composition must complete a second college-level composition course with a grade of "C" or higher. Students who have already completed six hours of English composition with a grade of "C" or higher must complete the English CLAST Review course, the Independent Study Option, or LIN 1670.

Mathematics Retake Procedure

Students with three hours of college-level Mathematics must complete a second college-level Mathematics courses (higher than MAT 1033) with a grade of "C" or higher. Students who have already completed six hours of Mathematics (higher than MAT 1033) with a grade of "C" or higher must complete the Mathematics CLAST Review course, the Independent Study Option, or another college-level Mathematics course.

Reading Retake Procedure

Students must complete the Reading CLAST Review course, the Independent Study Option, or REA 1105 with a grade of "C" or higher.

Essay Retake Procedure

Students with three hours of college-level English composition must complete a second college-level course with a grade of "C" or higher. Students who have already completed six hours of English composition with a grade of "C" or higher must complete the Essay CLAST review course, the Independent Study Option, or another English composition course.

Instructor-Directed Review Courses

The following non-credit, instructor-directed review courses are offered prior to each CLAST administration to help students prepare for the CLAST retake.

ENC 0991 CLAST English Language Skills Review: an English review course to assist students in preparation for the CLAST English Language Skills subtest.

ENC 0992 CLAST Essay Review: an English review course to assist students in preparation for the CLAST Essay subtest.

REA 0991 CLAST Reading Skills: a Reading review course to assist students in preparation for the CLAST.

MGF 0991 CLAST Mathematics Review: a Mathematics review course to assist students in preparation for the CLAST.

Independent Review Course Options

The following non-credit independent study courses are offered through campus Learning Resource Centers to assist students who have been unsuccessful in one or more CLAST subtests.

ENC 0993 Independent Study for Retake of CLAST – English Language Skills

ENC 0994 Independent Study for Retake of CLAST-Essay

REA 0993 Independent Study for Retake of CLAST-Reading

MGF 0993 Independent Study for Retake of CLAST-Math

Waiver Procedure

State Law and Broward Community College Policy (6Hx2-4.05) provide for waivers only for students who have failed at least four times and who otherwise demonstrate proficiency in course work 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. Waivers are not granted except in conjunction with the awarding of an Associate in Arts degree.

Transfer Guarantees

Florida Community College Associate in Arts graduates are guaranteed the following rights when transferring to a State university under the statewide transfer articulation.

1. Admission to one of the State Universities, except to limited access programs that 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.

Associate in Science Degree**Associate in Science Degree Programs**

Broward Community College offers a wide variety of concentrations within the A.S. degree. Visit the web site at www.broward.edu or see an Academic Advisor for assistance.

A.S. Degree Mission Statement

The Associate in Science degree is a career education and transfer degree. It is a 60+ credit hour degree

intended to prepare students for immediate employment in a specific occupational area and/or for transfer into the State University System. The degree requires completion of at least 15 semester hours of transferable General Education courses that meet the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools, along with technical courses, which may or may not transfer. The General Education courses will transfer and apply toward the thirty-six credit hours required for the baccalaureate degree in the State University System. In some areas of study, statewide program-specific articulation agreements have been developed ensuring the transfer of the A.S. degree. The student is advised to see an Academic Advisor for a list of these programs.

A.S. Degree Philosophy of General Education

General Education at Broward Community College is a core of common learning that enables students to acquire and apply a broad foundation of integrated knowledge, skills, and behaviors needed to live productive, responsible lives. The core curriculum assures breadth that cannot be found in any specific discipline. This prepares the student for lifelong learning in a global community.

Expected Educational Results

The College believes that a well-educated person is one who possesses the intellectual capabilities, skills and behaviors to

- Read with critical comprehension
- Speak and listen effectively
- Write clearly and coherently
- Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)
- Demonstrate and apply literacy in its various forms: technological, informational, mathematical, scientific, cultural, historical, aesthetic, and environmental
- Apply problem-solving techniques to real-world experiences
- Apply methods of scientific inquiry
- Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings
- Demonstrate an understanding of and appreciation for human diversities and commonalities
- Collaborate with others to achieve common goals
- Research, synthesize and produce original work

- Practice ethical behavior
- Demonstrate self-direction and self-motivation
- Assume responsibility for and understand the impact of personal behaviors on self and society
- Contribute to the welfare of the community

A.S. Degree Requirements

- Complete the minimum number of required college-level semester credit hours as established for your specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete a minimum of fifteen college-level semester credit hours of the prescribed program's transferable General Education courses that include the following: ENC 1101, three credits in Social/Behavioral Sciences, three credits in Humanities/Fine Arts, three credits in Natural Sciences/Mathematics, and three credits designated by the program.
- Complete the oral communication and computer competency requirements as specified in the prescribed program.
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the A. S. degree.
- Fulfill all financial and other obligations to the College.

A.S. General Education Requirements

Area 1 Communications 3 Credits
ENC 1101 Composition

Area 2 Humanities/Fine Arts 3 Credits
Select one course from any of the following: Art, Literature, Modern Foreign Language, Music, Philosophy, Religion and Theatre. Specific courses may be designated by individual programs.

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

may be designated by individual programs.

Area 4 Mathematics/Natural Science 3 Credits

Select one college-level transferable course from either college-level Mathematics or Natural Sciences. Mathematics

Any of the following or a higher level course:

MAC 1105 College Algebra

STA 2023 Statistics

MGF 1106 Liberal Arts Math I

MGF 1107 Liberal Arts Math II
Science

Specific courses may be designated by individual programs.

Area 5 Program-Designated Courses 3 Credits

Choose any other college-level course from Areas 2, 3, or 4, or any college-level course in Speech, Reading, Computers, Wellness, Science laboratory, or ENC 2210, Professional and Technical Writing.

TOTAL (Areas 1-5) 15 Credits

Oral and Computer Competencies

Students are also required to meet oral and computer competency requirements as specified in their particular A.S. program of study.

Mathematics

Any of the following or a higher level course:

MAC 1105 College Algebra

STA 2023 Statistics

MGF 1106 Liberal Arts Math I

MGF 1107 Liberal Arts Math II

Science

Specific courses may be designated by individual programs.

Area 5 Program-Designated Courses 3 Credits

Choose any other college-level course from Areas 2, 3, or 4, or any college-level course in Speech, Reading, Computers, Wellness, Science laboratory, or ENC 2210, Professional and Technical Writing.

TOTAL (Areas 1-5) 15 Credits

Oral and Computer Competencies

Students are also required to meet oral and computer competency requirements as specified in their particular A.S. program of study.

Associate in Applied Science Degree

Associate in Applied Science Degree Programs

Broward Community College offers a variety of concentrations within the A.A.S. degree. Please visit our web site at www.broward.edu or see an Academic Advisor for assistance.

A.A.S. Mission Statement

The Associate in Applied Science degree is a college-level career-technical degree. The A.A.S. is a 60+ college credit hour degree consisting of both General Education and technical courses. Graduates are prepared for immediate entry into the workforce and have the communications, problem solving, and academic skills necessary to successfully compete in the job market and advance in the workforce. The A.A.S. provides the same career preparation as the A.S. but is not designed as a college transfer program. The degree may transfer to some universities under special articulation agreements between the College and those universities.

A.A.S. Philosophy of General Education

General Education at Broward Community College is a core of common learning that enables students to acquire and apply a broad foundation of integrated knowledge, skills, and behaviors needed to live productive, responsible lives. The core curriculum assures breadth that cannot be found in any specific discipline. This prepares the student for lifelong learning in a global community.

Expected Educational Results

The College believes that a well-educated person is one who possesses the intellectual capabilities, skills and behaviors to

- Read with critical comprehension
- Speak and listen effectively
- Write clearly and coherently
- Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)
- Demonstrate and apply literacy in its various forms: technological, informational, mathematical, scientific, cultural, historical, aesthetic, and environmental
- Apply problem-solving techniques to real-world experiences
- Apply methods of scientific inquiry
- Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings

- Demonstrate an understanding of and appreciation for human diversities and commonalities
- Collaborate with others to achieve common goals
- Research, synthesize and produce original work
- Practice ethical behavior
- Demonstrate self-direction and self-motivation
- Assume responsibility for and understand the impact of personal behaviors on self and society
- Contribute to the welfare of the community

A.A.S. Degree Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete a minimum of fifteen college-level semester credit hours of the prescribed program's General Education courses that include the following: ENC 1101, three credits in Social/Behavioral Sciences, three credits in Humanities/Fine Arts, three credits in Natural Sciences/Mathematics, and three credits designated by the program.
- Complete the oral communication competency and computer competency requirements as specified in the prescribed program.
- Complete the prescribed College Preparatory and English as A Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the A.A.S. degree.
- Fulfill all financial and other obligations to the College.

General Education Requirements for the A.A.S. Degree

Area 1. Communications 3 Credits
ENC 1101 Composition

Area 2. Humanities/Fine Arts 3 Credits
Select one course from any of the following: Art, Humanities, Literature, Modern Foreign Language,

Music, Philosophy, Religion, and Theatre. Specific courses may be designated by individual programs.

Area 3. Social/Behavioral Sciences 3 Credits
Select one course from any of the following: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology. Specific courses may be designated by individual programs.

Area 4. Mathematics/Natural Science 3 Credits Mathematics:

MAT 1033 Intermediate Algebra
MTB 1310 Applied Mathematics
MTB 1321 Technical Mathematics I
MTB 1322 Technical Mathematics II
MTB 1325 Engineering Technology Mathematics I
MTB 1326 Engineering Technology Mathematics II

Any other higher-level college mathematics course will also satisfy this requirement.

Science:

Specific courses may be designated by individual programs.

Area 5. Program Designated Courses 3 credits
Any other college-level course from Areas 2, 3, 4, or any college level course in speech, reading, computers, wellness, science laboratory, or ENC 2210, Professional Writing.

Total (Areas 1-5) 15 credits

Students are also required to meet an oral competency and computer competency requirement as specified in the particular A.A.S. degree of study.

Certificate Programs

BCC offers a variety of concentrations in the various certificate programs. Please visit our web site at www.broward.edu or see an Academic Advisor for assistance.

Mission Statement

A certificate is awarded upon satisfactory completion of a prescribed program of 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

Graduates of certificate programs should be able to:

- demonstrate knowledge, competencies, and professional behaviors essential to entering a specific career field or upgrading their occupational skills;
- recognize the need for life-long learning and for professional growth within their field; and
- apply for certification or licensure examinations, as appropriate.

Technical Certificate

A Technical Certificate is a program of study of less than sixty credits of college-level technical courses that prepares students for immediate employment in a specific occupational field. It generally does not require the completion of General Education courses. The Technical Certificate may be part of an Associate in Science or an Associate in Applied Science degree, thus permitting the student to receive credit for the certificate courses.

Technical Certificate Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the Technical Certificate.
- Fulfill all financial and other obligations to the College.

Vocational Certificate

A Vocational Certificate is a program of study, usually one year or less, consisting of a prescribed number of vocational credits (non-college-level credits). One vocational credit is equal to 30 contact hours of classroom instruction. The program focuses on providing students with the specific skills for immediate job entry. The Vocational Certificate is awarded upon completion of all vocational program courses and demonstration of attainment

of predetermined and specified performance requirements in reading and mathematics as defined by Florida State Board of Education Rules.

Vocational Certificate Requirements

- Complete the minimum number of required vocational clock/credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Achieve appropriate minimum basic skills grade levels established for the program on the Test of Adult Basic Education (TABE) or other tests designated by State Rule 6A-6.0571. (Students pursuing a vocational certificate who have an A.A. degree and have completed the College Level Communication and Computation Skills Examination (CLAST), or who have met the minimum cut scores on any test listed in the above-mentioned rule, may be exempt from the test requirement.)
- Complete 25% of the prescribed vocational clock/credit hours at Broward Community College.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the Vocational Certificate. (For certificate programs with only pass-fail grades, earn a passing grade in all courses.)
- Fulfill all financial and other obligations to the College.

Applied Technology Diploma

The Applied Technology Diploma (ATD) is a course of study that is part of an Associate in Science or an Associate in Applied Science degree and that leads to employment in a specific occupation. The ATD may consist of either vocational credit or college-level semester credits and is approximately 50% of the technical component of the A.S. or A.A.S. degree. Transfer of ATD coursework to an associate degree program is guaranteed for a period of three years following the date of the award of the ATD, based upon A.S. or A.A.S. degree articulation agreements.

Applied Technology Diploma Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.

- Complete the program of study as set forth in the applicable College catalog.
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the Applied Technical Certificate.
- Fulfill all financial and other obligations to the College.

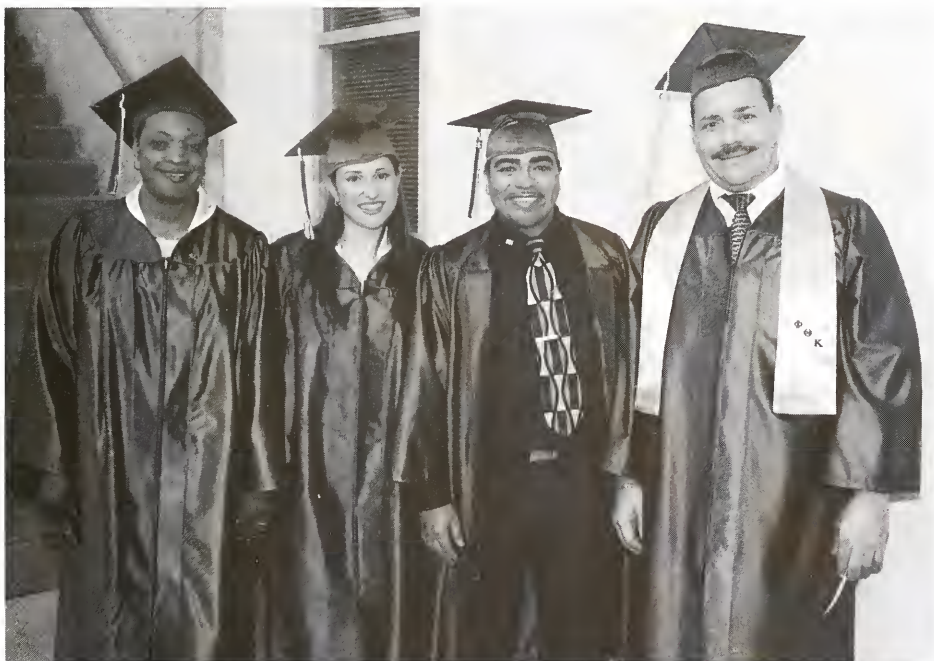
Advanced Technical Certificate

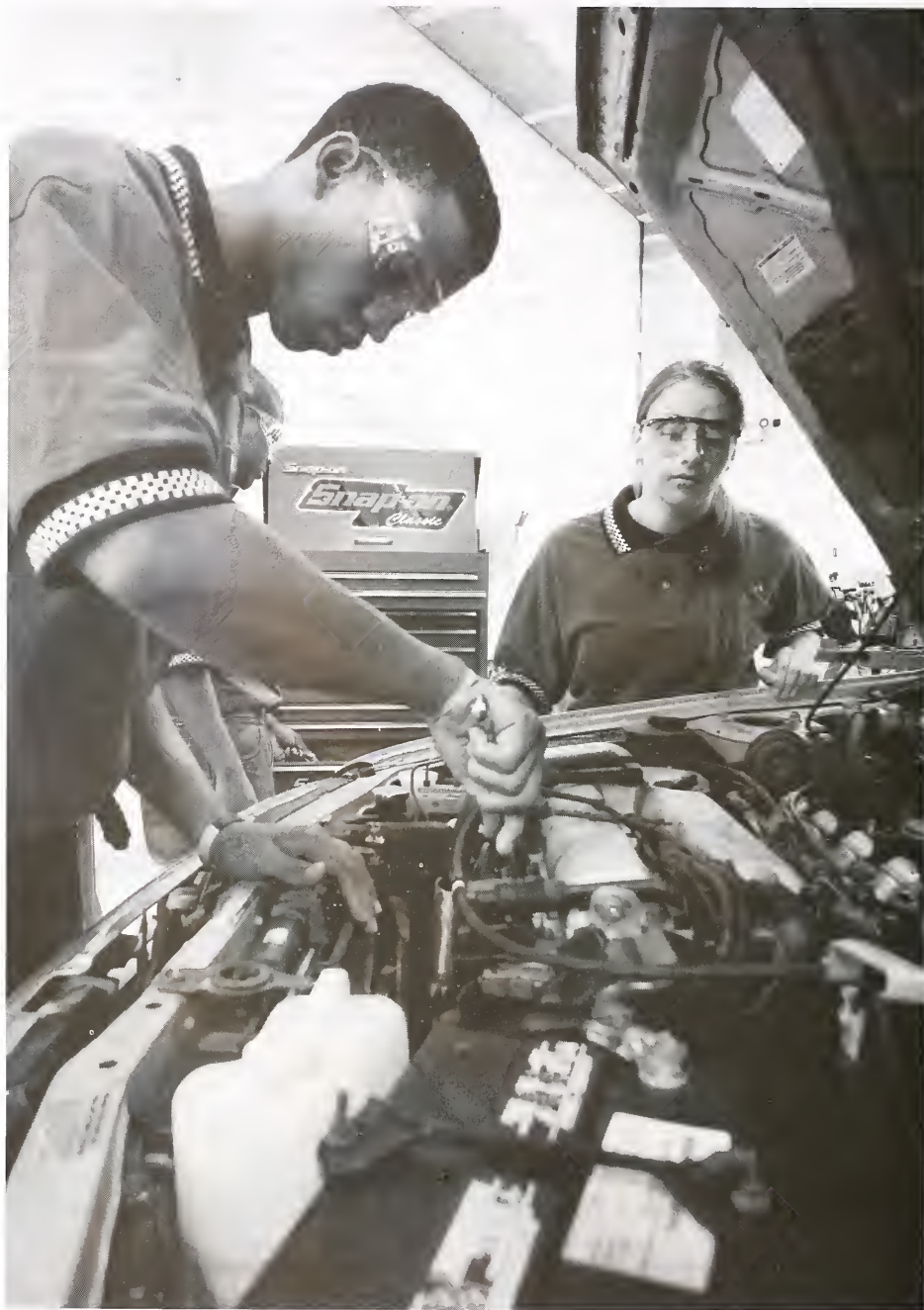
The Advanced Technical Certificate (ATC) is a program of study consisting of at least nine credit hours, but less than forty-five credit hours, of

college-level courses. The ATC is awarded to students who have already received an Associate in Science or Associate in Applied Science, or related undergraduate degree, and who are seeking an advanced specialized program of study to supplement their degree.

Advanced Technical Certificate Requirements

- Complete the program of study as set forth in the applicable College catalog.
- Complete 25% of the prescribed college-level semester credit hours at Broward Community College.
- Earn a cumulative degree grade point average of 2.0 or higher at BCC, including transfer credits, in courses that comprise the Advanced Technical Certificate.
- Fulfill all financial and other obligations to the College.





Programs Of Study

Chart of Technical Education Programs

Associate in Applied Science Programs

Associate in Science Programs

Certificate Programs

Diploma Programs

**Broward Community College
Technical Education Programs
2007-2008**

Programs	Degree/ Certificate	Location	High School Diploma/GED	Test	Catalog Page
Accounting Technology Accounting Applications	AAS AS C	North, Central, South,	HS Diploma/GED	CPT	135
Architectural Design & Construction Tech. Interior Design	ATC ATC	 DTC	HS Diploma/GED Associate Degree	CPT None	137
Automotive Technology Programs Automotive Service Mgt-Technician Dealer-Specific	AAS AS AS AAS	Miramar Miramar	HS Diploma/GED HS Diploma/GED	CPT CPT	138
Aviation Institute Aircraft Airframe Mechanic Aircraft Powerplant Mechanic Airport Operations Management Aviation Operations Aviation Maintenance Management Avionics Professional Pilot	PSAV Certificate PSAV Certificate AS AS AAS PSAV Certificate AS	South South South South South South	HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED	TABE TABE CPT CPT CPT TABE	140
Biomedical Engineering Technology	AAS ATC	North North	HS Diploma/GED Associate Degree	CPT None	145
Building Construction Technology	AS	DTC		CPT	146
Business Business Administration Business Management Business Management-Customer Service Business Management – Sports Mgmt Business Specialist – Small Business Management Option Business Specialist – International Business Option International Business Management	AAS AS C C C C C AS	North, Central, South North, Central, South North, Central, South Central North North North	HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED	CPT CPT CPT CPT CPT CPT	147
Civil Engineering Technology	AS	DTC	HS Diploma/GED	CPT	151
Computer Engineering Technology	AAS	North	HS Diploma/GED	CPT	152
Computer Information Administrator Computer Systems Specialist Tech Support Specialist Information Technology Help Desk Specialist Information Technology Linux System Administrator Information Technology Microsoft Office Specialist Information Technology Sun Solaris System Administrator Information Technology Analysis Linux System Administrator	AAS AS AAS AS C C C C C C	North Central Central Central Central Central Central	HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED HS Diploma/GED	CPT CPT CPT CPT CPT CPT	153
Computer Programming and Analysis Applications Programmer Computer Programmer Sun Java Specialist Software Development	AS C AS	North Central Central North Central	HS Diploma/GED HS Diploma/GED HS Diploma/GED	CPT CPT CPT	157

AAS-Associate in Applied Science Degree AS – Associate In Science Degree atc

associate in Applied Science Degree AS-Associate in Science Degree ATC-Advanced Technical Certificate

ATD-Applied Technical Diploma C-Certificate

CHSE-Center for Health Sciences Education WHC-Downtown Higher Education Complex

**BAT-Basic Abilities Test-administered in the criminal justice testing center, central

*These programs require an additional application and students must meet program admission criteria. for further information, call 954-201-6780 or See program of study catalog page.

**Broward Community College
Technical Education Programs
2007-2008**

Programs	Degree/ Certificate	Location	High School Diploma/GED	Test	Catalog Page
Criminal Justice/Institute of Public Safety Criminal Justice Technology	AS	Central	HS Diploma/GED	CPT	159
Broward County Correctional Officer Academy (Restricted Admission)	PSAV Certificate	Central	HS Diploma/GED	TABE BAT**	
Broward County Correctional Probation Officer Academy (Restricted Admission)	PSAV Certificate	Central	HS Diploma/GED	BAT**	
Broward County Police Academy (Restricted Admission)	PSAV Certificate	Central	HS Diploma/GED	BAT**	
Criminal Justice Crime Scene Emphasis	AS	Central	HS Diploma/GED	CPT	
Law Enforcement Officer – Crossover from Correction Officer (Restricted Admission)	PSAV Certificate	Central	HS Diploma/GED	BAT**	
Law Enforcement Officer – crossover From Correctional Probation Officer (Restricted Admission)	PSAV Certificate	Central	HS Diploma/GED	BAT**	
Police Service Aide Academy (Restricted Admission)	PSAV Certificate	Central	HS Diploma/GED	BAT**	
Polygraph Emphasis	AS	Central	HS Diploma/GED	CPT	
Customer Assistance Technology	PSAV Certificate	North	None Needed	TABE	164
Database Technology Microsoft MCDBA	AS	Central	HS Diploma/GED	CPT	165
Oracle Professional Database Administrator	AS	Central	HS Diploma/GED	CPT	
Oracle Professional Database Developer	AS	Central	HS Diploma/GED	CPT	
Oracle Systems Administrator	C	Central	HS Diploma/GED	CPT	
Oracle Software Engineering	C	Central	HS Diploma/GED	CPT	
Dental Assisting *	C	Central	HS Diploma/GED	TABE	169
Dental Hygiene *	AS	Central	HS Diploma/GED	CPT	170
Diagnostic Medical Sonography (Ultrasound)	AAS AS	North	Associate Degree Associate Degree	CPT None	172
Diagnostic Sonography Specialist Vascular Sonography *	C ATC				
Digital Media/Multimedia Technology Digital Media/Multimedia Tech	AAS C	South South	HS Diploma/GED HS Diploma/GED	CPT CPT	174
Digital Media/Multimedia Production	C	South	HS Diploma/GED	CPT	
Digital Media Web Production	ATC	South	Associate Degree	None	
Multimedia Web Development	ATC	South	Associate Degree	None	
Project Manager in Digital Design					
Early Childhood Education	AS	North	HS Diploma/GED	CPT	177
Electronic Commerce	AAS C	North, Central, South	HS Diploma/GED	CPT	178

AAS-associate in Applied Science Degree AS-Associate In Science Degree ATC- Advanced Technical Certificate

ATD Applied Technical Diploma C-Certificate

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**Broward Community College
Technical Education Programs
2007-2008**

Programs	Degree/ Certificate	Location	High School Diploma/GED	Test	Catalog Page
Electronics Engineering Technology	AAS	North	HS Diploma/GED	CPT	180
Emergency Management	AS	Central	HS Diploma/GED	CPT	181
Emergency Medical Services *					182
Emergency Medical Services *	AS	Central North	HS Diploma/GED	CPT	None CPT
Emergency Medical Technician *	ATD	Central North	HS Diploma/GED		
Paramedic *	C	Central North	HS Diploma/GED		
Environmental Science Technology					185
Environmental Science Technology	AS	Central	HS Diploma/GED	CPT	None
Geographic Information Systems	ATC	Central	Associate Degree		
Fire Science Technology	AS	Central	HS Diploma/GED	CPT	186
Graphics Technology					188
Graphics Technology (Graphic Design)	AS	DTC	HS Diploma/GED	CPT	CPT CPT CPT
Graphic Design Production	C	DTC	HS Diploma/GED		
Graphic Design Support	C	DTC	HS Diploma/GED		
Health Information Management *	AS	North	HS Diploma/GED	CPT	190
Health Services Management *	AAS AS	Central	HS Diploma/GED	CPT	191
Hospitality and Tourism Management	AAS AS	Central	HS Diploma/GED	CPT	192
Industrial Management Technology	AAS AS	Miramar	HS Diploma/GED	CPT	194
Internet Services Technology					195
CIW Master Designer	AAS AS	Central	HS Diploma/GED	CPT	
CIW Designer	C				
CIW Web Developer	C				
Legal Assisting –See Paralegal Studies					
Marine Engineering Management	AS	Miramar	HS Diploma/GED	CPT	198
Marketing Management/Technology					199
Marketing Management	AAS AS	North, Central, South	HS Diploma/GED	CPT	CPT CPT CPT
Marketing Mgmt. - E-Commerce	AAS C	North, Central, South	HS Diploma/GED		
Marketing Operations	C	Central	HS Diploma/GED		
Massage Therapy *	C	North	HS Diploma/GED	TABE	201
Medical Assisting *	PSAV Certificate	Central	HS Diploma/GED	TABE	202
Network Administrator					204
Microsoft MCSE	AAS AS	Central	HS Diploma/GED	CPT	CPT CPT CPT CPT CPT
Cisco CCNP	AAS AS	Central	HS Diploma/GED		
Information Technology Mgt. - CCNA	C	Central	HS Diploma/GED		
Info Technology Tech Novell CNA	C	Central	HS Diploma/GED		
Info Technology Mgmt.-Microsoft MCSA	C	Central	HS Diploma/GED		
Nuclear Medicine	AS C	CHSE North	HS Diploma/GED	CPT	207

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associate in Applied Science Degree AS-Associate in Science Degree ATC-Advanced Technical Certificate

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Broward Community College
Technical Education Programs
2007-2008

Programs	Degree/ Certificate	Location	High School Diploma/GED	Test	Catalog Page
Nursing *					209
LPN-RN Transition Nursing *	AS	Central North South	HS Diploma/GED	CPT	
Nursing RN *	AS	Central North South	HS Diploma/GED	CPT	
Nursing RN On-Li	AS	Central	HS Diploma/GED	CPT	
Basic Perioperative Nursing	ATC	Central North South	Associate Degree	None	
Coronary Care Nursing	ATC	Central North South	Associate Degree	None	
Critical Care Nursing	ATC	Central North South	Associate Degree	None	
Graduate Nurse Intern	ATC	Central North South	Associate Degree	None	
Home Health Nursing	ATC	Central North South	Associate Degree	None	
Multi-Skill Health Care Professional	ATC	Central North South	Associate Degree	None	
Office Administration					212
Legal Office	AAS	North South	HS Diploma/GED	CPT	
Medical Office	AAS	North South	HS Diploma/GED	CPT	
Medical Office Management	C	North South	HS Diploma/GED	CPT	
Office Management	AAS C	North South	HS Diploma/GED	CPT	
Office Software Applications	AAS C	North South	HS Diploma/GED	CPT	
Office Specialist	C	North South	HS Diploma/GED	CPT	
Office Support	C	North South	HS Diploma/GED	CPT	
Office Careers					216
Administrative Assistant	PSAV Certificate	South	None Needed	TABE	
Legal Administrative Specialist	PSAV Certificate		None Needed		
Medical Administrative Specialist	PSAV Certificate	South	None Needed	TABE	
Paralegal Studies (Legal Assisting)	AS	South North	HS Diploma/GED	CPT	197
Physical Therapist Assistant	AS	CHSE North	HS Diploma/GED	CPT	218
Manual Techniques for the PTA *	ATC	CHSE North	Associate Degree	CPT	
Radiation Therapy Technology	AS	CHSE North	HS Diploma/GED	CPT	220
Radiation Therapy Specialist	C	CHSE North	Associate Degree	CPT	
Radiography *	AAS	CHSE Central	HS Diploma/GED	CPT	222
Recreation Technology	AS	Central	HS Diploma/GED	CPT	224
Respiratory Care *	AS	CHSE North	HS Diploma/GED	CPT	225
Restaurant Management	AAS	Central	HS Diploma/GED	CPT	227
Telecommunications Engineering Technology	AAS	North	HS Diploma/GED	CPT	228
Travel & Tourism Industry Management	AAS AS	Central	HS Diploma/GED	CPT	229
Vision Care Technology					230
Ophthalmic Technology *	AAS AS	CHSE North	HS Diploma/GED	CPT	
Opticianry *	AAS AS	CHSE North	HS Diploma/GED	CPT	

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ACCOUNTING TECHNOLOGY PROGRAMS
Accounting Applications Technical Certificate Major Code 62140
Accounting Technology Associate in Applied Science Major Code A001
Accounting Technology Associate in Science Major Code 2100

Accounting Applications Technical Certificate Major Code 62140

Program Description

The Accounting Applications Technology Certificate, offered at all BCC locations, is designed to qualify successful completers for jobs as accounting clerks or positions in corporate training departments.

First Year Term I

ACG 2001	Principles of Accounting I	3
CGS 1060C	Computer and Internet Literacy	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
Total Term Semester Hours		12

First Year Term II

*ACG 2011	Principles of Accounting II	3
TAX 2000	Income Tax I	3
BUL 2241	Business Law I	3
OST 2335	Communications in the Workforce3	
Total Term Semester Hours		12

First Year Term III

*ACG 2071	Managerial Accounting	3
Total Term Semester Hours		3
Total Certificate Semester Hours		27

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

It is strongly recommended that students see an academic advisor or counselor every term.

Accounting Technology Associate in Applied Science Major Code A001

Program Description

The Associate in Applied Science degree 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. Graduates may obtain employment in accounting, banking, real estate, and general business management.

First Year Term I

ACG 2001	Principles of Accounting I	3
CGS 1060C	Computer and Internet Literacy	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
**Business Elective		3
Total Term Semester Hours		15

First Year Term II

*ACG 2011	Principles of Accounting II	3
TAX 2000	Income Tax I	3
BUL 2241	Business Law I	3
OST 2335	Communications in the Workforce3	
Total Term Semester Hours		12

First Year Term III

*ACG 2071	Managerial Accounting	3
**Business Elective		3
Total Term Semester Hours		6

Second Year Term I

*ACG 2100	Intermediate Accounting I	3
*TAX 2010	Income Tax II	3
*ENC 1101	Composition I	3

ECO 2013	Principles of Economics I	3
BUL 2242	Business Law II	3
GEB 2430	Business Ethics	1
Total Term Semester Hours		16

Second Year Term II

*ACG 2110	Intermediate Accounting II	3
*Mathematics or Science Elective		3
**Business Elective		3
Humanities/Fine Arts Elective		3
SPC 1600	Public Speaking	3
Total Term Semester Hours		15
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

**Business Electives are satisfied by taking any three (3) of the following courses: ECO 2023, FIN 1100, GEB 2112, MAN 2021, MAN 2604, MAR 1011, MNA 1161, MNA 2345, REE 1040.

It is strongly recommended that students see an academic advisor or counselor every term.

Accounting Technology Associate in Science Major Code 2100

Program Description

The Associate in Science degree 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, to which this sequence may lead, are accounting, banking, real estate, and general management.

First Year Term I

ACG 2001	Principles of Accounting I	3
CGS 1060C	Computer and Internet Literacy	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Math	3
**Elective	Business	3
Total Term Semester Hours		15

First Year Term II

*ACG 2011	Principles of Accounting II	3
TAX 2000	Income Tax I	3
BUL 2241	Business Law I	3
OST 2335	Communications in the Workforce3	3
Total Term Semester Hours		12

First Year Term III

*ACG 2071	Managerial Accounting	3
**Elective	Business	3
Total Term Semester Hours		6

Second Year Term I

*ACG 2100	Intermediate Accounting I	3
*TAX 2010	Income Tax II	3
*ENC 1101	Composition I	3
ECO 2013	Principles of Economics I	3
BUL 2242	Business Law II	3
GEB 2430	Business Ethics	1
Total Term Semester Hours		16

Second Year Term II

*ACG 2110	Intermediate Accounting II	3
*#Elective	Mathematics or Science	3
**Elective	Business	3
Elective	Humanities/Fine Arts	3
SPC 1600	Public Speaking	3

Total Term Semester Hours 15

Total Program semester Hours 64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

**Business Electives are satisfied by taking any two of the following courses: ECO 2023, FIN 1100, GEB 2112, MAN 2021, MAN 2604, MAR 1011, MNA 1161, REE 1040.

#Must be college-level and transferable.

It is strongly recommended that students see an academic advisor or counselor every term.

ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY

Interior Design Advanced Technical Certificate Major Code 4281

Program Description

The Advanced Technical certificate in Interior Design, offered at the Higher Education Complex (Willis Holcombe Center), is designed as a specialized extension to the Associate in Science degree in Architectural Design and Construction Technology program. Graduates from this program will gain supplemental skills in areas of architecture, construction, and interior design. Students will gain an understanding of the interdisciplinary nature of these fields. Coursework focuses on understanding the technical and aesthetic principles essential to the planning of interior spaces, color, and design theory, selection and specification of interior materials and finishes, drafting and interdisciplinary communication standards, business practices and marketing. This program is aimed at architects and those ancillary fields in architecture, construction, and interior design.

IND 1022	Principles of interior Design	3	Total Semester Hours 15	
IND 1607C	Interior Design Construction Document	3		
IND 2210C	Interior Design Studio	3	Additional courses strongly recommended:	
IND 2230C	Design Development	3	SPC 2300	Introduction to Interpersonal Communication
IND 2501	Interior Design Industry Practices	2	INP 1301	Human Relations in Business and Industry
IND 2945	Internship in Design Industry	1		

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY
Associate in Applied Science Technician Service Major Code A004
Associate in Science Technician Service Major Code 21681

Program Description

This Automotive Service Management Technology program, offered at South Campus, is designed both to prepare entry-level automotive technicians and to provide academic background for advancement to management positions in the automotive service industry.

Corporate Programs: Automotive Technology Programs sponsored by Automobile Manufacturers are limited enrollment programs and require an internship at a dealership.

Master Technician Program: ASE (National Institute for Automotive Service Excellence) Certified Automotive Technicians may be eligible for up to 41 college credits based on life long learning and work experience.

For additional information about the programs listed above, contact the BCC Automotive Technology Program Manager at (954) 201-8886 or email autotech@broward.edu.

Academic Core Courses Associate in Applied Science Options

*ENC 1101	English Composition	3
Elective	Humanities (Area 2)	3
Elective	Social/Behavioral Sciences (Area 3)	3
*MTB 1310	Applied Mathematics	3
SPC 1024	Intro to Speech Communication or	
SPC 1600	Intro to Public Speaking	3
MNA 2345	Principles of Supervision or	
MNA1161	Introduction to Customer Service	3
Cooperative Education (Internship)		6
Total Academic Core Credits		24

Technical Course Requirements

Technician Service Option Major Code A004

#AER 1010C	Introduction to Automotive Technology	4
#AER 1111C	Engine Repair	4
#AER 1300C	Electrical Systems	4
#AER 1310C	Electronics	4
#AER 2230C	Manual Drive Train and Axles	4
#AER 2251C	Automatic transmissions	4
#AER 2523C	Advanced Engine Performance	4
#AER 2410C	Brake Systems	4
#AER 2520C	Engine Performance	4

#AER 2171C	Heating and Air Conditioning Theory	4
#AER 2450C	Steering and Suspension	4
Total Technical Service Credits		44
Total Technical Service Degree Credits		68

*Requires a pre- or co-requisite or proper score in placement test. See course description in this catalog or online.

#Credit is awarded for completion of a NATEF accredited Automotive Service Technology Program at Broward or Miami-Dade County Public Schools Technical Centers. Contact the program manager for Additional details.

NOTE: Students seeking an Associate in Science Degree for the purpose of transferring into a state University shall substitute MTB 1310, Applied Mathematics with a college level transferable math course.

NOTE: Successful completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree.

It is strongly recommended that students see an academic advisor or counselor every term.

AUTOMOTIVE TECHNOLOGY, DEALER SPECIFIC
Associate in Applied Science Automotive Technology, Dealer Specific Major Code A037
Associate in Science Automotive Technology, Dealer Specific Major Code 2197

Program Description

The Automotive Technology Dealer Specific program, offered at the South Campus Miramar Center, is designed both to prepare entry-level dealership automotive technicians and to provide academic background for advancement to management positions in the automotive service industry.

CORPORATE PROGRAMS:

Corporate Programs. Automotive Technology Programs sponsored by Automobile Manufacturers are limited enrollment programs and require an internship at a dealership.

- The General Motors Automobile Service Educational Program (GM-ASEP) is taught at the BCC Miramar Center (954) 201 – 8601.
- The Ford Automotive Student Service Educational Program (Ford ASSET) and the Daimler Chrysler College Automotive Program (Chrysler CAP) are taught in conjunction with Shenandoah Technical Center (754) 321-5400.
- The Toyota Technical Education Network (T-TEN) program courses are taught in conjunction with Atlantic Technical Center (754) 321-5188.
- The Honda Professional Automotive Career Training Program (Honda PACT) program courses are taught in conjunction with Robert Morgan Technical Education Center (305) 253-9920.

For additional information about the programs listed above, contact the BCC Automotive Technology Program Manager at (954) 201-8886 or email autotech@broward.edu

Academic Core Courses Associate in Applied Science Options

*ENC 1101	English Composition	3
Elective	Humanities (Area 2)	3
Elective	Social/Behavioral Sciences (Area 3) 3	
*MTB 1310	Applied Mathematics	3
SPC 1024	Introduction to Speech Communication or	
SPC 1600	Introduction to Public Speaking	3
MNA2345	Principles of Supervision or	
MNA1161	Introduction to Customer Service	3
Internship		12
Total Academic Core Credits		30

Technical Course Requirements

Technician Service Option Major Code A004

AER 1010C	Introduction to Automotive Technology	4
AER 1111C	Engine Repair	4
AER 1300C	Electrical Systems	4
AER 1310C	Electronics	4
AER 2230C	Manual Drive Train and Axles	4
AER 2251C	Automatic transmissions	4
AER 2523C	Advanced Engine Performance	4

AER 2410C	Brake Systems	4
AER 2520C	Engine Performance	4
AER 2171C	Heating and Air Conditioning Theory	4
AER 2450C	Steering and Suspension	4
Total Technical Service Credits		44
Total Technical Service Degree Credits		74

*Requires a pre- or co-requisite or proper score in placement test. See course description in this catalog or on-line for additional information.

NOTE: Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics with a college level transferable math course.

NOTE: Successful completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree.

It is strongly recommended that students see an academic advisor or counselor every term.

AVIATION INSTITUTE

Aviation Operations Associate in Science Major Code 2105

Airport Operations Management Associate in Science Major Code 21051

Professional Pilot Technology Associate in Science Major Code 2107

Aircraft Airframe Mechanics Vocational Certificate Major Code 5272

Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273

Aviation Maintenance Management Associate in Applied Science Major Code A005

Avionics Vocational Certificate Major Code 5299

Program Description

The Professional Pilot Program, offered at Judson A. Samuels South Campus, provides the flight and ground school requirement 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 certified as an FAA Air Agency under Federal Aviation Regulations Part 141. BCC's Aviation Institute has created a very unique partnership with Delta Connection Academy, a wholly owned subsidiary of Delta Air Lines. Through this relationship, the flight portion of the program is offered by Delta Connection Academy under their FAA 141 approved airline-designed curriculum. BCC graduates who have chosen to also complete the Flight Instructor Certificates and Multi-Engine courses will be eligible to interview to become a Flight Instructor in the program. To date, more than 85% of those who complete the program have been hired. Once a BCC Flight Instructor earns 1000 hours total flight time including 100 multi-engine and has instructed in the BCC program for at least 800 hours dual, he or she will complete an advanced Bridge Course at Delta Connection Academy in Orlando, Florida. Upon completion of the Bridge Course, the BCC Flight Instructor will be guaranteed a job interview with a Delta Connection Carrier or American Eagle. To date, the Academy has placed 97% of their Flight Instructor graduates as an Airline First Officer. Student's who wish to obtain a bachelor's degree can transfer BCC's credits to a four-year institution.

Professional Pilot Technology: Prepares students for FAA certification as private pilot, commercial pilot with instrument rating, and flight instructor. BCC Flight Instructor graduates are guaranteed a job interview for an airline pilot position with a Delta Connection Carrier or American Eagle. It is strongly recommended that students see the Admissions Coordinator at the Aviation Institute for additional information.

Aviation Operations Associate in Science Major Code 2105

Airport Operations Management Associate in Science Major Code 21051

Program Description

The Aviation Operations and Airport Operations Management Associate in Science Degrees, offered at the Judson A. Samuels South Campus, are 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 Term I

ATT 1100	Aeronautical Science	3
ASC 1100	Navigational Science I	3
ASC 1010	History of Aviation	3
*ENC 1101	Composition I	3
**CGS 1060C	Computer and Internet Literacy or aviation elective	3
Total Term Semester Hours		15

First Year Term II

*ASC 1210	Meteorology	3
AVM 2301	General Aviation Marketing and Management	3
*ENC 1102	Composition II or	
*ENC 2210	Technical Report Writing	3
POS 2041	National Government	3
*(U)MAC 1105	College Algebra	3
Total Term Semester Hours		15

First Year Term III

AVM 2410	Airport Management	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		6

Second Year Term I

AVM 2510	Airline Management	3
ASC 2870	Aviation Safety	3
ECO 2013	Principles of Economics I	3
ACG 2001	Principles of Accounting I	3
*STA 2023	Elementary Statistics	3
Total Term Semester Hours		15

Second Year Term II

SPC 1024	Intro to Speech Communication	3
*ECO 2023	Principles of Economics II	3
*ACG 2011	Principles of Accounting II	3
*PHY 1001	Applied Physics	3
*PHY 1001L	Applied Physics Lab	1
Total Term Semester Hours		13
Total Program Semester Hours		64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

** Students who successfully complete the Basic Student Technology Literacy Test may select from: AVM1440 Airport/Airline Security, ASC2320 Aviation Law and Regulations, ASC1550 Aerodynamics, AVM2450 Airport Planning and Design, a flight or ground course with department permission to complete degree requirements.

①Mat 1033, Intermediate Algebra, may be taken by students who do not plan to transfer to an upper level college or university.

②Student interested in flight operations may substitute the following courses for those marked with ②:

ASC 2110, Navigational Science II; ATT 2120, Instrument Flight Theory, ATT 2110, Commercial Flight Theory, or a flight course.
③PHY 2053 General Physics I and PHY 2053L General Physics I Lab may be substituted by students who have the appropriate math pre-requisites. Some universities require General Physics.
It is strongly recommended that students see an academic advisor or counselor every term.

Airport Operations Management Associate in Science Major Code 21051

Option #2 Airport Operations Management

First Year Term I

ATT 1100	Aeronautical Science	3
ASC 1010	History of Aviation	3
*ENC 1101	Composition I	3
Elective	Humanities/Fine Arts	3
**CGS 1060C	Computer and Internet Literacy or Aviation elective	3

Total Term Semester Hours 15

First Year Term II

AVM 2301	General Aviation Marketing and Management	3
BUL 2241	Business Law I	3
OST 2335	Communications in the Workforce or Professional and Technical Writing	3
*ENC 2210	Professional and Technical Writing	3
AVM 2410	Airport Management	3
AVM 1440	Airport/Airline Security	3

Total Term Semester Hours 15

First Year Term III

*AVM 1940	A/P Ops Internship I	3
GEB 2430	Business Ethics	1

Total Term Semester Hours 4

Second Year Term I

AVM 2510	Airline Management	3
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ACG 2001	Principles of Accounting I	3
ASC 2870	Aviation Safety	3
SPC 1024	Introduction to Speech	3
Elective	Aviation	3

Total Term Semester Hours 15

Second Year Term II

*AVM 2941	A/P Ops Internship II	3
ECO 2013	Principles of Economics I or Human Relations in Business and Industry	3
INP 1301	Human Relations in Business and Industry	3
ASC 2320	Aviation Law and Regulations	3
Elective	Math/Natural Science	3
AVM 2450	Airport Planning and Design	3

Total Term Semester Hours 15

Total Program Semester Hours 64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

** Students who successfully complete the Basic Student Technology Literacy Test may select from: ASC1210 Meteorology, ASC1610 Aircraft Engines, Structures and Systems, ASC1550 Aerodynamics, or a flight or ground course, with department permission, to complete degree requirements.

Avionics Vocational Certificate (PSAV) Major Code 5299

Program Description

The purpose of this program is to prepare students for employment as radio mechanics and as avionics technicians. The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basic AM and FM transmitters/receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

These courses are offered in 360 hour blocks and require an interview with the Aviation Admissions Coordinator or the Aviation Maintenance Program Manager prior to enrollment.

There are three optional entry points into this program;

1. Completion of Airframe and Powerplant training or Certification.
2. Electronics training to include:
EET 1015C DC Circuits
CET 1114C Digital Techniques
MTB 1325 Engineering Tech. Mathematics I

- EET 1025C AC circuits
- EET 1141C Linear Techniques I
- MBT 1326 Engineering Tech. Mathematics II
- CET 1123C Microprocessors I
3. Previous Industry experience: To be evaluated by the Aviation Maintenance Program Manager.

NOTE: Total clock hours awarded for either of the three entry points is 1400 clock hours toward the total requirements of the 2120 clock hour PSAV certificate in Avionics.

Block I		
AVS0090C	Avionics Fundamentals	180
AVS0091C	Avionics Installer	180
Total Clock Hours		360

Block II		
AVS0092C	Avionics Communication Systems	180
AVS0093C	Navigation/Support Systems Items	180
Total Clock Hours		360
Program Clock Hours		720

Professional Pilot Technology Associate in Science Major Code 2107

Program Description

The Professional Pilot program, offered at Judson A. Samuels South Campus, provides the flight and ground school requirement 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 certified as an FAA Air Agency under Federal Aviation Regulations Part 141. BCC's Aviation Institute works 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 hire pilots with college degrees. BCC's Professional Pilot degree is highly regarded in the industry. Students who wish to obtain a bachelor's degree can transfer BCC's credits to a four-year institution.

First Year Term I

ATT 1100	Aeronautical Science	3
ASC 1100	Navigational Science	3
*ATF 1100	Primary Flight	3
ASC 1010	History of Aviation	3
*ENC 1101	Composition I	3
Total Term Semester Hours		15

First Year Term II

*ASC 1210	Meteorology	3
*ASC 2110	Navigational Science II	3
*ATT 2120	Instrument Flight Theory	3
*ATF 2200	Commercial Flight I	3
*ATF 2600	Flight Simulator Training	1
Total Term Semester Hours		13

First Year Term III

Elective	Humanities/Fine Arts	3
Elective	Social/Behavior Sciences or	
+ECO 2013	Principles of Economics	3
Total Term Semester Hours		6

Second Year Term I

*ASC 1610	Aircraft Engines, Structures, and Systems	3
*ATF 2210	Commercial Flight II	3
*ATT 2110	Commercial Flight Theory	3
*MAC 1105	College Algebra or	
(1)*MAC 2233	Business Calculus	3
**CGS 1060C	Computer and Internet Literacy or Aviation Elective	3
Total Term Semester Hours		15

Second Year Term II

*ATF 2300	Commercial Flight III	3
(2)Elective	Aviation	2
*ASC 2870	Aviation Safety	3
(3)*PHY 1001	Applied Physics	3
(3)*PHY 1001L	Applied Physics Lab	1
SPC 1024	Introduction to Speech	3

Total Term Semester Hours

15

Total Program Semester Hours

64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

**Students who successfully complete the Basic Student Technology literacy Test may select from: AVM 1440 Airport/Airline Security, ASC 2410 Airport Management, ASC 1550 Aerodynamics, AVM 2450 Airport Planning and Design, ASC 2320 Aviation Law and Regulations, AVM 2510 Airline Management, or AVM 2301 General Aviation Marketing and Management to complete the degree requirement. +ECO 2013 and MAC 2233 are recommended for students transferring to Florida Atlantic University (FAU), Bachelor of Business Administration, major in Management (BBA). Students desiring to transfer to the BBA program may complete the following courses at BCC: ENC 1102, Composition II; STA 2023, Introduction to Statistics, ACG 2001, Accounting I; ACG 2011, Accounting II, and ECO, Economics II.

(1)MAT 1033, Intermediate Algebra, may be substituted if the student does not plan to transfer to an upper level college or university.

(2)Students may select ATF 2500, Flight Instructor Training; or ATF 2400, Multi-Engine, with ATF 2630, Multi-Engine Simulator or ATF 2660, Turboprop Simulator. For other options contact the Aviation Department Head.

(3)PHY 2053, General Physics I and PHY 2053L, General Physics I Lab may be substituted by students with the appropriate math pre-requisites. Some universities require General Physics.

Credit for Experiential Learning: Students who possess an FAA certificate or rating obtained before enrolling in the Professional Pilot program should contact the flight training manager to request credit for certain courses.

It is strongly recommended that students see an academic advisor or counselor every term.

FAA Airframe and Power Plant Mechanic Vocational Certificate Major Code 5272

Program Description

The Federal Aviation Administration Mechanic Certificate program is designed to prepare students for immediate employment in commercial or general aviation maintenance. The program has two options. One option is for students desiring to work on airframes, and the other option is for students desiring to work on power plants. The completion of either option leads to the Federal Aviation Administration Mechanic Certificate in either an airframe and/or a Power Plant FAA license. The program of study complies with FAR Part 147 and the program is FAA certified.

Students desiring an Associate in Applied Science Degree may convert these courses into college credit and continue to take general education courses. In addition, these courses will also meet the needs of those students who already have a two or four-year degree and are seeking new employability skills. These courses are offered in 400 hour blocks and require an interview with the Aviation Admissions Coordinator or the Aviation Maintenance Program Manager prior to enrollment.

Aircraft Airframe Mechanics Vocational Certificate Major Code 5272

BLOCK 1

AMT 0070	Applied Mathematics	21.00
AMT 0090	Basic Physics	26.25
AMT 0010	Aircraft Drawings	21.00
AMT 0050	Ground Operations and Servicing	31.50
AMT 0040	Materials and Processes	84.00
AMT 0030	Fluid Lines and Fittings	26.25
AMT 0081	FARs, Forms, Privilege	42.00
AMT 0020	Weight and Balance	27.25
AMT 0060	Corrosion Control	26.25
AMT 0001	Basic Electricity	94.50
Total Clock Hours		400

BLOCK 2

AMT 0130	Sheet Metal and Non- Metallic	157
AMT 0110	Wood Structures	11
AMT 0115	Aircraft Covering	12
AMT 0120	Aircraft Finishes	30

AMT 0140	Welding	40
AMT 0155	Assembly and Rigging	65
AMT 0200	Landing Gear Systems	85
Total Clock Hours		400

BLOCK 3

AMT 0160	Airframe Inspection	20
AMT 0210	Hydraulic Pneumatics Systems	75
AMT 0220	Cabin Atmosphere Control Systems	50
AMT 0230	Aircraft Instrument Systems	25
AMT 0240	Comm/Nav. Systems	30
AMT 0250	Aircraft Fuel Systems	40
AMT 0260	Aircraft Electrical Systems	100
AMT 0270	Position and Warning	30
AMT 0285	Ice, Rain and Fire Protection	30
Total Clock Hours		400
Total Program Clock Hour		1,200

Aircraft Power Plant Mechanics Vocational Certificate Major Code 5273

BLOCK 1

AMT 0070	Applied Mathematics	21.00
AMT 0090	Basic Physics	26.25
AMT 0010	Aircraft Drawings	21.00
AMT 0050	Ground Operations and Servicing	31.50
AMT 0040	Materials and Processes	84.00
AMT 0030	Fluid Lines and Fittings	26.25
AMT 0081	FARs, Forms, Privileges	42.00
AMT 0020	Weight and Balance	27.25
AMT 0060	Corrosion Control	26.25
AMT 0001	Basic Electricity	94.50
Total Clock Hours		400

BLOCK 2

AMT 0300	Reciprocating Engines	191
AMT 0310	Turbine Engines	110
AMT 0400	Engine Instrument Sys.	25

AMT 0420	Engine Electrical and APUs	59
AMT 0320	Engine Inspection	15
Total Clock Hours		400

BLOCK 3

AMT 0460	Induction Systems	25
AMT 0450	Engine Fuel Systems	25
AMT 0451	Fuel Metering Systems	60
AMT 0440	Ignition Systems	85
AMT 0435	Lubrication Systems	70
AMT 0475	Engine Cooling and Exhaust Systems	30
AMT 0410	Engine Fire Protection	15
AMT 0490	Propellers and Unducted Fans	90
Total Clock Hour		400
Total Program Clock Hours		1,200

Program Description

The Aviation Maintenance Management Program leads to the Associate in Applied Science degree and the Federal Aviation Administration Airframe and Power Plant 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.

Students seeking an Associate in Applied Science degree in Aviation Maintenance Management must complete the general requirements for both the Airframe Mechanics and Power Plant Mechanics diplomas or possess a valid FAA A&P certificate, as well as 23 hours of additional required college credits.

First Year Term I (General)

*AMT 1001	Basic Electricity	2
*AMT 1010	Aircraft Drawings	1
*AMT 1020	Weight & Balance	1
*AMT 1030	Fluid Lines & Fittings	1
*AMT 1040	Material Processes	2
*AMT 1050	Ground Operations and Servicing	1
*AMT 1060	Cleaning and Corrosion Control	1
*AMT 1070	Applied Mathematics	1
*AMT 1081	FAR's, Forms and Privileges.	1
*AMT 1090	Basic Physics	1

Total Term Semester Hours 12

First Year Term II (Airframe I)

*AMT 1110	Aircraft Wood Structures	1
*AMT 1115	Aircraft Covering	1
*AMT 1120	Aircraft Finishes	1
*AMT 1130	Sheet Metal Structures	4
*AMT 1140	Aircraft Welding	1
*AMT 1155	Assembly and Rigging	2
*AMT 1200	Landing Gear Systems	2

Total Term Semester Hours 12

Term III (Airframe II)

*AMT 1160	Airframe Inspection	1
*AMT 1210	Hydraulic and Pneumatic System	2
*AMT 1220	Cabin Atmosphere Control Systems	1
*AMT 1230	Aircraft Instrument Systems	1
*AMT 1240	Communications and Navigation Systems	1
*AMT 1250	Aircraft Fuel Systems	1
*AMT 1260	Aircraft Electrical Systems	3
*AMT 1270	Position and Warning Systems	1
*AMT 1285	Ice/Rain/Fire Protection	1

Total Term Semester Hours 12

Second Year Term I (Power Plant I)

*AMT 2300	Reciprocating Engines	6
*AMT 2310	Turbine Engines	2
*AMT 2320	Engine Inspection	1
*AMT 2400	Engine Instrument Systems	1
*AMT 2420	Engine Electrical Systems	2

Total Term Semester Hours 12

Term II (Power Plant II)

*AMT 2410	Engine Fire Protection Systems	1
*AMT 2435	Lubrication Systems	2
*AMT 2440	Ignition Systems	2
*AMT 2450	Engine Fuel Systems	1
*AMT 2451	Fuel Metering Systems	2
*AMT 2460	Induction Systems	1
*AMT 2475	Engine Cooling and Exhaust Systems	1
*AMT 2490	Propellers and Unducted Fans	2

Total Term Semester Hours 12

Total Airframe & Power Plant Credits 60

The following additional academic courses are required for students desiring the Associate in Applied Science degree in Aviation Maintenance Management:

*ENC 1101	English Composition	3
ATT 1100	Aeronautical Science or	
ASC 1010	History of Aviation	3
MNA 2345	Principles of Supervision	3
SPC 1024	Introduction to Speech	3
Elective	Humanities/Fine Arts	3
Elective	Social/Behavioral Sciences	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
HSC 1101C	Healthful Living	1

Total Semester Credits 22

****Total Program Semester Hours 82**

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

**Successful completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree.

It is strongly recommended that students see an academic advisor or counselor every term.

Note: Students may enter the program during any term but must register for the AMT certificate courses as a block during a particular term. Enrollment for individual AMT courses will be permitted with special permission from the Program Manager.

BIOMEDICAL ENGINEERING TECHNOLOGY
Associate in Applied Science Major Code A006
Advanced Technical Certificate Major Code 4268

Biomedical Engineering Technology Associate Applied Science Degree Major Code A006

Program Description

The Associate in Applied Science degree in Biomedical Engineering Technology program, offered at North Campus, prepares students to become medical equipment technicians. Biomedical Engineering technicians are professionals responsible for installing, calibrating, maintaining and repairing biomedical equipment. Graduates also work in sales and supervision within the biomedical engineering field.

First Year Term I

*EET 1015C	DC Circuits	5
CET 1114C	Digital Techniques	5
*MTB 1325	Engineering Tech Mathematics I	4
Total Term Semester Hours		14

First Year Term II

*EET 1025C	AC Circuits	5
*EET 1141C	Linear Techniques I	5
*MTB 1326	Engineering Tech Mathematics II	4
Total Term Semester Hours		14

First Year Term III, Session II

*CET 1317C	Technical Computer Applications	3
*CET1123C	Microprocessors I	4
Total Term Semester Hours		7

Second Year Term I

SPC 1024	Intro to Speech Communication or	
SPC 1600	Public Speaking	3
*EET 2142C	Linear Techniques II	4
*HSC 1531	Medical Terminology or	
*MEA 1233	Anatomy and Physiology	3
*ENC 1101	Composition I	3
Total Term Semester Hours		13

Second Year Term II

*EST 2436C	Biomedical Instrumentation	3
Elective	Social/Behavioral Science	3
*EST 2940	Biomedical Engineering	
	Technology Internship	4
Elective	Humanities/Fine Arts	3

Total Term Semester Hours 13
Total Program Semester Hours 61

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

** Success completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

This program of study applies to students who enroll in Broward Community College for the first time during the 2005-06 academic year. Other students should refer to their applicable catalog.

It is strongly recommended that students see an academic advisor or counselor every term

Biomedical Engineering Technology Advanced Technical Certificate Major Code 4268

Program Description

The Biomedical Engineering Technology Advanced Technical Certificate courses are offered to Associate in Applied Science Degree graduates of the Biomedical Engineering Technology Program. The Advanced Certificate will be awarded upon completion of the following 20 credit hours:

*EST 2438C	Adv. Biomedical Instrumentation	3	*CET 2131C	Microprocessors II	4
CGS 2263	Local Area Networking	3	*EET 2326C	Electronic Communications	4
CDA 1403C	PC Support-Operating Systems	3	Total Semester Hours		20
*CDA 1302C	PC Support-Hardware	3			

BUILDING CONSTRUCTION TECHNOLOGY

Associate in Science Major Code 2184

Program Description

The Building Construction Technology Program, offered at the Downtown Higher Education Complex (Willis Holcombe Center), prepares students for employment in the construction industry as assistant building inspectors, estimators, plan examiners, schedulers and project managers. The courses emphasize fundamentals and techniques of building construction.

First Year Term I

CGS 1060C	Computer and Internet Literacy	3
*ENC 1101	Composition I	3
*MAC 1105	College Algebra	3
ARC 1056C	Digital Media	2
BCN 1272	Building Construction Plans Interpretation	2
BCT 1767	OHSA Standards	1
Total Term Semester Hours		14

First Year Term II

*BCN 1252C	Building Construction Drawing I	4
ARC 2461	Materials and Methods Construction	4
FFP 1510	Codes and Standards	3
BCT 2114	MEP Plans Interpretation	2
BCT 1600	Construction Estimating I	2
Total Term Semester Hours		15

First Year Term III, Session II

Elective	Social/Behavioral Science	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		6

Second Year Term I

BCT 2760	Building Codes and Regulations	3
*BCN 2256C	Building Construction Drawing II	4
BCN 2561	Mechanical and Electrical Systems	3
BCN 2614C	Construction Estimating II	3
BCN 1706	Construction Documents	2
Total Term Semester Hours		15

Second Year Term II

BCT 2787C	MEP Drawing	3
SPC1600	Public Speaking or	
SPC 1024	Introduction to Speech Communications	3
BCT 1743	Construction Law	2
GRA 2403	Project Management	3
BCT 2941L	Building Construction Field Experience	1
BCT 2705	Infrastructure Coordination	2
Total Term Semester Hours		14
Total Program Semester Hours		64

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

It is strongly recommended that students see an academic advisor or counselor every term.

BUSINESS ADMINISTRATION**Business Administration Associate in Applied Science Major Code A032****International Business Management Specialization Associate in Applied Science Major Code A007****Business Administration Associate in Science Major Code 2119****BUSINESS MANAGEMENT CERTIFICATES****Business Management Technical Certificate Major Code 62671****Customer Service Specialization Technical Certificate Major Code 62672****Sports Management Specialization Technical Certificate Major Code 62673****Business Specialist Technical Certificate Major Code 6288****Business Administration Associate in Applied Science Major Code A032****Program Description**

The Associate in Applied Science degree in Business Administration, offered at all BCC locations, is designed for students seeking immediate employment in business and for those presently employed in a business career that desire advancement. This program develops students in a broad range of business functions and is designed for those students seeking careers or advancement in the areas of supervisory or middle management.

First Year Term I

BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
MAR 1011	Principles of Marketing	3
Total Term Semester Hours		12

First Year Term II

ACG 2001	Principles of Accounting I	3
CGS 1060C	Computer and Internet Literacy	3
OST 2335	Communications in the Workforce	3
MNA 2345	Principles of Supervision	3
Total Term Semester Hours		12

First Year Term III

*ACG 2011	Principles of Accounting II	3
*ENC 1101	Composition I	3
Total Term Semester Hours		6

Second Year Term I

ECO 2013	Principles of Economics I	3
MAN 2021	Introduction to Management	3
*ACG 2071	Managerial Accounting	3
FIN 1100	Personal Finance	3
GEB 2430	Business Ethics	1

Total Term Semester Hours 13**Second Year Term II**

*Elective	Mathematics or Science	3
*BUL 2242	Business Law II	3
Elective	Humanities/Fine Arts	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Introduction to Public Speaking	3
GEB 2949	Co-op Work Experience/Internship or	
*Elective	Business	3

Total Term Semester Hours 15**Second Year Term III**

*ECO 2023	Principles of Economics II	3
#Elective	Business	3

Total Term Semester Hours 6**Total Program Semester Hours 64**

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#Business Electives are satisfied by the following courses: GEB 2112, MAR 2141, MKA 1021, MNA 1161, MAN 2604, TAX 2000, TAX 2010, REE 1040, or MNA 1134.

International Business Management Associate in Applied Science Major Code A007**Program Description**

The Associate in Applied Science degree 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.

First Year Term I

ECO 2013	Principles of Economics I	3
GEB 1011	Introduction to Business	3
MAR 2141	International Marketing	3
MTB 1103	Business Mathematics	3
Total Term Semester Hours		12

First Year Term II

ACG 2001	Principles of Accounting I	3
#MAN 2604	International Business Environment	3
+Elective	Business	3
+Elective	Business or	
Co-op Work Experience		3
Total Term Semester Hours		12

First Year Term III

*ENC 1101	Composition I	3
CGS 1060C	Computer and Internet Literacy	3
Total Term Semester Hours		6

Second Year Term I

BUL 2241	Business Law I	3
*ECO 2023	Principles of Economics II	3
FIN 1100	Personal Finance	3
GEA 2000	World Geography	3
Total Term Semester Hours		12

Second Year Term II

#FIN 2600	Finance of International Trade	3
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GE2 2955	International Current Business Practices	3
MAN 2021	Introduction to Management	3
SPC 1600	Introduction to Public Speaking	3
Foreign Language		4
Total Term Semester Hours		16

Second Year Term III

Elective	Humanities/Fine Arts	3
*MTB 1310	Applied Mathematics	3
Total Term Semester Hours		6
Total Program Semester Hours		64

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

+Business Electives are satisfied by taking one (1) of the following courses: ACG 2011, BUL 2242, MAR 1011, MKA 1021 or MKA 1511.

#Bi-yearly, North Campus only

Language level is determined by a placement test. Students may satisfy the 4 credit foreign language requirements by demonstrating proficiency through an examination. Contact the Department of Non-Traditional Programs.

It is strongly recommended that students see an academic advisor or counselor every term.

Business Administration Associate in Science Degree Major Code 2119

Program Description

The Associate in Science degree in Business Administration, offered at A. Hugh Adams Central, North, and Judson A. Samuels South Campuses, trains individuals to assume management or supervisory positions in business, industry, and government. It provides basic skills in a broad range of business functions including accounting computer usage, management, and marketing. Successful completion of this program earns the student entry into any university in the State University System as part of the AS to BS program.

General Education

#ECO 2013	Principles of Economics I	3
*ECO 2023	Principles of Economics II	3
*ENC 1101	Composition I	3
*ENC 1102	Composition II	3
	Humanities/Fine Arts Elective	3
*MAC 1105	College Algebra	3
*#MAC 2233	Business Calculus	3
SPC 1600	Introduction to Public Speaking	3
Total Semester Hours		24

Program Pre-requisites

ACG 2001	Principles of Accounting I	3
*ACG 2011	Principles of Accounting II	3
*ACG 2071	Managerial Accounting	3
CGS 1060C	Computer and Internet Literacy	3
*QMB 2100	Quantitative Mth. of Business	3
Pre-requisite Semester Hours		15

Professional Core:

BUL 2241	Business Law I	3
CGS 1510	Electronic Spreadsheet	3
ECO 2220	Money and Banking	3
FIN 1100	Personal Finance	3
MAN 2021	Introduction to Management	3

MAR 1011	Principles of Marketing	3
OST 1795	Telecommunications	1
OST 2335	Communications in the Workforce	3
PHI 2600	Introduction to Ethics	3
Total Professional Core Semester Hours		25
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#Course counts as a General Education and as a Program pre-requisite.

Transfer AS to BS:

BS General Business – UCF, USF	
BS Business Administration and Management – FAMU, FAU, FGCU, FIU, FSU, UF, UNF, UWF	
General Education	12 Semester Credit Hours
Courses Required to	
Complete Degree	56 Semester Credit Hours
Total University	68 Semester Hours

NOTE: Some courses may require a "C" or higher to transfer to some universities.

Business Management Technical Certificate Major Code 62671

Program Description

The Business Management Technical Certificate, offered at A. Hugh Adams Central, North, and Judson A. Samuels South Campuses, is a program designed to prepare students to become small business owners and managers. Upon successful completion of this program, the student can also proceed toward completion of an A.S. or A.A.S. Degree in either Business Administration or Marketing Management.

Term I

BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
MAR 1011	Principles of Marketing	3
Total Term Semester Hours		12

Term II

ACG 2001	Principles of Accounting I	3
CGS 1060C	Computer and Internet Literacy	3
OST 2335	Communications in the Workforce or	3
MNA 1134	Contact Center Operations	3
MNA 2345	Principles of Supervision	3
Total Term Semester Hours		12

Total Certificate Semester Hours **24**

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

Business Management Technical Certificate Customer Service Specialization Major Code 62672

Program Description

The Customer Service Technical Certificate, offered at A. Hugh Adams Central, North, and Judson A. Samuels South Campuses, is designed to prepare students for immediate employment or advancement in customer service. The courses include materials that teach theory, develop skills and address practical applications for such employment. This certificate is designed to allow the student to participate in numerous activities that lead to strong employable skills. The courses in the certificate can also be applied toward an Associate in Science degree in Business Administration.

Term I

MNA 1161	Introduction to Customer Service	3
MTB 1103	Business Mathematics	3
CGS 1060C	Computer and Internet Literacy	3
OST 2335	Communications in the Workforce or	
MNA 1134	Contact Center Operations	3
Total Term Semester Hours		12

Term II

GEB 1011	Introduction to Business or	
GEB 2949	Co-op-Specialization Customer	
	Service	3
ACG 2001	Principles of Accounting I	3
BUL 2241	Business Law I	3
MNA 2345	Principles of Supervision	3
Total Term Semester Hours		12

Total Certificate Semester Hours **24**

Business Management Technical Certificate Sports Management Specialization Major Code 62673

Program Description

The Sports Management Technical Certificate Program, offered at A. Hugh Adams Central Campus, is designed for students seeking employment or advancement in careers in recreation. Potential employers include city, state, and national parks and recreation centers; hospitals and rehabilitation centers; retirement centers; fitness centers; youth organizations; tourism industry (hotels, cruise ships, adventure tours, etc.). Upon successful completion of this program, the student can also proceed toward completion of A.S. degree in Recreation Technology.

Certificate Requirements

MNA 2345	Principles of Supervision	3
LEI 1000	Introduction to Recreation	3
HSC 2400	First Aid	3
PET 1303	Foundations of Exercise Science	3

HFT 2600	Hospitality Law	3
LEI 1700	Recreation for Special Groups	3
LEI 2401	Recreation Management	3
HLP 1081	Health Fitness	2
	Activity Course Elective	1
Total Certificate Semester Hours		24

Business Specialist Technical Certificate Major Code 6288
Program Description

The purpose of these certificate programs is to prepare students for specialist or supervisory positions in a variety of business environments, or to provide supplemental training for persons previously or currently employed in management and supervisory occupations. Upon successful completion of this program, the student can proceed toward completion of an advanced certificate or an A.S. or A.A.S. degree. The content of instruction includes the areas of planning, organizing, directing, and controlling of a business, with the emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

Business Specialist Technical Certificate Major Code 6288
Option 1 International Business Option

The purpose of this certificate is to prepare students for employment in specialist or supervisory occupations in such areas as: documentation/billing, international trade, traffic/transportation/warehousing, or other mid-management or specialist positions in the international business field.

ACG2001	Principles of Accounting I	3
CGS1060C	Computer and Internet Literacy	3
MAN2604	International Business Environment	3
MTB1103	Business Math	3
Total Certificate Semester Hours		12

Business Specialist Technical Certificate Major Code 6288
Option 2: Small Business Management Option

The purpose of this certificate is to prepare students for employment in specialist or supervisory occupations in such areas as: customer service, employee relations, merchandising, production, distribution, or other management positions.

ACG2001	Principles of Accounting I	3
GEB1011	Introduction to Business	3
MNA2345	Principles of Supervision	3
OST2335	Communications in the Workplace	3
Total Certificate Semester Hours		12

CIVIL ENGINEERING TECHNOLOGY
Associate in Science Major Code 2109

Program Description

The increasing availability of computers has created a high 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, and drafting) or as field inspectors for all the structural and civil engineering applications.

This program, offered at the Downtown Higher Education Complex (Willis Holcombe Center), 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 Term I

*ENC 1101	Composition I	3
CGS 1060C	Computer and Internet Literacy	3
*ETC 1250C	Materials and Processes	3
*MAC 1105	College Algebra	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		15

First Year Term II

BCN 1252C	Building Construction Drawing I	4
*MAC 1114	Trigonometry	3
ETD 1320	Basic CAD	3
*PHY 1001	Applied Physics	3
*PHY 1001L	Applied Physics Lab	1
Total Term Semester Hours		14

First Year Term III, Session II

SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
*SUR 2001	Surveying	1
*SUR 2001L	Surveying Lab	2
Total Term Semester Hours		6

Second Year Term I

*BCN 2256C	Building Construction Drawing II	4
*SUR 2140C	Route Surveying	3
*ENC 2210	Technical Report Writing	3
BCT 1600	Building Construction Estimating	2
BCT 2941L	Field Experience	1
Total Term Semester Hours		13

Second Year Term II

*BCN 2614C	Planning and Estimating	3
Elective	Humanities/Fine Arts	3
ARC 2580	Structures	4
BCT 2705	Infrastructure Coordination	2
EVS 2005	Water/Waste Water	3
Total Term Semester Hours		15
Total Program Semester Hours		63

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

Courses should be taken in the sequence and term suggested unless approved by the Department Head.

It is strongly recommended that students see an academic advisor or counselor every term.

COMPUTER ENGINEERING TECHNOLOGY

Computer Engineering Technician Associate in Applied Science Major Code A035

Program Description

The Associate in Applied Science degree in Computer Engineering Technology, offered at the North Campus, prepares students for employment in the fields of computer design and development, data acquisition, microcomputer systems analysis, programming and data communications. These courses may transfer to upper level BET and BSET programs. This program transfers directly to Nova Southeastern University. Students should consult the colleges to which they wish to transfer.

First Year Term I

*EET 1015C	DC Circuits	5
CET 1114C	Digital Techniques	5
*MTB 1325	Engineering Tech. Mathematics I	4
Total Term Semester Hours		14

First Year Term II

*EET 1025C	AC Circuits	5
*EET 1141C	Linear Techniques I	5
CDA 1403C	PC Support-OP System (Session 2)	3
*CDA 1302C	PC Support Hardware (Session 4)	3
Total Term Semester Hours		16

First Year Term III

*CET 1123C	Microprocessors I	4
*CET 1317C	Technical Computer Applications	3
CGS 2263	Local Area Networking	3
Total Term Semester Hours		10

Second Year Term I

*ENC 1101	Composition I	3
*CET 2131C	Microprocessors II	4
CET 2489C	Networking Technology	2
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		15

Second Year Term II

*EET 2355C	Data Communications	3
Elective	Humanities/Fine Arts	3
*CET 2494C	Advanced Networking	3
CTS 2312C	Security	4
Total Term Semester Hours		13
Total Program Semester Hours		68

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

** Success completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

This program of study applies to students who enroll in Broward Community College for the first time during the 2005-06 academic year. Other students should refer to their applicable catalog.

It is strongly recommended that students see an academic advisor or counselor every term

COMPUTER INFORMATION ADMINISTRATOR

Computer Systems Specialist Associate in Applied Science Major Code A010

Computer Systems Specialist Associate in Science Major Code 21491

Computer Information Technology Tech Support Specialist Associate in Science Option
Major Code 21493Information Technology Tech Support Specialist Associate in Applied Science Option
Major Code A0101Information Technology Support Specialist Technical Certificate Help Desk Specialist Option
Major Code 62822Information Technology Support Specialist Technical Certificate Microsoft Office Specialist (MOS) Option
Major Code 62823Information Technology Support Specialist Certificate Sun Certified Solaris (UNIX)
System Administrator Option Major Code 62824Information Technology Analysis Linux System Administrator Option Technical Certificate
Major Code 6284**Computer Systems Specialist Associate in Applied Science Major Code A010****Program Description**

The Computer Systems Specialist Associate in Applied Science Degree, offered at A. Hugh Adams Central Campus and North Campus, is designed to prepare for the growing business market of microcomputer applications, Internet, security, programming, networking, and troubleshooting.

First Year Term I**

*ENC 1101	Composition I	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
CGS 1060C	Computer and Internet Literacy or	3
CS Elective	Computer Science Elective ⁽²⁾	
CGS 1557C	Internet Site Design	3
⁽¹⁾ Elective	Business Elective	3
Total Term Semester Hours		15

First Year Term II

CDA 1403 C	PC Support-OP. Sys (session 2)	3
*CDA 1302C	PC Support-Hardware (session 4)	3
*COP 1334C	Introduction to C++ Programming	3
ENC 2210	Professional and Technical Writing	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		15

First Year Term III

CGS 1510	Electronic Spreadsheet or	
CTS 1280C	Microsoft Specialist: Advanced	
	Excel	3
CGS 2263	Local Area Networking	3
Total Term Semester Hours		6

Second Year Term I

*CET 2489C	Networking Technology	2
CGS 1540C	Database Management or	
CTS 1431C	Microsoft Specialist: Advanced	
	Access	3
*COP 2171C	Visual Basic Programming	3

SPC 1024	Intro to Speech Communication or	
SPC 1600	Public Speaking	3
Elective	Elective Social/Behavioral Science	3
Total Term Semester Hours		14

Second Year Term II

*CET 2494C	Advanced Networking	3
*COP 1341	Unix Operating System	3
CTS 2312C	Security	4
EET 2355C	Data Communications	3
Total Term Semester Hours		13
Total Program Semester Hours		63

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

⁽¹⁾Business Elective: Any course with ACG, BUL, GEB, MAN, or MAR.

⁽²⁾ Computer Science Elective: Any course with a CDA, CEN, CET, CGS, CIS, COP, or CTS prefix

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

This program of study applies to students who enroll in Broward Community College for the first time during the 2004-05 academic year. Other students should refer to their applicable catalog.

It is strongly recommended that students see an academic advisor or counselor each term.

Computer Systems Specialist Associate in Science Major Code 21491

Students seeking an Associate in Science degree shall substitute MTB 1310 requirement in the Associate in Applied Science degree with MAC 1105, College Algebra or higher-level Mathematics.

COMPUTER INFORMATION TECHNOLOGY
Associate in Science Tech Support Specialist Option Major Code 21493

General Education Requirements: 15 credits

ENC 1101	Composition	3
MAC 1105	College Algebra*	3
SPC 1024	Introduction to Speech Communications or	
SPC 1600	Public Speaking	3
Hum / FA	Humanities / Fine Arts Elective	3
Soc / Beh	Social / Behavioral Science Elective	3

Tech Support Specialist Core Courses: 30 credits

CDA 1403C	PC Support & Service – Operating Systems (Session 2)	3
CDA 1302C	PC Support & Service -- Hardware ¹ (Session 4)	3
CEN 1509C	Network+	4
CEN 1300C	Implementing Microsoft Windows Professional ²	4
CTS 1860C	I-Net+	4
CGS 2810C	Help Desk ³	4
CS Elective	Computer Science Elective**	4
CS Elective	Computer Science Elective**	4

Tech Support Specialist Areas of Specialization**(Choose one): 18 credits****(4) Microsoft Office Specialist**

CGS 1060C	Computer and Internet Literacy or	
CS Elective	Computer Science Elective	3
CTS 1240C	Microsoft Specialist: Advanced Word ⁴	3
CTS 1280C	Microsoft Specialist: Advanced Excel ⁴	3
CTS 1570C	Microsoft Specialist: Advanced Powerpoint ⁴	3
CTS 1760C	Microsoft Specialist: Advanced Outlook ⁴	1
CTS 1431C	Microsoft Specialist: Advanced Access ⁴	3
CTS 2750C	Supporting Microsoft Office ⁵	2

(5) Linux System Administrator

CTS 1111C	Linux+ ⁶	4
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CTS 1173C	Linux Installation and Configuration ⁷	3
CTS 1321C	Linux Administration ⁸	4
CTS 1301C	Linux Networking ⁹	4
CTS 1311C	Linux Security ¹⁰	3

(6) Sun Solaris (UNIX System Administrator)

COP 1334C	Introduction to C++ ¹¹	3
COP 1341	Unix ¹²	3
CTS 1112C	Sun: Solaris System Administration I ¹³	4
CTS 1344C	Sun: Advanced Shell Scripting ¹⁴	4
CTS 1113C	Sun: Solaris System Administration II ¹⁴	4

Total Credits 63

**Any course with a CDA, CEN, CET, CIS, CTS or COP prefix

*Students pursuing an A.A.S. degree may substitute MTB1310 – Applied Mathematics or MAT1033 – Intermediate Algebra

¹ Prerequisite – CDA 1403C (with a grade of C or higher)² Prerequisite – CDA 1403C (with a grade of C or higher); Co-Requisite – CDA 1302C³ Prerequisites – CDA 1403C and CDA 1302C and CEN 1509C (each with a grade of C or higher)⁴ Prerequisite – CGS1060C or placement⁵ Prerequisites – CTS 1240C and CTS 1280C and CTS 1570C and CTS 1431C (each with a grade of C or higher)⁶ Prerequisite – CDA 1403C and CDA 1302C (each with a grade of C or higher)⁷ Prerequisite – CTS1111C (with a grade of C or higher)⁸ Prerequisite – CTS 1173 (with a grade of C or higher)⁹ Prerequisite – CTS 1321 (with a grade of C or higher)¹⁰ Prerequisite – CTS1301C (with a grade of C or higher)¹¹ Prerequisite – MAT1033 or MTB1310¹² Prerequisite – COP1334C¹³ Prerequisite – COP1341 (with a grade of C or higher)¹⁴ Prerequisite – CTS1112C (with a grade of C or higher)

COMPUTER INFORMATION TECHNOLOGY
Associate in Applied Science Tech Support Specialist Option Major Code A0101

General Education Requirements:		15 credits	2) Linux System Administrator		
ENC 1101	Composition	3	CTS 1111C	Linux+ ⁶	4
MAT 1033	Intermediate Algebra or		CTS 1173C	Linux Installation and Configuration ⁷	3
MTB 1310	Applied Mathematics	3			
SPC 1024	Introduction to Speech Communications or		CTS 1321C	Linux Administration ⁸	4
SPC 1600	Public Speaking	3	CTS 1301C	Linux Networking ⁹	4
Hum / FA	Humanities / Fine Arts Elective	3	CTS 1311C	Linux Security ¹⁰	3
Soc / Beh	Social / Behavioral Science Elective ³				
Tech Support Specialist Core Courses:		30 credits	3) Sun Solaris (UNIX System Administrator)		
CDA 1403C	PC Support & Service – Operating Systems (Session 2)	3	COP 1334C	Introduction to C++ ¹¹	3
CDA 1302C	PC Support & Service -- Hardware ¹ (Session 4)	3	COP 1341	Unix ¹²	3
CEN 1509C	Network+	4	CTS 1344C	Sun: Solaris System Administration I ¹³	4
CEN 1300C	Implementing Microsoft Windows Professional ²	4	CTS 1344C	Sun: Advanced Shell Scripting ¹⁴	4
CTS 1860C	I-Net+	4	CTS 1113C	Sun: Solaris System Administration II ¹⁴	4
CGS 2810C	Help Desk ³	4	Total Credits		63
CS Elective	Computer Science Elective**	4	**Any course with a CDA, CEN, CET, CIS, CTS or COP prefix		
CS Elective	Computer Science Elective**	4	¹ Prerequisite – CDA 1403C (with a grade of C or higher)		
Tech Support Specialist Areas of Specialization (Choose one):		18 credits	² Prerequisite – CDA 1403C (with a grade of C or higher); Co-Requirement – CDA 1302C		
1) Microsoft Office Specialist			³ Prerequisites – CDA 1403C and CDA 1302C and CEN 1509C (each with a grade of C or higher)		
CGS 1060C	Computer And Internet Literacy or	3	⁴ Prerequisite – CGS 1060C or placement		
CS Elective	Computer Science Elective **		⁵ Prerequisite – CTS 1240C and CTS 1280C and CTS 1570C and CTS 1431C (each with a grade of C or higher)		
CTS 1240	Microsoft Specialist: Advanced Word ⁴	3	⁶ Prerequisite – CDA 1403C and CDA 1302C (each with a grade of C or higher)		
CTS 1280C	Microsoft Specialist: Advanced Excel ⁴	3	⁷ Prerequisite – CTS 1111C (with a grade of C or higher)		
CTS 1570C	Microsoft Specialist: Advanced Powerpoint ⁴	3	⁸ Prerequisite – CTS 1173C (with a grade of C or higher)		
CTS 1760C	Microsoft Specialist: Advanced Outlook ⁴	1	⁹ Prerequisite – CTS 1321C (with a grade of C or higher)		
CTS 1431C	Microsoft Specialist: Advanced Access ⁴	3	¹⁰ Prerequisite – CTS 1301C (with a grade of C or higher)		
CTS 2750C	Supporting Microsoft Office ⁵	2	¹¹ Prerequisite – MAT 1033 or MTB1310		
			¹² Prerequisite – COP 1334C		
			¹³ Prerequisite – COP 1341 (with a grade of C or higher)		
			¹⁴ Prerequisites – CTS 1112C (with a grade of C or higher)		

INFORMATION TECHNOLOGY SUPPORT SPECIALIST Technical Certificate
Help Desk Specialist Option Major Code 62822

Term I		Term II	
CDA 1403C	PC Support & Service – Operating Systems (Session 2)	CEN 1300C	Implementing Microsoft Windows Professional ² or
CDA 1302C	PC Support & Service – Hardware ¹ (Session 4)	CTS 1111C	Linux+ ²
CEN 1509C	Network+	CGS 2810C	Help Desk ³ (Session 4)
Total Term Semester Hours 10		Total Term Semester Hours 8	
		Total Program Semester Hours 18	
		¹ Prerequisite – CDA 1403C (with a grade of C or higher)	
		² Prerequisite – CDA 1403C (with a grade of C or higher); Co-Requisite – CDA 1302C	
		³ Prerequisites – CDA 1403C and CDA 1302C and CEN 1509C (each with a grade of C or higher)	

INFORMATION TECHNOLOGY SUPPORT SPECIALIST TECHNICAL CERTIFICATE
Microsoft Office Specialist (MOS) Option Major Code 62823

<i>Term I</i>			<i>Term II</i>		
CGS 1060C	Computer and Internet Literacy or	3	CTS 1570C	Microsoft Specialist: Advanced Powerpoint ¹ (Session 2)	3
CS Elective	Computer Science Elective *		CTS 1760C	Microsoft Specialist: Advanced Outlook ¹ (Session 4)	1
CTS 1240C	Microsoft Specialist: Advanced Word ¹ (Session 4)	3	CTS 1431C	Microsoft Specialist: Advanced Access ¹ (Session 2)	3
CTS 1280C	Microsoft Specialist: Advanced Excel ¹ (Session 4)	3	CTS 2750C	Supporting Microsoft Office ² (Session 4)	2
Total Term Semester Hours		9	Total Term Semester Hours		9
			Total Program Semester Hours		18
 * Computer Science Elective: Any course with a CDA, CEN, CET, CGS, CIS, COP or CTS prefix. ¹ Prerequisite – CGS 1060C or placement ² Prerequisite – CTS 1240C and CTS 1280C and CTS 1570C and CTS 1431C (each with a grade of C or higher)					

INFORMATION TECHNOLOGY SUPPORT SPECIALIST CERTIFICATE
Sun Certified Solaris (UNIX) System Administrator Option Major Code 62824

Term I			Term III		
COP1334C	Introduction to C++ Programming ¹ (Session 2)	3	CTS 1113C	Sun: Solaris System Administration II ⁴	4
COP1341	UNIX ² (Session 4)	3	Total Term semester Hours		4
Total Term Semester Hours		6	Total Program Semester Hours		18
Term II			¹ Prerequisite – MAT 1033 or MTB 1013 ² Prerequisite – COP 1334C ³ Prerequisite – COP 1341 (with a grade of C or higher) ⁴ Prerequisite – CTS1112C (with a grade of C or higher)		
CTS 1112C	Sun: Solaris System Administration I ³ (Session 2)	4			
CTS 1244C	Sun: Advanced Shell Scripting ⁴ (Session 4)	4			
Total Term Semester Hours		8			

INFORMATION TECHNOLOGY
Linux System Administrator Option Technical Certificate Major Code 6284

Term I			*Any course with a CDA, CEN, CET, CIS, or COP prefix		
CDA 1403C	PC Support & Service – Operating Systems (Session 2)	3	1	Prerequisite – CDA 1403C (with a grade of C or higher)	
CDA 1302C	PC Support & Service – Hardware ¹ (Session 4)	3	2	Prerequisite – CDA 1403C (with a grade of C or higher); Co-Requisite – CDA 1302C	
CTS 1111C	Linux+ ² (Session 4)	4	3	Prerequisite – CTS 1111C (with a grade of C or higher)	
Total Term Semester Hours		10	4	Prerequisite – CTS 1173C (with a grade of C or higher)	
Term II			5	Prerequisite – CTS 1321C (with a grade of C or higher)	
CTS 1173C	Linux Installation and Configuration ³ (Session 2)	3	6	Prerequisite – CTS 1301C (with a grade of C or higher)	
CTS 1321C	Linux System Administration ⁴ (Session 4)	4			
CS Elective	Computer Science Elective*	3			
Total Term Semester Hours		10			
Term III					
CTS 1301C	Linux Networking ⁵ (Session 2)	4			
CTS 1311C	Linux Security ⁶ (Session 4)	3			
Total Term Semester Hours		7			
Total Program Semester Hours		27			

COMPUTER PROGRAMMING AND ANALYSIS
Applications Programmer Associate in Science Major Code 2195
 Computer Programmer Sun Java Specialist Technical Certificate Major Code 62388
Software Development Associate in Science Major Code 21133

Application Programmer Associate in Science Major Code 2195

Program Description

The Associate in Science Degree in Application Programmer, offered at the North and A. Hugh Adams Central Campuses, is designed to prepare students for the dynamic world of applications programming and development, while also permitting the student to tailor the degree to their educational goals. Areas of choice include a wide variety of topic areas such as business and engineering programming, hardware and software support, computer applications, computer aided design, computer networking, database management, accounting, business, management, marketing, mathematics, physics, and statistics.

First Year Term I

*ENC 1101	Composition I	3
*MAC 1105	College Algebra	3
CGS 1060C	Computer and Internet Literacy or	
CS Elective	Computer Science Elective ⁽²⁾	3
⁽³⁾ Elective	Field Elective	3
*COP 1334C	Introduction to C++ Programming	3
Total Term Semester Hours		15

First Year Term II

*ENC 1102	Composition II or	
*ENC 2210	Professional and Technical Writing	3
*COP 1337C	Intermediate C++ Programming 3	
*COP 2171C	Visual Basic Programming	3
CGS 1540C	Database Management or	
CTS 1431C	Microsoft Specialist: Adv. Access	3
SPC 1024	Intro to Speech Communication or	3
SPC 1600	Intro to Public Speaking	
Total Term Semester Hours		15

First Year Term III

⁽²⁾ Elective	Computer Science Elective	3
⁽³⁾ Elective	Field Elective	3
Total Term Semester Hours		6

Second Year Term I**

*CIS 2321	System Development and Design 3	
*COP 1341	UNIX or	
**CTS 1111C	LINUX+	3
*COP 2331	Object Oriented Design and Prog.	3
⁽¹⁾ Elective	Computer Programming Elective 3	
Elective	Social/Behavioral Science	3
Total Term Semester Hours		15

Second Year Term II**

⁽¹⁾ Elective	Computer Programming elective	3
⁽²⁾ Elective	Computer Science Elective	3
⁽³⁾ Elective	Field Elective	3
Elective	Humanities/Fine Arts Elective	3

Total Term Semester Hours	12
Total Program Semester Hours	63

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

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

#Students choosing CTS 1111C (4 credits) instead of COP 1341 may take a two-credit computer science elective in replacement of the three credit computer science elective to stay within the number of credits for the degree.

- (1) Computer Programming Electives: Any course with prefix COP.
- (2) Computer Science Elective: Any course with prefix CDA, CEN, CET, CGS, CIS, COP, or CTS.
- (3) Field Elective: Any computer science elective or ACG 1003, ACG 2001, ACG 2011, BUL 2241, ETD 1320, ETD 2350C, GEB 1011, GEB 2112, MAC 2311, MAC 2312, MAC 2313, MAN 2021, MAR 1011, OST 1811C, PHY 1001, PHY 2048, PHY 2049, PHY 2053, PHY 2054, or STA 2023.

This program of study applies to students who enroll in Broward Community College for the first time during the 2004-05 academic year. Other students should refer to their applicable catalog.

Students who meet these degree requirements will have satisfied the speech requirements for this major.

It is strongly recommended that students see an academic advisor or counselor every term

COMPUTER PROGRAMMING SPECIALIST CERTIFICATE
Sun Certified Java Programmer Major Code 62388

Term I		
COP 1334C	Introduction to C++ Programming ¹ (Session 2)	3
COP 1337C	Intermediate C++ Programming ² (Session 4)	3
COP 1341	UNIX ² (Session 4)	3
Total Term Semester Hours		9

Term II		
COP 2331C	Object-Oriented Design and Programming ³	3
COP 2800C	Programming in Java ³	3
Total Term Semester Hours		6

Term III		
COP 2805C	Sun: Advanced Java Programming ⁴	3
Total Term Semester Hours		3
Total Program Semester Hours		18

- 1 Prerequisite – MAT 1033 or MTB 1310
 2 Prerequisite – COP 1334C
 3 Prerequisite – COP 1337C
 4 Prerequisites – COP 1341 and COP 2331C and
 COP 2800C

Software Development Associate in Science Major Code 21133

Program Description

The Associate in Science Degree in Software Development, offered at the North Campus, is designed to prepare students for specialization in the development of software in a variety of technical environments. The degree prepares the student for immediate employment in such careers as Programmer, Programmer/Analyst, Systems Analyst, and Software Engineer.

First Year Term I

CGS 1060C	Computer and Internet Literacy or	
CS Elective	Computer Science Elective ⁽¹⁾	3
COP 1334C	Introduction to C++	3
*ENC 1101	Composition I	3
*MAC 1105	College Algebra	3
Total Term Semester Hours		12

First Year Term II

*ENC 2210	Professional and Tech Writing	3
*COP 1337C	Intermediate C++	3
*COP 1341	Unix Operating System	3
*COP 2171C	Visual Basic Programming	3
CGS 1540C	Database Management or	
CTS1431C	Microsoft Specialist: Adv. Access	3
Total Term Semester Hours		15

First Year Term III

*CIS 2321	Systems Design and Development	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Introduction to Public Speaking	3
Total Term Semester Hours		6

Second Year Term I

*COP 2331C	Object-Oriented Design and Programming Using C++	3
Elective	Humanities/Fine Arts	3
*COP 2821C	Visual Basic Development	3
*COP 2700C	Database Programming using SQL ³	
*COP 2701C	Access VBA Programming	3
Total Term Semester Hours		15

Second Year Term II

*COP 2800C	Programming in JAVA	3
*COP 2227C	Solution Architectures	3
Elective	Social/Behavioral Science	3
*COP 2706C	Business Development Using Visual Basic	3
⁽¹⁾ Elective	Computer Science Elective	3
Total Term Semester Hours		15
Total Program Semester Hours		63

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

⁽¹⁾Computer Science Elective – Any course with prefix CDA, CEN, CET, CGS, CIS, COP, or CTS.

This program of study applies to students who enroll in Broward Community College for the first time during the 2004-05 academic year. Other students should refer to their applicable catalog.

It is strongly recommend that students see an academic advisor or counselor every term.

CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE IN SCIENCE

Criminal Justice Emphasis Major Code 21101

Crime Scene Emphasis Major Code 21102

Polygraph Emphasis Major Code 21104

Program Description

The primary mission of the Broward Community College Institute of Public Safety, located on A. Hugh Adams Central Campus, is to prepare the student as a Criminal Justice Practitioner and for such jobs as Police Officer, Corrections (jail/prison) Officer, U.S. Customs or I.N.S. Inspector, Crime Scene Technician, Community/Police Service Aide or Polygrapher. The Institute of Public Safety is certified by the Florida 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.

Students seeking to transfer to a university for a baccalaureate degree for a "professional position" such as Probation Officer, Parole Officer, Special Agent for U.S. Federal Agencies (such as FBI or DEA), Juvenile Counselor, or Social Caseworker should take an appropriate Associate in Arts Degree Program. Program sheets are available in the Office of Student Affairs/Counseling Office.

Criminal Justice Technology Associate in Science Core Courses

An A.S. degree in Criminal Justice may be earned by completing the General Education and Criminal Justice Core Requirements and Specialization courses indicated in the option selected. The associate degree does not qualify 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.

Core Courses (Required for all students):

*ENC 1101	Composition I	3
*ENC 1102	Composition II or	
*ENC 2210	Technical Report Writing	3
Elective	Mathematics/Natural Science	3
Elective	Humanities/Fine Arts	3
POS 2041	National Government or	
POS 2112	State and Local Government	3
PSY 2012	General Psychology	3
SYG 2000	General Sociology	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3

* CGS 1060C	Computer and Internet Literacy or	
	Elective (Any college-level	
	Transferable course)	3
CCJ 1020	Introduction to Criminal Justice	3
CJL 1062	Constitutional Law	3
CCJ 2191	Human Behavior in Criminal	
	Justice	3
CJT 2100	Criminal Investigation	3
Total Core Semester Hours		39

* CGS1060C is required unless the student successfully Passes the basic student technology literacy test administered by BCC.

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

Criminal Justice Emphasis Major Code 21101

Core Courses (See Above) 40
Twelve (12) Criminal Justice elective credits to be selected from the following:

CJC 2000	Introduction to Corrections	3
CCJ 2162	Probation and Parole Procedures	3
*CCJ 2500	Juvenile Justice	3
*CCJ 2933	Corrections Practicum	3
CJD 1420	Correctional Law	3
CJD 1763	Interpersonal Skills in Criminal Justice	3
CJE 1300	Introduction to Criminal Justice	
	Administration and Management	3
CJE 2170	Comparative World Police	
CJE 2400	Police Community Relations	3

CJL 1100	Criminal Law	3
CJL 1130	Criminal Evidence	3
CJL 2060	Civil Rights	3
	Agencies	3
CJT 2110	Introduction to Criminalistics	3
DSC 1011	Terrorism & Domestic Security	3
Total Criminal Justice Elective Credits		12
+General Education Electives		13
Total Program Semester Hours		64

+General Education Electives Credits to be selected from any College Level Courses in Areas 2 - 5.

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

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

Crime Scene Emphasis Major Code 21102Core Courses (Required for all students-see above) **39****Specialization Options-Crime Scene Emphasis**

CJL 1100	Criminal Law	3
CJL 1130	Criminal Evidence and Court Procedures	3
Science Elective (includes Lab)		7
CJT 2110	Introduction to Criminalistics (Offered Term I & Term II, (Offered in Term I and Term II, evening class)	3
CJT 2120	Forensics Photography (Offered in Term I and Term II, evening class)	3
*CJT 2130	Criminalistics Practicum (Offered in Term III, evening class)	3

Total Crime Scene Emphasis Semester Hours 22

*CJT 2115 Advanced Forensic Investigation (Offered in Term 1, evening class) or General Education Elective Credits from college level courses in Areas 2-5 3

Total Program Semester Credits 64

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

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

Polygraph Emphasis Major Code 21104Core Courses (Required for all students see above) **39**

The following courses in Polygraph (CJD/CJT) are the credits awarded to a student through Experiential Learning for completing the polygraph training at Deception Control, Inc., Fort Lauderdale. Applicants must submit verification of completion of approved polygraph training to the Director of the Criminal Justice Degree Programs and to Experiential Learning.

CJD 2250	Interviews and Interrogations	3
CJT 2250	Polygraph Theory and Operations	3
CJT 2251	Test Questions Construction and Semantics, Personnel Screening	3
CJT 2252	Test Questions Construction and Semantics, Criminal Cases	3
CJT 2253	Chart Analysis, Validity and Reliability	4
CJT 2254	Polygraph Operations Practicum	3

Total Polygraph Emphasis Semester Hours 19

General Education Elective Credits to be selected from college level courses in Areas 2-5 6

Total Program Semester Hours 64

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

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

CRIMINAL JUSTICE CERTIFICATES**Broward County Correctional Officer Academy Major Code 5270****Broward County Correctional Probation Officer Academy Major Code 5282****Broward County Police Academy Major Code 5269****Law Enforcement Officer-Crossover from Correction Officer Major Code 5278****Law Enforcement Officer-Crossover from Correctional Probation Officer Major Code 5296****Police Service Aide Academy Major Code 5271****Program Description**

The Florida Criminal Justice Standards and Training Commission recognize the Broward Community College Institute of Public Safety, located at A. Hugh Adams Central Campus, as a Law Enforcement and Corrections Training Center. As an authorized Training Center, the Institute of Public Safety offers six certificate of achievement programs: The Broward County Police Academy Basic Recruit Certificate Program, The Broward County Correctional Officer Academy Basic Recruit Certificate Program, The Broward County Correctional Probation Officer Academy Certificate Program, Law Enforcement Officer-crossover from Correction Officer Certificate Program, Law Enforcement Officer-cross-over from Correctional Probation Officer, and the Police Service Aide Certificate Program. A person must be hired or sponsored by a corrections or law enforcement agency before being enrolled in any of these certificate programs. For further information on these certificate programs, contact the Testing Center at the Institute of Public Safety at (954) 201-6931.

Broward County Correctional Officer Academy Major Code 5270

Upon successful completion of the Broward County Correctional Officer Academy, a student is eligible to take the State Certification exam to become a certified Florida Corrections Officer. Correction officers typically are employed in state prisons or county and city jails or stockades. A person must be hired or sponsored by a corrections or law enforcement agency before being enrolled in the Broward County Corrections Academy. To find out what tests you must take before you can be hired or sponsored by a corrections or law enforcement agency, contact the Testing Center at the Institute of Public Safety at (954) 201-6931. A person who is accepted into the Broward County Correctional Officer Academy nine post-secondary adult vocational courses:

Clock Hours			
CJD 0770	Criminal Justice Legal 1	46	CJD 0741 Emergency Preparedness 26
CJD 0771	Criminal Justice Legal 2	22	CJD 0752 Correctional Operation 64
CJD 0772	Criminal Justice Communications	42	Total Clock Hours 532
CJD 0773	Interpersonal Skills 1	62	Students attend the Broward County Corrections Academy Monday through Friday, 8:00 AM to 5:00 PM for approximately fourteen weeks. In accordance with State law, students must score 80 percent or higher on all tests given in the above courses. Students must also maintain excellent attendance and cannot miss more than 10% of scheduled class sessions. Students will wear uniforms and must follow Corrections Academy Rules of Conduct.
CJK 0031	First Aid for Criminal Justice Officers	40	
CJK 0040	Criminal Justice Weapons	80	
CJK 0050	Criminal Justice Defensive Tactics	80	
CJK 0095	Criminal Justice Special Topics	20	
CJD 0750	Interpersonal Skills 2	50	

Broward County Correctional Probation Officer Academy Major Code 5282

Upon successful completion of the Broward County Correctional Probation Officer Academy, a student is eligible to take the state certification exam to become a certified Florida Correctional Probation Officer. A person must be hired or sponsored by a correction agency before being enrolled in the program. To find out what tests you must take before you can be hired or sponsored by a corrections agency, contact the Testing Center at the Institute of Public Safety at (954) 201-6931. A person who is accepted into the Broward County Correctional Probation Officer Academy Program will take the following eight post-secondary adult vocational courses:

CJD 0790	Correctional Probation Legal	60	Students attend the Broward County Correctional Probation Academy program Monday through Friday, 8:00 AM to 5:00 PM for approximately eleven weeks. In accordance with State law, students must score 80 percent or higher on all tests given in the above courses. Students must also maintain excellent attendance, not missing more than 10% of scheduled class sessions, and must follow the Academy Rules of Conduct.
CJD 0792	Correctional Probation Interpersonal	68	
CJD 0793	Correctional Probation Communication	70	
CJD 0794	Correctional Probation Supervision	58	
CJK 0050	Criminal Justice Defensive Tactics	80	
CJK 0255	CMS Corrections Probation Firearms	16	
CJK 0031	CMS First Aid for Criminal Justice Officers	40	
CJK0095	Criminal Justice Special Topics	20	
Total Clock Hours		412	

Broward County Police Academy Major Code 5269

Upon successful completion of the Broward County Police Academy, a student is eligible to take the State Certification exam to become a certified Florida Law Enforcement Officer. A person must be hired or sponsored by a law enforcement agency before being enrolled in the Broward County Police Academy. To find out what tests you must take before you can be hired or sponsored by a law enforcement agency, contact the Testing Center at the Institute of Public Safety at (954) 201-6931.

	Clock Hours	
CJK 0006	Introduction and Law	67
CJK 0010	Human Issues	50
CJK 0015	Communications	77
CJK 0020	Vehicle Operations	48
CJK 0031	First Aid for Criminal Justice Officers	40
CJK 0040	Firearms	80
CJK 0050	Defensive Tactics	80
CJK 0060	Patrol	57
CJK 0070	Investigations	53
CJK 0075	Investigating Offenses	44
CJK 0080	Traffic Stops	62
CJK 0085	Traffic Crash Investigation	32
CJK 0090	Tactical Applications	54
CJK 0095	Criminal Justice Special Topics	20
CJK 0421	Dart-Firing Stun Gun	6
Total Clock Hours		770

Students attend the Broward County Police Academy Monday through Friday, 8:00 AM to 5:00 PM for approximately twenty weeks. In accordance with State law, students must score 80 percent or higher on all tests given in the above courses. Students must also maintain excellent attendance and cannot miss more than 10 percent of scheduled class sessions. Students will wear uniforms and must follow the Police Academy Rules of Conduct.

CMS Law Enforcement Officer-crossover from Correctional Officer Major Code 5278

Upon successful completion of the Law Enforcement Officer-crossover from Correctional Officer program, a currently certified Corrections Officer is eligible to take the state certification exam to become a certified Florida Law Enforcement Officer. A person must be hired or sponsored by a law enforcement agency before being enrolled in the program. To find out what tests you must take before you can be hired or sponsored by a law enforcement agency, contact the Testing Center at the Institute for Public Safety at (954) 201-6931.

	Clock Hours	
CJK 0211	Cross-over Correctional to CMS Law Enforcement	94
CJK 0212	Cross-over Correctional to Law Enforcement CMS High-Liability	8
CJK 0213	Cross-over Correctional to Law Enforcement Tactical Application	40
CJK0421	Dart-Firing Stun Gun	6
CJK0060	Patrol	57
CJK0070	Investigations	53
CJK 0075	Investigating Offenses	44
CJK 0080	Traffic Stops	62
CJK 0085	Traffic Crash Investigations	32
CJK0020	Vehicle Operations	48
Total Clock Hours		444

Students attend the program Monday through Friday, either 8:00 AM to 12:00 PM or 6:00 PM to 10:00 PM for approximately 22 weeks. In accordance with State law, students must score 80 percent or higher on all tests given in the above courses. Students must also maintain excellent attendance and cannot miss more than 10 percent of scheduled class sessions. Students will wear uniforms and must follow the Police Academy Rules of Conduct.

Law Enforcement Officer-crossover from Correctional Probation Officer Major Code 5296

Upon successful completion of the to Law Enforcement Officer-crossover from Correctional Probation Officer program, a currently certified Correctional Probation Officer is eligible to take the state officer certification examination to become a certified Florida Law Enforcement Officer. A person must be hired or sponsored by a law enforcement agency before being

enrolled in the program. To find out what tests you must take before you can be hired or sponsored by a law

enforcement agency, contact the Testing Center at the Institute for Public Safety at (954) 201-6931

	Clock Hours
CJD 0796 Legal Crossover Correctional Probation to Law Enforcement	46
CJD 0797 Crossover Correctional Probation to Law Enforcement	64
CJK 0040 CMS Criminal Justice Firearms	80
CJK 0020 Vehicle Operations	48
CJD 0731 Law Enforcement Patrol	64
CJD 0732 Law Enforcement Traffic	46
CJD 0734 Law Enforcement Investigations	64
Total Clock Hours	412

A person who is accepted into the Cross-Over from Correctional Probation Officer to Law Enforcement Program will take one college credit course and seven post-secondary adult vocational courses. Students attend the program Monday through Friday either 8 AM to 12 PM for 20 weeks or 8 AM to 5 PM for 10 weeks, as the individual program is scheduled. In accordance with State law, students must score 80 percent or higher on all tests given in each course and attendance is mandated. Students will wear uniforms and must follow the Police Academy Rules of Conduct.

Police Service Aide Academy Major Code 5271

The Police Service Aide Academy trains students who are civilian employees of law enforcement agencies. A Police Service Aide typically performs police duties that relate to non-criminal activities, such as parking enforcement or traffic accident investigations. The Police Service Aide Academy meets the basic training requirements established by the Florida Criminal Justice Standards and Training Commission. A person must be hired by a law enforcement agency before he/she can be enrolled in the academy. A person who is accepted into the Police Service Aide Academy will take the following post-secondary adult vocational courses.

CJK 0441C Police Service Aide	110
CJK 0442 Traffic Accident/Crash Investigator	80
CJK 0451 Parking Enforcement Specialist	16
Total Clock Hours	206

Students attend the Police Service Aide Academy Monday through Friday, 8:00 AM to 5:00 PM for approximately five

and half weeks. In accordance with State law, students must score 75 percent to successfully complete the Academy. Students must also maintain excellent attendance and cannot miss more than 10 percent of scheduled class sessions. Students will wear uniforms and must follow Police Service Academy Rules of Conduct.

CUSTOMER ASSISTANCE TECHNOLOGY
Vocational Technical Certificate Major Code 5298

Program Description

This vocational certificate program, located at North Campus, prepares students for employment in customer service positions. The content includes the development of interpersonal communications, conflict resolution, leadership, decision-making, problem-solving, supervisory and employability skills; diversity awareness; telephone techniques, and technical applications in the customer care environment.

<i>Clock Hours</i>		
OFT 0010	Office Skills Training I	75
OTA 0312	Office Communications I	75
MKA 0043C	Customer Assistance I	75
OTA 0001	Office Support Tech I	75

MKA 0047C	Customer Service Rep	75
OTA 0002	Office Support Tech II	75
<i>Total Clock Hours</i>		<i>450</i>

DATABASE TECHNOLOGY

Oracle Professional Database Administrator Associate in Science Major Code 21492

Oracle Professional Database Developer Associate in Science Major Code 21134

Microsoft Professional Database Administrator (MCDBA) Option Associate in Science
Major Code 21494

Oracle System Administrator (Database Administrator Option)

Technical Certificate Major Code 62386

Oracle Software Engineering Technical Certificate Major Code 62385

Oracle Professional Database Administrator Associate in Science Major Code 21492**Program Description**

The Oracle Professional Database Administrator Associate in Applied Science degree, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as database administrators. It is designed for students seeking to successfully complete the Oracle Certified Professional (OCP) certification in Database Administration.

Students must have college level math placement scores to enroll in this program.

First Year Term I

CEN 1509C	Network +	4
*COP 1334C	Intro. to C++ Programming ¹	3
*ENC 1101	Composition I	3
*MAC 1105	College Algebra	3
Total Term Semester Hours		13

First Year Term II

*CIS 2321	Systems Development and Design ²	3
*COP 1337C	Intermediate C++ Programming ²	3
#Elective	Humanities/Fine Arts	3
*COP 1341	UNIX ²	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Intro to Public Speaking	3
Total Term Semester Hours		15

First Year Term III

*CIS 2342	Designing Data Serv/Data Models ²	3
*COP 2331C	Object-oriented Design and Pro ³	3
Total Term Semester Hours		6

Second Year Term I

*COP 2740C	Intro to Oracle SQL and PL/SQL ⁴	4
*COP 2741C	Oracle DBA: Database Admin I ⁵	4
*COP 2800C	Programming in Java ³	3
*CTS 1111C	Linux+ ⁶	4
Total Term Semester Hours		15

Second Year Term II

*COP 2742C	Oracle DBA: Network Admin II ⁷	4
*COP 2744C	Oracle DBA: Performance Tuning ⁸	4
#Elective	Computer Science	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14
Total Program Hours		63

#Any course with a CGS, CIS, CET, COP, CDA, or CEN prefix, except CGS 1000, CGS 1061C, or CGS 1570.

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

1. College level math placement scores
2. Pre-requisite – COP 1334C
3. Pre-requisite – COP 1337C
4. CIS 2342 and COP 1334C (each with grade of C or higher)
5. Pre-requisite – COP 2740C and COP1341 (each with grade of C or higher)
6. Pre-requisite – COP 1341 (with grade of C or higher) or CDA1403C (with grade of C or higher and co-requisite of CDA1302C)
7. Pre-requisite – COP 2741 (with grade of C or higher)
8. Pre-requisite – COP 2742C and CTS 1111C (each with grade of C or higher)

It is strongly recommended that students see an academic advisor or counselor every term.

Students who test into college preparatory courses must successfully complete all required college preparatory course to qualify for graduation.

Oracle Professional Database Developer Associate in Science Major Code 21134

Program Description

The Oracle Professional Database Developer Associate in Science degree, offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as database application developers. It is designed for students seeking to successfully complete the Oracle Certified Professional (OCP) certification in Database Development.

First Year Term I

*COP1334C	Introduction to C++ Programming ¹	3
*ENC 1101	Composition I	3
GEB 1011	Introduction to Business	3
*MAC 1105	College Algebra	3
Total Term Semester Hours		12

First Year Term II

*CIS 2321	Systems Development and Design ²	3
*COP 1337C	Intermediate C++ Programming ²	3
*COP 1341	UNIX ²	3
#Elective	Computer Science	4
SPC 1024	Intro to Speech Communication or	
SPC 1600	Intro to Public Speaking	3
Total Term Semester Hours		16

First Year Term III

CIS 2342	Designing Data Services and Data Models ²	3
*COP 2331C	Object-oriented Design and Programming ³	3
Total Term Semester Hours		6

Second Year Term I

*COP 2740C	Intro to Oracle: SQL and PL/SQL ⁴ (Session 2)	4
*COP 2745C	Oracle Developer: Develop PL/SQL Program Units ⁵ (Session 4) ⁴	4
#Elective	Computer Science	4
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		15

Second Year Term II

*COP 2746C	Oracle Forms: Build Internet Applications ⁶ (Session 2)	4
*COP 2800C	Programming in Java ³	3
#Elective	Computer Science	4
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14
Total Program Semester Hours		63

#Any course with a COP, CDA, CET, CGS, CIS or CEN prefix, except CGS 1000, CGS 1060, CGS 1061C or CGS 1570.

*Requires a pre- or co-requisite or proper score on the placement test. See course description in this catalog or online.

1. College level math placement scores.
2. Pre-requisite – COP 1334C
3. Pre-requisite – COP 1337C
4. Pre-requisite – CIS 2342 and COP 1334C (each with grade of C or higher)
5. Pre-requisite – COP 2740C (with grade of C or higher)
6. Pre-requisite – COP 2745C (with grade of C or higher)

It is strongly recommended that students see an academic advisor or counselor every term.

First Year Term I

CDA 1403C	PC Support & Service -- Operating Systems (Session 2)	3
CDA 1302C	PC Support & Service -- Hardware ¹ (Session 4)	3
COP 1334C	Introduction to C++ Programming ²	3
ENC 1101	Composition	3
MAC 1105	College Algebra	3
Total Term Semester Hours		15

Term II

CEN 1509C	Network+	4
CTS 1431C	Microsoft Specialist: Advanced Access or	
CGS 1540C	Database Management	3
CIS 2321	Systems Design & Development ³	3

SPC 1024	Introduction to Speech Communications or	
SPC 1600	Introduction to Public Speaking	3
Total Term Semester Hours		13

Term III

CEN 1300C	Implementing Microsoft Windows Professional ⁴	4
CEN 1301C	Implementing Microsoft Windows Server ⁶	4

Total Term Semester Hours

8

Second Year, Term I

CIS 2342	Designing Data Services and Data Models ⁵	3
CEN 1315C	Implementing Microsoft Windows Network Infrastructure ⁷	4
CTS 1433C	Querying Microsoft SQL Server with Transact-SQL ⁸	3
Hum / FA	Humanities / Fine Arts Elective	3

Total Term Semester Hours

13

Term II

CTS 2811C	Administering a Microsoft SQL Server Database ⁹	4
CTS 2434C	Programming a Microsoft SQL Server Database ¹⁰	4
CS Elective	Computer Science Elective*	3
Soc / Beh	Social / Behavioral Science Elective	3

Total Term Semester Hours

14

Total Program Semester Hours

63

*Any course with a CDA, CEN, CET, CGS, CIS, or COP prefix, except CGS1000, CGS1060, CGS1061C, or CGS1570

1. Prerequisite – CDA 1403C (with a grade of C or higher)
2. Prerequisite – MAT 1033 or MTB 1310
3. Prerequisite – COP 1334C
4. Prerequisite – CDA 1403C; Co requisite – CDA 1302C (each with a grade of C or higher)
5. Prerequisite – CIS 2321 (with a grade of C or higher)
6. Prerequisites – CDA 1403C and CDA 1302C and CEN 1300C (each with a grade of C or higher)
7. Prerequisites – CDA 1403C and CDA 1302C and CEN 1300C and CEN 1301C (each with a grade of C or higher)
8. Prerequisite – CIS 2342 (with a grade of C or higher)
9. Prerequisites – CEN 1301C and CTS 1433C (each with a grade of C or higher)
10. Prerequisite – CTS 1433C (with a grade of C or higher)

Oracle Systems Administrator Technical Certificate Major Code 62386
(Database Administrator Option)

Program Description

This A. Hugh Adams Central Campus Program is designed for students seeking to successfully complete Oracle Certified Professional (OCP) certification in Database Administration. The student who enrolls in this program must have mathematics placement core above MAT 1033.

CEN 1509C	Network+	4
*COP 1334C	Intro. to C++ Programming ¹	3
*CIS 2342	Designing Data Serv. and Data Models ²	3
*COP 1341	UNIX ²	3
*CTS 1111C	Linux ³	4
*COP 2740C	Intro to Oracle SQL and PL/SQL ⁴	4
*COP 2741C	Oracle DBA: Database Admin. I ⁵	4
*COP 2742C	Oracle DBA: Database Admin. II ⁶	4
*COP 2744C	Oracle DBA: Performance Tuning ⁷	4

Total Program Semester Hours 33

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

1. Pre-requisite – MAT 1033 with grade of “C” or higher or appropriate placement score

2. Pre-requisite – COP 1334C
3. Pre-requisite – COP 1341 or CDA1403C (with grade of C or higher) and co-requisite CDA1302C
4. Pre-requisites – COP 1334C and CIS 2342 (each with a grade of C or higher)
5. Pre-requisite – COP 2740C and COP1341 (each with grade of C or higher)
6. Pre-requisites – COP 2741C (with a grade of C or higher)
7. Pre-requisites – COP 2742C and CTS1111C (each with a grade of C or higher)

It is strongly recommended that students see an academic advisor or counselor every term.

Oracle Software Engineering Technical Certificate Major Code 62385
(Database Developer Option)

Program Description

This A. Hugh Adams Central Campus program is designed for students seeking to successfully complete the Oracle Certified Professional (OCP) certification in Database Development. The student who enrolls in this program must have mathematics placement core above MAT 1033.

*COP 1334C	Intro. To C++ Programming ¹	3
*CIS 2321	Systems Development and Design ²	3
*CIS 2342	Designing Data Serv. and Data Models ²	3
*COP 1337C	Intermediate C++ Programming ²	3
*COP 2331C	Object-Oriented Design and Prog. ³	3
*COP 1341	UNIX ²	3
*COP 2740C	Intro to Oracle SQL and PL/SQL ⁴	4
*COP 2745C	Oracle Developer: Develop PL/SQL Program Units ⁵	4
*COP 2746C	Oracle Developer: Build internet Applications ⁶	4
*COP 2800C	Programming in Java ³	3

Total Program Semester Hours 33

*Requires a pre- or co-requisite or proper placement score on the placement test. See course description in this catalog or online.

1. Pre-requisite – MAT 1033 with grade of “C” or higher or appropriate placement score
2. Pre-requisite – COP 1334C
3. Pre-requisite – COP 1337C
4. Pre-requisite – COP 1334C and CIS 2342 (each with a grade of C or higher)
5. Pre-requisite – COP 2740C (with a grade of C or higher)
6. Pre-requisite – COP 2745C (with a grade of C or higher)

It is strongly recommended that students see an academic advisor or counselor every term.

DENTAL ASSISTING

Vocational Certificate Major Code 5217

Program Description

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 Commission on Dental Accreditation of the American Dental Association accredits the Dental Assisting Program, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Admission information can be obtained at 954-201-2890. Applicants should call the associate dean at (954) 201-6904 for additional information. Program is offered at Health Sciences, A. Hugh Adams Central Campus.

Criteria for Admission to the Dental Assisting Program:

- Applicants must complete requirements for admission to the Health Science Programs. See page 32.
- Student sign off required on Program Overview written information
- Written interview – applicant must contact the department at 954-201-6448 to set up the appointment time for this
- Selection process is based on the following: completed application, Program Overview sign-off, and written interview
- Applicants must complete the Pre-Health Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.

Requirements for the Dental Assisting Vocational Certificate:

- Students must meet the TABE test score requirements at the time of graduation.
- Complete 1,209 clock hours and 6 semester hours of credit with a certificate grade point average of 2.0 or higher.
- Complete the following courses with a grade of "C" or higher:

<i>Term I</i>	<i>Clock Hours</i>
*DEA 0025 Preclinical	60
*DEA 0025L Preclinical Laboratory	120
*DEA 0000 Introduction to Dentistry	30
*DES 0021 Dental Anatomy and Physiology	45
*DES 0100 Dental Materials	35
*DES 0100L Dental Materials Laboratory	45
*DES 0840 Preventive Dentistry	40
*DES 0200 Dental Radiography	40
*DES 0200L Dental Radiography Laboratory	60
*DES 0830 Expanded Functions I	60
Total Term Clock Hours	535

<i>Term II</i>	<i>Clock Hours</i>
*DES 0831 Expanded Functions II	30
*DES 0831L Expanded Functions II Lab	60
*DES 0801 Clinical Procedures I	30
*DES 0801L Clinical Procedures I Lab	165
*DEA 0130 Allied Dental Theory	30
*DES 0502 Dental Office Management	39
#DES 0400 Basic Anatomy and Physiology	30
*DEA 0150 Dental Psychology	30
Total Term Clock Hours	414

	<i>Semester Hours</i>
SPC 1024 Introduction to Speech	3

*ENC 1101 Composition I	3
Total Term Semester Hours	6
<i>Term III</i>	<i>Clock Hours</i>
*DES 0802 Clinical Procedures II	30
*DES 0802L Clinical Procedures II Lab	135
Total Term Clock Hours	165
Pre Health Core hours	95
Total Program Clock Hours	1,114
Total Program Semester Hours (6 cr)	96
Total PSAV Certificate Hours	1,305

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

It is strongly recommended that students see an academic advisor or counselor every term.

#Students are exempt from taking this course if they received a grade of "C" or higher in the following courses:

*BSC 1085	Anatomy and Physiology I
*BSC 1085L	Anatomy and Physiology I Lab
*BSC 1086	Anatomy and Physiology II
*BSC 1086L	Anatomy and Physiology II Lab

DENTAL HYGIENE

Associate in Science Major Code 2145

Program Description

The Dental Assisting/Hygiene Program is a two-phase curriculum that gives the student two career options. This career ladder curriculum was designed to offer students employable skills as a dual trained dental auxiliary. You must first complete the 10 month American Dental Association (ADA) accredited Dental Assisting Program. Graduates from the Dental Assisting Program are qualified to take the Dental Assisting National Board (DANB) Examination. Upon successful completion of this examination, the graduate becomes a Certified Dental Assistant (CDA).

With the completion of the Dental Assisting Program and the appropriate course pre-requisites, the CDA student may apply to continue to the 12 month Dental Hygiene Program. The student has up to three years to apply to this program. Students in the Dental Hygiene Program will be qualified to take the Dental Hygiene National Board and upon graduation the State Board examination. Upon passing both examinations, the graduate is licensed as a Registered Dental Hygienist (RDH) in the State of Florida.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Admission information can be obtained at 954-201-2890. Applicants should call the Associate Dean at (954) 201-6904 for additional information. Program is offered at Health Sciences, A. Hugh Adams Central Campus.

Criteria for Admission to the Dental Hygiene Program Associate in Science Degree:

- Applicants must fulfill the requirements for admission to the Health Science Programs. See page 32.
- Students must have completed all College Preparatory courses.
- Minimum grade of "C" or higher for all postsecondary adult vocational and college degree courses with a minimum 2.5 degree GPA, effective for Fall 2006 class.
- First time applicant must be a graduate within the past 3 years from a Dental Assisting program accredited by the Commission on Dental Accreditation of the American Dental Association and have received a grade of 'C' or higher in each course of the Dental Assisting program.
- The applicant who has completed all pre-requisite Dental Hygiene general education courses with a "C" or higher and has successfully completed an accredited ADA Dental Assisting Program within the current academic year, but has not received national certification as a Dental Assistant (CDA) may submit an application to the program. A copy of the Dental Assisting National Board Certificate must be submitted prior to application being processed and admission to the program. Failure to do so shall result in loss of the applicant's admission status and require re-application to the program.
- Applicant must show verification of current CPR (BCLS) Certification.
- All prerequisite and general education courses must be completed with a grade of 'C' or higher prior to admission to the Dental Hygiene program.
- Complete the following pre-requisite courses with a grade of "C" or higher in order to submit application:

BSC 1085	Anatomy and Physiology I	3
BSC 1085L	Anatomy and Physiology I Lab	1
CHM 1032	Chemistry for Health Sciences	3
- Complete 22 clock hours of coursework through the Continuing Education for Health Related Professions Department, 954-201-6783. These 22 clock hours include: CAE0382, AIDS; CAE0476, TB/OSHA; CAE0299, CPR; CAE0474, Domestic Violence and CAE0528, Medical Errors. These courses must be completed prior to the first day of classes.

Requirements for the Associate in Science Degree in Dental Hygiene:

- Completion of 88 semester hours with a degree grade point average of 2.0 or higher.
- Completion 22 clock hours of course work through the Continuing Education for Health Related Professions Department (954) 201-6783 within one year of entering the program. These 22 clock hours include: CAE 0382, AIDS; CAE 0476, TB/OSHA; CAE 0299, CPR; CAE 0474, Domestic Violence and CAE0528, Medical Errors.
- Completion of all courses in the degree program with a grade of "C" or higher.
- Completion of an ADA accredited Dental Assistant Program will provide credits in the following courses (an experiential learning fee may be charged):

DES 1021	Dental Anatomy and Physiology	3	Total Semester Hours		20
DES 1100	Dental Materials	2			
DES 1100L	Dental Materials Lab	1	Complete the following general education courses:		
DES 1200	Dental Radiography	2			
DES 1200L	Dental Radiography Lab	1	PSY 2012	General Psychology	3
DES 1840	Preventive Dentistry	2	SYG 2000	Principles of Sociology	3
DES 1830	Expanded Functions I	2	*BSC 1086	Anatomy and Physiology II	3
DES 1831	Expanded Function II	1	*BSC 1086L	Anatomy and Physiology II Lab	1
***ENC 1101	Composition I	3	*MCB 2010	Microbiology	3
***SPC 1024	Introduction to Speech Communications	3	*MCB 2010L	Microbiology Lab	1
			Elective Humanities (with writing requirement)		3
			*#CHM 1032	Chemistry for Health Sciences 3	

*#BSC 1085	Anatomy and Physiology I	3
*#BSC 1085L	Anatomy and Physiology I Lab	1
##	Open elective	1
HUN 1202	Essentials of Nutrition	3
Total Semester Hours		28

Complete the following Dental Hygiene Courses:

***DEH 1003	Preclinical Dental Hygiene I	2	3
***DEH 1003L	Preclinical Dental Hygiene I Lab		3
***DEH 1800	Dental Hygiene I	2	2
***DEH 1800L	Dental Hygiene I Clinic	2	
***DEH 1802	Dental Hygiene II	4	4
***DEH 1802L	Dental Hygiene II Clinic	3	3
***DES 1051	Pain Control and Dental Anesthesia	1	1
***DEH 1130	Oral Histology and Embryology	2	2
***DEH 1602	Periodontology	3	3
***DEH 1602L	Periodontology Laboratory	1	1
***DES 2050	Dental Pharmacology	2	2
***DEH 2400	General and Oral Pathology	2	2
***DEH 2701	Community Dental Health	2	2
***DEH 2701L	Community Dental Health Lab	1	1

**DEH 2804L	Dental Hygiene III Clinic	4
**DEH 2806	Dental Hygiene IV	2
**DEH 2806L	Dental Hygiene IV Clinic	4
Total Semester Hours		40
Total Program Semester Hours		88

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

**Requires all pre-requisite and general education courses be completed prior to taking this course.

***Requires all pre-requisite and general education courses be completed prior to taking this course.
Students who have not completed ENC 1101 or SPC 1024 in their Dental Assisting Certificate Program shall be required to enroll in these courses prior to entering the Dental Hygiene Program.

#Pre-requisite course for entry to the program.

Students not succeeding on the computer literacy test will be required to complete CGS1060C in lieu of the BCC open elective.

It is strongly recommended that students see an academic advisor or counselor every term.

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY (ULTRASOUND)

Associate in Applied Science Major Code A012

Associate in Science Major Code 2176

Technical Certificate Major Code 6230

Program Description

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 Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL, 33756, Phone (727) 210-2350, upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Clinical education is performed in local clinics and hospitals and is offered concurrently with the didactic courses. On completion of the 24-month program, students will be eligible to write the exams of the American Registry of Diagnostic Medical Sonographers.

Applicants should call 954-201-2058 or 6111 or 2089 for all admissions related questions. Applicants should call the program manager at (954) 201-2058 or 6111 or 2890 for all admissions related questions. All didactic courses are taught in Bldg 41, Broward Community College, North Campus, 1000 Coconut Creek Boulevard, Coconut Creek Florida.

Criteria for Admission to Diagnostic Medical Sonography Technology Associate in Applied Science Degree and Associate in Science Degree:

- Applicants must complete requirements for admission to Health Science Programs
- Applicant must be a graduate of an accredited two-year Radiography Program which leads to registration and/or licensure. Applicants who have a minimum of a two-year patient care related Health Science Degree and are certified and/or licensed in the degree of specialization are also welcome to apply. Preference is given to Registered Radiographers.
- A minimum 3.0 Degree GPA is required. Applicants with less than a 3.0, but who have a 2.8 or above may petition the department for an exception.

Requirements for the Associate in Applied Science in Diagnostic Medical Sonography:

- Completion of 72 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

If seats remain vacant in the program in a given year after the above described applicants are admitted, the following applicants will be considered:

- Applicants with a B.S. degree in any area who can document completion of Anatomy and Physiology and Patient Care Courses, and who have a 3.0 or better GPA.
- Medical Assistants with a 3.0 or better GPA.

Diagnostic Medical Sonography Associate in Applied Science Major Code A012**First Year-Summer Session Term III**

SON 1170	Sonography of the Circulatory System	2
SON 1100	Principles and Protocols of Sonographic Imaging	3
Total Term Semester Hours		5

Term I, Fall Term, First Year

*SON 1211	Medical Sonographic Physics I	3
*SON 1111	Abdominal Sonography I	3
*SON 1121	OB/GYN Sonography I	3
*SON 1214	Practical Aspects of Sonography I	3
*SON 1804	Clinical Education	3
Total Term Semester Hours		15

Term II, Spring Term, First Year

*SON 1212	Medical Sonographic Physics II	3
*SON 1112	Abdominal Sonography II	3
*SON 1122	OB/GYN Sonography II	3
*SON 1215	Practical Aspects of Sonography II	3
*SON 1814	Clinical Education	3
Total Term Semester Hours		15

Term III, Summer Term, Second Year

*SON 1141	Small Parts Sonography	3
*SON 1824	Clinical Education	4
Total Term Semester Hours		7

Completion of the above listed courses qualifies the student to write the ARDMS Examinations in OB/GYN, Abdomen, and Physics and Instrumentation and receive a certificate of completion. See section on Diagnostic Medical Sonography Certificate.

Term I, Fall Term, Second Year

ENC 1101	Composition I	3
**Computer Competency or		
GE 2430	Business Ethics	1
*SON 2400	Echocardiography I	3
*SON 2834	Clinical Education	3
SPC 1600	Public Speaking or	
SPC 1024	Intro to Speech Communications	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		16

Term II, Spring Term, Second Year

Elective	Humanities	3
*SON 2161	Neonatal Neurosonology	2
*SON 2401	Echocardiography II	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
*SON 2844	Clinical Education	3
Total Term Semester Hours		14
Total Program Semester Hours		72

*Requires a pre- or co-requisite. Refer to the course descriptions found in this catalog or online.

**Successful completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree. If you pass the basic student technology literacy test take GEB 2430 Business Ethics.

It is strongly recommended that students see an academic advisor or counselor every term.

Diagnostic Medical Sonography Technology (Ultrasound) Associate in Science Major Code 2176

Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra requirement in the Associate in Applied Science degree with MAC 1105 College Algebra or higher level mathematics course or any College Level Science Course.

General Sonography Specialist (Ultrasound) Technical Certificate Major Code 6230

Program Description

The General Sonography Specialist Technical Certificate Program prepares individuals for an exciting career as a Sonographer. Students perform clinical practice in local hospitals and clinics utilizing a variety of equipment to become proficient in producing diagnostic sonograms.

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756 Phone (727) 210-2350, upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Applicants should call the program manager at (954) 201-2089 for specific program information. Applicants should call 954-201-2058 or 2890 for all admissions related questions. All didactic courses are taught in Bldg 41, Broward Community College, North Campus, 1000 Coconut Creek Blvd., Coconut Creek Florida. *Criteria for Admission to General Sonography Specialist-Technical Certificate:*

- Applicants must fulfill the general requirements for admission to Health Science Programs
- Applicant must be a graduate of an accredited two-year Radiography Program which leads to registration and/or licensure. Applicants who have a minimum of a two-year patient care related Health Science Degree and are certified and/or licensed in the degree of specialization are also welcome to apply. Preference is given to Registered Radiographers. A minimum 3.0 degree GPA is required. Applicants with less than a 3.0 but who have a 2.8 or above may petition the department for an exception.

Requirements for the General Sonography Specialist-Technical Certificate:

- Completion of 42 semester hours with a grade point average of 2.0 or higher.
- Completion of all courses in the certificate with a grade of "C" or higher.
- Completion of the following courses (the program is sequential and full time):

Summer Term III

SON 1100	Principles and Protocols	3
SON 1170	Sonography of the Circulatory System	2
Total Term Semester Credits		5

First Year, Term I

*SON 1211	Medical Sonographic Physics I	3
*SON 1111	Abdominal Sonography I	3
*SON 1121	OB/GYN Sonography I	3
*SON 1214	Prac. Aspects of Sonography I	3
*SON 1804	Clinical Education	3
Total Term Semester Credits		15

First Year, Term II

*SON 1212	Medical Sonographic Physics II	3
*SON 1112	Abdominal Sonography II	3
*SON 1122	OB/GYN Sonography II	3
*SON 1215	Prac. Aspects of Sonography II	3

*SON 1814	Clinical Education	3
Total Term Semester Credits		15

First Year, Term III

*SON 1141	Small Parts Sonography	3
*SON 1824	Clinical Education	4
Total Term Semester Credits		7
Total Certificate Semester Hours		42

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

*Requires a pre- or co-requisite or proper score on placement test. Refer to the course descriptions found in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.



DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY

Digital Media/Multimedia Technology Associate in Applied Science Major Code A018

Digital Media/Multimedia Production Technical Certificate Major Code 6286

Digital Media/Multimedia Production Technical Certificate Major Code 6287

Multimedia Web Development Advanced Technical Certificate Major Code 4278

Project Manager in Digital/Design Technology Advanced Technical Certificate Major Code 4279**Digital Media/Multimedia Technology Associate in Applied Science Major Code A018****Program Description**

The Digital Media/Multimedia Technology Associate in Applied Science Degree, offered at South Campus, is designed to prepare students to enter the emerging field of multimedia as a Multimedia Production Specialist.

First Year Term I

*ENC 1101	Composition I	3
CSG 1060C	Computer and Internet Literacy	3
OST 1841	Instructional Design for Multimedia	3
GRA 1721C	Web Programming	3
GRA 1131C	App. Graphics for Multimedia	3

Total Term Semester Hours 15

Elective	Social/Behavioral Science	3
#Elective	Multimedia	3
*CGS 2874C	Multimedia Authoring II	3
Total Term Semester Hours		15

Second Year Term II

*OST 2945	Multimedia Project Management	3
*OST 2940L	Multimedia Practicum	4
GRA 2161C	Adv. Image Editing	3
CGS 2877C	Web Animation	3
Total Term Semester Hours		13
Total Program Semester Hours		64

First Year Term II

CGS 1557C	Internet Site Design	3
OST 2335	Communications in the Workforce	3
CGS 2871C	Multimedia Authoring	3
PGY 2850C	Digital Video/Audio	3
OST 2826C	Presentation Graphics	3

Total Term Semester Hours 15

Term III, Session I or Session II

Elective	Humanities/Fine Arts	3
#Elective	Multimedia	3

Total Term Semester Hours 6

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

#Multimedia Elective-choose two of the following courses:

OST 1811C	Desktop Publishing	3
OST 2825C	Document Design	3
GRA 2152C	Adv. Digital Image Design	3
GRA 2162C	Introduction to 3D Animation	3

It is strongly recommended that students see an academic advisor or counselor every term.

Digital Media Web Production Technical Certificate Major Code 6286**Program Description**

This program is designed to prepare students for initial employment as Web production assistants. Web production artists, or to provide supplemental training for those already employed in the field. This basic-to-intermediate certificate provides students with the computer, digital media, and graphic production skills needed to create web sites.

GRA 1721C	Web Programming	3
GRA 1131C	App. Graphics for Multimedia	3
CGS 1557C	Internet Site Design	3
CGS 2877C	Web Animation	3

Select one from the following two courses:		3
GRA 2161C	Advanced Image Edition	3
OST 2826C	Presentation Graphics	3
Total Program Semester Hours		15

Multimedia Web Development Advanced Technical Certificate Major Code 4278**Program Description**

The courses in Multimedia Web Development are offered on Judson A. Samuels South Campus to graduates of Multimedia Technology A.S. degree who require additional coursework to be employed in Internet positions. An Advanced Technical Certificate in Multimedia Web Development will be awarded after a minimum of 18 credit hours are completed from the following courses:

Select 18 Credits of the Following:

CGS 1540C	Database Management	3
GRA 2724C	Advanced Web Animation	3
GRA 2134C	Advanced Multimedia Animation	3
CGS 2872C	Streaming Media for a the Web	3
COP 2801C	JavaScripting	3
CGS 2554C	E-Commerce Web Development	3
GRA 2723C	Adv. Web Site Design	3

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

Digital Media/Multimedia Production Technical Certificate Major Code 6287

This program is designed to prepare students for initial employment as Digital Media/Multimedia Production Technician or Digital Media/Multimedia Developer, or to provide supplemental training for those already employed in the field. This basic-to-intermediate certificate provides students with the computer, production, and digital media skills needed to create digital media/multimedia projects.

GRA 1131C	App. Graphics for Multimedia	3
OST 1841	Instructional Design for Multimedia	3
PGY 2850C	Digital/Video/Audio Editing	3
CGS 2871C	Multimedia Authoring I	3
GRA 2160C	Multimedia Animation	3
Total Program Semester Hours		15

Project Manager in Digital/Design Technology Advanced Technical Certificate Major Code 4279**Program Description**

The Project Manager in Digital/Design Technology Advanced Technical Certificate, offered at South Campus, is designed for those with an AS/AA or higher degree who wish to advance in digital/design technology fields as project managers. Students in this program will gain a comprehensive understanding of the nature of project management and leadership techniques.

CGS 1577C	Presentation Systems	3
GRA 2143C	Web Publishing II	3
GRA 2403	Principles of Project Management	3
GRA 2404C	Project Management II	3
Total Program Semester Hours		12

If you have not already taken these courses, it is strongly recommended that you take the following courses to enhance your skills:

SPC 2300	Intro to Interpersonal Communication	3
INP 1301	Human Relations in Business and Industry	3

Program Description

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 Associate in Science degree 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 childcare business operations. This program is offered at North Campus; general education courses are taught at all BCC locations.

General Education Courses

CGS 1060C	Computer and internet Literacy	3
*ENC 1101	English Composition	3
*ENC 1102	Composition II or	
*ENC 2210	Technical Report Writing	3
SPC 1024	Introduction to Speech	
	Communications	3
PSY 2012	General Psychology	3
DEP 2002	Child Psychology	3
Elective	Social/Behavioral Science	3
Elective	Humanities/Fine Arts	3
Elective	Science	3
Elective	Science Lab	1
Elective	(Area 5)	3
(1)Electives		3
HLP1081	Total Wellness	2
Total Semester Hours		36

Early Childhood Education Courses

EEC 1200	Early Childhood Education	3
EEC 1603	Child Guidance	3
CHD 1338	Mathematics and Science for the	
	Young Child	3
CHD 1334	Children's Literature Language Arts	3

CHD 1940	Practicum I: Observation and	
	Evaluation	3
CHD 1331	Creativity for Young Children	3
CHD 1320	Curriculum Planning for Early	
	Childhood	3
*CHD 2441	Practicum II	3
CHD 2800	Administration and Management	
	in Early Childhood Education	3
Total Semester Hours		27
Total Program Semester Hours		63

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

(1) Electives: (Any college level courses, including Technical Education courses).

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

Early Childhood Education courses do not have to be taken in any sequence.

It is strongly recommended that students see an academic advisor or counselor every term.

ELECTRONIC COMMERCE
Electronic Commerce Associate in Applied Science Major Code A0171
Electronic Commerce Certificate Major Code 6278

Electronic Commerce Associate in Applied Science Major Code A0171

Program Description

The Electronic Commerce (E-Commerce) Program is designed to introduce students to all aspects involved in the management of an E-Commerce business via the internet. Students will examine the marketing, merchandising, customer service, payment, internalization, shipping, inventory, and legal aspects of Electronic Commerce. Upon successful completion of CGS designated courses the student is eligible to sit for exams which can lead to certificates in CompTIA-Net + and CIW E-Commerce Strategies and Practices. For more information, please contact Business Administration Department Chair at your nearest BCC Campus:

Central Campus (954) 201-6710

South Campus (954) 201-8933

North Campus (954) 201-2360

First Year Term I

CGS 1060C	Computer and Internet Literacy	3
MAR1011	Principles of Marketing	3
MNA 1821C	Introduction to E-Commerce	3
*ENC 1101	Composition I	3
MAN 2021	Introduction to Management	3
Total Term Semester Hours		15

First Year Term II

*MNA 1822C	Management of E-Commerce	3
CTS1860C	I-Net+	4
MNA 1161	Introduction to Customer Service	3
ACG 2001	Principles of Accounting I	3
SPC 1024	Introduction to Speech Communication or	3
SPC 1600	Introduction to Public Speaking	3
Total Term Semester Hours		16

Second Year Term I

ECO 2013	Principles of Economics I	3
*MNA 2823C	E-Commerce Case Studies	3
*CGS 2843	CIW: E-Commerce Strategies and Practices I	3
Business Elective (choose one)		3
*ACG 2011	Principles of Accounting II	
*ACG 2071	Managerial Accounting	
BUL 2241	Business Law I	
*ECO 2023	Principles of Economics II	
*ECO 2220	Money and Banking	
MKA 1511	Advertising	
MKA 2102	Retailing	
MKA 1021	Salesmanship	
MAR 2141	International Marketing	
FIN 1100	Personal Finance	
Total Term Semester Hours		12

Second Year Term II

*Elective	Mathematics or Science	3
	MAT 1033 Intermediate Algebra	
	MTB 1310 Applied Mathematics	
	MAC 1105 College Algebra or	
	Any three credit Science Course	
Elective	Humanities/Fine Arts Elective	3
OST 2335	Communications in the Workforce	3
Business Elective (Choose One)		3
*ACG 2011	Principles of Accounting II	
*ACG 2071	Managerial Accounting	
BUL2241	Business Law I	
*ECO 2023	Principles of Economics II	
*ECO 2220	Money & Banking	
MKA 1511	Advertising	
MKA 2102	Retailing	
MKA 1021	Salesmanship	
MAR 2141	International Marketing	
FIN 1100	Finance	
Total Term Semester Hours		12

Third Year Term I

*MNA 2824C	E-Commerce Practicum	3
*CSG 2840C	CIW: E-Commerce Strategies & Practices II	4
GEB 2430	Business Ethics	1
Business Elective (choose one)		1
GRA 1491C	Graphic Design Industry	
HSC 1101C	Introduction to Healthful Living	
OST 1103	Basic Keyboarding	
OST 2053	Successful Job Search	
OST 1795	Telecommunications	
Total Term Semester Hours		9
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Program Description

The Electronic Commerce (E-Commerce) Certificate Program is designed for students who have successfully completed any of Broward Community College's Business Degree programs including certificates. This certificate is for the student who wishes to broaden or enhance their business knowledge to include the management of an E-Commerce business via the internet and is designed to be completed in one year. Upon successful completion of CGS designated courses the student is eligible to sit for exams which can lead to certificates in CompTIA-NET + and CIW E-Commerce Strategies and Practices. For more information, please contact the Business Administration Associate Dean at your nearest BCC Campus.

Central Campus 954-201-6710

South Campus 954-201-8933

North Campus 954-201-2360.

CGS 1060C	Computer and Internet Literacy	3
MAR1011	Principles of Marketing	3
MNA 1821C	Introduction to E-Commerce	3
Total Term Semester Hours		9

First Year Term II

*MNA 1822C	Management of E-Commerce	3
CTS 1860C	I-Net +	4
MNA 1161	Introduction to Customer Service	3
Total Term Semester Hours		10

Second Year Term III

*MNA 2823C	E-Commerce Case Studies	3
*CGS 2843	CIW: E-Commerce Strategies and Practices I	3
Business Elective (choose one.)		3
BUL 2241	Business Law I	
MAN 2021	Introduction to Management	
MAR 2141	International Marketing	
MKA 1511	Advertising	

MKA 2102	Retailing	
MKA 1021	Salesmanship	
FIN 1100	Personal Finance	
Total Term Semester Hours		9

Second Year Term IV

*MNA 2824C	E-Commerce Practicum	3
*CGS 2840C	CIW: E-Commerce Strategies and Practices II	4
GEB 2430	Business Ethics	1
Total Term Semester Hours		8
Total Program Semester Hours		36

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

ELECTRONICS ENGINEERING TECHNOLOGY
Associate in Applied Science Major Code A013

Program Description

This program, offered at the North Campus, prepares students to work as engineering assistants, field service technicians, and as research assistants. This program transfers directly to Nova Southeastern University. 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. This program was awarded the Secretary of Education's Award for the most outstanding technical program in the ten state region of the southeastern United States.

First Year Term I

*EET 1015C	DC Circuits	5
CET 1114C	Digital Techniques	5
*MTB 1325	Engineering Tech. Mathematics I	4
Total Term Semester Hours		14

First Year Term II

*EET 1025C	AC Circuits	5
*EET 1141C	Linear Techniques I	5
*MTB 1326	Engineering Tech. Mathematics II	4
Total Term Semester Hours		14

First Year Term III

*CET 1317C	Technical Computer Applications	3
*CET 1123C	Microprocessors I	4
*ENC 1101	Composition I	3
Total Term Semester Hours		10

Second Year Term I

*CET 2131C	Microprocessors II	4
*EET 2142C	Linear Techniques II	4
*EET 2355C	Data Communications	3
*SPC 1024	Introduction to Speech Communications	3
Total Term Semester Hours		14

Second Year Term II

*EET 2326C	Electronic Communications	4
① Elective	Field Elective	3
② Elective	Field Elective	3
Elective	Social/Behavioral Science	3
Elective	Humanities/Fine Arts	3

Total Term Semester Hours **16**

Total Program Semester Hours **68**

(1) Field Electives – students are to select two of the following courses consistent with their career goals: Any course with prefix EET or CDA 1403C, *CDA 1302C, CET 2489C, *CET 2494C, CGS 2263, COP 1334C, *COP 1341, *COP 2171C, ETD 1320, *ETD 2350C. The total of this area must be a minimum of 6 credits.

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

** Successful completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

This program of study applies to students who enroll in Broward Community College for the first time during the 2005-06 academic year. Other students should refer to their applicable catalog.

It is strongly recommended that students see an academic advisor or counselor every term.

Emergency Medical Services Programs

The Emergency Management A.S. degree, offered through the BCC Institute of Public Safety located at the Central Campus (954-201-6791), is designed for current Public Safety employees (Law Enforcement, Fire Service or Public Health) seeking to become effective Emergency Managers within their area of expertise. This program is also for those seeking entry-level positions in the area of Public Safety/Emergency Management.

EMERGENCY MEDICAL SERVICES PROGRAMS
Emergency Medical Technician Applied Technology Diploma Major Code B003
Paramedic Technical Certificate Major Code 6208
Emergency Medical Services - Associate in Science Major Code 2160

Program Description

Broward Community College has developed a three stage program in Emergency Medical Services to meet the needs of the community. The Applied Technology Diploma for the EMT and the Technical Certificate for the Paramedic are included in the two-year Associate in Science Degree Program. Satisfactory completion of the EMT Technical Certificate will enable the student to take the Florida State EMT Examination. Satisfactory completion of the advanced courses in the Paramedic Technical Certificate Program will enable students to take the Florida State Paramedic Examination. Those desiring an Associate in 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.

Applicants should call (954) 201-6920 for additional information. These programs are offered at Health Sciences, Central and North Campuses.

Criteria for Admission to EMT Applied Technology Diploma, Paramedic Technical Certificate and A.S. Degree Programs:

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:

- Freedom from any physical or mental defects or diseases, which might impair a candidate's ability to perform duties.
- Freedom from any addiction to alcohol or any controlled substance

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

Emergency Medical Technician Applied Technology Diploma Major Code B003

Criteria for Admission to EMT Applied Technology Diploma Program:

A priority for admission into the EMT Applied Technology 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 EMT-Applied Technology Program:

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

EMS 1119	Emergency Medical Technician, Basic	6
*EMS 1119L	EMS Skills Lab	1
*EMS 1411	Hospital Clinical	2
*EMS 1421	Field Clinical	2
Total Semester Hours		11

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

Paramedic Technical Certificate Major Code 6208

Applicants should call (954) 201-6920 for additional information. Program is offered at Health Sciences, Central and North.

Criteria for Admission to the Paramedic-Technical Certificate Program:

- A priority for admission into the Paramedic Technical 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.
- Successfully complete an EMT Program as verified by a program Completion Certificate in order to enter the Paramedic Program.
- An EMT state certificate is required in order to enter the Paramedic II sequence of courses.

Term I

EMS 2010	Body Systems for the Paramedic	3	
*EMS 2631	Paramedic Science I – Lecture	3	
*EMS 2631L	Paramedic Science I – Skills Lab	1	
*EMS 2650	Paramedic Science I, Field Clinical	1	
Total Term Semester Hours		8	

Term II

①*EMS 2632	Paramedic Science II-Lecture	3	
*EMS 2632L	Paramedic Science II, Skills Lab	1	
*EMS 2633	Paramedic Science II, Cardio Respiratory Lecture	3	
*EMS 2641	Paramedic Science, Hospital Clinical I	2	
*EMS 2651	Paramedic Science II, Field Clinical	3	
Total Term Semester Hours		12	

Term III

*EMS 2634	Paramedic Science III, Trauma Lecture	3	
*EMS 2634L	Paramedic Science III, Lab	1	
*EMS 2635	Paramedic Science III, Medical Emergencies – Lecture	3	
*EMS 2642	Paramedic Science, Hospital Clinical II	2	
*EMS 2652	Paramedic Science III, Field Clinical	3	
Total Term Semester Hours		12	

Term IV

*EMS 2636	Paramedic Science IV - Lecture	3	
*EMS 2636L	Paramedic Science IV Lab	1	
*EMS 2643	Paramedic Science I Clinical III	2	
*EMS 2653	Paramedic Science Internship	4	
Total Term Semester Hours		10	
Total Program Semester Hours		42	

*Requires a pre- or co-requisite. See course descriptions in this catalog or online.

①Pre-requisite: Florida State EMT I certification

It is strongly recommended that you see an academic advisor or counselor every term.

Emergency Medical Services Associate in Science Major Code 2160

Applicants should call (954) 201-6920 for additional information. EMS courses offered at Health Sciences, Central and North; general education courses are offered at all BCC locations.

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

- Completion of 73 semester hours of credit and a degree grade point average of 2.0 or higher.
- Completion of all courses in the degree program with a grade of "C" or higher.

Complete the following General Education courses

Elective	Humanities	3
Elective	Science/Mathematics (college-level)	3
#ENC 1101	Composition I	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
PSY 2012	General Psychology	3
CGS 1060C	Computer and Internet Literacy	3
Total Semester Hours		18

Complete the following EMS courses:

*EMS 1119	EMT Lecture	6
*EMS 1119L	EMT Skills Lab	1
*EMS 1411	EMT Hospital Clinical	2
*EMS 1421	EMT Field Clinical	2
*EMS 2010	Body Systems for the Paramedic	3
*EMS 2631	Paramedic Science I, Lecture	3
*EMS 2631L	Paramedic Science I, Skills Lab	1
*EMS 2650	Paramedic Science I, Field Clinical	1
(*)EMS 2632	Paramedic Science II Lecture	3
*EMS 2632L	Paramedic Science II Skills Lab	1
*EMS 2633	Paramedic Science II	
	Cardio Respiratory Lecture	3
*EMS 2641	Paramedic Science Hospital Clinical I	2
*EMS 2651	Paramedic Science II Field Clinical	3
*EMS 2634	Paramedic Science III Trauma	

	Lecture	3
*EMS 2634L	Paramedic Science III Skills Lab	1
*EMS 2635	Paramedic Science III Medical	
	Emergencies Lecture	3
EMS 2642	Paramedic Science Hospital Clinical	2
EMS 2652	Paramedic Science III - Field Clinical	3
*EMS 2636	Paramedic Science IV Lecture	3
*EMS 2636L	Paramedic Science IV Skills Lab	1
*EMS 2643	Paramedic Science Hospital Clinical III	2
*EMS 2653	Paramedic Science IV Field Internship	4
*EMS 2311	Leadership Practicum	2

Total Semester Hours 73

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

(*)Pre-requisite: Florida State EMT I certification

#Pre-requisite course for entry to the program.

It is strongly recommended that all students see an academic advisor or counselor every session.

Students who test into college preparatory courses must successfully complete all required college preparatory courses to qualify for graduation.

ENVIRONMENTAL SCIENCE TECHNOLOGY
Environmental Science Technology Associate in Science Major Code 2182
Geographic Information Systems Advanced Technical Certificate Major Code 4277

Environmental Science Technology Associate in Science Major Code 2182

Program Description

This program, offered at the A. Hugh Adams Central Campus, prepares students for employment in various positions such as environmental laboratory technicians, environmental samplers, environmental health inspectors, instrumentation technicians, pollution control technicians, groundwater contamination technicians and geology technicians.

First Year Term I

*ENC 1101	Composition I	3
CHM 1025	Introduction to Chemistry	3
CHM 1025L	Introduction to Chemistry Lab	1
BSC 1005	General Biology or	
ORH 1000	Horticultural Biology	3
BSC 1005L	General Biology Lab or	
ORH 1000L	Horticultural Biology Lab	1
SPC 1024	Introduction to Speech Communications	3
#EVR 2930	Environmental Science Seminar	1
Total Term Semester Hours		15

First Year Term II

*ENC 2210	Professional and Technical Writing	3
*EVR 1009	Environmental Science	3
ORH 1523	Native Upland Plants	2
ORH 1524	Native Wetland Plants	2
*EVS 2893C	Environmental Sampling and Analysis	5
Total Term Semester Hours		15

First Year Term III, Session II or III

*Math	(MTB 1310, MAT 1033, or MGF 1107)	3
Elective		3
Total Term Semester Hours		6

Second Year Term I

EVR 1862	Environmental Regulations	3
#EVR 2930	Environmental Science Seminar	1
SOS 2242C	Wetlands Management I	3
*MCB 2010	Microbiology	3
*MCB 2013L	Microbiology Lab	1
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		14

Second Year Term II

EVR 2949	Co-op Internship	3
GEO 1150C	Introduction to Geographic Information Systems I	4
*PSC 1121	Physical Science or	
*PHY1001	Applied Physics	3
PSC 1121L	Physical Science Lab or	
*PHY 1001L	Applied Physics Lab	1
GEO 2370	Conservation of Natural Resources or	
Elective	Social Science	3
Total Term Semester Hours		14
Total Program Semester Hours		64

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

#Students are required to take this course twice.

This program includes three credits of undesignated electives. Students may consider the following recommended electives: GLY 1010, ZOO 2010, or ETD 1320. Students who are not computer literate are advised to take ETD 1320 prior to enrolling in GEO 1150C.

**Successful completion of the basic student technology literacy test, or passing CGS1060C, Computer and Internet Literacy, is required to earn this degree.

It is strongly recommended that students see an academic advisor every term.

Geographic Information Systems Advanced Technical Certificate Major Code 4277

Pre-requisite: Associate in Science Degree in Environmental Science Technology or departmental approval of related degrees.

GEO 1154C	Introduction to Geographic Information Systems II	3
GEO 1132	Remote Sensing and Applications	3
GEO 1156C	Applications of Geographic Information Systems	3
Total Semester credits		9

FIRE SCIENCE TECHNOLOGY
Associate in Science Major Code 2118

Program Description

The Associate in Science Degree in Fire Science Technology, located on A. Hugh Adams Central Campus, 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 including Arson Investigator, Fire Officer, and Municipal Fire Inspector specialties. Accelerated programs are offered in a series of required (3) credit courses, to prepare students for State Fire Officer I, Municipal Fire Inspector, or Arson Investigator certification. **For additional information call 954-201-6791.**

Fire Science General Education Requirements

*ENC 1101	English Composition I	3
*ENC 1102	English Composition II or	
*ENC 2210	Technical Report Writing	3
SPC 1024	Introduction to Speech or	
SPC 1600	Public Speaking	3
POS 2112	State and Local Government or	
POS 2041	National Government	3
Elective	Humanities/Fine Arts	3
Elective	Mathematics/Natural Science	3
**Elective	CGS1060C, Computer and Internet	
	Literacy or any college-level	
	transferable course	3
Elective	General Education Course (any	
	college-level transferable course)	9
Total Semester Hours		30

Fire Science Core Courses

FFP 1505	Fire Prevention Theory and	
	Application	3
FFP 1120	Fire Protection through Building	
	Construction	3
FFP 1810	Firefighting Tactics and Strategy	3
FFP 1540	Fire Protection & Detection Systems	3
FFP 2710	Fire Department Supervision	3
FFP 2740	Methods and Techniques Instruction	3
*FFP 2811	Application of Fire Ground Tactics	3
*FFP	Electives	9
Total Semester Hours		30
Total Program Credit Hours		60

Students must fulfill a mathematics competency exit requirement through placement test or coursework.

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

**CGS 1060C, Computer and Internet Literacy is required unless the student successfully passes the basic student technology literacy test administered by BCC.

#The following courses satisfy FFP elective requirements. Regardless of the number of FFP elective courses the student has completed, a maximum of nine (9) credits may be used toward the Fire Science degree:

FFP 1000	Introduction to Fire Science	3
FFP 2939	Introduction to Command	3
FFP 2741	Fire Science Course Design	3
FFP 1780	Fire Administration I	3
FFP 1510	Codes and Standards	3
FFP 2111	Fire Chemistry	3
FFP 2781	Fire Administration II	3
FFP 2604	Origin and Cause	3
FFP 2630	Latent Investigation	3
FFP 2670	Legal Issues in Fire Investigation	3
FFP 2690	Fire Service Photography	3

FFP 2521	Construction and Plans Examination	3
FFP 2401	Hazardous Materials 1	3
FFP 2402	Hazardous Materials II	3
+ Recommended courses: STA 2023, PHI 2600, SYG 2010, PSY 2012, ECO 2013, CHM 1025, and EVR 1009.		

BCC/FAU Joint A.S. Degree in Fire Science and Bachelor of Public Management Degree Program

Students completing this A.S. to B.P.M. combined four year program will receive the Associate in Science degree in Fire Science from Broward Community College AND the Bachelor of Public Management degree from Florida Atlantic University. After successfully completing the program at BCC, students then transfer to FAU. To find out which courses will be taken at FAU for the B.P.M. degree, call (954) 236-1003. Below are the courses to be taken at BCC, which will lead to the A.S. degree (Note: Students may choose to take the courses in a different order.

Term I at BCC

①FFP 1780	Fire Administration I	3
①FFP 1505	Fire Prevention Theory and	
	Application	3
②MAT 1033	Intermediate Algebra	3
②ENC 1101	Composition I	3
②CGS1000C	Introduction to Computers	3
Total Term Semester Hours		15

Term II at BCC

①FFP 1810	Firefighting Tactics and Strategy	3
①FFP 1540	Fire Protection and Detection	
	Systems	3
②MGF 1106	Math for Liberal Arts Majors	3
②ENC 2201	Technical Report Writing	3
SPC 1024	Introduction to Speech	3
Total Term Semester Hours		15

Term III at BCC

①FFP 2710	Fire Department Supervision	3
①FFP 1120	Fire Protection through Building	
	Construction	3
①FFP 0000	Fire Science Electives (see advisor)	3
⑥XXX 1120	Foreign Language I	4
⑦ECO 2013	Principles of Economics I (with	
	writing)	3
Total Term Semester Hours		16

Term IV at BCC

①FFP 2740	Techniques of Instruction in Fire	
	Science	3
①FFP 2420	Application of Fire Ground Tactics	3
⑤STA 2023	Statistics	3

⑥XXX 1121	Foreign Language	4
⑦POS 2112	State and Local Government (with writing)	3
Total Term Semester Hours		16
Total Program Semester Hours		62

- (1) FFP prefixed courses are subject to change. Contact your BCC Fire Science Advisor to secure the most current list of FFP requirements. As the FFP courses are updated, the BPM degree requirements will adopt curriculum revisions without penalty.
- (2) Intermediate Algebra is recommended for most A.S. students. However, with a sufficient math background, you may be eligible to move directly into MGF 1106, Mathematics for Liberal Arts I. See a BCC advisor or counselor for more information.
- (3) Gordon Rule Writing course. To earn the Bachelors degree, you must complete sufficient coursework that counts as "Gordon Rule Writing" such as ENC prefixed courses or other BCC courses designated for writing. Completing this program will satisfy the Gordon Rule Writing requirement.

- (4) Any CGS, CIS, or COP prefixed course will satisfy the requirement for both the A.S. in Fire Science and BPM.
- (5) To earn the Bachelor degree, you must complete six hours of mathematics at the college level. MGF 1106 and STA 2023 each count toward that requirement.
- (6) If you completed two years of the same foreign language in high school, you need not complete this course. If so, then substitute any three credit hour 1000 or 2000 level Humanities course (see BCC advisor).
- (7) Take as writing course. This means you must designate at the time of registration that you are taking this course "for writing" enabling you to receive Gordon Rule Writing credit.

GRAPHICS TECHNOLOGY
Graphics Design Technology Associate in Science Major Code 2192
Graphic Design Production Certificate Major Code 6289
Graphic Design Support Certificate Major Code 6290

Program Description

The Graphics Technology Program, offered at the Downtown Higher Education Complex (Willis Holcombe Center), is designed to prepare students for the rapidly changing computer driven graphics design industry. The primary job titles are Junior Graphic Artist, Graphics Reporter and Web Designer.

First Year Term I (Fall)

ART 1201C	2-D Design	3
ART 1300C	Drawing 1 or	
PGY 1801C	Digital Imaging	3
ARH 2000	Art Appreciation or	
ARH 2050	Art History I or	
ARH 2051	Art History II	3
Mathematics/Science		3
ENC 1101	English Composition	3
Total Term Semester Credits		15

First Year Term II (Spring)

PGY 1801C	Digital Imaging	3
GRA 1151C	Digital Illustration	3
GRA 1122C	Publication Design	3
*GRA 2190C	Introduction to Graphic Design	4
Total Term Semester Credits		13

Term III (Summer)

*PGY 1800C	Digital Photography	3
Total Term Semester Credits		3

Second Year Term I (Fall)

*GRA 1201C	Digital Typography	3
*GRA 2171C	Advertising and Promotional Design	3
*GRA 2152C	Advanced Digital Imaging Design	3
*GRA 2841C	Web Publishing	3
SPC 1024	Intro to Speech Communication or	
SPC 1600	Introduction to Public Speaking	3
Total Term Semester Credits		15

Second Year Term II (Spring)

Elective Psychology	3
*GRA 2191C Graphic Design II	4
*GRA 2185C Art Direction and Final Production	3
*GRA 2181C Graphic Design Portfolio	2
<i>Total Term Semester Credits</i>	<i>12</i>

Term III (Summer)

*GRA 2940C	Graphic Design Internship	3
*PGY 2850C	Digital Audio/Video Editing or	
*GRA 2162C	3d Animation or	
*CGS 2877C	Web Animation	3
Total Term Semester Credits		6
Total Term Semester Credits		64

Completion of the Graphics Technology Program will satisfy SACS computer competency standards. It is strongly recommended that students see an academic advisor or counselor every term.

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

#Requires a proper score on Placement Test.

NOTE: Successful completion of the basic student technology literacy test, or passing CGS1060C, Computer and Internet Literacy, is required to earn this degree.

Program Description

The Graphic Design Production Certificate. The purpose of this certificate is to prepare students for employment as a graphic design assistant, graphic production artist or to provide supplemental training for Persons previously or currently employed in these occupations.

Certificate requirements

ART 1201C	2-D Design	3	*PGY 1800C	Digital Photography	3
ART 1300C	Drawing 1 or		GRA 201C	Typography	3
ART 2300C	Life Drawing	3	GRA 2171C	Advertising and Promotional Design or	
PGY 1801C	Digital Imaging	3	*GRA 2152C	Advanced Digital Image Design or	
GRA 1122C	Publication Design or		GRA 2841C	Web Publishing	3
OST 1181C	Desktop Publishing	3	Total Certificate Credits		24
GRA 1151C	Digital Illustration	3			

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

It is strongly recommended that students see an academic advisor or counselor every term.

Graphic Design Support Certificate Major Code 6290

Program Description

The Graphic Design Support Certificate. The purpose of this program is to prepare students for employment as assistant graphic designers or to provide supplemental training for persons previously or currently employed in these occupations.

Certificate requirements

ART 1201C	2-D Design	3	*Requires a pre- or co-requisite. See course description in this catalog or online.	
ART 1300C	Drawing 1 or			
ART 2330C	Life Drawing	3	It is strongly recommended that students see an academic advisor or counselor every term.	
PGY 1801C	Digital Imaging	3		
GRA 1122C	Publication Design or			
OST 1181C	Desktop Publishing	3		
GRA 1151C	Digital Illustration	3		
Total Credit Certificates		15		

HEALTH INFORMATION MANAGEMENT

Associate in Science Major Code 2179

Program Description

This full time two-year program of study prepares the student for employment as a health information technician (HIT) in a variety of settings and eligibility to write the national certifying examination to become a Registered Health Information Technician (RHIT). Responsibilities include coding of diagnoses and procedures; as well as processing, storage and retrieval of health information. Confidentiality, legal aspects, statistical reporting, performance improvement, and supervision of daily department activities comprise other functions. Professional practice experiences are provided in local health care facilities under the supervision of qualified professional personnel. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Articulation Agreement

The program has an articulation agreement with Atlantic and Sheridan Technical Centers for students completing the full-time Transcription or Medical Coder/Biller programs. Articulation applicants should call the Program Manager at (954) 201-2084 for information.

First year applicants should call (954) 201-6056 for application information. For specific program information call the Program Manager at (954) 201-2084. Program is offered at Health Sciences, North Campus.

Criteria for Admission into the Associate in Science in Health Information Management Program:

- Applicant must fulfill the general requirements for admission to the Health Science Programs. See page 32.
- A minimum 2.5 degree GPA.
- Complete the pre-requisite courses listed below with a grade of "C" or higher.
- Students who have not completed the pre-requisites, but seek early admission, must obtain departmental approval.
- Applicants must complete the Pre-Health Science Core certificate requirements (CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.

Requirements for the Associate in Science in Health Information Management:

- Courses must be completed in the sequence as outlined in the program of study.
- Completion of 67 semester hours of credit and a minimum degree grade point average of 2.0 or higher.
- Completion of all courses in the degree program with a grade of "C" or higher.

Pre-requisite Courses:

HSC 1531	Medical Terminology	3
CGS 1060C	Computer and Internet Literacy	3
BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
Total Semester Hours		10

First Year Term I

**BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1
*HIM 1000	Intro. to Health Info. Management2	
*HIM 1300	Healthcare Delivery Systems	3
*HIM 1436	Pathophysiology	3
MAT 0024	Elementary Algebra or higher	0
Total Semester Hours		12

First Year Term II

*ENC 1101	Composition I	3
SPC 1024	Introduction to Speech Communication	3
*HIM 1110	Health Data Concepts	3
*HIM 1250	Coding: Beginning	4
*HIM 1260	Health Insurance Billing	2
Total Semester Hours		15

First Year Term III

*HIM 1800	Professional Practice I	2
Elective	Humanities/Fine Arts	3
Total Semester Hours		5

Second Year Term I

*HIM 2012	Law and Ethics	2
*HIM 2232	Coding: Intermediate	3
*HIM 2652	Health Information Systems	3
*HIM 2214	Health Statistics	2
*HIM 2304	Supervision and Organizational Life	2
Total Semester Hours		12

Second Year Term II

*HIM 2234	Coding: Advanced	3
*HIM 2810	Professional Practice II	2
*HIM 2500	Performance Improvement	2
*HIM 2110	Electronic Health Record	2
*HIM2930	Transition Seminar	1
*# Elective	Social/Behavioral Sciences	3
Total Semester Hours		13

Total Program Semester Hours 67

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

#Recommend POS 2041, National Government or PSY 2012, General Psychology.

It is strongly recommended that you see an academic advisor every semester.

HEALTH SERVICES MANAGEMENT
Associate in Applied Science Major Code A014
Associate in Science Major Code 2129

Program Description

The Health Services Management Associate Degree Programs are designed for health care personnel who have completed a post secondary adult vocation or college certificate or degree from an accredited certificate or degree program in a health science area and are interested in administration/management or currently hold such a position. Students are awarded up to 20 credits based upon the length of the program and current work experience in the field.

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.

Students interested in a Bachelor Degree in Health Services Administration should ask about the Articulation Agreement with Florida International University (FIU). The Bachelor of Health Services Administration (BHSA) degree at FIU requires 60 lower division credit hours, which may be completed at BCC and a minimum of 60 upper division credit hours. Students may choose a nursing home administration specialization, which includes the 36 credit hours of core course work, 15 credit hours of nursing home administration, and 9 credit hours of electives. Please call (954) 940-5980 or (954) 760-5632 for further information.

Applicants should call (954) 201-2890 for admission information. Program information can be accessed at (954) 201-6904. General Education courses are offered at all BCC locations

Criteria for Admission to Health Services Management Associate in Applied Science and Associate in Science

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Student must have completed a postsecondary adult vocation or college certificate in an Allied Health area from an accredited program. Credits are awarded based upon length of program and current experience in field. Minimum work experience is six months at 32 hours per week post graduation.

Requirements for the Associate in Applied Science in Health Services Management

- Completion of 62 semester hours of credit with a degree grade point average of 2.0 or higher.
- Completion of all courses in the degree program, with a grade of "C" or higher.

Required Courses

**HSC 1949	Health Services Work Experience	20
HIM1300	Health Care Facilities and Delivery System	3
ACG 2001	Principles of Accounting	3
MAN 2021	Introduction Management	3
MNA 2345	Principles of Supervision	3
*ENC 1101	Composition	3
*ENC 2210	Prof. and Tech. Report Writing	3
HSC 1531	Medical Terminology	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
*HSA 2810L	Practicum in Health Facility Ad	

Total Semester Hours 50

Elective Courses

***Computer Applications	3
Humanities/fine Arts	3
Social Science/Behavioral Science	3
Speech	3

Total Elective Semester Hours 12

Total Program Semester Hours 62

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

**Student must have PSAV certificate from an accredited program. Credits are awarded based upon length of program and current experience in field.

***Successful completion of the basic student technology literacy test, or passing CGS1060C, Computer and Internet Literacy, is required to earn this degree.

It is strongly recommended that students see an academic advisor or counselor every term.

Health Services Management Program Associate in Science Major Code 2129

Students seeking an Associate in Science Degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra requirement in the Associate in Applied Science Degree with MAC1105 College Algebra or higher-level mathematics course or any College Level Science Course.

HOSPITALITY AND TOURISM MANAGEMENT**Hospitality and Tourism Management Associate in Applied Science Major Code A015****Hospitality and Tourism Management Associate in Science Degree Major Code 2121****Program Description**

The Hospitality and Tourism Management programs, offered at A. Hugh Adams Central Campus, emphasize 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 practicum work experience provides graduates with knowledge of industry practices, which increases their value to employers. This program is only offered at A. Hugh Adams Central Campus. For more information, please contact the Program Manager at (954) 201-6710.

Hospitality and Tourism Management Associate in Applied Science Major Code A015**First Year Term I**

*ENC 1101	Composition I	3
MNA 1161	Introduction to Customer Service	3
HFT 1210	Supervisory Development	3
HFT 2250	Hotel Management	3
MTB 1103	Business Mathematics	3

Total Term Semester Hours 15

First Year Term II

OST 2335	Communications in the Workforce	3
HFT 2410	Front Office Systems/Procedures	3
HFT 2220	Organization and Personnel Management	3
HFT 2600	Hospitality Law	3
*Elective	Mathematics or Science	3

Total Term Semester Hours 15

First Year Term III

Elective	Humanities/Fine Arts	3
#Elective		1

Total Term Semester Hours 4

Second Year Term I

SPC 1024	Introduction to Speech Communication	3
FSS 2500	Food Service Costing and Controls	3
HFT 2500	Marketing	3
HFT 1700	Introduction to Tourism Industries	3
HFT 1941	Operations and Service Practicum	3

Total Term Semester Hours 15

Second Year Term II

CGS 1060C	Computer and Internet Literacy	3
HFT 2511	Convention and Group Business Marketing Management	3
HFT 2460	Financial Management	3
PSY 2012	General Psychology	3
HFT 2942	Management and Control Practicum	3

Total Term Semester Hours 15

Total Program Semester Hours 64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#GEB 2430, Business Ethics or any other one-credit elective.

It is strongly recommended that students see an academic advisor or counselor every term.

Hospitality and Tourism Management Associate in Science Major Code 2121

Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute Mathematics or Science Elective requirement in the Associate in Applied Science degree with a college-level, transferable mathematics or science course and ENC 1102, Composition II, in place of FSS 2500, Food Service Costing and Controls.

Food & Beverages Management Certificate Major Code 6301**Program Description**

The Food & Beverages Management Certificate, offered at all BCC Central campus, is designed to qualify successful completers for upwardly mobile positions in the food & beverages industry.

First Year Term I

HFT 1210	Supervisory Development	3
CGS 1100	Introduction to Computer Applications	3
HFT 2600	Hospitality Law	3
MTB 1103	Business Mathematics	3

Total Term Semester Hours 12

First Year Term II

HFT 2250	Hotel management	3
HFT 2410	Front Office Systems/Procedures	3

MNA 1161	Introduction to Customer Service	3
OST 2335	Communications in the Workforce	3

Total Term Semester Hours 12

First Year Term III

HFT 2220	Organization and Personnel Mgt	3
FSS 2500	Food Service Costing & Controls	3

Total Term Semester Hours 6

Total Certificate Semester Hours 30

Guest Services Specialist Certificate Major Code 6300

Program Description

The Guest Services Specialist Certificate, offered at BCC Central Campus, is designed to qualify successful completers for upwardly mobile positions in the lodging industry.

First Year Term I

HFT 1210	Supervisory Development	3
MTB 1103	Business Mathematics	3
Total Term Semester Hours		6

First Year Term II

HFT 2250	Hotel Management	3
HFT 2410	Front Office Systems/Procedures	3
Total Term Semester Hours		6

First Year Term III

HFT 2220	Organization and Personnel Mgt	3
Total Term Semester Hours		3
Total Certificate Semester Hours		15

It is strongly recommended that students see an academic advisor or counselor every term.

Rooms Division Management Certificate Major Code 6302

Program Description

The Rooms Division Management Certificate, offered at BCC Central Campus, is designed to qualify successful completers for upwardly mobile positions in the lodging industry.

First Year Term I

HFT 1210	Supervisory Development	3
HFT 1700	Introduction to Tourism Industry	3
HFT 2600	Hospitality Law	3
MTB 1103	Business Mathematics	3
Total Term Semester Hours		12

First Year Term II

HFT 2250	Hotel management	3
HFT 2410	Front Office Systems/Procedures	3
MNA 1161	Introduction to Customer Service	3
OST 2335	Communications in the Workforce	3

Total Term Semester Hours **12**

First Year Term III

HFT 2220	Organization and Personnel Mgt	3
HFT 2500	Hospitality Marketing	3
Total Term Semester Hours		6
Total Certificate Semester Hours		30

It is strongly recommended that students see an academic advisor or counselor every term.

INDUSTRIAL MANAGEMENT TECHNOLOGY
Industrial Management Associate in Applied Science Major Code A033
Industrial Management Associate in Science Degree Major Code 2194

Program Description

This program, offered at the Judson A. Samuels South Campus, provides students, who have obtained competency in a variety of fields, an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields.

For additional information and the procedure for the transfer of credits for this program, contact the Industrial Management Technology Program Manager at (954) 201-8601 or email imtech@broward.edu

Industrial Management Technology Associate in Applied Science Major Code A033

Academic Core Courses Required

*ENC 1101	English Composition I	3
Elective	Humanities/Fine Arts (Area 2)	3
Elective	Social/Behavioral Sciences (Area 3)	3
*MTB 1310	Applied Mathematics or	
MAT 1033	Intermediate Algebra	3
SPC 1024	Intro to Speech Communication or	
SPC 1600	Introduction to Public Speaking	3
CGS 1060C	Computer and Internet Literacy	3

Total Academic Core Credits 18

Technical Course Requirements

MAN 2021	Introduction to Management	3
MNA 1161	Introduction to Customer Service	3
MNA 2345	Principles of Supervision	3
OST 2335	Communications in the Workforce or	
*ENC 2210	Professional and Technical Writing	3
MNA 2905		
	Independent Studies in Industrial	
	Management or	
MNA 2949	Co-op Work Experience	3
#MNA 1948	Industrial Technical Practicum	27
	Total Technical Course Credits	42
	Total A.A.S. Degree Credits	60

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

Industrial Management Technology Associate in Science Major Code 2194

Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics, with MAC 1105, College Algebra or higher.

#Twenty seven credits will be awarded to students who successfully complete one of the 1300 clock hour or greater technical programs listed below at Atlantic Technical Center (754) 321-5100, McFatter Technical Center (954) 321-5700, or Sheridan Technical Center (754) 321-5400. Contact the IMT program manager for the procedure to obtain 27 credits for MNA 1948.

Air Conditioning, Refrigeration/Heating Technology
 Applied Welding Technology
 Apprenticeship Programs (State Approved)
 Automotive Collision Repair and Refinishing
 Boat and Yacht Repair/Refinishing Technology
 Building Construction Management
 Commercial Art Technology
 Commercial Foods and Culinary Arts
 Commercial Photography Technology

Computer Electronics Technology
 Cosmetology
 Court Reporting
 Drafting
 Heavy Duty Truck and Bus Mechanics
 Industrial Electricity
 Machining Technology
 Marine Service Technology
 Plumbing Technology
 Printing and Graphic Arts
 Television Production

Technical education teachers who have completed the Broward County Public Schools ACTIVE Program may substitute vocational education coursework for Technical Education Core Courses.

INTERNET SERVICES TECHNOLOGY

Master Designer Option Associate in Science Major Code 2196

Master Designer Option Associate in Applied Science Major Code A036

Web Development Specialist Designer Option Technical Certificate Major Code 6285

Master Designer Option Associate in Science Major Code 2196.

First Year, Term I

CGS 1060C	Computer and Internet Literacy or	
CS Elective	Computer Science Elective**	3
CTS 1860C	I-Net+	4
ENC 1101	Composition	3
CTS 1520C	Adobe Photoshop	3

Total Term Semester Hours 13

Term II

CTS 1526C	Macromedia Dreamweaver ¹	
	(Session 2)	3
CTS 2523C	Macromedia Flash ²	
	(Session 4)	3
CGS 2843	CIW E-Commerce Strategies and	
	Practices I ¹	3
ENC 1102	Composition II ³ or	
ENC 2210	Professional and Technical Writing ³	3
MAC 1105	College Algebra	3

Total Term Semester Hours 15

Term III

CTS 1530C	Cascading Style Sheets ¹	3
CGS 2840C	CIW E-Commerce Strategies and	
	Practices II ⁴	4
	Term Semester Hours	7

Second Year, Term I

CS/BUS	Computer Science/Business Elective*	3
CS/BUS	Computer Science/Business Elective*	3
CS/BUS	Computer Science/Business Elective*	3
ECO 2013	Principles of Economics	3
SPC 1024	Introduction to Speech	
	Communications or	
SPC 1600	Public Speaking	3

Term Semester Hours 15

Second Year Term II

CS/BUS	Computer Science/Business Elective*	3
CS/BUS	Computer Science/Business Elective*	3
CS/BUS	Computer Science/Business Elective*	3
GEB 2430	Business Ethics	1
HUM/FA	Humanities/Fine Arts Elective	3

Term Semester Hours 13

Total Program Semester Hours 63

*Any course with a ACG, CDA, CEN, CET, CIS, or COP, CTS, ECO, MAR or MNA prefix, except CGS2554C

**Any course with a CDA, CEN, CET, CGS, CIS, COP or CTS prefix.

1. Prerequisite – CTS 1860C (with a grade of C or higher)
2. Prerequisite – CTS 1526C (with a grade of C or higher)
3. Prerequisite – ENC 1101
4. Prerequisite – CGS 2843 (with a grade of C or higher)

Master Designer Option Associate in Applied Science Major Code A036

Students pursuing an A.A.S. degree may substitute MTB1310 – Applied Mathematics or MAT1033 – Intermediate Algebra for MAC 1105, College Algebra

WEB DEVELOPMENT SPECIALIST
Designer Option Technical Certificate Major Option 6285

First Year, Term I

CGS 1060C	Computer and Internet Literacy or	
CS Elective	Computer Science Elective**	3
CTS 1860C	I-Net+	4
ENC 1101	Composition	3
CTS 1520C	Adobe Photoshop	3
Total Term Semester Hours		13

Term II

CTS1526C	Macromedia Dreamweaver ¹ (Session 2)	3
CTS 1523C	Macromedia Flash ² (Session 4)	3
CGS 2843	CIW E-Commerce Strategies and Practices I ¹	3
CS/BUS	Computer Science/Business Elective	3
Total Term Semester Hours		12

Term III

CTS 1530C	Cascading Style Sheets ¹	3
CGS 2840C	CIW E-Commerce Strategies and Practices II ³	4
CS/BUS	Computer Science/Business Elective*	3
Total Term Semester Hours		10
Total Credits		35

***Any course with a ACG, CDA, CEN, CET, CIS, COP, CTS, ECO, MAR, or MNA prefix, or CGS2554C**

****Any course with a CDA, CEN, CET, CGS, CIS, COP or CTS prefix.**

1. Prerequisite – CTS 1860C (with a grade of C or higher)
2. Prerequisite – CTS 1526C (with a grade of C or higher)
3. Prerequisite – CGS 2843 (with a grade of C or higher)

LEGAL ASSISTING (Paralegal Studies)
Associate in Science Major Code 2172

Program Description

The Legal Assisting (Paralegal Studies) Associate in Science Degree, offered at the South and North Campuses, is a program designed for students seeking a career in a law-related field as a paraprofessional.

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. 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). For additional information contact the Program Manager at Judson A. Samuels South Campus, 954-201-8011 or the Business Administration at Judson A. Samuels South Campus 954-201-8933 or the Business Administration office at North Campus, 954-201-2217

First Year Term I

*ENC 1101	Composition I	3
**CGS 1060C	Computer and Internet Literacy or	
#OST2764	Info/Word Processing	3
BUL 2241	Business Law I	3
PLA 1003	Introduction to Legal Assisting	3
PLA 1104	Law Library	3
Total Term Semester Hours		15

First Year Term II

*PLA 1303	Criminal Litigation	3
*PLA 1435	Corporations	3
*PLA 2466	Debtor/Creditor Relations	3
PLA 1201	Civil Litigation	3
*PLA 2114	Legal Writing and Drafting	3
Total Term Semester Hours		15

First Year Term III, Session II and/or Session III

Humanities/Fine Arts Elective	3
GEB 2430 Business Ethics	1
<i>Total Term Semester Hours</i>	4

Second Year Term I

PLA 1841	Immigration Law	3
OST 2335	Communication in the Workforce	3
ECO 2013	Principles of Economics	3
*PLA 1610	Procedures for Real Estate Title Closing	3
PSY 2012	General Psychology or	
SYG 2000	Principles of Sociology	3
Total Term Semester Hours		15

Second Year Term II

SPC 1600	Public Speaking	3
*PLA 1600	Probate Practice	3
*PLA 1800	Domestic Relation Law	3
①Elective	Mathematics or Science	3
②Electives or Practicum		3
Total Term Semester Hours		15
Total Program Semester Hours		64

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

#OST 2764, Info/Word Processing Applications is not transferable to A.A. Degree.

①Must be a transferable mathematics or science course.

②Electives are satisfied by taking one (1) of the following courses:

CJL 1062	Constitutional Law	3
MTB 1103	Business Mathematics	3
SPN 1000	Elem. Spanish Conversation	3
PLA 2612C	Adv. Title Search Procedures	3
BUL 2242	Business Law II	3
FIN 1100	Personal Finance or	3
PLA 2940	Legal Assisting Practicum	3

**Successful completion of the basic student technology literacy test, or passing CGS1060C, Computer and Internet literacy, is required to earn the degree. If you pass the test, you may take CGS1060C or OST2764.

It is recommended that you see an academic advisor, counselor or the program manager every term.

MARINE ENGINEERING MANAGEMENT
Marine Engineering Management - Associate in Science Major Code 2198

Program Description

The Marine Engineering Management degree is designed to prepare students interested in a career in the large yacht maintenance, repair and retrofit industry. Broward County is the world leader in the yacht industry and is in high demand of qualified technicians to work on yachts with diesel engines and sophisticated sustainable systems. Completers of the program may be employed in boat yards working on multi-million dollar vessels and the latest technology in marine equipment. The lifestyle may also include being part of the on-board crew and traveling around the world. Career advancement in management is a probable progression in the field.

Marine Engineering Management - Associate in Science Major Code 2198

Year 1 Semester 1

ENC1101	English Composition	3
MNA1161	Intro to Customer Service	3
MTE1004C	Intro to Marine Technology	3
MTE1400 C	Marine Electricity	3
MTE2490C	Marine Electronics	3

Year 1 Semester 2

SPC1024	Intro to Speech or	
SPC1600	Intro to Public Speaking	3
MTE 1018C	Rigging & Make Ready	3
CHM 1025	Intro to Chemistry and	
CHM 1025L	Intro to Chemistry Lab or	
PHY1001	Applied Physics and	3
PHY1001L	Applied Physics Lab	1
MTE 1056C	Marine Diesel 1	3
MTE 2058C	Marine Diesel 2	3

Year 1 Semester 3

HUM	Humanities Elective	3
MNA 2345	Principles of Supervision	3
MTE 2949	Marine Internship Co-op	2

Year 2 Semester 1

Area 3	Social Behavioral Science	3
MTE 1542C	A/C & Refrigeration Systems	3
MTE 2541C	Marine Aux Systems	3
MTE 1166C	Marine Fuel Systems	3

Year 2 Semester 2

MAC 1105	College Algebra	3
MAN 2021	Intro to Management	3
MTE 2420C	Advanced Electricity	3
MTE 2234C	Inboard/Outboard Saildrive	3
MTE 1310C	Advanced Marine Composites	3

Total Term Semester Hours

66

Note: Students not passing the basic computer and internet literacy exam will be required to take CGS 1060C. This will increase the total credit amount to 69 credits for the A.S. degree in Marine Engineering Management.

MARKETING MANAGEMENT

Marketing Management Associate in Applied Science Degree Major Code A017

Marketing Management Associate in Science Major Code 2126

Marketing Operations Technical Certificate Major Code 6240

Marketing Management Associate in Applied Science Major Code A017

Program Description

The Associate in Applied Science degree in Marketing Management, offered at North and A. Hugh Adams Central Campuses, emphasizes the development of management and leadership skills needed in marketing occupations such as advertising, selling, entrepreneurship, and international business. Students have the opportunity to participate in both state and national marketing competitions through membership in BCC Delta Epsilon Chi. **For additional information contact the Program Manager, A. Hugh Adams Central Campus, (954) 201-6725, or North Campus, (954) 201-2363.** Student Alert: Students need to be aware that some courses are only offered once per year.

First Year Term I

MAR 1011	Principles of Marketing	3
MKA 1021	Salesmanship	3
MKA 1930	Seminar I: Marketing in Perspective	3
OST 2335	Communications in the Workforce	3
Business Elective		3

Total Term Semester Hours 15

First Year Term II

MKA 1511	Advertising	3
MAR 2141	International Marketing	3
MNA 1161	Introduction to Customer Service	3
MKA 2102	Retailing	3
MKA 2931	Seminar II: Research in Marketing	3

Total Term Semester Hours 15

First Year Term III, Session II

*ENC 1101	Composition I	3
HSC 1101C	Introduction to Healthful Living	1

Total Term Semester Hours 4

Second Year Term I

MKA 2932	Seminar III: Marketing Management	3
Business Elective		3
Elective	Humanities/Fine Arts	3
ECO 2013	Principles of Economics I	3
ACG 2001	Principles of Accounting I	3

Total Term Semester Hours 15

Second Year Term II

*MTB 1310	Applied Mathematics	3
CGS 1060C	Computer and Internet Literacy	3
Business Elective		3
SPC 1600	Public Speaking or	
SPC 1024	Intro to Speech Communication	3
Business Elective		3

Total Term Semester Hours 15

Total Program Semester Hours 64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Business Electives are satisfied by taking four (4) of the following courses: GEB2112, MNA1821C, MTB1103, BUL2241, MAN2604, FIN2050, MAN2021, MNA1134, or MKA2949.

Students who test into college preparatory courses must successfully complete all required college preparatory courses to qualify for graduation.

Marketing Management Associate in Science Major Code 2126

Program Description

The Associate in Science degree in Marketing Management, offered at all BCC locations, emphasizes the development of management and leadership skills needed in marketing occupations such as advertising, selling, entrepreneurship, and international business. This program enables students to transfer to senior institutions that offer a bachelor's degree in marketing.

General Education

ECO 2013	Principles of Economics I	3
*ENC 1101	Composition I	3
Elective	Humanities/Fine Arts	3
SPC 1024	Introduction to Speech Communications	3
HSC 1101C	Introduction to Healthful Living	1
CGS 1060C	Computer and Internet Literacy	3
Elective	Mathematics or Science	3

Total Semester Hours 19

Specialized Courses

ACG 2001	Principles of Accounting I	3
MKA 1930	Seminar I: Marketing in Perspective	3
MKA 2931	Seminar II: Research in Marketing	3
OST 2335	Communications in the Workforce	3
MKA 2932	Seminar III: Marketing Management	3
MAR 2141	International Marketing	3
MNA 1161	Introduction to Customer Service	3
MKA 2102	Retailing	3
MKA 1511	Advertising	3
	Business Elective	3
	Business Elective	3
MAR 1011	Principles of Marketing	3

MKA 1021	Salesmanship	3
	Business Elective	3
	Business Elective	3
	Total Semester Hours	45
	Total Program Semester Hours	64

Business Electives are satisfied by taking four (4) of the following courses: GEB2112, MNA 1821C, MTB1103, BUL2241, MAN2604, FIN2050, MAN2021, MNA1134, or MKA2949.

Students who test into college preparatory courses must successfully complete all required college preparatory courses to qualify for graduation.

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

⁽¹⁾Must be college-level, transferable mathematics or science elective.

It is strongly recommended that students see an academic advisor or counselor every term.

Marketing Operations Technical Certificate Major Code 6240

Program Description

The Marketing Operations Certificate, offered at Central and North Campus, 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.

First Year Term I

MAR 1011	Principles of Marketing	3
MKA 1021	Salesmanship	3
MKA 1930	Seminar I: Marketing in Perspective	3
MNA 1821C	Introduction to E-Commerce	3
	Total Term Semester Hours	12

First Year Term II

MKA 1511	Advertising	3
MAR 2141	International Marketing	3

MNA 1161	Introduction to Customer Service	3
+MKA 2102	Retailing or	
#GEB 2112	Entrepreneurship	3
	Total Option Semester Hours	12
	Total Certificate Semester Hours	24

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

+ Offered once per year at North Campus only.

#Offered at A. Hugh Adams Central Campus only.

MASSAGE THERAPY
Vocational Certificate Major Code 5281

Program Description

The Massage Therapy Program, offered at Health Science, North Campus, is a vocational certificate approved by the Florida Board of Massage Therapy. Graduates are eligible to take the Florida Board of Massage Therapy licensure examination.

The role of the Massage Therapist is to perform therapeutic massage as prescribed by Florida law. Duties and responsibilities may encompass skills of manipulation of the soft tissues of the human body. For application information please call (954) 201-2058. For specific program information please call the Program Manager at (954) 201-2074

Requirements for the Vocational Certificate in Massage Therapy:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- Completion of the program clock hours with a 2.0 or higher certificate grade point average (GPA).
- Obtain TABE assessment scores at or above the state mandated grade level unless exempt.
- The following core courses should be completed by the end of the first term or can be completed before enrollment into the Massage Therapy Program: Health Care Career Core (HCP 0130); Basic Life Support (CAE 0299); HIV/AIDS (CAE 0382); Domestic Violence (CAE 0474); TB/OSHA/HEPATITIS (CAE 0476) - **Total Clock Hours 95.**
- Complete all courses with a grade of "C" or higher.

		<i>Clock Hours</i>
Summer		
HCP 0130	Health Careers Core	75
CAE 0299	Basic Life Support	8
CAE 0382	HIV/AIDS	4
CAE 0474	Domestic Violence	2
CAE 0476	OSHA/TB	6
Total Term Clock Hours		95

Term I		
*MSS 0250	Introduction to Massage Therapy	15
*MSS 0250L	Introduction to Massage Therapy Lab	170
*MSS 0001	Medical Ethics and Standards	15
*MSS 0150	Anatomy and Physiology of Body Systems	45
Total Term Clock Hours		245

Term II		
*MSS 0281	Allied Modalities	15
*MSS 0281L	Allied Modalities Lab	120
*MSS 0156	Anatomy and Physiology Massage Therapy II	45
*MSS 0156L	Anatomy and Physiology Massage Therapy II Lab	60
Total Term Clock Hours		240

Term III Session II

*MSS 0300	Hydrotherapy Modalities	15
*MSS 0300L	Hydrotherapy Modalities Lab	45
Total Term Clock Hours		60

Term III Session III

*MSS 0803L	Massage Therapy Clinical Prac.	110
Total Term Clock Hours		110
Total Program Clock Hours		750

*Requires a Pre- or co-requisite course. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

MEDICAL ASSISTING

Vocational Certificate Major Code 5215

Program Description

The Medical Assisting Program is a 10-month vocational certificate program. The Broward Community College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

Students are placed into externships in physicians' offices throughout Broward County which offer maximum flexibility. The externship course 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. The role of the Medical Assistant within the physician's office is 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 also serving as a public relations specialist.

Upon completion of this ten (10) month program the student will be eligible to write the certifying exam of the American Association of Medical Assistants.

Applicants should call the program manager for specific information at (954) 201-6906. For all admissions type questions applicants should call (954)-201-2058 or 2890. All courses are taught in Bldg 8, Broward Community College, A. Hugh Adams Central Campus, 3501 S W Davie Road, Davie, FL.

Criteria for Admission into Medical Assisting Vocational Certificate:

- Applicants must fulfill the requirements for admission to Health Science Programs. Applicants must submit an original copy of a typing test.. Applicants should go to the Center for Health Science Education, A. Hugh Adams Central Campus, Building 8 and make arrangements with Ms. De La Guardia-Piz to take this test.. 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.⁽¹⁾

Requirements for the Vocational Certificate in Medical Assisting:

- Completion of 1156 clock hours, 9 college semester hours (144 contact 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.
- Obtain TABE Assessment scores at or above the state mandated grade level.

Pre-requisite Courses:

HCP 0130	Health Careers Core Curriculum	75
CAE 0299	Basic Life Support	8
CAE 0382	HIV/AIDS	4
CAE 0474	Domestic Violence	2
CAE 0476	OSHA/TB	6
CAE 0528	Prevention of Medical Errors	2
Total Clock Hours		95

Term I Session I

HSC 1531	Medical Terminology	3
MEA 1233	Anatomy and Physiology	3
Total Term Semester Hours		6

Term I, Session I

*MEA 0271	Administrative Office Procedures	64
MEA 0258	Radiology for Medical Assisting I	64
*MEA 0271L	Admin. Office Procedures Lab	48
Total Term Clock Hours		176

Term I, Session II

*MEA 0255	Basic Laboratory Procedures I	48
*MEA 0255L	Basic Laboratory Procedures I Lab	48
Total Term Clock Hours		96

Term I Session IV

*MEA 0256	Basic Laboratory Procedures II	48
*MEA 0256L	Basic Laboratory Procedures II Lab	48
*MEA 0005	Introduction to Medical Assisting	32
Total Term Clock Hours		128

Term II, Session I

MEA 0204	Clinical Procedures I	64
MEA0204L	Clinical Procedures I Lab	64
MEA 0259	Radiography for MA II	64
MEA 0259L	Radiography for MA II Lab	48
MEA 0242	Pharmacology for MA	64
MEA0540	Electrocardiography for MA	37
MEA 0540L	Electrocardiography Lab	38
Total Term Clock Hours		379

Term II Session II

*MEA 0382 Law and Ethics	32
Total Semester Clock Hours	32

Term III Session II^{(2)*}

MEA 0800 Externship In Medical Assisting	224
MEA 0952 Seminar in Medical Assisting	26
Total Semester Clock Hours	250
 *CGS 1060C Computer and Internet Literacy	 3
Total Semester Credits	3
Total Clock Hours	1156
Total Credits	9
Total Program Clock Hours	1300

*Requires a pre- or co-requisite. Refer to the course descriptions found in this catalog or online.

⁽¹⁾Students must submit proof of typing 35 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⁾Verification of CPR is required before graduating. CPR and First Aid will be taught by the Continuing Education Department.

It is strongly recommended that students see an academic advisor or counselor every term..

NETWORK ADMINISTRATOR

Microsoft MCSE Associate in Science Major Code 21931

Microsoft MCSE Associate in Applied Science Major Code A019

Cisco CCNP Program Associate in Science Major Code 21933

Cisco CCNP Program Associate in Applied Science Major Code A034

Networking-Cisco CCNA Technical Certificate Major Code 62387

Information Technology Technician Novell CNA Technical Certificate Major Code 6282

Information Technology Management (Microsoft MCSA option) Major Code 6283

Microsoft MCSE Associate in Science Major Code 21931**Program Description**

The Microsoft MCSE Associate in Science and Associate in Applied Science degrees, offered at the A. Hugh Adams Central Campus, prepare students for employment opportunities as network support specialists and network administrators in Microsoft Windows environments. It is designed for students seeking to successfully pass the seven Microsoft qualifying exams and attain the title Microsoft Certified System Engineer (MCSE).

First Year Term I

CDA 1403C	PC Support and Service – Operating Systems (Session 2)	3
*CDA 1302C	PC Support and Service – Hardware ¹ (Session 4)	3
*CEN 1509C	Network+	4
*ENC 1101	Composition I	3
Total Term Semester Hours		13

First Year Term II

*CEN 1300C	Implementing Microsoft Windows Prof. ²	4
*ENC 1102	Composition II or	
*ENC 2210	Professional and Technical Writing	3
*MAC 1105	College Algebra	3
SPC 1024	Introduction to Speech Communications	3
Total Term Semester Hours		13

First Year Term III

*CEN 1301C	Implementing Microsoft Windows Server ³ (Session 2)	4
*CEN 1315C	Implementing Microsoft Windows Network Infrastructure ⁴ (Session 3)	4
Total Term Semester Hours		8

Second Year Term I

*CEN 1321C	Implementing Microsoft Windows Directory Services ⁵ (Session 2)	4
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*CEN 1327C	Planning and Maintaining Microsoft Windows Network Infrastructure ⁵	4
#Elective	Computer Science	4
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		15

Second Year Term II

##Elective	MCSE Design	4
###Elective	MCSE	4
#Elective	Computer Science	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14
Total Program Semester Hours		63

#Any course with a CDA, CEN, CET, CIS, CTS or COP prefix.

##CEN 1323C or CEN 1325C

###CEN 1323C, CEN 1325C, CTS 2811C, CTS 2814, or CTS 2312C

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

Prerequisites requiring a grade of C or higher:

1. Pre-requisite CDA 1403C
2. Pre-requisite CDA 1403C, co-requisite CDA 1302C
3. Pre-requisite CDA 1403C and CDA 1302C and CEN 1300C
4. Pre-requisite CDA 1403C and CDA 1302C and CEN 1300C and CEN 1301C
5. Pre-requisite CDA 1403C and CDA 1302C and CEN 1300C and CEN 1301C and CEN 1315C

It is strongly recommended that students see an academic advisor or counselor every term.

Microsoft MCSE Associate in Applied Science Major Code A019

+Students pursuing an Associate in Applied Science Degree may substitute MAC 1105 with MTB 1310 Applied Mathematics or MAT 1033 Intermediate Algebra.

First Year Term I

CDA 1403C	PC Support and Service-Operating Systems (Session 2)	3
CDA 1302C	PC Support and Service-Hardware (Session 4) ¹	3
CET 1630C	Network Cabling Technologies	4
*ENC 1101	Composition I	3
Total Term Semester Hours		13

First Year Term II

*CET 1600C	Cisco Networking I ² (Session 2)	4
*CET 1610C	Cisco Networking II ³ (Session 4)	4
*MAC 1105	College Algebra	3
SPC 1024	Intro to Speech Communication 3	
Total Term Semester Hours		14

First Year Term III

*CET 1615C	Cisco Networking III ⁴ (Session 2)	4
*CET 1620C	Cisco Networking IV ⁵ (Session 4)	4
Total Term Semester Hours		8

Second Year Term I

*CET 2625C	Cisco Networking V ⁶ (Session 2)	6
*CET 2626C	Cisco Networking VI ⁷ (Session 4)	5
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		14

Second Year Term II

*CET 2627C	Cisco Networking VII ⁷ (Session 2)	5
*CET 2628C	Cisco Networking VIII ⁸ (Session 4)	6
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14
Total Program Semester Hours		63

*Requires a pre- or co-requisite.

1. Pre-requisite-CDA 1403C with grade of C or higher
2. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C each with grade of C or higher.
3. Pre-requisite-CDA 1403C, CDA 1302C, CET 1630C and CET 1600C each with grade of C or higher
4. Pre-requisite-CDA 1403C, CDA 1302C, CET 1630C, CET 1600C and CET 1610C each with grade of C or higher.
5. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C and CET 1600C, CET 1610C, and CET 1615C each with grade of C or higher.
6. Pre-requisite-CET 1620C with grade C or higher or proof of CCNA certification.
7. Pre-requisite-CET 2625C with grade of C or higher.
8. Pre-requisite-CET 2625C, CET 2626C, and CET 2627C each with grade of C or higher.

It is strongly recommended that students see an academic advisor or counselor every term.

Cisco CCNP Associate in Applied Science Major Code A034

Students seeking a Cisco CCNP Associate in Applied Science degree shall substitute MAC 1105 with MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra.

Networking-Cisco CCNA Technical Certificate Major Code 62387

First Year Term I

CDA 1403C	PC Support and Service-Operating Systems (Session 2)	3
*CDA 1302C	PC Support and Service Hardware ¹ (Session 4)	3
CET 1630C	Network Cabling Technologies	4
Total Term Semester Hours		10

First Year Term II

*CET 1600C	Cisco Networking I ² (Session 2)	4
*CET 1610C	Cisco Networking II ³ (Session 4)	4
#Computer Science Elective		4
Total Term Semester Hours		12

First Year Term III

*CET 1615C	Cisco Networking III ⁴ (Session 2)	4
*CET 1620C	Cisco Networking IV ⁵ (Session 3)	4
Total Term Semester Hours		8
Total Program Semester Hours		30

#Computer Science Elective-Any course with a CDA, CEN, CET, CIS, or COP prefix.

*Requires a pre-requisite

1. Pre-requisite-CDA 1403C
2. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C
3. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C and CET 1600C
4. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C and CET 1600C and CET 1610C
5. Pre-requisite-CDA 1403C and CDA 1302C and CET 1630C and CET 1600C and CET 1610C and CET 1615C

Program Description

The Information Technology Technician (Novell CNA Certificate) offered at the A. Hugh Adams Central Campus, prepares students for employment opportunities as network support specialists and network administrators in Novell NetWare environments.

First Year Term I

CDA 1403C	PC support and Service-Operating Systems (Session 2)	3
*CDA 1302C	PC Support and Service-Hardware ¹ (Session 4)	3
*CEN 1509C	Network+	4
Total Term Semester Hours		10

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

#Any Course with a CDA, CEN, CET, CIS, or COP prefix.
Suggested elective: CEN 1504C

1. Pre-requisite-CDA 1403C with grade of C or higher
2. Pre-requisite-CDA 1403C with grade of C or higher; co-requisite-CDA 1302C
3. Pre-requisite-CDA 1403C and CDA 1302C each with grade of C or higher

First Year Term II

*CEN 1300C	Implementing Microsoft Windows Professional ²	4
*CEN 1503C	NetWare Administration ³	4
#Elective	Computer Science	3
Total Term Semester Hours		11
Total Program Semester Hours		21

**Information Technology Management (Microsoft MCSA Option)
Technical Certificate Major Code 6283**

Program Description

The Information Technology Management (Microsoft MCSA Option) Technical Certificate is offered on A. Hugh Adams Central Campus

First Year Term I

CDA 1403C	PC Support & Services-Operating Systems	3
*CDA 1302C	PC Support & Service –Hardware ¹	3
*CEN 1300C	Implementing Microsoft Windows Professional ²	4
*CEN 1509C	Network+	4
Total Term Semester Hours		14

*Pre-requisites require a grade of C or higher:

¹CDA 1403C

²Pre-requisite CDA 1403C, Co-requisite CDA 1302C

³Pre-requisites CDA 1403C, CDA 1302C and CEN 1300C

⁴Pre-requisites CDA 1403C, CDA 1302C, CEN 1300C, and CEN 1301C

#MCSE electives – CTS 2312C, CTS 2811C or CTS 2814C

+Computer Science Electives – any course with a CDA, CEN, CET, CIS, CTS, or COP prefix

First Year Term II

*CEN 1301C	Implementing Microsoft Windows Server ³	4
*CEN 1315C	Implementing Microsoft Windows Network Infrastructure ⁴	4
#Elective	MCSE elective	4
+Elective	Computer Science Elective	4
Total Term Semester Hours		16
Total Program Semester Hours		30

NUCLEAR MEDICINE TECHNOLOGY**Nuclear Medicine Technology Associate in Science Major Code 2102****Nuclear Medicine Technology Specialist Technical Certificate Major Code 6224****Program Description**

Nuclear Medicine Technologists prepare and administer tracer radiopharmaceuticals to patients and perform diagnostic procedures on virtually every organ system in the human body by using highly sophisticated computerized detection systems to produce images (scans).

Clinical Education is performed in local clinics and hospitals in Palm Beach and Broward counties and is offered concurrently with the didactic courses.

The Program maintains regional accreditation through the Southern Association of Colleges and Schools.

Nuclear Medicine Technology-Specialist Technical Certificate Track:

Applicants for the Nuclear Medicine Technology Technical Certificate Program must be a graduate of an accredited two-year Radiography program which leads to registration and/or licensure. Preference is given to Registered Radiographers. Applicants who have a minimum of a two-year patient care related Health Science Degree and are certified and/or licensed in the degree of specialization are also welcome to apply. Upon completion of the twelve (12) months full-time day program, the student will be eligible to write the Nuclear Medicine Exam offered by, and become certified by, the American Registry of Radiologic Technologists and/or write the exam offered by the Nuclear Medicine Technology Certification Board. Successfully passing these exams will allow the student to become licensed by the State of Florida..

Applicants should call the Program Manager at (954) 201-2083 for specific program information. Applicants should call (954) 201-2058 or 2890 for admissions information. The program is offered in building 41, BCC North Campus, 1000 Coconut Creek Boulevard, Coconut Creek, FL.

Nuclear Medicine applicants who have criminal convictions must clear all ethics requirements by filing a Pre-application Review of Eligibility Form with the American Registry of Radiologic Technologists to avoid potential delays when applying to write the Certifying Exam. Applicants can contact the American Registry of Radiologic Technologists by telephoning the Ethics Department of the ARRT at (651)687-0048.

Criteria for Admission to the Nuclear Medicine Technology-Technical Certificate Program:

- Applicant must fulfill the requirements for admission to Health Science Programs.
- Minimum 2.5 degree GPA.
- APPLICANTS MUST HAVE AN ASSOCIATE DEGREE IN A RELATED FIELD OF STUDY, (i.e., RADIOLOGIC TECHNOLOGY or a valid Florida healthcare license in another Allied Health area).
- Complete the following courses with a grade of "C" or higher: ENC 1101, BSC 1085, CHM 1033, and MTB 1310 or MAT 1033.

Requirements for Nuclear Medicine Technology-Technical Certificate Program:

- Complete 48 semester credit hours with a GPA of 2.0 or higher.
- No grade lower than a "C" in all certificate course

Nuclear Medicine Technology Specialist Technical Certificate Major Code 6224**Prerequisites**

*ENC 1101	College Composition	3
*CHM 1033	Chemistry for the Health Sciences	3
*BSC 1085	Anatomy and Physiology I	3
BSC 1085L	Anatomy and Physiology I Lab	1
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
Total Semester Hours		13

First Year Term I

*NMT 1002	Introduction to Nuclear Medicine	3
*NMT 2534	Nuclear Med. Instrumentation	3
*NMT 2485	Nuclear Medicine Methodology	3
*NMT 2705L	Nuclear Medicine Lab. I	1
*NMT 2834	Clinical Education	2
*NMT 2130	Nuclear Med. Radiopharmacy	3
Total Term Semester Hours		15

First Year Term II

*NMT 1312	Nuclear Med. Radiation Protection and Safety	3
*NMT 2573	Quality Control/Assurance	3
*NMT 2706L	Nuclear Medicine Lab. II	1
*NMT 2844	Clinical Education	3
*NMT 2102	Nuclear Medicine Administration	2
PHY 1001	Applied Physics	3
Total Term Semester Hours		15

First Year Term III

*NMT 2061	Nuclear Medicine Seminar	3
*NMT 2863	Clinical Education	2
Total Term Semester Hours		5
Total Program Hours		48

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

This Associate in Science degree program is a two-year program. Applicants shall complete the first year General Education Requirements prior to the second year of the program. Upon completion of this degree program, the student will be eligible to write the Nuclear Medicine Exam offered by, and become certified by, the American Registry of Radiologic Technologists AND/OR write the exam offered by the Nuclear Medicine Technology Certification Board. Successfully passing these exams will allow the student to become licensed by the State of Florida.

Clinical Education is performed in local clinics and hospitals and is offered concurrently with the didactic courses. The program maintains regional accreditation throughout the Southern Association of Colleges and Schools.

Criteria for Admission to Associate in Science Degree in Nuclear Medicine Technology:

- Applicants must fulfill the requirements for admission to Health Science Programs. A minimum 2.5 degree GPA. Applicants must complete the Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) after submitting the Health Science application and prior to entering the program.
- Applicants must complete the pre-requisite courses with a grade of "C+" or higher prior to submitting an application (See list below).

ADMISSION TO THE SECOND YEAR OF THE PROGRAM IS CONTINGENT UPON SUCCESSFUL COMPLETION OF ALL FIRST YEAR COURSES WITH A 2.0 GPA OR HIGHER.

Nuclear Medicine applicants who have criminal convictions must clear all ethics requirements by filing a Pre-application Review of Eligibility Form with the American Registry of Radiologic Technologists to avoid potential delays when applying to write the Certifying Exam. Applicants can contact the American Registry of Radiologic Technologists by telephoning the Ethics Department of the ARRT at (651) 687-0048.

Requirements for the Associate in Science Degree in Nuclear Medicine Technology:

- Complete 75 hours of credit with a degree grade point average of 2.0 or higher.
- No grade lower than a "C" will be acceptable in all degree courses.

Pre-requisite Courses

*ENC 1101	Composition I	3
*CHM 1033	Chemistry for Health Sciences	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology Lab I	1
*MAT 1033	Intermediate Algebra or	
*MTB 1310	Applied Mathematics	3
Total Semester Hours		13

First Year Term I

*NMT 1002	Introduction to Nuclear Medicine	3
*NMT 1002L	Nuclear Medicine Lab	1
PHY 1001	Applied Physics	3
PHY 1001L	Applied Physics Lab	1
CGS 1060C	Computer and Internet Literacy	3
HSC 1531	Medical Terminology	3
Total Term Semester Hours		14

First Year Term II

*NMT 1312	Radiation Protection and Safety	3
*NMT 1814	Nuclear Med. Clinical Ed. II	3
Elective	Social/Behavioral Science	3
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology Lab II	1
Total Term Semester Hours		13

First Year Term III

SPC 1024	Introduction to Speech Communications	3
NMT 1824	Clinical Education III	2
Total Term Semester Hours		5

Second Year Term I

*NMT 2485	Nuclear Medicine Methodology	3
*NMT 2705L	Nuclear Medicine Laboratory I	1
*NMT 2130	Nuclear Med. Radiopharmacy	3
*NMT 2834	Clinical Education IV	2
*NMT 2534	Nuclear Med. Instrumentation	3
Total Term Semester Hours		12

Second Year Term II

*NMT 2573	Quality Control/Assurance	3
*NMT 2706L	Nuclear Medicine Laboratory II	1
*NMT 2102	Nuclear Medicine Administration 2	
*NMT 2844	Clinical Education V	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		12

Second Year Term III

*NMT 2061	Nuclear Medicine Seminar	3
*NMT 2854	Clinical Education VI	3
Total Term Semester Hours		6
Total Program Hours		75

*Requires a pre- or co-requisite. Refer to the course descriptions found in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term

NURSING (R.N.)**Nursing (R.N.) Associate in Science Degree Major Code 2127****LPN-RN Transition Major Code 21271*****Program Description***

The Associate in Science Degree Nursing Program is designed to prepare the individual student for a career as a professional nurse. The program's mission is to prepare competent, compassionate, and culturally sensitive entry-level nursing graduates whose professional practice encompasses legal and ethical decision-making in the promotion of health in the community. The practice of professional nursing means the performance of those acts, which require substantial specialized knowledge, critical judgment, critical thinking, and nursing skill, based upon applied scientific principles. The graduate nurse practices holistic nursing incorporating biophysical, psychosocial, spiritual, cultural, and wellness concepts.

The Nursing Program is approved by the Florida Board of Nursing, accredited by the National League for Nursing Accrediting Commission Inc. (NLNAC), and holds membership in both the Associate Degree Council of the National League for Nursing and the National Organization for Associate Degree Nursing (N-OADN). The Florida Board of Nursing mailing address is 4052 Bald Cypress Way, Tallahassee, Florida 32399-3257. www.doh.state.fl.us. NLNAC is located at 61 Broadway, 33rd Floor, New York, NY, 10006, (800) 669-1656, or Fax (212)-812-0390. www.nlnac.org.

The student who has met all educational and institutional requirements for an Associate in Science Degree in Nursing from Broward Community College is eligible to have his/her name submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-RN. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse in Florida. For licensure requirements, refer to sections 464.008 and 464.009, Florida Statutes (F. S.), Rules 64B9-3.002 and 3.008, Florida Administrative Code (F.A.C.)

The Florida Board of Nursing, in accordance with the Rules and Regulations of the Nurse Practice Act, will determine if a nursing program graduate is eligible for licensure when there is an arrest/conviction record. **All individuals with a criminal or discipline history should read Chapter 464, Florida Statutes (F.S.) and Chapter 64B9, Florida Administrative Code (F.A.C.) as they pertain to the practice of nursing. The Board of Nursing encourages all individuals with a criminal or discipline history to fully understand these requirements.** For more information refer to the Florida Board of Nursing web site <http://www.doh.state.fl.us/mqa/nursing> or call 850-488-0595 or email MQA_Nursing@doh.state.fl.us.

General Program Information

The Nursing Program offers two fulltime program options for the Associate in Science Degree in Nursing: The Generic Option and the LPN-RN Transition Option. Both program options are offered in the traditional classroom setting and the online/internet setting. The Generic Option is for those student applicants who have no previous nursing education. The LPN-RN Transition Option is for those students who already hold a current Florida Practical Nursing License without restrictions. The LPN-RN Transition program recognizes the Florida Licensed Practical Nurses' knowledge and skill level, and provides them the opportunity to receive experiential learning credits for Nursing Process I/II (Fundamentals of Nursing) nursing courses.

The Generic Option and LPN-RN Transition Option are both offered in the traditional classroom setting or via the Internet (Online Option). The Online Option offers the nursing program theory as a Flexible Learning course designed for students who prefer a blend of online and on campus learning. The online program objectives and program completion requirements are identical to the traditional nursing program.

Online nursing courses are equivalent to courses taken in the standard contact hour format. The cost of tuition is the same as for those courses offered in the traditional classroom setting. However, students enrolled in online nursing courses may be assessed special fees.

Online nursing courses require on campus meetings for orientations, labs, instruction, and proctored exams. Required meeting dates are listed in the course schedule and in course syllabi. Students enrolled in the online nursing courses must be able to attend clinical experiences in Broward County and come to campus for exams and lab activities.

The nursing 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 a combined 20 to 36 hours per week in the classroom and clinical settings. The program consists of 72 credits. The ratio of clock hours to credit hours in the clinical courses is 3.5 to 1. There are 56 hours of clinical practicum for each credit and 16 hours of theory for each credit. Generic students attend 1008 hours of clinical. LPN-RN Transition students attend 728 hours of clinical. Clinical hours are a combination of nursing experiences in acute care and extended care facilities; community health; and nursing campus lab setting. All clinical hours are mandatory and it is expected that students will have made arrangements to meet the total required hours. All nursing students must have Internet access and the capability to perform basic computer skills such as word processing, sending and receiving emails, and file management.

Criminal Background and Drug Screenings

Clinical affiliating agency sites require students to be fingerprinted, pass drug screening and background checks, and clear the HHS/OIG list of excluded individuals and the GSA list of parties excluded from federal programs. Compliance with this requirement and satisfactory findings are essential for clinical placement and progression. Students who fail to submit to a background check or

students whose background checks indicate a conviction as specified in Florida Statutes Title XXI, Chapter 435.04 Level 2 Screening Standards may not be eligible for admission and/or may be dismissed from the nursing program. A history of past arrest and conviction may prohibit students from being licensed in Florida. Students should contact the Florida Board of Nursing to determine their eligibility for licensure based on the criminal background prior to submitting an application to the nursing program.

Broward Community College Nursing Program acknowledges the problem of substance abuse in our society and perceives this problem as a serious threat to employees, students, and patients. It is the intent of the College to establish and maintain a drug-free work place. The College policies related to substance abuse can be found in the current Broward Community College Student Handbook.

Incoming students for the Nursing Program shall be drug screened through arrangements made by the school and the screening agency. Students are responsible for the cost of all screenings. A student needs to be aware that they may be denied participation and placement at a clinical agency based on the background or drug screening findings and the clinical agency's pre-employment screening policy. Withdrawal from the program will be necessary if a student cannot be placed in a clinical agency to meet program practicum requirements.

A negative drug screen will be required in order to enroll in any nursing course. Additionally, students must agree, at the time of admission into the program, to be drug tested at any time while in the program. Evidence of substance abuse will result in immediate administrative dismissal from the program. Nursing students must notify the Associate Dean of the Nursing Program if they are taking prescription drugs that have the potential to affect performance in the clinical area. If a nursing student is dismissed from the nursing program for substance abuse, this action may be reported, if appropriate, to the Intervention Project for Nurses of the Florida Board of Nursing and/or another appropriate assisting agency.

ALL NURSING STUDENTS WHO ARE ADMITTED, OR RE-ADMITTED, TO THE NURSING PROGRAM SHALL ADHERE TO ALL CURRENT DEPARTMENTAL POLICIES.

Criteria for Admission to the Nursing Program

Before submitting an application to the nursing program the student must:

- Complete all nursing pre-requisite courses with a "C" or better and a minimum grade point average (GPA) of 2.5. The pre-requisites courses are listed below. Students applying for the LPN-RN Transition Option must hold a current Florida LPN License without restrictions.

Eligibility for admission into the nursing program will be dependent upon the following:

- Ability to meet the Performance Standards for the Nursing Program. In order to insure the safety of both the student and the patient(s) under their care, students must be able to meet Performance Standards to enter and remain in the program. A copy of the Performance Standards for the Nursing Program can be obtained from the Nursing Program web page.
- HCP0130 (Health Care Career Course) 75.0 Contact Hours. The student may be eligible for a waiver, contact Health Science Admissions for more information.
- Satisfactory score on the nursing preadmission exam.
- Satisfactory Criminal Background Check and Drug Screening.

The following must be submitted to the Nursing Department on the campus where the student will be attending nursing courses prior the nursing orientation:

- Completion of a Medical History and Physical Examination prior to the start of the first nursing course. 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.
- BLS-Basic Life Support for Health Care Providers (CAE0299). The curriculum must be approved by the American Heart Association 8 Contact Hours
- CAE0474 (Domestic Violence) 2.0 Contact Hours; CAE0382 (HIV/AIDS) 4.0 Contact Hours; CAE 0476 (OSHA/TB/Hepatitis) 6.0 Contact Hours; CAE 0528 (Prevention of Medical Errors) 2.0 Contact Hours

Graduation Requirements for the Associate of Science Degree in Nursing (RN):

- Completion of 72 semester credit hours curriculum plan listed below with a degree GPA of 2.0 or higher.
- Complete all courses with a grade of "C" or higher.
- Refer to AS Degree Requirements outlined in the catalog

The following pre-requisite courses must be completed with a minimum 2.5 GPA, prior to submitting the Nursing Program admissions application

*ENC 1101	Composition I	3
*CHM 1033	Chemistry for Health Sciences	3
*BSC 1085	Anatomy Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*BSC 1086	Anatomy Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1

Additional General Education Courses Required

*MCB 2010	Microbiology	3
*MCB 2010L	Microbiology Lab	1
*APB 1600	Pharmacology	2
*MTB 1370	Math for Health Related Professions	1
Elective	Humanities/Fine Arts (writing requirement)	3
Elective	Social/Behavior Science	3
Total Semester Credit Hours		27

GENERIC (RN) OPTION***

*NUR 1020	Nursing Process I	3
*NUR 1020L	Nursing Process Clinical Lab	2
*NUR 1210	Nursing Process II	3
*NUR 1210L	Nursing Process II Clinical Lab	2
*NUR 1220	Health Alterations I	3
*NUR 1220L	Health Alterations I Clinical Lab	2
*NUR 1421	Health Care of Women	3
*NUR 1421L	Health Care of Women Clinical Lab	2
*NUR 1524	Nursing Care of the Psychiatric Patient	3
*NUR 1524L	Nursing Care of the Psychiatric Patient Clinical Lab	2
*NUR 1310	Pediatric Nursing	3
*NUR 1310L	Pediatric Nursing Clinical Lab	2
*NUR 2221	Health Alterations II	3
*NUR 2221L	Health Alterations II Clinical Lab	2
*NUR 2222	Health Alterations III	3
*NUR 2222L	Health Alterations III Clinical Lab	2
*NUR 2810	Trends, Practices and Roles	3
*NUR 2810L	Trends, Practices and Roles Clinical Lab	2
Total Semester Hours		45
Total Program Semester Hours		72

LPN/RN TRANSITION OPTION***

*NUR 2020	Transition Nursing I	2
*NUR 2000L	Transition Nursing Clinic Lab	2
*NUR 1220	Health Alterations I	3
*NUR 1220L	Health Alterations I Clinical Lab	2
*NUR 1421	Health Care of Women	3
*NUR 1420L	Health Care of Women Clinical Lab	1
*NUR 1524	Nursing Care of the Psychiatric Patient	3
*NUR 1500L	Nursing Care of the Psychiatric Patient Clinical Lab	1
*NUR 1310	Pediatric Nursing	3
*NUR 1731L	Pediatric Nursing Clinical Lab	1
*NUR 2221	Health Alterations II	3
*NUR 2221L	Health Alterations II Clinical Lab	2
*NUR 2222	Health Alterations III	3
*NUR 2222L	Health Alterations III Clinical Lab	2
*NUR 2801	Trends, Practices and Roles	3
*NUR 2801L	Trends, Practices and Roles Clinical Lab	2
Total Semester Hours		36
**LPN Transfer Credit		9
Total Program Semester Hours		72

*Requires a pre- or co-requisite. Refer to the course descriptions found in this catalog or online.

**Upon completion of NUR 2020 and NUR 2000L, nine (9) semester credits will be awarded for the LPN. license. A fee will be charged.

***Successful completion of the Nursing Program will satisfy the SACS oral communication competency standard

It is strongly recommended that students see an academic advisor or counselor every term.

Articulation Agreements

There is a statewide articulation between all state supported Associate in Science Degree in Nursing programs and Bachelors in Science in Nursing degree programs.

NOTE: Successful completion of the basic student technology literacy test, or passing CGS1060C, Computer and Internet Literacy, is required to earn this degree.

OFFICE ADMINISTRATION

Legal Office Specialization Associate in Applied Science Major Code A021

Medical Office Specialization Associate in Applied Science Major Code A022

Medical Office Management Technical Certificate Major Code 6281

Office Management Specialization Associate in Applied Science A023

Office Software Applications Specialization Associate in Applied Science Major Code A024

Office Management Technical Certificate Major Code 6237

Office Specialist Technical Certificate Major Code 6280

Office Support Technical Certificate Major Code 6279

Legal Office Specialization Associate in Applied Science Major Code A021**Program Description**

The Legal Office Specialization Associate in Applied Science Degree, offered at the North and South Campus, emphasizes legal techniques procedures, and the office skills used in law offices. Specialization in one or two legal fields is accomplished by careful selection of electives.

First Year Term I

CGS 1060C	Computer and Internet Literacy	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
Total Term Semester Hours		15

First Year Term II

*OST 1110L	Keyboarding and Document Processing II	3
OST 2764	Information Word Process Applications	3
OST2431	Legal Office Techniques I	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
Total Term Semester Hours		15

First Year Term III

*ENC 1101	Composition I	3
Total Term Semester Hours		3

Second Year Term I

BUL 2241	Business Law I	3
PLA 1003	Introduction to Legal Assisting	3
MTB 1103	Business Mathematics	3
#OST 2949	Co-Op or Elective	3

Total Term Semester Hours 12**Second Year Term II**

*BUL 2242	Business Law II	3
OST2432	Legal Office Techniques II	3
PLA 1201	Civil Litigation	3
*Elective	Mathematics or Science	3
Elective	Humanities/Fine Arts	3
PSY 2012	General Psychology	3

Total Term Semester Hours 18**Total Program Semester Hours 63**

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

#Elective-select from courses with the prefixes BUL, CGS, GEB, MAN, MNA, OST, RMI or SPC.

It is strongly recommended that students see an academic advisor or counselor every term.

Medical Office Specialization Associate in Applied Science Major Code A022**Program Description**

The Medical Office Specialization Associate in Applied Science Degree, offered at the North and South Campus, emphasizes medical terminology and the office skills used in medical offices.

First Year Term I

CGS 11060C	Computer and Internet Literacy	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
Total Term Semester Hours		15

First Year Term II

*OST 1110L	Keyboarding and Document Processing II	3
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OST 2601	Transcribing Machines	3
OST 2764	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3

Total Term Semester Hours 15**First Year Term III**

*ENC 1101	Composition I	3
Total Term Semester Hours		3

Second Year Term I

MTB 1103	Business Mathematics	3
HSC 1531	Medical Terminology	3
OST 2464C	Medical Office Computer Applications	3
OST 2611C	Medical Transcription	3
PSY 2012	General Psychology	3

Total Term Semester Hours 15

#Electives-select from courses with the prefixes ACG, CGS, HIM, MAN, MNA, GEB or ECO

Second Year Term II

MNA 2345	Principles of Supervision	3
Elective	Mathematics or Science	3
Elective	Humanities/Fine Arts	3
#OST 2949	Co-op or Electives	6

Total Term Semester Hours 15**Total Program Semester Hours 63**

*Requires a pre- or co-requisite or proper score on placement test. See course description in catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Office Management Specialization Associate in Applied Science Major Code A023**Program Description**

The Office Management Specialization Associate in Applied Science Degree, offered at the North and South Campus, emphasizes competencies in the most frequently used business computer applications. This program also prepares the student to assume some of the responsibility of the executive in the office.

First Year Term I

CGS 1060C	Computer and Internet Literacy	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3

Total Term Semester Hours 15**First Year Term II**

*OST 1110L	Keyboarding and Document Processing II	3
OST 2601	Transcribing Machines	3
OST 2764	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3

Total Term Semester Hours 15**First Year Term III**

*ENC 1101	Composition I	3
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Total Term Semester Hours 3**Second Year Term I**

MTB 1103	Business Math	3
CGS 1811C	Desktop Publishing	3
CGS 1540C	Database Management	3
CGS 1510	Electronic Spreadsheet	3
*CGS 1577C	Presentation Systems	3

Total Term Semester Hours 15**Second Year Term II**

#OST 2949	Co-op or elective	3
MAN 2021	Introduction to Management	3
PSY 2012	General Psychology	3
*Elective	Math or Science	3
Elective	Humanities/Fine Arts	3

Total Term Semester Hours 15**Total Program Semester Hours 63**

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

#Elective-select from OST, CGS, GEB, MAN, MNA, BUL, GRA, SPC, or ACG courses.

It is strongly recommended that students see an academic advisor, counselor or OST faculty member every term.

Office Software Applications Specialization Associate in Applied Science Major Code A024**Program Description**

The Office Software Applications Specialization Associate in Applied Science Degree, offered at the North and South Campus, prepares the student for employment as a skilled computer information processing specialist. Emphasis is placed on the design and preparation of text and graphical documents used in business offices.

First Year Term I

CGS 1060C	Computer and Internet Literacy	3
OST 1100L	Keyboarding and Document Processing I	3
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1

OST 1795	Telecommunications	1
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3

Total Term Semester Hours 15

First Year Term II

*OST1110L	Keyboarding and Document Processing II	3
OST 2601	Transcribing Machines	3
OST 2764	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
Total Term Semester Hours		15

First Year Term III

*ENC 1101	Composition I	3
Total Term Semester Hours		3

Second Year Term I

MTB 1103	Business Mathematics	3
CGS 1510	Electronic Spreadsheet	3
MNA 2345	Principles of Supervision	3
OST 1811C	Desktop Publishing	3
PSY 2012	General Psychology	3
Total Term Semester Hours		15

Second Year Term II

CGS 1577C	Presentation Systems	3
#OST 2949	Co-op or elective	3
	Humanities/Fine Arts Elective	3
	Mathematics or Science Elective	3
OST 2825C	Document Design	3
Total Term Semester Hours		15
Total Program Semester Hours		63

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

#Elective-select from BUL, CGS, GEB, MAN, MNA, OST, ACG, GRA, or SPC courses.

It is strongly recommended that students see an academic advisor or counselor every term.

Medical Office Management Technical Certificate Major Code 6281**Program Description**

This Medical Office Management technical certificate, offered at the North and South Campus, is designed to prepare students for employment in occupations such as: medical assistant referrals, medical posting clerk, medical receptionist, medical records, medical secretary, medical transcription office assistant, or to provide supplemental training for persons previously or currently employed in these occupations.

First Year Term I

OST 1100L	Keyboarding and Document Processing	3
OST 1330	Business English	1
OST 1831	Windows/Graphical Environment	1
OST 1795	Telecommunications	1
CGS 1060C	Computer and Internet Literacy	3
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
Total Term Semester Hours		15

First Year Term II

*OST 1110L	Keyboarding and Document Processing I	3
OST 2335	Communications in the Workforce	3

OST 2764	Information/Word Processing Application	3
OST 2601	Transcribing Machines	3
OST 2501	Office Management	3
Total Term Semester Hours		15

First Year Term III

OST 2464C	Medical Computer Operations	3
OST 2053C	Successful Job Search	1
Total Term Semester Hour		4
Total Program Semester Hours		34

*Requires a pre or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that you see an academic advisor or the program manager every term.

Office Management Technical Certificate Major Code 6237**Program Description**

This Office Management technical certificate, offered at the North and South Campus, is designed to provide the necessary skills for students who plan to seek employment in an office position such as a file clerk, clerk typist, general office clerk, receptionist, or transcription machines operator. This certificate will articulate into the Office Management Associate in Applied Science degree.

First Year Term I

CGS 1060C	Computer and Internet Literacy	3
OST 1100L	Keyboarding and Document Processing I	3
*OST 1110L	Keyboarding and Document Processing II	3
OST 1330	Business English	1
OST 1831	Windows/Graphical Environment or	1
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
OST 2764	Information Word Process	

Applications	3
Total Term Semester Hours	15

First Year Term II

OST 1355	Records Management	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
OST 2601	Transcribing Machines	3
Total Term Semester Hours		12
Total Certificate Semester Hours		27

*Requires a pre or co-requisite or proper score on placement test. See course description in this catalog or online.
It is strongly recommended that students see an academic advisor or counselor every term.

Office Specialist Technical Certificate Major Code 6280

Program Description

This technical certificate, offered at the North and South Campus, is designed to prepare students for employment in occupations such as: general office assistant, clerical service specialist, file room technician, office clerk, receptionist, records management specialist, or to provide supplemental training for persons previously or currently employed in these occupations.

Certificate Course requirements

OST 1100L	Keyboarding and Document Processing I	3
*OST 1110L	Keyboarding and Document Processing II	3
OST 1330	Business English	1
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
CGS 1060C	Computer and Internet Literacy	3
OST 1355	Records Management	3
OST 2335	Communications in the Workplace	3

Total Program Semester Hours 18

*Requires a pre or co-requisite or proper score on placement test. See course descriptions in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

Office Support Technical Certificate Major Code 6279

Program Description

This technical certificate, offered at the North and South Campus, is designed to prepare students for employment in occupations such as: office assistant, data entry specialist/clerk, receptionist, information clerk, support clerk, or to provide supplemental training for persons previously or currently employed in these occupations

Certificate Course Requirements

OST 1100L	Keyboarding and Document Processing I	3
OST 1110L	Keyboarding and Document Processing II	3
OST 1330	Business English	1
OST 1831	Windows/Graphical Environment or	
OST 2053	Successful Job Search	1
OST 1795	Telecommunications	1
CGS 1060C	Computer and Internet Literacy	3
Total Program Semester Hours		12

*Require a pre or co-requisite or proper score on placement test. See course description in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

OFFICE CAREERS

Administrative Assistant Vocational Certificate Major Code 5279
Legal Administrative Specialist Vocational Certificate Major Code 5297
Medical Administrative Specialist Vocational Certificate Major Code 5280

Administrative Assistant Vocational Certificate Major Code 5279

Program Description

The Administrative Assistant Vocational Certificate Program, offered at the South Campus, is designed to prepare the student to obtain entry-level employment in an office as a Receptionist, Word Processor, or Data Entry Operator. The program of study concentrates on developing the interpersonal and computer skills required for success in an office work setting.

First Year Term I

	<i>Clock Hours</i>
OFT 0010 Office Skills Training I	75
OFT 0011 Office Skills Training II	75
OTA 0001 Office Support Tech I	75
OTA 0002 Office Support Tech II	75
Total Term Vocational Hours	300

First Year Term II

OCA 0450 Spreadsheet and Database Applications I	75
OCA 0451 Spreadsheet and Database Applications II	75
OTA 0940 Office Supervision I	75
OTA 0948 Office Supervision II	75
Total Term Vocational Hours	300

First Year Term III, Session II

OTA 0312 Office Communications I	75
OTA 0313 Office Communications II	75
Total Term Vocational Hours	150

First Year Term III, Session III

OTA 0323 Office Communications III	150
OTA 0949 On the Job Training	150
Total Term Vocational Hours	300
Total Program Vocational Hours	1,050

Medical Administrative Specialist Vocational Certificate Major Code 5280

Program Description

The Medical Administrative Specialist Vocational Certificate Program, offered at the South Campus, is designed to prepare the student to obtain entry-level employment in a Health/Medical Office setting. The program of study concentrates on developing the interpersonal and computer skills required for success in an office work setting.

First Year Term I

	<i>Clock Hours</i>
OFT 0010 Office Skills Training I	75
OFT 0011 Office Skills Training II	75
OTA 0001 Office Support Tech I	75
OTA 0002 Office Support Tech II	75
Total Term Vocational Hours	300

First Year Term II

OCA 0450 Spreadsheet and Database Applications I	75
OCA 0451 Spreadsheet and Database Applications II	75
OTA 0612 Medical Secretarial I	75
OTA 0613 Medical Secretarial II	75
Total Term Vocational Hours	300

First Year Term III Session II

OTA 0614 Medical Secretarial III	150
OTA 0312 Office Communications I	75
Total Term Vocational Hours	225

First Year Term III, Session III

OTA 0313 Office Communications II	75
OTA 0323 Office Communications III	150
Total Term Vocational Hours	225
Total Program Vocational Hours	1,050

Program Description

The Legal Administrative Specialist Vocational Certificate program, offered at the South Campus, is designed to prepare the student to obtain entry-level employment in a legal office as a Receptionist, Word Processor, or Data Entry Operator. The Program of Study concentrates on developing the interpersonal and computer skills required for success in an office work setting.

First Year Term I

Clock Hours

OFT 0010	Office Skills Training I	75
OFT 0011	Office Skills Training II	75
OTA 0001	Office Support Tech I	75
OTA 0002	Office Support Tech II	75
Total Term Vocational Hours		300

First Year Term II

OCA 0450	Spreadsheet and Database Applications I	75
OCA 0451	Spreadsheet and Database Applications II	75
OTA 0475	Legal Aspects of Business	75
Total Term Vocational Hours		225

First Year Term III Session II

Clock Hours

OTA 0312	Office Communications I	75
OTA 0313	Office Communications II	75
OTA 0476	Legal Office I	75
OTA 0477	Legal Office II	75
Total Term Vocational Hours		300

First Year Term III Session III

OTA 0478	Legal Office III	75
OTA 0323	Office Communication III	150
Total Term Vocational Hours		225
Total Program Vocational Hours		1,050

PHYSICAL THERAPIST ASSISTANT PROGRAM Associate in Science Major Code 2153
PHYSICAL THERAPIST ASSISTANT (Manual Techniques) Advanced Technical Certificate
Major Code 4280

Physical Therapist Assistant Program Associate in Science Major Code 2153

Program Description

The Physical Therapist Assistant Program is delivered to students at BCC and Edison College via distance learning technology. Lectures are broadcast in real time so that all sites participate in lecture classes together. The individual sites manage lab sessions. The clinical education component of the program is managed by the Academic Coordinator of Clinical Education at the Broward site. The program provides the student with the opportunity to develop 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 Commission on Accreditation in Physical Therapy Education (CAPTE). A licensing examination is 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. The program is offered at Center for Health Science Education, North Campus. Applications should call (954) 201-2058 for admissions information. Applicants should call the associate dean at 954.201.2086 for specific program information.

Criteria for Admission to the Physical Therapist Assistant-Associate in Science:

- Applicants must have a minimum grade point average of 2.5.
- Applicants to the program will be ranked by the number of general education courses completed and the earned Grade Point Average (GPA)...
- Applicants must successfully complete a continuing education course: Online Test Drive prior to the start of PHT courses in Term I, August. Completion of this course is not required for application to the program. Registration information will be provided to students following acceptance into the program.
- Applicants must complete a Medical History and Physical Examination prior to the start of PHT courses in Term I, August. Completion of the physical is not required for application to the program. Physical Examination information will be provided to students following application to the program.

Requirements for the Physical Therapist Assistant Associate in Science:

- Complete a minimum of 74 semester hours of credit and a degree grade point average of 2.0 or higher.
- Complete the following courses with a grade of "C" or higher:

First Year Term III – Summer – First Semester

HSC 1531	Medical Terminology	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
MAT 0024	Elementary Algebra and Lab	0
ENC1101	College Composition	3
Total Term Semester Hours		10

First Year Term I – Second Semester

*BSC 1086	Anatomy and Physiology II	3
*BSC1086L	Anatomy and Physiology II Lab1	
PHT 1200	Introduction to Physical Therapy	3
PHT 1200L	Introduction to Physical Therapy Lab	1
*PHT 1103	Anatomy for the PTA	1
*PHT 1103L	Anatomy for the PTA Lab	3
*PHT 1300	Survey of Pathological Deficits	4
*PHT 1310	Survey of Musculoskeletal Deficits 2	
Total Term Semester Hours		18

First Year Term II – Third Semester

*PHT1010	Physical Principles for PTA	1
*PHT 1211	Disabilities and Therapeutic Procedures I	2
*PHT 1211L	Disabilities and Therapeutic Procedures I Lab	2
*PHT 2224	Disabilities and Therapeutic Procedures II	3
*PHT 2224L	Disabilities and Therapeutic Procedures II Lab	2
*PHT1020	Therapeutic Communication for PTA	2
*PHT 1801L	Clinical Practicum I	2
Total Term Semester Hours		14

Second Year Term I – Fourth Semester

PHT1350*	Basic Pharmacology	1
*PHT 2810L	Clinical Practicum II	6
*PHT 2162	Survey of Neurological Deficits	4
*PHT 2120	Applied Kinesiology	3
*PHT 2120L	Applied Kinesiology Lab	1
PSY2012	General Psychology	3
Total Term Semester Hours		18

Second Year Term II – Fifth Semester

*PHT 2704	Rehabilitative Procedures	3
*PHT 2704L	Rehabilitative Procedures Lab	1
*PHT 2820L	Clinical Practicum III	5
*PHT 2931	Transition Seminar	2
Elective	Humanities	3
Total Term Semester Hours		14
Total Program Semester Hours		74

*Requires a pre- or co- requisite. See course description in BCC or Edison CC catalog, or online.
 Successful completion of the Physical Therapist Assistant Program will satisfy the SACS Oral Communication Standard and basic computer skill requirement.
 Upon successful completion of PHT 1200 and PHT 1200L, students will have met the Health Careers Core objectives.
 *Successful completion of the basic student technology literacy test, or passing CGS1060C, Computer and Internet literacy, is required to earn this degree.

Physical Therapist Assistant (Manual Techniques) Advanced Technical Certificate
Major Code 4280

Program Description

The advanced technical certificate (ATC), offered at North Campus, is designed for the graduate Physical Therapist Assistant (PTA) who wishes to obtain licensure as a massage therapist. Dual licensure typically enhances employability in terms of meeting the health care needs of the community.

The certificate program provides greater knowledge in the science of soft tissue mobilization as it relates to the provision of quality therapeutic interventions and promoting patient wellness. Graduates of the certificate program are eligible to sit for the national certification examination through the National Certification Board for Therapeutic Massage and Bodywork, and upon satisfactory achievement, become licensed Massage Therapists.

The Massage Therapist is an educated health care provider who performs a variety of manual techniques designed to promote stress relief and relaxation, relieve pain and swelling of various anatomical areas, prevent postural deformity and promote functional activities.

This program is offered at Health Sciences, North Campus.

Certificate Courses

PHT 2203	Manual Techniques I	3
PHT 2203L	Clinical Practicum in Manual Techniques I	2
PHT 2204	Manual Techniques II	3
PHT 2204L	Clinical Practicum in Manual Techniques II	2
<i>Total Term Semester Hours</i>		<i>10</i>
<i>Total Program Semester Hours</i>		<i>10</i>

All applicants to the Advanced Technical Certificate (ATC) in Manual Techniques for the PT Assistant must have an Associate of Science degree in Physical Therapist Assisting.

RADIATION THERAPY PROGRAM Associate in Science Major Code 2159
RADIATION THERAPY SPECIALIST Technical Certificate Major Code 6228

Program Description

The Radiation Therapy Programs prepare individuals to assist the Radiation Oncologist with the management, control and care of patients receiving radiation therapy. Clinical education is performed in Broward and Palm Beach County hospitals and clinics and is offered concurrently with the didactic courses.

The program maintains regional accreditation through the Southern Association of Colleges and Schools.

Radiation Therapist Specialist-Technical Certificate Track (Major Code 6228):

The Radiation Therapist Specialist Technical Certificate program prepares the Certified Radiologic Technologist (A.R.R.T.) to assist the Radiation Oncologist after one year of study. Upon completion of this 12 month full-time day program the student will be eligible to write the Radiation Therapy Exam offered by, and be certified by, the American Registry of Radiologic Technologists and to become licensed by the State of Florida. All courses are taught in Building 41, Broward Community College, North Campus, 1000 Coconut Creek Boulevard, Coconut Creek Florida.

For all admissions related questions the applicant should call 954-201-2058 or 2890. Applicants should call the program manager at (954) 201-2352 for specific program information.

Criteria for Admission to the Radiation Therapy Specialist-Technical Certificate Program:

- Applicants must fulfill the requirements for admission to Health Science Programs.
- Minimum 2.5 degree GPA. (Effective August 2006)
- **APPLICANTS MUST HAVE COMPLETED AN ACCREDITED RADIOGRAPHY PROGRAM AND BE CERTIFIED BY THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS.**
- All applicants must submit transcripts documenting completion of Algebra at the Intermediate level or higher OR by successfully completing MAT 1033 Intermediate Algebra or MTB 1310 Applied Mathematics, with a grade of "C" or higher before applying to the program..

Requirements for Radiation Therapy Specialist-Technical Certificate Program:

(For Radiologic Technologists)

- Complete 43 semester credit hours with a GPA of 2.0 or higher.
- Complete all certificate courses with a grade of "C" or higher.

Radiation Therapy Specialist Technical Certificate Major Code 6228

Pre-requisite Courses

*MAT 1033	Intermediate Algebra or	
*MTB 1310	Applied Mathematics	3
Total Semester Hours		3

First Year Term I

*RAT 1001	Introduction to Radiation Therapy	3
*RAT 2021	Principles of Radiation Therapy I	3
*RAT 2617	Introduction to Radiation Therapy	
	Physics I	3
*RAT 2023	Oncology	3
*RAT 2814	Clinic Education II	3
*RAT 2240	Radiation Pathology	3
Total Term Semester Hours		18

First Year Term II

*RAT 2022	Principles of Radiation Therapy II	3
*RAT 2618	Physics II	3
*RAT 2241	Radiobiology	2
*RAT 2824	Clinic Education III	3
*RAT 2657	Quality Assurance and Pharmacology	3
Total Term Semester Hours		14

First Year Term III

*RAT 2619	Dosimetry and Computer Treatment	
	Planning	2
*RAT 2619L	Dosimetry and Computer Treatment	
	Planning Lab	1
*RAT 2834	Clinic Education IV	5
Total Term Semester Hours		8
Total Program Semester Hours		43

*Requires a pre- or co-requisite. Refer to the course descriptions found in this catalog or online.

Program Description

This Associate in 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. Upon completion of this degree program, the student will be eligible to write the Radiation Therapy Exam, and be certified by, the American Registry of Radiologic Technologists and become licensed by the State of Florida as a Radiation Therapist. Clinical Education is performed in Palm Beach and Broward County hospitals and clinics and is offered concurrently with the didactic classes.

The program maintains regional accreditation through the Southern Association of Colleges and Schools.

For admission information, the applicant should phone 954-201-2058 or 2890. Applicants should call the program manager at (954) 201-2352 for specific program information. The program is offered on the BCC North Campus, 1000 Coconut Creek Boulevard, Coconut Creek, Florida.

Criteria for Admission to Radiation Therapy - Associate in Science Degree:

- Applicants must fulfill the general requirements for admission to Health Science Programs.
- A minimum 2.5 degree GPA. (Effective August 2006)
- Applicants must complete the Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474 and CAE 0476) after submitting the health science application and prior to entering the program.
- Applicants must complete the pre-requisite courses with a grade of "C" or higher prior to submitting an application. See list of courses below.

Radiation Therapy applicants who have criminal convictions must clear all ethics requirements by filing a Pre-application Review of Eligibility Form with the American Registry of Radiologic Technologist to avoid potential delays when applying to write the Certifying Exam. Applicants can contact the American Registry of Radiologic Technologists by telephoning the Ethics Department of the ARRT at 651-687-0048.

Requirements for Associate in Science in Radiation Therapy Technology:

- Complete 77 hours of credit with a degree grade point average of 2.0 or higher.
- Complete the following courses with a grade of "C" or higher in all degree courses:

<i>Pre-requisite Courses</i>		<i>Second Year Term I</i>	
*ENC 1101	Composition I	RAT 2240	Radiation Pathology
*BSC 1085	Anatomy and Physiology I	RAT 2021	Principles of Radiation Therapy I
*BSC 1085L	Anatomy and Physiology I Lab	*RAT 2617	Advanced Physics I
*MAT 1033	Intermediate Algebra or	*RAT 2023	Oncology
*MTB 1310	Applied Mathematics	*RAT 2814	Clinic Education II
*BSC1086	Anatomy and Physiology II		
*BSC1086	Anatomy and Physiology II Lab		
Total Semester Hours		Total Term Semester Hours	
<i>First Year Term I</i>		<i>Second Year Term II</i>	
RAT 1001	Introduction to Radiation Therapy	*RAT 2022	Principles of Radiation Therapy II
RAT 1614	Introduction to Radiation Therapy	*RAT 2618	Advanced Physics II
	Physics	*RAT 2241	Radiobiology
Elective	Humanities	*RAT 2824	Clinic Education III
CGS 1060C	Computer and Internet Literacy	*RAT 2657	Quality Assurance and Pharmacology
Total Term Semester Hours		Total Term Semester Hours	
<i>First Year Term II</i>		<i>Second Year Term III</i>	
*RAT 1111	Radiographic Process	*RAT 2619	Dosimetry and Computer Treatment Planning
*RAT 1111L	Radiographic Process Lab	*RAT 2619L	Dosimetry and Computer Treatment Planning Lab
SPC 1024	Intro to Speech Communications or	*RAT 2834	Clinic Education IV
SPC 1600	Public Speaking		
Elective	Social/Behavioral Science		
*RAT 1021C	Clinical Instrumentation		
Total Term Semester Hours		Total Term Semester Hours	
<i>First Year Term III</i>		Total Program Semester Hours	
*RAT 1804	Clinic Education I		
Total Term Semester Hours			

*Requires a pre- or co-requisite or proper score on placement test. Refer to the course descriptions found in this catalog or online.

It is strongly recommended that students see an academic advisor or counselor every term.

RADIOGRAPHY
Radiography Associate in Applied Science Major Code A025
Hospital Based Radiography Associate in Applied Science Major Code A026

Program Description

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 maintains regional accreditation through the Southern Association of Colleges and Schools.

All radiography classes are taught in the Bldg 8 on the A. Hugh Adams Central Campus, 3501 S W Davie Road, Davie, FL Clinical practice is performed in local hospitals and is offered concurrently with the didactic classes. The clinical component includes six evening clinicals, each semester, in the second year of the program. Individuals will be eligible to write the exam of, and be certified by, the American Registry of Radiologic Technologists and become licensed by the State of Florida as a LRT (advanced) upon completion of the program. For program admission information, call 954-201-2892 or 2890. For specific program information call the associate dean at (954) 201-6694.

Radiologic Technology applicants who have criminal convictions must clear all ethics requirements by filing a Pre-application Review of Eligibility Form with the American Registry of Radiologic Technologists to avoid potential delays when applying to write the Certifying Exam. Applicants can contact the American Registry of Radiologic Technologists by telephoning the Ethics Department at the ARRT Office at (651) 687-0048.

Note: All accepted applicants are guaranteed a clinical placement during the 22 months program. However, there are no guarantees that the clinical facility will be located close to the applicant's home. It is possible that a student may have to drive at least one hour from their home to the clinical site for which they have registered. Applicants to the program may wish to consider this when applying to the program. Students rotate to three different clinical sites during the 22 months program.

Criteria for Admission to the Radiography Program Associate in Applied Science Degree

- Applicants must fulfill the requirements for admission to Health Science Programs. Students must have a minimum 2.5 degree GPA. (Effective August 2006)
- Applicants must complete Pre-Health Science Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) after submitting the health science application prior to entering to the program.
- Applicants must complete the pre-requisite courses with a grade of "C" or higher prior to submitting an application. See list of courses below.

Requirements for Associate in Applied Science Degree in Radiography

- Complete 77 semester credit hours (as listed) with a degree GPA of 2.0 or higher.
- No than a "C" in all degree courses.

Radiography Associate in Applied Science Major Code A025

Pre-requisite Courses

*ENC 1101	Composition I	3
HSC 1531	Medical Terminology	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3

Total Semester Hours 13

First Year Term I

*RTE 1503	Radiographic Anatomy and Positioning I	3
*RTE 1503L	Radiographic Anatomy and Positioning Lab	1
*RTE 1000	Introduction to Radiologic Tech.	3
*RTE 1111	Nursing Procedures	2
*RTE 1804	Clinical Education I	2
Elective	Humanities/Fine Arts	3

Total Term Semester Hours 14

First Year Term II

*RTE 1513	Radiographic Anatomy and Positioning II	3
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*RTE 1513L	Radiographic Anatomy and Positioning II Lab	1
*RTE 1418	Principles of Imaging I	2
*RTE 1418L	Principles of Imaging I Lab	1
*RTE 1613	Physics I	2
*RTE 1814	Clinical Education II	2
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab	1

Total Term Semester Hours 15

First Year Term III

*RTE 1932C	Special topics	1
*RTE 1824	Clinical Education III	2

Total Term Semester Hours 3

Second Year Term I

*RTE 2523	Radiation Anatomy and Positioning III	3
*RTE 2523L	Radiation Anatomy and Positioning III Lab	1
*RTE 2782	Radiation Pathology	2
*RTE 2834	Clinical Education IV	3
*RTE 2623	Radiographic Equipment	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
Total Term Semester Hours		15

Second Year Term II

**Computer Competency or		
	HSC1101C, Intro to Healthful Living	1
*RTE 2385	Radiation Biology	2
*RTE 2844	Clinical Education V	3
*RTE 2457	Imaging II	2
*RTE 2457L	Imaging II Lab	1
Elective	Social/Behavioral Science	3
*RTE 2573	Survey of Imaging Modalities	1
*RTE 2473	Radiographic Quality Assurance	2
Total Term Semester Hours		15

Second Year Term III, Session II and III

*RTE 2854	Clinical Education VI	1
*RTE 1561	Non-Routine Procedures	1
Total Term Semester Hours		2
Total Program Semester Hours		77

*Requires a pre- or co-requisite or proper score on placement test.. Refer to the course descriptions found in this catalog or online.

**Successful completion of the basic student technology literacy test, or passing CGS10060C, Computer and Internet Literacy, is required to earn the degree.

Hospital Based Radiography Associate in Applied Science Degree Major Code A026
Program Description

Broward Community College provides a means for graduates of accredited hospital based two year programs who are currently registered Radiologic Technologists, Nuclear Medicine Technologists, Radiation Therapy Technologists and Diagnostic Medical Sonographers to pursue an Associate in Applied Science degree. 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 Experiential Learning Office. Applicants should call (954) 201-8889 for additional information.

The general education courses in this degree are offered at all BCC locations.

Criteria for Admission to the Associate in Applied Science Degree for Hospital Based Radiography Graduates

- Applicants must fulfill the Health Science Program requirements and must be certified or licensed in the specialty of study. Submit an Experiential Learning Application for previous training or experience. This form can be obtained from the Medical Imaging Associate Dean's office located on A. Hugh Adams Central Campus, Building 8. Applicants who meet the requirements will be awarded 48 college credits.
- Attach to the Experiential Learning Application a transcript from the hospital based training program attended.
- Document satisfactorily completion of college preparatory courses if required.

Requirements for the Associate in Applied Science Degree for Hospital Based Radiography Graduates

- Completion of a minimum of 77 credits hours of credit which includes 48 semester hours of credit for previous training or experience with a degree GPA of 2.0 or higher.
- Complete the following course with a grade of "C" or higher in all degree courses:

HSC 1531	Medical Terminology	3	*BSC 1085L	Anatomy and Physiology I Lab	1
*ENC1101	Composition I	3	*BSC 1086	Anatomy and Physiology II	3
*MTB 1310	Applied Mathematics or		*BSC 1086L	Anatomy and Physiology II Lab	1
*MAT 1033	Intermediate Algebra	3	Total General Education Hours		29
Elective	Social/Behavioral Science	3	Experiential Learning Credits		48
SPC 1600	Public Speaking or		Total Program Hours		77
SPC 1024	Intro. to Speech Communication	3			
Elective	Humanities/Fine Arts	3			
CGS 1060C	Computer and Internet Literacy	3			
*BSC 1085	Anatomy and Physiology I	3			

*Requires a pre- or co-requisite. Refer to the course descriptions found in this catalog or online.

RECREATION TECHNOLOGY
Associate in Science Major Code 2191

Program Description

The Recreation Technology Program, offered on A. Hugh Adams Central Campus, leads to an Associate in Science degree. It is designed for individuals seeking employment or advancements in the recreation field.

REQUIRED COURSES MAY BE TAKEN
IN ANY ORDER.

First Year Term

*ENC 1101	Composition I	3
LEI 1000	Introduction to Recreation	3
HSC 2400	First Aid	3
PET 1303	Foundations of Exercise Science	3
PEO 1031C	Individual Sports and Activities	2
#Elective	Activity Course	1
Total Semester Hours		15

First Year Term II

SOP 2002	Social Psychology or	
SYG 2000	Introduction to Sociology	3
HSC 2100	Personal and Community Health	3
HLP 1081	Health Fitness	2
PEO 1011C	Team Sports and Activities	2
LEI 1700	Recreation for Special Groups	3
PEL 1041C	Recreation Activities	2
Total Semester Hours		15

First Year Term III

EVR 1009	Environmental Science	3
#Elective	Activity Course	1
Total Semester Hours		4

Second Year Term I

SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
MNA 2345	Principles of Supervision	3
LEI 2401	Recreation Management	3
LEI 1260	Outdoor Recreation	3
LEI 2731C	Recreation Therapy	2
#Elective	Activity Course	1
Total Semester Hours		15

Second Year Term II

Humanities/Fine Arts Elective		3
HFT 2600	Hospitality Law	3
HFT 1700	Introduction to Tourism Industries	
	Administration	3
LEI 2604	Recreation Technology and Equipment	3
HLP 2949	Co-op Work Experience	3
Total Semester Hours		15
Total Program Semester Hours		64

Note: Students are required to complete College Prep Math.

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

#Examples: Swimming, Sailing, Windsurfing, Golf, Archery, or Tennis.

**Successful completion of the basic student technology literacy test, or passing CGS1060C, is required to earn this degree.

It is strongly recommended that students see an academic advisor or counselor every term.

RESPIRATORY CARE
Associate in Science Major Code 2132
Total Credits to Earn the AS degree: 76 credits

Program Description

Respiratory Care is a specialty dealing with the diagnosis, treatment and rehabilitation of patients with cardiorespiratory diseases. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Committee on Accreditation for Respiratory Care (CoARC). 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.

Refer to the Respiratory Care website for more information: www.broward.edu/respiratorycare

Criteria for Admission to the Respiratory Care-Associate in Science Degree:

- Applicants must be 18 years of age to apply to the Respiratory Care Program
- Prior to applying to the Respiratory Care Program, the prospective applicant must first apply to Broward Community College and be accepted to the college.
- Applications are accepted for the Respiratory Care Program September 1st through May 5th of each year. Upon submission of your application the admissions department will notify you when they receive your application. The selection of students for the fall term occurs during the months of May and June. The application can be accessed via the BCC website or: <http://www.broward.edu/locations/chse/PDF/forms/index.jsp>
- Applicants must have a minimum grade point average of 2.5 in the prerequisite courses listed below.
- Applications will be ranked for placement based on the following criteria:
 1. GPA in program prerequisite courses;
 2. Bachelor of Science degree and completion of the program prerequisite courses;
 3. TABE standardized exam results, if prerequisite GPA is less than 2.75.
- Along with the prerequisite courses listed below there are four "continuing education courses" that must be completed prior to the start of the program in August:
 CAE 0299 CPR /BLS (American Heart Association) 8 clock hours, CAE 0382 HIV/AIDS 4 clock hours,
 CAE 0474 Domestic Violence 2 clock hours, CAE 0476 TB/OSHA/Hepatitis 6 clock hours
 Completion of a day of shadowing is also required before admission – arranged by the program manager
- While waiting for admission to the program, it is recommended that human anatomy and physiology II with the lab, microbiology/microbiology lab and medical terminology be completed ahead of time.
- Applicants must complete a Medical History and Physical Examination prior to the start of the Respiratory Care Program in August. The medical form for your physician is on line at <http://www.broward.edu/locations/chse/PDF/forms/index.jsp>
- A criminal background check and a drug screening is required by the admissions department.

Requirements for the Associate in Science Degree in Respiratory Care:

- Completion of 76 semester hours of credit..
- No grade lower than a "C" will be acceptable in any degree related course.

Pre-requisite Courses

*ENC 1101	Composition I	3
*BSC 1085	Anatomy and Physiology I	3
*BSC 1085L	Anatomy and Physiology I Lab	1
*CHM 1032	Chemistry for Health Sciences	3
*MTB 1310	Applied Mathematics or	
*MAT 1033	Intermediate Algebra	3
Total Term Semester Hours		13

First Year Term I

RET 1026	Respiratory Care Equipment	3
*RET 1026L	Respiratory Care Equip. Lab	1
*RET 1485	Respiratory A and P	3
HSC 1531	Medical Terminology	3
*BSC 1086	Anatomy and Physiology II	3
*BSC 1086L	Anatomy and Physiology II Lab 1	
Total Term Semester Hours		14

First Year Term II

*RET 1264	Mechanical Ventilation	3
*RET 1264L	Mechanical Ventilation Lab	1
RET 1484	Cardiopulmonary Pathophys.	3
*RET 1832L	Clinic I	3
CVT 1200	Cardiopulmonary Pharmacology	3
Total Term Semester Hours		13

First Year Term III

**Computer Competency or		
GE 2430	Business Ethics	1
*RET 2418	Cardiopulmonary Diagnostics	2
*RET 1833L	Clinic II	3
Total Term Semester Hours		6

Second Year Term I

*RET 2834L	Clinic III	3
*RET 2503	Adv. Cardiopulmonary Pathophys	2
*RET 2714	Pediatric & Neonatal Resp Care	3
*RET 2414	Pulmonary Function	1
*RET 2414L	Pulmonary Function Lab	1
*MCB 2010	Microbiology	3
*MCB 2010L	Microbiology Lab	1
*RET 2934	Selected Topics in Respiratory Care	1

Total Term Semester Hours.		15
Second Year Term II		
*RET 2835L	Clinic IV	3
*RET 2286	Management of the Intensive Care Patient	2
*RET 2601	Respiratory Care Management	1
Elective	Social/Behavioral Science	3
Elective	Humanities/Fine Arts	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Public Speaking	3
Total Term Semester Hours		15
Total Program Semester Hours		76

*Requires a pre- or co-requisite or proper scores on placement test. See course description in this catalog or online

**Successful completion of the basic student technology literacy test, or passing CGS1060C, is required to earn the degree. If you pass the basic student technology literacy test, take GEB 2430, Business Ethics.

RESTAURANT MANAGEMENT
Associate in Applied Science Major Code A027

Program Description

The Restaurant Management Associate in Applied Science degree, offered at Central Campus, emphasizes the development of management skills needed in the food service industry. Food preparation classes and labs are taught in the area technical schools (see note below). The general education requirements develop students' abilities in communications and interpersonal skills. Through the use of practicums, graduates will have a working knowledge of industry practices leading to strong employability.

For further information, please contact the Program Manager at (954) 201-6710.

First Year Term I

#FOS 2201	Food Service Sanitation and Safety	3
#FSS 1221C	Volume Foods	3
#FSS 1240	Classical Cuisine	3
#FSS 1284	Catering	3
#FSS 2242	International Cuisine	3
Total Term Semester Hours		15

First Year Term II

OST 2335	Communications in the Workforce	3
HFT 2600	Hospitality Law	3
SPC 1024	Introduction to Speech Communication	3
HFT 2220	Organization and Personnel Management	3
CGS 1060C	Computer and Internet Literacy	3
Total Term Semester Hours		15

First Year Term III

Elective	Humanities/Fine Arts	3
*Elective	Mathematics or Science	3
Total Term Semester Hours		6

Second Year Term I

*ENC 1101	Composition I	3
HFT 1210	Supervisory Development	3
HFT 2500	Marketing	3
HFT 1941	Operations and Service Practicum	3
PSY 2012	General Psychology	3
Total Term Semester Hours		15

Second Year Term II

HFT 2942	Management and Control Practicum	3
HFT 2460	Financial Management	3
FSS 2500	Food Service Costing and Controls	3
+Elective		1
MNA 1161	Introduction to Customer Service	3
Total Term Semester Hours		13
Total Program Semester Hours		64

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#These five courses are offered only at Atlantic, McFatter and Sheridan Vocational Centers in the 18-week block that starts either at the end of August or January.

+GEB 2430, Business Ethics, or any other one-credit elective.

It is strongly recommended that students see an academic advisor or counselor every term.

TELECOMMUNICATIONS ENGINEERING TECHNOLOGY

Associate in Applied Science Major Code A028

Program Description

The Telecommunications Engineering Technology Associate in Applied Science degree, offered at the North Campus, prepares students for employment in the rapidly growing telecommunications field. Telecommunications technicians are professionals responsible for installing, calibrating, maintaining and repairing equipment used in fiber optics, cellular networks, cable TV, telephone switching systems, and digital data communications and transmission. Graduates may also be employed in sales, marketing and management in the telecommunications field. This program transfers directly to Nova Southeastern University

First Year Term I

CET 1114C	Digital Techniques	5
*MTB 1325	Engineering Tech. Mathematics I	4
*EET 1015C	DC Circuits	5

Total Term Semester Hours 14

First Year Term II

*EET 1141C	Linear Techniques I	5
*EET 1025C	AC Circuits	5
*ENC 1101	Composition I	3

Total Term Semester Hours 13

First Year Term III

*CET 1317C	Technical Computer Applications	3
*CET 1123C	Microprocessors I	4

Total Term Semester Hours 7

Second Year Term I

*CET 2131C	Microprocessors II	4
*EET 2355C	Data Communications	3
*EET 2142C	Linear Techniques II	4
Elective	Humanities/Fine Arts	3

Total Term Semester Hours 14

Second Year Term II

*EET 2326C	Electronic Communications	4
*EST 2224C	Fiber Optic Communications	3
*EET 2358C	Advanced Communication Tech.	3
SPC 1024	Intro to Speech Communications or	
SPC 1600	Intro to Public Speaking	3
Elective	Social/Behavioral Science	3

Total Term Semester Hours 16

Total Program Semester Hours 64

*Requires a pre- or co-requisite or proper score on placement test. See course description in this catalog or online.

**Successful completion of the basic student technology literacy test, or passing CGS1060C, Computer and Internet Literacy, is required to earn the degree.

Technical courses should be taken in the sequence and term suggested unless approved by the Department Head.

These requirements apply to students who enroll in Broward Community College for the first time in academic year 2004-2005.

Students who complete the degree requirements shown on the program sheet will have satisfied the speech requirements for this program.

It is strongly recommended that students see an academic advisor or counselor every term.

TRAVEL AND TOURISM INDUSTRY MANAGEMENT
Travel and Tourism Industry Management Associate in Applied Science Major Code A029
Travel and Tourism Industry Management Associate in Science Major Code 2142

Program Description

The Travel and Tourism Industry Management Associate degrees, offered at A. Hugh Adams Central Campus, 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 interpersonal skills. The use of practicum work experience provides graduates with knowledge of industry practices, which increases their value to employers.

For more information, please contact the Program Manager at (954) 201-6710.

Travel and Tourism Industry Management Associate in Applied Science Major Code A029

First Year Term I

*ENC 1101	Composition I	3
HFT 1210	Supervisory Development	3
HFT 1700	Introduction to Tourism Industries and Administration	3
MTB 1103	Business Mathematics	3
GEA 2000	World Geography	3
Total Term Semester Hours		15

Second Year Term I

SPC 1024	Introduction to Speech Communication	3
MKA 1021	Salesmanship	3
HFT 1941	Operations and Service Practicum	3
HFT 2500	Marketing	3
#Elective		3
Total Term Semester Hours		15

First Year Term II

OST 2335	Communications in the Workforce	3
HFT 2220	Organization and Personnel Management	3
HFT 2721	Travel Agency Management/Operations	3
*Elective	Mathematics or Science	3
HFT 2600	Hospitality Law	3
Total Term Semester Hours		15

Second Year Term II

CGS 1060C	Computer and Internet Literacy	3
HFT 2730	Tour Packaging	3
HFT 2511	Convention and Group Business Marketing Management	3
HFT 2942	Management and Control Practicum	3
MNA 1161	Introduction to Customer Service	3
Total Term Semester Hours		15
Total Program Semester Hours		64

First Year Term III

Elective	Humanities/Fine Arts	3
#Elective		1
Total Term Semester Hours		4

*Requires a pre-requisite or proper score on placement test. See course description in this catalog or online.

#GEB 2430, Business Ethics, or any other one-credit elective.

#Electives to be determined in consultation with the program advisor.

It is strongly recommended that students see an academic advisor or counselor every term.

Travel and Tourism Industry Management Associate in Science Program Major 2142

Students seeking an Associate in Science degree for the purpose of transferring into a state university shall substitute Mathematics or Science Elective requirement in the Associate in Applied Science degree with a college-level, transferable mathematics or science course and ENC 1102 Composition II in place of the 3 credit elective.

VISION CARE TECHNOLOGY PROGRAMS
Ophthalmic Technology Associate in Applied Science Major Code A030
Associate in Science Major Code 21892
Opticianry Associate in Applied Science Major Code A031
Associate in Science – Major Code 21891

Program Description

The Associate Degree Programs in Vision Care Technology provides the student with the opportunity to develop competency in skills relative to caring for a patient's eyes. There are two tracts that a student may choose: Optician and Ophthalmic Technician. An Optician plays a vital role in the fitting and adapting of corrective lenses and other optical devices to aid people's vision and correct ocular deficiencies. To accomplish this, the optician must use scientific and clinical procedures and apply learned skills to correctly produce and fit quality eyewear and contact lenses. The curriculum has been designed to train the student in the laboratory techniques of measuring, grinding, fitting, and adapting to eyewear. An Ophthalmic Technician works with a Doctor of Ophthalmology in caring for the health of the patient's eyes. The technician is responsible for performing many different tests that enable the doctor to diagnose and treat visual and ocular medical problems. The duties include assessing acuity, binocular function, color vision, depth perception, and internal ocular pressure. Technicians also perform ophthalmic photography, visual field testing, ocular ultrasound, refractions, and other tasks as assigned.

Applicants should (954) 201-2058 for admission information. Applicants should call the Associate Dean at (954) 201-2017 for specific program information. The program is offered at Health Sciences, North.

Criteria for Admission to the Ophthalmic Technology Program and the Opticianry Program:

- Applicants must fulfill the requirements for admission to Health Science Programs. See page 32.
- A minimum 2.0 degree or high school GPA.
- Applicants must complete the Pre-Health Core requirements (HCP 0130, CAE 0299, CAE 0382, CAE 0474, and CAE 0476) prior to admission to the program.

Requirements for the Associate in Applied Science in Ophthalmic Technology Major Code A030:

- Complete a minimum of 72 semester hours of credit and a degree grade point average of 2.0 or higher
- No grade lower than "C" will be acceptable in any course required for the degree.

Ophthalmic Technology Associate in Applied Science Major Code A030

First Year Term I

OPT 1210	A and P of the Eye	3
OPT 1110	Physical and Geometric Optics	3
OPT 1110L	Physical and Geometric Optics Lab	1
OPT 1330	Orientation to Vision Care	2
*ENC 1101	Composition I	3
*MTB 1310	Applied Mathematics or	
*MTB1033	Intermediate Algebra	3
Total Term Semester Hours		15

First Year Term II

*OPT 1150	Ophthalmic Lenses	2
*OPT 1150L	Ophthalmic Lenses Lab	2
*OPT 2375	Refractometry	2
*OPT 2879	Refractometry Practicum	2
*OPT 2090	Orientation to Vision Care Clinic	1
CGS 1060C	Computer and Internet Literacy	3
Elective	Humanities/Fine Arts	3
Total Semester Hours		15

First Year Term III, Session II and III

*OPT 1450	Ophthalmic Dispensing Proc.	2
*OPT 1450L	Ophthalmic Dispensing Lab	2
*OPT 2500	Contact Lens Theory	2
*OPT 2500L	Contact Lens Theory Lab	2
*OPT 2800L	Vision Care Clinic I	2

SPC 1600	Public Speaking or	
SPC 1024	Intro to Speech Communication	3
Total Term Semester Hours		13

Second Year Term I

*OPT 2350	Advanced Clinical Procedures I	1
*OPT 2801L	Vision Care Clinic II	3
*OPT 2940	Ophthalmic Medical Practicum I	4
*OPT 2222	Ocular Pathology and Pharmacology I	2
Elective	Social/Behavioral Science	3
Total Term Semester Hours		13

Second Year Term II

*OPT 2351	Advanced Clinical Procedures II	2
*OPT 2802	Vision Care Clinic III	3
*OPT 2941	Ophthalmic Medical Practicum II	5
*OPT 2223	Ocular Pathology and Pharmacology II	2
Total Term Semester Hours		12

Term III, Session II and Session III

OPT 2287	Ophthalmic Med. Practicum III	4
Total Term Semester Hours		4
Total Program Semester Hours		72

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

Requirements for the Associate in Science in Ophthalmic Technology Major Code 21892:

Students seeking an Associate in Science Degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra requirement in the Associate in Applied Science Degree with the MAC 1105 College Algebra or higher level mathematics course or any College Level Science Course.

Requirements for the Associate in Applied Science in Opticianry Major Code A031:

- Completion of a minimum of 72 semester hours of credit and a degree GPA of 2.0 or higher.
- No grade lower than "C" will be acceptable in any course required for the degree.

Opticianry Associate in Applied Science Major Code A031**First Year Term I**

OPT 1210	A and P of the Eye	3
OPT 1110	Physical and Geometric Optics	3
OPT 1110L	Physical and Geometric Optics Lab	1
OPT 1330	Orientation to Vision Care	2
*ENC 1101	Composition I	3
*MTB 1310	Applied Mathematics or	
*MAT1033	Intermediate Algebra	3
Total Term Semester Hours		15

First Year Term II

*OPT 1150	Ophthalmic Lenses	2
*OPT 1150L	Ophthalmic Lenses Lab	2
*OPT 2090	Orientation to Vision Care Clinic	1
*OPT 2375	Refractometry	2
OPT 2879	Refractometry Practicum	2
CGS 1060C	Computer and Internet Literacy	3
Elective	Humanities/Fine Arts	3
Total Term Semester Hours		15

Term III, Session II and Session III

*OPT 1450	Ophthalmic Dispensing Procedures	2
*OPT 1450L	Ophthalmic Dispensing Procedures Lab	2
*OPT 2500	Contact Lens Theory	2
*OPT 2500L	Contact Lens Theory Lab	2
*OPT 2800L	Vision Care Clinic I	2
SPC 1600	Public Speaking or	
SPC 1024	Introduction to Speech Communication	3
Total Term Semester Hours		13

Second Year Term I

*OPT 2420	Eyewear Fabrication I	1
*OPT 2420L	Eyewear Fabrication I Lab	2
*OPT 2830L	Contact Lens Clinic I	3
*OPT 2460	Ophthalmic Dispensing Clinic I	2
*OPT 2875	Ophthalmic Dispensing Practicum I	3
Elective	Social/Behavioral Science	3
Total Term Semester Hours		14

Second Year Term II

*OPT 2421	Eyewear Fabrication II	1
*OPT 2421L	Eyewear Fabrication II Lab	3
*OPT 2831L	Contact Lens Clinic II	2
*OPT 2461	Ophthalmic Dispensing Clinic II	3
*OPT 2876	Ophthalmic Dispensing Practicum II	3
*OPT 2060	Ophthalmic Management and Practice	3
Total Term Semester Hours		15
Total Program Semester Hours		72

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

Completion of the above listed courses qualifies the student as a candidate for the American Board of Opticians Certification Examination (ABOC), the National Contact Lens Examiners Registration Exam (NCLE).

Requirements for the Associate in Science Degree in Opticianry Major Code 21891

Students seeking an Associate in Science Degree for the purpose of transferring into a state university shall substitute MTB 1310, Applied Mathematics or MAT 1033, Intermediate Algebra requirement in the Associate in Applied Science Degree with MAC 1105 College Algebra or higher level mathematics course or any college level science course.



Course Information

Florida Statewide Course Numbering System

Course Descriptions Index

Course Descriptions

FLORIDA 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 numbering system is used by all public postsecondary institutions in Florida and 33 participating non-public 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 recommends 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 a 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 courses 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 in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between 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 35 different postsecondary institutions. Each institution 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 the 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, a "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 a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully complete SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent

to SYG 2010. 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 the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category 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 to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution
- G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Mr. B.G. Thompson, Associate Vice President for Academic Affairs, Office of Curriculum Services, Broward Community College, 225 E. Las Olas Boulevard, Fort Lauderdale, FL 33001 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427.

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COURSE DESCRIPTIONS

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. 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" is not transferable to upper division.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. 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 transferable to upper division.

Prerequisite: ACG2001

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 analyses, 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 transferable to upper division.

Prerequisite: ACG2011

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 plants 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 the course. Offered Term I, Central Campus.

Prerequisite: ACG2100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER1010C INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (4)

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 = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 33.75

AER1111C AUTOMOTIVE ENGINE REPAIR (4)

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 = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 46.25

AER1300C ELECTRICAL SYSTEMS (4)

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 = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 46.25

AER130C ELECTRONICS**(4)**

A course designed to teach the fundamental principles of electronics and to introduce the application of electronics in the modern automobile.

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 31.25

AER2171C HEATING AND AIR CONDITIONING THEORY**(4)**

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 = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 46.25

AER2230C MANUAL DRIVE TRAIN AND AXLES**(4)**

A course designed to teach the principles, operations, diagnosis and repair of manual transmissions and transaxles, drive shafts, axles, clutches and four-wheel drive systems. Special emphasis will be given to safety and the specific tools and instruments to be used.

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 46.25

AER2251C AUTOMATIC TRANSMISSIONS AND TRANSAXLE**(4)**

A course designed to teach the principles, operations, diagnosis and repair of automatic transmissions and transaxles. Special emphasis will be given to safety procedures and the specific tools and instruments used.

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 58.75

AER240C BRAKE SYSTEMS AND CHASSIS REPAIR**(4)**

A course to teach the principles and operations of brake systems including disc systems, split systems, hydraulic cylinders, valving systems, traction control 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 = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 46.25

AER2450C STEERING AND SUSPENSION SYSTEMS**(4)**

A course designed to teach the principles of steering systems, suspension systems, and wheel alignment and to provide practical experience in repairing automobile 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 = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 0.00

AER2520C ENGINE PERFORMANCE**(4)**

A course designed to teach the principles and procedures of engine tune up and repair, and emission control systems.

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 45.00

AER2523C ADVANCED ENGINE**PERFORMANCE****(4)**

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 = 48 Lab Hrs = 48 Oth Hrs = 0

Fees = 45.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0

Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0

Fees = 0.00

AER2946 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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AER2949 CO OP WORK EXPERIENCE**(3)**

On the job training at an automobile dealership. Each of the eight 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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AFRI101 FIRST YEAR AIR FORCE ROTC (A)**(1)**

This is a survey course designed to introduce students to the U.S. Air Force Reserve Officer Training Corps. Featured topic include: officership and professionalism, military customs and courtesies, Air Force officer opportunities and an introduction to communication skills. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH: 305-284-2870)

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

AFR1111 FIRST YEAR AIR FORCE ROTC (B) (1)
AFR1111 is a continuation of the AFR1101 survey course designed to introduce students to the U.S. Air Force Reserve Officer Training Corps. Featured topics include: Origins of the Air Force. The Air Force Installation and Sister Services. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870).
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0
Fees = 0.00

AFR2130 SECOND YEAR AIR FORCE ROTC (A) (1)
This course examines general historical aspects of air and space power. The course covers the time period from the first balloons and dirigibles to the space age. Examples are provided to demonstrate the historical events leading to the modern day Air Force. An additional focus will be on Air Force core values. Past Air Force operations and the acts of historical Air Force leaders will be points of discussion. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870).
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

AFR2131 SECOND YEAR AIR FORCE ROTC (B) (1)
This course continues the historical review of air and space power provided in MIS 2362. The course covers the Vietnam era to the conflicts of today. Historical examples are provided to demonstrate the development of Air Force capabilities and missions. This course provides the student with an understanding of the employment of air and space power. In addition, students will study how to become a more effective communicator. A leadership laboratory is included and provides cadets with leader/follower experiences. Instruction is at the University of Miami campus (PH:305-284-2870).
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

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 Area 3A general education requirements for the A.A. degree. Meets Area 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AMH2020 HISTORY OF THE UNITED STATES (3)
U.S. history from the post-Civil War Reconstruction period to the present. 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; the 1920's; the Great Depression and New Deal; origins and impact of the Second World War; advent of the Cold War; post war domestic tensions; the complacent 1950's; social/political unrest in the 1960's; disillusionment and search for new directions since 1970. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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, the conservative 1980s, and the search for new directions since, to include events into the 21st century.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AML2010 AMERICAN LITERATURE: COLONIAL TO 1900 (3)
Selected masterpieces of American literature before 1900 including works of Hawthorne, Whitman, Melville, and Crane. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Prerequisite: Eligibility for ENC1101
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AML2020 AMERICAN LITERATURE (3)
Selected masterpieces of American literature since 1900, including works of Faulkner, Frost, and Hemingway. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Prerequisite: Eligibility for ENC1101
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AML2600 AFRICAN-AMERICAN WRITERS (3)
Fiction, nonfiction, poetry, and drama by African-American writers such as Hammon, Wheatley, Mc Millan, Hughes, Wright, Ellison, Baldwin, Walker, and Morrison. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2A or 5 general education requirements for the A.S. degrees. Prerequisite: Eligibility for ENC1101
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AML2631 HISPANIC AMERICAN LITERATURE (3)
A view of the Latino/hispanic-American experience as illustrated in literature. Course will explore issues of exile, acculturation, disenfranchisement and identity, among others. Readings shall reflect the diversity of the Latino community by including selections in various genres. Literary contributions from Mexican-American, Puerto Rican, and Cuban-American writers, among others, will be surveyed.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AMT0001 BASIC ELECTRICITY (3)
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. Student fee charged.
Lec Hrs = 34 Lab Hrs = 50 Oth Hrs = 0 Fees = 50.00

AMT0010 AIRCRAFT DRAWINGS**(1)**

This course covers aircraft drawings, care and use of blueprints, isometrics, orthographic and auxiliary projection lines and section, dimensions, limits, tolerances and allowances, geometric, construction, practical layout work and identification of standard parts and material, 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 = 11 Lab Hrs = 15 Oth Hrs = 0 Fees = 0.00

AMT0020 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's center of gravity envelope is taught. Student fee charged.

Lec Hrs = 16 Lab Hrs = 23 Oth Hrs = 0 Fees = 25.00

AMT0030 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 = 8 Lab Hrs = 16 Oth Hrs = 0 Fees = 30.00

AMT0040 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 technicians' ethics and legal responsibilities.

Lec Hrs = 39 Lab Hrs = 41 Oth Hrs = 0 Fees = 0.00

AMT0050 GROUND OPERATIONS AND SERVICING**(1)**

Familiarizes the student with the proper methods of starting ground operating, servicing and securing aircraft.

Lec Hrs = 10 Lab Hrs = 19 Oth Hrs = 0 Fees = 0.00

AMT0060 CLEANING AND CORROSION CONTROL**(1)**

Provides experience in detecting, identifying, removal, and treatment of the various types of corrosion found on ferrous and non-ferrous metals. The course deals with the types of cleaners and methods of cleaning aircraft and aircraft components. Student fee charged.

Lec Hrs = 12 Lab Hrs = 26 Oth Hrs = 0 Fees = 25.00

AMT0070 APPLIED MATHEMATICS**(0)**

Reviews principles of mathematical functions and studies their application to aircraft and powerplant maintenance operations

Lec Hrs = 13 Lab Hrs = 7 Oth Hrs = 0 Fees = 0.00

AMT0081 FAR'S, FORMS & PRIVILEGES**(1)**

Familiarizes the student with FAA regulations, advisory circulars, and other government and industry publications, proper terminology and procedures for the execution of log books and major repair and alteration forms, and privileges and limitations as they apply to the certified mechanic. Student fee charged.

Lec Hrs = 19 Lab Hrs = 16 Oth Hrs = 0 Fees = 10.00

AMT0090 BASIC PHYSICS**(0)**

Provides an understanding of energy and matter and how their relationships apply to aircraft maintenance.

Lec Hrs = 13 Lab Hrs = 7 Oth Hrs = 0 Fees = 0.00

AMT0110 AIRCRAFT WOOD STRUCTURES**(0)**

Aircraft wood structures are covered in this section and familiarizes the student with the different types of wood used in aircraft structures as well as methods of repair to wood structures. Student fee charged.

Lec Hrs = 9 Lab Hrs = 2 Oth Hrs = 0 Fees = 25.00

AMT0115 AIRCRAFT COVERINGS**(0)**

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. Student fee charged.

Lec Hrs = 8 Lab Hrs = 4 Oth Hrs = 0 Fees = 40.00

AMT0120 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. Student fee charged.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 0.00

AMT0130 SHEET METAL STRUCTURES**(5)**

Student is provided with knowledge and skills needed to inspect, maintain, and repair sheet metal structures and components. The course provides the student an introduction to fiberglass, composite and other type non-metallic structural materials and methods of construction using these materials. Student fee charged.

Lec Hrs = 41 Lab Hrs = 116 Oth Hrs = 0 Fees = 75.00

AMT0140 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 = 15 Lab Hrs = 25 Oth Hrs = 0 Fees = 50.00

AMT0155 ASSEMBLY AND RIGGING**(2)**

Student 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. Student fee charged.

Lec Hrs = 20 Lab Hrs = 45 Oth Hrs = 0 Fees = 40.00

AMT0160 AIRFRAME INSPECTION**(0)**

Students will acquire the knowledge and skills needed to perform a 100 hour inspection of an aircraft. The student will demonstrate knowledge of FARs 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. Student fee charged.

Lec Hrs = 5 Lab Hrs = 15 Oth Hrs = 0 Fees = 25.00

AMT0200 LANDING GEAR SYSTEMS**(3)**

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 retractable landing gear systems will be covered in detail. Student fee charged.

Lec Hrs = 35 Lab Hrs = 50 Oth Hrs = 0 Fees = 50.00

AMT0210 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, type of seals, pumps, and differences between hydraulics and pneumatics. Student fee charged.

Lec Hrs = 35 Lab Hrs = 40 Oth Hrs = 0 Fees = 50.00

AMT0220 CABIN ATMOSPHERE CONTROL SYSTEMS (1)

This unit covers the various systems used to condition air and cabin pressurization as well as practical experience in inspecting, checking, troubleshooting, and servicing the oxygen system. Student fee charged.

Lec Hrs = 20 Lab Hrs = 30 Oth Hrs = 0 Fees = 40.00

AMT0230 AIRCRAFT INSTRUMENTS SYSTEMS (1)

A basic familiarization of aircraft instruments and their function to include removal, installation, and the installed testing of such instruments. Student fee charged.

Lec Hrs = 15 Lab Hrs = 10 Oth Hrs = 0 Fees = 40.00

AMT0240 COMMUNICATIONS AND NAVIGATION SYSTEM (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. Student fee charged.

Lec Hrs = 25 Lab Hrs = 5 Oth Hrs = 0 Fees = 40.00

AMT0250 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. Student fee charged.

Lec Hrs = 17 Lab Hrs = 23 Oth Hrs = 0 Fees = 40.00

AMT0260 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. Student fee charged.

Lec Hrs = 45 Lab Hrs = 55 Oth Hrs = 0 Fees = 50.00

AMT0270 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. Student fee charged.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT0285 ICE, RAIN, & FIRE PROTECTION (1)

Introduces the student to the basics of ice and rain control as it relates to aircraft surfaces, propellers, windshields, and other components. Methods of ice prevention and ice elimination are taught, provides the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of airframe fire detecting and extinguishing systems. Student fee charged.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT0300 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. Student fee charged.

Lec Hrs = 58 Lab Hrs = 133 Oth Hrs = 0 Fees = 150.00

AMT0310 TURBINE ENGINES (3)

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.

Corequisites: AMT0300, AMT0400, AMT0420, AMT0320. Student fee charged.

Lec Hrs = 55 Lab Hrs = 55 Oth Hrs = 0 Fees = 75.00

AMT0320 ENGINE INSPECTION (0)

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. Student fee charged.

Lec Hrs = 4 Lab Hrs = 11 Oth Hrs = 0 Fees = 40.00

AMT0400 ENGINE INSTRUMENT SYSTEMS (1)

Students will have a knowledge of operation, installation, marking and interpretation of powerplant instruments powered by or actuated by non-electrical means. They will be able to install, adjust, and calibrate 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. Student fee charged.

Lec Hrs = 10 Lab Hrs = 15 Oth Hrs = 0 Fees = 25.00

AMT0410 ENGINE FIRE PROTECTION SYSTEMS (0)

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. Student fee charged.

Lec Hrs = 5 Lab Hrs = 10 Oth Hrs = 0 Fees = 40.00

AMT0420 ENGINE ELECTRICAL SYSTEMS & APU'S (2)

This course provides knowledge and skills necessary to perform electrical repairs, installations, adjustments, and service. The subject area includes alternators, generators, voltage regulation, and paralleling of generators. The student will be introduced to the operational principles of auxiliary power units. Student fee charged.

Lec Hrs = 24 Lab Hrs = 35 Oth Hrs = 0 Fees = 75.00

AMT0435 LUBRICATION SYSTEMS (2)

Provides a comprehensive knowledge of the purpose and function of lubricants and lubrication system for powerplants. Gives experience in identifying and selecting lubricants, as well as, inspecting, checking, servicing and troubleshooting repair of the system and components. Student fee charged.

Lec Hrs = 30 Lab Hrs = 40 Oth Hrs = 0 Fees = 75.00

AMT0440 IGNITION SYSTEMS (3)

Students will have 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. Student fee charged.
Lec Hrs = 38 Lab Hrs = 47 Oth Hrs = 0 Fees = 75.00

AMT0450 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. Student fee charged.
Lec Hrs = 10 Lab Hrs = 15 Oth Hrs = 0 Fees = 0.00

AMT0451 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 system. The theory and practical application of carburetion, fuel injection systems, and water injection systems are also learned. Fuel pumps, filters, and strainers are discussed and practical experience is gained in these areas. Student fee charged.
Lec Hrs = 24 Lab Hrs = 35 Oth Hrs = 0 Fees = 75.00

AMT0460 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. Student fee charged.
Lec Hrs = 11 Lab Hrs = 14 Oth Hrs = 0 Fees = 40.00

AMT0475 ENGINE COOLING & EXHAUST 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 system. This course will also 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. Student fee charged.
Lec Hrs = 13 Lab Hrs = 17 Oth Hrs = 0 Fees = 40.00

AMT0490 PROPELLERS AND UNDUCTED FANS (3)
This unit of instruction is designed to cover aircraft engine and turbo prop installations. Areas dealt with are: propeller fundamentals and terminology, synchronizing and ice control systems, identification and selection of propeller lubricants, balancing of propellers, propeller control systems, propeller governing systems, and installation, troubleshooting and removal of propellers. The theory of unducted fans is presented. Student fee charged.
Lec Hrs = 41 Lab Hrs = 49 Oth Hrs = 0 Fees = 75.00

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 = 34 Lab Hrs = 50 Oth Hrs = 0 Fees = 50.00

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 = 11 Lab Hrs = 15 Oth Hrs = 0 Fees = 0.00

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's center gravity envelope is taught.
Lec Hrs = 16 Lab Hrs = 23 Oth Hrs = 0 Fees = 25.00

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 = 8 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

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 = 39 Lab Hrs = 41 Oth Hrs = 0 Fees = 25.00

AMT1050 GROUND OPERATIONS AND SERVICING (1)
Familiarizes the student with the proper methods of starting ground operating servicing and securing aircraft.
Lec Hrs = 10 Lab Hrs = 19 Oth Hrs = 0 Fees = 50.00

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 = 12 Lab Hrs = 26 Oth Hrs = 0 Fees = 25.00

AMT1070 APPLIED MATHEMATICS (1)
Reviews principles of mathematical functions and studies their application to aircraft and powerplant maintenance operations.
Lec Hrs = 13 Lab Hrs = 7 Oth Hrs = 0 Fees = 0.00

AMT1081 FAR'S, FORMS & PRIVILEGES (1)
Familiarizes the student with FAA regulations, advisory circulars, and other government and industry publications, proper terminology and procedures for the execution of log books and major repair and alteration forms, and privileges and limitations as they apply to the certified mechanic. Student fee charged.
Lec Hrs = 19 Lab Hrs = 16 Oth Hrs = 0 Fees = 10.00

AMT1090 BASIC PHYSICS (1)
Provides an understanding of energy and matter and how their relationships apply to aircraft maintenance.
Lec Hrs = 13 Lab Hrs = 7 Oth Hrs = 0 Fees = 0.00

AMT1110 AIRCRAFT WOOD STRUCTURES (1)
Aircraft wood structures are covered in this section and familiarizes the student with the different types of wood used in aircraft structures as well as methods of repair to wood structures. Student fee charged.
Lec Hrs = 9 Lab Hrs = 2 Oth Hrs = 0 Fees = 25.00

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 = 8 Lab Hrs = 4 Oth Hrs = 0 Fees = 40.00

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.

Pre or Corequisite: AMT1110

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT1130 SHEET METAL STRUCTURES**(4)**

Student is provided with knowledge and skills needed to inspect, maintain, and repair sheet metal structures and components. The course provides the student an introduction to fiberglass, composite and other type non-metallic structural material and methods of construction using these materials. Student fee charged.

Lec Hrs = 41 Lab Hrs = 116 Oth Hrs = 0 Fees = 75.00

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 = 15 Lab Hrs = 25 Oth Hrs = 0 Fees = 50.00

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 = 20 Lab Hrs = 45 Oth Hrs = 0 Fees = 40.00

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 FARs 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 = 5 Lab Hrs = 15 Oth Hrs = 0 Fees = 25.00

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 = 13 Lab Hrs = 25 Oth Hrs = 0 Fees = 80.00

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 = 35 Lab Hrs = 50 Oth Hrs = 0 Fees = 50.00

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 = 35 Lab Hrs = 40 Oth Hrs = 0 Fees = 50.00

AMT1220 CABIN ATMOSPHERE CONTROL SYSTEMS**(1)**

This unit covers the various systems used to condition air and cabin pressurization as well as practical experience in inspecting, checking, troubleshooting, and servicing the oxygen system. Student fee charged.

Lec Hrs = 20 Lab Hrs = 30 Oth Hrs = 0 Fees = 40.00

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 = 15 Lab Hrs = 10 Oth Hrs = 0 Fees = 40.00

AMT1240 COMMUNICATION 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 = 25 Lab Hrs = 5 Oth Hrs = 0 Fees = 40.00

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 = 17 Lab Hrs = 23 Oth Hrs = 0 Fees = 40.00

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 = 45 Lab Hrs = 55 Oth Hrs = 0 Fees = 50.00

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 = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

AMT1285 ICE, RAIN, & FIRE PROTECTION**(1)**

Introduces the student to the basics of ice and rain control as it relates to aircraft surfaces, propellers, windshields, and other components. Methods of ice prevention and ice elimination are taught, provides the student with the knowledge and skills needed in the operation, inspection, checking, troubleshooting, and repair of airframe fire detecting and extinguishing systems. Student fee charged.

Lec Hrs = 10 Lab Hrs = 20 Oth Hrs = 0 Fees = 40.00

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 = 58 Lab Hrs = 133 Oth Hrs = 0 Fees = 150.00

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 = 55 Lab Hrs = 55 Oth Hrs = 0 Fees = 75.00

AMT2320 ENGINE INSPECTION (1)

A course study 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 = 4 Lab Hrs = 11 Oth Hrs = 0 Fees = 40.00

AMT2400 ENGINE INSTRUMENT SYSTEMS (1)

Students will have a knowledge of operation, installation, making and interpretation of powerplant instruments powered by or actuated by non-electrical means. They will be able to install, adjust, and calibrate these instruments in accordance with FAA and manufacture'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 = 10 Lab Hrs = 15 Oth Hrs = 0 Fees = 25.00

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 = 5 Lab Hrs = 10 Oth Hrs = 0 Fees = 40.00

AMT2420 ENGINE ELECTRICAL SYSTEMS AND APU'S (2)

This course provides knowledge and skills necessary to perform electrical repairs, installations, adjustments, and service. The subject area includes alternators, generators, voltage regulation, and paralleling of generators. The student will be introduced to the operational principles of auxiliary power units. Student fee charged.

Lec Hrs = 24 Lab Hrs = 35 Oth Hrs = 0 Fees = 75.00

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 = 30 Lab Hrs = 40 Oth Hrs = 0 Fees = 75.00

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 = 38 Lab Hrs = 47 Oth Hrs = 0 Fees = 75.00

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 = 10 Lab Hrs = 15 Oth Hrs = 0 Fees = 40.00

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, filterers strainers are discussed and practical experience is gained in these areas.

Lec Hrs = 24 Lab Hrs = 35 Oth Hrs = 0 Fees = 75.00

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 = 11 Lab Hrs = 14 Oth Hrs = 0 Fees = 40.00

AMT2475 ENGINE COOLING AND EXHAUST 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. This course will also 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. Student fee charged.

Lec Hrs = 13 Lab Hrs = 17 Oth Hrs = 0 Fees = 40.00

AMT2490 PROPELLERS AND UNDUCTED FANS (2)

This unit of instruction is designed to cover aircraft engine and turbo prop installations. Areas dealt with are: propeller fundamentals and terminology, synchronizing and ice control systems, identification and selection of propeller lubricants, balancing of propellers, propeller control systems, propeller governing systems, and installation, troubleshooting and removal of propellers. The theory of unducted fans is presented. Student fee charged.

Lec Hrs = 41 Lab Hrs = 49 Oth Hrs = 0 Fees = 75.00

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 Area 3B and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ANT2100 INTRODUCTION TO

ARCHAEOLOGY (3)

The study of past cultures and the ongoing record of human history. This course reviews the major techniques and theories used to interpret culture change through time. Meets Area 3B general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ANT2211 INTRODUCTION TO WORLD

ETHNOLOGY PEOPLE (3)

A survey of cultures on differing levels of development, focusing upon subsistence, social organization, religion, art, and culture change. Meets Areas 3B and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ANT2381 CULTURE AND SOCIETY OF**SPAIN****(3)**

Spanish culture and society includes a study of Spanish life and character as it manifests itself in history, regional personality, celebrations, music, legendary figures, art and architecture. Special emphasis will be given to the southern part of Spain, Andalusia's, which conserves today the diverse cultural heritage of Europe, Africa, and the Orient (Near East).

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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's approval.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

APB1600 PHARMACOLOGY**(2)**

A course designed to introduce the Nursing student to the essential concepts and principles of pharmacology. Included are the concepts of pharmacokinetics and pharmacotherapeutics. There is an emphasis on the application of the nursing process as a practical organizational tool utilized in the care of the patient receiving pharmacological agents.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARC1056C DIGITAL MEDIA**(2)**

Course is designed to provide a survey of current computer aided design software related to architecture and building construction. Lab work concentrates on a variety of computer applications applicable to the design process. Students will learn to apply virtual building technology to design, production, collaboration and information analysis of a project.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 30.00

ARC1126C ARCHITECTURAL DRAWING**(4)**

An introduction to principles, methods and applications of architectural drawing. Basic drafting tools will be used to learn orthographic projection to draw multi-view drawings including architectural design floor plans, elevations and sections, single-view drawings including paraline axonometric drawings and perspective drawings including one- and two-point.

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 45.00

ARC1301 ARCHITECTURAL DESIGN I**(4)**

This course covers basic two and three-dimensional design fundamentals, architectonic principles and architectural design skills. Techniques of model making are learned through explorations in defining and understanding architectural space.

Pre or Corequisite: ARC2201, ARC1126C

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 45.00

ARC1302 ARCHITECTURAL DESIGN II**(4)**

This course furthers the study of three-dimensional design fundamentals, architectural space and architectural principles through the application of more advanced model making techniques, orthographic drawing and one and two point

perspectives. The architectural design process is studied through the analysis and resolution of basic building programs and basic natural and man-made environmental factors.

Prerequisite: ARC1301, ARC2201 with a grade of "C" or higher.

Corequisite: ARC1701

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 45.00

ARC1701 SURVEY OF ARCHITECTURAL HISTORY**(3)**

A general survey of social, political, and cultural factors which have generated architecture from prehistoric times through the Fifteenth Century. Meets Area 2H general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARC2201 THEORY OF ARCHITECTURE**(3)**

This course provides an understanding of architectonic elements, principles and aesthetics in architecture. It analyzes their application in contemporary and historical architecture and relates their application to architecture design studio solutions. The course also covers the work and philosophies of contemporary architects.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARC2303 ARCHITECTURAL DESIGN III**(4)**

This course emphasizes the analysis and resolution of the natural and man-made environmental context as a generator of architectural design ideas. The analysis of architectural building programs and architectonic principles are applied to further define the organization, form, circulation and function of architectural space in buildings.

Prerequisite: ARC1302 ARC2201

Lec Hrs = 16 Lab Hrs = 96 Oth Hrs = 0 Fees = 45.00

ARC2304 ARCHITECTURAL DESIGN IV**(4)**

This course covers the development of architectonic conceptual ideas from program requirements and contextual factors as generators of architectural design. Architectonic principles of enclosure, massing, articulation of form, proportions, geometry, scale and structures are applied in the development of imagery for building design. A portfolio is created from each student's best work for the purpose of transfer admission to a university program.

Prerequisite: ARC2303 ARC2461

Lec Hrs = 16 Lab Hrs = 96 Oth Hrs = 0 Fees = 45.00

ARC2461 MATERIALS AND METHODS OF CONSTRUCTION**(4)**

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.

Prerequisite: ARC1301

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 student to develop a structural sense in creating architectural solutions.

Prerequisite: MAC1105

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 5.00

ARCH2921 ARCHITECTURE STUDY ABROAD (3)

A combination of classroom preparation plus travel to include sketching, photography, critique and review of architectural history and design. Variable content depending upon areas visited.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 2C and 8 general education requirement for A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARH2050 ART HISTORY I (3)

Survey and analysis of architecture, painting, and sculpture as well as applied arts from Prehistory, Antiquity, Medieval, Renaissance and Baroque art periods, showing the significance of Art development resulting from social, international and cultural influences. Meets Areas 2C and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirement for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 2C and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARH2351 SPANISH ART HISTORY (3)

Spanish Art History includes the study of outstanding examples of architecture, painting and sculpture, emphasizing the early Roman and Moorish contributions as well as the great Spanish painters of the Renaissance and the 19th and 20th Centuries. Included in this course are cultural trips to museums, galleries and monuments in Seville.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ARR1010 INTRODUCTION TO AUTOBODY (3)

A course designed to introduce the field of auto body repair. Topics include auto body careers, shop safety, tools and equipment, an overview of materials and processes used in auto body repair and refinishing procedures.

Lec Hrs = 24 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

ARR2120 AUTOBODY REFINISHING (6)

A course designed to teach intermediate and advanced concepts and techniques of Autobody Refinishing. This course includes surface preparation, spray equipment, paint systems, chemistry, matching, mixing and applying, finish defects, special finishes and safety and environmental protection procedures.

Lec Hrs = 48 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ARR2290 ADVANCED AUTOBODY REPAIR (9)

A course designed to teach intermediate and advanced concepts and techniques of Autobody Repair. This course includes manufacturing processes and materials, damage assessment,

body measurement, advanced welding, exotic metal and plastic panel repairs, unibody and frame straightening, glass, convertible top and electrical system repair.

Lec Hrs = 72 Lab Hrs = 144 Oth Hrs = 0 Fees = 0.00

ART1201C 2 D DESIGN (3)

Two-dimensional study of form, principles of organization and the elements of design fundamental for creative work in 2-D visual arts.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 10.00

ART1300C DRAWING I (3)

Study of landscape and still life composition utilizing wet and dry drawing media.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

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

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 20.00

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.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2330C LIFE DRAWING (3)

Study of human and animal forms utilizing various wet and dry media.

Prerequisite: ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 40.00

ART2400C BEGINNING PRINTMAKING (3)

A study of the processes and techniques in Intaglio and Relief printing. Instructor's approval or

Prerequisite: ART1201C ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 25.00

ART2500C PAINTING I (3)

An introduction to creative techniques and composition applied to oil painting and acrylic media.

Prerequisite: ART1201C ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2501C PAINTING II (3)

A creative exploration of oil or acrylic techniques and/or water media with an emphasis on composition.

Prerequisite: ART2500C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2540C WATERCOLOR (3)

A creative exploration of watercolor techniques and media with an emphasis on composition.

Prerequisite: ART1201C ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

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: Instructor permission or

Prerequisite: ART1203C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 25.00

ART2750C CERAMICS I (3)

Study of basic ceramic shaping techniques, glazing, decorating and firing.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 35.00

ART2751C 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: instructor's approval or

Prerequisite: ART2750C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 35.00

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. Exceptions to Prerequisite may be considered by the Art Department Head.

Prerequisite: Instructor permission or

Prerequisite: ART1201C ART1203C ART1300C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

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. Prerequisite: Instructor permission

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 35.00

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. Instructor's approval and Prerequisite: ART1300C ART2330C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

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. Prerequisite: instructor permission or

Prerequisite: ART1203C ART2701C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 25.00

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: Instructor approval or

Prerequisite: ART2500C ART2501C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2930C SPECIAL TOPICS: PAINTING (3)

A painting studio course centered around topics of current interest or 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: ART2500C ART2501C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

ART2932C SPECIAL TOPIC: CERAMICS (3)

A ceramics studio course centered around topics of current interest or 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: Instructor permission

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 35.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC1100 NAVIGATIONAL SCIENCE I (3)

This course, together with ATT1100, provides the basic aeronautical knowledge for the professional pilot and aviation operation programs. The two courses must be taken concurrently unless the student's major is Airport Operations Management or Aviation Maintenance Management, in which only ATT1100 is required. The areas of study include airport operations, airspace, flight information publications, basic air navigation including pertinent regulations, preflight planning, cross country navigation, and radio navigation. Successful completion of ATT1100 and ASC1100 will prepare students for the FAA Private Pilot (airplane) Computerized Knowledge Exam.

Corequisite: ATT1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: private pilot's license or instructor's permission or

Prerequisite: ASC1100 ATT1100

Corequisite: ASC2110 ATT2120

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: private pilot's license or instructor's permission or

Prerequisite: ASC1100 ATT1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: private pilot's license or instructor's permission or

Prerequisite: ASC1100 ATT1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Prerequisite: private pilot's license or instructor's permission or

Prerequisite: ASC1100 ATT1100

Corequisite: ASC1210 ATT2120

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC2320 AVIATION LAW AND REGULATIONS (3)

An introduction and analysis of the regulations and laws governing airport and airline operations, incorporating aviation safety. Topics of discussion include the major regulations to include: Federal Aviation Regulations (FARS) 77, 108, 121, 129, 135, 139, 150, 191, and NTSB 830. These topics will include navigable airspace, airport noise and the applicable Advisory Circulars (A/C) that explain compliance. Additionally, these topics of discussion will include an overview of how the regulations are governed and administered, compliance with overview of how the regulations are governed and administered, compliance with regulations, non-compliance, and management of government regulations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ASC2870 AVIATION SAFETY (3)

The primary goal of this course is to provide aspiring aviation professionals with a comprehensive understanding and enhanced awareness of aviation safety. Class will participate in analyzing the probable cause of selected aviation accidents, review detailed analyses of accidents related to topics of human factors, runway incursions, weather, mid-air collisions and mechanical and maintenance issues. Federal agencies which regulate aviation with emphasis on those concerned with safety will also be studied.

Prerequisite: ASC1100 ATT1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AST1003 ASTRONOMY OF THE SOLAR SYSTEM (3)

Primarily descriptive and conceptual study of the solar system and astronomical methods of general interest. Evening observing sessions in addition to the scheduled course hours may be required. An astronomy laboratory is recommended. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AST1004 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 Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. One three hour lab per week. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: AST1003

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 12.00

AST1037 SCIENTIFIC SEARCH FOR LIFE IN THE UNIVERSE (3)

This interdisciplinary course examines the nature and history of life on earth, possible life-allowing environments within the solar system and in the detecting life in the universe at large. Topics of discussion include the evolution and biochemistry of

terrestrial life, the formation of organic compounds in the solar system and other extraterrestrial environments, physical constraints, equipment, and strategies for detecting intelligent life in the universe. Placement by Testing Department or
Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AST2080 PLANETARIUM EDUCATION (3)

Course for teachers and students of Education. Study of the use of the Planetarium in Education. Various audiovisual 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. Placement by Testing Department or Instructor Approval.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ATF1100 PRIMARY FLIGHT (3)

This course provides the flight training and experience required by the Federal Aviation Regulations (FAA) part 141 for a Private Pilot Certificate. Student must obtain FAA Private Pilot Certificate in order to receive credit for the course. Flight training fees are paid directly to the College in advance.

Corequisite: ASC1100 ATT1100

Lec Hrs = 2 Lab Hrs = 50 Oth Hrs = 0 Fees = 25.00

ATF2200 COMMERCIAL FLIGHT I (3)

This course continues the training and experience begun in primary flight. Together with ATF2210 and ATF2300, it provides the aeronautical experience required to qualify for the FAA Commercial Pilot Certificate with instrument rating under Federal Aviation Regulations part 141. Flight training fees are paid directly to the College in advance. Prerequisite: private pilot's license or instructor's permission or
Prerequisite: ATF1100

Corequisite: ASC1210 ASC2110 ATF2600 ATT2120

Lec Hrs = 10 Lab Hrs = 80 Oth Hrs = 0 Fees = 0.00

ATF2210 COMMERCIAL FLIGHT II (3)

This course continues the training and experience of Commercial Flight I. Together with ATF2200 and ATF2300, it provides the aeronautical experience required to qualify for the FAA Commercial Pilot Certificate with instrument rating under Federal Aviation Regulations part 141. During this course, the student completes coursework to obtain the instrument rating and begins commercial pilot training. Flight training fees are paid directly to the College in advance. Prerequisite: Instructor's approval or
Prerequisite: ATF2200

Corequisite: ATT2110

Lec Hrs = 10 Lab Hrs = 80 Oth Hrs = 0 Fees = 0.00

ATF2300 COMMERCIAL FLIGHT III (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 Federal Aviation Regulations part 141. During this course the student achieves qualification in complex air- craft. In order to receive credit for this course, the student must have earned a FAA Commercial Pilot Certificate. Flight training fees are paid directly to the College in advance. Prerequisite: Instructor's approval or
Prerequisite: ATF2210

Lec Hrs = 10 Lab Hrs = 80 Oth Hrs = 0 Fees = 0.00

ATF2400 MULTI ENGINE TRANSITION (1)

This course provides the flight training and experience required to obtain an FAA multi- engine rating. In order to receive credit

for this course, the student must have earned a FAA multi- engine rating. Flight training fees are paid directly to the College in advance. Prerequisite: Private Pilot Certificate with Instrument Rating or Instructor's Approval
Corequisite: ATF2630

Lec Hrs = 5 Lab Hrs = 20 Oth Hrs = 0 Fees = 0.00

ATF2500 FLIGHT INSTRUCTOR TRAINING (2)

This course provides the flight and ground instruction to train a commercial pilot to be a flight instructor. Course consists of the number of dual and solo flying hours and oral instruction required in each case to qualify the individual for a FAA flight instructor certificate. In order to receive credit for this course, the student must have earned a FAA flight instructor certificate. Training fees are paid directly to the College in advance. Prerequisite: Commercial Pilot Certificate with Instrument Rating

Lec Hrs = 15 Lab Hrs = 30 Oth Hrs = 0 Fees = 0.00

ATF2600 FLIGHT SIMULATOR TRAINING (1)

This course provides a total of 15 hours of training in one of the Emil Buehler Flight Lab flight training devices at 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. Student fee charged. Prerequisite: instructor's permission or
Prerequisite: ASC1100 ATF1100 ATT1100

Corequisite: ATF2200

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 75.00

ATF2630 BASIC INSTRUMENT SIMULATOR (1)

This course provides a total of 15 hours of training in one of the Buehler Flight Lab multi- engine flight training devices at South Campus. The course consists of 5 hours of lecture and 10 hours in the flight training device. This course may be taken as an elective in any of the aviation programs. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement. Student fee charged. Prerequisite: instructor's permission or
Prerequisite: ASC1100 ATF1100 ATT1100

Corequisite: ATF2400

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

ATF2660 FLIGHT SIMULATOR TURBOPROP (1)

This course provides a total of 16 hours of training in the Emil Buehler Flight Lab turbo- prop flight training device at South Campus. The course consists of 6 hours of lecture and 10 hours in the flight training device. This course may be taken as an elective in any of the aviation programs. This course may be repeated for a maximum of 3 semester hours to meet a 3 semester hour elective requirement. Student fee charged. Prerequisite: Flight Program Manager's prior approval is necessary.

Lec Hrs = 6 Lab Hrs = 10 Oth Hrs = 0 Fees = 200.00

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 Administration (FAA) regulations and basic airspace, aircraft performance and basic navigation, an introduction to meteorology and weather services and human factors. Successful completion of ATT100 and ASC1100 will prepare students for the FAA Private Pilot (airplane) Computerized Knowledge Exam. Professional Pilot Technology

and Aviation Operations program majors must take this course concurrently with ASC1100.

Corequisite: ASC1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ATT2110 COMMERCIAL FLIGHT THEORY (3)

Provides the aeronautical information needed to satisfactorily complete the FAA Commercial Pilot Knowledge Exam. Subject matter is tailored to the needs of the advanced pilot. It includes aerodynamics, airplane performance and systems, navigation, physiological factors, Federal Aviation Regulations and weather. It is recommended to complete the instrument rating before taking this course. Prerequisite: FAA Private Pilot Certificate or instructor's permission or

Prerequisite: ASC1100 ATT1100

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ATT2120 INSTRUMENT FLIGHT THEORY (3)

Prepares student for FAA Instrument Rating (Airplane)

Exam. 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, the airways system, IFR charts, regulations and procedures as related to instrument flight. Prerequisite: private pilot's license or instructor's permission or

Prerequisite: ASC1100 ATT1100

Corequisite: ASC1210 ASC2110

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM1440 AIRPORT AND AIRLINE SECURITY (3)

An introduction and analysis of the regulations and laws governing airport and airline security, including an in-depth look at Federal Aviation Regulations (FARs) 108, 121, 129, and 191. Topics of discussion include; a historical perspective and events that have led to the evolution of aviation security, preventive measures, and current trends in security. An introduction to terrorist activities, motives, weapons of mass destruction, and countermeasures at threats to aviation.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM1940 AIRPORT OPERATIONS INTERNSHIP I (3)

Practical applicable of acquired knowledge at a certificated airport. Student exposed to airside related environment including airfield inspections, security inspections and enforcement, air traffic control system, navigational aids, airspace inspections & familiarizations, wildlife issues, environmental impacts. Landside issues such as parking management, ground transportation systems, operational contract administration, revenue control systems, equipment monitoring, and bus operations. Terminal building operations including, physical building inspections, passenger services, passenger flow characteristics, tenant and contractual lease requirements, safety and security of passenger terminals. The student is introduced to airport maintenance programs and systems as well as general aviation environment. Requires special application and criminal background check. Prerequisite: instructor's permission or

Prerequisite: AVM1440 AVM2301 AVM2410

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM2450 AIRPORT PLANNING AND DESIGN (3)

Introduction to the initial design of airports and adaptations made as airports experience growth. Topics of discussion include; analysis of runway and taxiway design, terminal ramp areas, terminal facilities, airport parking and roadway systems based on airport capacity forecasts, intended use, funding, and community demographics. Discussions also include the modification and adaptation of existing airport facilities, airport master plans, air cargo facilities, airport access, and environmental impacts of airport planning and design.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVM2941 AIRPORT OPERATIONS INTERNSHIP II (3)

Practical application of acquired knowledge at a certificated airport. The student will be exposed to the finance, business, legal, and public relations aspects of Airport Management. Intern will gain experience in the collection of rents and allocation of monies in airport operation. Receive knowledge on how grant money is applied for and received as well as the business aspect of leasehold compliance. Exposure to legal aspect of airport operation, including compliance with federal and state laws, liability claims and procedures. Exposure to Airport Planning, Airport Master Plan, construction and refurbishment of airport facilities, airport layout plan, and airspace studies. Work with airport public relations and marketing personnel on communicating with media and marking the airport as a business enterprise toward potential airlines and tenants. Requires special application and criminal background check. Prerequisite: instructor's permission or

Prerequisite: ASC2320 AVM1940 AVM2450 AVM2510

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Student will also have a guided tour of aeronautical museums or facilities.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

AVS0090C OCP E: AVIONIC FUNDAMENTALS ITEMS

(6)

The purpose of this program is to prepare students for employment as radio mechanics (85514608) and as avionics technicians (823.281-010). The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation, and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

Lec Hrs = 90 Lab Hrs = 90 Oth Hrs = 0 Fees = 48.00

AVS0091C OCP F: AVIONIC INSTALLER (180 HRS)

(6)

The purpose of this program is to prepare students for employment as radio mechanics (85514608) and as avionics technicians (823.281-010). The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation, and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

Lec Hrs = 90 Lab Hrs = 90 Oth Hrs = 0 Fees = 48.00

AVS0092C OCP G: AVIONICS COMMUNICATION SYSTEM

(6)

The purpose of this program is to prepare students for employment as radio mechanics (85514608) and as avionics technicians (823.281-010). The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation, and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

Lec Hrs = 90 Lab Hrs = 90 Oth Hrs = 0 Fees = 48.00

AVS0093C OCP H: NAVIGATION/SUPPORT SYSTEMS I

(6)

The purpose of this program is to prepare students for employment as radio mechanics (85514608) and as avionics technicians (823.281-010). The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation, and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

Lec Hrs = 90 Lab Hrs = 90 Oth Hrs = 0 Fees = 48.00

BCN1251C BUILDING CONSTRUCTION DRAWING I

(4)

This is the first in a two-course sequence of construction drawing courses. The first half of the semester will include a review of basic drafting techniques. The second half will be devoted to an in-depth study of residential construction working drawings and how they are prepared. AutoCAD will be used extensively as one of the tools for preparing drawings.

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 50.00

BCN1272 BUILDING CONSTRUCTION PLANS INTERPRETATION

(2)

This course is designed to provide an overview of construction documents and 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 = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN1930 BUILDING CONSTRUCTION SPECIAL TOPIC

(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 = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN2253C BUILDING CONSTRUCTION DRAWING II

(4)

This is the second in the two-sequence of building construction drafting courses. The focus of this course will be on the development of advanced drafting techniques while gaining an understanding of more complex construction procedures for commercial buildings. Advanced AutoCAD techniques will be used extensively as one of the tools for preparing drawings.

Prerequisite: BCN1251C

Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 50.00

BCN2560 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCN2614C CONSTRUCTION ESTIMATING II

(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: BCT1770

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 50.00

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.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 7.00

BCN2760 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 = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1706 CONSTRUCTION DOCUMENTS (2)

This is designed to familiarize students with documents used in the construction industry, facets of the construction process, contractual relationships, the relationship of documents to each phase of construction and an overview of the Construction Specifications Institute's (CSI) 16 divisions. At the conclusion of the course, students will have gained the proficiency necessary to pass the Construction Documents Technologist (CDT) certification exam given by the CSI.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1743 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 = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1750 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 = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1767 OSHA STANDARDS (1)

This course is designed to give students an awareness of the hazards associated with the construction industry's working environment. Emphasis is on OSHA regulations and the knowledge to improve the overall safety on a job site. At the successful conclusion of the course, students will receive OSHA certification.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT1770 CONSTRUCTION ESTIMATING I (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 = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT2040 MEP PLANS INTERPRETATION (2)

This course is designed to develop the student's ability to quickly interpret working drawings. Emphasis is on the details and specifications of mechanical, electrical, and plumbing plans.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT2710 INFRASTRUCTURE COORDINATION (2)

This course provides the student with an overview of the various agencies related to the construction industry. Special emphasis is on the need for and the manner of coordinating with these agencies. Students will receive exposure to the variety of permits, learn to interface with the agencies in order to coordinate the permit process, and understand how this coordinates with the project.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT2760 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BCT2787C MECHANICAL ELECTRICAL PLUMBING DRAWINGS (3)

The focus of this course will be on the development of advanced drafting techniques while gaining an understanding of more complex construction procedures for commercial and institutional buildings as it relates to mechanical, electrical, and plumbing. Advanced ArchiCAD, AutoCAD &/or MicroStation techniques will be used extensively for preparing drawings.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

BCT2941L BUILDING CONSTRUCTION FIELD EXPERIENCE (1)

This course is designed to provide students with field experiences, including shadowing and job site visits which help the student understand the organizational structure of a variety of construction companies and how the companies function.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

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. Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Pre or Corequisite: BOT2010L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BOT2010L GENERAL BOTANY LABORATORY (1)

Laboratory experiments and field trips to accompany BOT2010. Dissection exercises included. One two hour period weekly. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Pre or Corequisite: BOT2010

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

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 Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Dissection exercises included. Meets Area 4C general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. One two hour period weekly. Special fee charged. Placement by Testing Department.

Pre or Corequisite: BSC1005

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 15.00

BSC1010 INTRODUCTION TO BIOLOGY I (3)

This course is the first of a two-semester sequence introducing science majors to biological principles including cell structure and function, cell reproduction, biochemistry and cell metabolism, classical and molecular genetics, and genetic engineering.

Corequisite: BSC1010L

Pre or Corequisite: CHM1040

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1010L INTRODUCTION TO BIOLOGY I LAB (1)

This laboratory course is the first of a two- semester sequence introducing science majors to biological principles including cell structure and function, cell reproduction, biochemistry and cell metabolism, classical and molecular genetics, and genetic engineering. Dissection exercises included. 3-hours lab per week. Special fee charged. Meets Area 4A general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree.

Corequisite: BSC1010

Pre or Corequisite: CHM1040

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 35.00

BSC1011 INTRODUCTION TO BIOLOGY II (3)

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.

Prerequisite: BSC1010 BSC1010L

Corequisite: BSC1011L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1011L INTRODUCTION TO BIOLOGY II LAB (1)

This laboratory 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. Dissection exercises included. 3 hours laboratory per week. Special fee charged. Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S.

Prerequisite: BSC1010 BSC1010L

Corequisite: BSC1011

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 35.00

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. 3 hrs. Lec. per week. Meets Area 4A general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. CHM1032, CHM1040, or CHM1045 is very strongly recommended (see your program requirements). Placement by Testing Department or

Pre or Corequisite: BSC1085L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1085L HUMAN ANATOMY AND PHYSIOLOGY I LAB (1)

Laboratory exercises coordinated with BSC1085 including microscope observation, experimentation, study of anatomical models, and dissection. Dissection exercises included. Meets Area 4C general education requirements for A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. 2 hrs. lab. per week. Special fee charged. CHM1032, CHM1040, or CHM1045 is strongly recommended (see your program requirements). Placement by Testing Department or

Pre or Corequisite: BSC1085

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 15.00

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 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. 3 hrs. lec. wk. CHM1032, CHM1040, or CHM1045 is very strongly recommended (see your program requirements.)

Placement by Testing Department or

Prerequisite: BSC1085 BSC1085L

Pre or Corequisite: BSC1086L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC1086L HUMAN ANATOMY AND PHYSIOLOGY II LAB (1)

Laboratory experiments coordinated with BSC1086, including microscope observation, study of anatomical models and dissection. Dissection exercises included. Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. CHM1032, CHM1040, or CHM1045 is very strongly recommended as a Prerequisite (see your program requirements). Special fee charged. Placement by Testing Department or

Prerequisite: BSC1085 BSC1085L

Pre or Corequisite: BSC1086

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

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. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 of the A.A. degree. Placement by Testing Department or

Prerequisite: BSC1810

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 A.A. general education requirements. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BSC2949 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 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. Placement by Testing Department.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

BUL2242 BUSINESS LAW II (3)

This course provides a study of the legal principles covering negotiable instruments, creditors' rights and secured transactions; agency, employer-employee relations; franchises, insurance, bankruptcy, partnerships, corporations, and real property.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CCJ2500 JUVENILE JUSTICE (3)

An analysis of the criminal justice system as it relates to juveniles. Major topics include: police practices (such as detention, searches and interrogation) when dealing with juveniles, court procedure in juvenile cases and different theories of juvenile rehabilitation. Instructor's approval or Prerequisite: CCJ1020

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CDA1302C A+ HARDWARE (3)

This course provides students with the hands-on experience and knowledge to properly install, configure, upgrade, troubleshoot, and repair microcomputers. This includes desktop and portable systems, printers, and basic networking. Students will also learn common safety and preventative maintenance procedures, as well as effective behaviors that contribute to customer satisfaction. The skills developed by students who complete this course will prepare them for the A+ Core Hardware Certification Exam.

Prerequisite: CDA1403C

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 125.00

CDA1403C A+ OPERATING SYSTEMS (3)

This course provides students with an understanding of the Command Line, Windows 9X, and Windows 2000 for installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. The skills developed by students who complete this course will prepare them for the A+ Operating Systems certification exam. Students without a computer background are strongly advised to complete CGS1100 Introduction to Computer Applications before undertaking this course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 125.00

CEM0013 MAINTAINING RESIDENTIAL TURF (3)

Course trouble shooting and solving turf grass problems in residential and small commercial properties.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 100.00

CEN1300C MICROSOFT WINDOWS PROFESSIONAL (4)

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Professional on stand-alone and client computers that are part of a workgroup or domain. The skills developed by students completing this course will help prepare them for the Microsoft Windows Professional certification. Students who do not possess a networking back-ground are strongly encouraged to complete CEN1509C (Network+) before attempting this course.

Prerequisite: CDA1403C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1301C IMPLEMENTING MICROSOFT WINDOWS SERVER (4)

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Server to create file, print, Web, and Terminal servers. It also provides students with the Prerequisite knowledge and skills required for course CEN1315C, Implementing a Microsoft Windows Network Infrastructure. The skills developed by students completing this course will help prepare them for the Microsoft Server certification exam.

Prerequisite: CDA1302C CDA1403C CEN1300C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1315C IMPLEMENTING WINDOWS INFRASTRUCTURE (4))

This course is designed for support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server products. It also provides students with the Prerequisite knowledge and skills required for course CEN1321C, Implementing Microsoft Windows Directory Services. The skills developed by students completing this course will help prepare them for the Microsoft Network Infrastructure certification exam.

Prerequisite: CDA1302C CDA1403C CEN1300C CEN1301C
Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1321C IMPLEMENTING MICROSOFT WINDOWS ACTIVE DIRECTORY (4)

This course is designed to provide with the knowledge and skills necessary to install, configure and administer Microsoft's Windows Active Directory services. The courses also focuses on implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. The skills developed by students completing this course will help prepare them for the Microsoft Active Directory certification exam.

Prerequisite: CDA1302C CDA1403C CEN1300C CEN1301C CEN1315C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1323C DESIGNING A SECURE MICROSOFT WINDOW NETWORK (4)

This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise network by using Microsoft's Windows technologies. The skills developed by students completing this course will help prepare them for the Microsoft Designing a Secure Windows Network certification exam.

Prerequisite: CEN1300C CEN1301C CEN1315C CEN1321C
Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1325C DESIGN MICROSOFT WINDOW SERVER ACTIVE DIRECTORY (4)

This course provides students with the knowledge and skills necessary to design a Microsoft Windows directory service and network infrastructure on an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory structure and network infrastructure that meets those needs. The skills developed by students completing this course will help prepare them for the Microsoft Designing Directory Service and Network Infrastructure certification exam.

Prerequisite: CEN1300C CEN1301C CEN1315C CEN1321C
Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1327C PLAN MICROSOFT WINDOWS INFRASTRUCTURE (4)

This course provides students with the information and skills needed to plan and maintain a networking services infrastructure that supports the required network applications. Each unit provides a solution based on the needs of the organization. Some Microsoft Windows network solutions require a single technology, such as DHCP to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to maintain an IP routing scheme. The skills developed by students completing this course will help prepare them for the Microsoft's Planning and Maintaining Network Infrastructure certification exam.

Prerequisite: CEN1300C CEN1301C CEN1315C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1503C NETWORK ADMINISTRATION (4)

Learn the basics of managing a NetWare network. This course teaches you how to use NetWare administrative tools to set up, manage and use basic network services, including file systems, network printing, security and e-mail. The skills developed by

students completing this course will help prepare them for one or more Novell CNE Certification Exams.

Prerequisite: CDA1302C CDA1403C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1504C NETWORK ADVANCED ADMINISTRATION (4)

Learn advanced administration skills such as tuning the network and server for better performance and managing complex tree structures. This course teaches you how to oversee a complex NetWare networking environment, including Novell Direction Services (NDS) partitioning and replication, and time synchronization strategies. The skills developed by students completing this course will help prepare them for one or more Novell CNE Certification Exams.

Prerequisite: CEN1503C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CEN1509C NETWORK+ (4)

After successfully completing this course, student will understand the layers of the OSI model, be able to describe the features and functions of network components, and have the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. The skills and knowledge developed by students in this course will help prepare them for the CompTIA Network+ certification exam.

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1041C HOME TECHNOLOGY INTEGRATOR + (4)

HTI+ is a vendor-neutral, cross-industry credential providing recognition that a Home Technology Integrator has attained a standard of excellence in the integrated home networks industry. It is based on a set of standards designed to measure mastery of core competencies in the installation, integration and trouble-shooting of: Home Security, Audio/Video, Computer Networks, Electrical Wiring, HVAC (Heating/Air Conditioning Systems), Cable/ Satellite, Broadband, Telecommunications and Structured Wiring. This course helps prepare students to be HTI professionals.

Lec Hrs = 52 Lab Hrs = 12 Oth Hrs = 0 Fees = 150.00

CET114C 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 = 64 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CET1123C 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 microprocessor. Prerequisite: instructor approval or

Prerequisite: CET1112C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CET1317C TECHNICAL COMPUTER APPLICATIONS (3)

Technical computer applications, including the use of the Windows operating system, computer applications such as word processing, spreadsheets, presentation graphics, an introduction to CAD (Computer-Aided Design) and electronic simulation software is presented with emphasis on the solution of

problems in the Engineering Technology fields. This course is geared towards the Engineering Technology student.

Prerequisite: EET1015C MTB1325

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CET1600C CISCO NETWORKING I (4)

This is the first in a series of four courses designed to provide students with classroom experience in the current and emerging networking technology of Cisco systems. Instruction includes, but is not limited to, network terminology and protocols, network standards, network topologies, LANs, WANs, the OSI model, IP addressing, cabling, cabling tools, routers, and router programming. Particular emphasis is given to decision-making and problem-solving techniques. The skills developed by students completing this course will help prepare them for the Cisco CCNA certification exam.

Prerequisite: CDA1302C CDA1403C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1610C CISCO NETWORKING II (4)

This is the second in a series of four courses designed to provide students with classroom experience in the current and emerging networking technology of Cisco systems. Instruction includes, but is not limited to, network terminology and protocols, network standards, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP addressing protocol, routing, dynamic-routing, and network administrator's role and function. Particular emphasis is given to decision-making and problem-solving techniques. The skills developed by students completing this course will help prepare them for the Cisco CCNA certification exam.

Prerequisite: CET1600C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1615C CISCO NETWORKING III (4)

This is the third in a series of four courses designed to provide students with classroom experience in the current and emerging networking technology of Cisco systems. Instruction extends the student's knowledge and practical experience with switches and Local Area Network (LAN) and Virtual Local Area Network (VLAN) design, configuration, and maintenance. The skills developed by students completing this course will help prepare them for the Cisco CCNA certification exam.

Prerequisite: CET1610C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1620C CISCO NETWORKING IV (4)

This is the fourth in a series of four courses designed to provide students with classroom experience in the current and emerging networking technology of Cisco systems. Instruction introduces and extends the student's knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP) and Frame Relay design, configuration, and maintenance. The skills developed by students completing this course will help prepare them for the Cisco CCNA certification exam.

Prerequisite: CET1615C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET1630C NETWORK CABLING TECHNOLOGIES (4)

Learn about standards, codes, and emerging trends of LAN cabling. Design and install a cabling system that enhances your LAN topology, maximizes your network performance, and eliminates cabling downtime. Work with the latest equipment to design, install, and troubleshoot copper and fiber optic network systems.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

CET1850C CISCO NETWORK ACADEMY: FUNDAMENTALS OF WIRELESS LANS (4)

This Cisco Networking Academy course in wireless technology focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANS. It offers a comprehensive overview of technologies, security, and design best practices, with particular emphasis on hands-on skills.

Prerequisite: CET1610C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET2131C MICROPROCESSORS II (4)

Analysis of 8/16 bit microprocessors and microcomputers with emphasis on logic, timing and interfacing of the 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. Students will design and develop a microprocessor project board as part of this course. This will require the student to purchase various electronic components costing approximately \$125.

Prerequisite: CET1114C CET1123C

Lec Hrs = 56 Lab Hrs = 24 Oth Hrs = 0 Fees = 0.00

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 = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

CET2489C NETWORKING TECHNOLOGY (2)

This course covers topics in networking technology including OSI communications, networking and services, as well as troubleshooting of networking devices and components. Networking optimization is also included.

Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 16.00

CET2491C NETWORK ADMINISTRATION (3)

This course is designed to teach advanced network administration. Topics will include the design and implementation of NDS, advanced NetWare installation and migration, advanced NetWare files system and security, and advanced network printing. Basic knowledge of microcomputer networking is required.

Prerequisite: CET2489C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

CET2494C ADVANCED NETWORKING (3)

This course is for support professionals who are new to networking services and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses various networking services. It also provides students with the Prerequisite knowledge and skills required for Implementing and Administering Directory Services such as Microsoft Active Directory.

Prerequisite: CET2489C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

CET2625C CISCO NETWORKING V (6)

This fifth course in the Cisco Academy curriculum offers lectures, hands-on labs, case studies, and written exercises to give you all the advanced skills needed to configure Cisco routers. Learn the complex concepts and commands necessary to configure Cisco routers for scalable operation in large and/or

growing internetworks. Prerequisite: Proof of CCNA certification.

Prerequisite: CET1620C

Lec Hrs = 80 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CET2626C CISCO NETWORKING VI (5)

This powerful sixth course in the Cisco Academy sequence covers the fundamental and practical knowledge needed to implement Cisco Remote Access Network environments. In the hands-on labs, you will configure ISDN, BRI, and PRI traffic and verify connectivity with common network tools.

Prerequisite: CET2625C

Lec Hrs = 64 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CET2627C CISCO NETWORKING VII (5)

The seventh course in the Cisco Academy sequence teaches you how to build campus networks using multilayer switching technologies over high speed Ethernet. This course addresses the integration of routing and switching technologies to create an efficient campus network. You will identify the Cisco products and services that services that enable connectivity and traffic transport over Fast Ethernet. Implement necessary services at each layer of the network to all users to obtain membership to multicast groups in a working multilayer switched network.

Prerequisite: CET2625C

Lec Hrs = 64 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CET2628C CISCO NETWORKING VIII (6)

The final course in the CCNP program teaches you to quickly troubleshoot problems with Cisco router and Catalyst switch internetworks. Remedy communication problems in TCP/IP, IPX/SPX, AppleTalk, and Wide Area Networks. This equipment-intensive class in the most comprehensive troubleshooting course available.

Prerequisite: CET2625C CET2626C CET2627C

Lec Hrs = 80 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CET2660C CISCO FUNDAMENTALS OF NETWORK SECURITY (3)

Introductory Network Security course focusing on the overall security processes with particular emphasis on hands-on skills in the following areas: Security policy design and management; Security technologies, products and solutions; Secure router design, installation, configuration, and maintenance; AAA implementation using routers; Intrusion Detection (IDS) implementation using routers; VPN implementation using routers

Prerequisite: CET1620C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CET2667C CISCO FUNDAMENTALS OF NETWORK SECURITY (3)

Introductory Network Security course focusing on the overall security processes with particular emphasis on hands-on skills in the following areas: Security policy design and management; Security technologies, products and solutions; Firewall and design, installation, configuration, and maintenance; AAA implementation using PIX Security Appliances; Intrusion Detection (IDS) implementation using PIX Security Appliances; VPN implementation using PIX Security Appliances

Prerequisite: CET2660C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CGS1000 INTRODUCTION TO COMPUTERS (3)

This course provides an introduction to electronic data processing. Topics include basic computer theory, file storage

media, input/output devices and number systems. In addition, students will be exposed to the use of applications software. Various lab activities are conducted throughout the course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 12.00

CGS1061C COMPUTER CONCEPTS (1)

This course presents an overview of the fundamentals and capabilities of the computer. Students will become familiar with computer concepts, will be introduced to an operating system and operating environment, and will gain a basic understanding of microcomputer applications. This course will satisfy Area 5B general education requirements for the A.A. degree. It will also fulfill the computer competency requirement for some A.A.S./A.S. degree. Students should check the appropriate A.A.S./A.S. degree program sheet for specific course requirements. Various lab activities are conducted throughout this course.

Lec Hrs = 8 Lab Hrs = 8 Oth Hrs = 0 Fees = 5.00

CGS1100 INTRODUCTION TO COMPUTER APPLICATION (3)

This course is an introduction to computers and their applications. Students will learn to identify the basic components and devices that comprise a computer system; to use the Internet as a source of information and a means of communication; and to use application software packages (including word processing, spreadsheet, database management, and presentation graphics programs).

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 50.00

CGS1510 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 24.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 24.00

CGS1555C INTRODUCTION TO THE INTERNET (3)

This course will provide students with an introduction to the Internet including the World-Wide Web, a world-wide network of information that resides on the Internet. The Web contains a wealth of information including text, graphics, audio, and video and a wide variety of services such as online libraries, catalogs, shopping, games and various other important resources.

Prerequisite: CGS1000 or CGS1570 or Instructor's approval.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

CGS1577C INTERNET SITE DESIGN (3)

This course is intended to provide technical, programming and administrative background and experience for a career with the World-Wide Web. Students should have a working familiarity with the Internet and the World-Wide Web, such as could be gained in CGS1555C, Introduction to the Internet.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

CGS1577C PRESENTATION SYSTEMS (3)

Design and develop a multimedia presentation project with linear design. Students will learn the differences between a presentation and an authoring program. The student will use

Internet and other on-line resources to research sources of multimedia and learn CD-ROM mastering as well as other platforms for delivery of multimedia. Using audience analysis, defining content outline with storyboards and creating a script, students will create a comprehensive presentation project which can be used in lecture format or as an endless loop to repeat the presentation. Projects will include text, graphics, sound, video, and animation by creating the components in the program, or importing, or scanning. Using graphic software, graphics and photos can be enhanced and manipulated for importing into the presentation program.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CGS1851C CASCADING STYLE SHEETS (3)

This course will help students to understand and apply Cascading Style Sheets to separate the content from the style of web pages. Topics covered will include text styling, working with images, navigation, replacing tables with CSS, form interfaces, positioning, layout, and future techniques. Prerequisite: CTS1823C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS1852C SERVER-SIDE SCRIPTING (3)

This course will help students to understand and utilize Server-Side Scripting technology. Students will work with Server-Side Scripting to create Internet-based applications. Students will learn to connect to databases, work with files, extract data from HTML forms, and how to build secure applications. Prerequisite: COP1334C. CTS1860C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS2263 LOCAL AREA 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CGS2554C E-COMMERCE WEB DEVELOPMENT (3)

This course teaches development of E-Commerce web sites for back-end server applications. It stresses development of database information and manipulation for web delivery. Students should have complete knowledge of HTML and database management, before taking this course. Students will conceptualize and develop E-Commerce web sites.

Prerequisite: CGS1540C CGS1557C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CGS2810C HELP DESK (4)

This course is designed to teach students the skills they need to effectively provide technical support to computer users. The course explores topics such as customer service, help desk operations, help desk management, needs assessment, training, and facilities management. Students will learn troubleshooting techniques, installation procedures, end user documentation skills, and product evaluation strategies.

Prerequisite: CDA1302C CDA1403C CEN1509C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CGS2840C CIW: E-COMMERCE STRATEGIES AND PRACTICES II (4)

In this course, students will implement a genuine transaction-enabled business-to-consumer Web site. They get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions. This course, in combination with CGS2843, prepares students for the CIW E-Commerce Strategies and practices certification exam.

Prerequisite: CGS2843

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CGS2843 CIW: E-COMMERCE STRATEGIES AND PRACTICES (3)

This course teaches students how to conduct business online and explores the technological issues associated with constructing an electronic-commerce Web site. Students will examine strategies and products available for building electronic-commerce sites, examine how sites are managed, and explore how they can complement an existing business infrastructure. This course, in combination with CGS2840C, prepares students for the CIW E-Commerce Strategies and Practices certification exam.

Prerequisite: CTS1860C

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CGS2871C MULTIMEDIA AUTHORIZING I (3)

This course provides an introduction to multimedia authoring using interactive software to create training materials for educational, Internet, Kiosks, and CD ROM delivery. Development of multimedia integrates graphics, sound, animation, text, and video into interactive applications. Multimedia authoring software such as Macromedia's Authorware (or similar) will be used.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 28.00

CGS2872C STREAMING MEDIA FOR THE WEB (3)

Students will learn how to create professional quality streaming audio and video content for the web using programs like Sound Forge, Adobe Premiere, and various other industry specific software applications. Additional topics covered include integrating streaming audio and video into web pages and email, SMIL authoring, creating narrated screen capture tutorials, and live broadcasting. A strong emphasis is placed on both real world and distance learning applications.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

Continuation of multimedia CGS2871C with emphasis on functions and variables and development of complex

CGS2874C MULTIMEDIA AUTHORIZING II (3)

interactive titles for cross platform delivery. Custom variables will be created. In-depth projects will be developed using video, audio, text, and graphics while controlling the program direction, testing, and debugging. Hypertext and development of on-line help modules and documentation will be included in the projects.

Prerequisite: CGS2871C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CGS2877C WEB ANIMATION (3)

Web developers use Flash (or another animation tool) to create beautiful, resizable, and extremely small and compact navigation interfaces, technical illustrations, long-form animations, and dazzling effects for web sites and other Web-enabled devices (such as WebTV). Students will create graphics and animations using drawing tools or imported vector artwork; animate that artwork; and make interactive movies.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

CHD1320 CURRICULUM PLANNING FOR EARLY CHILD (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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHD1334 CHILDREN'S LITERATURE AND LANGUAGE ARTS (3)

This 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHD1338 MATH & 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHD1940 PRACTICUM 1: OBSERVATION AND EVALUATION (3)

Offers an opportunity to observe children in child care settings, gain understanding of their behavior and evaluate their environments.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 12.00

CHD2441 PRACTICUM II (3)

Facilitates practical experiences in techniques of early childhood education. Requires qualified supervision in a school or center for preschool education.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

CHD2800 ADMIN AND MGMT IN E C EDUCATION (3)

This course will emphasize the design and operation of a childcare 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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1025 INTRODUCTION TO CHEMISTRY (3)

Selected topics from general chemistry and organic chemistry. 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, oxidation-reduction chemistry, energy, hydrocarbon nomenclature, functional groups of organic chemistry, and nuclear chemistry. Meets Area 4B general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1025L INTRODUCTION TO CHEMISTRY**LAB (1)**

Laboratory experiments to accompany CHM1025. Special fee charged. Meets Area 4C general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: MAT0024 REA0006C Pre or Corequisite: CHM1025

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CHM1032 CHEMISTRY FOR HEALTH SCIENCES (3)

Selected topics from general chemistry, organic chemistry and biochemistry. This course is designed specifically for Nursing and other Allied Health Technology students. Placement by Testing Department or Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1032L CHEMISTRY FOR HEALTH SCIENCES**LAB (1)**

Laboratory exercises to accompany CHM1032; including Inorganic, Organic and Biochemical experiments. Placement by Testing Department or

Prerequisite: MAT0024 Pre or Corequisite: CHM1032

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

CHM1040 GENERAL CHEMISTRY A (EXPANDED SEQUENCE) (3)

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. Meets Area 4B general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1041 GENERAL CHEMISTRY B (EXPANDED SEQUENCE) (3)

Second course of a three semester sequence, CHM1040, 1041, 1046E. This sequence includes two labs; 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, solution, acid base chemistry, ionic reactions, oxidation reduction, thermodynamics and descriptive chemistry of non-metals. 3 hrs lec/wk. Meets Area 4B general education requirements for A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: CHM1040

Pre or Corequisite: CHM1045L MAC1105

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1045 GENERAL CHEMISTRY I (3)

First course in a two term sequence, CHM1045 and CHM1046. This sequence includes two labs 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 compounds nomenclature and formula writing, gases, liquids, solids, solutions, acid base chemistry and ionic reactions and descriptive chemistry of non-metals. To enroll, students must have had some Chemistry at the high school or college level. Meets area 4B general education requirements for the A.A. degree. Meets area 4 or 5 general education general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAC1105 Pre or Corequisite: CHM1045L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1045L GENERAL CHEMISTRY I LAB (1)

Laboratory experiments to accompany CHM1041 or CHM1045. Special fee charged. Meets Area 4C general education

requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: CHM1045

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 15.00

CHM1046 GENERAL CHEMISTRY II (3)

Final course in the two semester sequence, CHM1045, and CHM1046. This sequence includes two labs: 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, an introduction to organic chemistry and highlights of descriptive chemistry of metals. Meets Area 4B general requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: CHM1045 CHM1045L

Pre or Corequisite: CHM1046L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1046E GENERAL CHEMISTRY C (EXPANDED SEQUENCE) (3)

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. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: CHM1040 CHM1041 CHM1045L MAC1105

Pre or Corequisite: CHM1046L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Corequisite: CHM1046 or CHM1046E. Special fee charged. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: CHM1045 CHM1045L

Pre or Corequisite: CHM1046

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 15.00

CHM1093 PRINCIPLES OF CHEMISTRY FOR TEACHER (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. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM1094 PRINCIPLES OF CHEMISTRY FOR TEACHER (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. Placement by Testing Department or

Prerequisite: CHM1093

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Placement by Testing Department or

Prerequisite: CHM1046 CHM1046L

Pre or Corequisite: CHM2210L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM2210L ORGANIC CHEMISTRY I LABORATORY (1)

Organic laboratory experiments and preparations to accompany CHM2210. Special fee charged. Placement by Testing Department or Prerequisite: CHM1046 CHM1046L. Pre or Corequisite: CHM2210

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 35.00

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. Placement by Testing Department or

Prerequisite: CHM2210 CHM2210L

Pre or Corequisite: CHM2211L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CHM2211L ORGANIC CHEMISTRY II LAB (1)

Appropriate experiments and preparation to complement CHM2211. Special fee charged. Placement by Testing Department or Prerequisite: CHM2210 CHM2210L

Pre or Corequisite: CHM2211

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 35.00

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: COP1334C

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CIS2342 DESIGNING DATA SERVICES AND DATA MODELS (3)

This course teaches students to analyze business requirements to determine data storage and data access requirements. Students will learn to build data models and design data services.

Prerequisite: COP1334C

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJC2000 INTRODUCTION TO CORRECTIONS (3)
Introduction to the historical events and social issues that have shaped the corrections (prison/jail) system in the U.S., and an examination of contemporary corrections in terms of structure, clients, management, staff, programs and prisoners' rights.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJC2162 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0741 EMERGENCY PREPAREDNESS CORRECTIONS (1)
This course defines operational procedures when dealing with emergency situations. Course will include riot and disturbance control, handling unusual occurrences, hostage procedures and firefighting principals.
Lec Hrs = 26 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0752 CORRECTIONAL OPERATION (2)
This course defines the daily operational procedures of the correctional facility. Course includes inmate supervision, transportation, booking procedures, patrol concepts and disciplinary procedures.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0770 CRIMINAL JUSTICE LEGAL 1 CORRECTION (1)
This course will provide the basics of ethical behavior, the purpose of laws, components of the U.S. Constitution, legal terms related to various tasks performed on the job. The student will be introduced to the historical and philosophical background of the Criminal Justice System.
Lec Hrs = 46 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0771 CRIMINAL JUSTICE LEGAL 2 CORRECTION (0)
This course is designed to provide the basic provisions of the U.S. Constitution, comprehension of Florida Statute terms, concepts of evidence, arrest laws, civil law, elements of criminal mischief and various offenses.
Lec Hrs = 22 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0773 INTERPERSONAL SKILLS 1 CORRECTIONS (2)
This course presents definition of human behavior, characteristics of juvenile offenders and human diversity interaction. Dealing with the mentally retarded, physically handicapped and substance abusers are included in theories and application techniques.
Lec Hrs = 62 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0781 CROSS OVER LAW ENFORCEMENT (1)
With all co-requisites, this course enables a certified correctional officer to sit for the state law enforcement certification examination. This course meets all requirements of the Florida Criminal Justice Standards and Training Commission.
Corequisites: CJD0723, CJD0730, CJD0731, CJD0723, CJD0734. Pre or Corequisite: CJD0723 CJD0730 CJD0731 CJD0732 CJD0734
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0790 CORRECTIONAL PROBATION LEGAL (2)
This course presents the structure and components of the Florida Criminal Justice System and the laws within which a Correctional Probation Officer works.
Lec Hrs = 60 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0791 CORRECTIONAL PROBATION OPERATIONS (0)
This course presents the operational procedures for Correctional Probation Officers.
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0792 CORRECTIONAL PROBATION INTERPERSONAL (2)
This course presents characteristics and behaviors of certain abnormal people and strategies for dealing with them, explores the facets of human diversity, and develops an understanding of the causes of stress with methods of coping.
Lec Hrs = 68 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0793 CORRECTIONAL PROBATION COMMUNICATION (2)
This course will improve the effectiveness of reporting for a Correctional Probation Officer. Topic include information sources, interviewing, procedures and writing reports.
Lec Hrs = 70 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0794 CORRECTIONAL PROBATION SUPERVISION (1)
This course presents the characteristics and behaviors of people a Correctional Probation Officer must supervise and strategies for dealing with individuals of that population.
Lec Hrs = 58 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0795 CORRECTIONAL PROBATION FIREARMS (0)
This course introduces firearm, presents the nomenclature and safety rules, and familiarizes the student with good shooting habits.
Lec Hrs = 2 Lab Hrs = 14 Oth Hrs = 0 Fees = 31.60

CJD0796 LEGAL CROSS-OVER CPO TO LEO (1)
This course presents material on legal topics which enables a Florida Correctional Probation officer to cross over to a Law Enforcement Officer without having to complete the entire basic training courses.
Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD0797 CROSS-OVER CORRECTIONAL PROBATION TO LAW ENFORCEMENT (1)
This course presents material on Communications and Interpersonal Skills topics which enable a Florida Correctional Probation Officer to cross over to a Law Enforcement Officer without having to complete the entire basic Law Enforcement training courses.
Lec Hrs = 46 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD1762 CRIMINAL JUSTICE COMMUNICATIONS (3)
This course is designed to teach the student those communication skills which are essential for the law

enforcement officer, such as taking statements, report writing and procedures, use of radio, and interviewing and interrogation techniques. Acceptance into the A.S. Criminal Justice Academy-track degree program is a Prerequisite for this course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD1763 INTERPERSONAL SKILLS IN CRIMINAL JUSTICE (3)

A study of skills needed by police officers to deal with citizens in general and special needs citizens, such as the elderly, juveniles, mentally handicapped, and those in crisis. Special emphasis is also placed on stress recognition and reduction among police officers. Acceptance into the A.S. Criminal Justice Academy-track degree program is a Prerequisite for this course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJD2250 INTERVIEWS AND INTERROGATIONS (3)

This course is 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJE1300 INTRO TO CRIMINAL JUSTICE ADMINISTRATION (3)

Introduction to principles of administration and managerial concepts characteristic of criminal justice organizations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJE2170 COMPARATIVE WORLD POLICE AGENCIES (3)

A survey of contemporary foreign law enforcement and criminal justice systems. Includes the operational and philosophical differences emerging from various cultural and legal systems. This course will include case and group studies of selected countries.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJE2400 POLICE COMMUNITY RELATIONS (3)

A consideration of the significance of establishing good working relationships between the police and the public, including the complex factors that lead to successful police community relations.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0006 INTRODUCTION AND LAW (2)

This course is part of the criminal justice standards and training commission CMS Law Enforcement Basic Recruit Certification Program. This course is designed to introduce the student to the academy, graduation requirements, and recruit expectations during their academy attendance, to enable students to understand the components of the criminal justice system and the proper use of the chain of command in an organization, to enable the student to learn constitutional law and Florida statutes, and to enable the students to understand the police code of ethics. This is a limited access course. It requires admission to the Criminal Justice Training Academy Law Enforcement Program.

Lec Hrs = 67 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0010 HUMAN ISSUES (1)

In this foundation course, the student will explore the human issues encountered by the law enforcement officer. The issues are categorized into human diversity, mental illness and the physically challenged.

Lec Hrs = 50 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0015 COMMUNICATIONS (2)

This presents topics of street gangs, the elderly, interviewing, officer survival and crisis intervention. Emphasis is on communications: sources, procedures and documentation.

Lec Hrs = 77 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0020 VEHICLE OPERATIONS (1)

This course presents the dynamics of emergency vehicle operations and develops skills in operating a motor vehicle in the law enforcement environment. A demonstration of proficiency is required.

Lec Hrs = 24 Lab Hrs = 24 Oth Hrs = 0 Fees = 62.00

CJK0031 FIRST AID FOR CRIMINAL JUSTICE OFFICE (1)

This course provides life-saving skills development in emergency medical situations appropriate for the law enforcement officer, including: CPR and communicable diseases.

Lec Hrs = 24 Lab Hrs = 16 Oth Hrs = 0 Fees = 33.00

CJK0040 FIREARMS (2)

This course develops proficiency with the semi- auto pistol used by a law enforcement officer. Qualification is required at various lighting levels.

Lec Hrs = 4 Lab Hrs = 76 Oth Hrs = 0 Fees = 392.00

CJK0050 DEFENSIVE TACTICS (2)

This course provides skills development for the officer, appropriate for the threat level, within Florida law. Demonstration of proficiency is required.

Lec Hrs = 4 Lab Hrs = 76 Oth Hrs = 0 Fees = 53.00

CJK0060 PATROL (1)

This course explores the law enforcement officer's various activities while on patrol; the process of arrest, responding to alarms and documentation of each activity.

Lec Hrs = 57 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0070 INVESTIGATIONS (1)

This course presents the general process and procedure for conducting and investigating: responding to the scene, preliminary investigation, processing the crime scene and follow-up investigations.

Lec Hrs = 53 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0075 INVESTIGATING OFFENSES (1)

This course presents the investigative process and requirements for specific types of offenses. Included are the investigation of Domestic Violence, Child Abuse, Abuse of the Elderly, Missing/Endangered Persons, Death Cases, Fugitives and Emotionally Disturbed persons.

Lec Hrs = 40 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0080 TRAFFIC STOPS (2)

This course presents the procedures and safety issues when dealing with the vehicle and driver in common circumstances of the law enforcement officer: Unknown Risk, High Risk, D.U.I. and Unattended vehicles.

Lec Hrs = 62 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0085 TRAFFIC CRASH INVESTIGATIONS (1)

This course develops the necessary knowledge and skills for an officer to investigate a Florida traffic crash.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0090 TACTICAL APPLICATIONS**(1)**

This course explores the knowledge and procedures necessary for an officer engaging in various activities, to include: court process, incident command system, bombs and explosives, and crowd control.

Lec Hrs = 54 Lab Hrs = 0 Oth Hrs = 0 Fees = 14.38

CJK0095 CRIMINAL JUSTICE SPECIAL TOPICS**(0)**

Criminal Justice Special Topics is a course designed to introduce the student to physical conditioning, aerobic capacity, and wellness conditioning and training. It will help the student to better understand the need for a police officer to maintain physical conditioning and how an officer needs to possess those basic skills to perform the physical tasks required of criminal justice officers.

Lec Hrs = 2 Lab Hrs = 18 Oth Hrs = 0 Fees = 14.00

CJK0211 CROSS-OVER CORRECTIONS TO CMS LAW ENFORCEMENT**(3)**

This course is designed to provide transitioning officers a variety of introductory training topics required for the new discipline (and not previously completed by the officer). In addition, this course is mandated by the Florida Criminal Justice Standards and Training Commission for inclusion in the Crossover from Correctional Officer to Law Enforcement officer training program, effective May 11, 2005. This is a limited access course. It requires active certification and employment as State of Florida correctional officer.

Lec Hrs = 94 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0212 CROSS-OVER CORRECTIONS TO LAW ENFORCEMENT**(0)**

This course is designed to provide transitioning officers the firearms training (night-firing) required for the new discipline not previously completed by the officer. Qualification with the weapon is required. In addition, this course is mandated by the Florida Criminal Justice Standards and Training Commission for inclusion in the Crossover from Correctional Officer to Law Enforcement Officer training program effective May 11, 2005. This is a limited access course. It requires active certification and employment as a State of Florida correctional officer.

Lec Hrs = 8 Lab Hrs = 0 Oth Hrs = 0 Fees = 66.00

CJK0213 CROSS-OVER CORRECTIONS TO LAW ENFORCEMENT**(1)**

This course is designed to provide transitioning officers the tactical applications training required for the new discipline not previously completed by the officer. This course explores the knowledge and procedures necessary for an officer engaging in various activities, to include: court process, incident command system, bombs and explosives, and crowd control. In addition, this course is mandated by the Florida Criminal Justice Standards and Training Commission for inclusion in the Crossover from Correctional Officer to Law Enforcement Officer training program, effective May 11, 2005. This is a limited access course. It requires active certification and employment as a State of Florida correctional officer.

Lec Hrs = 40 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJK0255 CMS CORRECTIONS PROBATION FIREARMS**(0)**

This course introduces firearms, presents the nomenclature and safety rules, and familiarizes the student with good shooting habits.

Lec Hrs = 2 Lab Hrs = 14 Oth Hrs = 0 Fees = 24.00

CJK0441C POLICE SERVICE AIDE**(3)**

This course (with specified Corequisites) is designed to provide students the minimum skills necessary to perform the duties of a Police Service Aide (PSA) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316.640. Corequisite: CJK0442 CJK0451

Lec Hrs = 94 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

CJK0442 TRAFFIC ACCIDENT/CRASH INVESTIGATION**(2)**

This course is designed to provide students the minimum skills necessary to perform the duties of a Parking Enforcement Specialist (PES) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316.640.

Lec Hrs = 68 Lab Hrs = 12 Oth Hrs = 0 Fees = 5.15

CJK0451 PARKING ENFORCEMENT SPECIALIST**(0)**

This course is designed to provide students the minimum skills necessary to perform the duties of a Parking Enforcement Specialist (PES) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316.640.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.15

CJL062 CONSTITUTIONAL LAW**(3)**

An examination of the U.S. Constitution, its amendments and its impact on present day criminal justice practitioners.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJL100 CRIMINAL LAW**(3)**

Course 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJL130 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJL2060 CIVIL RIGHTS**(3)**

A survey course of the Federal Rights legislation to include the 13th through 15th Amendments of the Reconstruction Era and the Civil Rights legislation of the 60's. Special topics include consideration of the American Disabilities Act, Age Discrimination in Employment Act, Equal Employment Opportunities Act, Equal Pay Act, Affirmative Action, and Sexual Harassment.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2100 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Special fee charged. 1 hr. Lec. 2 hrs. Lab.

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 15.00

CJT2115 ADVANCED FORENSIC INVESTIGATION (3)

This course explores the scientific and investigative methods used to solve serious crimes against persons. Topics include distinguishing between causes of death, such as accidental, suicide or homicide; the use of autopsies; child and elderly abuse investigation. (NOTE: this course utilizes graphic material that may make some students uncomfortable.) Instructor's approval or

Prerequisite: CJT2100 CJT2110

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2120 FORENSIC PHOTOGRAPHY AND VISUAL DOCUMENTATION (3)

The student is taught specific skills necessary to visually document and photographically preserve crime scenes and evidence, from both technical and legal standpoints.

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 30.00

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. 1 hr. lec. 2 hrs. lab.

Prerequisite: CJT2100 CJT2110 CJT2120

Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 30.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2251 TEST QUSTN CONSTR & SEMANTICS/PERSO (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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2252 TEST QUSTN CONSTR & SEMANTICS/CRIMI (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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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., Fort Lauderdale.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2362 FIRST RESPONDER (3)

This course is designed to teach the student proper first responder techniques used by law enforcement officers in emergency medical situations and also to make the student aware of important health issues, such as communicable diseases, that may impact an officer's duties. Acceptance into the A.S. Criminal Justice Academy-track degree program is a Prerequisite for this course.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CJT2820 PRIVATE SECURITY ADMINISTRATION (3)

An overview of security systems and their organizations, as found in retail, industrial and governmental agencies.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CLP2001 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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

COM2949 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 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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

COP100C INTRODUCTION TO COMPUTER PROGRAMMING (3)

This course provides the beginning programming student with the techniques necessary to write well-documented, structured computer programs. The course is intended to emphasize the planning process using examples involving sequence, selection, and iteration. The course is designed to promote good programming practices for further study of other programming languages. Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

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. Instructor's approval or

Prerequisite: CGS1000

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 24.00

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 Pre or Corequisite: CGS1000

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 24.00

COP1334C INTRODUCTION TO C++ (3)

This course provides an introduction to computer program design and development using the C++ language. A structured, multi-phase, program development process featuring a series of steps involving problem definition, top-down design, and formal program specification is stressed. The course is intended to provide the novice programming student with the techniques needed to develop well-documented, structured computer programs. Students who do not possess computer programming experience are strongly encouraged to complete COP1000C (Introduction to Computer Programming) before attempting this course.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP1337C INTERMEDIATE C++ PROGRAMMING (3)

This course continues the study of structured programming and the C++ language begun in COP1334C. Topics will include classes, polymorphism, inheritance, streams, templates, exception handling dynamic memory allocation, and memory management. An introduction to data abstraction and data structures is also included. Prerequisite: COP1334C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

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: COP1334C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 24.00

COP2171C VISUAL BASIC PROGRAMMING (3)

This course teaches how to create Visual Basic based programs. Students write programs that access databases, use OLE to integrate applications, and act as an OLE Server and as an add-in. This class assumes a working knowledge of Basic Programming (COP1170).

Prerequisite: COP1334C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 24.00

COP2227C SOLUTION ARCHITECTURES (3)

This course provides students with the knowledge and skills necessary to analyze business requirements in a given scenario and then define technical solution architectures that will optimize business results by using Microsoft development tools.

Prerequisite: CGS1100

Pre or Corequisite: CIS2321

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2331C OBJECT-ORIENTED DESIGN AND PROGRAMMING (3)

This course focuses on objects as the basis for system development. Students will learn to use object-oriented analysis and design techniques to document system requirements and

design object-oriented solutions. CC++ will then be used to implement those solutions.

Prerequisite: COP1337C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

COP2700C DATABASE PROGRAMMING USING SQL (3)

This course provides the student with a solid foundation in Relational Database Management Systems and RDBMS technology. It emphasizes an end-to-end solution, beginning with requirements and progressing through conceptual design, logical database design, physical database design, and implementation, using a RDBMS and the SQL language. It involves extensive database manipulation and querying using SQL. It also stresses transaction management concepts, data integrity constraints, and performance issues.

Prerequisite: CGS1540C COP2171C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2701C ACCESS VBA PROGRAMMING (3)

This course provides students with the comprehensive knowledge and skills necessary to implement application programming concepts and procedures, and to apply these skills to design, develop, and implement solutions based on Access for Windows.

Prerequisite: CGS1540C COP2171C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2706C BUSINESS DEVELOPMENT USING VISUAL BASICS (3)

This course will teach visual basic programmers, who currently build desktop applications and access corporate databases, the basics of how to build three tiers client/server solutions.

Prerequisite: COP2821C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2707C CLIENT SERVER DEVELOPMENT USING DELPHI (3)

This course covers the concepts of a database engine that allows the user to create and manipulate tables for the purpose of client and server relationships. Programming and data controls are utilized.

Prerequisite: CGS1540C COP1334C COP2171C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2717C DATA WAREHOUSING (3)

In this course students will study the issues involved in planning, designing, building, populating, and maintaining a successful Data Warehouse. Students learn the reason why data warehousing is a compelling decision-support solution to today's business climate. Students also examine all phases and tasks of the Data Warehouse design process, including business modeling, entity relationship diagramming, dimensional modeling, physical modeling, and Warehouse metadata management.

Prerequisite: COP2740C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 60.00

COP2718C DATA MINING (3)

This course will provide students with an understanding of the concepts of Data-Mining. Students will also learn how to apply specific Data-Mining techniques. Statistical methods of data analysis will be covered as well as industry applications of Data-mining tools. Topics include decision tables, decision trees, classification rules, association rules, clustering, statistical modeling, and linear models. Case studies using large data sets taken from real-life applications will also be included. Additional

topics may include: problems encountered when dealing with large data sets and deciding how much data is enough.

Prerequisite: COP2717C STA2023

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 60.00

COP2740C INTRODUCTION TO ORACLE: SQL AND PL/SQL (4)

This course offers students an extensive introduction to data server technology. This class covers the concepts of relational databases and the powerful SQL and PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Demonstrations and hands-on practice reinforce the fundamental concepts. This class is designed to prepare students to successfully complete the Oracle Application Developer and Database Administrator certification exams.

Prerequisite: CIS2342 COP1334C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2741C ORACLE DBA: DATABASE ADMINISTRATION (4)

This course is designed to give the Oracle Database Administrator (DBA) a firm foundation in basic administrative tasks. Through instructor-led learning, structured hands-on practices, and challenge-level exercise labs, the DBA will gain the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle database. This course is designed to prepare students to successfully complete the Oracle Database Administrator certification exams. Prerequisite: COP1341 COP2740C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2742C ORACLE DBA: DATABASE ADMINISTRATION (4)

In this course, students will develop skills for basic network administration, and learn several methods to backup and to recover an Oracle database. Hands-on exercises will give students experience in a realistic technical environment. The skills developed in this class will help prepare students for one of the Oracle DBA certification exams.

Prerequisite: COP2741C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2744C ORACLE DBA: PERFORMANCE TUNING (4)

This course will introduce students to the importance of good initial database design, and the methods used to tune a production Oracle database. The focus is on Database and Instance tuning, rather than specific operating system performance issues. Using available Oracle tools, students will learn how to recognize, trouble-shoot, and resolve common performance related problems in administering an Oracle database. The skills developed in this class will help prepare students for one of the Oracle DBA certification exams.

Prerequisite: COP2742C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2745C ORACLE DEVELOPER: DEVELOP PL/SQL PR (4)

This course enables students to learn how to write PL/SQL procedures, functions and packages. Working in both the Procedure Builder and the SQL*Plus environments, students will learn how to create and manage PL/SQL program units and database triggers. Students will also learn how to use some of the Oracle-supplied packages. This course is designed to prepare

students to successfully complete one of the Oracle Application Developer certification exams.

Prerequisite: COP2740C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2746C ORACLE DEVELOPER: BUILD INTERNET APPLICATIONS I (4)

In this course students will build and test interactive internet applications. Working in a graphical user interface (GUI) environment, students will learn how to customize forms with user input items such as check boxes, list items, and radio groups. They will also learn how to modify data access by creating event-related triggers. This class is designed to prepare students for one of the Oracle Application Developer certification exams.

Prerequisite: COP2745C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

COP2800C PROGRAMMING IN JAVA (3)

This course introduces students to the JAVA Programming Language. Projects will focus on object-oriented programming techniques to create JAVA applications for performing Internet transactions.

Prerequisite: COP1337C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

COP2801C JAVASCRIPTING (3)

This course will teach students to write JavaScript that can be executed on any computer running compatible software. These programs will be created using this object-based scripting language and designed to interact over the Internet or any other similar network with an appropriate Web Browser. Students will learn JavaScript structure and syntax, how to interact with environment variables, use event handlers, perform form validation, create rollover effects and receive an overview of working with cookies. Students will conceptualize and develop interactive web sites using the full features of JavaScript.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

COP2805C SUN: ADVANCED JAVA PROGRAMMING (3)

This course teaches students advanced Java programming, object-oriented programming with Java, graphical interfaces (GUIs) creation, exceptions, file input/output (I/O), threads, and networking. The skills developed in this class will help prepare students for the Sun Java Programmer certification exam and the Sun Java Developer certification.

Prerequisite: COP1341 COP2331C COP2800C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

COP2821C VISUAL BASIC DEVELOPMENT (3)

This course focuses on how to create an active X control, how to create a component object model (COM), how to incorporate active X and COM components within a visual basic program, how to write visual programs that access a database, and how to incorporate Internet technologies into a visual application.

Prerequisite: COP2171C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 50.00

CPO2002 INTRODUCTION TO COMPARATIVE GOVERNMENT (3)

This course is a survey of political systems in the developed and the underdeveloped world. Democratic, non-Democratic, unitary and Federal systems will be analyzed and contrasted. Also the European community will be examined as an example of multinational cooperation.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 setting.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 29.00

CRW1001 CREATIVE WRITING I**(3)**

Student writing as the basis for critical discussion with emphasis on fundamental aspects of poetry, fiction, and/or drama.

Prerequisite: ENC0020 ENC0021

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW1100 FICTION WRITING**(3)**

Student writing as the basis for critical discussion with emphasis on analysis of the elements of fiction. Instructor's Approval or Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW1200 MAGAZINE WRITING**(3)**

Student writing as the basis for critical discussions with emphasis on analysis of the elements or article writing. Instructor's Approval or Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW1300 POETRY WRITING**(3)**

Student writing as the basis for critical discussion with emphasis on analysis for the elements of poetry. Instructor's approval or Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW2002 CREATIVE WRITING WORKSHOP II**(3)**

A continuing development of creative writing ability.

Prerequisite: Instructor approval or Prerequisite: CRW1001

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW2003 ADVANCED CREATIVE WRITING WORKSHOP**(3)**

A continuing development of creative writing ability. Students may work on independent writing projects. Directed independent study. Instructor's Approval or Prerequisite: CRW2002

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CRW2005 ADVANCED CREATIVE WRITING WORKSHOP**(1)**

A continuing development of creative writing ability. Students may work on independent writing projects. Directed independent study. Instructor's Approval or Prerequisite: CRW2002

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0000 CLAST**(0)**

Prerequisite: ENC1101 MAT1033

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0001 CLAST RETAKE MATH**(0)**

Prerequisite: CST0000 MAC1105

Pre or Corequisite: MGF0991

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0002 CLAST RETAKE ESSAY**(0)**

Prerequisite: CST0000 ENC1102

Pre or Corequisite: ENC0992

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0003 CLAST RETAKE ENGLISH**(0)**

Prerequisite: CST0000 ENC1102

Pre or Corequisite: ENC0991

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0004 CLAST RETAKE READING**(0)**

Prerequisite: CST0000 Corequisite: REA0991

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CST0010 CLAST MATH ONLY**(0)**

Prerequisite: MAC1105

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CTS1111C LINUX +**(4)**

This course is designed to teach students the skills they need to effectively administer Linux workstations and servers. Students will plan, install, maintain, and troubleshoot Linux operating system services. The skills developed by students completing this course will help prepare them for the CompTIA Linux+ certification exam. Prerequisite: CDA1302C CDA1403C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

CTS1112C SUN: SOLARIS SYSTEM ADMINISTRATION**(4)**

This course provides students with the necessary knowledge and skills to perform essential system administration tasks in the current Solaris OE, such as installing software, managing file systems, performing system boot procedures, performing user and security administration, managing network printers and system processes, and performing system backups and restores. The skills developed in this course will help prepare students for the Sun Certified System Administrator for the Solaris Operating Environment, part I exam.

Prerequisite: COP1341

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

CTS1113C SUN: SOLARIS SYSTEM ADMIN II**(4)**

This course provides students with the necessary knowledge and skills to perform network basics, manage virtual file systems and core dumps, manage storage volumes, control access and configure system messaging, set up naming services, and perform installation procedures. The skills developed in this course will help prepare students for the Sun Certified System Administrator for the Solaris Operating Environment, part II exam.

Prerequisite: CTS1112C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

CTS1173C RED HAT LINUX SYSTEM ADMIN I**(3)**

Students will learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting. This is the first course in the series of two for the Red Hat Linux Core System Administration curriculum. Prerequisite: CTS1111C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CTS1240C MICROSOFT SPECIALIST: ADVANCED WORD**(3)**

This course will provide specialized training on advanced word processing concepts and techniques. The major emphasis of this course will be the use of styles, workgroup editing, graphics, advanced table features, and macros. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Word certification exam.

Prerequisite: CGS1100

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CTS1280C MICROSOFT SPECIALIST: ADVANCED EXCEL (3)

This course will teach students advanced skills and design concepts necessary for employing Microsoft Excel to provide solutions to complex business problems. This course covers advanced topics in spreadsheet and workbook design, complex formulas, functions, database management, and macro programming. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Excel. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Excel certification exam.

Prerequisite: CGS1100

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CTS1301C LINUX NETWORKING (4)

This course covers common networking services, while providing an in-depth understanding of Linux and GNU network-related packages. It covers common services such as Apache, ssh, telnet, ftp, and send mail; and provides a detailed walk-through of network configuration using console tools such as ifconfig, inssmod, and route, as well as common GUI tools. This course also reviews network architectures and topologies, including the standard protocols. The skills developed by students completing this course (in combination with CEN1881C, CEN1882C, and CEN1884C) will help prepare them for the LPI Level 1 certification exams.

Prerequisite: CTS1321C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CTS1311C LINUX SECURITY (3)

This course covers the fundamentals of security. It examines common security problems, and provides a detailed walk-through of several security-related tools. The course also discusses the proper use of administrative privileges and privacy. The skills developed by students completing this course (in combination with CEN1881C, CEN1882C, and CEN1883C) will help prepare them for the LPI Level 1 certification exams.

Prerequisite: CTS1301C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CTS1321C RED HAT LINUX SYSTEM ADMIN II (4)

Students will learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting. This is the second course in the series of two for the Red Hat Linux Core System Administration curriculum. Prerequisite: CTS1173C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CTS1344C SUN: ADVANCED SHELL SCRIPTING (4)

This course provides students with the skills to read, write and debug UNIX shell scripts. The course begins by describing simple scripts to automate frequently executed commands and continues by describing conditional logic, user interaction, loops, menus, traps, and functions. This course is intended for system administrators who have mastered the basic Solaris Yum Operating Environment (OE) and who would like to read and understand the various boot scripts and write their own scripts to automate their day-to-day tasks. This course explores, in detail, the Bourne and Korn shell scripting languages.

Prerequisite: CTS1112C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 125.00

CTS1431C MICROSOFT SPECIALIST: ADVANCED ACC (3)

This course teaches students advanced skills and design concepts for employing Microsoft Access to quickly retrieve and manipulate enterprise data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Access programming. This course is valuable for anyone wanting to design and implement powerful database applications, including software developers, analysts, webmasters, programmers, and power users. The skills developed by students completing this course will help prepare them for the Microsoft Office Powerpoint certification exam.

Prerequisite: CGS1100

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CTS1433C QUERYING MICROSOFT SQL SERVER WITH TRANSACT-SQL (3)

The goal of this course is to provide students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server.

Prerequisite: CGS1540C CIS2342

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CTS1570C MICROSOFT SPECIALIST: ADVANCED POWERPOINT (3)

This course is designed to develop the advanced Microsoft PowerPoint skills to generate a variety of business presentations. Students will prepare complete presentations for screen, printer, slide presentations, and other multimedia environments. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Powerpoint certification exam.

Prerequisite: CGS1100

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

CTS1730C CIW: JAVASCRIPT FUNDAMENTALS (2)

This CIW certification course teaches developers how to use the features of the JavaScript language and design client-side, platform-independent solutions. Students learn how to write JavaScript programs, script for the JavaScript object model, control program flow, validate forms, animate images, target frames, and create cookies. Students will also understand and use the most popular applications of JavaScript. This course, in combination with COP1806C, prepares students for the CIW Web Languages certification exams.

Prerequisite: CTS1860C

Lec Hrs = 24 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CTS1731C CIW: PERL FUNDAMENTALS (3)

This CIW certification course teaches students how to fully utilize the Perl programming language. Students learn the Perl syntax, the basics of using regular expression, how to use Perl data types, and how to access and manipulate files. Students are also introduced to database connectivity and debugging techniques. This course, in combination with COP1802C, prepares student for the CIW Web Languages certification exams.

Prerequisite: CTS1860C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CTS1760C MICROSOFT SPECIALIST: ADVANCED OUTLOOK (1)

This course will develop advanced skills in a powerful desktop information management (DIM) program that assists in organizing work schedules, tracking files, and communicating

with others. the student will use his/her high level skills on all the Microsoft Office software suite (Word, Excel, Access, PowerPoint) to create integrated planners, various integrated application files, and multi-user information sharing through this DIM. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Outlook certification exam.

Prerequisite: CGS1100

Lec Hrs = 12 Lab Hrs = 4 Oth Hrs = 0 Fees = 40.00

CTS1823C MACROMEDIA DREAMWEAVER (3)

This course teaches students how to use the Macromedia Dreamweaver Integrated Development Environment. Students learn project requirements, website usability, using rich media content, content control tools, website building techniques, collaboration and site testing, and how to manage and maintain websites.

Prerequisite: CTS1860C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CTS1824C ADOBE PHOTOSHOP (3)

This Adobe course teaches students how to fully utilize the latest Adobe Photoshop image editing tool. Students learn to paint and retouch images, use layers, support video, work with vector tools, manage digital assets, work with RAW camera files, manage color, and prepare images for output to the web.

Prerequisite: CTS1860C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CTS1826C CIW: ADVANCED INTERNET SYSTEM MANAGEMENT (3)

This CIW certification course teaches students how to implement mission-critical services on the Windows and Linux platforms. Students install and configure Web, Newsgroup, e-mail and proxy servers; receive in-depth understanding of how to connect e-commerce databases to Web servers; and learn how to enable CGI on Windows and Linux. Students also learn about back-up and load balancing issues, and receive foundational knowledge concerning Internet security. This course is designed for personnel responsible for implementing real-world solutions for company intranets or ISPs that provide Internet Web services. This course prepares students for the CIW Server Administrator certification exam. Prerequisite: CEN1301C CTS1111C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 110.00

CTS1850C MACROMEDIA FLASH (3)

This course teaches students how to produce vector-based animated and interactive websites using Macromedia's Flash toolset. The course will cover everything from the basic interface to advanced button design and form interaction. Students will learn about the multimedia features in Flash and learn how to take advantage of them. Prerequisite: CTS1823C

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 100.00

CTS1860C I-NET + (4)

This course is a vendor-neutral, entry-level course that provides students with baseline technical knowledge and skills of Internet, intranet, and extranet technologies, independent of specific Internet-related career roles. Students will gain a basic knowledge and/or competency of Internet skills and tasks in 5 core content areas: Internet Basics and Clients, Development, Networking, Internet Security, and Business Concepts. The skills developed by students completing this course will help prepare them for the CompTIA I-Net+ certification exam.

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 90.00

CTS2309C IMPLEMENT & ADMIN SEC.A

MICROSOFT WIN SERV NETWORK (4)

This course is part of the Security Portfolio and will act as the primary entry point for IT Professionals at the implementation level and is for system administrators or system engineers who have the foundation implementation skills and knowledge for the deployment of secure Microsoft Windows Server based solutions. This course is not intended to provide design skills, but will cover planning skills at a level sufficient to enable decision making for the implementation process.

Prerequisite: CEN1321C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CTS2312C SECURITY+ (4)

This course provides the student with an understanding of the computer, network, infrastructure, and information security issues faced by industry worldwide. Expertise necessary to combat and protect intellectual property from theft and destruction are also developed. The skills developed by students who complete this course will prepare them for the Security+ certification exam.

Prerequisite: CET2489C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 150.00

CTS2434C PROGRAMMING A MICROSOFT SQL SERVER NETWORK (4)

This course provides students with the technical skills required to program a database solution by using Microsoft SQL Server. The skills developed by students completing this course will help prepare them for the Microsoft Programming a SQL Server Database certification exam. Prerequisite: CTS1433C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CTS2750C SUPPORTING MICROSOFT OFFICE (2)

This course is designed to teach students the skills they need to effectively provide technical support for Microsoft Office end users. The course covers topics such as macro viruses, file security, printing, and application configuration. Students will learn installation procedures and troubleshooting techniques, and strengthen their problem-solving skills.

Prerequisite: CTS1240C CTS1280C CTS1431C CTS1570C

Lec Hrs = 24 Lab Hrs = 8 Oth Hrs = 0 Fees = 40.00

CTS2811C ADMINISTERING A MICROSOFT SQL SERVER (4)

This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server. The skills developed by students completing this course will help prepare them for the Microsoft Administering a SQL Server certification exam. Prerequisite: CEN1301C CTS1433C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CTS2814C IMPLEMENTING MICROSOFT EXCHANGE SERVER (4)

This course will give students the knowledge and skills necessary to install, configure, and administer Microsoft Exchange. The skills developed by students completing this course will help prepare them for the Microsoft Exchange certification exam.

Prerequisite: CEN1321C

Lec Hrs = 56 Lab Hrs = 8 Oth Hrs = 0 Fees = 150.00

CVT1200 CARDIOPULMONARY PHARMACOLOGY (3)

This course provides an overview of drugs related to the cardiopulmonary system with special emphasis on the drugs used to treat cardiac and pulmonary patients.

Prerequisite: RET1485

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CVT1501 BASIC ELECTROCARDIOGRAPHY (2)

This course will discuss a brief history of electrocardiography, the role of the technician, the care and use of the electrocardiographic (EKG) machine, positioning the patient, electrical hazards, normal EKG pattern, identifying and reporting abnormal EKG patterns and mounting the EKG. Instructor's approval or Prerequisite: CAE0062 CAE0216

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 29.00

CVT2420 INVASIVE CARDIOLOGY I (3)

Introduces the student to diagnostic procedures performed in the cardiac catheterization Laboratory. Emphasis is made on left and right heart catheterization techniques and hemodynamics, operation of x-ray equipment and film processing, sterile techniques and application of resulting data for patient diagnosis.

Prerequisite: CVT2620 CVT2620L

Pre or Corequisite: CVT1200 CVT2420L CVT2842L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CVT2420L INVASIVE CARDIOLOGY I LAB (2)

This laboratory course provides an orientation to the cardiac catheterization laboratory with practical application, including x-ray equipment and film processing, sterile technique, physiologic monitoring, intra-aortic balloon pump and emergency protocols.

Prerequisite: CVT2620 CVT2620L

Pre or Corequisite: CVT1200 CVT2420 CVT2842L

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 35.00

CVT2421 INVASIVE CARDIOLOGY II (3)

This course introduces the student to the intervention procedures performed in the cardiac catheterization laboratory, including, percutaneous transluminal coronary angioplasties, special valvuloplasties, peripheral angioplasties, post procedural care and electrophysiology studies. Prerequisite: CVT2420 CVT2420L CVT2842L

Pre or Corequisite: CVT2421L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CVT2421L INVASIVE CARDIOLOGY II LAB (2)

This laboratory course introduces the student to the intervention procedures performed in the cardiac catheterization laboratory, including percutaneous transluminal coronary angioplasties, special valvuloplasties, peripheral angioplasties, post procedural care and electrophysiology studies. Prerequisite: CVT1200 CVT2420 CVT2420L Pre or Corequisite: CVT2421

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 35.00

CVT2620 NON INVASIVE CARDIOLOGY (3)

This course provides an introduction to cardiovascular testing using vector cardiography, electrocardiology, graded exercise testing, nuclear cardiology and basic echocardiography. Performance competency and patient safety will be emphasized. Prerequisite: Admission to the Cardiovascular Technology Program.

Prerequisite: BSC1085 ENC1101 MAT1033

Pre or Corequisite: CVT2620L RET1485

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

CVT2620L NON INVASIVE CARDIOLOGY LAB (1)

This laboratory course provides the student an opportunity to develop skills in non-invasive cardiovascular testing using EKG, Holter monitors, stress tests and echocardiography. Performance competency and patient safety will be emphasized.

Prerequisites: Admission to the Cardiovascular Technology Program.

Prerequisite: BSC1085 CHM1032 MAT1033

Pre or Corequisite: CVT2620 RET1485

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

CVT2840L CARDIOPULMONARY CLINIC I (4)

This course provides an orientation to clinic experience with diagnostic procedures in the cardiac catheterization laboratories. This includes observing, assisting with set-up for procedures and gaining practical knowledge of the administrative duties involved in the operation of the cardiac catheterization laboratory. Prerequisite: Admission to the Cardiovascular Technology Program.

Prerequisite: CVT2421 CVT2421L

Pre or Corequisite: CVT2920

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 400 Fees = 50.45

CVT2841L CARDIOPULMONARY CLINIC II (4)

This course provides clinical experience with all aspects of diagnostic and interventional procedures in cardiac catheterization laboratories. Emphasis is on observation and assistance of PTCA's with special intervention devices such as TEC, DCA and stents. Upon completion of this course students will be proficient in all aspects of the invasive cardiac catheterization laboratory.

Prerequisite: CVT2840L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 400 Fees = 25.45

CVT2842L CARDIOPULMONARY CLINIC III (4)

This course provides clinical experience with various aspects of non-invasive cardiology, including electrocardiography, Holter monitoring, stress testing, nuclear medicine, cardiac rehabilitation, and echocardiography in affiliated hospitals.

Prerequisite: CVT2620 CVT2620L

Pre or Corequisite: CVT1200 CVT2420 CVT2420L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 25.45

CVT2920 CARDIOVASCULAR

PATHOPHYSIOLOGY

(3)
This course provides an overview of the pathogenesis and pathophysiology of the major cardiac diseases.

Prerequisite: CVT2421 CVT2421L

Pre or Corequisite: CVT2840L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DAA1104 BEGINNING MODERN DANCE I (2)

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 = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1105 MODERN DANCE II (2)

A continuation of DAA1104. Further development of modern dance techniques with an emphasis on vocabulary, alignment, movement phrasing, and rhythm. Participation in semester dance concert required. Coeducational. Permission of instructor or

Prerequisite: DAA1104

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1204 BALLET I (2)

An academic study of techniques and theoretical concepts of ballet for the performance-oriented student. Includes warm-up, barre, and centre combinations. Coeducational.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1205 BALLET II (2)

Continuation of DAA1204. Ballet exercises and step combinations for the intermediate performance student, building on basic skills and culminating in a live performance. Coeducational. Participation in semester dance concert required. Prerequisite: Instructor permission or Prerequisite: DAA1204
Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1504 JAZZ DANCE I (2)

This is a course in Jazz technique. Included are warm-up, stretch and strengthening, centre exercises, and basic jazz combinations. Coeducational.
Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1505 JAZZ DANCE II (2)

A course in jazz technique with emphasis on various jazz styles and performance. Includes warm-up, stretch and strengthening, centre exercises, and intermediate level jazz dance combinations. Coeducational. Permission of Instructor. Prerequisite: DAA1504
Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 2.00

DAA1520 BASIC TAP (2)

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 = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA1680 DANCE REPERTORY (1)

Participation as a dancer/performer in dance works of ballet, jazz, and modern vocabularies. Works include those of dance faculty, guest artists, as well as student choreography. Coeducational. May be repeated for credit. Corequisite: Student must be enrolled in at least one BCC dance technique class.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

DAA2106 MODERN DANCE III (2)

A continuation of DAA1105 with an emphasis on advanced movement phrases and combinations necessary to perform modern dance repertory. Further emphasis will be placed on the development of the students' style and performance quality. Coeducational. May be repeated for credit. Prerequisite: Permission of instructor or Prerequisite: DAA1105
Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAA2206 BALLET III (2)

Continuation of DAA1205. Emphasis on developing strength and coordination in more complex phrasing and movement. This course will explore and develop an understanding of the vocabulary, technique, and theoretical concepts of ballet on an intermediate level. Students are required to audition for BCC student dance ensemble. Coeducational. May be repeated for credit. Permission of Instructor or Prerequisite: DAA1205
Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DAN2600 MUSIC FOR DANCE (2)

Designed to provide both the dancer and choreographer with the musical knowledge and tools to enhance how they use music in their discipline and how they communicate their musical needs to musicians.
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA0000 INTRODUCTION TO DENTISTRY (1)

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, 2 hrs. Lec. Term I. Instructor approval or Corequisite: DEA0025

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA0025 PRE CLINICAL (2)

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. Special fee charged. 4 hrs. Lec. Term I Instructor's Approval or

Pre or Corequisite: DEA0025L DES0100 DES0840

Lec Hrs = 60 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA0025L PRECLINICAL LABORATORY (4)

Laboratory/clinical portion of DEA0025. Provides hands-on instruction of use and sterilization of all instruments and equipment used in the practice of dentistry. Special fee charged. 8 hrs. Lab./Clinical. Term I. Instructor approval or

Pre or Corequisite: DEA0025 DES0100 DES0840

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 50.00

DEA0130 ALLIED DENTAL THEORY (1)

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. 4 hrs Lec. Term II. Instructor's approval or Prerequisite: DEA0025 DES0200

Pre or Corequisite: DES0831 DES0831L

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEA0150 DENTAL PSYCHOLOGY (1)

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. 1 hr. Lec. Term II. Instructor approval or Prerequisite: DEA0000 DEA0025 DES0840 Pre or Corequisite: DES0801

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Arranged hrs. Term II.

Instructor approval or Prerequisite: DES0802 DES0802L

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

DEH1003 PRECLINICAL DENTAL HYGIENE I (2)

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. Pre or Corequisite: DEH1003L DEH2400

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1003L PRECLINICAL DENTAL HYGIENE I LAB

(3)

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.

Pre or Corequisite: DEH1003 DEH2400

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 70.95

DEH1130 ORAL HISTOLOGY AND EMBRYOLOGY

(2)

This course studies the embryonic development and the histology of the components of the oral cavity. This includes a comprehensive study of the cells and tissues of the oral cavity.

Prerequisite: DEH1602

Pre or Corequisite: DEH1802 DEH1802L DES1051

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Prerequisite: DEH1800 DEH1800L DES2050

Pre or Corequisite: DEH1802 DEH1802L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1800 DENTAL HYGIENE I

(2)

This course provides instruction on removal of hard and soft deposits, treatment planning, preventive procedures, care of instruments, pre and post operative procedures, and dental hygiene diagnosis.

Prerequisite: DEH1003 DEH1003L DEH2400

Pre or Corequisite: DEH1800L DES2050

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1800L DENTAL HYGIENE I CLINIC

(2)

This course will provide clinical experience in comprehensive patient care. Emphasis is placed on treatment planning and dental hygiene assessment techniques. Prerequisite: DEH1003 DEH1003L DEH2400 Pre or Corequisite: DEH1800 DES2050

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 70.95

DEH1802 DENTAL HYGIENE II

(4)

A course designed to provide further knowledge in the application of dental hygiene procedures. This includes information on treatment planning, periodontal charting, ultrasonic scaling and comprehensive dental hygiene care.

Prerequisite: DEH1800 DEH1800L DES2050

Pre or Corequisite: DEH1802L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH1802L DENTAL HYGIENE II CLINIC

(3)

The laboratory portion of this course requires hands on experience with specified numbers of patients and procedures. An emphasis on the development of basic patient care and education techniques is included.

Prerequisite: DEH1800 DEH1800L DES2050

Pre or Corequisite: DEH1802

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 192 Fees = 70.95

DEH2400 GENERAL AND ORAL PATHOLOGY

(2)

This course provides principles of general and oral and pathology as it relates to diseases of the oral cavity. There will be emphasis on the importance of the dental hygienist's recognition

of normal and abnormal conditions. Pre or Corequisite:

DEH1003 DEH1003L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH2701 COMMUNITY DENTAL HEALTH

(2)

This course will teach the student the concepts of community dental health. Topics covered include the measurement of dental disease, prevention programs, community outreach programs, and simple statistical analysis. Prerequisite: DEH1130 DES1051

Pre or Corequisite: DEH2701L DEH2804L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH2701L COMMUNITY DENTAL HEALTH**LAB**

(1)

This course is the follow through for DEH2701. The student will apply community health principles by designing and presenting dental health education principles to various community audiences.

Prerequisite: DEH1130 DES1051 Pre or Corequisite: DEH2701

DEH2804L DEH2806 DEH2806L

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

DEH2804L DENTAL HYGIENE III CLINIC

(4)

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. Prerequisite: DEH2806 DEH2806L

Pre or Corequisite: DEH2804

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 192 Fees = 70.95

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 Statutes 466 Rule 21G. Prerequisite: DEH1802 DEH1802L Pre or Corequisite: DEH2806L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEH2806L DENTAL HYGIENE IV CLINIC

(4)

This 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 advanced patients. Prerequisite: DEH2701 DEH2804L Pre or Corequisite: DEH2701L DEH2806

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 192 Fees = 70.95

DEH2944L ADVANCED DENTAL HYGIENE CLINIC

(1)

This course is designed for students who have successfully graduated from Broward Community College's Dental Hygiene Program to maintain and/or update clinical skills prior to taking the Florida State board Clinical Examination.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 76 Fees = 20.95

DEP2002 DEVELOPMENTAL PSY I: CHILD PSYCHOLOGY

(3)

Study of the concepts and principles of growth and development in infancy and childhood.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DEP2302 DEVELOPMENTAL PSYCH II:**ADOLESCENT****(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

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0021 DENTAL ANATOMY AND**PHYSIOLOGY****(1)**

The study of head and neck anatomy with emphasis placed on the structure, morphology, and function of the primary and permanent human dentitions. 3 hrs. lec. Term I. Instructor's approval or

Pre or Corequisite: DEA0025 DES0200 DES0830

Lec Hrs = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0100 DENTAL MATERIALS**(1)**

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. 2 hrs. lec. Term I Instructor's approval or Corequisite: DES0100L

Lec Hrs = 35 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0100L DENTAL MATERIALS LAB**(1)**

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. Instructor's approval or 3 hrs lab Term I. Corequisite: DES0100

Lec Hrs = 0 Lab Hrs = 45 Oth Hrs = 0 Fees = 50.00

DES0200 DENTAL RADIOGRAPHY**(1)**

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. 2 hrs. Lec. Term I. Instructor's approval or Corequisite: DES0200L

Lec Hrs = 40 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0200L DENTAL RADIOGRAPHY LAB**(2)**

Laboratory portion of DES0200. Proper techniques for exposing, processing, and mounting radiographs. Laboratory exercise demonstrating proficiency in these techniques will be required. 4 hrs. lab. Term I. Instructor approval or Corequisite: DES0200

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 60 Fees = 70.95

DES0400 BASIC ANATOMY AND PHYSIOLOGY**(1)**

A basic anatomy and physiology course designed specifically to meet the needs of dental assisting students. Emphasis will be placed on the human body structure, functions of its

components and associated diseases which affect the total care of the dental patient.

Prerequisite: DEA0025 DES0021 Pre or Corequisite: DES0831 DES0831L

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0502 DENTAL OFFICE MANAGEMENT**(1)**

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. 2 hrs Lec. Term II. Instructor approval or Prerequisite: DEA0000 DEA0025

Pre or Corequisite: DES0801

Lec Hrs = 39 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0801 CLINICAL PROCEDURES I**(1)**

Lecture series acquaints the student with the necessary background material and assisting procedures involved in each dental specialty. Special fee charged. 1 hr Lec Term II Instructor's approval or Prerequisite: DEA0025 DEA0025L Pre or Corequisite: DES0801L

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0801L CLINICAL PROCEDURES I LAB**(5)**

Practicum phase provides the opportunity for each student to receive closely supervised individual instruction in all phases of chair side assisting. Special fee charged. 12 hrs. Lab. Term II. Instructor's approval or

Prerequisite: DEA0025 DEA0025L Corequisite: DES0801

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 165 Fees = 70.95

DES0802 CLINICAL PROCEDURES II**(1)**

Practicum phase is a continuation of DES0801 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. 30 hrs. minimum per week. Term III, Session II.

Prerequisite: DEA0025 DEA0025L DES0801 DES0801L

Corequisite: DES0802L

Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0802L CLINICAL PROCEDURES II**LABORATORY****(4)**

Practicum phase is a continuation of DES0801L with the addition of a supervised externship utilizing dental offices and public health facilities in the community. Special fee charged. Field experience. 30 hrs. minimum per week. Term III, Session II. Prerequisite: DEA0025 DEA0025L DES0801 DES0801L Corequisite: DES0802

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 135 Fees = 18.95

DES0830 EXPANDED FUNCTIONS I**(2)**

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. 3 hrs. lec. Instructor's approval or Pre or Corequisite: DEA0025 DEA0025L

Lec Hrs = 60 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0831 EXPANDED FUNCTIONS II**(1)**

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. 1 hr. lec. Term II. Instructor approval or
Prerequisite: DEA0025 DEA0025L DES0830 Pre or Corequisite: DES0801 DES0801L DES0831L
Lec Hrs = 30 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES0831L EXPANDED FUNCTION II LAB**(2)**

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. Special fee charged. 3 hrs. lab. Term II. Instructors approval or
Prerequisite: DEA0025 DEA0025L DES0830
Pre or Corequisite: DES0801 DES0801L DES0831
Lec Hrs = 0 Lab Hrs = 60 Oth Hrs = 0 Fees = 50.00

DES0840 PREVENTIVE DENTISTRY**(1)**

Emphasis is placed on the development of a plaque control program to meet individual patient needs. Materials on methods of tooth brushing, supplementary aids for oral physiotherapy and the use of fluorides, and nutritional counseling in preventive dentistry will be presented. Instructor approval or
Pre or Corequisite: DEA0025
Lec Hrs = 40 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES1051 PAIN CONTROL AND DENTAL ANESTHESIA**(1)**

This course provides a study of agents used in dentistry for local anesthesia and pain control. Prerequisite: DEH1003 DEH1003L DEH1800 DEH1800L DEH2400 DES2050 Pre or Corequisite: DEH1130 DEH1802 DEH1802L
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DES2050 DENTAL PHARMACOLOGY**(2)**

This course provides an understanding of the drugs commonly encountered in the dental office. The student will gain knowledge in the origin, physical and chemical properties, modes of administration and effects upon the body system. Prerequisite: DEH1003 DEH1003L DEH2400 Pre or Corequisite: DEH1800 DEH1800L
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DIM1001 DIESEL ENGINE FUNDAMENTALS**(3)**

A course designed to teach the principles, operations, and maintenance of automotive and light truck diesel engines, electrical systems, emission control systems, lubrication and exhaust systems.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

DIM1010 ADVANCED DIESEL ENGINE AND REPAIR**(6)**

A course designed to teach the principles, operations, maintenance diagnosis, and repair of medium and heavy vehicle diesel engines. Topics include diagnosis, and repair of cylinder head and valve train, engine block, lubrication, system, cooling system, air induction and exhaust systems, fuel system and engine brakes.
Prerequisite: DIM1001
Lec Hrs = 48 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

DSC1011 TERRORISM AND DOMESTIC SECURITY**(3)**

A study of domestic and international terrorism as it relates to domestic security. Topics include terrorist organizations and motivations, investigating terrorism threats, conducting vulnerability assessments of potential terrorist targets, and the role of government agencies in response to a terrorist incident and recovery afterwards.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EAP0100C LISTENING/SPEAKING I**(3)**

A beginning level speaking and listening course. Students develop the ability to understand frequently used words in oral contexts and understand and respond appropriately to simple phrases and questions. PREREQUISITE: Through placement testing and/or department recommendation.
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0120C READING I**(3)**

This is a level 100 beginning ESL reading course designed for students in English for Academic Purposes (EAP) programs. It emphasizes vocabulary and comprehension on a basic level. Placement in EAP0120C is determined by assessment tests and/or referral. Students must earn a C or higher to proceed to EAP0220C.
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0185C GRAMMAR/WRITING I**(6)**

A low-beginning level combined skills course for speakers of other languages designed principally to guide the students to the development of basic grammar and basic writing structures as applied to academic English. Students will develop writing skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics. The requirement to move to the next level (EAP0285C) is a C or higher. With a D or F, a student must repeat EAP0185C. Prerequisite: Through placement testing and/or department recommendation.
Lec Hrs = 96 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0200C LISTENING/SPEAKING II**(3)**

A high beginning level listening and speaking course. Students continue to develop the ability to understand frequently used words in oral contexts and understand and appropriately respond to simple phrases and questions. Prerequisite: Through placement and/or department recommendation.
Prerequisite: EAP0100C
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0220C READING II**(3)**

This is a level 200 high beginning ESL reading course designed for students in English for Academic Purposes (EAP) programs. It emphasizes vocabulary and comprehension on a basic level. Placement in EAP0220C is determined by successful completion of EAP0120C (a grade of C or higher) or assessment tests and/or referral. Students must earn a C or higher to proceed to EAP0320C. Prerequisite: EAP0120C
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0285C GRAMMAR/WRITING II**(6)**

A high-beginning level combined skills course for speakers of other languages designed principally to guide the students to the development of basic grammar and writing structures as applied to academic English. Students will develop writing skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics. The requirement to move to the next level (EAP0385C) is a C or higher. With a D or F, a student must repeat EAP0285C. PREREQUISITE: Placement

by entrance score and/or department recommendation.
Prerequisite: EAP0185C
Lec Hrs = 96 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0300C LISTENING AND SPEAKING III (3)
A course designed to help low intermediate-level ESL students develop speaking and listening skills. Students develop speaking and listening skills necessary for participating in classroom discussion with an emphasis on clarification through rewording and asking questions. With a D or an F, a student must repeat EAP0300C. Student fee charged. Prerequisite: EAP0200C.
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0320C READING III (4)
This is a level 300, low intermediate ESL reading course designed for students in English for Academic Purposes (EAP) programs. It emphasizes vocabulary and comprehension on an intermediate level. Placement in EAP0320C is determined by successful completion of EAP0220C (a grade of C or higher) or assessment tests and/or referral. Students must earn at least a C to pass the course and proceed to EAP0420C. Prerequisite: EAP0220C
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0385C GRAMMAR/WRITING III (6)
An intermediate level combined skills course for speakers of other languages designed principally to guide the students to the mastery of grammar and writing structure applied to academic English. The requirement to move to the next level (EAP0485C) is a C or higher. With a D or F, a student must repeat EAP0385C.
Prerequisite: EAP0285C
Lec Hrs = 96 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0400C COMMUNICATION SKILLS IV (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 presentation and emphasis on developing listening skills. With a D or an F, a student must repeat EAP0400C. Special fee charged. Prerequisite: EAP0300C.
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0420C READING IV (3)
This is a level 400 high intermediate ESL reading course designed for students in English for Academic Purposes (EAP) programs. It emphasizes vocabulary and comprehension on an intermediate level. Placement in EAP0420C is determined by successful completion of EAP0320C (a grade of C or higher) or assessment tests and/or referral. Students must earn a 'C' or higher to pass the course and take the reading section of the CPT for further reading placement. Prerequisite: EAP0320C
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP0485C GRAMMAR/WRITING IV (6)
This course is a continuation of EAP0385C. An intermediate course for speakers of other languages designed principally to guide the students to the mastery of complex grammar and sentence structures, and basic paragraph writing. The requirement to move to the next level (EAP1540C) is a C or higher. With a D or an F, a student must repeat EAP0485C.
Prerequisite: EAP0385C
Lec Hrs = 96 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP1540C ADVANCED COMPOSITION I (3)
A 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 the multi-paragraph essay. The grammar focuses on elements which closely tie in with composition, e.g. connectors and sentence combining. With a D or an F, a student must repeat EAP1540C. Special fee is charged. Prerequisite: EAP0400C EAP0420C EAP0485C
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

EAP1640C ADVANCED COMPOSITION II (3)
This is an advanced composition course in English for speakers of other languages. 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. With a D or an F, a student must repeat EAP1640C. Special fee charged. Prerequisite: EAP1540C
Lec Hrs = 48 Lab Hrs = 13 Oth Hrs = 0 Fees = 20.00

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 the public debt. Meets Area 3B general education requirements for the A.A. degree. Meets Area 3 or 5 general education requirements for the A.S. degree.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ECO2023 PRINCIPLES OF ECONOMICS II (3)
Continuation of ECO2013 stressing microeconomic theories, Topic 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.
Prerequisite: ECO2013
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ECS2001 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ECS2390 THE ECONOMY OF SPAIN (3)
An analysis of the Spanish economic system covering the historical development in the public and private sectors; agriculture and industry; and foreign trade relations. Only offered in conjunction with the Semester-In-Spain program. Meets Area 8 A.A. degree general education requirements.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDFI005 INTRODUCTION TO EDUCATION (3)

This course satisfies one of the lower level Prerequisite requirements for education majors. Its focus is teacher preparation for the 21st century by emphasizing social problems, student diversity, legal issues and curriculum themes. It provides an overview of the American education system and an introduction to the teaching profession. The field experience component of 16 hours in a local school, gives students opportunities to understand more about teaching. Students must obtain School Board of Broward County security clearance (cost \$60) and must be available for the term preferably from 8:00-2 pm on a weekday for field experience. Limited access section for TEA program instruction will require 60 hours of early field experience.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDFI050 INTRODUCTION TO TESTS AND MEASUREMENT (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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDF2021 TEA: PROF SEM: SRVY OF HUM DEVELOP P (3)

This course is part of a series of four professional seminars for students enrolled in TEA seeking an A.A. degree from BCC. It emphasizes basic concepts and perspectives regarding the impact of human growth and development theory on the teacher, students, education, and society as a whole.

Prerequisite: EDF1005 EDF1034C SYG1931C

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EDG2701 TEACHING DIVERSE POPULATIONS (3)

This course satisfies one of the lower level Prerequisite requirements for education majors. Upon successful completion of this course, the students should be able to demonstrate an understanding of the basic concepts, perspectives and impact of current social and multicultural diversity issues on the teacher, student, and educational system as a whole. Students should also understand and appreciate the local, State and National implications of these issues. 16 hrs. of field experience in a local school is a requirement of this course. Students must have a current (within 2 years) School Board of Broward County security clearance (cost \$60) and must have 3 hours free 1 day per week between 8:00-2pm for field experience. Limited access sections for TEA program instruction will require 60 hrs of early field experience. Prerequisites: Instructor approval or Prerequisite: EDF1005

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

EDG2949 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 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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: MTBI325

Lec Hrs = 64 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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 MTBI325

Lec Hrs = 64 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EET1141C LINEAR TECHNIQUES I (5)

Semiconductor principles, rectifier diodes, zener diodes, BJT amplifiers, negative feedback amplifiers. Field effect transistors and FET amplifiers. Extensive laboratory experience. Prerequisite: EET1015C

Lec Hrs = 64 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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.

Prerequisite: EET1025C EET1141C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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.
Prerequisite: EET1141C
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EET2355C DATA COMMUNICATIONS (3)
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 include UART and MODEM implementation.
Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

EET2358C ADVANCED COMMUNICATION TECHNOLOGY (3)
This is an advanced course in telecommunication technology, with topics covering analog and digital communication, switching systems, Digital
Prerequisite: EET2142C EET2355C
Pre or Corequisite: EET2326C
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EGSI001 INTRODUCTION TO ENGINEERING (3)
This course is a basic introduction to engineering. It will explore the various engineering fields, engineering problem solving, and basic math and physics used by engineers. Other topics such as safety, ethics, and engineering communications will also be addressed.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EGSI110C 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.
Prerequisite: MAT1033
Lec Hrs = 48 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EME2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY (3)
This course satisfies one of the lower level Prerequisite requirements for education majors. Students will develop skills and competencies which are essential to integrate technology into the delivery of classroom instruction. Students will survey a variety of traditional and emerging technologies in education.

Students will learn the use of technological tools and systems in a classroom environment.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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, 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. 96 hrs. Lec. Terms I, II, and III.
Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS1119L EMERGENCY MEDICAL TECHNICIAN SKILLS (6)
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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

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 higher 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 = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

EMS1411 EMERGENCY MEDICAL TECHNICIAN (EMT) (2)
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 = 0 Lab Hrs = 0 Oth Hrs = 48 Fees = 50.45

EMS1421 EMERGENCY MEDICAL TECHNICIAN (EMT) (2)

Practical application of (EMT) emergency medical technician clinical knowledge and skills under the professional supervision in the prehospital 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 & 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 = 0 Lab Hrs = 0 Oth Hrs = 48 Fees = 50.45

EMS2010 BODY SYSTEMS FOR THE PARAMEDIC (3)

This course presents basic information of the structure and function of the human body. The general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic in the prehospital field area will be emphasized. The interaction of the body systems as they maintain homeostasis with particular attention placed on the nervous, cardiovascular and respiratory systems will be covered. United States Department of Transportation (USDOT) National Standard Paramedic Curriculum anatomy and physiology objectives will be included.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2311 EMT LEADERSHIP (2)

Introduces the student to professional issues in EMS through special projects. Prerequisite: EMT and paramedic certificate courses. 32 hrs. Lec. Term I. (Term I only)
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2391 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 higher provides eligibility for State of Florida Paramedic Recertification.
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2391L PARAMEDIC REVIEW RECERTIFICATION LAB (1)

Application of skills and procedures involved in the Department of Transportation's Paramedic Refresher Course.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

EMS2395 TOPICS IN EMERGENCY MEDICAL SERVICE (1)

This course is designed as a seminar in emergency medical care topics for the graduate paramedic and others interested in the delivery of prehospital emergency medical services seminar. Topics will review the U.S. Department of Transportation five divisions paramedic curriculum and cover current developments, 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 = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. 48 hr. lec. Term II Prerequisite: Certification courses on demand.

Pre or Corequisite: PSY2012

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2631 PARAMEDIC SCIENCE I (3)

Topics deal with EMS systems, Paramedic role and responsibilities, Paramedic well-being, injury, and disease prevention. Legal aspects, ethics, therapeutic communications, life span development, medical terminology, patient documentation including web based computer recording is covered. Systems as they maintain homeostasis with Didactic aspects of EMS/ambulance operations, Multiple Incident Command (MIC), rescue awareness and operations, hazardous materials incidents and crime scene awareness is presented. Basic math computation for medication administration is introduced. Material includes 1998 U.S. Department of Transportation, (DOT), National Paramedic curriculum objectives for Module 1, Units 1-5, 9, 10, Module 3, Unit 6, and Module 8.

Pre or Corequisite: EMS2010 EMS2631L EMS2650

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2631L PARAMEDIC SCIENCE I LAB. (1)

Review of basic life support skills required for advanced level life support skills practiced by the Paramedic. Additional skills include those contained in the latest Department of Transportation (DOT) National Paramedic Curriculum and include prep topics related to Paramedic well-being, injury prevention, ambulance operations, Medical Incident Command (MIC), Haz-Mat and crime scene awareness. The student is expected to demonstrate basic level skill proficiency in patient care scenarios appropriate for beginning Paramedic practice.

Corequisite: EMS2010 EMS2631 EMS2650

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

EMS2632 PARAMEDIC SCIENCE II (3)

Topics include general principles of pathophysiology, pharmacology, venous access and medication administration. Patient Assessment including history taking, techniques of physical examination, assessment procedures, clinical decision making, and radio communications are included. Material includes 1998 U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 6,7,8 and Module 3, Units 1-5.

Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2632L PARAMEDIC SCIENCE II LAB. (1)

Skills Lab related to pharmacology, venous access and medication administration. Patient Assessment skills including history taking, techniques of physical examination, assessment procedures, clinical decision making, and radio communications are included. Other topics include Airway Management/Ventilation and cardiology. Material includes skills in the U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 6,7,8 and Module 3, Units 1-5.

Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 75.00

EMS2633 PARAMEDIC SCIENCE II – CARDIO-RESPI (3)

Topics deal with Airway Management and ventilation. Selected units from Medical Emergencies are Pulmonary conditions, and Cardiology to include an introduction to 12 Lead Interpretation and the prehospital management of acute myocardial infarction. Material covers 1998 U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 2, and Module 5, Units 1,2.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2634 PARAMEDIC SCIENCE III - TRAUMA (3)

Topics deal with Trauma patient care including trauma systems/mechanisms of injury, hemorrhage and shock, of soft tissue trauma, and burns. Trauma of the head and facial area, spinal, thoracic, abdominal and musculoskeletal system is also covered. Material includes 1998 U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 4. Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2634L PARAMEDIC SCIENCE III - TRAUMA

LAB.

(1) Skills lab dealing with topics of trauma care, medical emergencies, and special care considerations related to obstetrics, neonatology, pediatrics, geriatrics, abuse and assault, patients, with special challenges and acute interventions for the chronic care patient. Material includes U.S. Department of Transportation (DOT), National Paramedic Curriculum objectives for Module 4, and Module 5, Units 3-14 and Module 6, Units 1-6.

Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 75.00

EMS2635 PARAMEDIC SCIENCE III - MEDICAL

EME

(3) Topics include Medical Emergencies related to neurology, endocrinology, allergies and anaphylaxis, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology, and obstetrics. Special Considerations related to neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges and acute interventions for the chronic care patient are also included. Material includes U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 5, Units 3-14 and Module 6, Units 1-6.

Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2636 PARAMEDIC SCIENCE IV (3)

Topics include EMS Assessment Based Management, Continuation of 12 Lead ECG material, and didactic information for certification in Pediatric care, Advanced Life Support, (ACLS), Emergency Management of Acute Stroke, Prehospital Management of Traumatic Brain Injury and Trauma Life Support. Information on the EMS employment process is completed. Material includes U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 7.

Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EMS2636L PARAMEDIC SCIENCE IV LAB. (1)

Final skills lab dealing with scenarios covering all aspect of the curriculum. Demonstration of skill competencies for Certification in ACLS, PEPP, 12 Lead ECG, Support, Emergency Management of Acute Stroke, and Traumatic Brain Injury required.

Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 75.00

EMS2641 PARAMEDIC SCIENCE - HOSPITAL CLINIC (2)

First of three hospital courses stressing Advanced Life Support (ALS) skills for the paramedic student. Provides for directed supervised experiences in local hospitals including patient assessment, documentation and recording of patient care. Clinical experiences with patients having Cardio-Respiratory problems is stressed. Invasive procedures for IV therapy and medication administration are emphasized. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required.

Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 72 Fees = 50.45

EMS2642 PARAMEDIC SCIENCE - HOSPITAL CLINIC (2)

Second of three hospital courses continuing Advanced Life Support (ALS) skills for the paramedic student. Provides for directed supervised experiences in local hospitals. Clinical experiences with patients having Medical and Trauma Emergencies is stressed. Special patients of interest include OB-GYN, neonates, pediatric, psychiatric, geriatric, and patients with special challenges. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required.

Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641 EMS2651

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 72 Fees = 50.45

EMS2643 PARAMEDIC SCIENCE - HOSPITAL CLINIC (2)

Last hospital courses involving patient care in a variety of emergency and health care agency sites. Clinical experiences with patients of all age groups and medical/traumatic conditions is continued. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required.

Prerequisite: EMS2634 EMS2634L EMS2635 EMS2642 EMS2652

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 72 Fees = 50.45

EMS2650 PARAMEDIC SCIENCE I FIELD (1)

First of four field courses dealing with the application of didactic material in the rescue field. Provides for directed, supervised experiences on EMS Advanced Life Support (ALS) vehicles. Emphasis on clinical activities and observations related to the US Department of Transportation (DOT), National Paramedic Curriculum, Module 1 and 8. Activities limited to practice of basic life support skills, assisting as a member of the EMS team and observation of paramedic level skills and activities. Documentation of patient care observations and patient care experiences using web based data collection system is required. Student health, accident and liability insurance is required.

Corequisite: EMS2010 EMS2631 EMS2631L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 58 Fees = 50.45

EMS2651 PARAMEDIC SCIENCE II FIELD (3)

Second of four field courses that provides for directed, supervised experiences on EMS Advanced Life Support (ALS) vehicles. Emphasis on clinical activities related to physical assessment with emphasis on patients with Cardio-Respiratory problems. Invasive procedures for IV therapy and medication administration are introduced. Data recording of skill competencies on web based computer system is required. Health and Liability insurance required.

Prerequisite: EMS2010 EMS2631 EMS2631L EMS2650

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 84 Fees = 50.45

EMS2652 PARAMEDIC SCIENCE III FIELD (3)

Third of four field courses stressing continuation of Advanced Life Support Skills for the Paramedic student. Provides for directed, supervised experiences on Advanced Life Support (ALS) vehicles. Emphasis on clinical activities related to trauma care, medical emergencies, obstetrics, pediatrics, geriatrics and specialty areas. Health and Liability insurance required.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 84 Fees = 50.45

EMS2653 PARAMEDIC SCIENCE IV FIELD**INTERNSHIP**

(4)
Final field course where student serves as team leader on EMS calls under supervision of EMS agency preceptor. Provides for directed, supervised experiences on Advanced Life Support (ALS) vehicles with increasing responsibility for the management of the EMS response. Health and Liability insurance required.

Prerequisite: EMS2632 EMS2632L EMS2633 EMS2641

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 50.45

EMS2850 PARAMEDIC CURRICULUM BRIDGE (4)

This course provides a bridge for the 1998 DOT Paramedic Curriculum. Topics include emergency care coverage for heart attack and stroke victims, enhanced 12 lead interpretation, use of thrombolytics, and inclusion/exclusion criteria for thrombolytic therapy. In addition, this course includes a number of sections not covered or briefly covered in 1985 DOT National Paramedic Curriculum. These specific topics include the well being of the paramedic, injury prevention, therapeutic communications, life-span development, general principles of pathophysiology, clinical decision making, hematology, abuse and neglect, patients with special challenges, acute interventions for the home health-care, assessment based management, and crime scene awareness. Material includes 1998 U.S. Department of Transportation, (DOT), National Paramedic Curriculum objectives for Module 1, Units 2,3,6,9, and 10, Module 3, Unit 4, Module 5, Units 2 and 9,

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC0010 COLLEGE PREPARATORY WRITING**SKILLS**

(4)
An overview of the fundamentals of grammar, mechanics, usage, sentence structure, and paragraph development. With a "D" or an "F", a student must repeat the course. Credit for this course may not be used to meet degree requirements. Students must complete the 16-hour lab requirement to receive credit for ENC0010.

Corequisite: ENC0010L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC0010L COLLEGE PREPARATORY WRITING**SKILLS**

(0)
A laboratory component that will supplement classroom instruction in ENC0010. Instruction focuses on the individual needs of the student. Students will have individualized prescriptions depending on the results of the diagnostic test and must complete the 16-hour lab requirement to receive credit in ENC0010.

Pre or Corequisite: ENC0010

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

ENC0021 COLLEGE PREPARATORY WRITING**SKILLS**

(4)
A refinement of grammatical, mechanical, and usage principles including an overview of the strategies of paragraph and essay development. With a "D" or an "F", a student must repeat the course. Credit for this course may not be used to meet degree

requirements. Students must complete the 16-hour lab requirement to receive credit for ENC0021.

Corequisite: ENC0021L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC0021L COLLEGE PREPARATORY WRITING**SKILLS**

(0)
A laboratory component that will supplement classroom instruction in ENC0021. Instruction focuses on the individual needs of the student. Students will have an individualized prescription depending on the results of the diagnostic test and must complete the 16-hour lab requirement to receive credit in ENC0021.

Pre or Corequisite: ENC0021

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

ENC0085 INTEGRATED GRAMMAR & WRITING**SKILLS**

(8)
An integrated grammar and writing skills course for students wishing to complete both two-track college preparatory courses in one semester. Course provides an overview of grammar, mechanics, usage, and paragraph development as well as the refinement of those skills and the writing of multi-paragraph essays. Students who earn a "D" may enroll in ENC0021. Students who receive an "F" must enroll in ENC0010. Students must complete the lab requirement to receive credit in ENC0085. Credit for this course may not be used to meet degree requirements.

Pre or Corequisite: ENC0085L

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC0085L INTEGRATED GRAMMAR AND WRITING**SKILLS**

(0)
A laboratory course that supplements classroom instruction in ENC0085. This course must be taken concurrently with ENC0085. The writing lab hours must be completed in order to receive credit for the class.

Pre or Corequisite: ENC0085

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

ENC1101 COMPOSITION I

(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. 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. Meets Area 1A general education requirements for the A.A. degree. Meets Area 1 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

ENC1102 COMPOSITION II

(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 a documented paper. Students must earn a minimum grade of "C" to meet the requirements of the Gordon Rule. Students must pass either ENC1102 or ENC2210 to fulfill Area 1B general education requirements for the A.A. degree.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENC1905A INDEPENDENT DIRECTED

WRITING

(1)

An independent study for students who need to write 1,000 words to complete their writing requirement.

Lec Hrs = 8 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

ENC1905B INDEPENDENT DIRECTED

WRITING

(1)

An independent study for students who need to write 2,000 words to complete their writing requirement.

Lec Hrs = 8 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

ENC2210 PROFESSIONAL AND TECHNICAL

WRITING

(3)

A composition course focusing on writing for business, science, and technology. Assignments include letters, memos, resumes, reports, proposals, an oral presentation, and the use of graphics. Students use a variety of research and investigative techniques to produce documented papers on science, business or technological subjects. Students must pass either ENC1102 or ENC2210 to fulfill Area 1B general education requirements and Area 7 for the writing requirements for the A.A. degree. Meets Area 5 general education requirement for the A.S. degree. Students must pass with a minimum of "C" or higher to meet the requirements of the Gordon Rule.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENG2101 THE FILM AS LITERATURE

(3)

An examination of the elements of film contrasted to those of literature. The elements of film, visual and otherwise, are presented with representative examples from genre and general films. The course provides an opportunity for viewing significant films and sharing in the evaluation. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. or A.A.S. degree. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENL1202 BRITISH LITERATURE

(3)

Traces the development of the thematic, linguistic, and literary characteristics of British literature up to the 18th century. Emphasis will be placed on Chaucer, Shakespeare, Milton, Swift, and authors that reflect the changing literary canon. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. and A.A.S. degree.

Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENL2022 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 2A and 8 general education requirements for the A.A. degree. Meets Area 2 or 5 general education requirements for the A.S. degree. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ENL2330 INTRODUCTION TO SHAKESPEARE

(3)

A study of the background and texts of Shakespeare's sonnets and plays, Shakespeare's life and the period of time in which he lived, and the structure and content of various Shakespearean plays. Meets Area 2A general education requirements for the

A.A. degree. Meets Areas 2 or 5 general education requirements for the A.A.S./A.S. degree. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ESC1000 EARTH SCIENCE

(3)

An integration of the three classic disciplines of the earth sciences, geology, meteorology, and oceanography, and man's place in the universe. Course will focus on the basic principles governing these disciplines, and the effect of each on man. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Terms I, II, and III. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ESC1000L EARTH SCIENCE LABORATORY

(1)

Laboratory Methods for Earth Science. Meets area 4C general education requirements for the A.A. Degree. Meets the 4 or 5 general education requirements for the A.S. Degree. One, two-hour laboratory weekly. Special fee is charged. Placement by Testing Department or

Pre or Corequisite: ESC1000

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

ESC1002 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. This course will not satisfy the general education requirements for the A.A. degree. Placement by Testing Department or

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EST2224C FIBER OPTIC COMMUNICATIONS

(3)

The study of fiber optic communication systems and devices. Topics include electronic and optical devices, splices and fiber optic cables as well as telecommunications applications of fiber optic systems. Extensive lab experience.

Prerequisite: EET2142C

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

EST2436C BIOMEDICAL INSTRUMENTATION I

(3)

Students will acquire proficiency in biomedical equipment maintenance through classroom and laboratory environment and will gain familiarity with and learn to evaluate, troubleshoot, test, and repair various types of biomedical equipment. Students will also learn to function in a hospital environment through an internship in the biomedical department of a participating hospital or biomedical equipment company.

Prerequisite: CET1123C EET2142C HSC1531

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EST2438C ADVANCED BIOMEDICAL INSTRUMENTATION

(3)

This course is intended to inform students about the theory and operation of instrumentation employed in the medical imaging field such as x-ray machines, CT scanners, Ultrasound, Nuclear Medicine and MRI.

Prerequisite: EST2436C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 24.00

EST2940 BIOMEDICAL ENGINEERING TECHNOLOGY I

(4)

The student will participate in a 13 weeks internship, 24 hours per week at a cooperating hospital. Topics will include

orientation, orientation to biomedical engineering, medical instrumentation theory, safety standards, "hands-on" preventive maintenance procedures and equipment repair activities. The hospital biomedical engineering staff will directly supervise all aspects of this course.

Prerequisite: CET1123C EET2142C HSC1531

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.95

ETC1250C MATERIALS AND PROCESS (3)

Introduces the materials and process 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; and ASTM procedures for testing concrete and steel, soils, and other building materials.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

ETC2450 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ETD1320 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 = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 50.00

ETD2331C 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.

Prerequisite: ETD1320 ETD2350C

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

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: ETD1320

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

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 = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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's approval.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

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 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EUH1001 WESTERN CIVILIZATION (3)

This course surveys the major political, social, economic, cultural and international developments that shaped Western Civilization from the early 17th century to the 21st century. Major topics include the evolution of the European nation-state, the emergence and consequences of modern political ideologies, and the roles of revolution, war, industrialization and technological innovations in an era that saw Europe achieve and then lose world hegemony. May also be taken for honors credit.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EUH2032 HISTORY OF THE HOLOCAUST (3)

An examination of the historical origins, execution, and consequences of the Holocaust. Meets Area 3A or 6 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR1009 ENVIRONMENTAL SCIENCE (3)

Study of the physical environment, its relationship with the biosphere, and man's impact upon natural systems. Meets Area 4A or 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR1858 ENVIRONMENTAL REGULATION (3)

This course deals with the purpose of federal, state, and local environmental law and its impact on South Florida and the larger world community. Reason for protection of the environment, compliance with legislation, and the concept of due diligence are emphasized. Extensive use of the case studies approach will be used to illustrate the application of law. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR1868 ENVIRONMENTAL REGULATIONS II (3)

This course will provide environmental technologists in the hazardous materials and water/wastewater areas with an understanding of the regulations and compliance methods specific to their areas. Topics to be covered will include OSHA, DOT, RCRA, CERCLA, TSCA, FIFRA, EPA, superfund, and clean air, land and water issues. Placement by Testing Department or

Prerequisite: EVR1858

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR1868L ENVIRONMENTAL REGULATIONS II LAB (1)

This course will provide environmental technologists in the hazardous materials area with an actual or simulated experience in applying the regulations and compliance methods specific to their area. Topic to be covered will include OSHA, DOT, RCRA, CERCLA, TSCA, FIFRA, EPA, superfund, and clean air, land and other issues. Special fee charged. Placement by Testing Department or
Prerequisite: EVR1858

Pre or Corequisite: EVR1868

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

EVR2805 HAZARDOUS MATERIALS TOXICOLOGY (3)

This course will provide hazardous materials technicians with an understanding of potential health effects which may result from exposure to various hazardous materials. Topics to be covered will include biological interactions with toxic substances, metabolism of toxic substances, genetic toxicology, systemic toxicology, toxic agents, environmental toxicology, radiation health effects and common chemical hazards. Placement by Testing Department or
Prerequisite: BSC1005 CHM1025

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR2930 ENVIRONMENTAL SCIENCE SEMINAR (1)

Selected current topics in environmental science and related subjects. Placement by Testing Department.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVR2949 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. Pre-requisite: 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. Placement by Testing Department.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVS1671 HAZARDOUS MATERIALS RECOVERY AND DISPOSAL (3)

This course is designed to explain the methods of recovery, incineration and/or disposal of hazardous waste. Topics include contracting with qualified disposal organizations, obtaining permits and ensuring regulatory compliance of hazardous waste. Field trips required.

Prerequisite: CHM1025 EVR1858

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVS1802 INDUSTRIAL WASTE STREAMS (4)

This course will familiarize the student with common categories of industrial process facilities. Using the techniques developed in this course, the student will become familiar with a variety of industrial processes. The student should gain an appreciation for how to reduce the hazardous material waste stream. Field trips required. Instructor permission or
Prerequisite: CHM1025 CHM1025L

Lec Hrs = 64 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

EVS2893C ENVIRONMENTAL SAMPLING AND ANALYSIS (5)

This course provides an introduction to EPA and DEP-approved methods for the collection and analysis of environmental samples. The laboratory is integrated with class theory. Topics include; sampling of water, soils, sediments and hazardous waste; application of field and laboratory-based analytical methods; documentation procedures; method validation including generation of precision, accuracy, and detection limits; writing comprehensive and project-specific quality assurance plans. Prerequisite: CHM1025 CHM1025L

Lec Hrs = 48 Lab Hrs = 64 Oth Hrs = 0 Fees = 20.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1120 FIRE PROTECTION THROUGH BUILDING CO (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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1505 FIRE PREVENTION THEORY AND APPLICAT (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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1510 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1540 FIRE PROTECTION AND DETECTION SYSTEM (3)

This course examines requirements for and testing of fire sprinkler and standpipe systems, chemical systems, detection and alarm systems.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1780 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP1810 FIREFIGHTING TACTICS AND STRATEGY (3)

A study of tactical considerations and strategic options employed in the extinguishment of fires; pre-planning and company level field operations will be analyzed with application of course concepts. 3 hrs. lec.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2111 FIRE CHEMISTRY (3)

Study of the physical and chemical properties of matter, with a particular emphasis on hazardous materials, hydrocarbons, oxidation-reduction chemistry, and residuals of pyrolysis. Topics covered include atomic structure, the periodic table, chemical bonding, chemical measurement, stoichiometry, and the study of chemical properties according to group, class, and reactivity. Sample collection and analysis is included as a practical component of the course. Prerequisite: Municipal Fire Inspector Certification.
Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

FFP2301 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2302 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2401 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2501 HAZARDOUS MATERIALS II (3)

A continuation and expansion of FFP2500 to include radioactive materials, corrosives, pesticides, rocket propellants, and other related materials.
Prerequisite: FFP2401

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2521 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 = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2604 ORIGIN & CAUSE (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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2630 LATENT INVESTIGATION (3)

Study of proper crime scene/fire scene investigation including conduct of appropriate documentation, collection and preservation of evidence, and the qualitative analysis of data to determine whether or not prosecution for the crime of arson is indicated. Special situations/ problems will be examined including the use of explosives, and hazardous materials. Arson for profit will be discussed with a distinction made between civil and criminal situations. Pre-requisite: must be Fire Inspector or Police Officer certified.
Prerequisite: FFP1120 FFP1505 FFP1510 FFP1540 FFP2521

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 0.00

FFP2670 LEGAL ISSUES IN FIRE INVESTIGATIONS (3)

Study of the applicable laws and attending legal considerations associated with the successful prosecution of arson cases. Specific areas of concentration include witness statements, interviews, interrogations, depositions, and written reports. Expert qualification and effective courtroom testimony will be examined and evaluated. Distinctions will be discussed between civil and criminal situations. Students will be required to prepare a case for prosecution from evidence gathered and/or provided in class, and present their testimony in a mock trial activity.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2690 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2710 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2740 TECHNIQUES OF INSTRUCTION IN THE FIRE SERVICE (3)

Study of the instructor's role and responsibility in the teaching/learning process, introduction of teaching/learning styles, job task analysis, learning objectives, lesson planning and development, testing and evaluation, and administration of programs. 3 hrs. Lec.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2741 FIRE SCIENCE COURSE DESIGN (3)

Course covers the principles of effective curriculum design in the Fire Service field. It stresses the principles of adult and student-centered learning. Students learn to design courses and units that address learning, performance, and behavioral objectives as related to Fire Science.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2781 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.
Prerequisite: FFP1780

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2811 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FFP2939 INTRODUCTION TO COMMAND

(3)

A study of principles associated with the Incident Command System (ICS). Discusses how personnel can effectively protect themselves from a variety of potential dangers, perform responder tasks in a situation which combines the elements of a hazardous materials incident and a crime scene, notify and respond to appropriate authorities from local, state, and federal jurisdictions.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 coverage; 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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FIN2050 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FOS2201 FOOD SERVICE SANITATION & SAFETY

(3)

This course provides the student with the basic concepts of food microbiology and food borne diseases. Standards enforced by food regulatory agencies will be identified. All information will lead to the application of measures to prevent food borne illness. This course includes a comprehensive exam leading to national certification.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Area 8 general education requirement for the A.A. degree. Special fee charged.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 15.00

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. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

FRE1121 BEGINNING FRENCH II

(4)

Continuation of FRE1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: FRE1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

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's approval. Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: FRE1120

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meet Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: FRE2220

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

FRE2220 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. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: FRE1121

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

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 = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

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. Instructor's approval or Prerequisite: FSS1221C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Instructor's approval or Prerequisite: FSS1240C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEA2030 GEOGRAPHY OF THE EASTERN WORLD (3)

A regional survey of the human/cultural and physical/environmental aspects of the non-western world including the following regions: North Africa & SW Asia, Sub-Saharan Africa, South Asia, Southeast Asia, East Asia, and the Pacific Island Realm. The characteristics and special problems of each region will be analyzed from a geographical perspective in order to understand global diversity and the forces and issues that help shape the world.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEA2040 GEOGRAPHY OF THE WESTERN WORLD (3)

A regional survey of the human/cultural and physical/environmental aspects of the western world including the following regions: Europe, Russia and the C.I.S., Anglo America, Middle America, South America, and Australia. The characteristics and special problems of each region will be analyzed from a geographical perspective in order to understand

global diversity and the forces and issues that help shape the world.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEB2430 BUSINESS ETHICS (1)

A brief practical approach to recognizing, understanding and solving ethical problems confronting today's business people and organizations. Review the historical development of ethics, examine a variety of ethical dilemmas, and practice resolving them through ethical reasoning. Address reference to statutory and professional codes. Stress logical, responsible decision-making; address individual, organizational and societal needs. 1 hour weekly; or 5-week sessions, 3 hours weekly. 1 hour elective.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEO1000 INTRO DUTION TO GEOGRAPHY (3)

This course is a study of the relationship between humans and their environment. Analysis will specifically target the earth's physical systems including land forms and climates and human impact on the world's natural resources involving a study of cultures, populations, urban land use and conservation projects. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEO2200 PHYSICAL GEOGRAPHY**(3)**

This course serves as an introduction to the manner in which natural systems function at global and regional scales. The course uses a geographical perspective to analyze landforms, climate, the water cycle, and the biosphere, examining spatial relationships and regional variations and addressing spatial patterns of human activity as related to environmental phenomenon.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GEO2420 INTRODUCTION TO HUMAN / CULTURAL GEOGRAPHY**(3)**

This course will introduce students to geographical concepts as applied in human/cultural issues and problems of the world today. Emphasis will be placed on tensions between globalization and ethnic diversity. The systematic approach will offer theories and techniques developed by geographers that assist in understanding both human/cultural interaction and human/environmental interaction.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Area 8 general education requirements for the A.A. degree.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 15.00

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. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

GER1121 BEGINNING GERMAN II**(4)**

Continuation of GER1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree. Special fee charged. Prerequisite: GER1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

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. Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: GER1120

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: GER2220 or equivalent. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GER2220 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. Meets Area 2B and 8 general education requirements for the A.A. degree. Meets Area 2 or 5 general education requirements for the A.S. degree. Prerequisite: GER1121

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

GIS1030 REMOTE SENSING AND APPLICATIONS**(3)**

This course introduces basic concepts and fundamentals of remote sensing, image processing, and the global positioning system (GPS). The principles and processes involved in airphoto interpretation will be reviewed and examined. Image processing techniques will be reviewed from practical and mathematical points of view. The course is intended to provide the student with the background information necessary to successfully use remotely sensed imagery and GPS in conjunction with GIS technology. Prerequisite: Knowledge of Windows operating system.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 8.00

GIS1040C INTRODUCTION TO GEOGRAPHIC INFO**(4)**

The intent of this course is to provide the student with a detailed introduction in geographic information systems (GIS) and support this information with laboratory activities. The course will cover all working knowledge of the theory aspects of geographic information systems including data collection, preprocessing, data management and data analysis as well as an introduction to the application of these systems. Prerequisite: knowledge of Windows operating system.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 16.00

GIS1042C INTRODUCTION TO GEOGRAPHIC INFO**(3)**

This course will build upon the student's fundamental knowledge of GIS gained in the Prerequisite course titled "Introduction to Geographic Information System I". The student will learn how to implement geographic concepts in GIS systems. The course will provide the student with the fundamental of computing and information science systems and cartography. It will introduce the student to the theory and practice of computer-aided cartography. In addition, the student will delve more deeply into data representation, manipulation and presentation.

Prerequisite: GIS1040C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 16.00

GIS1047C APPLICATIONS OF GEOGRAPHIC INFO**(3)**

A combined lecture and laboratory course in which students will draw upon the principles learned in GIS I and GIS II to increase/refine skills and apply them to individual and/or group projects.

Prerequisite: GIS1040C GIS1042C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 32.00

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 Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. One two hour laboratory weekly. Special fee is charged. Placement by Testing Department.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 7.00

GLY1100 HISTORICAL GEOLOGY (3)

An earth systems study of the origin and evolution of the earth and the history of life on our planet. The course encompasses the causes and effects of mass extinction on the history of life, and the role of plate tectonics on the geologic and biologic evolution of earth. Field trips are optional. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GLY1100L HISTORICAL GEOLOGY LAB (1)

One two-hour session per week. Experimental topics include fossils, paleogeography, rock correlation, and interpretation of geologic maps as related to the lectures. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: GLY1010

Pre or Corequisite: GLY1100

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

GRA1120C PUBLICATION DESIGN (3)

This course introduces the student to principles governing page layout and the design of publications. The industry standard software will be used for the production of professional looking publications which may include magazines, news- letters, catalogs, newspapers, books, or annual reports. Topics covered include the basic principles of effective typography; the use of grids; integration of graphics and photos into publications; basic information design principles, working with spot, process color and separations, principles of page assembly and other methodologies to design and produce a variety of single- and multi-page publications.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

GRA1131C APPLIED GRAPHIC DESIGN FOR MULTIMEDIA (3)

This course will give the student an introduction to graphic design for computer screens. Students will use digital image editing software to create effective computer screen design elements. Color theory and visual communication is introduced emphasizing color as it relates to non-print design, calibration, pixel properties, light mixing, additive vs. subtractive color theory. Digital image editing activities include selecting and creating shapes, and using painting techniques.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA1151C DIGITAL ILLUSTRATION (3)

This course addresses the concepts and techniques necessary to create computer-generated illustrations for use in print, web and multimedia applications. Students will work with software packages utilized by professional designers. Assignments include the creation of technical illustrations, business graphics (charts, maps, tables, and diagrams) and art for other applications. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA1201C DIGITAL TYPOGRAPHY (3)

This course is an introduction to computerized typography. The emphasis is on the visual effects of type as a design and communication element. Students will form an understanding of the fundamental rules related to type design, such as kerning and leading. The primary focus of the instruction will be in how type is used in contemporary graphic design applications, but some practice in hand lettering will be included as well as a study of the how various type styles are designed. Also included is a study of font management, postscript, and handling of digital files. Students will solve a variety of problems commonly encountered in the production of a body of type for both print and electronic output.

Prerequisite: GRA1151C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA1721C WEB PROGRAMMING (3)

The student will learn the basics of creating a web site and will progress through the processes of analysis, design, development and implementation of complete web sites using HTML language with the text editors and WYSIWYG web editors. This course includes: introduction to the WWW. Web Programming with HTML, layout and structure of web sites, hyperlinks, multimedia, forms, frames, testing, maintenance and uploading web sites to servers.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

GRA2134C ADVANCED MULTIMEDIA ANIMATION (3)

Continuation of Multimedia Animation to create advanced 2-dimensional animations with Lingo scripting (or other language) to be included in multimedia applications. Students learn advanced techniques which include the following: programming concepts in Lingo (or other language), improved hypertext and buttons, using lists and properties, file input and output, debugging, creating object-oriented movies in window programming, creating scrolling graphic and text, menu bars, and custom cursors, controlling digital video and MIDI, creating games, and understanding Xtras and NetLingo and Shocking files for Internet use. Students will create advanced animations using scripts for output to kiosks, games, CDs, and the Internet.

Prerequisite: GRA2160C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2142C WEB DESIGN (3)

Intended for Art/Graphic Design majors who will apply sound design principles toward delivering images for the world wide web. The student will develop an understanding of how the internet is used by commerce, how it functions in the marketplace, and how Graphic Designers apply their skills to a digital media. The student will create web pages/sites, coordinate web structures, and learn basic web-site management techniques.

Prerequisite: ART1201C ART1300C GRA2190C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 50.00

GRA2143C WEB PUBLISHING II**(3)**

This is an advanced graphics design course in designing web pages. Student will learn to create web pages using HTML focusing on interactivity and usability. Students will work with text, links, color, and images for Internet delivery. Students will also learn and use related technology: JavaScript and Cascading Style Sheets. The class is portfolio driven.

Prerequisite: GRA2841C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2152C ADVANCED DIGITAL IMAGE DESIGN**(3)**

This is an advanced level course where students will solve complex digital imaging, illustration and compositing problems that require both 2D and 3D special affects. Students will be introduced to the fundamentals of creating and animating 3D images using 3D animation and modeling software packages, including creating objects, building models, animating, creating a scene, applying textures and paint, setting lights and cameras and rendering the final animation. Projects will satisfy the current industry client base which demands that a graphic artist conceive a given graphic idea which can be produced in a variety of print outputs, as well as output for the Web, TV and multimedia.

Prerequisite: GRA1151C PGY1801C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2160C MULTIMEDIA ANIMATION**(3)**

Create 2-dimensional animations to be included in multimedia titles. Students learn the windows in the software; how objects can create the illusion of movement; how to auto-animate text; how to coordinate movement, placement, and timing of objects; how to add sound to animation; how to create an animation of a live object, backgrounds, and basic interactions. Students are introduced to a scripting language to coordinate flow of information.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA2161C ADVANCED IMAGE EDITING**(3)**

The student will learn the advanced image processing techniques to prepare images for various output venues for web and multimedia. Multimedia and web developers use sophisticated graphic software (Fireworks and Photoshop with ImageReady or other similar software) to create interactive and stunning visuals that are easily integrated into dynamic multimedia and web pages. Students will learn how to create graphics with vector and bitmap images, apply special effects, build buttons, rollovers, animated gifs, image maps, compare graphic formats, optimize web graphics & palettes. Projects focus on resolution, color management including palettes and bit depth, optimization, image and texture creation, alpha channels for compositing, and special effects. Industry standard software will be used including Photoshop and Fireworks. Prerequisite: GRA1131C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA2162C INTRODUCTION TO 3D ANIMATION**(3)**

This course is an introductory level course in 3D animation. Students create complex animations which are carefully planned through storyboarding and cinematic techniques. Students will complete 3D animation projects and follow the 3D animation process, practicing and applying various features of the 3D animation software package.

Prerequisite: GRA2171C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2171C ADVERTISING AND PROMOTIONAL DESIGN**(3)**

This course will introduce advertising and marketing principles. Students will apply design and technical skills introduced in foundation level classes. The focus will be on solving real-world advertising and promotional problems, carrying projects from initial concept to final presentation of the product. Projects will satisfy the current industry client base which demands that a graphic artist conceive a given graphic idea for production in a variety of print outputs, as well as output for the Web, TV and multimedia. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget.

Prerequisite: GRA1151C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2181C GRAPHIC DESIGN PORTFOLIO**(2)**

This course is designed to develop students' strategies for portfolio presentations to employers and clients, demonstrating their critical analysis skills, technical ability and visual expertise. Students will assemble and evaluate their work in order to develop professional graphic design portfolios. Students will also learn to develop alternate visual strategies as they apply to portfolio requirements set by industry standards. Industry will be consulted on a periodic basis to assist in the identification of portfolio requirements. Prerequisite: GRA2152C

Lec Hrs = 24 Lab Hrs = 24 Oth Hrs = 0 Fees = 25.00

GRA2185C ART DIRECTION AND FINAL PRODUCTION**(3)**

This course is an advanced level course that forms an integral part of the final skills needed to complete the Graphic Design Technology A.S. Degree requirements. It is intended to support the portfolio and internship courses by providing practice in advanced concept formulation and art direction strategies and practical experience in production of their portfolio at a service bureau. Prerequisite: GRA1120C GRA1151C PGY1801C

Corequisite: GRA2181C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

GRA2190C 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.

Prerequisite: ART1201C ART1300C

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

GRA2191C GRAPHIC DESIGN II**(4)**

Production studio techniques for graphic design, featuring preparation of art for reproduction using the computer as a graphic problem-solving tool, combining text, image, and digital design. Intended for art majors who wish to pursue a BFA degree in Graphic Design or want to seek entry employment.

Prerequisite: GRA2190C

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

GRA2403 PRINCIPLES OF PROJECT MANAGEMENT**(3)**

Students in this course will gain a comprehensive understanding of the skills required of project managers. This includes software presentation training, instruction in monitoring and controlling projects, procurement planning techniques, and an introduction to using project management software.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

GRA2404C PRINCIPLES OF PROJECT MANAGEMENT II**(3)**

Students in this course will gain a comprehensive understanding of the use of project management software to: organize a project, schedule milestones, schedule tasks in the appropriate sequences, assign resources and costs to tasks, prepare professional reports, and track/analyze a project's progress. Prerequisite: GRA2403

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

GRA2723C ADVANCED WEB SITE DESIGN**(3)**

This course allows developers, programmers, and designers to visually create and edit data-driven Web sites for multiple server platforms. Developers will use industry standard software (and/or other data-driven applications) to conceptualize and develop dynamic Web sites. Students should have complete knowledge of graphics, HTML and database management before taking this course.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA2724C ADVANCED WEB ANIMATION**(3)**

This course will teach students to write ActionScript that can be executed on any computer running compatible software. These programs will be created using Object-Based Scripting Language and designed to interact over the internet or any other similar network with an appropriate Web Browser. Students will learn ActionScript structure and syntax, how to interact with environment variables, use event handlers, functions, and methods and receive an overview of working with Object-Oriented methodologies. Students will conceptualize and develop interactive websites and games using the full features of ActionScript.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

GRA2841C WEB PUBLISHING**(3)**

This course is a basic course in designing web pages, web site architecture and navigation. Students will be instructed in the most current applications used for production of web pages. Proper coding of the pages using current web tools, with consideration of various platforms, will be provided. A special emphasis will be placed on interactivity design and page layout, and proper use of typography and images for delivery on the Internet. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget. Prerequisite: PGY1801C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

GRA2940C GRAPHIC DESIGN INTERNSHIP**(3)**

This course is a culmination of the Graphic Design Technology two year A.S. Program. Students will learn the necessary business protocol and job interviewing skills that will place them in an internship situation. The intern will work in a studio setting, e.g., advertising agency, graphic design department of a small or large company, commercial printing business, etc. The experience will involve all duties usually associated with the current graphic design profession. Interns are expected to complete project assignments from start to finish with minimal guidance from the sponsoring entity/establishment.

Prerequisite: GRA2152C GRA2181C

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 45.00

HBR1120 BEGINNING HEBREW I**(4)**

Fundamental 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. Meets Area 8 general education requirements for the A.A. degree. Special fee charged. Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

HBR1121 BEGINNING HEBREW II**(4)**

Continuation of Hebrew 1120. Further development of the basic skills. Selected readings in the textbook. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Prerequisite: HBR1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

HBR2201 INTERMEDIATE HEBREW II**(3)**

Review of all basic grammar principles. Emphasis on relative fluency in speaking. Comprehensive reading and writing skills sharpened. Limited cultural and historical information studied in the target language. This course completes the intermediate college level course in modern Hebrew. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: HBR2220

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HBR2220 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. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: HBR1121

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

HCP0110C BASIC NURSING I NURSING ASSISTANT**(4)**

This course is designed to prepare the student for employment as a nursing assistant. The student will perform basic nursing skills in both the college lab and clinical area. Didactic instruction will be taught concurrently. Instructor's approval or Prerequisite: HCP0130

Lec Hrs = 40 Lab Hrs = 0 Oth Hrs = 80 Fees = 72.95

HCP0130 HEALTH CAREERS CORE CURRICULUM**(2)**

The Health Careers Core Curriculum course presents basic knowledge & skills for students majoring in a health science degree program. The course introduces students to a health care delivery system, the health occupations, and teaches basic medical and employability skills.

Lec Hrs = 45 Lab Hrs = 30 Oth Hrs = 0 Fees = 52.00

HCP1930 FUNDAMENTALS OF CARDIAC CATHETERIZATION**(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 years work experience in health related field. BCLS-C Certification.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

HFT1210 SUPERVISORY DEVELOPMENT**(3)**

This course provides training on 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT1700 INTRODUCTION TO TOURISM INDUSTRIES

(3)

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT1941 OPERATIONS AND SERVICE PRACTICUM

(3)

This course requires practical work experience or participation in formalized internship program in related disciplines in a 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 = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2410 FRONT OFFICE SYSTEMS AND PROCEDURES

(3)

This course provides basic training in front office procedures, and focuses on the rooms division of a hotel: front office, housekeeping, guest service, engineering, and security/loss prevention.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2511 CONVENTION AND GROUP BUSINESS MARKET

(3)

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 of facilities and activities to organizers, retailers, and/or consumers are emphasized.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2721 TRAVEL AGENCY MANAGEMENT AND OPERATION

(3)

This course provides familiarization with travel agency operations including the selling, transporting, storing, advertising, planning, and management of travel services. The course also provides hands-on training in computerized reservations (SABRE) and keyboarding, and incorporates key aspects of managing corporate travel.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 make 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 = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HFT2949 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. Prerequisites: 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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1000 INTRO TO HEALTH INFORMATION MANAGEMENT

(2)

This course provides an introduction to learning technologies, learning styles, the program, and the profession, including its history, roles, functions, and ethics. Upon completion, students should be able to use learning technologies, apply learning skills and describe the program and profession.

Prerequisite: BSC1085 BSC1085L

Corequisite: BSC1086 BSC1086L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1110 HEALTH DATA CONCEPTS (3)

This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include: record content and format, analysis, record management, forms design/control, release of information, indexes and registers. Upon completion, students should be able to demonstrate and understanding of health record systems, including their maintenance and control.

Pre or Corequisite: HIM1000 HIM1300

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 3.00

HIM1253 CODING: BEGINNING (4)

This beginning course is designed to provide an introduction into basic coding and coding guidelines. The course will focus on defining basic coding definitions, review of coding guidelines, introduction to billing methodology and application of codes to specific basic coding assignments using ICD, CPT, and HCPCS.

Prerequisite: BSC1086 BSC1086L HIM1435

Corequisite: HIM1260

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1260 HEALTH INSURANCE BILLING (2)

This course covers federal, state, and private health insurance plans including managed care. Topics include: the processing cycle of health insurance claims, completion of the 1500 billing form, reimbursement methodologies, introduction to diagnosis and procedure coding systems, and legal and ethical issues. Upon completion, students should be able to apply billing principles to accurately and ethically receive appropriate reimbursement for services.

Prerequisite: HIM1300 HSC1531

Corequisite: HIM1253

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1300 HEALTHCARE DELIVERY SYSTEMS (3)

This course is an introduction to the historical development, current structure, operation, financing, and future directions of the major components of the U.S. health care delivery system. A population perspective is used. Upon completion, students should be able to identify the major components, issues and trends in the U.S. healthcare delivery system. Prerequisite: BSC1085 BSC1085L Corequisite: HIM1000 HIM1435

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM1435 PATHOPHYSIOLOGY (3)

This course covers the nature, cause, and treatment of human diseases including the diagnostic and therapeutic modalities used for each. Typical health record data is interpreted. Basic Pharmacological management of various diseases are presented. upon completion, students should be able to demonstrate an understanding of the diagnosis, management and documentation of human diseases.

Prerequisite: BSC1085 BSC1085L HSC1531

Corequisite: BSC1086 BSC1086L HIM1300

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 35.00

HIM1800 PROFESSIONAL PRACTICE EXPERIENCE: B (2)

This is an introductory level course giving the students their initial supervised Professional Practice experience in the health information management department. Emphasis is on record assembly, analysis, filing, admission and discharge procedures. Basic doing will be addressed. Upon completion, the student shall have an understanding of the daily functional operations of a health information management department. Each student will

be responsible for completion of a Professional Practice I Workbook.

Prerequisite: HIM1253 HIM1260

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.45

HIM2012 LAW AND ETHICS (2)

This course focuses on the impact of legal and ethical issues in health information management. Topics include an overview of the branches of government, tort law; confidentiality and release of information, subpoenaed information; record retention and security; information consent; liability; patient rights; negligence and malpractice; and ethics. Upon completion, students should be able to comply with legal requirements and be aware of legislative and regulatory trends.

Prerequisite: HIM1110 HIM1300

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2110 ELECTRONIC MEDICAL RECORD AND TECHNOLOGY (2)

This course will review the history of the electronic health record and current trends in healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper-based health record to an electronic health record and associated issues.

Prerequisite: HIM1800

Corequisite: HIM2012 HIM2652

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2214 HEALTH STATISTICS (2)

This course covers the collection, compilation, analysis, verification, and display of health care statistics. Topics include: the use of statistics, basic statistical principles, commonly computed rates, vital statistics, uniform reporting requirements, data display, ethics, and the role of the HIM department. Upon completion, students should be able to collect, calculate, analyze, present, and report statistical data.

Prerequisite: HIM1110 MAT0024

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2232 CODING: INTERMEDIATE (3)

This intermediate coding course is designed to build onto the HIM1253 Beginning Coding course by enhancing the student's quality of coding and understanding of sequencing for ICD-9-CM and CPT codes. DRG logic, APCs, RBRVs, PPS and other reimbursement strategies will be researched and discussed. Coding and billing compliance will be discussed.

Prerequisite: BSC1086 BSC1086L HIM1253

Corequisite: HIM2214

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2234 CODING: ADVANCED (3)

This is an advanced coding course giving the student extensive 'hands-on' experience in coding complex and sophisticated cases from inpatient, outpatient and physician office settings typically handled by the coding specialist on the job. Emphasis will be placed on quality of specific coding, sequencing, coding compliance and billing methodology. Students will be expected to code assigned cases utilizing the ICD-9-CM and CPT coding manuals and automated coder/grouper. All coding exercises will be timed, conducted and verified in the classroom.

Prerequisite: BSC1086 BSC1086L HIM2232

Corequisite: HIM2810

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 35.00

HIM2500 PERFORMANCE IMPROVEMENT (2)

This course is an introduction to the principles of performance improvement and quality management in health care. Topics

include: clinical quality improvement; utilization management; risk management; medical staff credentialing and peer review; accreditation standards; laws and regulations; tools for data collection, analysis, and display; and the role of the HIM department. Upon completion, students should be able to apply performance improvement techniques; collect, analyze, and display data; and support a range of quality management activities. Prerequisite: HIM2012

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2512 SUPERVISION & ORGANIZATIONAL LIFE (2)

This course covers management and supervision principles as they are applied to healthcare settings. A study of the aspects and techniques of planning, organizing, motivating, and controlling is presented with emphasis on communication, collaboration, and decision making.

Prerequisite: HIM2012

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2652 HEALTH INFORMATION SYSTEMS (3)

This course is an introduction to information technology related to healthcare and the automated tools and techniques for collecting, storing, and retrieving data. Topics include: system analysis, design, and security; file structure, networking, telecommunications, document imaging, medical informatics, the electronic health record, and implementation issues. Activities include HIM computer applications. Upon completion, students should be able to assist in the design, implementation, evaluation, and maintenance of automated information systems in healthcare.

Prerequisite: CGS1100 HIM1800

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIM2810 PROFESSIONAL PRACTICE 2 (2)

This class is a continuation of the supervised a professional practice experience in a health information management department. Emphasis is on health information systems, coding, and law and ethics. upon completion, students should be able to apply health information theory to practice. Each student will be responsible for completion of a Professional Practice II Workbook.

Prerequisite: HIM1800 HIM2012 HIM2232

Corequisite: HIM2234

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 64 Fees = 20.95

HIM2930 TRANSITION SEMINAR (1)

This course will focus on assisting the student to begin integration into the health information management field by exploring career options, developing a professional development plan, creating a resume, exploring credentialing requirements, and preparing the student to leave the classroom and enter the workplace. Activities conducted in the classroom will assist the student to enter the workplace as a team player with a positive attitude and team communication skills. The course will introduce the student to the preparation needed to sit for the RHIT National Examination by AHIMA.

Prerequisite: HIM2234 HIM2810

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIS2939 SPECIAL TOPICS IN HISTORY (3)

The content of this course will vary, to be determined by the instructor of record. The course is intended to offer students the opportunity for in-depth study of specialized areas and topics in history.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIS2950 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.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIS2955 HISTORY STUDY ABROAD (3)

A combination of classroom preparation plus foreign travel. Variable content depending on countries visited. Historical background and travel preparation will be included.

Prerequisite: instructor's approval.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HIS2956 HISTORY TRAVEL STUDY (6)

The same general description applies to this course as is given to the History Study Abroad offered for three semester hours. However, a longer itinerary to be visited will necessitate more extensive course requirements.

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 2.00

HLP1087 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, PEM1141, PEM1146, PEM1171, or instructor's approval.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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 Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSA2810L PRACTICUM IN HEALTH FACILITY ADMINI (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.

Prerequisite: ACG2001 HSA2111 HSC1531 HSC1949 MAN2021 MNA2345

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 272 Fees = 12.00

HSCI101C INTRODUCTION TO HEALTHFUL LIVING (1)

This course provides a personalized introduction to wellness; wellness components of flexibility, muscular strength/endurance, cardiovascular wellness, and body composition; nutrition, weight management, stress management,

and how students can apply this information to ensure healthful living. Opportunities are provided to learn updated information on coronary heart disease, cancer, and HIV-AIDS to assess one's personal wellness status through health related fitness and nutrition assessments.

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 5.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSCI1531 MEDICAL TERMINOLOGY (3)

Provides a broad survey of the language of medicine in the health science professions. Emphasis is placed on the building of medical terms from word parts. Pronunciation is practiced utilizing a CD provided with the textbook.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSCI949 HEALTH SERVICE WORK EXPERIENCE (20)

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 A.S. degree in Health Service Management.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 0.00

HSC2100 PERSONAL AND COMMUNITY HEALTH (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. Elective credit only.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HSC2660 COMMUNICATION FOR INTERDISCIPLINARY HEALTH TEAMS (2)

An introductory course for healthcare professionals working with interdisciplinary teams. Students will study the dynamics of interdisciplinary teams, quality customer relations, ethical and legal considerations and therapeutic communication skills. Note: Registration limited to students currently enrolled in the second year of an allied health program.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

HUN1202 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 permission of the instructor. 3 hrs. lec. Term I, II, and III.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

IDH2121 HONORS INTERDISCIPLINARY STUDIES IN (3)

The Honors Interdisciplinary Studies Seminar is the capstone course in the Honors Program. In this course Honors students have the opportunity to integrate critical and analytical skills that will enable them to evaluate diverse ideas, information and research from an interdisciplinary perspective. The study topic will vary and will be structured around a specific theme; such as time period, an event or series of events, or a broad cultural concept. Course content will emphasize the relationships of knowledge in any combination of the following discipline groups: Mathematics/ Science, Social Science and Behavioral Science and Liberal Arts. Emphasis will be placed on interdisciplinary activities in composition, communication, technology and research. Activities may include written projects, group projects, presentations, community service, research and/or field trips.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IDS2931 INTERDISCIPLINARY LEADERSHIP STUDIES (3)

This seminar focuses on the refinement of leadership skills, provides an enhanced leadership and group dynamics theory and will assist the student in developing a personal philosophy of leadership and awareness of the moral and ethical responsibilities of leadership. Topics include decision making, goal setting, building trust, empowering others, conflict resolution, managing change, team building, and servant leaders. Reading and films from classic works in literature, contemporary and multi-cultural writing, and experiential learning exercises with current leadership theories and practices. Includes a service learning component, a shadowing experience, and a journal that highlights the students' entire leadership experience, both in and out of class, consisting of written responses to each of the classic works and contemporary reading assignments, specific critical analyses of films and other assignments as given in the class.

Prerequisite: ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IND1022 PRINCIPLES OF INTERIOR DESIGN (3)

This introductory studio course examines the role of the interior designer, the psychology of space, color and client interactions. Emphasis is placed on exploration of the elements and principles of basic design and their application in the process of shaping and defining interior space and development of a basis for critical design analysis.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IND1229C INTERIOR DESIGN CONSTRUCTION DOCUMENTATION (3)

In this course students learn to read and develop drawings necessary for the construction of interior projects. Emphasis is

placed on the proper use of line weights, graphic symbols, specification, notation, dimensioning and cross referencing of documentation to complement architectural construction documentation.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

IND1429 INTERIOR MATERIALS (3)

In this course students will survey the properties and uses of interior finish materials, both textile and non-textile, and their application in residential and commercial installations. Focus is placed on industry practice in selection and fabrication of interior surfaces and furniture elements.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IND1607C ERGONOMIC ENVIRONMENTS (3)

This course provides an in-depth analysis of ergonomic planning principles in special purpose spaces and for people with special needs.

Pre or Corequisite: IND1022

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

IND2210C INTERIOR DESIGN STUDIO (3)

In this course students will apply design and communication skills to create and present a complete design for a specific client. Selection of furnishings and cabinetry as well as fabrics/finishes are developed and applied to the overall design scheme.

Prerequisite: IND1020 IND1607C IND1229C

Pre or Corequisite: IND1429

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

IND2230C DESIGN DEVELOPMENT (3)

In this course the student will develop a comprehensive set of working drawings for interior design project and become familiar with building codes as they relate to construction drawings using the computer as a drafting tool. Emphasis will be placed on development of complete documentation of the design solution as appropriate to communicate specification and fabrication information to the construction industry.

Prerequisite: IND1022 IND1607C IND1229C IND1429

Pre or Corequisite: IND2210C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

IND2501 INTERIOR DESIGN INDUSTRY PRACTICES (2)

The course familiarizes students with the everyday business, legal and financial considerations of the design industry. Course covers operations, designer/client/vendor/professional consultant/contractor relationships; government and statutory rules and regulations, contract analysis, insurances, fees, and public relations.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

IND2945 INTERNSHIPS IN DESIGN INDUSTRY (1)

The course is a culmination of the Interior Design Technology Advanced Technical Certificate. Students will work in two separate positions in the interior design industry, e.g. professional designer's office, kitchen or bath design firm, retail sales of interior design elements, general contractor's interior design services division, and/or design element fabricator, etc.

Pre or Corequisite: IND2501

Lec Hrs = 16 Lab Hrs = 256 Oth Hrs = 0 Fees = 0.00

INP1390 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 other. Also introduces the student to current psychological applications in the fields of testing, advertising, selling, market research, morale, personnel work, employee selections and training, and supervisory practices.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

ITA1121 ELEMENTARY ITALIAN II (4)

Continuation of ITA1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Prerequisite: ITA1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

JOU1100 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: Permission of instructor or

Prerequisite: ENCI101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

JOU1207L 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.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU1400L NEWSPAPER PRACTICUM I (1)

Practical application of news writing and editing principles through work with college media. Instructor's approval or

Prerequisite: JOU1100

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU1401L NEWSPAPER PRACTICUM II (2)

Continuation of JOU1400L. Students may take JOU1400L and JOU1401L during the same term. Instructor's approval or Pre or Corequisite: JOU1400L

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

JOU1402L 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. Instructor's approval or Prerequisite: JOU1400L JOU2200

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

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: Instructor approval or Prerequisite: JOU1207L

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU1441L MAGAZINE PRACTICUM II (1)

Continuation of JOU1440L. Instructor's approval or Prerequisite: JOU1440L

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

JOU2200 NEWSPAPER EDITING AND MAKEUP (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. Instructor's approval or Prerequisite: JOU1100

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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 Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

JST1700 THE HOLOCAUST (3)

The historical, political, literary, religious, and philosophical dimensions of the Holocaust.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

JST2815 HISTORY OF MODERN ISRAEL (3)

This 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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LAH1004 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 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LAH1005 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 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI1000 INTRODUCTION TO RECREATION (3)

This course acquaints the individual with the recreation organization and opportunities for leaders in the field.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI1260 INTRODUCTION TO OUTDOOR RECREATION (3)

This course will introduce students to the career opportunities available in the field of outdoor recreation/adventure education.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI1700 RECREATION FOR SPECIAL GROUPS (3)

An overview of the characteristics and needs of members of special groups and how to plan and implement recreational activities appropriate for each group.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI2401 RECREATION MANAGEMENT (3)

A course primarily designed for the student to learn about the different aspects of managing recreational programs and events. The student will be exposed to the many and varied needs of developing a quality program or event.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LEI2731C RECREATION THERAPY (2)

An overview of various therapies that can be useful in a recreational setting.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

LEI2861 RECREATION TECHNOLOGY AND EQUIPMENT (3)

The rapid growth of technology and sophistication of equipment, necessitate the recreation specialist to keep abreast of developments in the market place. This course is designed to expose students to hardware, software, and equipment that are commonly used in centers across the nation to attract participants in recreational activities. Opportunities are provided for a hands-on learning experience in this technology and equipment.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIN1670 ENGLISH GRAMMAR

(3)

A course designed for those desiring more intensive work in grammar and syntax than composition courses provide. Includes the study of grammatical principles and theory and application of those principles in student writing. May be taken by public school teachers for recertification. Special fee charged.

Prerequisite: ENC0021

Lec Hrs = 48 Lab Hrs = 8 Oth Hrs = 0 Fees = 5.00

LIT1171 JEWISH LITERATURE I: 1800 TO THE HOLOCAUST

(3)

A 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. May be used for study abroad. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT1172 JEWISH LITERATURE II: HOLOCAUST TO THE PRESENT

(3)

A study 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 and Appelfeld. May be used for study abroad. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT1370 THE BIBLE AS LITERATURE

(3)

A study of literary forms found in the Bible, such as history, biography, short story, parable and lyric poetry. Basic literary analysis of selected portions of the Bible. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2020 INTRODUCTION TO THE SHORT STORY

(3)

A discussion of the themes in short stories from many countries of the world. May include such authors as Poe, Borges, Camus, Chekhov, Fuentes, Mishima, O'Connor, Bambara, Walker, Kafka, and De Maupassant. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. and A.A.S. degrees. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2030 GREAT IDEAS IN POETRY

(3)

A view of poetry as an exploration into the depth of human experience. Audio-visual materials, guest speakers, and field trips may be utilized. Students read and discuss the aesthetics of poetry. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2110 WORLD LIT THROUGH RENAISSANCE

(3)

A survey of selected masterpieces of world literature before 1610. Includes excerpts from the Old and New Testaments and authors such as Sappho, Sophocles, Ovid, Confucius, Lao Tzu, Dante, Boccaccio, Aesop, Homer and Shakespeare. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. and A.A.S. degrees. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2120 WORLD LIT RENAISSANCE TO PRESENT

(3)

A survey of selected masterpieces of world literature since 1610. Includes such authors as Rousseau, Franklin, Wollstonecraft, Tolstoy, Lessing, Camus, Achebe, Yeats, Neruda, Voltaire and Marquez. Meets Areas 2A and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. and A.A.S. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2310 LITERATURE OF THE SUPERNATURAL AND SCIENCE FICTION

(3)

An introduction to the literature of science fiction, fantasy, and the supernatural. Includes authors such as Stoker, Lovecraft, Asimov, Bradbury and Tolkein. Meets Area 2A general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Includes authors such as Poe, Christie, Doyle, and Hammett. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2510 MALE FEMALE IMAGES IN LITERATURE

(3)

An exploration of the ways literature represents and perpetuates sex roles and stereotypes. Readings include drama, short stories, novels, and poetry from classical to contemporary. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2935 SEMINAR IN LITERATURE

(3)

Literary topics of special interest to students. Course offerings may be in such areas as western literature, the study of the greater novels, or ethnic literature. Class discussions may also include films. Prerequisite: Eligibility for ENC1101

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

LIT2953 TRAVEL SEMINAR IN LITERATURE

(3)

A combination of classroom preparation plus travel. Variable content depending on area to be visited. Prerequisite: Eligibility for ENC1101 and instructor's approval

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC1105 COLLEGE ALGEBRA

(3)

A college algebra course containing topics such as solving, graphing and applying linear and quadratic equations and inequalities; exponential and logarithmic properties; linear, quadratic, rational, absolute value, and square root functions; operations, compositions, and inverses of functions; and systems of equations and inequalities, all with applications throughout the course. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

MAC1114 TRIGONOMETRY

(3)

This course, in conjunction with MAC1140, is designed to prepare the student for the study of calculus. Topics include a functional approach to trigonometry; trigonometric equations;

trigonometric identities; solving triangles; DeMoivre's Theorem; vectors; polar coordinates; and parametric equations. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAC1105

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC1140 PRE CALCULUS ALGEBRA (3)

This course, in conjunction with MAC1114, is designed to prepare the student for the study of calculus. Topics include sequences; series; mathematical induction; matrices; determinants; and systems of equations. Also included are polynomial, rational, exponential, and logarithmic functions and equations; and polynomial and rational inequalities. Functions and graphs are emphasized. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAC1105

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC1147 PRECALCULUS ALGEBRA AND TRIGONOMETRY (5)

This course is designed to satisfy the dual requirements of MAC1114 and MAC1140, thus preparing the student for the study of calculus. In this course the student will study various function families (e.g. polynomial, exponential, logarithmic, trigonometric) from both analytic and graphical viewpoints, and will use them to model real-life situations. The student will be exposed to additional topics that will deepen their mathematical understanding, including systems, augmented, matrices, sequences and series, and parametric functions. A graphing calculator may be required. Recommendation of the Mathematics Department or at least a grade of 'B' in the Prerequisite course is required.

Prerequisite: MAC1105

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC2233 CALCULUS FOR BUSINESS, SOCIAL AND LIFE SCIENCES (3)

This is a general education course which includes the college-level skills of calculus such as: functions, graphs, limits, differentiation, integration, average and instantaneous rates of change, and other applications. Meets Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAC1105

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC2311 CALCULUS AND ANALYTICAL GEOMETRY I (5)

This is the first of a three-course sequence in calculus. Students may need to a graphing calculator throughout the sequence of courses. Topics include: analytic geometry, functions, limits, continuity, derivatives and their applications, transcendental functions, antiderivatives, and definite integrals. Certain sections of this course may require the use of a graphing calculator. Meets 5 credits of Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in each of the Prerequisite courses is required.

Prerequisite: MAC1114 MAC1140

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC2312 CALCULUS AND ANALYTICAL

GEOMETRY II (5)

This is the second of a three-course sequence in calculus. Topics include techniques of integration, conics, polar coordinates, indeterminate forms, L'Hopital's Rule, proper integrals, infinite series, parametric equations, improper integrals, vectors, volume, arc length, surface area, work, and other applications of integration. A graphing calculator may be required in certain sections of this course. Meets 5 credits of Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAC2311

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAC2313 CALCULUS AND ANALYTICAL

GEOMETRY II (4)

This is the third of a three-course sequence in calculus. Topics include vectors in 3 space, 3 dimensional surfaces, multivariate functions, cylindrical and spherical coordinates, multiple integrals, partial derivatives, vector fields, Green's Theorem, and Stokes' Theorem. A graphing calculator may be required in certain sections of this course. Meets 4 credits of Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAC2312

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAD2104 DISCRETE MATHEMATICS (3)

This course will emphasize mathematical theory, formal methods of proof, and applied problem-solving techniques. Topics include formal proof, sets, logic, functions, probability, relations, graphs, trees, and Boolean algebra.

Prerequisite: MAC1140

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAN2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by students and employer. Prerequisites: 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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAP2302 DIFFERENTIAL EQUATIONS (3)

Topics include the classification, solution and application of differential equations, including numerical methods, Laplace transforms, linear systems, and series solutions. Meets Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required. This course may be taken for honors credit with the permission of the instructor.

Prerequisite: MAC2312

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 service.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 area of foreign market analysis, target market identification, product planning, promotion, and channels of distribution.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Meets Area 5A of the general education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in each of the Prerequisite courses is required. This course may be taken for honors credit with the permission of the instructor.

Prerequisite: MAC1114 MAC1140

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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, geometric and algebraic skills. This course includes college-level academic skills in arithmetic and geometry and is nontransferable. Credit for this course may not be used to meet degree requirements.

Corequisite: MAT0012L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAT0012L PRE ALGEBRA LAB (0)

A laboratory course that will supplement classroom instruction in MAT0012. Instruction will focus on the individual needs of the student.

Pre or Corequisite: MAT0012

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 20.00

MAT0020 INTEGRATED ARITHMETIC AND ALGEBRA (8)

A course which combines the arithmetic and algebra skills of MAT0012 and MAT0024. This course includes all mathematics skills necessary for entry into college-level mathematics. Arithmetic topics include operations with real numbers, fractions, decimals, exponents, geometry, measurement systems, percents, and ratios. Algebra topics include sets, polynomial operations, factoring, solving and graphing linear equations and inequalities, operations with quadratic equations, and applications of all concepts. Credit for this course may not be used to meet degree requirements.

Corequisite: MAT0020L

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAT0020L INTEGRATED ARITHMETIC AND ALGEBRA LAB (0)

A laboratory course that will supplement classroom instruction in MAT0020. Instruction will focus on the individual needs of the student.

Pre or Corequisite: MAT0020

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

MAT0024 ELEMENTARY ALGEBRA (4)

A course to help students learn the basic algebra skills needed for college-level mathematics courses. The student will utilize his/her knowledge of arithmetic and algebra for applications problems. Topics include sets; linear and quadratic equations and linear inequalities; exponents; factoring; rational expressions; radical expressions; graphing of linear equations; and systems of equations. Certain sections of this course will use teaching software; such sections will occur in an automated and interactive environment. Credit for this course may not be used to meet degree requirements. Suitable placement test score or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAT0012

Corequisite: MAT0024L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MAT0024L ELEMENTARY ALGEBRA LAB (0)

A laboratory course that will supplement classroom instruction in MAT0024. Instruction will focus on the individual needs of the student and consist of computer aids, video tapes, and tutor support.

Pre or Corequisite: MAT0024

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 20.00

MAT1033 INTERMEDIATE ALGEBRA (3)

A continuation of algebra containing topics such as factoring; operations with rational expressions; absolute value; exponents, radicals, and roots; complex numbers; linear and quadratic equations and linear inequalities; graphs; systems of equations; and functions, all with applications throughout the course. Certain sections of this course will use teaching software; such sections will occur in an automated automated and interactive environment. Meets 3 hours of elective credit for the A.A. degree. Suitable placement score or at least a grade of "C" in MAT0024 (or MAT0020) is required.

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

MCB2010 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: Four hours of coursework in the biological

sciences, including laboratory, and three hours of chemistry, with a minimum grade of "C". Meets Area 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: BSC1085 BSC1085L CHM1032

Pre or Corequisite: MCB2010L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MCB2010L MICROBIOLOGY LABORATORY (1)

This lab course will complement Lecture topics and include the application of fundamental techniques in the isolation cultivation, and identification of microorganisms. Prerequisite: Four hours of coursework in the biological sciences, including Laboratory, and three hours of chemistry, with a minimum grade of "C". Two 1.5 hour sessions per week. Meets Area 4C general education requirements for the A.A. degree. Meets Area 4 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: BSC1085 BSC1085L CHM1032

Pre or Corequisite: MCB2010

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 45.00

MEA0005 INTRODUCTION TO MEDICAL ASSISTING (1)

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: program admission.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0204 CLINICAL PROCEDURES (2)

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.

Pre or Corequisite: HSC1531 MEA0204L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0204L CLINICAL PROCEDURES LABORATORY (2)

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.

Pre or Corequisite: HSC1531 MEA0204

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 20.00

MEA0242 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (2)

An introduction to medications, their classifications, dosage, administration, and the legal and ethical considerations applied.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

MEA0255 MEDICAL OFFICE PROCEDURES I (1)
Lecture portion of MEA0255L includes discussions in a classroom setting regarding urinalysis, microscopy, specimen collection and preparation, and basic office Microbiology/Bacteriology. Consists of 4 hours of lecture on a mini-semester.

Prerequisite: MEA0005 MEA0204 MEA0204L

Pre or Corequisite: MEA0255L MEA0271

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

MEA0255L MEDICAL OFFICE LAB PROCEDURES I (1)

Laboratory portion of MEA0255. Includes practice regarding urinalysis, and basic office Microbiology/Bacteriology. Consists of 4 hours of laboratory on a mini-semester. Professional uniform required.

Prerequisite: MEA0204 MEA0204L MEA1233

Pre or Corequisite: MEA0255

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 20.00

MEA0256 MEDICAL OFFICE PROCEDURES II (1)
Lecture portion of MEA0256L. Includes instruction in basic office hematology, immunology and chemistry. Professional uniform and shoes required.

Prerequisite: MEA0204 MEA0204L MEA0255 MEA0255L

Pre or Corequisite: MEA0256L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

MEA0256L MEDICAL OFFICE LAB PROCEDURES (1)

Lab portion of MEA0256. Includes laboratory practice of basic office hematology, immunology and chemistry. Professional uniform and shoes required.

Prerequisite: MEA0204 MEA0204L MEA0255 MEA0255L

Corequisite: MEA0256

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 20.00

MEA0258 RADIOLOGY FOR THE MEDICAL ASSISTANT (2)

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 = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0259 RADIOLOGY FOR MEDICAL ASSISTING PART II (2)

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.

Prerequisite: MEA0258

Pre or Corequisite: MEA0259L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

MEA0259L RADIOLOGY FOR MEDICAL ASSISTING PART II LAB (1)

Practical application of the principles of radiation protection, radiographic technique, film handling and processing, darkroom operation, radiographic positioning and procedures related to the upper extremities, lower extremities, and chest.

Prerequisite: MEA0258

Corequisite: MEA0259

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 20.00

MEA0271 ADMINISTRATIVE OFFICE PROCEDURES (2)

Deals with financial management of the medical office. Basic Accounting procedures consisting of pegboard, billing, collections, coding, payroll processing, banking and medical transcription application are included. Students will be provided with the opportunity to learn fundamentals of health insurance practice in filing insurance claims, diagnostic and procedural

coding, setting appointments, managing the medical record, processing mail and other financial responsibilities associated with the medical office. Discussion regarding the different types of insurance and manage care plans and general clerical functions will be included. Medico legal and ethical responsibilities regarding financial aspects of the medical office will be studied.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0271L ADMINISTRATIVE OFFICE PROCEDURES LAB

(1)

Laboratory portion of MEA0271. Deals with financial management of the medical office. Basic accounting procedures consisting of pegboard, billing, collection, coding payroll processing, banking and medical transcription application are included. Students will be provided with the opportunity to learn fundamentals of health insurance, practice in filling insurance claims, diagnostic and procedural coding, setting appointments, managing the medical record, processing mail and other financial responsibilities associated with the medical office. Discussion regarding the different types of insurance and manage care plans and general clerical functions will be included. Medico legal and ethical responsibilities regarding the financial aspects of the medical office will be studied.

Corequisite: MEA0271

Pre or Corequisite: HSC1531

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 10.00

MEA0382 MEDICAL LAW AND ETHICS

(1)

The ethics of medicine and medical practice are studied. Legal requirements and implications to the medical professional are stressed. Prerequisite: Program Admissions.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0540 BASIC ELECTROCARDIOGRAPHY FOR MEDICAL ASSISTANT

(1)

This course will discuss a brief history of electrocardiography, a brief discussion of the cardiovascular system, the role of the Medical Assistant, the care and use of the electrographic (EKG) machine, positioning the patient, electrical hazards, normal EKG pattern, identifying and reporting abnormal EKG patterns and mounting the EKG. Ambulatory cardiac monitors will be studied.

Corequisite: MEA0540L

Pre or Corequisite: HSC1531

Lec Hrs = 37 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA0540L BASIC ELECTROCARDIOGRAPHY FOR MEDICAL AASSISTANT

(1)

Laboratory portion of MEA0540. This course will emphasize the role of the Medical Assistant, the care and use of the electrographic (EKG) machine, positioning the patient, electrical hazards, normal EKG pattern, identifying and reporting abnormal EKG patterns and mounting the EKG.

Corequisite: MEA0540

Pre or Corequisite: HSC1531

Lec Hrs = 0 Lab Hrs = 38 Oth Hrs = 0 Fees = 10.00

MEA0800 EXTERNSHIP IN MEDICAL ASSISTING

(7)

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 in Term I. Corequisite: all courses suggested in Term II.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 224 Fees = 30.00

MEA0952 SEMINAR IN MEDICAL ASSISTING

(0)

Lecture course designed to serve as a review for medical assisting students in preparation for their national certification examination. Selected areas of the curriculum will be emphasized as needed. Corequisite: MEA0800

Lec Hrs = 26 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MEA1233 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.

Corequisite: HSC1531

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MGF106 MATHEMATICS FOR LIBERAL ARTS I

(3)

This is a general education course which includes the college-level skills not included in the courses MAT0012 Pre-Algebra, MAT0024 Elementary Algebra, and MAT1033 Intermediate Algebra. This course will include topics in logic; geometry; set theory; probability; and statistics. This course will also emphasize applications to real world situations and the integration of other disciplines, including (but not limited to) business and the physical sciences. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

MGF107 MATHEMATICS FOR LIBERAL ARTS II

(3)

This is a general education course which includes college-level skills not included in the courses MAT0012 Pre-Algebra, MAT0024 Elementary Algebra, and MAT1033 Intermediate Algebra. The course will include selected topics from mathematics of finance; linear and exponential functions; number systems; history of mathematics; theory of numbers; graph theory; numerical methods and algorithms; game theory; and student project(s) (strongly recommended). This course will also emphasize applications to real-world situations and the integration of other disciplines, including (but not limited to) business and physical sciences. (Note: Liberal Arts Math I is not a Prerequisite for this course). Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MKA0043C CUSTOMER ASSISTANCE I

(2)

The purpose of this course is to provide the knowledge and skills necessary to prepare students for employment in positions in the customer care service field. Emphasis is placed on developing proficiency in the following skill based groups: computer, telephone, interpersonal communication, conflict resolution, problem solving, stress management, and employability.

Lec Hrs = 50 Lab Hrs = 25 Oth Hrs = 0 Fees = 0.00

MKA0047C CUSTOMER SERVICE REPRESENTATIVE

(2)

The purpose of this course is to provide the knowledge and skill necessary to prepare students for employment in positions in the customer care service field. This course is designed to build upon the experiences and content of Customer Assistance I. Emphasis is placed on developing supervisory skills for the customer care specialist positions.

Lec Hrs = 50 Lab Hrs = 25 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

**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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

**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: MKA1930 MKA2931

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Co-operative Education Office to obtain registration approval.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

**MLT1525C 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.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 88 Fees = 37.95

MLT2624 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. 1 hr. per week. Term II only.

Pre or Corequisite: MLS2624L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNAI134 CONTACT CENTER OPERATIONS**(3)**

This course will prepare students for employment as Contact Center Representatives in the field of Contact/Customer Service. Students will be able to proficiently act as information processing operators on a windows based micro- computer. Written and oral communication, computer essentials, and customer service skills will be enhanced with an emphasis throughout on quality performance in the learning environment and in the workplace.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

**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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNA1821C INTRODUCTION TO E-COMMERCE**(3)**

This course examines the history, basic, tools, and other important issues surrounding the many forms of Electronic Commerce. The students develop skills and gain knowledge and experience with a networked community designed for business function and transactions. Subject areas include: types of E-Commerce; E-Marketing; E-Accounting; E-Customer Service; effective E-Commerce solutions and the development process.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MNA1822C MANAGEMENT OF E-COMMERCE**(3)**

This course examines the management functions unique to Internet marketing and sales. Subject area include infrastructure knowledge; technical requirements; designing security solutions; content management; successful commercial packages; and the globalization of E-Commerce.

Prerequisite: MNA1821C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MNA1948 INDUSTRY WORK EXPERIENCE (27)
Students with a postsecondary adult vocational certificate or equivalent may receive credit based on departmental review. Credits may apply only to students seeking an A.S. or A.A. in Industrial Management Technology.
Lec Hrs = 0 Lab Hrs = 300 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNA2823C E-COMMERCE CASE STUDIES (3)
Students will develop an E-business firm build a site for that business, and compare businesses in various industries. They will learn how an E-Business compared to an contrasts from a land-based business with a hands-on approach.
Prerequisite: MNA1822C
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MNA2824C E-COMMERCE PRACTICUM (3)
An internship with a corporation, non-profit or governmental agency allowing the student to gain professional experience that will help integrate the theory and practice of information systems. Internships must be approved by the department chair or another appointed designee.
Prerequisite: MNA2823C
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MNA2905 INDEPENDENT STUDY IN INDUSTRIAL MANAGEMENT (3)
A directed study course available to both majors and non-majors who wish to investigate a particular concern or related issue in the field of Industrial Management. The student will make application for the course to the program manager.
Prerequisite: All students must contact the Program Manager to obtain registration approval.
Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

MNA2949 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 learning objectives and employer evaluations. Prerequisite: Program Manager approval. All students must contact the program manager to obtain registration approval
Lec Hrs = 0 Lab Hrs = 144 Oth Hrs = 0 Fees = 0.00

MSL1001 FOUNDATIONS OF OFFICERSHIP (2)
Army ROTC: Examines the unique duties and responsibilities of officers, and the organization and role of the Army, reviews skills pertaining to fitness and communication, and analyzes Army values and expected ethical behavior.
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

MSL1002 BASIC LEADERSHIP (2)
Army ROTC: Presents fundamental leadership concepts and doctrine, student will practice basic skills that underlie effective problem solving and examine the officer experience.
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

MSL2101 INDIVIDUAL LEADERSHIP STUDIES (2)
Army ROTC: Develops knowledge of self, self-confidence, individual leadership skills, problem solving and critical thinking

skills, and improves communication and conflict resolution skills.
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSL2102 LEADERSHIP AND TEAMWORK (2)
Army ROTC: Focuses on self-development by gaining knowledge of self and group processes and by challenging current beliefs, knowledge and skills.
Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

MSS0001 MEDICAL ETHICS AND STANDARDS FOR MA (0)
Course presents a detailed exploration of ethics and professionalism as it related to massage therapy, focusing on the development and application of appropriate professional boundaries and the psychological dimensions of the client-therapist relationship. Licensure, national certification, professional organizations, malpractice insurance, sexuality, cultural diversity, and the other concepts related to ethical practice are discussed.
Lec Hrs = 15 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0150 ANATOMY AND PHYSIOLOGY OF BODY SYSTEM (1)
The structure and function of human organ systems as they service of massage therapy are presented. Basic pathophysiology of the major body systems and organs as they apply to massage therapy are discussed in relationship to appropriate care by the massage therapist. Systemic contraindications, local contraindications and cautions that influence massage are presented.
Lec Hrs = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0156 ANATOMY AND PHYSIOLOGY FOR MASSAGE (1)
Course provides an opportunity for students to develop an applied understanding of neuromusculoskeletal anatomy. Postural analysis is presented. Students study the major muscles of the body, their origins, insertions, tendons of attachment, and actions; as well as associated bones, bony landmarks and stabilizing ligaments for each joint. Planes of movement and lever classification are discussed.
Prerequisite: MSS0150
Corequisite: MSS0156L
Lec Hrs = 45 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0156L ANATOMY AND PHYSIOLOGY MASSAGE THERAPY (2)
Course provides integration of neuromusculoskeletal anatomy into therapeutic application of massage. Massage techniques are presented sequentially with review of positioning, appropriate strokes, ethical situations, appropriate draping, etc. Throughout the course, charting and interviewing skills are taught and practiced.
Lec Hrs = 0 Lab Hrs = 60 Oth Hrs = 0 Fees = 25.00

MSS0250 INTRODUCTION TO MASSAGE THERAPY (0)
Course presents an introduction to the massage therapy profession. Effective and appropriate communication techniques for management of the client-therapist relationship; communication skills necessary for working with colleagues in the health care community; and responsibility to the professional community and one's own community, through civic participation and membership in a professional association are discussed. The theory and history of massage therapy are explored.

Pre or Corequisite: MSS0001 MSS0250L
Lec Hrs = 15 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0250L INTRODUCTION TO MASSAGE

THERAPY LAB

(5)

Course explores the effects, precautions and variations associated with basic massage strokes and issues associated with touch and trust. Students learn how to perform a full body massage that includes the five basic Swedish massage strokes and variations plus compression and fascia release. Proper draping, lubrication, bolster use and turning procedures during the massage are also taught as well as appropriate use of pressure, rhythm and movement to enhance the massage's effects. The ability to locate areas of tension or discomfort in clients is developed. Efficient body mechanics, hygiene and self-care while performing massage are practiced. Introductory record keeping as well as centering and breathing techniques are presented.

Pre or Corequisite: MSS0001 MSS0250

Lec Hrs = 0 Lab Hrs = 170 Oth Hrs = 0 Fees = 45.95

MSS0281 ALLIED MODALITIES

(0)

Basic principles of allied modalities such as Polarity Therapy, Asian massage, trigger point therapy, deep tissue massage, reflexology, myofascial massage, muscle energy technique and others are explored as well as demonstrated. Specific techniques are related to the activities or needs of unique populations as appropriate, including older adults, children, persons with disabilities, and athletes. Introduction to the basic elements of other natural health care disciplines is presented.

Prerequisite: MSS0250 MSS0250L

Pre or Corequisite: MSS0281L

Lec Hrs = 15 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0281L ALLIED MODALITIES LAB

(4)

Students learn how to help promote relaxation and relieve muscle tension via palpation as well as by determining joint range of motion, and then applying massage, exercise and stretching to support normal motion, muscle tone and relaxation. General techniques for full body and seated massage are practiced. Emphasis continues on the development of correct body mechanics, injury prevention, table management, draping methods, and charting. Hands-on skills in several modalities such as reflexology, manual lymph drainage and neuromuscular therapy are developed.

Prerequisite: MSS0250 MSS0250L

Pre or Corequisite: MSS0281

Lec Hrs = 0 Lab Hrs = 120 Oth Hrs = 0 Fees = 0.00

MSS0300 HYDROTHERAPY MODALITIES

(0)

The therapeutic use of superficial heat and cryotherapy is discussed with an emphasis on developing an ability to make professional judgments about the application of the appropriate modality for each client situation. The history of hydrotherapy and principles of hydrotherapeutic applications and equipment, indications, contraindications are discussed. Basic principles of ultrasound, interferential current, TENS and electrical stimulation are presented.

Prerequisite: MSS0250 MSS0250L

Pre or Corequisite: MSS0300L

Lec Hrs = 15 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MSS0300L HYDROTHERAPY MODALITIES LAB

(1)

Practical experience in the use of ice, heat and hydrotherapies is provided. Application of physical agents modalities are practiced with emphasis on proper technique, safety, indications and contraindications.

Prerequisite: MSS0250 MSS0250L

Pre or Corequisite: MSS0300

Lec Hrs = 0 Lab Hrs = 45 Oth Hrs = 0 Fees = 33.95

MSS0803L MASSAGE THERAPY CLINICAL PRACTICUM

(3)

Course encourages the synthesis and integration of principles and techniques learned across the curriculum. Students provide comprehensive massage therapy services in the Massage Therapy lab under direct supervision, including specific upper and lower body techniques. Introduces the experience of working in a massage clinic including learning principles of relating to clients, keeping records, determining fees, billing insurance, marketing and building a massage practice, maintaining hygiene standards and other activities. Students participate in case conferences and/or other professional discussions. In addition to laboratory sessions, students are required to engage in practice message sessions outside of scheduled class hours, and must complete a minimum community service requirement.

Lec Hrs = 0 Lab Hrs = 110 Oth Hrs = 0 Fees = 45.95

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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; linear and quadratic functions; ratios 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.

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

MTB1325 ENGINEERING TECHNOLOGY MATH I

(4)

This is the first course in a two term sequence for Electronics and Computer engineering technology students. Topics include Euclidean geometry, algebra, exponents and radicals, graphing, trigonometry, vectors, complex numbers, and straight line concepts. Calculators will be used to solve problems after the basic principles have been mastered.

Prerequisite: MAT0024

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTB1326 ENGINEERING TECHNOLOGY MATH II

(4)

This is the second course of a two term sequence designed for Computer and Electronics engineering technology students. Topics include systems of linear equations, factoring and fractions, roots and radicals, quadratic equations, complex numbers, exponentials and logarithms, trigonometry, analytical geometry and linear inequalities. Calculators will be used to solve problems after the basic principles have been mastered.

Prerequisite: MTB1325

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTB1370 MATH TOPICS FOR HEALTH RELATED PROFESSIONALS

(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.

Pre or Corequisite: NUR1020

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MTG2206 COLLEGE GEOMETRY (3)

A college geometry course emphasizing Euclidean Geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs, constructions, and graphs involve line segments, angles, triangles and polygons, parallel and perpendicular lines, slope of lines, circles, and similarity. Trigonometry is presented in terms of right angle relationships; logic is the basis for deductive reasoning in proofs of theorems; and lines and other geometric figures are graphed in the rectangular coordinate system. Unless a requirement or elective in an A.A. degree program, the transfer credit status of this course would be evaluated by the receiving institution.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Pre or Corequisite: MUT1111

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.

Pre or Corequisite: MUT1111

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUG2101 CONDUCTING (2)

The elementary theory and practice of the technique of conducting.

Prerequisite: MUT1111 MUT1241

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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).

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUH2111 MUSIC HISTORY AND LITERATURE (3)

A survey course tracing the history of music from antiquity through the 18th century, showing the significance of music's development resulting from social, international and cultural influences. Meets Areas 2E and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

MUH2112 MUSIC HISTORY AND LITERATURE (3)

A survey course tracing the history of music from the beginning of the 19th century to the present, showing the significance of music's development resulting from social, international and cultural influences. Meets Area 2E and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 2E and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 50.00

MUM1601C ADVANCED RECORDING ENGINEERING (3)

Advanced application of recording and mix down techniques incorporating the use of overdubs and bouncing tracks after laying down original tracks. Applications of editing techniques.

Prerequisite: MUM1600

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 100.00

MUM2700 INTRODUCTION TO MUSIC BUSINESS (3)

An introduction to the history, principles and practices of the music industry. A systematic survey of the career options in the music industry. Topics include recording, publishing, licensing, copyrights, promotions, arts managements, music and instrument merchandising, contracts, music in mass communication, the internet and the music industry, live performance on a local and national basis, career options and career development with emphasis on commercial enterprise.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1180 CONCERT 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.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1210 SYMPHONY ORCHESTRA (1)
Open by audition to all students, faculty and members of the community who play an orchestral instrument. Chairs assigned by the conductor. 3 hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1310 COLLEGE SINGERS (1)
Open to all college students by audition. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Corequisite: MUN1310 or MUN1380
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1341 SEAHAWK SINGERS (1)
A select vocal ensemble performing a variety of literature including jazz and pop. Open to all students by audition. May be taken four times for transfer credit.
Corequisite: MUN1310 or MUN1380
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1380 BROWARD CHORAL SOCIETY (1)
Open to all student, faculty and members of the community who have experience in the art of singing. Three hours rehearsal weekly. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUN1780 JAZZ/POP ENSEMBLE (1)
Enrollment is determined by the director through audition. Study and performance of music associated with the popular music, show presentation and dance band fields. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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 A.A. degree general education requirements.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUO1502 OPERA PRODUCTION (1)
Open to all college students by audition. The study and performance of opera literature. May be taken four times for transfer credit.
Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MUS2342 INTRODUCTION TO COMPUTER MUSIC (3)
An introduction to the creation and performance of music using computers and MIDI technology. Prerequisite: basic keyboard skills and music reading ability.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

MUS2930 MUSIC: SPECIAL TOPICS (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 MUS2930 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.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

- 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.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1111 MUSIC THEORY I (3)**
A course on music theory and related keyboard skills. Emphasis on diatonic materials.
Pre or Corequisite: MUT1241
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1112 MUSIC THEORY II (3)**
A continuation of MUT1111.
Prerequisite: MUT1111
Corequisite: MUT1242
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1241 EAR TRAINING AND SIGHT SINGING I (1)**
A course in the development of sight singing and ear training skills.
Corequisite: MUT1111
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT1242 EAR TRAINING AND SIGHT SINGING II (1)**
A continuation of MUT1241.
Prerequisite: MUT1241
Corequisite: MUT1112
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUT2116 MUSIC THEORY III (3)**
Continuation of MUT1112. Concentration on chromatic materials, musical forms, and 20th century techniques.
Prerequisite: MUT1112
Corequisite: MUT2246
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT2117 MUSIC THEORY IV (3)**
Continuation of MUT2116.
Prerequisite: MUT2116
Corequisite: MUT2247
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MUT2246 EAR TRAINING AND SIGHT SINGING III (1)**
A continuation of MUT1242.
Prerequisite: MUT1242
Corequisite: MUT2116
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUT2247 EAR TRAINING AND SIGHT SINGING IV (1)**
Continuation of MUT2246.
Prerequisite: MUT2246
Corequisite: MUT2117
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MUT2641 JAZZ THEORY AND IMPROVISATION I (3)**
A study of the materials and structure of jazz music and the development of improvisational skills.
Prerequisite: MUT1111
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

- MUT2642 JAZZ THEORY AND IMPROVISATION II (3)**
A study of the materials and structure of jazz music and the development of improvisational skills.
Prerequisite: MUT2641
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00
- MBV1110 BRASS TECHNIQUES (1)**
Basic instruction in brass. One hour lesson per week and two hours of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MBV1211 TRUMPET (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MBV1212 FRENCH HORN (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MBV1213 TROMBONE (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MBV1214 BARITONE HORN (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MBV1215 TUBA (1)**
One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MBV1311 PRINCIPAL TRUMPET I (1)**
Applied instruction in trumpet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MBV1312 PRINCIPAL FRENCH HORN I (1)**
Applied instruction in French horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MBV1313 PRINCIPAL TROMBONE I (1)**
Applied instruction in trombone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB1314 PRINCIPAL BARITONE HORN I (1)

Applied instruction in baritone horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB1315 PRINCIPAL TUBA I (1)

Applied instruction in tuba for the music principal. One hour lesson per week and two hours practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2221 TRUMPET (1)

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2222 FRENCH HORN (1)

One half hour lesson weekly and one hour practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2223 TROMBONE (1)

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2224 BARITONE HORN (1)

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2225 TUBA (1)

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVB2321 PRINCIPAL TRUMPET II (1)

Applied instruction in trumpet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2322 PRINCIPAL FRENCH HORN II (1)

Applied instruction in French horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2323 PRINCIPAL TROMBONE II (1)

Applied instruction in trombone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than music Appreciation. Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2324 PRINCIPAL BARITONE HORN II (1)

Applied instruction in baritone horn for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVB2325 PRINCIPAL TUBA II (1)

Applied instruction in tuba for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ1210 JAZZ PIANO / SECONDARY (1)

One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ1211 JAZZ VOICE SECONDARY (1)

One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ1213 JAZZ GUITAR / SECONDARY (1)

One half-hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ1214 ELECTRIC BASS / SECONDARY (1)

One hour lesson weekly and two hours of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVJ1310 PRINCIPAL JAZZ PIANO I (1)

Applied instruction in jazz piano for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ1311 PRINCIPAL JAZZ VOICE I (1)

Applied instruction in jazz voice for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVJ1313 PRINCIPAL JAZZ GUITAR I (1)

Applied instruction in jazz guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

- MVJ1314 PRINCIPAL ELECTRIC BASS I (1)**
Applied instruction in electric bass for the music principal. One hour lesson per week and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVJ2220 JAZZ PIANO (1)**
One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVJ2223 JAZZ GUITAR (1)**
One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVJ2224 ELECTRIC BASS (1)**
One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVJ2320 PRINCIPAL JAZZ PIANO II (1)**
Applied instruction in jazz piano for the music principal. One hour lesson per week and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVJ2323 PRINCIPAL JAZZ GUITAR II (1)**
Applied instruction in jazz guitar for the music principal. One hour lesson weekly and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVJ2324 PRINCIPAL ELECTRIC BASS II (1)**
Applied instruction in electric bass for the music principal. One hour lesson weekly and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVK1011 BASIC PIANO (1)**
Basic instruction in piano. One hour lesson per week and two hours of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVK1111 PIANO CLASS (1)**
Basic piano skills for the beginning student. Meets Area 7 A.A. degree general education requirements.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MVK1112 PIANO CLASS II (1)**
Basic piano skills for the intermediate student. Two hours weekly. Meets Area 7 A.A. degree general education requirements.
Prerequisite: MVK1111
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00
- MVK1211 PIANO (1)**
One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVK1213 ORGAN (1)**
One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVK1311 PRINCIPAL PIANO I (1)**
Applied instruction in piano for the music principal. One hour lesson per week and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVK1313 PRINCIPAL ORGAN I (1)**
Applied instruction in organ for the music principal. One hour lesson per week and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVK2221 PIANO (1)**
One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVK2223 ORGAN (1)**
One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00
- MVK2321 PRINCIPAL PIANO II (1)**
Applied instruction in piano for the music principal. One hour lesson per week and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVK2323 PRINCIPAL ORGAN II (1)**
Applied instruction in organ for the music principal. One hour lesson per week and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVO1070 APPLIED MUSIC JAZZ COACHING (1)**
Applied music jazz coaching on the student's instrument. One hour lesson per week and two hours practice daily. By permission of the instructor. Corequisite: Any music course (MUx) other than Music Appreciation.
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00
- MVP1011 BASIC PERCUSSION (1)**
Basic instruction in percussion. One hour lesson per week and two hours of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.
Corequisite: MVK1211
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVP1211 PERCUSSION (1)

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVP1311 PRINCIPAL PERCUSSION I (1)

Applied instruction in percussion for the music principal. One hour lesson per week and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVP2221 PERCUSSION (1)

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVP2321 PRINCIPAL PERCUSSION II (1)

Applied instruction in percussion for the music principal. One hour lesson per week and two hours of practice daily.
Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1110 STRING TECHNIQUES (1)

Basic instruction in strings. One hour lesson per week and two hours of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1116 GUITAR CLASS (1)

Class instruction in beginning classical guitar techniques. Meets Area 7 A.A. degree general education requirements.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MVS1211 VIOLIN (1)

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1212 VIOLA (1)

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1213 CELLO (1)

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1214 STRING BASS (1)

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1215 HARP (1)

One half hour lesson weekly, and one hour of practice daily. Course scheduled on demand. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1216 CLASSICAL GUITAR (1)

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS1311 PRINCIPAL VIOLIN I (1)

Applied instruction in violin for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1312 PRINCIPAL VIOLA I (1)

Applied instruction in viola for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1313 PRINCIPAL CELLO I (1)

Applied instruction in cello for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1314 PRINCIPAL STRING BASS I (1)

Applied instruction in string bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1315 HARP (1)

One hour lesson weekly, and two hours of practice daily. Class offered on demand. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS1316 PRINCIPAL CLASSICAL GUITAR I (1)

Applied instruction in classical guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2126 GUITAR CLASS (1)

Class instruction in intermediate guitar techniques.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MVS2221 VIOLIN (1)

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2222 VIOLA**(1)**

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2223 CELLO**(1)**

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2224 STRING BASS**(1)**

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2225 HARP**(1)**

One half hour lesson weekly, and one hour practice daily.
Course scheduled on demand. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2226 CLASSICAL GUITAR**(1)**

One half hour lesson weekly and one hour of practice daily.
Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVS2321 PRINCIPAL VIOLIN II**(1)**

Applied instruction in violin for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2322 PRINCIPAL VIOLA II**(1)**

Applied instruction in viola for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2323 PRINCIPAL CELLO II**(1)**

Applied instruction in cello for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2324 PRINCIPAL STRING BASS II**(1)**

Applied instruction in string bass for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2325 PRINCIPAL SOPHOMORE HARP**(1)**

Applied instruction in harp for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVS2326 PRINCIPAL CLASSICAL GUITAR II**(1)**

Applied instruction in classical guitar for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVV1011 BASIC VOICE**(1)**

Basic instruction in voice. One hour lesson per week and two hours of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation. Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVV1111 VOICE CLASS**(1)**

Fundamentals of voice production and building of solo repertoire. Meets Area 7 A.A. degree general education requirements. Term I, II and III.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

MVV1211 VOICE**(1)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVV1311 PRINCIPAL VOICE I**(1)**

Applied instruction in voice for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVV2221 VOICE**(1)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVV2321 PRINCIPAL VOICE II**(1)**

Applied instruction in voice for the music principal. One hour lesson weekly and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW1110 WOODWIND TECHNIQUES**(1)**

Basic instruction in woodwinds. One hour lesson per week and two hours of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Corequisite: MVK1211

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW1211 FLUTE**(1)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW1212 OBOE**(1)**

One half hour lesson weekly and one hour of practice daily. Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW1213 CLARINET**(1)**

One half hour lesson weekly and one hour of practice daily.
 Corequisite: Any music course (MUx) other than Music Appreciation.
 Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW1214 BASSOON**(1)**

One half hour lesson weekly and one hour of practice daily.
 Corequisite: Any music course (MUx) other than Music Appreciation.
 Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW1215 SAXOPHONE**(1)**

One half hour lesson weekly and one hour of practice daily.
 Corequisite: Any music course (MUx) other than Music Appreciation.
 Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW1311 PRINCIPAL FLUTE I**(1)**

Applied instruction in flute for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW1312 PRINCIPAL OBOE I**(1)**

Applied instruction in oboe for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW1313 PRINCIPAL CLARINET I**(1)**

Applied instruction in clarinet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW1314 PRINCIPAL BASSOON I**(1)**

Applied instruction in bassoon for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW1315 PRINCIPAL SAXOPHONE I**(1)**

Applied instruction in saxophone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW2221 FLUTE**(1)**

One half hour lesson weekly and one hour of practice daily.
 Corequisite: Any music course (MUx) other than Music Appreciation.
 Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW2222 OBOE**(1)**

One half hour lesson weekly and one hour of practice daily.
 Corequisite: Any music course (MUx) other than Music Appreciation.

Lec Hrs = 8 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW2223 CLARINET**(1)**

One half hour lesson weekly and one hour of practice daily.
 Corequisite: Any music course (MUx) other than Music Appreciation.
 Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW2224 BASSOON**(1)**

One half hour lesson weekly and one hour of practice daily.
 Corequisite: Any music course (MUx) other than Music Appreciation.
 Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW2225 SAXOPHONE**(1)**

One half hour lesson weekly and one hour of practice daily.
 Corequisite: Any music course (MUx) other than Music Appreciation.
 Lec Hrs = 0 Lab Hrs = 8 Oth Hrs = 0 Fees = 50.00

MVW2321 PRINCIPAL FLUTE II**(1)**

Applied instruction in flute for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW2322 PRINCIPAL OBOE II**(1)**

Applied instruction in oboe for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW2323 PRINCIPAL CLARINET II**(1)**

Applied instruction in clarinet for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW2324 PRINCIPAL BASSOON II**(1)**

Applied instruction in bassoon for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

MVW2325 PRINCIPAL SAXOPHONE II**(1)**

Applied instruction in saxophone for the music principal. One hour lesson per week and two hours of practice daily. Prerequisite: Audition. Corequisite: Any music course (MUx) other than Music Appreciation.
 Corequisite: MVK1211
 Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 100.00

NMT1002 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY**(3)**

Introduces the student to the field of nuclear medicine. Review of CPR and first aid; determine vital signs; how to provide patient care; monitor life support equipment; take and record case histories; and apply universal precautions. Prerequisites: Program Admission.
 Pre or Corequisite: NMT1002L.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT1002L INTRODUCTION TO NUCLEAR MEDICINE LAB (1)

Introduces the student to the fundamentals of clinical nuclear medicine primarily through practice of material that is learned in NMT1002. Prerequisite: Program Admission.

Pre or Corequisite: NMT1002

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

NMT1312 NUCLEAR MEDICINE RADIATION PROTECTION (3)

Designed to assure compliance with local, state, and federal regulations; follow appropriate protection procedures; perform area surveys and wipe tests; decontamination procedures; dispose of radioactive waste; practice personnel monitoring of radiation exposure; darkroom techniques; follow approved procedures for identifying and labeling.

Prerequisite: NMT1002 NMT1002L

Pre or Corequisite: NMT1814

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT1814 NUCLEAR MEDICINE CLINICAL EDUCATION (3)

Continuation of NMT1002L that places the student in a clinical site where they will become acquainted with radiation protection and safety along with patient procedures.

Prerequisite: NMT1002

Pre or Corequisite: NMT1312

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 50.95

NMT1824 NUCLEAR MEDICINE CLINICAL EDUCATION (2)

Continuation of NMT1814. Student will perform routine quality control and quality assurance procedures.

Prerequisite: NMT1312 NMT1814

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 37.95

NMT2061 NUCLEAR MEDICINE (3)

Comprehensive testing, discussions and refinement of knowledge of all aspects of Nuclear Medicine technology complementary to national and state certification and professional competency.

Prerequisite: NMT2573 NMT2706L NMT2844

Pre or Corequisite: NMT2854

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2102 NUCLEAR MEDICINE ADMINISTRATION (2)

Student will be introduced to the administrative duties required of a Nuclear Medicine Technologist. Some areas that will be covered include patient scheduling; radioisotope ordering; recordkeeping and reporting; scheduling and testing; communication; patient and clinician satisfaction.

Prerequisite: NMT2130 NMT2485 NMT2705L

Pre or Corequisite: NMT2573 NMT2706L NMT2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2130 NUCLEAR MEDICINE RADIOPHARMACY (3)

Student will understand how to maintain radio-pharmaceutical laboratory records and materials; obtain a generator eluate; prepare radio-pharmaceuticals and perform quality control tests; dispose of radioactive waste appropriately; demonstrate an understanding of ordering pharmaceuticals in appropriate dosage and effective time frame. Prerequisite: Program Admission.

Pre or Corequisite: NMT2485 NMT2705L NMT2834

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2485 NUCLEAR MEDICINE METHODOLOGY (3)

Study of biological effects associated with exposure to ionizing radiation and an introduction to the fundamentals of physics to include radiation sources, radiation/matter interaction modes, cellular, tissue and the total body biological response patterns.

Prerequisite: Program Admission.

Pre or Corequisite: NMT2130 NMT2705L NMT2834

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2534 NUCLEAR MEDICINE INSTRUMENTATION (3)

Integrates and correlates the principles of electrical and nuclear physics associated with operation and calibration of radiation detection devices employed in nuclear medicine.

Pre or Corequisite: NMT2130 NMT2485 NMT2705L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2573 NUCLEAR MEDICINE QUALITY CONTROL/QUALITY ASSURANCE (3)

Student will perform quality control testing of imaging systems; calibrate and operate scintillation counters; calibrate and operate gas-filled detectors; perform quality assurance testing of routine imaging and procedures.

Prerequisite: NMT2130 NMT2485 NMT2705L

Pre or Corequisite: NMT2102 NMT2706L NMT2844

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NMT2705L NUCLEAR MEDICINE LAB I (1)

Practical and hands-on approach to Nuclear Medicine Methodology and Nuclear Medicine Instrumentation. Student will utilize the instrumentation involved in delivering nuclear medicine to the patient. Prerequisite: Program Admission.

Pre or Corequisite: NMT2130 NMT2485 NMT2834

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 29.00

NMT2706L NUCLEAR MEDICINE LABORATORY II (1)

Practical hands-on approach to Quality/Assurance. Student will utilize the instrumentation involved in delivering nuclear medicine services to the patient.

Prerequisite: NMT2130 NMT2485 NMT2705L

Pre or Corequisite: NMT2102 NMT2573 NMT2844

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

NMT2834 NUCLEAR MEDICINE CLINICAL EDUCATION (2)

Continuation of NMT1824 with a progression of experience from the elementary aspects to moderately refined procedures.

Prerequisites: Program Admission.

Pre or Corequisite: NMT2130 NMT2485 NMT2705L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 37.95

NMT2844 NUCLEAR MEDICINE CLINICAL EDUCATION (3)

Continuation of NMT2834; student will be exposed to computer enhanced imaging studies and interpretation.

Prerequisite: NMT2130 NMT2485 NMT2705L

Pre or Corequisite: NMT2102 NMT2573 NMT2706L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 45.95

NMT2854 NUCLEAR MEDICINE CLINICAL EDUCATION (3)

Continuation of NMT2844; student will perform complex patient examinations and unassisted routine procedures.

Prerequisite: NMT2102 NMT2573 NMT2706L

Pre or Corequisite: NMT2061

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 45.95

NMT2863 NUCLEAR MEDICINE CLINICAL EDUCATION (2)

Prepares students to make dose calculations, prepare radio-pharmaceuticals, perform in-vivo diagnostic procedures, radiation safety, disposal of radioactive materials and quality control procedures.

Pre or Corequisite: NMT2573 NMT2706L NMT2844

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 0.00

NUR1020 NURSING PROCESS I (3)

A theoretical course for the beginning nursing student. Nursing process provides the students with the fundamentals of nursing including such basic skill as health assessment, health teaching, and legal aspects of nursing practice, communication techniques, the nursing process, and the role of the nurse as a member of the health care team. This course also includes explanation of specific physiological and psychological human needs as hygiene, sleep and rest, sensory, grief and loss, and self-concept and the nurse's role in assisting a person meet these needs, while sensitive to cultural diversity, human dignity, and developmental progression.

Prerequisite: CHM1032 ENC1101

Pre or Corequisite: BSC1086 BSC1086L MTB1370

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1020L NURSING PROCESS I CLINICAL LAB (2)

A clinical course for the beginning nursing student. Initially skills are learned in simulation lab and then the student is introduced to direct patient care in an inpatient setting. The emphasis is on care of the adult experiencing medical/surgical situations. The focus is practical application and transference of the theoretical concepts covered in Nursing Process I.

Corequisite: MTB1370 NUR1020 NUR1210

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 95.95

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 CHM1032 ENC1101

Pre or Corequisite: BSC1086 BSC1086L NUR1021L

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1210 NURSING PROCESS II (3)

The second in a series of theoretical courses for the beginning nursing student. This course builds on previously learned concepts and introduces more sophisticated nursing interventions related to medication administration, care of patient experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis, and care of the surgical patient.

Prerequisite: BSC1086 BSC1086L MTB1370 NUR1020

Pre or Corequisite: NUR1020L NUR1210L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1210L NURSING PROCESS II CLINICAL LAB (2)

The second in a series of clinical courses building on previously learned concepts while incorporating more sophisticated nursing interventions related to medication administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation,

mobility, asepsis, and care of the surgical patient. Course activities focus on nursing care of the adult patient experiencing medical/surgical situations.

Prerequisite: BSC1086 BSC1086L MTB1370 NUR1020

Pre or Corequisite: NUR1020L NUR1210

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 95.95

NUR1220 HEALTH ALTERATIONS I (3)

Health Alterations 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: BSC1086 BSC1086L NUR1210 NUR1210L

Pre or Corequisite: NUR1220L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1220L HEALTH ALTERATIONS I CLINICAL LAB (2)

Health Alterations 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: BSC1086 BSC1086L

Pre or Corequisite: NUR1220

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 120.95

NUR1271 COMM 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 12.00

NUR1272 COMMUNITY HEALTH: COMMUNITY HEALTH (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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 12.00

NUR1273 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 12.00

NUR1310 PEDIATRIC NURSING**(3)**

This pediatric course is designed to provide an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1310L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR130L PEDIATRIC NURSING LAB**(2)**

This clinical course provides the student with an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1310

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 120.95

NUR1420L TRANSITION HEALTH CARE OF WOMEN CLIENT**(1)**

This clinical course is for the LPN student and will enable students to apply 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.

Pre or Corequisite: NUR1421

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 56 Fees = 122.95

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

Pre or Corequisite: NUR1421L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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

Pre or Corequisite: NUR1421

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 120.95

NUR1500L TRANSITION PSYCHIATRIC NURSING CLINICAL**(1)**

This clinical course provides the LPN student with a definition and understanding of the psychiatric patient. The nursing process is utilized to present pathological condition. Therapeutic modalities are included.

Prerequisite: NUR1220

Pre or Corequisite: NUR1524

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 56 Fees = 110.95

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

Pre or Corequisite: NUR1524L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR1524L NURSING CARE OF THE PSYCHIATRIC PATIENT**(2)**

This clinical course provides the student with a definition and understanding of the psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

Prerequisite: NUR1220 NUR1220L

Pre or Corequisite: NUR1524

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 120.95

NUR1731L TRANSITION PEDIATRIC NURSING CLINICAL**(1)**

This clinical course provides the LPN student with an understanding of growth and development through the stages of childhood and the application of the nursing process through these stages.

Prerequisite: NUR2000L NUR2020

Pre or Corequisite: NUR1310

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 56 Fees = 122.95

NUR2000L TRANSITION NURSING I CLINICAL LAB**(2)**

The student shall be responsible for providing care of a selected group of patients, being aware of legal and ethical issues pertinent to their care and effecting change as necessary. It will be essential for the student to examine his/her own values and methods of communication in attempting to problem-solve patient situations. Observational experiences, written assignments, and performance exams may be included in this course.

Prerequisite: BSC1086 BSC1086L CHM1032 ENC1101

Pre or Corequisite: MTB1370 NUR2020

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 123.10

NUR2020 TRANSITION NURSING I**(2)**

This theoretical course for the LPN covers the following concepts: nursing process, legal aspects of nursing, communication techniques, computer concepts, and the role of the ADN registered nurse.

Prerequisite: BSC1086 BSC1086L CHM1032 ENC1101

Pre or Corequisite: MTB1370 NUR2000L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2062 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 = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2201 TRANSITION NURSING II**(5)**

This theoretical course for the LPN covers the following concepts: application of the nursing process in the care of clients with alterations of mobility, skin integrity, ingestion, metabolism elimination, and neuro-endocrine regulatory mechanisms.

Prerequisite: BSC1086 BSC1086L NUR2020 NUR2000L

Pre or Corequisite: NUR2201L

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2201L TRANSITION NURSING II CLINICAL

LAB (2)

Clinical Lab will provide the student with the opportunity to apply the nursing process in the clinical area to adult patients with alterations in mobility, skin integrity, neuro-regulatory mechanisms, and metabolic/endocrine/ gastrointestinal functions.

Prerequisite: BSC1086 BSC1086L NUR2000L NUR2020

Pre or Corequisite: NUR2201

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 97.95

NUR2202 TRANSITION NURSING III (5)

This theoretical course for the LPN covers the following concepts: application of the nursing process in the care of clients with alterations of circulatory, respiratory, urinary, and endocrine functions.

Prerequisite: BSC1086 BSC1086L NUR2201 NUR2201L

Pre or Corequisite: NUR2202L

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2202L TRANSITION NURSING III CLINICAL

LAB (2)

This clinical lab for the LPN will provide the opportunity to apply the nursing process in the care of adult patients with the alterations of circulatory, respiratory, urinary, and endocrine functions.

Prerequisite: BSC1086 BSC1086L NUR2201 NUR2201L

Pre or Corequisite: NUR2202

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 123.10

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 rehabilitation will be emphasized.

Prerequisite: APB1600 NUR1220 NUR1220L NUR1310

NUR1310L NUR1421 NUR1421L NUR1524 NUR1524L

Pre or Corequisite: NUR221L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 patients.

Prerequisite: NUR1220 NUR1220L NUR1310 NUR1310L

NUR1421 NUR1421L NUR1524 NUR1524L

Pre or Corequisite: NUR2221

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 120.95

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 cardiopulmonary dysfunction 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: NUR2221 NUR2221L

Pre or Corequisite: NUR2222L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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

Pre or Corequisite: NUR2222

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 120.95

NUR2270 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.

Pre or Corequisite: NUR2270L

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

NUR2270L REFRESHER NURSE UPDATE

PRACTICUM (5)

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.

Pre or Corequisite: NUR2270

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 45.95

NUR2274 EMERGENCY NURSING (4)

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. Prerequisites: Florida RNLICENSE, Basic Life Support course (Healthcare Provider Level).

Corequisite: NUR2274L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2274L 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. Prerequisites: Florida RN License, Basic Life Support course (Healthcare Provider Level).

Corequisite: NUR2274

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 240 Fees = 20.95

NUR2275 TRANSITION TO HOME HEALTH

NURSING (2)

This course is designed for the practicing RN who is interested in moving from the acute care or long term care setting into home health nursing. This course is open to registered nurses with at least one year acute care experience who are currently employed.

Prerequisite: CAE0062 CAE0216

Pre or Corequisite: NUR2275L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2275L TRANSITION TO HOME HEALTH NURSING**(2)**

This clinical course is designed for the practicing RN who is interested in moving from the acute care or long term care setting into home health nursing. The course is opened to registered nurses with at least one year acute care experience who are currently employed or who have been employed within the past six months. Prerequisite: Florida Nursing License, minimum 1 year current acute experience.

Pre or Corequisite: NUR2275

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 64 Fees = 20.95

NUR2292 INTRODUCTION TO CRITICAL CARE NURSING**(8)**

This course is 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, neurology, cardiovascular, renal, and metabolic disorders, as well as psychological needs of critically ill patients. Prerequisites: Florida RN License; Basic Life Support course (Healthcare Provider Level); Basic Arrhythmia course or challenge.

Corequisite: NUR2292L

Lec Hrs = 128 Lab Hrs = 0 Oth Hrs = 0 Fees = 8.95

NUR2292L CRITICAL CARE NURSING CLINICAL LAB**(3)**

The clinical course will be provided in a local hospital where the entry-level critical care nurse begins skill building and bedside activities with an assigned preceptor to correlate to didactic theory. The RN will incorporate nursing assessment, implementation and interventions related to the critical care patient from admission to discharge or end-of-life. Skill building activities focus on critical care policies, procedures and protocols required for critical care nursing. Bedside activities focus on organizational skills in performing patient assessment, interventions and documentation in the medical record. Prerequisite: Florida RN License; Basic Life Support course (Healthcare Provider Level); Basic Arrhythmia course or challenge.

Corequisite: NUR2292

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 240 Fees = 20.95

NUR2293 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.

Pre or Corequisite: NUR2293L

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

NUR2293L BASIC PERIOPERATIVE PRACTICUM**(5)**

This course is designed to provide laboratory practice and clinical experience for nursing in the operating room, community surgical centers or clinics.

Pre or Corequisite: NUR2293

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 45.95

NUR2294 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 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. This is for the professional nurse. 144 hrs. Lec.

Lec Hrs = 144 Lab Hrs = 0 Oth Hrs = 0 Fees = 12.00

NUR2297 CARDIAC NURSING:**BASIC ARRHYTHMIA****(2)**

This course will be taught on the Internet in the Virtual Classroom-Web CT and is designed to enhance learning for the licensed health care professionals using a non-traditional teaching format. Two scheduled classroom sessions will consist of the Orientation to Web-based ECG learning and the written-short answer Final Protored ECG Exam. The web-based instruction will provide basic yet comprehensive information in the fundamentals of cardiac arrhythmias. Content will include anatomy and physiology, basic rate and rhythm calculations, cardiac monitoring as well as the identification of non-lethal and lethal producing arrhythmias. Prerequisites: Florida RN License; Basic Life Support course (Healthcare Provider Level).

Corequisite: NUR2297L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2297L CARDIAC NURSING:**BASIC ARRHYTHMIA****(1)**

The clinical course will be provided in a local hospital where the new telemetry nurse will perform the role of monitor technician, to reinforce the didactic concepts learned in the Basic Arrhythmia course. The RN will incorporate nursing interventions related to telemetry patients from the admission process, trouble shooting ECG transmission, to medication administration. Course activities focus on telemetry/progressive care nursing of the adult patient requiring cardiac monitoring. Prerequisites: Florida RN license, Basic Life Support course (Healthcare Provider Level).

Corequisite: NUR2297

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 80 Fees = 20.95

NUR2391 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 = 0 Lab Hrs = 0 Oth Hrs = 64 Fees = 27.00

NUR2392 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 = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2801 TRANSITION NURSING IV**(3)**

This theoretical course for the LPN covers the following concepts: leadership, team management, legal ethical situations,

problem solving techniques, interviewing techniques and emergency nursing.

Pre or Corequisite: NUR2801L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2801L TRANSITION NURSING IV CLINICAL LAB (2)

This course for the LPN provides clinical opportunities to develop leadership skills, team management skills, and legal, ethical responsibilities.

Pre or Corequisite: NUR2801

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 123.10

NUR2810 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: NUR2222 NUR2222L

Pre or Corequisite: NUR2810L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2810L TRENDS, PRACTICES, AND ROLES CLINIC (2)

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary 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: NUR2222 NUR2222L

Pre or Corequisite: NUR2810

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 112 Fees = 120.95

NUR2930 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2940 NURSING TRANSITION FOR THE NEW NURSES (4)

This course is for the new registered nurse who seeks to gain additional theoretical experience in the application of nursing knowledge in the care of the acutely ill hospitalized patient.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

NUR2940C RESPIRATORY CARE CROSS TRAINING FOR NURSES (12)

This course will provide nurses with essential principles of respiratory care, to function in their new roles as a multiskilled healthcare professional.

Lec Hrs = 60 Lab Hrs = 0 Oth Hrs = 168 Fees = 27.00

NUR2941C RESPIRATORY CARE FOR NURSES: OXYGEN (2)

This course will teach the students safe handling of oxygen equipment along with a working knowledge of oxygen analyzers. It will also teach proper administration of medications via Twin Jet nebulizer, metered dose inhaler (MDI) and incentive spirometry treatments.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 28 Fees = 52.95

NUR2941L NURSING TRANSITION FOR THE NEW NURSES (1)

This course is for the new registered nurse who seeks to gain additional clinical experience in the application of nursing knowledge in the care of the acutely ill hospitalized patient. Emphasis in the clinical area will be on critical thinking in the decision making process.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.95

NUR2942C RESPIRATORY CARE FOR NURSES: CHEST (2)

This course will demonstrate safe and effective technique in the performance of I.P.P.B. therapy as well as CPT treatments, including manual and mechanical techniques. It will also teach the students to demonstrate proficiency in adjunct techniques of CPT.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 36 Fees = 27.95

NUR2943C RESPIRATORY CARE FOR NURSES: TREATMENTS (1)

This course will focus on the proper use of ultrasonic nebulizers, specimen collection and the safe administration of aerosolize medication.

Lec Hrs = 8 Lab Hrs = 0 Oth Hrs = 20 Fees = 0.00

NUR2944C RESPIRATORY CARE FOR NURSES: PROTOCOLS (2)

This course will focus on respiratory care protocols, suctioning and the proper maintenance of tracheostomy and endotracheal tubes.

Lec Hrs = 16 Lab Hrs = 37 Oth Hrs = 0 Fees = 27.95

NUR2945L EMERGENCY NURSING: CLINICAL PRACTICUM (1)

The clinical course will be provided in a local hospital and pre-hospital environment. The course is offered for the entry-level emergency department (ED) registered nurse (RN) who requires additional remediation or for a returning nurse who needs minimal skill building and emergency department activities with an assigned preceptor to correlate didactic theory. The RN will incorporate nursing assessment, implementation and interventions related to the emergency department policies, procedures and protocols required for ED nursing. Emergency department activities focus on organizational skills in performing patient assessments, interventions and documentations in the medical record.

Corequisite: NUR2274

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 80 Fees = 20.95

NUR2946 GRADUATE NURSE INTERNSHIP (1)

This course will cover the theory application of skills in the care of patients. The content will cover content beyond basic educational offerings to intern nurses.

Pre or Corequisite: NUR2946L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

NUR2946L NURSE INTERNSHIP CLINICAL LAB (6)

This course will cover the clinical application of skills in the care of patients. The content will cover content beyond basic clinical experiences to intern nurses.

Pre or Corequisite: NUR2946

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 192 Fees = 22.95

NUR2947L CRITICAL CARE NURSING: CLINICAL PRACTICUM (1)

The clinical course will be provided in a local hospital where the entry-level critical care nurse requires additional remediation of for a returning nurse who needs minimal skill building and bedside activities with assigned preceptor to correlate to didactic theory. The RN will incorporate nursing assessment, implementation and interventions related to the critical care patient from admission to discharge or end-of-life. Skill building activities focus on critical care policies, procedures and protocols required for critical care nursing. Bedside activities focus on organizational skills in performing patients assessments, interventions and documentation in the medical record.

Corequisite: NUR2292

Lec Hrs = 80 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.95

OCA0450 SPREADSHEET AND DATABASE APPLICATION (2)

The purpose of this course is to provide an introduction to computers and their significance in today's business workplace. An emphasis is placed on the use of spreadsheet software and its importance in compiling financial reports and statistical data. This course also acts as a foundation for all business education programs as it incorporates keyboarding, mathematical calculations, consumer economics, human relations, and job application procedures.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OCA0451 SPREADSHEET AND DATABASE APPLICATION (2)

The purpose of this course is to provide an introduction to computers and to develop entry-level skills for computer-related occupations using spreadsheets and databases and text-editing software. This course also acts as a foundation for all business education programs as it incorporates keyboarding, mathematical calculations, consumer economics, human relations, and job application procedures.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OCE1001 INTRODUCTORY OCEANOGRAPHY (3)

An integration of the four classic disciplines of the ocean sciences: geological oceanography, chemical oceanography, physical oceanography, and biological oceanography. Course will stress the interdisciplinary nature of the ocean sciences and focus on the basic principles governing these disciplines, and the effect of each on man. Meets Area 4B general education requirements for the A.A. Meets Areas 4 or 5 general education requirements for the A.S. degree. Terms I, II, and III. Placement by Testing Department or

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OCE1001L OCEANOGRAPHY LABORATORY (1)

Laboratory methods for the Ocean Sciences. Meets area 4C general education requirements for the A.A. degree. Meets The 4 or 5 general educational requirements for the A.S. degree. One, two-hour laboratory weekly. Special fee is charged. Placement by Testing Department or

Pre or Corequisite: OCE1001

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

OFT0010 OFFICE SKILLS TRAINING I (2)

The purpose of this course is to prepare students for employment as general office clerks, typists, file clerks, office systems clerks, government records clerks, and clerical office trainees. Topics include typing, filing, calculation skills, telephone skills, and word processing.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OFT0011 OFFICE SKILLS TRAINING II (2)

The purpose of this course is to prepare students for employment as clerk typists, clerks, information clerks, data entry clerks, coding clerks, invoicing clerks, clerk typist assistant, keyboarding clerks, or to provide supplemental training for persons previously or currently employed in this occupational area.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OPT1110 PHYSICAL AND GEOMETRIC OPTICS (3)

This course provides a review of light energy as it passes through air, plastic, glass and water with emphasis on how light is modified by prisms and curved lens surfaces. These principles relate to the effect these ophthalmic devices have in correcting the errors of human vision.

Pre or Corequisite: OPT1110L OPT1210 OPT1330

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1110L PHYSICAL AND GEOMETRIC OPTICS LAB (1)

This course provides the opportunity for students to demonstrate, measure and explore the behavior of light energy as it passes through prisms and curved lens surfaces. Students will demonstrate the principles of ophthalmic devices and how they correct the errors of human vision.

Pre or Corequisite: OPT1110 OPT1210 OPT1330

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

OPT1150 OPHTHALMIC LENSES (2)

Characteristics of single vision and multifocal lens reference points for proper lens selection to meet visual needs of the patients. Emphasis is on accurate positioning of the optical centers and selected multifocal addition design. ANSI and F.D.A. standards; prescription ordering; verification procedures; and absorptive lenses are presented. Low vision devices and occupational specialty lenses will be discussed.

Prerequisite: OPT1110 OPT1110L OPT1210

Corequisite: OPT1150L OPT2090

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1150L OPHTHALMIC LENSES LAB (2)

This course provides the opportunity for students to gain hands on experience in the accurate positioning of the optical centers and selected multifocal addition designs. ANSI and F.D.A. standards, prescription ordering and verification procedures will be applied to patient jobs. Emphasis will be placed on the use of the manual and automated Lensometer. Fitting of low vision devices and occupational specialty lenses will be discussed.

Prerequisite: OPT1110 OPT1110L OPT1210

Pre or Corequisite: OPT1150

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 10.00

OPT1210 ANATOMY AND PHYSIOLOGY OF THE EYE (3)

This course provides a review of the structure and function of the systems of the human body, emphasizing the anatomy of the human eye. Visual recognition of common eye disorders and refractive disorders are discussed.

Pre or Corequisite: OPT1110 OPT1110L OPT1330

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1330 ORIENTATION TO VISION CARE (2)

This course reviews the techniques needed in a clinical environment for the collection of patient case history, entrance visual acuity, basic visual skills of ocular motility and accommodation, color discrimination, depth perception and binocular fusion. Emphasis is placed on medical terminology as it relates to the visual system.

Pre or Corequisite: OPT1110 OPT110L OPT1210
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1450 OPHTHALMIC DISPENSING (2)

This course reviews the theory and terminology of ophthalmic frame materials, multifocal lenses, including progressive power and occupational bifocals and high index lenses. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for the proper frame and lens selection are highlighted.

Prerequisite: OPT1150 OPT1150L OPT2090 OPT2879

Pre or Corequisite: OPT1450L OPT2500 OPT2500L OPT2800L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT1450L OPHTHALMIC DISPENSING LAB (2)

This course provides the opportunity for students to practice ophthalmic dispensing. Measurement and adjusting ophthalmic frame materials, multifocal lens, occupational bifocals, high index lenses and low vision devices will be emphasized. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for the proper frame and lens selection are highlighted.

Prerequisite: OPT1150 OPT1150L OPT1330 OPT2375

Pre or Corequisite: OPT1450 OPT2500 OPT2500L OPT2800L

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 10.00

OPT2060 OPHTHALMIC MANAGEMENT POLICY AND PROCEDURES (3)

This course provides a review of procedures and terminology in correspondence, legal and ethical principles, inter- and intra-professional relationships, and retail office management. The history of opticianry, optometry and ophthalmology is traced. Special emphasis is on a comprehensive review of the curriculum. The student will be required to present oral and written reports.

Prerequisite: OPT2800L OPT2875

Pre or Corequisite: OPT2876

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2090 ORIENTATION TO VISION CARE CLINIC (1)

This course provides an introduction to the Broward Community College Vision Care Clinic. Students will apply technical skills acquired in previous course work. Recording of clinical data, administrative procedures and techniques in patient handling under the close supervision of clinic instructors and 5th semester students.

Prerequisite: OPT1110 OPT1210 OPT1330

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 32 Fees = 0.00

OPT2222 OCULAR PATHOLOGY AND PHARMACOLOGY (2)

Theory and terminology of visual and systemic disorders that effect vision. Introduces the student to the general concepts of disease and the processes by which diseases evolve. The specific disorders that may occur in various parts of the eye and ocular adnexa are discussed in detail. The student will become familiar with the Physicians Desk Reference (PDR), diagnostic, and therapeutic pharmaceutical agents used in vision care.

Corequisites: OPT2350, OPT2801.

Prerequisite: OPT2375 OPT2800L

Pre or Corequisite: OPT2350 OPT2801L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2223 OCULAR PATHOLOGY AND PHARMACOLOGY I (2)

Continuation of OPT2222: Theory and terminology of visual and systemic disorders that effect vision. Introduces the student to the general concepts of disease and the processes by which diseases evolve. The specific disorders that may occur in various parts of the eye and ocular adnexa are discussed in detail. The student will become familiar with diagnostic and therapeutic pharmaceutical agents used in vision care.

Prerequisite: OPT2222

Pre or Corequisite: OPT2351 OPT2802

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2287 OPHTHALMIC MEDICAL PRACTICUM 3 (4)

Externship in an approved ophthalmic practice. This is the most advanced clinical education and successful completion will ensure that the student is competent upon graduation to assume all of the responsibilities required of an Ophthalmic Technician. The student will enhance their knowledge of advanced duties and responsibilities an ophthalmic medical office. Emphasis will be placed on continuing the development of skills in tonometry, visual fields, A and B scan ultrasound, and photo-documentation. Skills in assisting in triage and laboratory diagnosis of eye disease, and outpatient surgical assisting will be obtained. This course is required to fulfill requirements for clinical experience by the national accrediting agencies.

Prerequisite: OPT2223 OPT2351 OPT2802 OPT2941

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 240 Fees = 20.95

OPT2350 ADVANCED CLINICAL PROCEDURES I (1)

Theory and terminology of advanced ophthalmic medical procedures. Students will learn ocular photography, visual field testing, and internal and external examination procedures normally performed by an ophthalmic technician.

Prerequisite: OPT2375 OPT2800L

Pre or Corequisite: OPT2222 OPT2801L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2351 ADVANCED CLINICAL PROCEDURES II (2)

Continuation of OPH2350: Students will be introduced to the theory and terminology of Topography, Tonography; Fluorescein Angiography, advanced visual fields, outpatient surgical assisting, and other advanced ophthalmic medical procedures.

Prerequisite: OPT2222 OPT2350 OPT2801L OPT2940

Pre or Corequisite: OPT2223 OPT2802 OPT2941

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2375 REFRACTOMETRY (2)

This course reviews the theory and terminology used in determining the powers of corrective lenses in relation to a patient's refractive error. Emphasis will be placed on the phoropter, retinoscope, and automated refraction instruments. Problems associated with the change in refractive powers will also be discussed.

Prerequisite: OPT1110 OPT110L OPT1210

Pre or Corequisite: OPT1150 OPT1150L OPT1330 OPT2879

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2420 EYEWEAR FABRICATION I (1)

This course presents a review of the theory of ophthalmic surfacing and finishing procedures. Students acquire knowledge to arrange single vision and multifocal lenses, use sensometers and lens clocks, operate project-o-markers for lens layout, select or fabricate frame patterns, and utilize several systems for surfacing and edging lenses for ophthalmic frames.

Prerequisite: OPT2500 OPT2800L
 Pre or Corequisite: OPT2420L
 Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2420L EYEWEAR FABRICATION I LAB (2)
 In this laboratory course students will gain practical experience in ophthalmic surfacing and finishing procedures. Students will fabricate single vision and multifocal lenses: use lensometers and lens clocks; operate project-o-markers for lens layout; select or fabricate frame patterns; and utilize several systems for surfacing and edging lenses for ophthalmic frames.
 Prerequisite: OPT2500L OPT2879
 Pre or Corequisite: OPT2420
 Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.00

OPT2421 EYEWEAR FABRICATION II (1)
 Advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Theory of ophthalmic surfacing and finishing procedures from written specifications ensuring that current ANSI and FDA standards are exceeded.
 Prerequisite: OPT2420 OPT2420L
 Pre or Corequisite: OPT2421L
 Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2421L EYEWEAR FABRICATION II LAB (3)
 Laboratory for OPT2421. Students will fabricate eyewear for the patients of the Vision Care Clinic using advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Advanced techniques in the operation and maintenance of manual and computerized equipment.
 Prerequisite: OPT2420 OPT2420L
 Pre or Corequisite: OPT2421
 Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 50.00

OPT2460 OPHTHALMIC DISPENSING CLINIC I (2)
 Development of skills in the fitting and dispensing of ophthalmic lenses. Students will work under the close supervision of clinical staff in dispensing glasses to patients of the Vision Care Clinic. Emphasis will be placed on techniques used to dispense new technology in ophthalmic frame materials; multifocal lenses including progressive power and occupational bifocals; and high index lenses. The process of analyzing the patient's prescription and identifying the patient's specific visual needs for proper frame and lens selection is highlighted.
 Prerequisite: OPT2375 OPT2500 OPT2800L
 Pre or Corequisite: OPT2420 OPT2830L OPT2875
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 80 Fees = 12.00

OPT2461 OPHTHALMIC DISPENSING CLINIC II (3)
 This is a continuation of OPT2493L. It involves advanced skills in the fitting and dispensing of ophthalmic lenses. Students will work under the supervision of clinical staff in dispensing glasses to patients of the Vision Care Clinic. Students will practice advanced techniques used to dispense new technology in ophthalmic frame materials, multifocal lenses including progressive power and occupational bifocals, high index lenses, and low vision devices.
 Corequisites: OPT2421, OPT2831, OPT2876.
 Prerequisite: OPT2420 OPT2460 OPT2875
 Pre or Corequisite: OPT2421 OPT2831L OPT2876
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 8.95

OPT2500 CONTACT LENS THEORY (2)
 This course provides a review of the theory and terminology of contact lenses including fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses.

Prerequisite: OPT1150 OPT1450
 Pre or Corequisite: OPT2500L
 Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OPT2500L CONTACT LENS THEORY LAB (2)
 This course provides a review of the practical procedures used to apply technical skills of contact fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses.
 Prerequisite: OPT1150L OPT1450L
 Pre or Corequisite: OPT2500
 Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 25.00

OPT2800L VISION CARE CLINIC I (2)
 This course provides a review of the practical procedures used to apply technical skills of contact fitting, application and removal procedures, care of soft and hard lenses, verification of contact lens prescription and "in-office" modification of contact lenses.
 Prerequisite: OPT1150 OPT1150L OPT1450L
 Pre or Corequisite: OPT2375 OPT2500L OPT2879
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 80 Fees = 20.95

OPT2801L VISION CARE CLINIC II (3)
 Development of skills in tonometry, visual fields, A and B scan ultrasound, and photo-documentation. The student will follow the patient through the entire cycle of vision care under the supervision of the clinical staff.
 Prerequisite: OPT2375 OPT2500L OPT2800L
 Pre or Corequisite: OPT2222 OPT2350 OPT2940
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 20.95

OPT2802 VISION CARE CLINIC III (3)
 Continuation of OPH2801L: Development of additional skills in tonometry, visual fields, A and B scan ultrasound, photo-documentation, vision therapy, low vision, aseptic techniques, eye emergencies, assisting in triage and laboratory diagnosis of eye disease, and outpatient surgical assisting. The student will follow the patient through the entire cycle of vision care under the supervision of the clinical staff.
 Prerequisite: OPT2222 OPT2350 OPT2801L OPT2940
 Pre or Corequisite: OPT2223 OPT2351 OPT2941
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 20.95

OPT2830L CONTACT LENS CLINIC I (3)
 Assist eye care specialists in the fitting and follow-up care of rigid and soft contact lenses for patients referred from the Vision Care Clinic. Familiarization with over-refraction, instructions for lens handling, cleaning, care and storage, and basic contact lens pathology.
 Prerequisite: OPT2500 OPT2500L OPT2800L
 Pre or Corequisite: OPT2420 OPT2460 OPT2875
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 20.95

OPT2831L CONTACT LENS CLINIC II (2)
 This course involves the use of contact lens instruments to confirm all parameters for replacement lenses. Particular attention is given to the patient who is having problems with contact lenses after long-term wear due to corneal changes and sensitivity to solutions. Advanced over-refraction and contact lens fitting procedures are practiced.
 Prerequisite: OPT2420L OPT2460 OPT2830L
 Pre or Corequisite: OPT2421 OPT2461 OPT2876
 Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 80 Fees = 20.95

OPT2875 OPHTHALMIC DISPENSING PRACTICUM I (3)

In this laboratory course students will fabricate eyewear for the patients of the Vision Care Clinic using advanced techniques in measurement, fabrication and verification of single vision and multifocal lenses. Advanced techniques in the operation and maintenance of manual and computerized equipment.

Prerequisite: OPT2375 OPT2500 OPT2800L OPT2879

Pre or Corequisite: OPT2420 OPT2420L OPT2830L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 20.95

OPT2876 OPHTHALMIC DISPENSING PRACTICUM II (3)

This is an externship in an approved retail ophthalmic dispensing establishment involving frame styling, ordering of appropriately designed lenses, adjustment, repair and dispensing of eyewear. The student will gain a working knowledge of administrative management procedures of the practice.

Prerequisite: OPT2420 OPT2830L OPT2875

Pre or Corequisite: OPT2060 OPT2421 OPT2461

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 20.95

OPT2879 REFRACTOMETRY PRACTICUM (2)

Practicum for OPT2375. Practical procedures used in determining the powers of corrective lenses in relation to a patient's refractive error. The student will learn to use the Phoropter, retinoscope, and automated refraction instruments in determining the patient's subjective and objective refraction. Problems associated with the change in refractive powers will be demonstrated.

Prerequisite: OPT1110 OPT1110L OPT1210 OPT1330

Pre or Corequisite: OPT1150 OPT1150L OPT1330 OPT2375

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 20.95

OPT2910 DIRECTED RESEARCH (2)

Students will be introduced to the theory and terminology of medical research. Under the direct supervision of the clinical staff the student will select an area to do extended research. The areas may include but are not limited to, assisting, and other advanced ophthalmic medical topics.

Prerequisite: OPT2223 OPT2350 OPT2801L OPT2940

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 40 Fees = 0.00

OPT2940 OPHTHALMIC MEDICAL PRACTICUM (4)

Externship is an approved ophthalmological practice. The student will gain a working knowledge of the basic duties and responsibilities of a technician in a medical office. Emphasis will be placed on the development of skills in tonometry, visual fields, A and B scan ultrasound, and photo-documentation.

Prerequisite: OPT2500 OPT2800L OPT2879

Pre or Corequisite: OPT2222 OPT2350 OPT2801L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 160 Fees = 20.95

OPT2941 OPHTHALMIC MEDICAL PRACTICUM II (5)

Externship is an approved ophthalmological practice. The student will gain a working knowledge of advanced and more complex duties and responsibilities of a technician in an ophthalmic medical office. Emphasis will be placed on continuing the development of skills in tonometry, visual fields, A and B scan ultrasound, and photo-documentation. Skills in assisting in triage and laboratory diagnosis of eye disease, and outpatient surgical assisting will be obtained.

Prerequisite: OPT2222 OPT2350 OPT2801L OPT2940

Pre or Corequisite: OPT2223 OPT2351 OPT2802

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 200 Fees = 20.95

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

ORH1523 NATIVE UPLAND PLANTS (2)

This course includes the identification of approximately 100 plants and plant groups native or naturalized in the higher ground habitats of South Florida. The application of these plants as in-situ, mitigation or landscape materials in the ecological and esthetic situations of this area will be an additional objective. Most instruction will be done in the field utilizing local passive- and active-use parks. Completion of any landscape plant identification class, ORH1524, ORH1510, ORH2511 ORH2512 or ORH1101, is strongly recommended.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORH1524 NATIVE WETLAND PLANTS (2)

This course is a continuation of HOS1071, Native Upland Plants, and includes the identification of approximately 100 plants and plant groups native or naturalized in fresh and salt water wetlands of South Florida. The application of these plants as in-situ and mitigation species in ecological, landscape and esthetic situations will be done in the field. Instructor approval or

Prerequisite: ORH1523

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 AA degree general education requirements.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORT0001 NEW STUDENT ORIENTATION (0)

This course will provide students with a solid foundation of knowledge and strategies needed for college success. Students will be instructed in areas of policies/procedures, educational resources, and support services of the college. This course will cover the different disciplines of degrees administered, the various course formats and the process of searching/registering for classes. Further emphasis will be placed on areas including academic standing, test scores, college preparatory courses, catalog year, as well as other topics enabling students to successfully navigate their college experience.

Lec Hrs = 3 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORT0002 HONORS ORIENTATION (0)

Continuation of ORT0001 for Honors students.

Lec Hrs = 3 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORT0003 PREP ORIENTATION (0)

Continuation of ORT0001 for students in three prep areas.

Lec Hrs = 3 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORT0004 CYBER ORIENTATION (0)

An online continuation of ORT0001.

Lec Hrs = 3 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ORT0005 SOLAR ORIENTATION (0)

Continuation of ORT0001 for speakers of other languages.

Lec Hrs = 3 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST1100L KEYBOARDING & DOCUMENT PROCESSING I (3)

This course offers an introduction to the keyboard with development of fundamental techniques, skill development, and simple correspondence and other business keyboarding and document processing. 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 are required.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 25.00

OST1103 BASIC KEYBOARDING, PART 1 (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 are required.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1104 BASIC KEYBOARDING, PART 2 (1)

This keyboarding credit includes skill development, simple correspondence and other business keyboarding. 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 are required.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1105 BASIC KEYBOARDING, PART 3 (1)

This keyboarding 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 are required.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1106L KEYBOARDING AND DOCUMENT PROCESSING I (3)

This keyboarding course includes skill development which includes speed building, and accuracy improvement; with an emphasis on refining and creating business correspondence, forms, reports, and tables. 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 are required.

Prerequisite: OST1100L

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 25.00

OST1113 INTERMEDIATE KEYBOARDING, PART 4 (1)

This keyboarding credit includes skill development which includes speed building and accuracy improvement. 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 are required.

Prerequisite: OST1105

Pre or Corequisite: OST1114 OST1115

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1114 INTERMEDIATE KEYBOARDING, PART 5 (1)

This keyboarding credit includes skill development which includes speed building, accuracy improvement, refining business correspondence, reports and tables. 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 are required.

Prerequisite: OST1113

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1115 INTERMEDIATE KEYBOARDING, PART 6 (1)

This keyboarding credit includes skill development with emphasis placed on business forms, correspondence, reports and tables. 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 are required.

Pre or Corequisite: OST1113 OST1114

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1330 BUSINESS ENGLISH (1)

This course provides a refresher course in punctuation and capitalization.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST1355 RECORDS MANAGEMENT (3)

Students will act as records managers in a simulated office utilizing computerized and paper management of records from planning, creation, filing, and retrieving to disposal according to ARMA principles. The student will learn and work with the basic legal requirements (such as Privacy Act and Freedom of Information Act) for the release and safekeeping of information and the laws and regulations regarding the management of such records.

Lec Hrs = 24 Lab Hrs = 24 Oth Hrs = 0 Fees = 20.00

OST1795 TELECOMMUNICATIONS (1)

A hands-on course utilizing the Internet. Course topics include telecommunications terminology, the use of the world wide web, bulletin boards, attachments, address books, bookmarks, search engines, history lists, browser programs and customizing the browser. E-mail etiquette, legal issues, and organizing and archiving e-mail are also investigated.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1811C DESKTOP PUBLISHING (3)

This course provides hands-on applications with a popular desktop publishing 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 = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 28.00

OST1831 WINDOWS / GRAPHICAL ENVIRONMENT (1)

This course provides an introduction to the Windows Operating System. Students will learn the basic Windows commands including: My Computer, Explorer, Control Panel, Print Manager, WordPad, Paint, customizing the desktop, multi-tasking, and optimizing Windows.

Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 8.00

OST1841 INSTRUCTIONAL DESIGN FOR MULTIMEDIA (3)

This course will give the student an in-depth study of the instructional design process based on learning theories for

multimedia. Students will conduct a needs analysis, a task analysis, design multimedia elements using storyboards and flow charts, apply interactive strategies to multimedia elements, and evaluate the success of a multimedia project, with emphasis on making content clearer and more meaningful with multimedia.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST2053 SUCCESSFUL JOB SEARCH (1)
This course presents a hands-on, interactive study of interview and employability skills that focus on the keys to career success. The curriculum accentuates the need for goal setting and life achievement. Topics include occupational skills, positive self-image, attitude, setting priorities, time management, resume writing, and tracking down career leads. A unit on ethics and relationships is included.
Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST2335 COMMUNICATIONS IN THE WORKFORCE (3)
This course is designed to help students communicate more effectively. Students will practice analyzing, planning, managing, and executing both written and oral presentations. Special focus includes grammar and all types of business documents to ensure appropriate content and structure. Discussion includes intercultural work groups, nonverbal skills, and electronic mail as a part of communication on the job.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

OST2432 LEGAL OFFICE TECHNIQUES II (3)
A further study of legal terminology with emphasis on preparation of legal papers.
Prerequisite: OST2431
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 5.00

OST2464C MEDICAL OFFICE COMPUTER APPLICATION (3)
This course prepares a medical office assistant to work in a health care practice utilizing computerized medical office management software. It provides training for input of new patient entry, posting procedures and payments, insurance billing, appointment scheduling, file maintenance with support files, and generating the daily, end-of-month, and end-of-period reports which are performed in a medical office.
Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 20.00

OST2501 OFFICE MANAGEMENT (3)
This course is a study of the skills needed by the office professional in the workforce. It includes technology, the global economy, increased diversity, and the changing skills and a nature of work demanded in the workforce. The efficient handling of office matters, such as scheduling appointments, customer/client relations, managing office operations, processing mail and correspondence, communication, coordinating meetings/travel, and career planning and advancement are covered. Emphasis is placed on the managerial functions of the office.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

OST2601 TRANSCRIBING MACHINES (3)
This course emphasizes skill development for accurate transcription of recorded dictation to office standard proficiency

levels. Special materials related to each student's major subject areas of legal and medical are provided.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 15.00

OST2611C MEDICAL TRANSCRIPTION (3)
This course emphasizes fundamentals of transcribing various medical reports, discharge summaries, admissions records, history and physical reports, special delivery notes and other medical correspondence. Medical vocabulary and basic language skills with grammar, punctuation, spelling and proofreading will be emphasized.

Prerequisite: HSC1531

Lec Hrs = 40 Lab Hrs = 8 Oth Hrs = 0 Fees = 20.00

OST2621L LEGAL OFFICE TRANSCRIPTION (3)
The student will study legal terminology, operate a transcribing machine efficiently, and proofread accurately. The student will apply the rules of spelling, grammar and punctuation to produce legal documents directly from transcription tapes.
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 20.00

OST2764 INFORMATION/WORD PROCESSING APPLICATION (3)
This course introduces the student to the operations of word processing software and emphasizes application skills such as processing business correspondence, reports, tables, macros, flyers, and mail merge. Laboratory hours are required in addition to the scheduled course hours. Keyboarding speed of 40 words per minute is recommended.
Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 10.00

OST2825C DOCUMENT DESIGN, LAYOUT AND SCANNING (3)
This course provides hands-on applications in designing, laying out and scanning documents for newsletters, brochures, flyers, manuals, advertisements and catalogs. Through principles of effective design, students can makeover documents from their own work areas.
Lec Hrs = 16 Lab Hrs = 64 Oth Hrs = 0 Fees = 28.00

OST2826C PRESENTATION GRAPHICS (3)
This course provides hands-on applications using graphics and presentation software with draw, paint, chart and show programs. Through transformation of typography and graphic clip art, students will create printed documents and computer-generated slide shows with CD-ROMs.
Lec Hrs = 16 Lab Hrs = 64 Oth Hrs = 0 Fees = 28.00

OST2940L MULTIMEDIA PRACTICUM (4)
This comprehensive course (recommended to be taken concurrently with Multimedia Project Management) will give the student experience creating work for someone else (content expert). The student will gain work experience in the field by being placed in an internship. The experience may come from within or outside the college. In addition, the student will create an interactive portfolio of work to show potential employers.
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST2945 MULTIMEDIA PROJECT MANAGEMENT (3)
This course is recommended to take concurrently with Multimedia Practicum will teach the student the theory necessary to manage projects from visualization to completion. The student will learn how to visualize, schedule, budget, procure and evaluate resources for multimedia development.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OST2949 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 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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

OTA0001 OFFICE SUPPORT TECHNOLOGY I (2)

The purpose of this course is to prepare students for employment as office support technicians in the field of word processing and/or related occupations. The students will be able to edit and produce written communications using word processing software and act as information processing operators. Machine transcription and payroll processing is also introduced with emphasis throughout on leadership and decision-making skills.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OTA0002 OFFICE SUPPORT TECHNOLOGY II (2)

The purpose of this course is to prepare students for employment in the field of word processing and/or related occupations using more advanced skills as office support technicians. The students will be able to proficiently edit and create written communications using word processing software and act as information processing operators on a windows-based microcomputer. Machine transcription and payroll processing skills will be enhanced with an emphasis throughout on quality performance in the learning environment in the workshop.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 36.00

OTA0312 OFFICE COMMUNICATIONS I (2)

The purpose of this course is to provide a basic overview of written communication used in today's business environment to enhance personal and workplace proficiency. Emphasis is placed on developing fundamental language and writing skills and using word processing computer application software efficiently in today's information-based society.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0313 OFFICE COMMUNICATIONS II (2)

The purpose of this course is to provide an advanced overview of written communication skills with emphasis being placed on developing additional language and writing skills using computer applications and formatting techniques. These skills may be used in acquiring employment and increasing professional opportunities in an information-based society.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0323 OFFICE COMMUNICATION III (5)

The purpose of this course is to provide a more advanced overview of written communication skills with emphasis being placed on developing additional language and writing skills using advanced computer applications and formatting techniques. These skills may be used in acquiring employment and increasing professional opportunities in an information-based society.

Lec Hrs = 50 Lab Hrs = 100 Oth Hrs = 0 Fees = 0.00

OTA0475 LEGAL ASPECTS OF BUSINESS (2)

This course is designed to provide an introduction to the legal aspects of business. Topics include business law concepts, forms of business ownership, insurance awareness, governmental regulations, management functions, human resources

management issues, and career development. The use of computers is an integral part of this program.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0476 LEGAL OFFICE I (2)

The student will become familiar with legal terminology and perform specialized legal office procedures such as preparing legal documents, maintain and utilize a legal reference library, proofread legal documents and perform specialized records management functions specific to the legal field.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 25.00

OTA0477 LEGAL OFFICE II (2)

This course expands the competencies learned in Legal Office I. Students are required to perform higher level thinking and decision making and to use technology as a resource to efficiently perform systematic procedural tasks and to produce quality work in an efficient manner. Students will begin transcribing legal documents from machine dictation.

Prerequisite: OTA0476

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 25.00

OTA0478 LEGAL OFFICE III (2)

This course expands the competencies learned in Legal Office II and is designed to develop skill in transcribing legal documents from machine dictation. Students will use technology to produce high quality employment portfolios, research job opportunities, and compile and disseminate job-seeking documents.

Prerequisite: OTA0477

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 25.00

OTA0612 MEDICAL SECRETARY I (2)

The purpose of this course is to prepare students to perform secretarial duties that require knowledge of basic medical terminology and medical office procedures. Instruction includes an introduction to basic medical terminology, filing, and appointment scheduling as it relates to the medical field, and the development of basic skills in the keying of business letters and other office correspondence.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0613 MEDICAL SECRETARY II (2)

The purpose of this course is to prepare students to perform secretarial duties in a medical office environment utilizing knowledge of basic medical terminology. Instruction includes the introduction of transcription techniques so the student will be comfortable transcribing paragraphs that include medical terminology. The student will become familiar with completing insurance and claim forms and the scheduling of appointments in a medical setting.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0614 MEDICAL SECRETARY III (5)

The purpose of this course is to prepare students to perform secretarial, administrative, and managerial duties in a medical office environment with an advanced level of competency. The content includes a thorough knowledge of medical terminology, accurate transcription of various medical documents from machine transcription, production of quality work using advanced features of business software applications, use of technology to develop office management skills, and production of professional job application documents.

Lec Hrs = 50 Lab Hrs = 100 Oth Hrs = 0 Fees = 0.00

OTA0940 OFFICE SUPERVISION I (2)

The purpose of this course is to prepare students to incorporate appropriate leadership supervision techniques and standards of

personal ethics to accomplish job objectives and enhance workshop performance.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0948 OFFICE SUPERVISION II (2)

The purpose of this course is to prepare students to attain a position of management that will incorporate leadership and supervision skills that promote quality performance in the workplace without sacrificing high standards of personal ethics.

Lec Hrs = 25 Lab Hrs = 50 Oth Hrs = 0 Fees = 0.00

OTA0949 ON THE JOB TRAINING (5)

The purpose of this course is to provide a work- based learning experience to more effectively prepare students for employment in business occupations. This on-the-job training will help to develop occupational competencies required for employment in an office environment.

Lec Hrs = 20 Lab Hrs = 130 Oth Hrs = 0 Fees = 0.00

PAD2002 INTRODUCTION TO PUBLIC ADMINISTRATION (3)

This introductory course examines the governmental context of public administration including political values, bureaucratic politics, leadership and intergovernmental 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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PEL1041C RECREATION ACTIVITIES (2)

An overview of outdoor and indoor games and activities for various age groups in a recreational setting.

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 31.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PEL1211 SOFTBALL (1)

Coeducational. Students furnish gloves.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL1420 HANDBALL & PADDLEBALL (3)

Coeducational (student must supply own gloves and paddles).

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

PEL1441 3 WALL RACQUETBALL (1)

Instruction in Racquetball. Coeducational. Students must provide own Racquets and Balls, and Safety Glasses.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL1621 BASKETBALL (1)

Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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's approval. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 31.00

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's approval. Fee assessed at site of each class.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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's approval. Fee assessed at site of each class.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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's approval or PEL1321.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEL2342 INTERMEDIATE TENNIS (1)

Reviews Forehand, Backhand, and Serve and concentrates on volley, Approach Shots, Lob, and Overhead. Strategy and tactics of Doubles and Singles play are emphasized. Prerequisite: PEL1341 or instructor's approval. (Student must furnish own Racquet and Balls.) Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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's approval. Students supply own Racquets, Balls and protective Eyeglasses.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 31.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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 = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

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 = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1141 AEROBIC MOVEMENT (2)

Students will improve cardiorespiratory fitness through activity that combines exercise and rhythmical movement and increases wellness knowledge.
Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1181 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 = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM2462 INTERMEDIATE FENCING (FOIL, SABRE, (1)

Advanced Fencing techniques of Foil, Sabre and Epee. Coeducational. Instructor's approval or Prerequisite: PEM1461
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1121 BEGINNING SWIMMING (1)

Coeducational.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1171 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 = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM1211 BEGINNING WATER SKIING (1)

Learn to ski on two skis, one ski, and a kneecboard. Coeducational.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 62.00

PEM1231 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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PEM1241 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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PEM1212 INTERMEDIATE SWIMMING (1)

Coeducational.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 2.00

PEM2136 SCUBA DIVING (1)

This course offers competencies for the PADI basic SCUBA course. Students will learn fundamental skills of snorkeling and scuba diving, as well as theories and knowledge for safe diving. This course does include open water dives required for National Certification. Student must furnish their own mask, snorkel, scuba fins and PADI Open Water Crew Pack (wet suit is optional). The course will meet at Tigertail Lake.
Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 125.00

PEO1011C TEAM SPORTS AND ACTIVITIES (2)

An overview of team sports and activities. Concepts appropriate for a variety of ages.
Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PEO1013 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PEO1031C INDIVIDUAL SPORTS AND ACTIVITIES (2)

An overview of individual sports and activities concepts appropriate for a variety of ages.
Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PEQ2231 TEACHING SAILING (1)

This program enables a qualified person to teach the 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 = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

PET1303 FOUNDATIONS OF EXERCISE SCIENCE (3)

This course is designed to provide a foundational knowledge base which is common to all the different areas of fitness leadership. The didactic instruction lays the groundwork required by the fitness professionals in order to be analytical in their approach to safe and effective exercise programming for the public. Course content is heavy in the areas of anatomy and physiology as well as kinesiology, the science of human movement.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PET2084 PERSONAL FITNESS CONCEPTS FOR TEACHERS (3)

This course is designed for present and prospective middle and high school health and physical education teachers. It covers the basic principles of exercise, various fitness programs, fitness assessment, nutrition, weight management, cardiovascular health, managing stress, and HIV/AIDS. Lectures will include hands-on activities and demonstrations. This course will not satisfy the General Education Requirements for the A.A. or A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PET2622 CARE/PREVENTION/ATHLETIC INJURIES (2)

Develops competence, knowledge and skill in the prevention and care of athletic injuries.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PGY1800C DIGITAL PHOTOGRAPHY (3)

This is a Graphic Design course formulated to develop skills with a digital camera. Students will learn through the use of a digital camera how to take photographs for use in the designs they create for print, web and multimedia. Students will learn to properly expose, compose, and use effective lighting in the making of photographs. The use of natural and artificial lighting will be used in portraiture, product and outdoor photography.

Prerequisite: PGY1801C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

PGY1801C DIGITAL IMAGING (3)

This is a graphic design course formulated to develop skills in digital imaging. Students will learn through the use of the computer how to create, edit and manipulate digital images from scanned photographs and artwork. Students will utilize retouching technique to modify, enhance and reshape images, apply special effects, adjust color balance, manage files, and prepare their work for print output and web/electronic presentation. The class is portfolio driven, training students to follow a business process for analyzing client needs, conducting research and developing a concept for production within a budget.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 65.00

PGY2401C 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.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 20.00

PGY2410C 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. Instructor's approval or Prerequisite: PGY2401C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 20.00

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 35mm camera, film and paper. As part of the course, students

will have an opportunity to shoot for campus publications. Instructor's approval. Special fee charged.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PGY2806C FINE ARTS DIGITAL PHOTOGRAPHY (4)

This course is a Visual Arts class formulated to introduce and develop some of the necessary skills that will enable the students to understand the basic principles of digital cameras, film scanners and digital printing and how to use them in the context of the visual language. It is a course designed for Visual Arts students which will provide them with the necessary tools to understand the conceptual, visual, historical and cognitive arguments needed to create a cohesive and personal body of work. The students will learn Fine Arts Digital Photography through the use of digital cameras, film scanners and photo editing software. It will be hands-on learning experience. An important part of the class will be lectures, slide presentations, and discussion of historical and contemporary issues dealing with conceptual and visual arguments. Critiques will be the forum where students present their ideas and discuss/verbalize concepts dealing with

Prerequisite: PGY2401C

Lec Hrs = 32 Lab Hrs = 64 Oth Hrs = 0 Fees = 45.00

PGY2850C DIGITAL VIDEO/AUDIO EDITING (3)

Concepts and techniques of video/audio production for recording. Using full-motion video camera and video editing and sound editing software, students will produce video and sound modules for inclusion in multimedia projects. Video formats, signals, compression standards, capture and equipment will be emphasized. Sound formats including compression standards, sampling, resource management, software and equipment selection will be studied. Copyright issues will be discussed.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

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. Exceptions to Prerequisite will be considered by the Art Department Head. Instructor's approval or

Prerequisite: PGY2401C PGY2410C

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 20.00

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 and symbolic logic will be considered and foundations will be laid for further study in each area. Meets Area 2F general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHI2010 INTRODUCTION TO PHILOSOPHY (3)

An introduction to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, and specific problems in philosophy. Meets Area 2F general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHI2600 INTRODUCTION TO ETHICS (3)

A study of the basic concepts and principles of morals, values and judgments that govern human actions, as well as various ethical theories. Meets Area 2F general education requirements

for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1010 PHYSICAL PRINCIPLES FOR THE PHYSICAL THERAPIST ASSISTANT (1)

Course introduces the student to the basic physical principles that apply to commonly utilized therapeutic procedures in the field of physical therapy. Topics include but are not limited to body mechanics, ergonomics, the use of heat, cold, sound and electricity to facilitate healing.

Pre or Corequisite: PHT1103 PHT1200

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1020 THERAPEUTIC COMMUNICATION FOR THE PHYSICAL THERAPIST ASSISTANT (2)

An overview of effective communication skills and concepts regarding successful therapeutic interactions will be presented. Students will participate in several interactive sessions to become familiar with team building, verbal and non-verbal communication requirements, effective listening concepts, and conflict management to determine how to manage clinical situations as they arise. Cultural diversity is discussed. Students are responsible for developing an in-service presentation as a means of enhancing effectiveness of communication.

Prerequisite: PHT1211

Corequisite: PHT1801L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1103 ANATOMY FOR PHYSICAL THERAPIST ASSISTANT (3)

Course introduces basic human anatomy with an emphasis on the structure and function of the skeletal and muscular systems. Actions, origins, insertions and innervations of muscles are discussed. Surface anatomy is presented with an introduction to basic palpation.

Prerequisite: BSC1086 BSC1086L

Corequisite: PHT1103L PHT1200

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1103L ANATOMY FOR PHYSICAL THERAPIST ASSISTANT (1)

Laboratory sessions for Anatomy for PTA (PHT1103) are designed to provide the students with an opportunity to identify, with accuracy, a variety of bones, bony landmarks, muscles, ligaments and other soft tissue structures using graphics and various anatomical specimens/models. Basic palpation skills are developed.

Pre or Corequisite: PHT1103 PHT1200L

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

PHT1200 INTRODUCTION TO PHYSICAL THERAPY (3)

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. Health care delivery

systems, the medical record and issues of reimbursement are discussed. Presents the basic theory of preparing the patient and the treatment area, positioning and transferring techniques, gait training, and wheelchair prescription. Professional behaviors are introduced.

Pre or Corequisite: PHT1103 PHT1200L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1200L INTRODUCTION TO PHYSICAL THERAPY LAB (1)

Laboratory sessions for Introduction to Physical Therapy (PHT1200) 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 preparation skills. Case studies of various medical conditions with emphasis in these areas are completed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks as well as competency evaluations are completed. Professional behaviors, at the novice level, are assessed.

Pre or Corequisite: PHT1103L PHT1200

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

PHT1211 DISABILITIES AND THERAPEUTIC PROCEDURES (2)

Course introduces the student to the theory and practical application of physical therapy modalities. The physiological effects of and the indications/contraindications of patient care interventions such as heat, cold, radiant therapy, electrotherapy, traction, intermittent compression and massage are presented. Principles of effective documentation and discharge planning are discussed. Problem-solving skills are detailed.

Prerequisite: PHT1103 PHT1200

Pre or Corequisite: PHT1211L PHT2224

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1211L DISABILITIES AND THERAPEUTIC PROCEDURES LAB (2)

Laboratory sessions for Disabilities & Therapeutic procedures (PHT1211) are designed to develop student skills in the actual performance of the patient care interventions presented. Skills in massage are developed. Practical application of each intervention is emphasized with patient simulations and case studies enhancing the ability to understand a plan of care for a patient. Professional behaviors, at the intermediate level, are assessed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks as well as competency evaluations are completed. Students are expected to demonstrate competency in carrying out an appropriate therapeutic modality plan of care, including effective documentation.

Prerequisite: PHT1103L PHT1200L

Pre or Corequisite: PHT1211 PHT2224L

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.00

PHT1300 SURVEY OF PATHOLOGICAL DEFICITS (4)

Course introduces the student to general pathological conditions with emphasis on those commonly seen in the field of physical therapy. Basic system anatomy is reviewed with an emphasis on the pathophysiology of disease. Student presentations of various musculoskeletal conditions are completed. Descriptions of how diseases are classified, diagnosed and treated, as well as the natural course/prognosis of these diseases are presented. Implications of disease processes as well as contraindications, precautions and patient/caregiver education related to physical therapy are discussed through case study analysis. When

relevant, specific physical therapy plans, such as chest PT, are discussed. The effects of aging upon disease and in general are considered.

Pre or Corequisite: PHT1200

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1310 SURVEY OF MUSCULOSKELETAL DEFICITS (2)

Course introduces student to general pathological conditions with emphasis on those commonly seen in the field of physical therapy as they relate to the musculoskeletal systems. Descriptions of how musculoskeletal diseases are classified, diagnosed and treated, as well as the natural course/ prognosis of these diseases are presented. Implications of disease processes as well as contraindications, precautions and patient/care-giver education related to physical therapy are discussed through case study analysis. The effects of aging upon disease and in general are considered.

Prerequisite: BSC1086

Corequisite: PHT1300

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1350 BASIC PHARMACOLOGY FOR PHYSICAL THERAPIST ASSISTANT (1)

Course introduces concepts of basic pharmacology and presents pharmacological agents dispensed for conditions commonly seen in physical therapy. Drug responses and interactions as they relate to patient response are discussed.

Prerequisite: PHT1300

Pre or Corequisite: PHT1211

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT1801L CLINICAL PRACTICE I (2)

Course involves student assignment to a local clinical facility. Includes scheduled class meetings to discuss clinical performance objectives, the self-appraisal process, and overall requirements for this novice-level practicum. Discussions also include professionalism, attitudes, patient rapport, sexual harassment, etc. A journal report of clinical experiences and an article review are required. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at the novice-level. Students attend a personal conference with the academic coordinator of clinical education to discuss progress and to identify areas of strength/weakness with appropriate target dates methods of amelioration, if needed. Students receive a satisfactory/fail grade.

Prerequisite: BSC1086 PHT1211

Corequisite: PHT1020

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 120 Fees = 70.95

PHT2120 APPLIED KINESIOLOGY (3)

This course is designed as part of a continuum in the application of anatomy to facilitate student analysis of functional movements with specific focus on the relationship between joint structure and function. Joint structure and function including tests and measures for ROM and muscular strength are reintroduced. Special testing procedures, joint play and palpation are introduced which aid the student in understanding pathological gait patterns. Orthotic interventions for the spine and extremities are presented.

Prerequisite: PHT1020

Corequisite: PHT2120L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2120L APPLIED KINESIOLOGY LAB (1)

Laboratory sessions for Applied Kinesiology (PHT2120) are designed to provide opportunities for the students to practice the skills of goniometry and manual muscle testing along with

special testing procedures. Observation of normal and pathological gait patterns as well as analysis of UE and LE movement patterns are performed. Interventions are developed to address functional deficits. Palpation of surface anatomy and review of anatomical/bony landmarks occurs. Through completion of case studies, the student correlates patient problems related to various pathologies with their deficits in functional activities and gait. Competency evaluations are completed.

Prerequisite: PHT224L

Pre or Corequisite: PHT2120

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

PHT2162 SURVEY OF NEUROLOGICAL DEFICITS (4)

Course introduces the etiology, pathophysiology and symptoms of common neurological diseases/ conditions. Basic neuroanatomy is reviewed. Neurodiagnostic procedures are presented. Specific case study assignments of various neurological conditions are completed and discussed.

Prerequisite: PHT1020 PHT2224

Corequisite: PHT2810L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2203 MANUAL TECHNIQUES I (3)

This course will provide the student with an in-depth view of the history, theory, terminology, physiology, pathology, and basic techniques used during stages of rehabilitation. Course includes aspects of ethics, law, business and marketing in the field of massage. Prerequisite: A.S. degree in Physical Therapist Assisting.

Pre or Corequisite: PHT2203L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2203L CLINICAL PRACTICUM IN MANUAL TECHNIQUES (2)

This course will provide the student laboratory experience to practice Swedish and structurally based therapeutic massage in a supervised setting. Prerequisite: A.S. degree in Physical Therapist Assisting.

Pre or Corequisite: PHT2203

Lec Hrs = 0 Lab Hrs = 60 Oth Hrs = 0 Fees = 25.00

PHT2204 MANUAL TECHNIQUES II (3)

This course explores advanced techniques further developing the student's use and integration of structural-based and energy-based systems. Topics will include trigger point therapy, myofascial release, and other advanced therapy applications.

Prerequisite: PHT2203 PHT2203L

Pre or Corequisite: PHT2204L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2204L CLINICAL PRACTICUM IN MANUAL TECHNIQUES II (2)

This course provides an advanced laboratory experience incorporating hands-on techniques and sequences to balance the various energy patterns of the physical body in a supervised setting.

Prerequisite: PHT2203 PHT2203L

Pre or Corequisite: PHT2204

Lec Hrs = 0 Lab Hrs = 60 Oth Hrs = 0 Fees = 25.00

PHT2224 DISABILITIES & THERAPEUTIC PROCEDURES II (3)

Course introduces concepts of therapeutic exercise with regards to its principles, and objectives. The theory of and application of specific exercise regimes are presented. Principles of ROM and stretching techniques are presented. A basic introduction to

goniometry and manual muscle testing procedures is presented as it pertains to the development of therapeutic exercise interventions.

Prerequisite: PHT1103

Pre or Corequisite: PHT1211 PHT2224L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2244L DISABILITIES AND THERAPEUTIC PROCEDURES II LAB (2)

Laboratory sessions for Disabilities and Therapeutic Procedures II (PHT2244) 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 exercise interventions are completed. ROM and stretching techniques are practiced. Goniometry and manual muscle testing procedures are practiced as they relate to the provision of therapeutic exercise. Data collection relative to the course content as well as patient and caregiver education are emphasized. Professional behaviors, at the intermediate level, are assessed. Skill checks as well as competency evaluations are completed. Students are expected to demonstrate competency in developing and carrying out an appropriate therapeutic exercise program including effective documentation.

Prerequisite: PHT1103L PHT1200L

Pre or Corequisite: PHT1211L PHT2224

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 50.00

PHT2704 REHABILITATION PROCEDURES (3)

Advanced course designed to develop skill in and understanding of the underlying principles of advanced physical therapy plans of care including motor learning principles. Techniques presented include advanced therapeutic exercise programs (stroke, spinal cord injured, etc.) proprioceptive neuromuscular facilitation (PNF), Bobath and Brunnstrom. Amputations and principles of prosthetics are detailed with fitting and check-out procedures reviewed.

Prerequisite: PHT2931

Corequisite: PHT2704L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHT2704L REHABILITATIVE PROCEDURES LAB (1)

Laboratory sessions for Rehabilitative Procedures (PHT2704) are designed for the students to practice the utilization of developmental postures in patient interventions as well as PNF, facilitation/inhibition techniques and other forms of advanced therapeutic exercise approaches. Stump wrapping and therapeutic management of prosthetic patients are practiced. Case studies of various medical conditions with emphasis on advanced therapeutic exercise approaches as well as application of prosthetic principles are completed. Data collection relative to the course content as well as patient and caregiver education are emphasized. Skill checks are completed. Students are expected to demonstrate competency in developing and carrying out appropriate interventions for a patient with neurological deficits. Professional behaviors, at the entry level, are assessed.

Prerequisite: PHT2162

Pre or Corequisite: PHT2704 PHT2931

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

PHT2810L CLINICAL PRACTICE II (6)

Course involves student assignment to local clinical facility. Includes scheduled class meeting to review clinical performance objectives, the self-appraisal process, and overall requirements for this intermediate level practicum. Class discussions are held to share and discuss experiences, patient care problems, learning styles, cooperative group participation, acceptance and

implementation of constructive criticism, etc. A clinical journal and an in-service are required. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at the intermediate level. Students attend a personal conference with the academic coordinator of clinical education to discuss progress and to identify areas of strength/weakness with appropriate target dates and methods of amelioration, if needed. Students receive a satisfactory/fail grade.

Prerequisite: PHT1801L

Pre or Corequisite: PHT2162

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 360 Fees = 70.95

PHT2820L CLINICAL PRACTICE III (5)

Course involves full time student assignment to a local clinical facility. Includes scheduled class meetings to discuss clinical performance objectives, the self-appraisal process, and overall requirements for this entry-level practicum. A clinical journal, a case study report and a research project are required. Class discussions are held to share and discuss experiences, patient care problems, readiness for the workplace, leadership responsibilities, professional growth, etc. Weekly online discussion forums facilitate critical thinking, peer review, and managing clinical situations at entry level. Students attend a personal conference with the academic coordinator of clinical education to discuss progress and to identify area of strength/weaknesses with appropriate target dates and methods of amelioration where necessary. Students receive a satisfactory/fail grade.

Prerequisite: PHT2810L PHT2931

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 300 Fees = 70.95

PHT2931 TRANSITION SEMINAR (2)

A discussion and presentation seminar course on legal and ethical issues, interpersonal skill refinement, employment techniques, quality assurance, and career development. Discharge planning concepts are reviewed. Empathy for patients and enhanced understanding of the challenges of a disability are explored through a community advocacy project. A capstone project is completed to assess entry level preparation. The course also provides a comprehensive curriculum review and presents details on applying for licensure as students prepare for the transition to the work place.

Prerequisite: PHT2120 PHT2162

Pre or Corequisite: PHT2704

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Meets area 4B general education requirements for the A.A. degree. Meets areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Special fee is charged. Placement by Testing Department or

Pre or Corequisite: PHY1001

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Pre or Corequisite: MAC2312 PHY2048L.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY2048L GENERAL PHYSICS WITH CALCULUS I LAB (1)

Laboratories designed to accompany PHY2048. One two hour period each week. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Special fee charged. Placement by Testing Department or Pre or Corequisite: PHY2048

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PHY2049 GENERAL PHYSICS WITH CALUCLUS 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. Four hours weekly. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: PHY2048

Pre or Corequisite: MAC2313 PHY2049L

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Special fee charged. charged. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or Prerequisite: PHY2048 PHY2048L

Pre or Corequisite: PHY2049

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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. Meets Area 4B general education requirements for the A.A. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAC1114 MAC1140

Pre or Corequisite: PHY2053L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY2053L GENERAL PHYSICS I LAB (1)

Laboratories designed to accompany the topics under study in PHY2053. One two hour period per week. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Special fee is charged. Placement by Testing Department or

Pre or Corequisite: PHY2053

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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 and magnetism, optics, and special relativity and quantum theory. Three hours weekly. Meets Area 4B general education requirements for education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: PHY2053 PHY2053L

Pre or Corequisite: PHY2054L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PHY2054L GENERAL PHYSICS II LAB (1)

Laboratory experiences designed to accompany the topics under study in PHY2054. One two hour period per week. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Special fee charged. Placement by Testing Department or

Prerequisite: PHY2053 PHY2053L

Pre or Corequisite: PHY2054

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PHY2420 ELEMENTARY WAVE THEORY (3)

A survey of the basic topics in the properties of physical and electromagnetic waves, including the study of intensity and motion waves. Placement by Testing Department or Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: MAT1033 with a grade of "C" or higher. Prerequisite or Corequisite: MUT1111 or consent of instructor. Placement by Testing Department or Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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, including the teaching of how to research utilizing computer research.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 100.00

PLA1201 CIVIL LITIGATION (3)

This course covers the basic concepts of Civil Litigation. Discussions involve the liability of the individual in relation to the specific acts committed.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Instructor's approval or

Prerequisite: ENC1101 PLA1003 PLA1104

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1435 CORPORATIONS (3)

This course provides an in-depth 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. Instructor's approval or

Prerequisite: ENC1101 PLA1003 PLA1104

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1600 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. Instructor's approval or

Prerequisite: ENC1101 PLA1003 PLA1104

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1610 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 the mechanics of the title examination are also studied. Instructor's approval or

Prerequisite: ENC1101 PLA1003 PLA1104

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1800 DOMESTIC RELATIONS (3)

This course surveys domestic relations, and includes topics such as marriage, dissolution of marriage, separation agreements, custody, legitimacy, adoption, name changes, support, court procedures, and property disposition. Instructor's approval or

Prerequisite: ENC1101 PLA1003 PLA1104

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA1841 IMMIGRATION LAW (3)

This course provides an in depth study of Immigration Law. Topics covered include a historical overview of immigration law, types of immigration law practices, agencies involved with immigration laws, the drafting of fall documents and forms associated with immigration law, the Immigration & Nationality Act & the administrative system covering the practice of immigration law.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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, and pleadings.

Prerequisite: Instructor approval or

Prerequisite: ENC1101 PLA1003 PLA1104

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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-judgment collection practices, bankruptcy law, landlord/tenant debt law, collection of debts based upon

negotiable instruments, federal consumer collection acts, and foreclosure actions. Instructor's approval or

Prerequisite: ENC1101 PLA1003 PLA1104

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLA2612C ADVANCED TITLE SEARCH PROCEDURES (3)

The student will learn how to perform a closing from the inception to closing. They will become familiar with real estate documentation, an understanding of title insurance, homestead concepts, basic title examination, and transactions and procedures to prepare and close various real property transactions. The student will apply computer applications throughout the course using The Fund's ATID System to search title information to prepare closing documents and policies.

Prerequisite: PLA1610

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

PLA2940 LEGAL ASSISTING PRACTICUM (3)

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 144 hours under the supervision of an attorney. Program Coordinator's approval.

Prerequisite: ENC1101 PLA1003 PLA1104

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PLS2600 WEED IDENTIFICATION AND CONTROL (3)

Identification and methods of control of terrestrial and aquatic weeds of Southern Florida commonly found in landscapes, field and container nurseries, and turfgrasses and aquatic areas. Calibration, use and preventative maintenance of pest control equipment will also be discussed. Two four hour lectures for 6 weeks.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

POR1120 BEGINNING PORTUGUESE 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 POR1121. Meets Area 8 general education requirements for the A.A. degree.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

POR1121 BEGINNING PORTUGUESE II (4)

Continuation of POR1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: POR1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

POS2041 NATIONAL GOVERNMENT (3)

Study of theory, principles, and institutions involved in the American National Government. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

POS2112 STATE AND LOCAL GOVERNMENT (3)

Study of the principles and institutions of American state and local government. Meets Area 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PSCI121 PHYSICAL SCIENCES SURVEY (3)

A survey of physical sciences for the non-science major. An integrated approach is used to introduce topics in astronomy, chemistry, geology, meteorology and physics. It is recommended that students take the companion laboratory, PSCI191L. Three hours weekly. Meets Area 4B general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Prerequisite: MAT0024

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

PSCI121L PHYSICAL SCIENCES LABORATORY (1)

Experiments and exercises which supplement topics covered in PSCI121. Special fee is charged. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: PSCI1121

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

PSCI1341 FUNDAMENTALS OF PHYSICS AND CHEMISTRY (6)

This course is designed for students in the Teacher Education Alliance. Major concepts and principles of physics and chemistry will be covered. Practical applications of the scientific method will be stressed. Hands on activities and demonstrations will be included. Placement by Testing Department or

Prerequisite: MAT1033

Lec Hrs = 96 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Area 3B general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 3.00

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

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 8.00

PSY2905 INDEPENDENT STUDY IN PSYCHOLOGY (3)

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

QMB2100 QUANTITATIVE METHODS IN BUSINESS (3)

This course applies quantitative methods to business problems with emphasis on learning to select the appropriate problem solving method, applying the chosen method, and interpreting the solution. The use of quantitative methods in managerial decision making is a continuous focus of this course. Management problems are used and written managerial recommendations are required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: Program Admission.

Pre or Corequisite: RAT1614

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1021C INTRO TO RADIATION THERAPY CLINICAL (2)

A course designed to provide knowledge and hands-on instruction in the application of radiation therapy procedures with a detailed study of instrumentation prior to actual patient contact.

Prerequisite: RAT1001 RAT1614

Pre or Corequisite: RAT1111 RAT1111L

Lec Hrs = 16 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RAT1111 RADIOGRAPHIC PROCESSES (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: RAT1001 RAT1614

Pre or Corequisite: RAT1021C RAT1111L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

RAT1111L RADIOGRAPHIC PROCESS LAB (1)

Laboratory experience exposing phantom body parts to x-radiation to allow therapy students to practice radiographic imaging and film processing techniques. Laboratory accompanies RAT1111 lecture.

Prerequisite: RAT1001 RAT1614

Pre or Corequisite: RAT1021C RAT1111

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RAT1614 INTRO RADIATION THERAPY PHYSICS (3)

Introduction to the fundamentals of physics involved in the production of x-radiation to include: mathematics, electricity, electro- magnetism, x-ray interactions and the radiographic tube.

Pre or Corequisite: RAT1001

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1651 INTRODUCTION TO DOSIMETRY (2)

A study of the skills necessary to develop as a dosimetrist in the clinical setting. Prerequisite: Program Admission.

Pre or Corequisite: RAT1652 RAT1655 RAT1655L
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1652 ADVANCED DOSIMETRY I (3)

The study of patient dosimetry for radiation therapy including planning techniques for external beam and brachytherapy. Prerequisites: Program Admission.

Pre or Corequisite: RAT1653 RAT1655 RAT1655L
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1653 TREATMENT ACCESS. FAB., LOCALIZATION (2)

A study of fabrication of treatment accessories, tumor localization and simulation. Prerequisite: Program Admission.

Pre or Corequisite: RAT1651 RAT1652 RAT1655
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1654 ADVANCED DOSIMETRY II (3)

A continuation of the study of dose calculations including the combination of multiple modalities of treatment methodology with emphasis on comparison of treatment techniques for selected anatomical sites.

Prerequisite: RAT1651 RAT1655 RAT1942
Pre or Corequisite: RAT1656 RAT1659 RAT1902C
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1655 MEDICAL PHYSICS AND INSTRUMENTATION (2)

A review and in-depth presentation of radiation physics including but not limited to matter, energy, and radiation, principles of x-ray and radioactivity, interaction of x and gamma rays. Radiation protection to include state and federal regulations. An introduction to various radiation detection instrumentation. Prerequisite: Program Admission.

Pre or Corequisite: RAT1651 RAT1652 RAT1655L
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1655L MEDICAL PHYSICS AND INSTRUMENTATION (1)

A course designed to provide hands-on instruction in radiation detection instrumentation. Prerequisites: Program Admission.

Pre or Corequisite: RAT1652 RAT1653 RAT1655
Lec Hrs = 0 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

RAT1656 PHYSICS & BASIC BIOMEDICAL ELECTRON (2)

A continuation of the study of radiation physics with emphasis on the modern radiation therapy treatment modalities, external and brachytherapy. Basic principles of medical electronics to include instrument trouble-shooting and electrical safety in the patient care environment.

Prerequisite: RAT1651 RAT1655 RAT1942
Pre or Corequisite: RAT1654 RAT1659 RAT1902C
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1659 ADVANCED QUALITY ASSURANCE (2)

An in-depth study of the rationale, principles and the methods of quality assurance as they relate to radiation therapy.

Prerequisite: RAT1651 RAT1655 RAT1655L
Pre or Corequisite: RAT1654 RAT1656 RAT1902C
Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT1804 CLINIC EDUCATION I (3)

Patient treatment competencies are assigned under the direct supervision of a registered radiation therapist. Complexity is commensurate with level of education.

Prerequisite: RAT1021C RAT1111 RAT1111L
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 20.50

RAT1902C COMPUTER TREATMENT PLANNING LAB (3)

A study of the computers utilized in radiation therapy treatment planning and the generation of computerized treatment plans.

Prerequisite: RAT1651 RAT1655 RAT1655L
Pre or Corequisite: RAT1654 RAT1656 RAT1659
Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 25.00

RAT1942 CLINIC EDUCATION I (3)

Under the direct supervision of the medical Dosimetrist and/or Medical Physicist, the student participates in medical dosimetry practices in a local radiation therapy department. This will encompass basic treatment planning, simulation, and quality assurance. Prerequisite: Program Admission.

Pre or Corequisite: RAT1652 RAT1653 RAT1655
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 50.45

RAT1944 CLINIC EDUCATION II (3)

Under the direct supervision of the Medical Dosimetrist and/or Medical Physicist the student participates in medical dosimetry practices in a local Radiation Therapy Department. This will improve on the skills developed in Clinic I in the area of treatment planning, simulation, and quality assurance.

Prerequisite: RAT1651 RAT1655 RAT1655L
Pre or Corequisite: RAT1654 RAT1659 RAT1902C
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 150.95

RAT1946 CLINIC EDUCATION III (5)

Under the direct supervision of the Medical Dosimetrist and/or Medical Physicist, the student participates in medical dosimetry practices in a local radiation therapy department. This is the most advanced clinical education and successful completion of this course will ensure that the student is competent upon graduation to assume all of the responsibilities required of a medical dosimetrist.

Prerequisite: RAT1654 RAT1902C RAT1944
Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 640 Fees = 50.45

RAT2021 PRINCIPLES OF RADIATION THERAPY I (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: Program Admission.
Pre or Corequisite: RAT2023 RAT2617 RAT2814
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2022 PRINCIPLES OF RADIATION THERAPY II (3)

A continuation of the fundamentals of technologic applications in simulation and patient treatment.

Prerequisite: RAT2021 RAT2023 RAT2617
Pre or Corequisite: RAT2241 RAT2618 RAT2619
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: Program Admission.

Pre or Corequisite: RAT2021 RAT2617 RAT2814

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2240 RADIATION PATHOLOGY (3)

An introduction to the concept of disease and general pathology. The types of growth, causative factors and biological behavior of neoplastic diseases are stressed. Pharmacology with emphasis on the radiation therapy patient is included in this course.

Pre or Corequisite: RAT2021 RAT2023 RAT2617

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2241 RADIOBIOLOGY (2)

A study of the sequence of events following the absorption of energy from ionizing radiation. Factors influencing radiation effects, tissue sensitivity, tolerance, and clinical applications are considered.

Prerequisite: RAT2021 RAT2240 RAT2617

Pre or Corequisite: RAT2022 RAT2618 RAT2619

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2617 ADVANCED RADIATION THERAPY PHYSICS (3)

The fundamentals of x-ray, gamma, and corpuscular radiation as applied to radiation therapy. Teletherapy units and nuclear reactors are also covered in this course.

Pre or Corequisite: RAT2021 RAT2023 RAT2814

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2618 ADVANCED RADIATION PHYSICS II (3)

Advanced physics of ionizing radiation including measurements, dosages, absorption, isodose curves, filters, radioactive materials treatment planning, properties of radionuclides, radiation safety and health physics.

Pre or Corequisite: RAT2021 RAT2022 RAT2023 RAT2241 RAT2617

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2619 DOSIMETRY AND COMPUTER TREATMENT PLANNING (2)

The study of radiation dose measurement and instrumentation usage. The need for accuracy is stressed.

Prerequisite: RAT2022 RAT2241 RAT2618 RAT2657 RAT2824

Corequisite: RAT2619L

Pre or Corequisite: RAT2834

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RAT2619L DOSIMETRY AND COMPUTER TREATMENT PLANNING (1)

Introduction to computer application in treatment planning in brachytherapy and external beam treatments.

Prerequisite: RAT2022 RAT2241 RAT2618 RAT2657 RAT2824

Corequisite: RAT2619

Pre or Corequisite: RAT2834

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RAT2657 QUALITY ASSURANCE AND PHARMACOLOGY (3)

Will present an in-depth study of the principles and concepts of quality assurance and pharmacology to include the history, theory, biological effects and their relationship to oncology.

Prerequisite: RAT2021 RAT2023 RAT2617

Pre or Corequisite: RAT2022 RAT2241 RAT2618

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: Program Admission.

Pre or Corequisite: RAT2021 RAT2023 RAT2617

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 29.45

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: RAT2021 RAT2023 RAT2617

Pre or Corequisite: RAT2241 RAT2618 RAT2619

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 29.45

RAT2834 CLINIC EDUCATION (5)

The most advanced clinical education as evidenced by the level of competency of the student upon completion of clinic RAT2824. Successful completion of this course will ensure that the student is competent upon graduation to assume all of the responsibilities required of a Registered Radiation Therapy Technologist.

Prerequisite: RAT2241 RAT2618

Pre or Corequisite: RAT2619 RAT2619L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 512 Fees = 29.45

REA0001C COLLEGE PREPARATORY READING I (4)

This course teaches basic reading skills, vocabulary, word recognition skills, and work-study skills. Placement in REA0001C is determined by CPT test scores. An EAP0320C student must have an A, B, or C in EAP0320C and have taken the CPT reading subtest to place into REA0001C.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 36.00

REA0006C COLLEGE PREPARATORY READING II (4)

Teaches basic reading and study skills to prepare students for college course work. An EAP0320C student must have a A, B, or C in EAP0320C and have taken the CPT reading test to place into REA0006C. Special fee charged. Prerequisite: Completion of REA0001C with a grade of "C" or higher or placement by assessment test or department recommendation.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 20.00

REA1105 COLLEGE READING STRATEGIES (3)

Teaches efficient reading abilities, comprehension, vocabulary, speed, study techniques, and reading skills necessary to conduct investigative research. REA1105 includes all CLAST skills.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

REA1205 ADVANCED COLLEGE READING II (3)

Increases speed, improves analytical, inferential, and critical reading abilities, and teaches advanced study techniques. Special fee charged. Placement by scoring a minimum of 40th percentile on a national college reading test or instructor approval or

Prerequisite: REA1105

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 5.00

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 = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

REE1210 REAL ESTATE FINANCE (3)

This course covers the basics of real estate lending with an emphasis on commercial property. Topics covered include legal issues in real estate lending, risk, appraising income property, and financing of different types of commercial properties.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

REL1210 OLD TESTAMENT HISTORY (3)

Reading the English Bible in various documents, and examining selected source material, with emphasis on its cultural importance today. Prerequisite: College-level reading skills.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

REL1240 NEW TESTAMENT HISTORY (3)

A study of the social, historical, cultural, and religious environment of the New Testament as well as of the dynamics of the beginnings and spread of the Christian Faith during the First Century A.D. and into the Second Century A.D.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Area 2G general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Prerequisite: College-level reading skills

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

REL2300 WORLD RELIGIONS (3)

Primarily an ideological examination of the world's most popular religions. Meets Areas 2G and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Prerequisite: College-level reading skills

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET1026 RESPIRATORY THERAPY EQUIPMENT (3)

This course reviews all of the normally used respiratory therapy 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. Term I.

Prerequisite: BSC1085 CHM1032 MAT1033

Pre or Corequisite: RET1026L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET1026L RESPIRATORY THERAPY EQUIPMENT LAB (1)

This course allows the student to work with and master the manipulative skills required to utilize respiratory therapy equipment. Emphasis is on oxygen, humidity and aerosol therapy, and airway management.

Prerequisite: BSC1085 CHM1032 MAT1033

Pre or Corequisite: RET1026

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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

Pre or Corequisite: RET1264L RET1484 RET1832L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Prerequisite: RET1026 RET1026L RET1485

Pre or Corequisite: RET1264 RET1484 RET1832L

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

RET1484 CARDIO PULMONARY**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: RET1026 RET1026L RET1485

Pre or Corequisite: CVT1200 RET1264 RET1264L RET1832L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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, CHM1032, MAT1033, or MTB1310.

Corequisite: RET1026, RET1026L 3 hrs. Lec. Term I.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET1832L RESPIRATORY THERAPY 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.

Prerequisite: RET1026 RET1026L RET1485

Pre or Corequisite: CVT1200 RET1264 RET1484

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 23.95

RET1833L RESPIRATORY THERAPY 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 non-critical care duties normally performed by respiratory therapists and the fundamentals of adult critical care. Special fee is charged.

Prerequisite: CVT1200 RET1264 RET1484 RET1832L

Pre or Corequisite: RET2418

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 96 Fees = 20.95

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 labile blood pressures.

Prerequisite: RET2503 RET2714 RET2834L

Pre or Corequisite: RET2601 RET2835L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2414 RESPIRATORY THERAPY PULMONARY FUNCTION (1)

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: RET1485

Pre or Corequisite: RET2414L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2414L PULMONARY FUNCTION LAB (1)

This course provides the opportunity to practice the techniques used for spirometric determination of lung volumes and flow rates and the basic principles of cardiopulmonary stress testing.

Prerequisite: RET1485

Pre or Corequisite: RET2414

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RET2418 CARDIOPULMONARY DIAGNOSTICS AND TECHNIQUES (2)

This course examines cardiac anatomy, physiology, and diseases. Diagnostic procedures include EKG's cardiac catheterization, cvp, swanganz and arterial lines, shunt and cardiac output determination. Drug and other therapeutic regimen are discussed.

Prerequisite: CVT1200 RET1485 RET1832L

Pre or Corequisite: RET1833L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: RET1833L RET2418

Pre or Corequisite: RET2414 RET2714 RET2834L

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2601 RESPIRATORY THERAPY 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.

Prerequisite: RET2503 RET2714 RET2834L

Pre or Corequisite: RET2286 RET2835L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2714 PEDIATRIC AND NEONATAL RESPIRATORY (3)

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: RET1833L RET2418

Pre or Corequisite: RET2414 RET2503 RET2834L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RET2834L RESPIRATORY THERAPY CLINIC III (3)

This clinical course is designed to introduce the student to all aspects of respiratory therapy critical care. The students will work primarily with patients requiring continuous ventilatory support. Special fee is charged.

Prerequisite: RET1833L RET2418

Pre or Corequisite: RET2414 RET2503 RET2714

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 20.95

RET2835L RESPIRATORY THERAPY 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: RET2414 RET2503 RET2834L

Pre or Corequisite: RET2286 RET2601

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 20.95

RET2934 SELECTED TOPICS IN**RESPIRATORY CARE** (1)

This course is designed as a review for Respiratory Care credential examinations and to examine new technologic and therapeutic changes in the Respiratory Care management of patients in critical care.

Pre or Corequisite: RET2503 RET2834L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1000 INTRODUCTION TO**RADIOLOGIC TECHNOLOGY** (3)

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.

Pre or Corequisite: RTE1111 RTE1503 RTE1804

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1111 NURSING PROCEDURES RADIOLOGIC**TECHNOLOGY** (2)

Nursing procedures and patient care issues, as related to diagnostic procedures in radiologic technology. Topics include: legal ethics, infection control, basic patient care, body mechanics, medical emergencies, patients with special needs, pharmacology and drug administration.

Pre or Corequisite: RTE1000 RTE1503 RTE1804

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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/film holders and the primary factors of radiographic quality.

Prerequisite: RTE1000 RTE1111 RTE1503

Pre or Corequisite: RTE1513 RTE1613 RTE1814

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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

Pre or Corequisite: RTE1513 RTE1613 RTE1814

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RTE1503 RADIOGRAPHIC ANATOMY**AND POSITIONING I (3)**

Anatomy and radiographic techniques related to the chest, abdomen, upper and lower gastrointestinal tract, biliary, and urinary systems. Prerequisite: Program Admission.

Pre or Corequisite: RTE1000 RTE1111 RTE1503L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE1503L RADIOGRAPHIC ANATOMY**AND POSITIONING I LAB (1)**

Practical application of theory taught in RTE1503 class. Students practice techniques relating to radiography of the chest, abdomen, upper and lower gastrointestinal tracts, biliary, and urinary systems. Prerequisite: Program Admission.

Pre or Corequisite: RTE1000 RTE1111 RTE1503

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

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 spine to include sacrum and coccyx. Student will learn anatomy of the body parts and the radiographic positions/projections routinely employed in the imaging of these parts.

Prerequisite: RTE1000 RTE1111 RTE1503

Pre or Corequisite: RTE1418 RTE1513L RTE1613

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 vertebral column to include sacrum, coccyx and trauma/mobil radiography.

Prerequisite: RTE1000 RTE1111 RTE1503 RTE1503L RTE1804

Pre or Corequisite: RTE1418 RTE1418L RTE1513

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 20.00

RTE1561 NON-ROUTINE PROCEDURES (1)

The principles of Radiographics Anatomy related to the vascular system, central nervous system, respiratory system, reproductive system and joints. The contrast media employed for each procedure will be studied. Specialized radiographic equipment used in special procedures as well as a variety of new positioning techniques are studied.

Prerequisite: RTE2385 RTE2457 RTE2457L

Pre or Corequisite: RTE2854

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: RTE1000 RTE1111 RTE1503

Pre or Corequisite: RTE1418 RTE1513 RTE1814

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

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. Term I

Prerequisite: Program Admission.

Pre or Corequisite: RTE1000 RTE1111 RTE1503

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 45.95

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. Term II.

Prerequisite: RTE1111 RTE1503 RTE1804

Pre or Corequisite: RTE1418 RTE1513 RTE1613

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 256 Fees = 45.95

RTE1824 CLINICAL EDUCATION III (2)

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. Term III, Year I.

Prerequisite: RTE1418 RTE1513 RTE1814

Pre or Corequisite: RTE1932C

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 45.95

RTE1932C SPECIAL TOPICS (1)

Designed to prepare the student with the necessary knowledge and skills to perform in specialized areas that include: venipuncture and electrocardiography.

Prerequisite: RTE1513 RTE1513L RTE1613 RTE1814

Pre or Corequisite: RTE1824

Lec Hrs = 16 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

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: RTE2523 RTE2523L RTE2623

Pre or Corequisite: RTE2457 RTE2457L RTE2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

RTE2457 PRINCIPLES OF IMAGING II (2)

A study of the factors that affect radiographic quality, solving technique problems and developing technique charts.

Prerequisite: RTE2523 RTE2523L RTE2623

Pre or Corequisite: RTE2385 RTE2457L RTE2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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

Pre or Corequisite: RTE2385 RTE2457 RTE2844

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

RTE2473 RADIOGRAPHIC QUALITY**ASSURANCE (2)**

Practices and procedures related to radiographic quality assurance and quality control.

Prerequisite: RTE2523 RTE2623 RTE2782

Pre or Corequisite: RTE2385 RTE2457 RTE2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

RTE2523 RADIOGRAPHIC ANATOMY AND POSITIONING IIII (3)

The principles of anatomy and positioning related to the skull to include facial bones, sinuses and mastoids; thorax to include ribs and sternum; mammary glands; trauma, pediatric and mobile radiography.

Prerequisite: RTE1824

Pre or Corequisite: RTE2523L RTE2623 RTE2782 RTE2834

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE2523L RADIOGRAPHIC ANATOMY AND POSITIONING III LAB (1)

Practical application of the theory taught in RTE2523. Students practice positioning of the cranium and facial area, bony thorax to include ribs and sternum and trauma and pediatric radiography.

Prerequisite: RTE1824

Pre or Corequisite: RTE2523 RTE2623 RTE2782 RTE2834

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 25.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

RTE2573 SURVEY OF IMAGING MODALITIES (1)

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: RTE2523 RTE2782 RTE2834

Pre or Corequisite: RTE2457 RTE2473 RTE2844

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTE2575 INTRODUCTION TO MAGNETIC RESONANCE (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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

RTE2623 RADIOLOGIC 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

Pre or Corequisite: RTE2523

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 10.00

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.

Prerequisite: RTE1824

Pre or Corequisite: RTE2523 RTE2523L RTE2623 RTE2834

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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

Pre or Corequisite: RTE2523 RTE2623 RTE2782

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 45.95

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 RTE2782 RTE2834

Pre or Corequisite: RTE2385 RTE2457 RTE2457L

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 45.95

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 III, Session 2 (6 weeks).

Prerequisite: RTE2457 RTE2844

Pre or Corequisite: RTE1561

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 144 Fees = 45.95

RTV2000 INTRODUCTION TO RADIO AND TELEVISION (3)

An introduction to the broadcast media through which the students should gain an understanding of the historical, technical, legal, and critical aspects of radio and television media.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

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." Instructor's approval or

Prerequisite: ENC1101 ENC1102

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RTV2241C TELEVISION PRODUCTION I (3)

In this course the student will acquire understanding of the theory and practice of television program production and directing with emphasis on studio production. There is a requirement of two hours of television laboratory production per week. Completion of RTV2000 recommended prior to taking this course.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 50.00

RTV2949 CO OP WORK EXPERIENCE (3)

A course designed to provide training in a student 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 = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

RUS1120 BEGINNING RUSSIAN I (4)

Fundamentals of speaking, understanding, reading and writing. Classroom practice and exercises supplemented by language laboratory. Meets Area 8 general education requirements for the A.A. degree.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

RUS1121 BEGINNING RUSSIAN II (4)

Continuation of RUS1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: RUS1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SLS1001 STRATEGIES FOR SUCCESS (3)

This course is tailored for First Time in College students and provides opportunities to learn about Broward Community College and higher education, acquire and practice learning strategies, explore personal learning styles, identify career options, and develop life-long skills for responsible citizenship. Required for all degree seeking students that test into 3 college preparatory areas with two at the lowest level. Recommended for all new students.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SLS1350 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 = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SLS1501 COLLEGE SUCCESS SKILLS (1)

This course is designed for first semester freshman students. It serves as an 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 = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1100 PRINCIPLES AND PROTOCOLS OF SONOGRAPHY (3)

An introduction to the basic approaches to sonographic scanning and scanning protocols for the abdomen and pelvis.

Prerequisite: Program Admission.

Pre or Corequisite: SON1170

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1111 ABDOMINAL SONOGRAPHY I (3)

An introduction to the cross-sectional anatomy of the abdominal area and its recognition on sonographic visualization systems.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1121 SON1211 SON1214

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: SON1111 SON1121 SON1211

Pre or Corequisite: SON1122 SON1212 SON1215

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1121 SONOGRAPHIC OB/GYN I (3)

An introduction to the cross-sectional 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: SON1100 SON1170

Pre or Corequisite: SON1111 SON1211 SON1214

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: SON1111 SON1121 SON1211

Pre or Corequisite: SON1112 SON1212 SON1215

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1141 SMALL PARTS SONOGRAPHY (3)

A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast and other superficial structures.

Prerequisite: SON1112 SON1122 SON1212

Pre or Corequisite: SON1824

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1170 SONOGRAPHY OF THE CIRCULATORY SYSTEM (2)

An introduction to the hemodynamics of the circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures. Prerequisite: Program Admission.

Pre or Corequisite: SON1100

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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, methods, intensity, and power considerations are introduced along with system resolution considerations.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1111 SON1121 SON1214

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: SON1111 SON1121 SON1211

Pre or Corequisite: SON1112 SON1122 SON1215

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1111 SON1121 SON1211

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Prerequisite: SON1111 SON1211 SON1214

Pre or Corequisite: SON1112 SON1212 SON1814

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SON1804 CLINIC A**(3)**

Clinical education requiring application of the knowledge learned. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses he or she will be performing examinations with less and less supervision.

Prerequisite: SON1100 SON1170

Pre or Corequisite: SON1111 SON1121 SON1211

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 45.95

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 assumed by the student being supervised. 24 Hr. clinical per week. Term II.

Prerequisite: SON1111 SON1211 SON1804

Pre or Corequisite: SON1112 SON1122 SON1212

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 45.95

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: SON1112 SON1122 SON1814

Pre or Corequisite: SON1141

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 384 Fees = 45.95

SON2161 NEONATAL NEUROSONOLOGY**(2)**

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.

Prerequisite: SON2400 SON2834

Pre or Corequisite: SON2401 SON2844

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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: A.R.D.M.S.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

SON2175 VASCULAR SONOGRAPHY II**(3)**

Arterial anatomy below the neck and head, and it's hemodynamic functions, both normal and abnormal, are stressed, along with sonographic imaging techniques for arterial vascular structures, non-imaging testing modalities, and Doppler analysis of normal and abnormal flow patterns.

Prerequisite: SON2174

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

SON2176 VASCULAR SONOGRAPHY III**(3)**

Venous and arterial anatomy and hemodynamic functions of the circulatory system of the neck and head, both normal and abnormal, are stressed, along with sonographic imaging techniques for vascular structures and Doppler analysis of normal and abnormal flow patterns. An understanding of the process of test validation and interpretation of test results will be covered.

Prerequisite: SON2175

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 2.00

SON2400 SONOGRAPHY OF HEART/CHEST I**(3)**

Anatomy of the heart and the procedures used in screening are introduced stressing recognition of the normal verses abnormal. Prerequisites: Program Admission or Permission by Program Manager and

Prerequisite: SON1141 SON1824

Pre or Corequisite: SON2834

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SON2401 SONOGRAPHY OF HEART/CHEST II**(3)**

An in-depth presentation of the intricacies of diagnostic ultrasound as it applies to the heart and the chest stressing its capabilities and its limitations. 3 hrs. wk., Term II

Prerequisite: SON2400 SON2834

Pre or Corequisite: SON2161 SON2844

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

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 specialty of echocardiography with clinical application of classroom material presented. To continue to make judgement decisions regarding the technical aspects of diagnostic sonographic exams.

Prerequisite: SON1141 SON1824

Pre or Corequisite: SON2400

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 258 Fees = 45.95

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 cardiovascular examination techniques. Clinical application of classroom material presented.

Prerequisite: SON2400 SON2834

Pre or Corequisite: SON2161 SON2401

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 258 Fees = 45.95

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.
Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SOSH02 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 = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SOS2242C WETLANDS MANAGEMENT I (3)

This course provides the background to define a wetland using indigenous plant forms, aquatic conditions, geology and applicable laws and regulations. The strategies and techniques needed to maintain natural habitats are outlined. Course consists of classroom and extensive field work. Completion of any of the horticultural biology, zoology, or native plant courses would be helpful and is suggested.
Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

SOS2243C WETLANDS MANAGEMENT II (3)

This course provides the background needed to design, implement, monitor and maintain a functional wetland, both fresh water and coastal, in South Florida. Course consists of classroom and extensive field work.
Prerequisite: SOS2242C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 10.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPA1612 AMERICAN SIGN LANGUAGE I (4)

Upon completion of this course students will have acquired American Sign Language vocabulary totaling approximately 500 concepts, linguistic principles of ASL and information related to deafness and deaf culture. Students should check individual university program requirements for transferability. On Demand.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SPA1613 AMERICAN SIGN LANGUAGE II (4)

Upon completion to this course, students will have acquired American Sign Language vocabulary totaling approximately 500 concepts, intermediate level linguistic principles of ASL and information related to deafness and deaf culture. Content builds upon the foundation laid in SPA1612. After completing SPA1612 and 1613, students should have a receptive and

expressive sign vocabulary of approximately 1000 concepts. Students should check individual university program requirements for transferability. On Demand.

Prerequisite: SPA1612

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPA2614 AMERICAN SIGN LANGUAGE III (4)

Upon completion of this course, students will have acquired American sign language vocabulary totaling approximately 500 concepts and intermediate to advanced level linguistic principles of ASL, including fingerspelling. Use of the signing space to set up person, objects, place and time will be stressed. Information on the cultural and communication aspects of ASL will also be covered. Content builds upon the foundation established in SPA1612 and SPA1613. After completing the three courses, students should have a receptive and expressive sign vocabulary of approximately 1500 concepts. Students are strongly advised to check with the college or university of their choice for acceptance of these credits to fulfill their entrance and/or exit language requirements. Meets Areas 5, 7 and 8 A.A. degree general education.

Prerequisite: SPA1613

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SPA2615 AMERICAN SIGN LANGUAGE IV (4)

Upon completion of this course, students will have acquired ASL vocabulary totaling approximately 500 concepts. Conceptual accuracy in sign choices will be stressed. Advanced level linguistic principles will be covered including the linguistic and semantic differences between ASL and English. The course will emphasize receptive understanding of ASL through the study of native deaf signers. Indirect discourse for recounting stories will be emphasized. Content builds upon the foundation established in the three previous courses in ASL. After completing the four courses, students should have a receptive and expressive sign vocabulary of approximately 2000 concepts. Students are strongly advised to check with the college or university of their choice for acceptance of these credits to fulfill their entrance and/or exit language requirements.

Prerequisite: SPA2614

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 5.00

SPC0252 PLAY PRODUCTION (3)

A course designed to investigate the problems of choosing and analyzing the script, casting, rehearsal, costuming, make-up, organization and management of the educational theatre.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

SPC0255 ACTING (3)

The techniques of acting, including expressive use of the body and voice in characterization. Exercises from various types of plays for business, movement, pacing, emotional expression, creation and projection of character.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

SPC1024 INTRODUCTION TO SPEECH COMMUNICATION (3)

This course is designed to provide students with the fundamentals of speech communication including speaking and listening. Topics include: intrapersonal, interpersonal, verbal,

nonverbal, small group communication, and public speaking in various cultural contexts. Meets Areas 1C, 7, and 8 general education requirements for the A.A. degree. Meets Area 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPC1050 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.

Lec Hrs = 32 Lab Hrs = 16 Oth Hrs = 0 Fees = 0.00

SPC1420 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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPC1511 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 democratic society.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPC1600 INTRODUCTION TO PUBLIC SPEAKING (3)

This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include: audience analysis, speech anxiety, critical listening, and preparation and delivery of speeches in various cultural contexts. Meets Areas 1C, 7, and 8 general education requirements for the A.A. degree. Meets Area 5 general education requirements for the A.S. degree.

Lec Hrs = 32 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 Area 8 general education requirements for the A.A. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

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. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SPN1121 BEGINNING SPANISH II (4)

Continuation of SPN1120. Further development of the basic skills. Selected readings. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Prerequisite: SPN1120

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

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's approval. Meets Area 8 general education requirements for the A.A. degree. Special fee charged.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Prerequisite: SPN2220

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN2220 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. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Special fee charged.

Prerequisite: SPN1121

Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SPN2240 INTERMEDIATE SPANISH CONVERSATION (3)

Course may be taken in conjunction with SPN2220 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. Meets Area 8 general education requirements for the A.A. degree.

Prerequisite: SPN1120 SPN1121

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

SPN2340 BEGINNING SPANISH FOR SPANISH SPEAK (4)

This course is designed for Spanish Speakers who have an oral command of the language but whose knowledge of written and/or formal Spanish is incomplete. Class is conducted in Spanish with emphasis on improvement of spelling, grammar, vocabulary, reading, writing, and oral skills. Emphasis will be

placed on the correction of typical errors created by the influence of the English language. Every unit will cover important cultural aspects of the Hispanic world. Prerequisite: To be a heritage or native speaker of Spanish. Meets Area 8 general education requirements for the A.A. degree.

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 15.00

SPN2441 SPANISH IN THE BUSINESS WORLD (3)

More advanced study of Spanish business documents with particular emphasis on the writing of business letters, commercial legal documents and translation. Prerequisite: instructor's approval. Meets Area 8 general education requirements for the A.A. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN2955 STUDY ABROAD: ADVANCED COMPOSITION (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. Meets Area 8 general education requirements for the A.A. This course is used only in BCC Study Abroad Programs.

Prerequisite: SPN2201

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SPN2956 STUDY ABROAD: ADVANCED COMPOSITION (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. Meets Area 8 general education requirements for the A.A. degree. This course is used only in the BCC Study Abroad Programs. Prerequisite: SPN2201

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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's approval. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Meets Areas 2B and 8 general education requirements for the A.A. degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Prerequisite: instructor's approval or Prerequisite: SPN2201

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

STA2023 STATISTICS (3)

A first course in statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software and/or a scientific calculator (capable of performing 2-variable statistics) will be required. Meets Areas 5A or 6 of the general

education requirements for the A.A. degree. Meets Areas 4 or 5 of the general education requirements for the A.S. degree. Recommendation of the Mathematics Department or at least a grade of "C" in the Prerequisite course is required.

Prerequisite: MAT1033

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 20.00

SUR2001 SURVEYING I (1)

The theory of construction surveying including the use and care of surveying instruments. Prerequisite satisfied or instructor approval.

Prerequisite: MAC1105

Pre or Corequisite: SUR2001L

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Prerequisite satisfied or instructor approval.

Prerequisite: MAC1105

Pre or Corequisite: SUR2001

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 40.00

SUR2140C SURVEYING II (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.

Prerequisite: SUR2001 SUR2001L

Lec Hrs = 48 Lab Hrs = 16 Oth Hrs = 0 Fees = 40.00

SYG1931C TEA: SOCIAL, MULTICULTURAL ISSUES AND FIELD EXPERIENCE (3)

This course is the third in a series of four professional seminars for students enrolled in TEA courses seeking an A.A. degree from BCC. General analysis of educational practices and their impact on students and society through a scientific consideration of modern social and multicultural forces on personal experiences, social behavior and academic performance.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2000 PRINCIPLES OF SOCIOLOGY (3)

General analysis of the structures and functions of society and culture through a scientific consideration of the influence of social and cultural forces on personal experiences and social behavior. Meets Areas 3B and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2010 SOCIAL PROBLEMS (3)

The study of the social and cultural aspects, incidence, and characteristics of selected social problems. Meets Area 3B general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2230 CONTEMPORARY RACE AND ETHNIC STUDIES (3)

A study of minority dominant relations with emphasis on ethnic, racial, and religious minorities.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2340 SOCIOLOGY OF HUMAN SEXUALITY (3)

A survey of the sociological, psychological, and physiological sources of human sexuality and their impact on contemporary social attitudes and behavior.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2421 MARRIAGE AND FAMILIES: INTERCULTURAL COMPARISON (3)

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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 3B and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 the Department Head.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

SYG2930 SPECIAL TOPICS: CURRENT ISSUES IN (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.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Instructor's approval.

Lec Hrs = 16 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 approval.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. AutoCAD/ArchiCAD will be used extensively as one of the tools for preparing drawings.

Prerequisite: ETD1320

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 5.00

TAR2142C ARCHITECTURAL 3D RENDERING (3)

Rendering is the step after the formation of a building's skeleton (wire-frame bones and structure in the computer), where adding the surface textures, lighting and environmental context brings the pre-visualization of the project to life.

Prerequisite: ARC1056C ETD1320

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

TAR2144C ARCHITECTURAL 3D SPACE AND ANIMATION (3)

Architecture 3D Space & Animation is the last of a series of classes in 3D modeling and rendering that enable architects to pre-visualize the completion of a building, illuminating design-related issues before costly construction begins. Animation provides a sense of space and context of a building, bringing the ideas of the architect to life for the firm's and client's better understanding.

Prerequisite: ARC1056C ETD1320 TAR2142C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 40.00

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 air conditioning, vertical transportation, refuse disposal, parking, and landscaping fundamentals.

Prerequisite: TAR2122

Lec Hrs = 16 Lab Hrs = 48 Oth Hrs = 0 Fees = 5.00

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. Offered Terms I and II North and Central Campuses, Term II on South Campus.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

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. Offered Term II, Central Campus.

Lec Hrs = 0 Lab Hrs = 48 Oth Hrs = 0 Fees = 0.00

THE2000 THEATRE APPRECIATION

(3)

A course designed to acquaint the student with the elements of theatre and how they combine and interact to create the live theatre experience. Lecture and discussion will investigate the nature and art of theatre, while the viewing of video taped and live stage plays will furnish examples of the various dramatic genres, including tragedy, comedy and musical theatre. Meets Area 2D general education requirements for the A.A. degree. Meets Area 2 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

THE2051L CHILDREN'S THEATRE**PRODUCTION**

(3)

Participation in the rehearsal and production of the Children's Theatre Program, which continues during the entire term.

Corequisite: THE2052L

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

THE2052L CHILDREN'S THEATRE TECHNICAL

(3)

Participation in the technical aspects of the Children's Technical Theatre Program.

Corequisite: THE2051L

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

THE2100 INTRODUCTION TO THEATRE HISTORY

(3)

An evolutionary study of the Theatre from the 5th century B.C. to the present day.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

THE2300 SURVEY OF DRAMATIC LITERATURE

(3)

A study of plays from the time of the early Greek to the current dramatists in light of the historic, philosophic, socio-political milieu of the era that promulgates the particular genre. Plays will be analyzed from a dramaturgical point of view.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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. Instructor's permission required for enrollment.

Lec Hrs = 48 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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. Instructor's permission required for enrollment.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

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. Instructor's permission required for enrollment.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

TPA2000C INTRODUCTION TO THEATRE DESIGN

(3)

An introduction to the techniques, practices, and processes in scenic, lighting, costume, and sound design. The course includes a period styles overview, script analysis, and a survey of appropriate paperwork required by each area.

Prerequisite: TPA2200

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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: TPA2200

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPA2192L SUMMER THEATRE/TECHNICAL PRODUCTION

(3)

Participation in the technical aspects of a theatrical production including but not limited to stagecraft, stage management, properties, costuming, wardrobe, lighting, sound, stage makeup and house management.

Corequisite: TPP2190L

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

TPA2200 STAGECRAFT

(3)

An investigation of the principles of stagecraft, lighting, props and set construction.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPA2220 INTRODUCTION TO STAGE LIGHTING

(3)

An 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: TPA2200

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

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.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP1190L PERFORMANCE LAB I

(1)

Upon successful completion of this course, students will be able to analyze and create a dramatic character on stage in a theatrical production of the college. For each production, students will learn to understand the genre of the play and adopt appropriate acting styles and techniques. They will learn how to uncover clues in the script which will reveal character objectives and tactics. Additionally, students will create characters through analysis, improvisation, and the development of psychophysical actions grounded in the given circumstances of the play. This information will guide the student actor to make distinct choices regarding the physical and vocal qualities of each character being portrayed.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP1191L PERFORMANCE LAB II

(2)

Upon successful completion of this course, students will be able to analyze and create a dramatic character on stage in a theatrical production of the college. For each production, students will learn to understand the genre of the play and adopt appropriate acting styles and techniques. They will learn how to uncover clues in the script which will reveal character objectives and tactics. Additionally, students will create characters through analysis, improvisation, and the development of psychophysical actions grounded in the given circumstances of the play. This information will guide the student actor to make distinct choices regarding the physical and vocal qualities of each character being portrayed.

Lec Hrs = 0 Lab Hrs = 64 Oth Hrs = 0 Fees = 0.00

TPP192L PERFORMANCE LAB III**(3)**

Upon successful completion of this course, students will be able to analyze and create a dramatic character on stage in a theatrical production of the college. For each production, students will learn to understand the genre of the play and adopt appropriate acting styles and techniques. They will learn how to uncover clues in the script which will reveal character objectives and tactics. Additionally, students will create characters through analysis, improvisation, and the development of psychophysical actions grounded in the given circumstances of the play. This information will guide the student actor to make distinct choices regarding the physical and vocal qualities of each character being portrayed.

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

TPP210 ACTING I**(3)**

Study and development of acting skills concentrating on the student's ability to believe and exist in imaginary circumstances as if they were real, and to transmit those beliefs clearly and artfully to an audience.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP211 ACTING II**(3)**

Building on the foundations established in Acting I, Acting II focuses on a close examination of the dramatic text which becomes the basis for character development and scene work. Students will analyze and perform two scenes during the term. Additional experience is also gained with the monologue by analyzing and performing two longer speeches.

Prerequisite: TPP2110

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2190L REHEARSAL AND PERFORMANCE I**(3)**

Participation in the audition, rehearsal and performance process of a theatrical stage production.

Corequisite: TPA2192L

Lec Hrs = 0 Lab Hrs = 96 Oth Hrs = 0 Fees = 0.00

TPP2300C DIRECTING**(3)**

An academic study and practical application of the art and craft of directing a play. An investigation of the components of the theatre experience as they relate to the work of the director.

Prerequisite: TPP2111

Pre or Corequisite: TPA2200 TPP2500C TPP2700C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2500C MOVEMENT FOR THE ACTOR**(3)**

An academic study and practical application of body movement technique for the actor. Students will extend their own range of movement through vocal and physical effort training and free themselves from any personal movement habits.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2531 STAGE COMBAT**(1)**

Armed and unarmed combat techniques for the stage.

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2700C INTRODUCTION TO VOICE**(3)**

An academic study and practical application of the efficient and effective use of the speaking voice, particularly in meeting the special demands of acting for the stage. Following a thorough introduction to the International Phonetic Alphabet students will learn the theories and principles of good voice and articulation of general American speech. The theories and principles of the course will be applied in written assignments, oral performances before the class, and through vocal exercises done in class, the learning resources language laboratory, and at home.

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

TPP2701C VOICE AND ARTICULATION II**(3)**

Application of techniques studied in Intro to Voice, with emphasis on the study of vocal posture and the International phonetic Alphabet. Students will continue to improve articulation and pronunciation, as they learn to apply differentiation of sounds and adjustment of vocal posture to achieve a neutral American Dialect. Learned skills will then be utilized to master three popular stage dialects. The theories and principles of the course will be applied in written assignments, oral performances before the class, and through vocal exercises done in class, the learning resources laboratory, and at home.

Prerequisite: TPP2700C

Lec Hrs = 32 Lab Hrs = 32 Oth Hrs = 0 Fees = 0.00

WOH1951 ISRAEL PROGRAM II**(16)**

This is a holding course. A mechanism by which students enrolled in a study abroad program (Israel)

can receive institutional credit.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

WOH1952 ISRAEL PROGRAM I**(15)**

This is a holding course. A mechanism by which students enrolled in this travel and study abroad program (Israel)

can receive institutional credit.

Lec Hrs = 0 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

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 3A and 8 general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for the A.S. degree.

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ZOO2010 GENERAL ZOOLOGY**(3)**

Basic course pertaining to the development, anatomy, physiology, genetics, ecology and natural relationships of the animal kingdom. Meets Areas 4A general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: ZOO2010L

Lec Hrs = 48 Lab Hrs = 0 Oth Hrs = 0 Fees = 0.00

ZOO2010L GENERAL ZOOLOGY LAB**(1)**

Laboratory experiments and activities to accompany ZOO2010. one two-hour period weekly. Special fee charged. Dissection of animals is a component of this course. Meets Area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general requirements for the A.A. degree. Meets 4 or 5 general education requirements for the A.S. degree. Placement by Testing Department or

Pre or Corequisite: ZOO2010

Lec Hrs = 0 Lab Hrs = 32 Oth Hrs = 0 Fees = 30.00

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 Vacant
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 Vacant
 Vice President, Facilities and College Services

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- Raigosa, Juan F.**, Construction Projects Administration, Facilities Planning Construction; B.S., Architecture, (co) national University of Colombia
- Reeder, Gregory K.**, Professor, Biological Sciences; D.D.S., Dentistry, University of Kentucky; M.S., Biology, Morehead State University; B.S., Biology, Morehead State University
- Raigosa, Juan F.**, EDD from University of Wyoming, PHD from Columbia State University, EDS from Nova University, MS from University of Ludwig Maximilians (Munich), BS from University of Ludwig Maximilians (Munich)
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- Rider, Douglas J.**, Instructor, Emergency Medical Technology; American Heart Association; National Association of Emergency Medical Technicians; State Certified
- Rieger, Daniel D.**, Assistant Professor, Philosophy and Religion; Ph.D., Philosophy, Syracuse University; M.A., Philosophy, Syracuse University; M.A., Biblical Studies, Fuller Theological Seminary; B.A., Philosophy, Wheaton College
- Rifkin, Sharon G.**, Professor, Education; M.A., Physical Education, University of Connecticut; B.S., Physical Education, City University of New York
- Roberts, Karen B.**, Senior Professor, Art; Ph.D., Art History, State University of New York; M.A., Art History, Michigan State University; B.Ed., Art, University of Miami
- Roddy, Christopher J.**, Associate Dean, Biological Science, Biological Sciences; M.S., Physics, North Carolina State University
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- Rodriguez-Florida, Lourdes M.**, Assistant Professor, English; M.S., English Education, Nova Southeastern University; B.S., Communications, Florida International University
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- Witkov, Carey J.**, Assistant Professor, Physical Sciences; M.A., Physics, Sangamon State University; B.S., Science Engineering, Northwestern University
- Wolesensky, Bobette S.**, Assistant Professor, Speech; M.A., Speech, University of Nebraska - Lincoln; B.A., Speech / Theatre, Nebraska Wesleyan University
- Wong, Faith J.**, Dean, Library / Learning Resources; M.A., Liberal Arts, Florida Atlantic University; B.A., Social Science, Florida Atlantic University; A.A., Broward Community College ●
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BROWARD COMMUNITY COLLEGE FOUNDATION

Since its inception in 1973, the mission of the Broward Community College Foundation has been to provide advocacy, community awareness and financial support to the college, its students and faculty.

The foundation is a 501 (c) (3) not-for-profit organization led by a board of directors composed of business and civic leaders, donors and college representatives who serve as volunteers. Through their efforts, the foundation raises funds, conducts programs and practices stewardship that provides an affordable, quality education for many students who could not otherwise afford to attend college. The foundation also supports mini-grants and an endowed teaching chairs program to reward outstanding professors and encourage innovation in the classroom.

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SCHOLARSHIPS

The Broward Community College Foundation serves as the recipient of private contributions to the college. Each year the foundation provides more than \$1 million in scholarship funds to the college through the generosity of individuals, families, foundations, companies and organizations. Scholarships are available for financially needy students and merit awards are available for students with outstanding academic records.

ENDOWED TEACHING CHAIRS PROGRAM

The Broward Community College Foundation was the first community college foundation in the nation to complete an endowed teaching chairs capital campaign, to recognize, support and encourage the efforts of outstanding professors in their classrooms. The campaign was begun to honor the college's 30th year with a goal of 30 chairs. The program now has 35 chairs, and more than 90 professors have been named recipients.

MERITORIOUS SERVICE AWARDS

Periodically, Broward Community College and the Broward Community College Foundation recognize individuals for their outstanding leadership, service and philanthropy to the college. The college recognizes their efforts with the following awards:

DISTINGUISHED SERVICE AWARD

Gene A. Whiddon, 1973*
James D. Camp, Jr., 1977
Elmer E. Rasmuson, 1977*
Judge James E. Minnet, 1977*

SEAHAWK AWARD

Stephen F. Snyder, 1988
 Gene A. Whiddon, 1988*
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DISTINGUISHED ALUMNI AWARD

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 Larry Ellis, 1984
 Donald Harvey, 1984
 Debbie Sanderson, 1984
 Teresa Sjogren, 1984
 Lt. Col. Thomas Taylor, 1985
 Dr. Betty Adkins, 1987
 Robert Alexander, 1987
 Bonnie Flynn, 1987
 Dr. William Greene, 1987
 Richard Hanauer, 1987
 Stephen McDonald, 1987
 James Naugle, 1987
 Aldanzo Pratt, 1987
 Dr. Timothy Adkins, 1988
 Gov. Parris Glendening, 1988
 Sandra McCray, 1988
 Carlton Moore, 1988
 Dr. Imgard Bocchino, 1989
 Dr. William Proctor, 1989
 Jasmine Shirley, 1989
 Robert Ferrigno, 1990
 Evelyn Hardy, 1990
 Dr. Betty Brady, 1991
 Barbara Jane Ellis, 1991
 Dominick Calabro, 1991
 Gabriel Grasso, 1991*

Varen Black, 1992
 Sheriff Ronald Cochran, 1992*
 Donna Wallace, 1992
 Deborah Hazleton, 1993
 Cynthia Lodge, 1993
 Ray Recchi, 1993*
 Winifred Warnat, 1993
 Dr. Deborah Sloan, 1994
 William Milano, 1994
 Cherokee Paul McDonald, 1995
 Wil Trower, 1995
 Dr. Rita Mae Brown, 1996
 Terry Glatt, 1996
 Dr. Seth Kalichman, 1996
 Sharon Robb, 1996
 Steven Berrard, 1997
 Judge Gary Farmer, 1998
 Michael Rudolph, 1999*
 Dr. Michael David Bartberger, 2000
 Arden Dickey, 2001
 Miles McGrane, 2002
 Denise M. Nieman, 2003
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 Patti Barney, 2005
 Edwin Moore, 2005
 Judge Catalina M. Avalos, 2006
 Teresa S. Justice, 2006

* deceased

Broward Community College

Campus Locations and Registration Hours

1 Willis Holcombe Center 954-201-7491

225 East Las Olas Blvd.
Fort Lauderdale, FL 33301
Registration: Bldg. 33, Room 109
Bookstore (FAU Bldg.): 954-762-5204

Registration Hours:

Monday-Thursday 8 a.m.-6 p.m.
Friday 8 a.m.-4 p.m.

2 A. Hugh Adams Central Campus 954-201-6865

3501 S.W. Davie Road, Davie, FL 33314
Registration: Bldg. 19, Room 104
Bookstore (Bldg. 19): 954-201-6830

Registration Hours:

Monday-Thursday 8 a.m.-7 p.m.
Friday 8 a.m.-4 p.m.

3 North Campus 954-201-2240

1000 Coconut Creek Blvd.
Coconut Creek, FL 33066
Registration: Bldg. 46, 2nd floor
Bookstore (Bldg. 46): 954-201-2225

Registration Hours:

Monday-Thursday 8 a.m.-7 p.m.
Friday 8 a.m.-4 p.m.

4 Judson A. Samuels South Campus 954-201-8835

7200 Pines Blvd., Pembroke Pines, FL 33024
Registration: Bldg. 68, Room 113
Bookstore (Bldg. 67): 954-201-8805

Registration Hours:

Monday-Thursday 8 a.m.-7 p.m.
Friday 8 a.m.-4 p.m.

5 Pines Center 954-201-3601

16957 Sheridan Street
Pembroke Pines, FL 33331

Registration Hours:

Monday & Wednesday 8 a.m.-7 p.m.
Tuesday & Thursday 8 a.m.-5 p.m.
Friday 8 a.m.-4 p.m.

6 Maroon Automotive Training Center

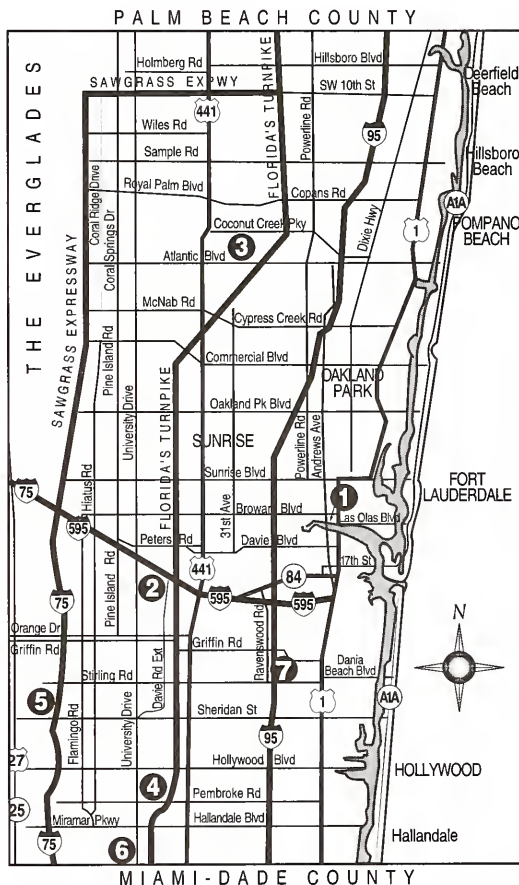
7451 Riviera Blvd., Miramar, FL 33023

7 Tigertail Lake Center

580 Gulfstream Way, Dania Beach, FL 33304

8 Weston Center

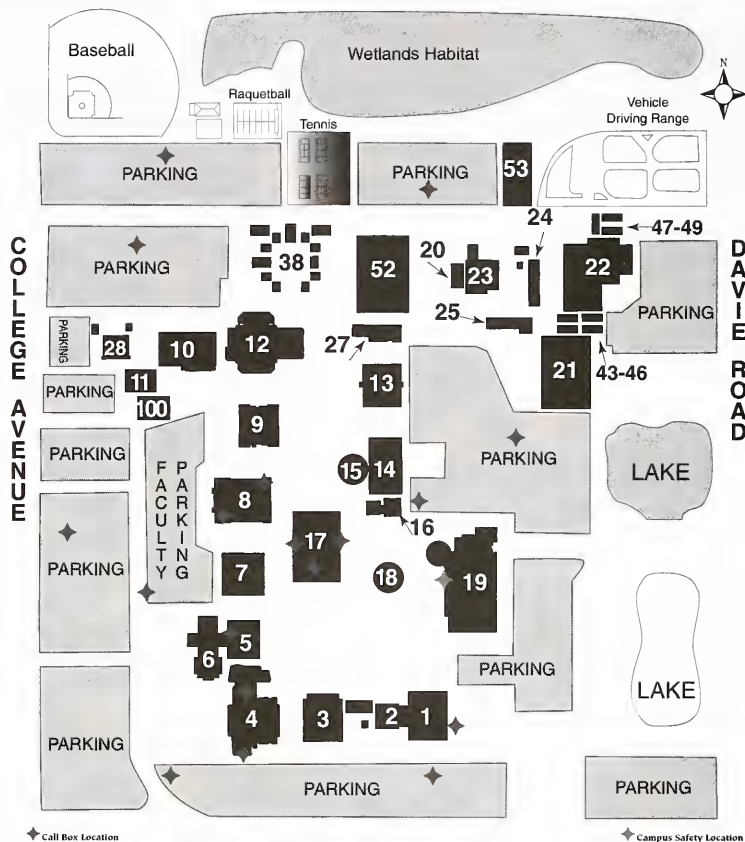
4205 Bonaventure Blvd., Weston, FL 33332



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www.broward.edu

A. Hugh Adams Central Campus

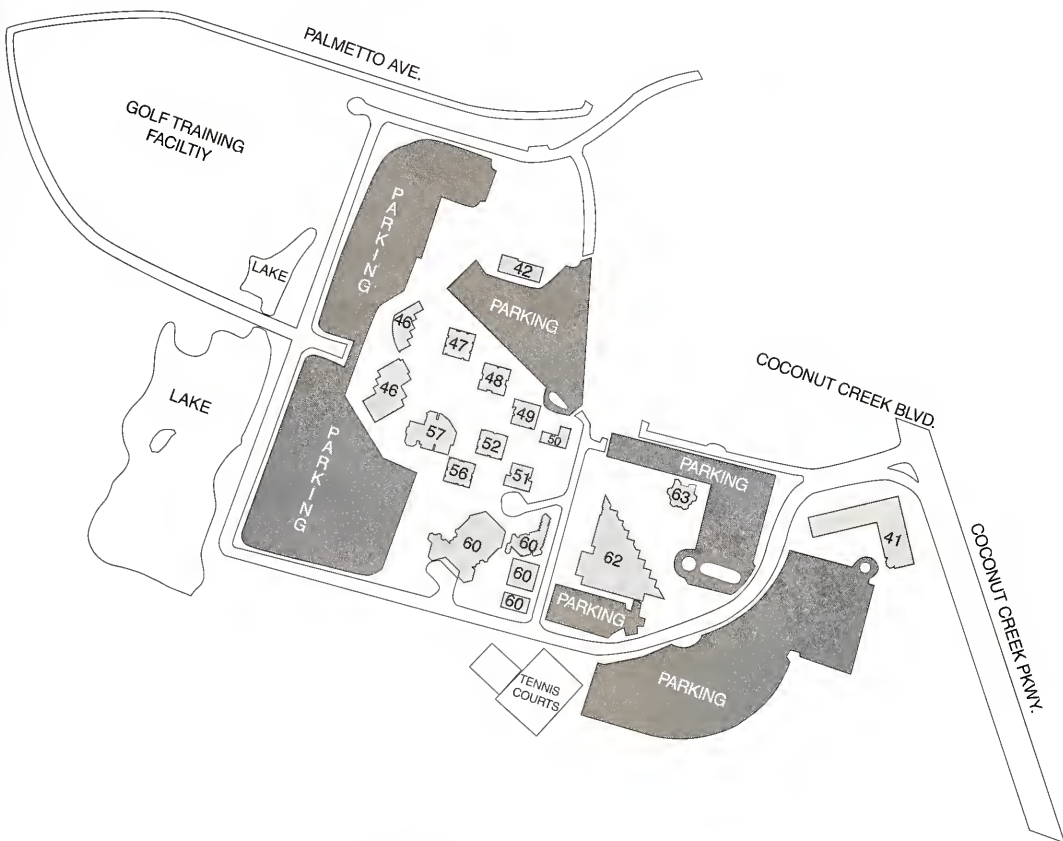
3501 S.W. DAVIE ROAD, DAVIE, FL 33314



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|----------------------------|---|--|
| 1 Administration | 10 Gym/Classrooms | 20 Printing & Graphic Arts Services |
| 2 Social Sciences | 11 Wellness | 21 Institute for Public Safety |
| 3 Behavioral Sciences | 12 FAU Liberal Arts | 22 Institute for Public Safety |
| 4 Classrooms | 13 Computer Sciences | 23 Physical Plant |
| 5 College Academy | 14 Classrooms | 24 Vehicle Maintenance |
| 6 Visual Arts | 15 Classrooms | 25 Grounds, Building Maintenance, Facilities |
| 7 Bailey Concert Hall | 16 Buehler Planetarium | 27 Child Development Center |
| 8 Theatre/Music | 17 University/College Library | 28 Aquatic Complex |
| 9 Classrooms | 18 Learning Resources | 38 FAU Modular A through M |
| 10 Fine Arts Theatre | 19 Buehler Observatory | 43-49 IPS Classroom Modulares |
| 11 English | 20 Robert E. Ferris Admissions & Student Affairs Center | 52 FAU Education Building |
| 12 Natural Science | 21 Bookstore, Bookstore Administration | 53 FAU Greenhouse |
| 13 Biology/Math | 22 Cashier's Office | 100 FAU Wellness Center |
| 14 Health Sciences | 23 Counseling Admissions, Registration | |
| 15 Business Administration | 24 Security | |
| 16 Communications | 25 Student Financial Services | |
| 17 ESL/MFL/Reading | | |

North Campus

1000 COCONUT CREEK BOULEVARD, COCONUT CREEK, FL 33066

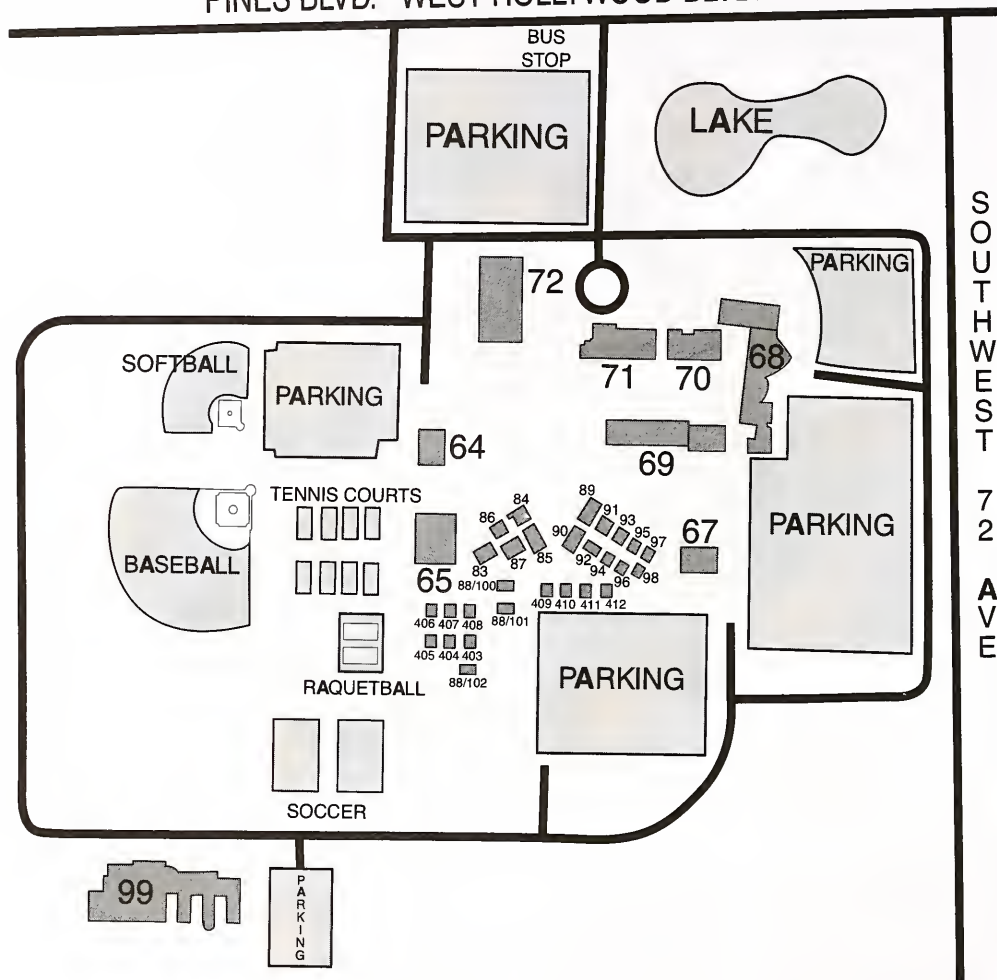


- 41 Health Science
- 42 Central Utility Plant
- 46 Student Services
- 47 Occupational Classroom
- 48 Computer Science/Electronics/Engineering
- 49 Administration building
- 50 Engineering Technology
- 51 Business Administration
- 52 Fine Arts
- 56 Behavioral Science
- 57 Math/Science building
- 60 Omni Building
- 62 North Regional Library
- 63 Day Care

Judson A. Samuels South Campus

7200 HOLLYWOOD/PINES BOULEVARD, PEMBROKE PINES 33024

PINES BLVD. - WEST HOLLYWOOD BLVD.



- 64 Physical Plant
- 65 Wellness Center/Gym
- 67 Bookstore
- 68 Student Services
- 69 Classroom Building
- 70 Science/Computer Labs
- 71 Administration/Provost
- 71 Campus Safety
- 72 Library/Learning Resources
- 99 Aviation

- 88/100 IBT Classroom Trailer
- 88/101 IBT Classroom Trailer
- 88/102 IBT Office Trailer
- 403-412 Classroom Trailers

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Notes

Admissions Application

**A. HUGH ADAMS
CENTRAL CAMPUS**
3501 S.W. Davie Road
Fort Lauderdale, FL 33314
954-201-6865

NORTH CAMPUS
1000 Coconut Creek Boulevard
Coconut Creek, FL 33066
954-201-2240

**JUDSON A. SAMUELS
SOUTH CAMPUS**
7200 Pines Boulevard
Pembroke Pines, FL 33024
954-201-8835

WILLIS HOLCOMBE CENTER
111 East Las Olas Boulevard
Fort Lauderdale, FL 33301
954-201-7541

PINES CENTER
16957 Sheridan Street
Pembroke Pines, FL 33331
954-201-3601

WESTON CENTER
4205 Bonaventure Boulevard
Weston, FL 33332
954-201-3601

MIRAMAR CENTER
7451 Riviera Boulevard
Miramar, FL 33023
954-201-8611

College Information and Application Instructions

Welcome to Broward Community College. Students may apply to BCC in either of two ways: online at facts.org or complete this application form. Read the following instructions carefully before completing and mailing the application to the campus you plan to attend. **Type or print in blue or black ink.**

Your acceptance letter will be mailed to the local address on the application, along with instructions for accessing your BCC-issued ID number and BCC e-mail address. If you need to change your address, contact the campus registration office.

A **non-refundable \$35 application fee** is required from all new credit students. This fee is charged **only once**. You may pay online at www.broward.edu, mail a check/money order or pay in person at any campus Cashier's office.

TRANSCRIPTS:

Degree-Seeking Students – prior to enrollment, official college transcripts from all previous institutions attended should be sent electronically to the college. If the institution cannot send an electronic transcript, official paper copies may be sent to the desired campus. The college will only accept paper transcripts if the institution(s) is not an electronic participant. Transcripts should be requested from all institutions attended. Failure to do so will jeopardize a student's future enrollment at the college. Only transcripts of currently enrolled degree-seeking students will be evaluated.

First-Time-in-College Students - A high school transcript reflecting the graduation date must be submitted before, or during the term a student plans to attend BCC. Official high school transcripts should be sent electronically to the college. If the institution cannot send an electronic transcript, official paper copies may be sent to the desired campus. However, the college will only accept paper transcripts if the high school is not an electronic participant.

Transfer Students – Students seeking a degree 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, students should meet with an academic advisor.

RETURNING STUDENTS:

Students must complete a Re-entry Application if they are returning to BCC after an absence of two major terms.

HEALTH SCIENCE APPLICANTS:

Admission to the college does not constitute acceptance into any of the Health Science Programs. A Health Science application is also required upon completion of specific admission criteria. Refer to the College Catalog for additional information.

ACADEMIC STATUS FOR TRANSFER STUDENTS:

Students on suspension or dismissal from another institution shall submit an appeal for entry into Broward Community College to the Academic Standards Committee. Broward Community College will apply its own academic standards of progress when determining if a student will be allowed to enroll prior to satisfying the sanctions for suspension or dismissal imposed by the transfer institution.

ADDITIONAL SERVICES:

Students interested in Student Financial Services (financial aid), Veteran's Benefits, or Disability Services, must contact those offices for information, forms or special services.

COUNSELING:

Students changing their major must meet with an academic advisor.

Information for Florida Residency Classification

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 bona fide 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 purposes 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. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

DEFINITIONS

Dependent: A person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service. A copy of your (or parents') most recent tax return or other documentation may be requested to establish dependence/independence.

Independent: A person who provides more than 50% of his/her own support.

General Information

- ☐ College Credit (first-time student) ☐ Vocational Credit (PSAV)
(Returning BCC students must complete a Re-entry Application)

Social Security No. or Tax ID No. _____

If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward Community College (BCC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BCC with the correct SSN or TIN may be subject to an IRS penalty of \$50 unless the failure is due to reasonable cause and not to willful neglect.

Legal Name _____

Last

First

Middle/Salutation

Former Name _____

Local Address (Street/City/State/Zip/Country) _____

Emergency Contact (Name/Relationship/Phone) _____

Emergency Contact Address (Street/City/State/Zip/Country) _____

Phone (home) _____

(work) _____

(cell) _____

Birth Country _____

Country of Citizenship _____

Immigration Status ☐ U.S. Citizen ☐ Permanent Resident Alien (copy required) ☐ Refugee (copy required) ☐ Visa Type (copy required) _____

Birth date _____

Gender ☐ Male ☐ Female

Race (You may check one or more race categories, if applicable. You may choose not to indicate race.)

☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Pacific Islander ☐ White

Ethnicity ☐ Hispanic ☐ Non-Hispanic

First Generation College Student (first person in your household to attend college) ☐ Yes ☐ No

Primary Language (please check the item which applies to your status)

- ☐ Was born in the U.S. and whose native language is other than English; or
☐ Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or
☐ Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; or
☐ Was not born in U.S. and whose native language is other than English; and who as a result of the above, has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.

Applied Term (Check one) **Note: Session 1 is a FULL Term. Sessions 2 through 4 are considered Mini-Terms ONLY**

Fall Term: Year _____

Winter Term: Year _____

Summer Term: Year _____

☐ Session 1: August-December

☐ Session 1: January-May

☐ Session 1: May-August

☐ Session 2: August-October

☐ Session 2: January-March

☐ Session 2: May-June

☐ Session 3: September-December

☐ Session 3: February-May

☐ Session 3: June-August

☐ Session 4: October-December

☐ Session 4: March-May

I will attend (Check one)

☐ Central Campus

☐ North Campus

☐ South Campus

☐ Health Sciences

☐ Willis Holcombe Center

☐ Pines Center

☐ Weston Center

☐ Miramar Center

Degree Information (Indicate the desired degree or certificate program number. Programs are listed on pages 5 and 6.)

☐ ASSOCIATE IN ARTS _____

☐ APPLIED TECHNOLOGY DIPLOMA _____

☐ ASSOCIATE IN SCIENCE* _____

☐ CERTIFICATE _____

☐ ASSOCIATE IN APPLIED SCIENCE* _____

☐ TRANSIENT STUDENT** (taking courses at BCC for only one term)

☐ NON-DEGREE (not interested in seeking a degree at this time)

***HEALTH SCIENCES APPLICANTS:** Admission to the college does not constitute acceptance into any of the Health Science programs. A Health Science application is required upon completion of specific admission criteria; see catalog for additional information.

****TRANSIENT STUDENTS** accept full responsibility for possessing or acquiring, at the time of enrollment, the knowledge and/or skills that the prerequisites and corequisites provide. It is also the students' responsibility to request that an official transcript be sent to their home institution after completion of coursework at BCC.

Basis of Admission *(Please check box that applies)*

- | | |
|---|--|
| <input type="checkbox"/> Graduated (High School) | <input type="checkbox"/> Dual Enrollment |
| <input type="checkbox"/> Graduated (College-Ready Diploma) | <input type="checkbox"/> Early Admissions |
| <input type="checkbox"/> Anticipated Date of Graduation from High School (month/year _____) | <input type="checkbox"/> Credit in Escrow |
| <input type="checkbox"/> Completed GED | <input type="checkbox"/> College Academy |
| <input type="checkbox"/> Anticipated Date of completion of GED (month/year _____) | <input type="checkbox"/> Transfer from an accredited college or university |
| <input type="checkbox"/> Received Certificate of Attendance | <input type="checkbox"/> Non H.S. graduate who has completed 8th grade |
| <input type="checkbox"/> Received Special Diploma | <input type="checkbox"/> Non H.S. graduate who has not completed 8th grade |
| <input type="checkbox"/> None of the above (did not complete high school or GED) | <input type="checkbox"/> Transient |

High School Attended or Site of GED: Name of School _____

Graduated or Completed GED (month/year) _____ City/County/State _____

College or Universities Attended (list additional schools on a separate sheet)

Degree-Seeking Students are required to submit official **college/university** transcripts from all institutions attended. **Failure to submit all transcripts will prevent future registration at BCC.** Final official transcripts must be sent to Broward Community College Willis Holcombe Center. **Transcripts will be evaluated only if students are seeking a degree.**

Name of Institution _____ City/State _____

Dates Attended _____ Degree Received _____

Name of Institution _____ City/State _____

Dates Attended _____ Degree Received _____

Name of Institution _____ City/State _____

Dates Attended _____ Degree Received _____

Academic Status at last college/university:

- ☐ Eligible to return at this time.
- ☐ On suspension as of (month/year) _____ eligible to return (month/year) _____
- ☐ On probation, but eligible to return at this time.
- ☐ On dismissal as of (month/year) _____ eligible to return (month/year) _____
- ☐ On suspension/dismissal and not permitted to return.

Good Conduct Certification

Have you ever been incarcerated, convicted of a felony, or experienced disciplinary problems at another educational institution?

☐ **YES** ☐ **NO** If yes, please submit a written statement explaining the circumstances to the Vice President for Student Affairs for review before admission to Broward Community College. This information will be handled confidentially.

I authorize the college to obtain 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 agree to the release of any transcripts and test scores to this institution, including any score reports that this institution may request from the College Board or ACT.

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 not be allowed to register in a subsequent term.

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 records 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.

X

SIGNATURE OF APPLICANT (Parent or Guardian if under 18 years of age)

(NOTE: Also sign RESIDENCY STATEMENT)

DATE

Florida Resident for Tuition Purposes Affidavit (Check appropriate blocks)

(For the purpose of assessing matriculation and tuition fees, a student shall be classified as a "resident" or "non-resident" student based upon Florida Statute 1009.21. If you do not qualify, simply sign the Non-Florida Resident section below.)

- TERM**
- ☐ I am an independent person and have maintained legal residence in Florida for at least 12 months.
- ☐ I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- ☐ 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.
- ☐ A Florida public college/university declared me a resident for tuition purposes. **Name of institution** _____
- ☐ 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.)**
- ☐ 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.
- ☐ 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.)**
- ☐ 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.)**
- ☐ 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 a spouse or dependent child). **(Copy of employment verification required.)**
- ☐ I am part of the Latin American/Caribbean scholarship program. **(Copy of scholarship papers required.)**
- ☐ I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.0551, F.S.). **(Copy of card required.)**
- ☐ I am a United States citizen living on the Isthmus of Panama who has completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, or I am the student's spouse or dependent child.
- ☐ 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 job-related law enforcement or corrections training.
- ☐ I am a full-time student participating in a linkage institute.

SOCIAL SECURITY NUMBER

Attach copies of documentation indicated above and a copy of at least two of the items listed below (e.g., driver's license, and/or vehicle registration). Additional documentation (e.g., 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) should 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.

Name of Student _____ Social Security No. _____

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.

Name of Claimant _____ Relationship of Claimant to Student _____

Permanent Legal Address of Claimant Street Address _____

Telephone _____ City/State/Zip _____

Date Claimant Began Establishing Legal Florida Residence and Domicile _____

Claimant's Voter Registration: _____

State	County	Number	Original Issue Date
_____	_____	_____	_____

Claimant's Driver's License _____

State	Number	Original Issue Date
_____	_____	_____

Claimant's Vehicle Registration: _____

State	License Tag Number	Issue Date
_____	_____	_____

Non-U.S. Citizen ONLY: _____

Resident Alien Number	Date Card Issued
_____	_____

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.

Signature in ink of person claiming Florida residency **X** _____

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 **X** _____ Date _____

Select Major Field Under Educational Objective

ASSOCIATE IN ARTS DEGREE PROGRAMS (A.A.)

The Associate in Arts degree is a transfer degree that provides a course of study equivalent to the freshman and sophomore years of a state university in Florida.

1057 Liberal Arts or Undecided A.A. Major	1018 Social Science Education	1172 Marine/Aquatic Biology
1085 Accounting	1019 Special Education	1036 Marketing Management
1086 Actuarial Science	1218 Specific Learning Disabilities Education	1050 Mass Communications
1087 Advertising		1033 Mathematics
1088 Aerospace Engineering	1222 Electrical-Electronics Engineering	1175 Mechanical Engineering
1089 African American Studies	1250 Electronics Engineering Technology (FAMU, UCF)	1176 Mechanical Engineering Related Technology
1067 Anthropology		1035 Medical Technology
1094 Applied Math/Math Science	1016 Engineering, General	1037 Music
1002 Architecture	1223 Engineering Science	1139 Music History & Literature
1003 Art	1017 English	1140 Music Performance
1060 Art/Graphic Design	1225 Entomology	1143 Natural Resources Parks & Recreation
1095 Art History & Appreciation	1181 Environmental Science B.A. (FIU)	1144 Nuclear Engineering
1004 Astronomy	1182 Environmental Science B.A. (UF)	1145 Nutritional Science
1100 Biochemistry	1183 Environmental Science B.S. (FIU)	1043 Pharmacy (FAMU)
1005 Biology	1184 Environmental Science B.S. (UF)	1146 Pharmacy (UF)
1228 Botany	1185 Exercise Science And Wellness	1147 Philosophy
1007 Business Administration	1186 Finance	1047 Physics
1231 Chemical Engineering	1188 Fire And Emergency Services	1048 Political Science
1009 Chemistry	1189 Food Science	1152 Portuguese
1237 Civil Engineering	1190 Food Science & Human Nutrition	1011 Pre-Chiropractic
1240 Coastal & Ocean Engineering	1021 Foreign Language- Multiple	1075 Pre- Electronics Engineering Technology
1241 Computer & Information Engineering	1192 Forensic Science	1031 Pre-Law
1242 Computer & Information Science	1193 Forest Resources & Conservation	1034 Pre-Medical/Dental
1243 Computer Engineering	1194 French	1039 Pre-Nursing
10621 Computer Science	1249 General Business	1041 Pre-Occupational Therapy
1065 Criminal Justice	1073 Geography	1042 Pre-Optometry
1208 Dance	1024 Geology	1046 Pre-Physical Therapy
1020 Dietetics	1195 German	1056 Pre-Veterinary Medicine
1211 Dramatic Arts	1080 Health Service Administration	1049 Psychology
1214 Ecology	1026 History	1107 Public Administration
1216 Economics And Policy	1198 Horticulture Science	1108 Public Relations & Organizational Communications
1071 Economics-Business Track	1058 Hospitality Administration	1110 Radio & Television Broadcasting
1215 Economics-Social Science	1199 Hospitality Administration (FIU)	1111 Radiologic (Medical) Technology
Education	1200 Human Resources Management	1112 Real Estate
1096 Art Teacher Education	1202 Humanities	1052 Religious Studies
1025 Biology Teacher Education	1154 Industrial And Systems Engineering	1118 Social Psychology
1217 Blind And Visually Handicapped Education	1155 Industrial/Manufacturing Engineering	1119 Social Sciences-General
1027 Chemistry Teacher Education	1156 Information Sciences	1120 Social Work
1012 Early Childhood Teacher Education	1157 Information Sciences And Systems	1063 Sociology
1014 Elementary Teacher Education	1158 Insurance & Risk Management	1122 Spanish
1219 Emotionally Handicapped Education	1028 Interior Design	1064 Speech Pathology Audiology
1224 English Teacher Education	1160 International Business Management	1123 Statistics
1191 Foreign Languages Teacher Education	1069 International Relations	1124 Studio/Fine Art
1197 Health Teacher Education	1161 Italian	1084 Technical Theatre
1022 Mathematics Education	1163 Jewish Studies	1013 Theatre
1137 Middle Grade Science Teacher Education	1029 Journalism	1083 Theatre Performance
1220 Mentally Handicapped Education	1164 Junior High/Middle School Mathematics	1126 Therapeutic Recreation
1038 Music Education	1165 Latin American Studies	1128 Urban & Regional Planning
1030 Physics Teacher Education	1166 Legal Assisting	1130 Women's Studies
	1168 Leisure Services Management	1131 Zoology
	1167 Leisure Services-Professional	
	10622 Management-Information Systems	

ASSOCIATE IN SCIENCE DEGREE PROGRAMS (A.S.)

The Associate in Science degree is a technical degree that prepares a student for immediate employment. The general education courses and some of the technical courses are transferable to a state university in Florida.

2100 Accounting Technology	2109 Civil Engineering Technology	Database Technology
Automotive Service Management Technology	Computer Information Technology	21494 Microsoft MCDBA
21681 Technician Service	21491 Computer Systems Specialist	21492 Oracle Professional Database Administrator
2197 Dealer Specific Automotive Technology	21493 Technical Support Specialist	21134 Oracle Professional Database Developer
Aviation	Computer Programming and Analysis	2145 Dental Hygiene
21051 Airport Operations Management	2195 Application Programmer	2176 Diagnostic Medical Sonography Technology
2105 Aviation Operations	21133 Software Development	2166 Early Childhood Education
2107 Professional Pilot Technology	Criminal Justice Technology	2160 Emergency Medical Services
	21101 Criminal Justice	2182 Environmental Science Technology
2184 Building Construction Technology	21102 Crime Scene	2118 Fire Science Technology
2119 Business Administration	21104 Polygraph	

ASSOCIATE IN SCIENCE DEGREE PROGRAMS (A.S.)

(Continued)

2192 Graphic Design Technology
2179 Health Information Management
2129 Health Services Management
2121 Hospitality and Tourism Management
2194 Industrial Management Technology

Internet Services Technology

2196 *Master Designer*

2172 Legal Assisting

2126 Marketing Management

Network Administrator

21931 *Microsoft MCSE*

21933 *Cisco CCNP*

2102 Nuclear Medicine Technology

Nursing

21271 *LPN-RN Nursing Transition*

2127 *Nursing (Associate Degree) RN*

2153 Physical Therapist Assistant
2159 Radiation Therapy Technology
2191 Recreation Technology
2132 Respiratory Care Technology
2142 Travel and Tourism Industry Management

Vision Care Technology

21892 *Ophthalmic Technology*

21891 *Opticianry*

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS (A.A.S.)

The Associate in Applied Science degree is a technical degree that prepares students for employment.

A001 Accounting Technology
Automotive Service Management Technology
A037 *Dealer Specific Automotive Technology*
A004 *Technician Service*

A005 Aviation Maintenance Management
A006 Biomedical Engineering Technology

Business Administration

A032 *Business Administration*

A007 *International Business Management*

A035 Computer Engineering Technology

Computer Information Technology

A010 *Computer Systems Specialist*

A0101 *Technical Support Specialist*

A012 Diagnostic Medical Sonography
A018 Digital Media/Multimedia
A0171 Electronic Commerce
A013 Electronics Engineering Technology
A014 Health Services Management
A015 Hospitality and Tourism Management
A033 Industrial Management Technology

Internet Services Technology

A036 *Master Designer*

A017 Marketing Management

Network Administrator

A019 *Microsoft MCSE*

A034 *Cisco CCNP*

Office Administration

A021 *Legal Office*

A022 *Medical Office*

A023 *Office Management*

A024 *Office Software Applications*

A025 Radiography
A026 Radiography—Hospital-Based

A027 Restaurant Management

A028 Telecommunications Engineering Technology

A029 Travel and Tourism Industry Management

Vision Care Technology

A030 *Ophthalmic Technology*

A031 *Opticianry*

CERTIFICATES

The Certificate is either a college credit or vocational credit program of study, usually less than one year, that prepares students for immediate employment.

The advanced technical certificates are for students with degrees who are seeking advanced knowledge and skills in their professional field.

62140 Accounting Applications
5279 Administrative Assistant
5272 Aircraft Airframe Mechanics
5273 Aircraft Powerplant Mechanics
5299 Avionics
4265 Basic Perioperative Nursing
4268 Biomedical Equipment Engineering
5282 Broward County Correctional Probation Academy
5270 Broward County Corrections Academy
5269 Broward County Police Academy

Business Management

62671 *Business Management*

62672 *Customer Service*

62673 *Sports Management*

6288 Business Specialist
62388 Computer Programming Specialist-Sun Certified Java Programmer

4263 Coronary Care Nursing

4262 Critical Care Nursing

5298 Customer Assistance Technology

5217 Dental Assisting

6230 Diagnostic Medical Sonography Specialist

6287 Digital Media/Multimedia Production

6286 Digital Media/Web Production

6278 Electronic Commerce

4277 Geographic Information Systems
4261 Graduate Nurse Intern

Graphic Design

6288 *Graphic Design Production*

6290 *Graphic Design Support*

4264 Home Health Nursing

Hospitality Management

6301 *Food and Beverage Management*

6300 *Guest Services Specialist*

6302 *Room Division Management*

6284 Information Technology Analysis-Linux System Administrator

6283 Information Technology Management

Microsoft MCSA

6282 Information Technology Management

Novell CNA

4281 Interior Design-Advanced

5278 Law Enforcement—Crossover from Corrections

5296 Law Enforcement—Crossover from Probations

5297 Legal Administrative Specialist

6240 Marketing Operations

5281 Massage Therapy

5280 Medical Administrative Specialist

5215 Medical Assisting

6281 Medical Office Management

4278 Multimedia Web Development
4260 Multi-Skilled Health Care Professional
62387 Networking Cisco CCNA
6224 Nuclear Medicine Specialist
62385 Oracle Software Engineer
62386 Oracle System Administrator

Office Administration

6280 *Office Specialist*

6279 *Office Support*

6237 *Office Management*

6208 Paramedic

4280 Physical Therapist Assistant (Manual Techniques)

5271 Police Service Aide Academy

4279 Project Manager—Digital/Design Technology

6228 Radiation Therapy Specialist

Support Specialist

62822 *Support Specialist Help Desk*

62823 *Support Specialist Microsoft Office*

62824 *Support Specialist Sun Certified*

Solaris (UNIX) System Administrator

4275 Vascular Sonography

6285 Web Development Specialist CIW Designer

APPLIED TECHNOLOGY DIPLOMAS

The Applied Technology Diploma consists of technical courses that are a part of an Associate in Science or Associate in Applied Science degree and prepares students for immediate employment.

B003 Emergency Medical Technician

NON-DEGREE SEEKING

3000 Non-Degree Students

3001 Transient Students

Degrees and majors are explained in the course catalog.

DISTRICT BOARD OF TRUSTEES
Levi Williams, chair • Lourdes Garrido, vice chair
Georgette Sosa Douglas • Cheryl Krauss • Paul Tanner
BROWARD COMMUNITY COLLEGE
Willis Holcombe, president
AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Health Sciences Limited Access Application

Program of interest _____

(Submit a separate application for each program of interest.)

Application Instructions

Thank you for your interest in the Health Sciences at Broward Community College. Please read the following instructions carefully. **Type or print both sides of this application in blue or black ink.**

Before submitting this application, students must:

1. Be admitted to BCC. The BCC application may be submitted through www.FACTS.org or downloaded from the BCC web-site at www.broward.edu.
2. Have completed required program prerequisites prior to submitting this limited access application. Program prerequisites can be accessed online at www.broward.edu/locations/chse/PDF/forms/index.jsp.
3. Meet with an academic advisor to have all post-secondary transcripts evaluated. Submit official electronic college transcripts from all previous institutions that were attended, with the exception of BCC. If an institution cannot send electronic transcripts, official paper copies may be submitted with the BCC application. Only official transcripts will be accepted as proof of course completion.

To be considered for admission to a health science program, complete and mail this application to either Health Science Admissions office listed below. Students will be obligated for the \$20 non-refundable limited access application fee, payable online at www.broward.edu, by mail, or in person at any BCC campus Cashier's office.

**Health Science Admission
Broward Community College
North Campus, Building 46, Room 242
1000 Coconut Creek Boulevard
Coconut Creek, FL 33066**

**Health Science Admission
Broward Community College
A. Hugh Adams Central Campus, Building 19, Room 101
3501 S.W. Davie Road
Davie, FL 33314**

Personal Information

Student ID No. _____ Phone (home) _____ (cell) _____

Name _____
Last First Middle

Street Address _____

City/State/Zip _____

Applicants are required to activate their BCC e-mail accounts. All correspondence regarding the program (e.g., admissions, etc.) will be sent to that e-mail address.

Education

I have attended or am currently attending an institution beyond high school: ☐ Yes ☐ No

Name of Institution(s) _____

Nursing students only: I have previously attended another nursing program. ☐ Yes ☐ No

If yes, name of institution(s) _____ Dates attended _____

Applicants are required to list all completed program prerequisites and grades received for the health science program selected.

Prerequisites are accessible online at www.broward.edu/locations/chse/PDF/forms/index.jsp.

Course _____ Grade _____ Course _____ Grade _____

Course _____ Grade _____ Course _____ Grade _____

Course _____ Grade _____ Course _____ Grade _____

Please attach copies of all applicable health science certificates, licenses and waivers acquired.

Note: Participation in any health science program requires completion of a Medical History and Physical Examination form. For programs that have clinical training components, academically eligible students must complete a level II background check and a nine-panel drug screening at a BCC-designated facility. Students selected for admission will be provided with necessary forms.

Program and Certification

Applications are accepted for each Limited Access Program during date certain periods for a specific class. Admission decisions will be made within 30 days following the close of the admission period. Application time lines are listed on the Web, in the course schedule and in the *College Catalog*.

Programs that admit in August

Campus	Program Code	Program
C	5217	Dental Assistant Certificate*
C	2145	Dental Hygiene A.S.*
C	2160	Emergency Medical Service A.S.* ***
N	B003	Emergency Medical Technology Certificate* ***
N	2179	Health Information Management A.S.
N, C	2129	Health Services Management A.S.
N	5281	Massage Therapy Certificate*
C	5215	Medical Assistant Certificate*
N	2102	Nuclear Medicine A.S.
N	6224	Nuclear Medicine Certificate*
N, C, S	2127	Nursing (RN) A.S
N, C	6208	Paramedic Certificate* ***

Campus	Program Code	Program
N	2153	Physical Therapist Assistant A.S.
N	4280	PTA – ATC in Manual Techniques
N	2159	Radiation Therapy A.S.
N	6228	Radiation Therapy Certificate
C	A025	Radiography A.A.S.
C	A026	Radiography Hospital Based A.A.S.
N	2132	Respiratory Care A.S.
N	21892	Vision Care Ophthalmic Tech. A.S.*
N	21891	Vision Care Opticianry A.S.*
N	A030	Vision Care Ophthalmic Tech. A.A.S.*
N	A031	Vision Care Opticianry A.A.S.*

Programs that admit in January

Campus	Program Code	Program
C	2160	Emergency Medical Service A.S.*
N, C	B003	Emergency Medical Technology Certificate* ***

Campus	Program Code	Program
N, C, S	2127	Nursing (RN) A.S.
N, C	6208	Paramedic Certificate* ***

Programs that admit in May

Campus	Program Code	Program
C	2160	Emergency Medical Service A.S.*
N, C	B003	Emergency Medical Technology Certificate* ***
N, C	6208	Paramedic Certificate* ***

Campus: N=North C=Central S=South

Programs that admit in June

Campus	Program Code	Program
N	2176	Diagnostic Medical Sonography A.S.* **
N	A012	Diagnostic Medical Sonography A.A.S* .**
N	6230	Diagnostic Medical Sonography Certificate* **
N, C, S	21271	Nursing (LPN – RN Transition) A.S.

If you have selected one of the programs listed below, please indicate your preference:

LPN-RN Transition and RN program preference ☐ Generic (face to face) ☐ Online (requires minimum number of students)

EMT/Paramedic preference (choose a campus and time) ☐ North ☐ Central ☐ Day ☐ Evening

Certificates, licenses, waivers are attached to application ☐ Yes ☐ No

* Open ended admission period means that students are allowed to submit an application for a specific program up to the day before classes start, unless specified otherwise.

** All students are admitted initially to the Certificate Program.

*** **EMT and Paramedic applicants are required** to include a complete physical exam form, background check and drug screening available on the web at www.broward.edu/locations/chse/PDF/forms/index.jsp and proof of current CPR certification when submitting their application.

Certification

I (print name) _____ certify that all information given in this application is true and accurate to the best of my knowledge. I understand that if I have falsified any information, I am subject to immediate dismissal from the health science program for which I am selected.

Signature _____ Student ID # _____ Date _____

Educational

Your Future

at Your Fingertips.

Get Smart. Get Informed.
Get Online.

- Use career guidance programs
- Get info on higher ed options
- Plan high school courses
- Check Bright Futures eligibility
- Review high school and college transcripts
- Link to distance learning courses
- Search degrees offered in Florida
- See degree program requirements
- Apply online for admissions and financial aid
- Run college degree audits
- Access college transfer tools and more!

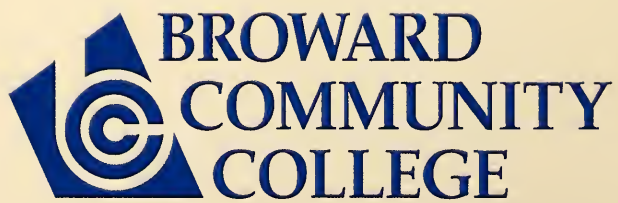
FACTS.org

www.facts.org –

it's all academic.



Florida Department of Education
Jim Horn, Commissioner



WE KEEP YOU THINKING.