

PALM BEACH COMMUNITY COLLEGE

06 07 catalog

Expect More.



pbcc
Palm Beach Community College

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PALM BEACH COMMUNITY COLLEGE



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

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

Expect More.



About the Catalog

The Palm Beach Community College Catalog is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the catalog are applicable as stated, but PBCC reserves the right to initiate changes including but not limited to academic requirements for graduation without direct notification to individuals. Any statement in this catalog is subject to change by the College. Though the College catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program.

A Catalog Addendum may be published online by July 1 of each year, depending on the number of changes incurred since the Catalog was printed. Availability of a Catalog Addendum (if published) would be on the College's Web site only. Many policy changes are listed on the Student Updates Web page, located at www.pbcc.edu/StudentUpdates.

PBCC Disability Support

Palm Beach Community College does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The following persons, whose offices are at the Lake Worth campus, have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973:

Disability Support Services/Access

Susan Lang (561) 868-3375

Employment Access

Ardease Johnson (561) 868-3114

Facilities Access

John Wasukanis (561) 868-3615

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

Susan Lang
Palm Beach Community College
Disability Support Services, MS #55
4200 Congress Avenue
Lake Worth, FL 33461-4796
Telephone: (561) 868-3375 (V/TTY)

Equal Access

Palm Beach Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation. For more information, see the Non-Discriminatory Policy in the Admissions section of this catalog.

Religious Observances Policy

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida statute. Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance. A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the dean of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the vice president of student services, whose decision on the matter shall be final.

Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Florida Department of Law Enforcement notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the PBCC community who wishes to obtain further information regarding sexual offenders/predators in their area may refer to the FDLE Web site at: www.fdle.state.fl.us or call 1 (888) FL-PREDATOR or 1 (888) 357-7332.

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History

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

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

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

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

So in 1951 Palm Beach Junior College moved yet again, to Lake Park Town Hall, where the quarters were so cramped students had to be turned away, and enrollment dropped significantly to less than 200. Chemistry class was held in the jail. The local media dubbed it "the little orphan college," but the Lake Park location is remembered fondly by its alumni for the camaraderie

that existed there. Master English and Speech Professor Watson B. Duncan taught classes in the nearby church and even in the hallway. Duncan discovered famous actors Burt Reynolds and Monte Markham in Lake Park, as well as Terry Garrity, the author of "The Sensuous Woman."

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

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

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

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

Beliefs

We believe:

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

Mission

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

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

Accreditation

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

Memberships

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

Foundation

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

Locations

Courses are offered at PBCC locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens. Each location offers general education courses; however, certain programs may not be available at all locations. Classes also are offered through satellite centers at Royal Palm Beach, Wellington, West Boca Raton and the Count and Countess de Hoernle Historic Building in West Palm Beach. Detailed maps for each PBCC location are at the back of this catalog.

BELLE GLADE

Serving residents of the western communities of Palm Beach County, PBCC at Belle Glade opened in 1972. The permanent facility was built in 1977 and occupied in January 1978. Guided since 1999 by a consortium of educational, community and civic leaders called the Glades Initiative Partnership Council, the College has expanded general education, occupational training, student services and community outreach to meet the diverse educational needs of the area.

The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses. The 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. The theater offers a variety of cultural and entertainment performances and is available for rental by individuals and organizations.

BOCA RATON

Since 1971, Palm Beach Community College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location. PBCC's Boca Raton campus provides its students with state-of-the-art classrooms and laboratory facilities. In addition, all PBCC students enjoy full-use privileges at the FAU library.

PBCC at Boca Raton offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops. Well known for addressing the learning needs of the entire local community, PBCC at Boca Raton also offers Summer Youth College for ages 8-14, After School Youth College for ages 8-18, and Learning Unlimited, a personal enrichment program for adults of all ages.

LAKE WORTH

PBCC at Lake Worth is the College's largest and longest-established campus. Bordered by Lake Osborne and John Prince Park, this central location has accommodated the educational needs of the community for more than 40 years. The 114-acre campus houses an extensive selection of programs for those planning to transfer to universities or enter or advance in the workforce. PBCC's intercollegiate athletic teams play and practice at this campus, which also offers a fitness center and wellness programs for students and employees.

The 158,000-square-foot Education and Training Center, opened in 2003, provides state-of-the-art facilities for academic instruction, occupational training and student support services. The spacious Watson B. Duncan III Theatre serves as the campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the public.

PALM BEACH GARDENS

The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering associate in arts and associate in science degrees and certificate programs. Today, PBCC at Palm Beach Gardens offers credit and noncredit courses, programs and workshops to approximately 10,000 students each year. The campus also features modern multimedia classrooms and laboratories, a horticultural nursery, community athletic fields, an art gallery and the 250-seat Alfred W. Meldon Lecture Hall.

The 750-seat Eissey Campus Theatre is a cultural hub for northern Palm Beach County, presenting community educational programs as well as family entertainment through its popular "Arts in the Gardens" guest artist series. The Center for Early Learning is a state-of-the-art child care center serving children of PBCC students and employees as well as families from the community.



Admission Criteria

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

- Standard high school diploma from a regionally accredited high school.*
- Florida Home Education graduation, in accordance with FS 1003.43 and 1003.26. Contact the Admissions Office for necessary documentation.
- Florida “Special Option” Graduation (W8A): Florida public high school students who have met all standard high school diploma requirements except the Florida Comprehensive Assessment Test (FCAT) will also be granted admission; however, they are not eligible to apply for Limited Access programs (that require high school graduation), to be eligible athletes, or to receive financial aid (unless Ability to Benefit testing is complete).
- High school equivalency diploma (GED), afforded the same rights and privileges as students with standard high school diploma.
- Approval for Early Admission/High School Dual Enrollment.
- Demonstrated competency in college credit post-secondary coursework, in accordance with FS 1007.263. PBCC defines this competency as any student who is applying for a non-Limited Access program who has received an associate’s degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education.*

A high school freshman or above is eligible to take a CWE (noncredit) course. They are responsible for all fees for the course(s). CWE courses are not eligible for dual enrollment and earn no high school credit. Some courses may have age restrictions because of accreditation or other requirements.

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

Some Post Secondary Adult Vocational (PSAV) programs

and noncredit courses may not require high school graduation; however, students may not be enrolled in a high school program. Refer to the Areas of Study section in this catalog.

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

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

Admission Policies

COLLECTION OF STUDENT SOCIAL SECURITY NUMBERS

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for institutions to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student \$50. Refusal to disclose the SSN also may affect student’s ability to receive financial aid and transfer coursework. Palm Beach Community College protects students’ personal information. More information regarding the security of student records is listed in the Academic Policies section of this catalog.

CONDITIONS FOR ADMISSION

At the point of application, students applying to take credit or vocational courses will receive Conditions for Admission information that outlines any outstanding requirements needed to complete the admissions process. All degree-seeking students and certain certificate-seeking students are required to have transcripts sent to PBCC within one term or they may not register for subsequent terms. Students may view transcript-received information on PantherWeb (www.pbcc.edu/PantherWeb). All international student transcripts and commercial evaluations, if applicable, must be received before a first term of enrollment will be permitted. Transcripts are required prior to enrollment for financial aid recipients.

Some programs have additional admissions requirements. Refer to the Areas of Study section in this catalog, high school dual enrollment and early admission information (in this section), and international students information (in this section).

HIGH SCHOOL DUAL ENROLLMENT AND EARLY ADMISSION

Dual enrollment and early admission are opportunities for students presently attending an accredited Palm Beach County public or private high school or a home school education program to enroll tuition-free in courses offered by Palm Beach Community College while concurrently enrolled in high school. Students taking early admission and dual enrollment courses are subject to the rules and regulations of PBCC, as stated in this catalog and the student handbook.

At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Early admission and dual enrollment students who receive a failing grade may have difficulty in meeting future admissions, financial aid and scholarship requirements at colleges and universities after high school graduation.

For advisement session dates, registration deadlines or other updated information regarding PBCC early admission or dual enrollment, visit www.pbcc.edu/dualenroll. For more information on Palm Beach County's Dual Enrollment program, search www.palmbeach.k12.fl.us and www.fldoe.org.

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

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

Students attending Florida nonpublic high schools also may attend, pending additional appropriate documentation submitted to the PBCC Registrar's Office.

Early Admission from High School

High school seniors meeting all minimum requirements for high school college credit dual enrollment (as listed in this section) may, upon written recommendation of their high school principal, enroll full time at Palm Beach Community College. Early Admission students must take at least 12 college credits for a maximum of two semesters (fall and spring terms only). Interested students should contact their high school principal.

Tuition-free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. Continued participation in the early admission program requires

students to earn a grade of C or higher in all college-level courses. Grades earned will become part of students' permanent high school and college transcripts.

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

High School Dual Enrollment

Students who participate in the dual enrollment program receive college credits that may be used toward a degree program. Credits earned must be applied toward high school graduation. Grades earned will become part of students' permanent high school and college transcripts. Dual enrolled students are essentially high school students, and it is the responsibility of the student and high school to ensure that requirements for graduation from high school are met.

Dual enrollment of 9th-grade students is limited to the second semester of their high school freshmen year. Eligible high school students may participate in dual enrollment for college credits, or for post secondary adult vocational courses that lead toward a certificate in a vocational program. Students should contact their high school guidance counselor or home education office for more information.

Minimum Requirements

All qualifications must be completed prior to the deadlines established by the high school and PBCC. To be eligible for participation in the Dual Enrollment Program, any Palm Beach County student must:

- Obtain a Dual Enrollment Permission Form from the high school principal or his/her designee. (Home education students may obtain the form from the PBCC dual enrollment coordinator.)
- Complete a PBCC Application for Admission.
- Be approved by the high school principal/designee.
- Have parental permission.
- Satisfy all course prerequisites.
- Provide scores for the ACT-E, SAT1, or FCELP. Second semester high school freshmen must provide passing scores for dual enrollment qualification. All other students are required to provide passing scores based on Gordon Rule course selection.

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

A new Dual Enrollment Permission Form must be submitted for each term enrolled. The following courses are NOT permitted:

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

College Credit Dual Enrollment

Students taking college credit course dual enrollment may take up to eight college credits per fall, spring, or summer semester. Graduating seniors are not eligible for summer dual enrollment following their senior year.

In addition to the minimum qualifications, students also must:

- Achieve a weighted or unweighted grade point average (GPA) or honors point average (HPA) of 3.0* or higher. Note: High school sophomores, juniors or seniors with a 2.5 GPA are eligible to take Strategies for College Success, SLS 1501.
- Maintain a 3.0 weighted or unweighted high school grade point average, and earn a grade of C or higher in their college-level courses to continue participation.

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

PSAV Dual Enrollment

In addition to the minimum requirements, students also must:

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

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

** Students must meet the TABE minimum basic skill level by the conclusion of a program to receive a PSAV Certificate, with the exception of limited access programs, which require the minimum test scores to be achieved prior to admission to the program.*

INSURANCE

The College assumes no responsibility if an accident occurs. Students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Student health insurance forms may be picked up from the advisement department. The College acts

only as the dissemination point for these brochures. All arrangements for payment and claims are made between the student and the insurance carrier.

- Insurance is mandatory for all students on a Form-1 visa. Contact the International Student Office for more information.
- Students in certain programs may also be required to secure insurance. Refer to the specific program information in the Areas of Study section of this catalog.

NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices. Limited Access programs select students using a blind applicant pool and consider only the criteria outlined in each program's additional application information.

However, the College reserves the right to deny admission to applicants who fail to meet established academic and behavioral standards. Decision on admission rests with the Registrar's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services.

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

College Registrar

Palm Beach Community College
4200 Congress Avenue, MS #13
Lake Worth, FL 33461

Letters should include the applicant's name, Social Security number, address, phone numbers, and information relating to the complaint. The College registrar will investigate the stated claim and provide a response in writing.

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

OFFICIAL COMMUNICATION WITH STUDENTS POLICY

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

- The official Student Updates Web page, located at www.pbcc.edu/StudentUpdates
- E-mail (Non-directory information protected by the Federal Educational Rights and Privacy Act will not be sent via e-mail unless appropriate security measures are in place.)

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

RELEASE OF TRANSCRIPTS

Upon admission, students authorize the College to release PBCC transcripts to governmental, educational, and licensing agencies as appropriate. Transcript requests must be made either in writing or through PantherWeb, www.pbcc.edu/PantherWeb. Neither fax nor telephone requests will be honored. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

Admission Procedures

FIRST-TIME-IN-COLLEGE STUDENTS OR TRANSFER STUDENTS

1. Application

Submit an application online at www.pbcc.edu/admissions/application.asp (click on "FACTS" logo) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned. Students falsifying applications or records are subject to immediate dismissal without refund.

2. Application Fee

The application fee is \$20 for U.S. citizens. For international students, the fee is \$30 U.S. currency (F-1/M-1 students only). The application fee is nonrefundable.

3. Transcripts

Transcripts are official records of coursework taken at educational institutions. All credit degree-seeking students and certificate-seeking students whose program requires high school completion must have transcripts sent within one term or they may not register for subsequent terms. Transcripts should be received by the Registrar's Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Applicants who have a General Education Development (GED) diploma must have official transcripts sent directly from the GED testing center to the Admissions Office. Transfer students must have both official high school and college transcripts sent and should have college transcripts sent prior to registration to ensure proper advisement. Transfer students are encouraged to read information under "Transfer Students" in this catalog section.

Transcript request forms and information are available at www.pbcc.edu/admissions/transcript.asp. Transcripts-received information can be viewed on PantherWeb (www.pbcc.edu/PantherWeb). All transcripts and documents received become property of the College and will not be copied or transmitted to third parties, except in accordance with state law.

Students with out-of-country high school credentials must provide proof of high school completion (based on PBCC evaluation). Original records are not required. All transcripts from postsecondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency (listed online at www.naces.org/members.htm). The registrar must receive all international students' (on F1/M1 visa) transcripts and commercial evaluations before a first term of enrollment.

4. Placement Tests

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

Students whose native language is not English and who did not graduate from a U.S. high school also are required to prove college-level English proficiency. Contact the Testing Center at any PBCC campus for more information.

**Gordon Rule requirements are explained in the Academic Policies section.*

PSAV students may be required to meet minimum score requirements on the Test of Adult Basic Education (TABE). Refer to Areas of Study section in this catalog.

5. Orientation

Orientation is required of all first-time-in-college, degree-seeking students before registration. Contact the Academic Advisement department to schedule an appointment.

6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive Conditions for Admission information from the Admissions Office. Limited or selected admission programs require a second step in the admission process. Any student falsifying application records will be subject to immediate dismissal without refund.

INTERNATIONAL STUDENTS

Applicants to Degree Programs

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

The College welcomes students from other countries who meet our standard admissions requirements in addition to the criteria below. Application deadlines are listed online at www.pbcc.edu/International. For more information, please contact the Office of International Admissions and Recruitment at (561) 868-3029. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at PBCC.

1. Start the admission process at the earliest possible date prior to the beginning of any College term. Three months lead-time is recommended to ensure enrollment as requested.
2. Submit required documents. The registrar must receive all transcripts and commercial evaluations before the international student's first term of enrollment will be permitted.
 - Documents written in a foreign language may be required to be accompanied by certified English translations.
 - Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted.
 - Records must show the equivalent of at least United States high school graduation as determined by the Registrar's Office.
 - University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company (listed online at www.naces.org/members.htm). Applicants transferring from postsecondary institutions must have at least a 2.0 GPA, be in lawful immigration status, and be in good standing (eligible to continue at or return to the institution).
3. Provide evidence of English proficiency if required. International students whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by submitting passing scores on one of the following tests:
 - TOEFL - A score of 450 or higher is required on the Test of English as a Foreign Language (TOEFL), or 133 or higher on the computerized TOEFL, or 45 or higher on the Internet-based test (TOEFLiBT). The TOEFL is administered by the Education Testing Service (ETS), Princeton, New Jersey 08451, USA (www.toefl.org). The applicant must make arrangements directly with ETS to take the examination and must request that results be sent to the Office of International Admissions and Recruitment at PBCC. (PBCC TOEFL Code is #5531.)
 - MELAB - A score of 60 or higher is required on the Michigan English Language Assessment Battery (MELAB).
 - Compass/ESL - A score of 68 is required on the Compass/ESL test, which PBCC administers through its Testing Centers. This test may be taken once every 30 days.
4. Provide notarized affidavit of financial support. Applicants must show they have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending PBCC. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.
5. Provide proof of health and accident insurance. (Insurance can be arranged through the Office of International Admissions and Recruitment.)

Acceptance of Applicants to Degree Programs

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

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

The following conditions apply:

- International students must be classified as degree-seeking students and maintain full-time academic status (12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.
- International students are expected to complete the two-year program in two years and must maintain eligibility to re-enroll at PBCC, as based on the Standards of Academic Progress.
- International students must keep a current passport that is valid for at least six months in the future.

- International students must have their travel documents reviewed by the international student advisor before leaving the USA.
- Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the United States Citizenship and Immigration Services (USCIS).

Applicants to Certificate Programs

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

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

Office of International Admissions and Recruitment

Palm Beach Community College
4200 Congress Avenue
Lake Worth, Florida 33461, U.S.A.

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

Acceptance of Applicants to Certificate Programs

International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to PBCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student M-1 visa at the United States Embassy or Consular Office, or for the Change of Status with the United States Citizenship and Immigration Services (USCIS).

Upon arrival, or if student is already in the United States, the following must be provided:

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

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

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

NON-DEGREE STATUS

Students who have been admitted for credit course work may classify themselves as non-degree-seeking. (Credits will be granted for completed courses.) The non-degree status may be used only when it is not necessary for the student's previous academic records to be on file. Students may take up to 21 credit hours as a non-degree-seeking student, at which time students must be degree-seeking. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, scholarships, etc.), or by international students on an F-1/M-1 visa. Non-degree-seeking students are not eligible for financial aid.

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

READMITTED STUDENTS

A former student who wishes to enroll in PBCC classes after an absence of 12 months or more should:

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

Read the "Catalog in Effect" information under the "Graduation" portion of the Academic Policies section of this Catalog.

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

TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. In addition to the high school transcript, all courses received for transfer college credit must be received, evaluated, and approved by the Registrar's Office. All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts sent as early as possible to allow evaluations to be completed before registration.

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

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

Correspondence Courses

Correspondence course transfer credit may be accepted provided:

- The course was administered by a regionally accredited institution.* Courses from non-regionally accredited institutions that appear on the State Common Course Numbering System list are also transferred with no appeal required.

- The minimum grade D or higher was earned.
- The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

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

TRANSIENT STUDENTS

Students seeking degrees at other institutions may attend PBCC as "transient" students to take one or more courses. Transient students are non-degree seeking at PBCC, and are considered essentially students at their home institutions. A "Letter of Good Standing" or "Transient Letter" must accompany all transient applications for each term of transient study and should be filed using FACTS (www.FACTS.org). Transient students, taking courses as listed on their Transient Form, will not be required to submit transcripts or meet PBCC testing or pre-requisite course requirements. All co-requisite course requirements apply, unless specifically waived by the home institution. Residency for tuition purposes will be granted based on the information on the Transient Form, barring any error from the home institution. PBCC's Standards of Academic Progress do not apply to transient students, although transient students are required to meet all PBCC Code-of-Conduct and disciplinary regulations while attending PBCC.

Credit for Prior Learning

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

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

ADVANCED PLACEMENT (AP)

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

PBCC follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding CLEP credits. Due to state statute revision, students admitted to PBCC for Fall 2002 and beyond, or currently enrolled students who send previously unevaluated CLEP scores after June 30, 2002, may receive General Education Gordon Rule writing credit. Previously received scores are not eligible for Gordon Rule writing course credit.

It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. The CLEP is a computerized test offered by the College Board. For more information on the CLEP exams available, go to www.collegeboard.com/student/testing/clep/about.html.

DEPARTMENTAL AND SPECIAL COURSE CHALLENGE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course "challenge" examinations. Any credit earned will be reported to the student and placed on his/her transcript. Institutional challenge exams may not be taken more than once. For a current listing of eligible courses and procedures for taking such examinations, go to www.pbcc.edu/acsv/challenge.asp.

INTERNATIONAL BACCALAUREATE (IB)

PBCC follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding IB credits. A maximum of 30 college credits will be granted to a student who has received a diploma from the International Baccalaureate program for higher-level and subsidiary-level subjects with scores of 4 or above. For students who have the IB Certificate only, college credit will be awarded for higher-level subjects with scores of 5 or above.

PRIOR LEARNING CREDIT

The assessment for prior experiences process is designed to recognize the academic value of learning through experiences including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study. Credits will be held in escrow until the student has completed at least 25 percent of his/her program credit hours at PBCC.

Not all courses are assessable. Courses being assessed must be offered as a requirement or an elective in an A.S. or A.A.S. degree or vocational credit certificate program at PBCC. General education and A.A. courses are not assessable.

Assessment

Assessment of experiential learning involves one or more of the following:

- Written or performance tests
- Preparation of a portfolio describing learning and how it was acquired
- Evaluation of certificates and licenses
- Interviews.

The program area responsible for the courses for which credit is requested determines the method of assessment and the amount of credit awarded.

The fees associated with experiential learning vary with the type of assessment. For complete information on the process, please see www.pbcc.edu/acsv/experiential.asp.

MILITARY SERVICE CREDITS

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

TECH PREP

"Tech Prep" is a program that recognizes work successfully completed in high school and awards that achievement with college credit. PBCC has an agreement with the School District of Palm Beach County for awarding college credit for certain high school level courses. To receive credit in some courses, the student is required to complete a portfolio or a challenge examination. For complete details, please visit www.pbcc.edu/acsv/techprep.asp.

Fees and Payment

APPLICATION AND REGISTRATION FEES

A nonrefundable fee is charged for processing applications, and a one-time fee is charged each term for registration. Some limited access programs charge an additional application fee.

CLASS TUITION AND FEES

The Board of Trustees establishes tuition annually. In addition, special fees are associated with some classes. Tuition and fees are listed in the course schedule each term or online at www.pbcc.edu/admissions/tuition.asp. Non-Florida residents pay higher fees.

All fees are due at the time of registration and must be received by their payment due date, as indicated on the bottom of the student's printed schedule. A student may not attend classes until this has been completed. Students dropped for non-payment will not be reinstated into their classes, unless there is documented College error that resulted in the drop. No registration will be completed until all fees have been paid in full. Students may pay:

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

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

RETURNED CHECK FEES AND UNPAID ACCOUNTS

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

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

SENIOR CITIZEN REDUCED TUITION

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

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

STATE EMPLOYEE FEE WAIVER

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

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

Placement Testing

REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS

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

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

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

PLACEMENT TEST SCORES

Table 2-1

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

ESL PREP COURSES English as a Second Language	FCELP Florida College Entry Level Placement Test	COLLEGE PREP COURSES	FCELP Florida College Entry Level Placement Test
EAP 0420 - Intermediate Reading [‡]	0-54 (RC)	REA 0001 - College Prep Reading I	0-60 (RC)
EAP 1520 - High-Intermediate Reading	55-68 (RC)	REA 0002 - College Prep Reading II	61-82 (RC)
EAP 1620 - Advanced Reading	69-82 (RC)	ENC 0001 - College Prep English I	0-60 (SS)
EAP 0484 - Intermediate English [‡]	0-54 (SS)	ENC 0010 - College Prep English II	61-82 (SS)
EAP 1584 - High-Intermediate English	55-68 (SS)	MAT 0012 - Basic Algebra I	0-44 (EA)
EAP 1684 - Advanced English	69-82 (SS)	MAT 0020 - Basic Algebra II	45-71 (EA)
EAP 0400 - Speaking & Listening Level 1 [‡]	See Testing Center		
EAP 1500 - Speaking & Listening Level 2	See Testing Center		

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

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

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

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

* High School Algebra I

** High School Algebra I & II

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

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

- Test scores expire two years from the date of the test. Students whose test scores expire and who have not initiated the related English, math, or reading courses are required to retest in that area.
- Students required to take the FCELPT (a computerized test) must bear the cost of the test.
- The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2-1. Students may register for a course lower than indicated by test scores but not in a higher one.
- Students who test into the college preparatory program must begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed.
- Students who test into college preparatory English or reading cannot enroll in any Gordon Rule writing course until all preparatory course(s) in the respective areas have been successfully completed. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite until college preparatory math is complete.
- Students who test into preparatory English and/or reading courses must also take the co-requisite course Strategies for College Success (SLS 1501).
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take EAP (English for Academic Purposes) preparatory courses.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.
- College preparatory courses shall be graded A, B, C, N (Not Pass) and will be three contact hours per week. Three institutional credits will be granted for each course successfully completed. Institutional credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.

- College preparatory courses (as listed in Table 2-1) and their corequisites, if indicated through placement testing, must be completed in addition to all course requirements in the program the student chooses.

Note: In the Testing Centers, students may find a list of tutorial services that assist students with the FCELPT. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.

REQUIREMENTS FOR VOCATIONAL (PSAV) PROGRAMS

Test of Adult Basic Education (TABE)

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

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

Registration Dates

Students begin registering at different times, depending on their status as (1) degree-seeking and certificate-seeking, (2) non-degree-seeking, (3) college transient student, (4) noncredit, or (5) high school dual enrollment/early admission. Registration windows and other important dates are located on the registration calendar at www.pbcc.edu/AcademicCalendar. Currently enrolled, degree-seeking students are provided the earliest registration dates, typically beginning approximately two months prior to the start of the upcoming term.

New students and students returning after an absence of more than one year should apply at least two months before registration begins to receive the earliest possible registration date. All dates are subject to change without notice.

Add/drop dates are listed on students' schedules. Major-session dates are also listed on the registration calendar at www.pbcc.edu/AcademicCalendar.

Residency Classification

A student's residency classification is determined at the time of admission to PBCC, in accordance with Florida Statute 240.1201. Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. To change to resident student, a Residency Request Form must be submitted to the Registrar's Office prior to the first day of the term. Accompanying documentation will be accepted only through the last day of the add/drop period for the term being considered.

IN-STATE RESIDENCY

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at PBCC. Legal papers proving guardianship and other documentation must accompany the application, when applicable. Final residency determination will be based on state guidelines and will be determined by the registrar.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. (Documentation appropriate to the particular exception will be required.)

- Dependent children residing with a legal resident adult relative other than the parents for at least five years. Legal papers proving guardianship and copies of tax returns are required.
- Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons who were enrolled as Florida residents for tuition purposes, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
- Active-duty members of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education (and spouse/dependent children).

- Students from Latin America and the Caribbean who receive scholarships from the U.S. federal or Florida state government. The student must be enrolled on a full-time basis.
- Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
- Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program per Florida Statute 1009.981.
- A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of the state of Florida using the above guidelines, regardless of which parent claims the minor for tax purposes.

Note: The College may require documentation in support of the above exceptions.

OUT-OF-STATE RESIDENCY

Unless students (or, if dependents, their parent(s) or legal guardians) have had their place of bona fide permanent residence in the state of Florida for at least 12 months immediately preceding registration, and established certain legal ties to the state, they will be classified as out-of-state students.

RESIDENT ALIENS AND OTHERS

The law allows for non-U.S. citizens to be considered for Florida residency for tuition purposes if they are lawful permanent residents of the United States, asylees, parolees, or refugees who have applied for and/or been approved for such status. Students in these categories must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of term.

Certain nonimmigrant visa categories are eligible to establish Florida residency for tuition purposes. Please see the Admissions Office for more information. F-1/M-1 visa students cannot be considered for in-state residency.

Student Retention and Completion

Information about student retention and completion in each of the academic programs is available to students in the Student Services offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.



Palm Beach Community College provides a complete program for students to build their skills for success, whether they are entering from high school or are starting or resuming their college career later in life. College readiness courses in reading, English, mathematics and success skills prepare students for college-level courses. These courses are scheduled like regular college classes and are taught by professionals in developmental education.

Any student may enroll in these classes; however, they are designed especially for students whose placement scores on the Florida College Entry Level Placement Test (FCELPT) indicate they need some additional skills to be successful in college courses. Academic advisors at PBCC work with these students to design a college readiness plan to help them prepare for college level work.

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

COLLEGE READINESS AREAS

The College Readiness program is tailored to each individual student's needs. Each college readiness area has two or three courses; the number of courses the student needs to take depends on his/her placement scores on the FCELPT.

The College Readiness Program is designed for students at all levels of readiness in reading, English and mathematics. For those whose primary language is not English, the program offers English for Academic Purposes foundation courses.

College readiness courses for students whose primary language is English:

- College Prep Reading I and II (REA 0001 and REA 0002)
- College Prep English I and II (ENC 0001 and ENC 0010)

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

- Intermediate Reading, High Intermediate Reading, Advanced Reading (EAP 0420, EAP 1520 and EAP 1620)
- Intermediate English, High Intermediate English, Advanced English (EAP 0484, EAP 1584 and EAP 1684)

For all college readiness students:

- Basic Algebra I and II (MAT 0012 and MAT 0020)
- Strategies for College Success (SLS 1501)

A key course in the College Readiness program is SLS 1501, Strategies for College Success. This course teaches study and test-taking skills and time management, and students explore their own learning styles. Many students find the skills they learned in this course to be very valuable to their success in all of their PBCC courses.

COLLEGE READINESS SUPPORT

In addition to the courses in the College Readiness program, PBCC has a complete support network for college readiness students. Student Services provides academic advising for college readiness students to help in course selection and educational planning.

SUCCESS TIPS FOR COLLEGE READINESS STUDENTS

- Students required to take college readiness courses should start them during their first term at PBCC.
- Take the courses in a sequence – for example, take College Readiness Algebra II as soon as you successfully complete College Readiness Algebra I. Students who wait a semester or two to take the next level may forget many of the newly learned skills.
- Once the college readiness courses are completed, take the required college-level courses in English (ENC 1101) and mathematics (MAT 1033) as soon as possible to apply the new skills in a college-level course.

English for Academic Purposes Foundation

PBCC offers this program for non-native English speaking students who have been placed into this level, prior to taking college readiness courses. The foundation program includes three courses in reading and writing, grammar, and listening and speaking. These courses combine lecture and lab components to meet the specific needs of non-native English speakers. Academic support is provided through tutoring, audio and video technology and interactive computer software in the Student Learning Center/Vocational Preparatory Instruction Lab (SLC/VPI) at each location. Students must successfully complete all three foundation classes before registering for any other classes at the college.

Student Learning Center

The Student Learning Center (SLC) at each PBCC location provides services for all PBCC students. The SLC is a highly supportive environment where students can receive additional help through tutoring, individualized instruction and Supplemental Instruction (SI). The SLC staff consists of trained professionals dedicated to supporting all students at PBCC.

The SLC is equipped with computer software and other learning tools to support many credit and college readiness courses at PBCC. Review materials for standardized tests such as the College Level Academic Skills Test (CLAST) and Test of Adult Basic Education (TABE) are available. The SLC also provides Vocational Preparatory Instruction (VPI) for students in career certificate programs who need additional skills to pass the TABE test. For information about the SLC, such as hours of operation, please visit www.pbcc.edu/slc.





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

Financial Aid Application

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

Financial Aid "Priority Deadline Dates" are listed in the Financial Aid Office of each campus and online. Your financial aid file must be complete and received electronically by the Financial Aid Office by this date to be considered "on time" for the academic year. Applications received by this date will be given priority when awarding limited funds such as scholarships, grants and on-campus employment. If your application is selected

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

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

STUDENT RESPONSIBILITIES

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

financial aid. For more information on the financial aid SAP policy please see the Panther Aid or online at www.pbcc.edu/financialaid.

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

Alternative Loans

PBCC does not participate in any Alternative Loan Programs.

Federal Stafford Loans

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

Disbursement of Aid

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

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

Emergency Loans

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

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

Enrollment Status

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

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

**Note: Clock hours are divided by 30 to obtain the equivalent credit hour value.*

Financial Aid for Students with Disabilities

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. No programs, however, through either the Financial Aid Office or Disability Support Services (DSS) Office are specifically for students with disabilities. The DSS Office maintains a limited list of specialized scholarships.

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

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

Policy for Withdrawals

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

Title IV Funds

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

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

Transfer Students

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

Veteran Affairs (VA)

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





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

Academic Advisement

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

Career Planning and Employment Services

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

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

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

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

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

ELIGIBILITY TO USE CAREER CENTERS

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

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

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

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

SERVICES FOR NON-PBCC STUDENTS

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

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

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

Child Care Services

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

LAKE WORTH

The Center for Early Learning in Lake Worth is a laboratory preschool, licensed to serve 22 children ages 3 to 6. The mission of this Center is to provide a setting for PBCC students who are required as part of their college coursework to observe, work with or assess preschool children. Philosophically, the Center is Montessori-based and is equipped with a full complement of Montessori materials. The staff believes that each child is a unique individual, and therefore, learning experiences are tailored to meet each individual child's needs.

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

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

PALM BEACH GARDENS

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

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

Crossroads

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

Disability Support Services

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

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

PantherCard

All students are encouraged to obtain a PantherCard, PBCC's photo identification card, by visiting their campus bookstore. PantherCard is required to use tutoring labs, check out library books, use the campus wireless network and utilize other campus services. Certain programs may require students to wear (display) their PantherCard when in class or attending training provided by PBCC at an off-site location. Fees may apply for PantherCard. For more information, see www.pbcc.edu/PantherCard.

PantherWeb

Students use PBCC's online Student Services tool, PantherWeb, to register, change classes, pay tuition, view transcripts and degree audits and change personal information. The necessary personal identification number (PIN) is given to students when they apply. For more information, see www.pbcc.edu/PantherWeb.

Student Handbook

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

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

Student Publication

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

Student Success Grants

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

EDUCATIONAL OPPORTUNITY CENTER

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

STUDENT SUPPORT SERVICES

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

TITLE III: STRENGTHENING INSTITUTIONS

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

Testing Services

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the CELT, CLAST, CLEP, E-ACT, FCELP, SAT1, and TABE are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus. Current or prospective students taking a test at the College's Testing Centers must be prepared to sit for the full amount of time allotted for the test.

Fees are assessed for each service. Test fees are non-refundable. A list of fees is available in the Testing Center or at www.pbcc.edu/testing/information.asp.

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



Student Life

ATHLETICS

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

Intramural and Recreational Activities

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

STUDENT GOVERNMENT

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

STUDENT ORGANIZATIONS AND CLUBS

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

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

The following are currently sanctioned groups:

Belle Glade

- African-American Student Association
- Campus Crusade for Christ
- Dream It, Do It
- International Student Club
- Intramurals - Flag Football and Softball
- Kiskeya (Haitian student organization)
- Phi Theta Kappa (Academic Honors Society)
- Salsa Club
- Student Government Association
- Toastmasters Club

Boca Raton:

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



Lake Worth

- American Institute of Architectural Students (AIAS)
- Black Student Union
- Brain Bowl
- Caribbean Club
- Center for Student Leadership (CSL)
- Cheerleaders
- Computer Club
- Dental Assisting Student Association (DASA)
- Dream It, Do It
- Expressions Books Club
- Florida Future Educators of America
- Group 5 Art Society (Graphic Arts Club)
- Intramural Sports
- Kiskeya (Haitian student organization)
- Music Club
- Nursing Student Association (NSA)
- Panther Medics (EMS)
- PBCC Players (drama club)
- Performing Musical Groups:
 - Concert Band
 - Concert Choir
 - Chamber Singers
 - Troubadours (jazz vocal ensemble)
 - Brass Ensemble
 - 12 O'Clock Jazz Ensemble
 - Tuesday Nite Big Band
 - Jazz Combos
- Phi Beta Lambda (PBL)
- Phi Theta Kappa (Academic Honors Society)
- Scrub Club (Surgical Technology)
- S.T.A.R.E. (Student Trainers for AIDS Related Education - Peer Advisors)
- Student American Dental Hygiene Association (SADHA)
- Student Government Association
- Students for International Understanding (SIU)
- Yashi Hama Tandai Budo Kai (Martial Arts Club)
- Young Activists Team

Palm Beach Gardens

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



Campus Libraries

Library services and resources support the curriculum, faculty and students at all PBCC locations. Campus libraries maintain a diverse collection of materials that includes books, periodicals, local, state and national newspapers, microfilm and reference materials. Access to all library materials and electronic collections of books, periodicals and journals are available through LINCC (Library Information Network for Community Colleges), the online catalog. Over 2,000 journals and periodicals are available online and in full text, and electronic books add more than 10,000 volumes to the collection. Florida Atlantic University provides PBCC at Boca Raton with library service through a joint-use agreement.

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

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

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

Cooperative Education

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

As a co-op student you can:

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

ELIGIBILITY

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

OPERATIONS

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

ENROLLMENT

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

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

Distance Learning (e-pbcc)

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

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

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

WHO SHOULD TAKE A DISTANCE LEARNING CLASS?

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

SUPPORT SERVICES FOR DISTANCE LEARNING STUDENTS

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

INTERNET COURSES

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

Internet courses vary:

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

TELEVISION COURSES

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

Television course options include:

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

VIDEOCONFERENCING COURSES

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

Economic and Workforce Development

Through the Office of Economic and Workforce Development, Palm Beach Community College offers continuing education workshops, seminars, courses, and programs designed to meet the learning, professional, and development needs of its local community.

Through research, development and environmental scans, PBCC continues to be responsive to the economic and workforce development needs of Palm Beach County. Please visit the Web page www.pbcc.edu/cte/workforce/apply.asp for information on registration.

Honors

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

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

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

PBCC students qualify for the Honors program with a cumulative 3.5 GPA or acceptable test scores on a placement test. Students who register with the Academic Services Office are given priority registration as Honors program students. Students who graduate from PBCC with a 3.5 GPA and have 12 credit hours of Honors coursework completed with grade of B or higher are designated as Honors graduates and are given special recognition at the graduation ceremony. PBCC Honors graduates also have many scholarship opportunities when transferring to an upper-division university.

To discover more about Honors and its benefits, visit www.pbcc.edu/honors or call Academic Services at (561) 868-3892.

Institute of Excellence in Early Care and Education

The Institute of Excellence in Early Care and Education provides the child care workforce of Palm Beach County with a comprehensive approach to career development. The goal is a quality, seamless professional development system for early childhood personnel entering and exiting the system at any level. The Institute provides career advising in the field of early childhood and a scholarship program for early childhood educators. The Institute has also established mechanisms to ensure quality in the training and technical assistance offered to child care providers. This quality assurance system incorporates guidelines and standards for training activities, including a process for approving trainers who meet these standards. The Institute maintains a registry of approved trainers. For more information on the initiatives and support provided by the Institute, please visit www.pbcc.edu/IEECE.

Institute of Teacher Education

The Institute of Teacher Education was created at PBCC to address the critical teacher shortage in Palm Beach County and the requirements of the No Child Left Behind Act of 2001. The Institute, a collaborative effort with the School District, includes several programs. The Transition to Teaching and Teacher Certification programs help non-teacher-trained professionals with bachelor degrees move into the teaching profession. The Paraprofessional Retention Outreach (PRO) Program works with the School District's paraprofessionals to help them obtain associate degrees. Other programs include the PBCC/FAU 2+2 program for mathematics and biology teacher education and the Summer Algebra Institute.

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

Recreational Learning

CENTER FOR LIFETIME LEARNING

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

LEARNING UNLIMITED

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

Vocational Preparatory Instruction Lab

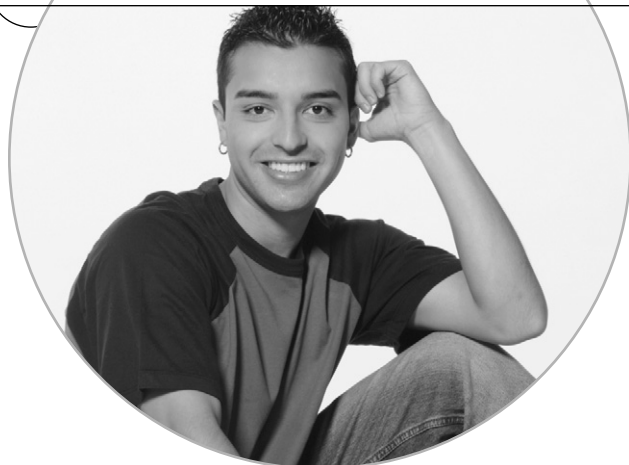
The Vocational Preparatory Instruction Lab (VPI) offers a series of short-term courses for Post Secondary Adult Vocational (PSAV) students who wish to remediate for all or part of the Test of Adult Basic Education (TABE). The VPI Lab offers personalized instruction with learning specialists and tutors. Computer programs and additional learning materials are available for the student.

The TABE remediation courses are:

- VPI 0100 - Vocational Preparatory Reading
- VPI 0300 - Vocational Preparatory Language
- VPI 0200 - Vocational Preparatory Math I - Computation
- VPI 0211 - Vocational Preparatory Math II - Applied Math (VPI0200 pre-requisite)

Before registering for a TABE remediation course, a student should first meet with an advisor to discuss the entrance requirements for his or her specific program. Students should then visit the VPI Lab and obtain a TABE course application, schedule, and further information. There is a \$30 fee for each TABE remediation course. A required workbook for each course is available in the bookstore.





Academic Recognition

PRESIDENT'S LIST

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

DEAN'S LIST

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

STANDARDS OF ACADEMIC PROGRESS

PBCC requires each student to maintain reasonable academic progress. Any student not maintaining the minimum cumulative grade point average as specified in the Standards of Academic Progress (SOAP) policy will be placed on academic probation and could be suspended from college.

Financial Aid Student Note:

Students receiving Financial Aid are also affected by a separate "Standard of Academic Progress for Financial Aid Students Policy," listed in the student handbook and at www.pbcc.edu/financialaid/sap.asp.

Preparatory Course Note:

Preparatory courses will not be calculated in students' Cumulative Grade Point Average, but will be used in calculations for term Grade Point Averages.

Good Academic Status

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

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

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

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

Academic Probation

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

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

Academic Suspension

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

Academic Dismissal

Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the college and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA). After one

calendar year, students on academic dismissal are eligible to appeal for readmission to the College Admissions Appeals Committee. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic, and the decision of the committee is final.

Note: Students on academic suspension or dismissal are eligible to enroll in PSAV or avocational courses.

Attendance at First Class

PBCC values instruction that begins at the first class meeting and/or lab session. Students who do not attend the first day of a class may be dropped from the course, depending upon the individual faculty member's attendance policy. It is the student's responsibility to read the course schedule notes and/or visit the course Web site.

The College policy of reinstating students who have been dropped due to College error supersedes individual faculty attendance policies.

Audit and Withdrawal Policies

Students may withdraw online using PantherWeb (www.pbcc.edu/PantherWeb) or audit a class by filing an official Audit Request Form with the Registrar's Office by the audit/withdrawal deadline. Deadlines are published in the registration calendar on the inside front cover of this catalog. In cases of non-standard beginning or ending dates, the audit deadline is the last day of add/drop, and the withdrawal deadline is 65 percent of the course session. Students with questions about audit and withdrawal deadlines should contact the Registrar's Office.

International students and athletes must get authorization from their advisor before auditing or withdrawing from a class.

AUDIT

A student may be admitted to certain courses on an audit basis with the completed request form submitted prior to the deadline. Audit requests will not be processed after the add/drop period ends. Classes designated as audit during add/drop do not count as attempts. Students auditing a course must attend class, but they are not required to take tests and examinations. No audit students may change their schedule to seek credit in any course in which they are enrolled. Prerequisites, tuition and all special fees apply.

Courses taken for the third or fourth attempt, or for high school dual enrollment/early admission may not be audited. Students are not permitted to audit college

preparatory courses, courses under a selected admission program, or vocational credit or noncredit courses. A student may not audit a course in which he or she received a grade of C or higher. An instructor may withdraw an audit student (XW) for non-attendance.

INSTRUCTOR WITHDRAWALS

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

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

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

STUDENT WITHDRAWALS

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

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

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

Enrollment Status

FRESHMAN AND SOPHOMORE CLASSIFICATION

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

FULL-TIME STUDENT

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

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

STUDENT MAXIMUM COURSE LOAD

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

Grades

GRADE CHANGE PROCEDURE

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

GRADE FORGIVENESS POLICY

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

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

GRADE POINT AVERAGE (GPA)

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

A = 4 quality points per credit hour

B = 3 quality points per credit hour

C = 2 quality points per credit hour

D = 1 quality point per credit hour

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

GRADE REPORTS

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

GRADING SYSTEM

A - Excellent

B - Good

C - Fair

D - Poor but Passing

F - Failure

L - Instructor Grade Late

I - Incomplete

N - No Pass*

P - Pass

S - Satisfactory

U - Unsatisfactory

W - Withdrawn

WX - Withdrawn for Excessive Absences

X - Audit

XW - Withdrawn for Excessive Absences (audited course)

** Considered In Progress*

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

INCOMPLETE GRADES

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

REPEATED COURSES AND ACADEMIC AVERAGE

Effective fall 1997, only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, audits (initiated after add/drop) and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal or audit will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. Fifth attempts are not allowed, and this may not be appealed. Credit can only be earned once per course, unless the course is designated as "repeatable".

Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses. Students may appeal the higher cost to the campus registrar through the add/drop period. Decisions are based on state-issued guidelines.

Graduation

All students, without regard to the degree or certificate to be granted, must meet general requirements for graduation from PBCC and fulfill all financial obligations to the College. Final responsibility for meeting the requirements for graduation rests with the student.

CATALOG IN EFFECT FOR GRADUATION POLICY

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

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

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

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

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

Eligibility

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

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

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

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

Reading	295
Writing	295
Computation	295
Essay	6

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

Exemptions

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

Retakes

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

DEGREE VERIFICATIONS

PBCC has entered into an agreement with Credentials, Inc. for the verification of degrees and earned certificates. Credentials, Inc. has been granted the authority to respond to these types of requests from interested third parties on PBCC's behalf. Verifications require student authorization.

PBCC warrants that the results delivered by Credentials, Inc., acting as the College's agent, should be considered equivalent in authority to information provided directly by the College. To begin an order at no cost to current or previous students, go to www.degreechk.com. Students must select a unique user ID and password, which is not their PBCC Student ID number and password.

GRADUATION CEREMONY - COMMENCEMENT

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

GRADUATION COMPETENCY STATEMENTS FOR DEGREES

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

Expected Student Outcomes for

Competency in Fundamental Reading Skills

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

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

Methods of Assessment:

- Students will complete one of the following course series:
 - ENC 1101 and ENC 1102
 - ENC 1121 and ENC 1122
 - ENC 1101 and ENC 1210 with grades of C or better
 OR
- For programs that do not require ENC 1102 or ENC 1210, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

Expected Student Outcomes for

Competency in Fundamental Writing Skills

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

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

Methods of Assessment:

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

OR

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

**Expected Student Outcomes for
Competency in Fundamental Oral
Communication Skills**

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

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

Methods of Assessment:

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

OR

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

**Expected Student Outcomes for
Competency in Fundamental Mathematical
Skills**

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

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

Methods of Assessment:

1. Students will complete at least one Gordon Rule math-

ematics course with a grade of C or better.

OR

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

**Expected Student Outcomes for
Competency in Basic Computer Use**

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

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

Methods of Assessment:

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

OR

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

**Expected Student Outcomes for
Competency in Information Literacy**

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

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

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

Methods of Assessment:

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

OR

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

GRADUATION DISTINCTIONS

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

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

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

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

GRADUATION REQUIREMENTS

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

1. All financial obligations to the College must be satisfied.
2. All official high school and postsecondary transcripts must be received.
3. Graduation Application Requirement
 - Students must make formal application for graduation before the deadline. Deadlines are listed on the calendar in the front of this catalog.
 - The Request for Graduation Form (Graduation Application) is available online at www.pbcc.edu/graduation.
4. Grade Point Average (GPA) Requirement
 - Institutional GPA of 2.0 for all work taken at PBCC
 - Cumulative GPA of 2.0 for all college courses, regardless of where taken (College Credit Certificates need a 2.0 GPA in program courses only)
5. Courses taken at PBCC (Residency Requirement)
 - Students must complete at least 25 percent (15 credits for A.A. students) of the program or certificate credit at PBCC, also known as "courses in residence" (no relationship to in-state resident tuition).
 - Transfer coursework, credits-by-exam, and credits for prior learning cannot be used to satisfy the Residency Requirement.

6. Preparatory Course/Testing Completion Requirement

- Students must test out of English, reading and mathematics preparatory coursework.

OR

- Students must successfully complete all required preparatory coursework.

7. General Education Requirement

- A grade of C or higher is required for all General Education courses.
- General Education courses are listed in the Areas of Study section of this catalog.
- A statement certifying completion of the full 36-Credit-Hour General Education package will be noted on students' transcripts.

8. A.A. students also

- Must have 60 semester hours of academic work exclusive of occupational (A.S.) courses.
- Must also include an approved General Education program of not less than 36 semester hours.
- Must pass all four sections of CLAST, or qualify for one of the exemptions. (See Testing Center for exemption requirements.) Passing scores are announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.
- Must meet Gordon Rule Requirement - As part of graduation with an A.A. degree, students are required to fulfill the Gordon Rule requirement, in accordance with Florida statute. Gordon Rule requires that these students complete writing assignments of at least 24,000 words in communications, humanities and social science courses and that they complete six hours of college level mathematics with a grade of C or higher.

9. A.S. and A.A.S. students also

- Must complete the number of prescribed program credit hours.
- Must complete a minimum of 15 hours of program-specific General Education.

10. Postsecondary Adult Vocational Certificate (PSAV) recipients: Only items 1, 2 and 5 above apply.

11. College Credit Certificate (CCC) recipients: In addition to items 1, 2 and 5 above, students must also meet GPA requirements and may have some preparatory course requirements (depending on program course prerequisites).

Graduation with Multiple Degrees

Students who have an A.A. degree or higher are eligible for any A.S. or A.A.S. degree upon completion of those degree requirements. Students who have an A.S. or A.A.S. degree are eligible for an A.A. degree upon completion of those requirements. Students with an A.A.S. may receive an A.S. degree in the same area upon completion of the additional coursework. However, students with an A.S. degree are not eligible to receive an A.A.S. in the same program area.

Maximum Physical Education or Music Ensemble Credits for Graduation

Students may use a maximum of two credit hours in Physical Education activity courses and a maximum of four credit hours of MUN ensemble courses for graduation.

Policy Changes

Any statement in the PBCC Catalog is subject to change by the College. A Catalog Addendum may be published online by July 1 of each year, depending on the number of changes incurred since the Catalog was printed. Availability of a Catalog Addendum (if published) would be on the College's Web site only. Many policy changes are listed on the Student Updates Web page, located at www.pbcc.edu/StudentUpdates.

Prerequisites

A student who wishes to register for any course for which the prerequisites have not been completed must consult with the associate dean of the department offering the course. The associate dean may make the decision to require the student to take the prerequisite for the course, move the student to the prerequisite course, or allow the student to remain in the course. Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher-level course in the same logical sequence.

Students may pre-register for a future term for a course with a prerequisite requirement while they are still enrolled in the prerequisite course. However, the registration for the higher-level course may be dropped if the prerequisite course is not completed successfully.

Security of Student Records

DEFINITION OF STUDENT RECORDS

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

INSPECTION OF RECORDS

Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), student records at PBCC (located in the Office of the Registrar) are open for inspection only by the student and, as per FERPA guidelines:

- School officials, as determined by the College Registrar to have legitimate educational interests
- State educational authorities
- Federal and state officials representing state or federal programs
- Persons having written authorization for release
- Officials in compliance with judicial orders.

The College forwards educational records on request to a school in which a student seeks or intends to enroll.

Viewing the Records

- Permanent records are never permitted out of the Office of the Registrar.
- Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.
- Students may make an appointment to view their records at the counter in the presence of Registrar's Office personnel.

REQUESTS FOR COPIES OF RECORDS

- PBCC transcripts are released only upon written consent of the student.
- If a student cannot have access to the record, i.e., if he/she lives too far away (minimally outside of Palm Beach County) or extenuating circumstances exist, students may request copies of their records through written requests to the College registrar. The request must specify the types of records to be copied. The registrar will comply with a request for a meeting and/or copies in a reasonable timeframe (no more than 30 days), depending upon the complexity of the records requested and the time during the term in which the request is received.

- Students will pay a fee of 50 cents per page, up to 49 pages, then \$1.00 per page thereafter for any approved copies of their records.
- Subpoenas of student records must be issued by a court of competent jurisdiction and specify the type of records being requested. A fee of \$35 will be charged per subpoena. Those requesting records by subpoena must allow sufficient time (at least 10 working days) for the affected student to be notified prior to the issuance of records.

RETENTION OF RECORDS

Student records will be maintained for a maximum of five years from the student's attendance. Certain documents, such as grades, will be maintained longer in accordance with state archiving and records retention laws and the PBCC College Registrar Records and Retention Schedule.

STUDENT DIRECTORY INFORMATION

FERPA requires each institution to determine directory information that may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released. PBCC has identified the following as directory information:

- Student name*
- Student street address*
- Date of birth
- E-mail address*
- Phone number*
- Photo ID picture/video*
- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Educational institution attended.

**Important Directory Information Note:*

Although PBCC has designated student name, street and e-mail addresses, phone number, and photographs/videos as directory information, these will appear only in PBCC-generated information such as the commencement ceremony programs, PBCC publications, Student IDs (PantherCard), and news releases of awards. Date of birth is used for identification purposes within PBCC and is not released to third parties. E-mail addresses may be made available to students in distance learning environments where electronic communication between students is required. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers.

STUDENT RIGHT TO PRIVACY

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

STUDENT RECORDS AMENDMENT APPEAL PROCESS

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

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

Student Conduct

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

Unpaid Accounts

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



Degrees and Certificates

Palm Beach Community College awards three degrees:

A.A. - Associate in Arts

A.S. - Associate in Science

A.A.S. - Associate in Applied Science

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

ATC - Advanced Technical Certificate

ATD - Applied Technology Diploma

CCC - College Credit Certificate

PSAV - Post Secondary Adult Vocational Certificate

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

Degrees

ASSOCIATE IN ARTS

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

ASSOCIATE IN SCIENCE

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

ASSOCIATE IN APPLIED SCIENCE

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

Certificates

ADVANCED TECHNICAL CERTIFICATE

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

APPLIED TECHNOLOGY DIPLOMA

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

COLLEGE CREDIT CERTIFICATE

These are programs that vary in length from 12 to 43 credit hours and provide the student with a set of technical skills in a specific area of study. Each college credit certificate applies towards an associate in science or associate in applied science degree.

POSTSECONDARY ADULT VOCATIONAL CERTIFICATE

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

Program Groups

Associate in Arts Degree (Transfer) 43

Business and Office Management 52

Accounting Operations (PSAV)
Administrative Assistant (PSAV)
Life, Health and Variable Annuities Agent (PSAV)
Property and Casualty General Lines Agent (PSAV)
Real Estate Sales Associate (PSAV)
Accounting Technology (CCC)
Business Administration and Management (CCC)
Legal Office Systems (CCC)
Marketing (CCC)
Office Management (CCC)
Accounting Technology (AAS/AS)
Business Administration and Management (AAS)
Hospitality and Tourism Management (AAS/AS)
Office Administration (AAS/AS)
Paralegal (AS)
Business Continuing Workforce Education

Child Care and Human Services 63

Child Care – 40-Hour Introductory Child Care Training Certification (Birth to 5 Years) (PSAV)
Child Care – 40-Hour Introductory Child Care Training Certification (School Age Children 5 years and Up – through Grade 5) PSAV
Child Care – 30-Hour Family Child Care Certification (PSAV)
Child Care – Child Development Associate (CDA) – Center Based (PSAV)
Child Care – Child Development Associate (CDA) – Bilingual (PSAV)
Child Care – Child Development Associate (CDA) – Family Child Care Home (PSAV)
Child Care Center Management (CCC)
Educational Assisting (CCC)
Infant/Toddler (CCC)
Pre-School (CCC)
School Age (CCC)
Human Services (CCC)
Early Childhood Education (AS)
Educational Assisting (AS)
Human Services (AAS/AS)
Child Care Continuing Workforce Education
Certified Addiction Professional
Teacher Certification Program

Computer Science and Information Technology 75

Computer Support Specialist (PSAV)
Webmaster (CIW) (PSAV)
Cisco CCNA (CCC)
Information Management (CCC)
Programming (CCC)
Web Development Specialist (CCC)
Computer Programming (AAS/AS)
Internet Services Technology (AAS/AS)
Networking Administrator (AAS/AS)
Computer Information Security (ATC)
Computer Science Continuing Workforce Education

Creative Arts and Communications 82

Graphic Design Technology (CCC)
Motion Picture & Television Production Technology (CCC)
Graphic Design Technology (AAS/AS)
Interior Design Technology (AS)
Motion Picture and Television Production Technology (AS)
Interior Design (ATC)

Environmental Science and Horticulture 87

Landscape and Horticulture Specialist (CCC)
Landscape and Horticulture Professional I (CCC)
Landscape and Horticulture Professional II (CCC)
Environmental Science Technology (AS)
Landscape and Horticulture Management (AS)

Health Care 91

Dental Assisting (PSAV)
Massage Therapy (PSAV)
Medical Assisting (PSAV)
Patient Care Assistant (PSAV)
Practical Nursing (PSAV)
Surgical Technology (PSAV)
Medical Coder/Biller (ATD)
Medical Transcription (ATD)
Sonography (CCC)
Biotechnology (AS)
Dental Hygiene (AS)
Dietetic Technician (AS)
Nursing (AAS)
Radiography (AS)
Respiratory Care (AS)
Sonography (AS)
Adult Echo Sonography (ATC)
Cardiovascular Intervention Technology (ATC)

Computed Tomography (ATC)
Critical Care Nursing (ATC)
Magnetic Resonance Imaging (ATC)
Perioperative Nursing (ATC)
Health Care Continuing Workforce Education

Public Safety 114

Criminal Justice Academies (PSAV)
Firefighter (PSAV)
Public Safety Telecommunications Dispatcher (PSAV)
Emergency Medical Technician (EMT-B) (ATD)
Crime Scene Technology (CCC)
Paramedic (CCC)
Crime Scene Technology (AS)
Criminal Justice Technology (AAS/AS)
Emergency Medical Services (AS)
Fire Science Technology (AS)
Public Safety Continuing Workforce Education

Trade and Industrial 123

Apprenticeship Programs (PSAV)
Automotive Body Repair (PSAV)
Automotive Service Technology (PSAV)
Commercial Vehicle Driving (PSAV)
Cosmetology (PSAV)
Diesel Technology (PSAV)
Facials Specialty (PSAV)
Heating, Ventilation, Air Conditioning and Refrigeration (PSAV)
Machining Technology (PSAV)
Nails Technician (PSAV)
Welding Technology (PSAV)
Building Construction Specialist (CCC)
Drafting and Construction Technology (CCC)
Industrial (Operations) Management Technology (AAS)
Professional Pilot Technology (AAS/AS)



Associate in Arts

AA

Transfer Degree

GENERAL EDUCATION REQUIREMENTS

COMMON PRE-MAJORS OR TRANSFER PROGRAMS

FACTS.ORG

Associate in Arts (A.A.) Transfer Degree

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

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

A list of popular Associate in Arts pre-majors is found toward the end of this section, and additional pre-majors are listed on the Web.

The A.A. degree requirements include:

36 credit hours of general education courses and

24 credit hours of university transfer program courses.

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

ASSOCIATE IN ARTS DEGREE TRANSFER PROGRAMS

State universities in Florida offer more than 200 different majors that PBCC students can pursue. Before planning a major, students are advised to:

- speak with a PBCC advisor
- consult the catalog or the specific department at the university to which they plan to transfer to confirm which courses they should take at PBCC.

For a complete list of these programs, please see the Web page at www.pbcc.edu/acsv/majors.asp.

GUARANTEED TRANSFER TO THE STATE UNIVERSITY SYSTEM

All Florida community college associate in arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system. Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point average (GPA), higher test scores, auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

FOREIGN LANGUAGE REQUIREMENT

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

CHOOSING THE PROPER COURSES TO SATISFY UNIVERSITY ADMISSION REQUIREMENTS

All state universities have provided lists of courses that meet admission requirements for each of its majors. These lists, also known as "common prerequisites," detail the required courses needed in both General Education and university transfer program courses. In order to have each course at PBCC count towards A.A. graduation and facilitate transfer to the desired major at the university, students should target their desired transfer university and major early in their coursework at PBCC. Once a student has identified the university and program, finding the correct courses to take at PBCC can be accomplished by:

1. Meeting on a regular basis with a PBCC advisor who can track your progress and make sure you are taking the correct courses for your desired university and major;

OR

2. Using the Web site developed by the State of Florida to facilitate student transfer called FACTS.org (Florida Academic Counseling and Tracking for Students), which is detailed at the end of this section.

OTHER TRANSFER OPPORTUNITIES FOR THE ASSOCIATE IN ARTS DEGREE

PBCC has transfer agreements with several private colleges and universities from around the nation. Included are all the members of Independent Colleges and Universities of Florida (ICUF). Please consult the PBCC web site for transfer agreement information at www.pbcc.edu/transfer.

GRADUATION REQUIREMENTS FOR THE A.A. DEGREE

Responsibility for understanding and meeting the requirements for graduation rests with the student. Refer to the Graduation Requirements information provided in the Academic Policies section of this catalog.





GENERAL EDUCATION REQUIREMENTS

The associate in arts degree contains 36 hours of General Education. Each A.A student must complete these courses with a "C" or higher to meet graduation requirements. The student must carefully choose the courses that will satisfy General Education requirements. By checking the FACTS.org system, students can determine which courses the university to which they would like to transfer accepts as satisfying program requirements. For example, MGF 1106 Liberal Arts Mathematics will satisfy the associate in arts degree requirements in mathematics but will not satisfy entrance requirements for a student who wishes to transfer to an upper division business administration program. It is imperative to check the FACTS.org Web site to find the correct courses, or see a PBCC advisor.

GENERAL EDUCATION PHILOSOPHY

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

The learning goals of the General Education curriculum include:

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

Florida Statute 1007.25 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. In accordance with the state articulation agreement (Florida Administrative Code 6A-10.024), each community college and/or university shall honor the completion of General Education courses if such completion is noted on the student's transcript. The State of Florida requires all public community colleges and universities to include a specified amount of writing and mathematics in their curriculum to ensure students have achieved substantial competency in these areas as specified in Florida Administrative Code 6A-10.30 (Gordon Rule).

To earn an A.A. degree, students must complete 36 hours of General Education courses from the following six areas of General Education. Courses that meet Gordon Rule requirements are listed with "GR" along with the number of words each course fulfills, followed by course credits listed in parentheses, e.g. (GR 6,000) (3).

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

AREA I

COMMUNICATIONS 9 CREDIT HOURS

Select one of the following courses:

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

Select one of the following courses:

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

Students must take the following course:

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

AREA II

HUMANITIES 6 CREDIT HOURS

Select one of the following courses:

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

Approved Transfer Literature*

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

Select one of the following courses:

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

Approved Transfer Humanities*

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

AREA III

MATHEMATICS 6 CREDIT HOURS

Select two of the following courses:

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

Approved Transfer Mathematics*

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

AREA IV**NATURAL SCIENCES****6 CREDIT HOURS****Select two of the following courses:**

AST 1002	Descriptive Astronomy	(3)
AST 1003	Planetary Astronomy	(3)
AST 1004	Stellar & Galactic Astronomy	(3)
BOT 1010/BOT 1010L	General Botany 1 and Lab	(4)
BSC 1005	Concepts of Biology (Non-Science Major)	(3)
	(Lab BSC 1005L optional)	(1)
BSC 1010	Principles of Biology 1	(3)
	(Lab BSC 1010L optional)	(1)
BSC 1011/BSC 1011L	Principles of Biology 2 and Lab	(4)
BSC 1050	Environmental Conservation	(3)
BSC 1085/BSC 1085L	Anatomy and Physiology 1 and Lab	(4)
BSC 1086/BSC 1086L	Anatomy and Physiology 2 and Lab	(4)
CHM 1020	Principles of Chemistry	(3)
	(Lab CHM 1020L optional)	(1)
CHM 1025	Introductory Chemistry	(3)
CHM 1045/CHM 1045L	General Chemistry 1 and Lab	(4)
CHM 1046/CHM 1046L	General Chemistry 2 and Lab	(4)
ESC 1000	Earth Science	(3)
GLY 1000	Descriptive Geology	(3)
HUN 1201	Elements of Nutrition	(3)
MCB 2010/MCB 2010L	Microbiology and Lab	(4)
OCE 1001	Introduction to Oceanography	(3)
	(Lab OCE 1001L Optional)	(1)
PHY 1001	Applied Physics	(3)
PHY 2048/PHY 2048L	General Physics with Calculus 1 and Lab	(5)
PHY 2049/PHY 2049L	General Physics with Calculus 2 and Lab	(5)
PHY 2053	General Physics 1	(4)
PHY 2054	General Physics 2	(4)
PSC 1341	Physical Science for Today's World	(3)
ZOO 1010	General Zoology	(3)
ZOO 1010L	General Zoology Lab	(1)
Approved Transfer Science*		

*(Verify course credit with an advisor.)

AREA V**SOCIAL SCIENCE****6 CREDIT HOURS****Select one of the following courses:**

ANT 2000	Anthropology	(GR 2,000) (3)
ECO 2013	Principles of Macroeconomics	(GR 2,000) (3)
GEA 1000	Principles of Geography & Conservation	(GR 2,000) (3)
PSY 2012	General Psychology	(GR 2,000) (3)
SYG 1230	American Minorities Today	(GR 2,000) (3)
SYG 2000	Introduction to Sociology	(GR 2,000) (3)
SYG 2010	American Social Problems	(GR 2,000) (3)
Approved Transfer Social Science*		

*(Verify course credit with an advisor.)

Select one of the following courses:

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

*(Verify course credit with an advisor.)

AREA VI**HEALTH and FOREIGN LANGUAGE****3 CREDIT HOURS****Select one of the following courses:****Health**

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

Foreign Language

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

Approved Transfer Health and Foreign Language*

*(Verify course credit with an advisor.)

COMMON PRE-MAJORS OR TRANSFER PROGRAMS

The following pre-majors represent some of the most common transfer programs for PBCC students, with the common prerequisites for each. These are just a few of the transfer possibilities with the Associate in Arts degree. For an expanded list of other pre-major options at PBCC and a complete list of university majors available in Florida, please see the Web page www.pbcc.edu/acsv/majors.asp.

It is highly recommended that students speak with a PBCC advisor before planning their course of study. Completion of the following pre-majors does not guarantee admission to an upper-division program if that program has restricted or limited access status.

Students should consult the current catalog of the university from the upper-division they plan to attend for more information and an exact course sequence needed for that university.

Pre-Major – Art (General)

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in the visual arts. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

ARH 2050	Art History 1	3
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
POS 1001	Introduction to Political Science	3
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
	One course from AREA II – Humanities	3
	Two courses from AREA III – Mathematics	6
	Two courses from AREA IV – Natural Sciences	6
	One course from AREA VI – Health & Foreign Language	3-4

Total **36-37**

PROGRAM TRANSFER COURSES

ARH 2051	Art History 2	3
ART 1201C	Design Fundamentals	3
ART 1300C	Drawing 1	3
ART 1330C	Drawing 2	3
	Other ART (prefix) courses (Contact advisor)	12

Total **24**

Total AA Degree **60**

Pre-Major – Biology

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in biology. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

BSC 1010/L	Principles of Biology/Lab	4
BSC 1011/L	Principles of Biology 2/Lab	4
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
MAC 2311	Calculus with Analytic Geometry 1	4
MAC 2312	Calculus with Analytic Geometry 2	4
SPC 1016	Fundamentals of Speech Communication	3
	Two courses from AREA II – Humanities	6
	Two courses from AREA V – Social Science	6
	One course from AREA VI – Health & Foreign Language	3-4

Total **40-41**

PROGRAM TRANSFER COURSES

CHM 1045/L	General Chemistry 1/Lab	4
CHM 1046/L	General Chemistry 2/Lab	4
CHM 2210/L	Organic Chemistry 1/Lab	4
CHM 2211/L	Organic Chemistry 2/Lab	4
	Other selected courses (Contact advisor)	4

Total **20**

Total AA Degree **60**

Pre-Major – Business Administration

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in business administration. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

ECO 2013	Principles of Macroeconomics	3
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
MAC 2233	Survey of Calculus	4
SPC 1016	Fundamentals of Speech Communication	3
STA 2023	Statistics	3
	Two courses from AREA II – Humanities	6
	Two courses from AREA IV – Natural Sciences	6
	One course from AREA V – Social Science	3
	One course from AREA VI – Health & Foreign Language	3-4

Total **37-38**

PROGRAM TRANSFER COURSES

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
CGS 1570	Microcomputer Applications	3
ECO 2023	Principles of Microeconomics	3
	Other selected courses (Contact advisor)	9-10

Total **22-23**

Total AA Degree **60**

Pre-Major – Computer Science

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in computer science. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
MAC 2311	Calculus with Analytic Geometry 1	4
MAC 2312	Calculus with Analytic Geometry 2	4
PHY 2048/L	General Physics with Calculus 1 and Lab	5
SPC 1016	Fundamentals of Speech Communication	3
Two courses from AREA II – Humanities		6
One course from AREA IV – Natural Sciences		3
Two courses from AREA V – Social Science		6
One course from AREA VI – Health & Foreign Language		3-4

Total **40-41**

PROGRAM TRANSFER COURSES

CGS1570	Microcomputer Applications	3
COP1002	Introduction to Programming Logic	3
COP1220	Introduction to Programming in C	3
Other Selected Courses (Contact advisor)		11

Total **20**

Total AA Degree **60**

Pre-Major – Criminal Justice

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in criminal justice. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
MGF 1106	Liberal Arts Mathematics	3
POS 1001	Introduction to Political Science	3
PSY 1212	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
STA 2023	Statistics	3
Two courses from AREA II – Humanities		6
Two courses from AREA IV – Natural Sciences		6
One course from AREA VI – Health & Foreign Language		3-4

Total **36-37**

PROGRAM TRANSFER COURSES

POS 1041	Introduction to American Government	3
CCJ/CJE/CJL prefix courses (Contact advisor)		21

Total **24**

Total AA Degree **60**

Pre-Major – Elementary Education

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in elementary education. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

AMH 2010	United States History to 1865	3
BSC 1005/L	Concepts in Biology/Lab	4
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
ESC 1000	Earth Science	3
MAC 1105	College Algebra	3
MGF 1106	Liberal Arts Mathematics	3
PSY 1212	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
Two courses from AREA II – Humanities		6
One course from AREA VI – Foreign Language		4

Total **38**

PROGRAM TRANSFER COURSES

EDF 2005	Foundations in Education	3
EDG 2701	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
PHI 1010	Introduction to Philosophy	3
POS 1001	Introduction to Political Science	3
STA 2023	Statistics	3
SYG 2000	Introduction to Sociology	3
One course from AREA VI – Foreign Language		4

Total **25**

Total AA Degree **60(63)**

Pre-Major – Engineering

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in engineering. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
MAC 2311	Calculus with Analytic Geometry 1	4
MAC 2312	Calculus with Analytic Geometry 2	4
PHY 2048/L	General Physics with Calculus 1	4
PHY 2049/L	General Physics with Calculus 2	4
SPC 1016	Fundamentals of Speech Communication	3
Two courses from AREA II – Humanities		6
Two courses from AREA V – Social Science		6
One course from AREA VI – Health & Foreign Language		3-4

TOTAL **40-41**

PROGRAM TRANSFER COURSES

CHM 1045/L	General Chemistry 1/Lab	4
MAC 2313	Calculus with Analytic Geometry 3	4
MAP 2302	Differential Equations	3
Other selected courses (Contact advisor)		9

Total **20**

Total AA Degree **60(61)**

Pre-Major – English

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in English. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
SPC 1016	Fundamentals of Speech Communication	3
Two courses from AREA II – Humanities		6
Two courses from AREA III – Mathematics		6
Two courses from AREA IV – Natural Sciences		6
Two courses from AREA V – Social Science		6
Once course from AREA VI – Health & Foreign Language		3-4

Total **36-37**

PROGRAM TRANSFER COURSES

Other Selected Courses (Contact Advisor)	24
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Total **24**

Total AA Degree **60**

Pre-Major – Psychology

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in psychology. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

BSC 1005	Concepts in Biology	3
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
MGF 1106	Liberal Arts Mathematics	3
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
STA 2023	Statistics	3
Two courses from AREA II – Humanities		6
One course from AREA IV – Natural Sciences		3
One course from AREA V – Social Science		3
One course from AREA VI – Health & Foreign Language		3-4

Total **36-37**

PROGRAM TRANSFER COURSES

DEP 2102	Child Growth & Development	3
Other selected courses (Contact advisor)		21

Total **24**

Total AA Degree **60**

Pre-Major – Social Science (General)

This pre-major enables students to earn an Associate in Arts degree that could qualify them to transfer to a Florida public university program in social science. Please verify course selection with the institution to which you would like to transfer, or use the advising tools in www.FACTS.org.

GENERAL EDUCATION REQUIREMENTS

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
MGF 1106	Liberal Arts Mathematics	3
POS 1001	Introduction to Political Science	3
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
STA 2023	Statistics	3
Two courses from AREA II – Humanities		6
Two courses from AREA IV – Natural Sciences		6
One course from AREA VI – Foreign Language		4

Total **37**

PROGRAM TRANSFER COURSES

One course from AREA VI – Foreign Language	4
GEA 1000 Principles of Geography and Conservation	3
INR 2000 International Relations	3
SYG 2000 Introduction to Sociology	3
Other selected courses (Contact advisor)	10

Total **23**

Total AA Degree **60**

OVERVIEW OF "FACTS" www.FACTS.org

The FACTS on-line system is the first of its kind in the nation to provide comprehensive access to information for Florida high school and college students. The system, found at www.FACTS.org, provides the student with access to information on programs and courses at Florida's 28 community colleges and 11 universities. Students can access transcripts and grades, and they can "degree-shop" to see how effectively their credits can transfer to other colleges and universities. To take an online tour, go the FACTS.org Web site and click on "Site Tour" from the navigation bar. To fully appreciate the scope and depth of the information provided, you are encouraged to explore this site. Some of the main topics are highlighted below.

Career Planning

FACTS.org provides career planning tools such as Florida Choices Planner and SIGI 3, and "FRED" (Florida Research and Economic Database), which provides detailed information on employers, income and wages, geographic area profiles and economic indicators.

High School Planning

This section of FACTS.org helps high school students to fulfill graduation requirements, helps students choose a college and provides scholarship information.

College/Vocational-Technical Planning

This section of FACTS.org provides comprehensive search capability for finding degree and certificate programs at technical centers, colleges and universities. It also includes links to college catalogs, student services, orientation and information for students with disabilities.

Financial Aid Information

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

Admissions

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

Transfer Services

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

College Advising Tools

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

- Sample Degree Audit, to review requirements of a particular degree program at selected institutions.
- Institutional Degree Audit, to compare the student's academic record at his/her home institution to the major currently on record.
- Degree Program Shopping, to compare the student's academic record to the particular degree programs at his/her home institution.

- Remote Degree Program Shopping, to compare the student's academic record to particular degree programs at another institution.
- Degree Planning, to compare the student's academic record along with courses he/she may want to take to particular degree programs at selected institutions.

College Transcripts & Grades

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

Fees & Payments

This link in the FACTS.org system provides access to pay fees online to PBCC.

Records & Registration

This link in the FACTS.org system provides access to records and registration through the PBCC PantherWeb system.

Distance Learning

This section of the FACTS.org system provides information on distance learning opportunities through the Florida Virtual School and the Florida Distance Learning Consortium.

Library Services

This area of the FACTS.org system provides links to electronic library systems such as SUNLINK, the K-12 library system; LINCCWEB, the community college library system; and WebLuis, the university library system, along with library links from all Florida institutions.

Advising Manuals

The Florida Department of Education publishes several official advising documents and manuals on FACTS.org for access by counselors, students and parents. These include the Statewide Articulation Manual, the common prerequisite manual and the Independent Colleges and Universities (ICUF) Articulation Manual.

How to use FACTS.org

Most of the FACTS.org system does not require a log-in or password; however, applying to a college or university online requires a FACTS sign-on. A FACTS sign-on is a self-assigned, unique, log-in/password combination that is associated with all student-based personal information entered on the FACTS Web site. This sign-on is used to send an online application to PBCC or another Florida college or university.

To access their transcripts or run a degree audit, students must use the student ID number and PIN code that they use to register online at PBCC. The FACTS system has online help and a glossary of terms to help users navigate through the system. PBCC student services personnel also can help students learn to navigate the FACTS system.



Business and Office Management

PSAV

Accounting Operations

Administrative Assistant

Life, Health and Variable Annuities Agent

Property and Casualty General Lines Agent

Real Estate Sales Associate

CCC

Accounting Technology

Business Administration and Management

Legal Office Systems

Marketing

Office Management

AAS/AS

Accounting Technology

Business Administration and Management

Hospitality and Tourism Management

Office Administration

SPECIALTY TRACKS:

LEGAL OFFICE SYSTEMS

OFFICE MANAGEMENT

Paralegal

CWE (Continuing Workforce Education)

Business

Accounting Operations PSAV 5044

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

Employment Opportunities

Accounting Operations prepares a student for employment as an accounting clerk or bookkeeper.

Program Description

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

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

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

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

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

Program Length and Location

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

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

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

REQUIRED COURSES		CLOCK HOURS
Group A	General Office Clerk	
OTA 0100	Introduction to Keyboarding/Word Processing	60
OTA 0421	Introduction to Office Operations	90
Group B	Accounting Clerk	
ACO 0101	Beginning Bookkeeping 1	100
ACO 0201	Beginning Bookkeeping 2	100
OTA 0131	Building Speed and Accuracy	60
OTA 0423	Business Office Operations	90
Group C	Bookkeeper	
ACO 0102	Advanced Bookkeeping 1	100
ACO 0202	Advanced Bookkeeping 2	100
ACO 0601	The Accounting Environment 1	100
Group D	Accounting Assistant	
ACO 0605	The Accounting Environment 2	100
- or -		
ACO 0949	Accounting Externship*	
Total Program Hours		900

* Prior permission of employer and program coordinator is required.

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

Administrative Assistant PSAV 5519

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

Employment Opportunities

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

Program Description

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

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

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

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

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

Program Length and Location

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

REQUIRED COURSES		CLOCK HOURS
Group A	General Office Clerk	
OTA 0100	Introduction to Keyboarding/Word Processing	60
OTA 0421	Introduction to Office Operations	90
Group B	Clerical Support/Secretary	
OTA 0131	Building Speed and Accuracy	60
OTA 0423	Business Office Operations	90
OTA 0438	Administrative Office Procedures	150
Group C	Administrative Support	
OCA 0501	Business Software Applications	150
Group D	Administrative Assistant	
OCA 0502	Advanced Business Software Applications	175
OTA 0432	Advanced Administrative Office Procedures	175
OTA 0941	Administrative Assistant Office Simulation	100
- or -		
OTA 0940	Administrative Assistant Externship*	
Total Program Hours		1,050

*Prior permission required by employer and program coordinator.

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

Life, Health and Variable Annuities Agent PSAV 5470

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

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

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

Completion Requirements

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

Program Length and Location

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

REQUIRED COURSES	CLOCK HOURS
RMI 0092 Life, Health, and Variable Annuities	40
Total Program Hours	40

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5470.asp

Property and Casualty General Lines Agent PSAV 5469

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

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

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

Completion Requirements

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

Program Length and Location

Total program clock hours: 200. Approximate program length: 14 weeks. The program is offered at the Boca Raton, Lake Worth and Palm Beach Gardens campuses.

REQUIRED COURSES	CLOCK HOURS
RMI 0091 Property and Casualty/General Lines	200
Total Program Hours	200

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5469.asp

Real Estate Sales Associate PSAV 5499

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirement

Students must complete a College Application. Students must be 18 years of age and have a high school diploma or GED equivalency to take the Real Estate Sales Associate – FREC 1 course.

Completion Requirements

TABE is encouraged to assess skill level for a student to be successful in this program. Students must attend all classes and pass the course examination with a score of 70% or higher to be eligible to sit for the Florida Real Estate State exam.

Program Length and Location

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

REQUIRED COURSES	CLOCK HOURS
REE 0047 Florida Real Estate Sales Agent	63
Total Program Hours	63

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5499.asp

Accounting Technology CCC 6110

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 27.

Program Web Site

www.pbcc.edu/accounting

REQUIRED COURSES	CREDITS
OST 1141 Keyboarding for Microcomputer	1
OST 1108 Building Typing Speed and Accuracy	1
MTB 1103 Business Mathematics 1	3
OST 2335 Business Communications	3
CGS 1570 Microcomputer Applications	3
APA 1111 Bookkeeping 1	3
ACG 2022 Financial Accounting	4
ACG 2071 Managerial Accounting	3
ACG 2450 Microcomputer Operations Accounting	3
TAX 2000 Federal Income Tax 1	3
Total Program Credits	27

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6110.asp

Business Administration and Management CCC 6111

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 24

REQUIRED COURSES	CREDITS
APA 1111 Bookkeeping 1	3
CGS 1570 Microcomputer Applications	3
GEB 1011 Introduction to Business	3
MNA 2100 Human Relations in Business	3
OST 2335 Business Communications	
-or-	
BUL 2241 Business Law 1	3
MAR 2011 Principles of Marketing	3
MTB 1103 Business Mathematics 1	3
SBM 2000 Small Business Management	3
Total Program Credits	24

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6111.asp

Legal Office Systems CCC 6112

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 27.

Program Web Site

www.pbcc.edu/ost

REQUIRED COURSES	CREDITS
APA 1111 Bookkeeping 1	3
CGS 1570 Microcomputer Applications	3
MTB 1103 Business Mathematics 1	3
OST 1100C Beginning Keyboarding	3
OST 1110C Intermediate Keyboarding	3
OST 1355 Records Management	3
OST 2431 Legal Office Procedures	3
OST 2621C Legal Transcription	3
OST 2714C Word Processing	3
Total Program Credits	27

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

Marketing CCC 6113

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 24.

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

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/6113.asp

Office Management CCC 6114

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

Employment Opportunities

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

Program Description

Course content includes keyboarding, computer applications and office procedures.

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 27.

Program Web Site

www.pbcc.edu/ost

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

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/6114.asp

Accounting Technology

AAS A042 / AS 2050

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 64.

Program Web Site

www.pbcc.edu/accounting

GENERAL EDUCATION REQUIREMENTS

CREDITS

ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students) (3)	
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or higher level Math) (A.S. students)*	3
MTB 1103	Business Mathematics 1 (A.A.S. students) (3)	
OST 1332	Business Presentations	
- or -		
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3

Total Required General Education Credits

18

REQUIRED COURSES

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2100	Intermediate Accounting	3
ACG 2360	Cost Accounting	3
ACG 2450	Microcomputer Operations - Accounting	3
ACG 2661	Accounting Information Systems	3
APA 1111	Bookkeeping 1	3
APA 2172	Computerized Bookkeeping	4
BUL 2241	Business Law 1	
- or -		
GEB 1011	Introduction to Business	
- or -		
MAN 2021	Principles of Management	3
CGS 1570	Microcomputer Applications	3
MNA 2100	Human Relations in Business	3
OST 2335	Business Communications	3
TAX 2000	Federal Income Tax 1	3
TAX 2010	Federal Income Tax 2	3

Total Required Course Credits

44

ELECTIVES

Business/Accounting Electives	2
(CGS 1510 or CGS 1513 recommended)	

Total Required Elective Credits

2

Total Program Credits

64

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

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2050.asp

Business Administration and Management AAS A087

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 64

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or higher level Math)	3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		18
REQUIRED COURSES		
APA 1111	Bookkeeping 1	3
CGS 1570	Microcomputer Applications	3
ENC 1102	College Composition 2	
- or -		
ENC 1210	Applied Communications	
- or -		
OST 2335	Business Communications	3
GEB 1011	Introduction to Business	3
MAR 2011	Principles of Marketing	3
MNA 2100	Human Relations in Business	
- or -		
MNA 2345	Principles of Supervision	3
MTB 1103	Business Mathematics 1	3
	Business Electives *	15
	General Electives **	10
Total Required Course Credits		46
Total Program Credits		64

*Business Electives: Select from courses with the prefixes ACG, ACO, APA, BUL, CGS, ECO, ECS, GEB, MAN, MAR, MKA, MNA, OST, PLA, SBM or TAX.

**General Electives: Choose any credit course from any discipline to total 10 credits.

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

Hospitality and Tourism Management

AAS A100 / AS 2060

This degree program is designed for the student seeking a management career in the hospitality industry as well as other allied fields.

Program Description

Course content includes food service, menu planning, cooking, hospitality management and hotel administration.

Career Path Notes

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

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

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

GENERAL EDUCATION REQUIREMENTS	CREDITS
ENC 1101 College Composition 1	3
ENC 1102 College Composition 2 (A.S. students only)	0/3
SPC 1016 Fundamentals of Speech Communication	3
Any course from Humanities - Area II	3
Any course from Natural Science - Area IV	3
Any course from Social Science - Area V	3
Total Required General Education Credits	15/18

REQUIRED COURSES

ACG 2022 Financial Accounting	4
CGS 1570 Microcomputer Applications	3
FOS 1201 Food Service Sanitation	2
FSS 1100 Menu Planning and Merchandising	3
FSS 1220 Professional Cooking	2
FSS 1220L Professional Cooking Lab	1
FSS 1221C Quantity Food Production 1	4
FSS 2105 Purchasing for the Hospitality Industry	3
FSS 2500 Food and Beverage Cost Control	3
HFT 1000 Introduction to the Hospitality Business	3
HFT 1630 Management of Security in the Hospitality Business	3
HFT 1850C Dining Room Management	3
HFT 1949C Co-op: Hospitality Management 1 (A.A.S. students only)	3/0
HFT 2220 Personnel Management Practices	3
HFT 2300 Housekeeping Management	3
HFT 2410 Hotel-Motel Front Office and Procedures	3
HFT 2510 Sales Promotion and Advertising in Hotels and Food Service	3
Total Required Course Credits	49/46

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2060.asp

Office Administration

AAS A524 / AS 2523 and AAS A521 / AS 2514

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

Employment Opportunities

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

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

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

Program Description

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

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

Total program credits: 63.

Program Web Site

www.pbcc.edu/ost

LEGAL OFFICE SYSTEMS SPECIALIZATION TRACK AAS A524 / AS 2523

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students) (3)	
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or higher level Math)(A.S. students)	3
MAT 1033	Intermediate Algebra (or higher level Math)(A.A.S. students)	(3)
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		15

REQUIRED COURSES

APA 1111	Bookkeeping 1	3
BUL 2241	Business Law 1	3
CGS 1570	Microcomputer Applications	3
MTB 1103	Business Mathematics 1	3
OST 1100C	Beginning Keyboarding	3
OST 1108	Building Typing Speed and Accuracy	1
OST 1110C	Intermediate Keyboarding	3
SPC 1016	Fundamentals of Speech Communication	3
OST 1355	Records Management	3
OST 1783	Speech Recognition	1
OST 1831	Microsoft Windows	1
OST 2621C	Legal Transcription	3
OST 2335	Business Communications	3
OST 2339	Business English Review	1
OST 2431	Legal Office Procedures	3
OST 2714C	Word Processing	3
PLA 1003	Introduction to Paralegalism	3

ELECTIVES *	5
Total Required Course Credits	48
Total Program Credits	63

* Electives: Select from courses with the prefixes ACC, ACO, APA, BUL, CGS, GEB, MAN, MNA, OST, PLA, SBM, or TAX.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2523.asp

OFFICE MANAGEMENT SPECIALIZATION TRACK AAS A521 / AS 2514

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students) (3)	
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or higher level Math)(A.S. students)	3
MAT 1033	Intermediate Algebra (or higher level Math)(A.A.S. students)	(3)
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		15

REQUIRED COURSES

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

ELECTIVES *	5
Total Required Course Credits	48
Total Program Credits	63

*Electives: Select from courses with the prefixes ACC, ACO, APA, BUL, CGS, GEB, MAN, MNA, OST, PLA, SBM, or TAX.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2514.asp

Paralegal AS 2505

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Special Admission Requirements

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

Completion Requirements

Students must complete all the required courses for the program.

Program Length and Location

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

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

REQUIRED COURSES

BUL 2241 Business Law 1	3
BUL 2242 Business Law 2	3
PLA 1003 Introduction to Paralegalism	3
PLA 1104 Legal Writing and Research 1	3
PLA 1273 Tort Law	3
PLA 2114 Legal Writing and Research 2	3
PLA 2209 Court Systems: Procedures & Pleadings 1	3
PLA 2229 Court Systems: Procedures & Pleadings 2	3
PLA 2483 Administrative Law	3
PLA 2600 Administration of Estates	3
PLA 2611 Real Estate Law & Property Transactions	3
PLA 2630 Real Estate Closing & Document Preparation	3
PLA 2465 Bankruptcy Law and Procedures	2
PLA 2841 Immigration Law and Procedures	2
Total Required Course Credits	40

ELECTIVES (CHOOSE 6 CREDITS)

CJL 2100 Criminal Law	3
PLA 1949C Co-op: Legal Assistant 1	3
PLA 2800 Family Law	3
PLA 2762 Paralegal Office Systems	3
POS 1041 Introduction to American Government	3
Total Required Elective Credits	6

Total Program Credits 64

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2505.asp

Business CWE

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



Child Care and Human Services

PSAV

40-Hour Introductory Child Care Training Certification

BIRTH TO 5 YEARS

SCHOOL AGE CHILDREN 5 YEARS AND UP
– THROUGH GRADE 5

30-Hour Family Child Care Certification Child Development Associate (CDA)

CENTER BASED

BILINGUAL

FAMILY CHILD CARE HOME

CCC

Child Care Center Management

Educational Assisting

Infant/Toddler

Pre-School

School Age

Human Services

AAS/AS

Early Childhood Education

SPECIALTY TRACKS:

EARLY CHILDHOOD EDUCATION

HIGH/SCOPE APPROACH

MONTESSORI

Educational Assisting

Human Services

CWE (Continuing Workforce Education)

Child Care

Certified Addiction Professional (CAP)

Special Program

Teacher Certification Program

Child Care PSAV 5348

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

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers working in a licensed child care facility.

Program Description

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

PART I - 30-HOUR CHILD CARE WORKER CERTIFICATION

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

PART II - 10-HOUR COMPONENT

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests to be awarded their child care certification to work in a licensed child care facility.

Program Length and Location

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

Program Web Site

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

REQUIRED COURSES

CLOCK HOURS

Part I – Introduction to Child Care

HEV 0115 30-Hour Child Care Worker Certification 30

Part II – 10-Hour Component-Student Specialty (select one)

HEV 0167 10-Hour Preschool Appropriate Practices 10

HEV 0106 10-Hour Infant/Toddler Appropriate Practices 10

HEV 0198 10-Hour School Age Appropriate Practices 10

HEV 0123 10-Hour Special Needs Appropriate Practices 10

Total Program Hours 40

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

Child Care PSAV 5362

40-Hour Introductory Child Care Training Certification (School Age Children 5 Years and Up – Through Grade 5)

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers working in a licensed child care facility.

Program Description

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

PART I – 20-HOUR SCHOOL AGE CHILD CARE CERTIFICATION

This certification is State mandated for child care providers serving school age children ages 5 and up (through grade 5). This training includes topics covering local rules and regulations; identifying and reporting child abuse and neglect; health, safety and nutrition and school age appropriate practices.

PART II – 20-HOUR SCHOOL AGE CHILD CARE CURRICULUM

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests for Part I School Age Child Care and a score of 70 percent or better on the competency test for Part II School Age Child Care Curriculum to be awarded their child care certification to work in a licensed after-school program.

Program Length and Location

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

Program Web Site

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

REQUIRED COURSES

CLOCK HOURS

Part I – 20-Hour School Age Child Care Certification

HEV 0803	20-Hour School Age Child Care Certification	20
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Part II – 20-Hour School Age Child Care Curriculum

HEV 0804	20-Hour School Age Child Care Curriculum	20
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Total Program Hours	40
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For suggested course sequence, check the Web at www.pbcc.edu/transfer/5362.asp

Child Care PSAV 5363

30-Hour Family Child Care Certification

This PSAV program fulfills the child care training required by the Florida Department of Children and Families for child care providers to operate a licensed family child care home.

Program Description

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

Students are required to successfully pass with a score of 70 percent or better the state-mandated competency tests to be awarded their child care certification to work in a licensed family child care home.

Program Length and Location

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

Program Web Site

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

REQUIRED COURSE

CLOCK HOURS

HEV 0119	30-Hour Family Child Care Certification Course	30
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Total Program Hours	30
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For suggested course sequence, check the Web at www.pbcc.edu/transfer/5363.asp

Child Care PSAV 5364

Child Development Associate (CDA)

– Center Based

This PSAV program prepares the student who works with children from birth through age 5 in a licensed child care facility for the national CDA credential.

Program Description

Upon successful completion of 120 hours of formal instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3 and meeting of all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Career Path Notes

The student who has earned a CDA Florida Equivalency Certificate from PBCC can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4700.

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

Admission Requirements

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

PREREQUISITES

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

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

Completion Requirements

Students must successfully pass each CDA module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Florida Child Development Associate Equivalency (CDAE) certificate will be awarded.

Program Length and Location

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

Program Web Site

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

REQUIRED COURSES

CLOCK HOURS

HEV 0130	CDA Module 1	42
HEV 0131	CDA Module 2	40
HEV 0132	CDA Module 3	42

Total Program Hours	124
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For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5364.asp

Child Care PSAV 5371

Child Development Associate (CDA)

– Bilingual

This PSAV program with a bilingual specialization (English/Spanish) is a 124-hour program for child care providers working in a bilingual child care environment.

Program Description

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

Career Path Notes

The student who has earned a CDA Florida Equivalency Certificate from PBCC can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4700.

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

Admission Requirements

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

PREREQUISITES:

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

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

Completion Requirements

Students must successfully pass each CDA module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Florida Child Development Associate Equivalency (CDAE) certificate will be awarded.

Program Length and Location

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

Program Web Site

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

REQUIRED COURSES	CLOCK HOURS
HEV 0130 CDA Module 1	42
HEV 0131 CDA Module 2	40
HEV 0132 CDA Module 3	42
Total Program Hours	124

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5371.asp

Child Care PSAV 5372

Child Development Associate (CDA) - Family Child Care Home

This PSAV program prepares the student who works with children from birth through age 5 in a licensed family child care home for the national CDA credential.

Program Description

Upon successful completion of 120 hours formal instruction, a 2-hour observation during Module 1 and Module 3 and meeting of all PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Career Path Notes

The student who has earned a CDA Florida Equivalency Certificate from PBCC can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4700.

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

Admission Requirements

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

PREREQUISITES:

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

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

Completion Requirements

Students must successfully pass each CDA module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Florida Child Development Associate Equivalency (CDAE) certificate will be awarded.

Program Length and Location

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

Program Web Site

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

REQUIRED COURSES	CLOCK HOURS
HEV 0800 FCC Child Development Associate (CDA) Module 1	42
HEV 0801 FCC Child Development Associate (CDA) Module 2	40
HEV 0802 FCC Child Development Associate (CDA) Module 3	42
Total Program Hours	124

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5372.asp

Child Care Center Management CCC 6366

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

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

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

Completion Requirements

Complete all required program classes.

Program Length and Location

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

Program Web Site

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

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

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

Educational Assisting CCC 6370

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

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

Program Web Site

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

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

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

Infant/Toddler CCC 6367

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

Complete all required program classes.

Program Length and Location

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

Program Web Site

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

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	3
EEC 1522	Infant/Toddler Environments	3
EEC 2201	Developing Curriculum for Infants and Toddlers	3
EEC 2407	Social-Emotional Growth and Socialization in Infants and Toddlers	3
Total Program Credits		12

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

Pre-School CCC 6368

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

Complete all required program classes.

Program Length and Location

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

Program Web Site

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

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	
-or-		
EEC 1309	Introduction to High/Scope	3
EEC 1300	Early Childhood Curriculum 1	3
EEC 1311	Early Childhood Curriculum 2	3
EEC 1312	Early Childhood Curriculum 3	3
Total Program Credits		12

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

School Age CCC 6365

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

Complete all required program classes.

Program Length and Location

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

Program Web Site

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

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

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

Human Services CCC 6361

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

REQUIRED COURSES		CREDITS
HUS 1001	Introduction to Human Services	3
GEY 2000	Gerontology	
-or-		
HUS 1424	Counseling the Chemically Dependent Person	3
SYG 2361	Death and Dying	3
SYG 2430	Marriage & Family	3
PSY 2012	General Psychology	3
HSC 1400	Standard First Aid and CPR	1
HUS 1302	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
HUS 1850	Field Work in Human Services 1	2
HUS 1850L	Field Work in Human Services 1 Internship	3
Total Program Credits		27

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

Early Childhood Education AS

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

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

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

Completion Requirements

Complete all required program courses.

Program Length and Location

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

Program Web Site

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

EARLY CHILDHOOD EDUCATION TRACK AS 2358

GENERAL EDUCATION REQUIREMENTS	CREDITS
ARH 1000 Art Appreciation	
-or-	
Any course from Humanities - Area II	3
ENC 1101 College Composition 1	3
ENC 1102 College Composition 2	3
ESC 1000 Earth Science	
-or-	
Any course from Natural Sciences - Area IV	3
MGF 1106 Liberal Arts Mathematics	
-or-	
Any higher level course from Mathematics – Area III	3
MUL 1010 Music Appreciation	3
PSY 2012 General Psychology	3
SPC 1016 Fundamentals of Speech Communication	3
Total Required General Education Credits	24

REQUIRED COURSES	CREDITS
CHD 1220 Child Development Infancy/Preschool	3
DEP 2102 Child Growth and Development	3
EDG 2701 Teaching Diverse Populations	3
EDG 1314 Education Practicum 1	3
EDF 1030 Behavior Management in the Classroom	3
EEC 1601 Observation and Assessment in Early Childhood	3
EEC 2271 Teaching Children with Special Needs	3
EEC 2710 Conflict Resolution in Early Childhood	3
EEC 2734 Health, Safety, and Nutrition for the Young Child	3
Total Required Course Credits	27

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

CHILD CARE CENTER MANAGEMENT CCC 6366	REQUIRED COURSES	CREDITS
	EEC 1523 Overview of Child Care Center Management	3
	EEC 2002 Child Care and Education Organization Leadership Management	3
	EEC 2202 Child Care and Education Programming	3
	EEC 2521 Child Care and Education Financial and Legal Issues	3
	Total Required CCC Credits	12

INFANT/TODDLER CCC 6367

REQUIRED COURSES	CREDITS
EEC 1001 Introduction to Early Childhood Education	3
EEC 1522 Infant/Toddler Environments	3
EEC 2201 Developing Curriculum for Infants and Toddlers	3
EEC 2407 Social-Emotional Growth and Socialization in Infants and Toddlers	3
Total Required CCC Credits	12

PRE-SCHOOL CCC 6368

REQUIRED COURSES		CREDITS
EEC 1001	Introduction to Early Childhood Education	
-or-		
EEC 1309	Introduction to High/Scope	3
EEC 1300	Early Childhood Curriculum 1	3
EEC 1311	Early Childhood Curriculum 2	3
EEC 1312	Early Childhood Curriculum 3	3
Total Required CCC Credits		12

SCHOOL AGE CCC 6365

REQUIRED COURSES		CREDITS
EDF 2005	Foundations in Education	3
EME 2040	Introduction to Educational Technology	3
EEC 1003	Introduction to School Age Child Care	3
EEC 1603	Positive Guidance and Behavior Management in School Age Child Care	3
Total Required CCC Credits		12
Total Program Credits		63

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

HIGH/SCOPE APPROACH TRACK AS 2360

GENERAL EDUCATION REQUIREMENTS		CREDITS
ARH 1000	Art Appreciation	
-or-		
Any course from Humanities – Area II		3
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
ESC 1000	Earth Science	
-or-		
Any course from Natural Sciences – Area IV		3
MGF 1106	Liberal Arts Mathematics	
-or-		
Any higher level course from Mathematics – Area III		3
MUL 1010	Music Appreciation	3
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
Total Required General Education Credits		24

REQUIRED COURSES

CHD 1220	Child Development Infancy/Preschool	3
DEP 2102	Child Growth and Development	3
EDF 1030	Behavior Management in the Classroom	3
EDG 1314	Education Practicum 1	3
EDG 2701	Teaching Diverse Populations	3
EEC 1601	Observation and Assessment in Early Childhood	3
EEC 2271	Teaching Children with Special Needs	3
EEC 2710	Conflict Resolution in Early Childhood	3
EEC 2734	Health, Safety, and Nutrition for the Young Child	3
Total Required Course Credits		27

REQUIRED HIGH/SCOPE APPROACH COURSES

EEC 1309	Introduction to High/Scope	3
EEC 1220	Curriculum 1: High/Scope Approach in Language and Literacy	3

EEC 1221	Curriculum 2: High/Scope Approach in Logical Reasoning Skills	3
EEC 1222	Curriculum 3: Adult/Child Interaction to Extend Learning	3
Total Required High/Scope Approach Credits		12

Total Program Credits **63**

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

MONTESSORI TRACK AS 2349

GENERAL EDUCATION REQUIREMENTS		CREDITS
ARH 1000	Art Appreciation	
-or-		
Any course from Humanities - Area II		3
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
ESC 1000	Earth Science	
-or-		
Any course from Natural Sciences - Area IV		3
MGF 1106	Liberal Arts Mathematics	
-or-		
Any higher level course from Mathematics – Area III		3
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
Total Required General Education Credits		21

REQUIRED COURSES

CGS 1030	PC Starter	
-or-		
CGS 1561	Inside the PC	1
DEP 2102	Child Growth and Development	3
EEC 2271	Teaching Children with Special Needs	3
EEC 2710	Conflict Resolution in Early Childhood	3
EEC 2734	Health, Safety, and Nutrition for Young Child	3
Total Required Course Credits		13

REQUIRED MONTESSORI TRACK COURSES

CHD 1220	Child Development Infancy/Preschool	3
EEC 1006	Montessori Philosophy	3
EEC 1010	Montessori Sciences	1
EEC 1230	Montessori Classroom Leadership	1
EEC 1233	Montessori History and Geography	1
EEC 1316	Montessori Fine Arts and Movement	1
EEC 1526	Montessori Interpersonal Communication and Administration	1
EEC 1531	Montessori Observation and Overview 1	1
EEC 1533	Montessori Observation and Overview 2	1
EEC 2530	Montessori Curriculum 1	5
EEC 2532	Montessori Curriculum 2	5
EEC 2940	Montessori Teaching Practicum 1	3
EEC 2941	Montessori Teaching Practicum 2	3
Total Required Montessori Track Credits		29

Total Program Credits **63**

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

Educational Assisting AS 2369

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

Employment Opportunities

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

Program Description

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

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

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

Program Web Site

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

GENERAL EDUCATION REQUIREMENTS

CREDITS

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

Total General Education Credits

18

REQUIRED COURSES

AMH 2010	United States History to 1865	3
CGS 1570	Microcomputer Applications	3
DEP 2102	Child Growth & Development	
-or-		
EDP 2002	Introduction to Educational Psychology	3
EDF 1030	Behavior Management in the Classroom	3
EDF 2005	Foundations of Education	3
EDG 1314	Education Practicum 1	3
EDG 2701	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
GEA 1000	Principles of Geography and Conservation	3
MTB 1103	Business Mathematics 1	
-or-		
MAT 1033	Intermediate Algebra	
-or-		
Any course	from Mathematics – Area III	3
SLS 1501	Strategies for College Success	3
SYG 2010	American Social Problems	
-or-		
SYG 2430	Marriage and Family	3

Total Required Course Credits

36

ELECTIVES

Choose 9 credits

CGS 1030	PC Starter	1
EDF 1001	Paraeducators in Special and General Education Classrooms	3
EEC 1601	Observation and Assessment in Early Childhood *	3
EEC 2710	Conflict Resolution in Early Childhood *	3
EEC 2734	Health, Safety & Nutrition for the Young Child *	3
ENC 1102	College Composition 2	3
HUS 1001	Introduction to Human Services	3
HUS 1200	Principles of Group Dynamics	3
PHI 1010	Introduction to Philosophy	3
PHI 1600	Ethics	3
SPC 2601	Public Speaking	3

Total Required Elective Credits

9

Total Program Credits

63

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

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

Human Services

AAS A353 / AS 2345

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

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

Program Length and Location

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

GENERAL EDUCATION REQUIREMENTS	CREDITS
ARH 1000 Art Appreciation	
- or -	
MUL 1010 Music Appreciation	
- or -	
THE 1000 Theater Appreciation	3
ENC 1101 College Composition 1	3
MGF 1106 Liberal Arts Mathematics (A.S. students)	3
MTB 1103 Business Mathematics 1 (A.A.S. students)	(3)
PSY 2012 General Psychology	3
SPC 1016 Fundamentals of Speech Communication	3
Any course from Natural Sciences - Area IV	3
Total Required General Education Credits	18

REQUIRED COURSES

CLP 2001	Personality Development and Adjustment	3
DEP 2102	Child Growth and Development	3
ENC 1102	College Composition 2	3
HSC 1400	Standard First Aid and CPR	1
HUS 1001	Introduction to Human Services	3
HUS 1302	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
GEY 2000	Gerontology	
- or -		
HUS 1424	Counseling the Chemically Dependent Person	3
HSC 2100	Health Concepts & Strategies	3
HUS 1850	Field Work in Human Services 1	2
HUS 1850L	Field Work in Human Services 1 Internship	3
HUS 2308	Psychotherapy: Theory & Practice	3
HUS 2851	Field Work in Human Services 2	2
HUS 2851L	Field Work in Human Services 2 Internship	3
SYG 2000	Introduction to Sociology	3
SYG 2361	Death and Dying	3
SYG 2430	Marriage and Family	3

Total Required Course Credits 47

Total Program Credits 65

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

Child Care CWE

PBCC offers a variety of courses in continuing education for those working in the child care field, including Montessori teacher training. For more information please visit

www.pbcc.edu/cteworkforce/cwe.asp.

Human Services CWE

CERTIFIED ADDICTION PROFESSIONAL (CAP)

PBCC offers coursework that leads to the Certified Addiction Professional certificate issued by Florida Certification Board. Certified Addiction Professional is viewed as the title for the addiction treatment professional primarily involved in providing direct treatment services in addictions. Please visit www.pbcc.edu/cteworkforce/health.asp for more information.

Teacher Certification Program F225

This institutional credit program is designed for professionals with non-education bachelor's degrees to help them transition into teaching careers through competency-based coursework, portfolios, and field experience.

Employment Opportunities

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

Program Description

This teacher certification program consists of seven classroom courses and two field experience courses. The courses provide the student with a baseline of knowledge in educational theory, effective teaching strategies, classroom management, and instructional technology.

Career Path Notes

Students who successfully complete the program will be eligible to sit for Florida Teacher Certification Examinations.

Admission Requirements

Candidates for the program must have: 1) a non-education bachelor's degree from a regionally accredited college or university, and 2) a minimum 2.5 grade point average. Candidates must complete a College application, a program application and be interviewed by the program coordinator.

Completion Requirements

Students must complete all the coursework with a 2.5 GPA or higher, complete a portfolio, demonstrate teaching skills, and pass the state's Professional Educator's Exam.

Program Length and Location

Total program institutional credit hours: 21. Approximate program length: one year. This program is offered on the Lake Worth campus only.

REQUIRED COURSES

INSTITUTIONAL CREDIT HOURS

EPI 0001	Classroom Management	3
EPI 0002	Instructional Strategies	3
EPI 0003	Educational Technology	3
EPI 0004	The Teaching and Learning Process	3
EPI 0010	Reading Fundamentals	3
EPI 0020	Professional Foundations	2
EPI 0030	Diversity in the Classroom	2
EPI 0940	Field Experience 1	1
EPI 0945	Field Experience 2	1

Total Program Institutional Credit Hours		21
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Computer Science and Information Technology

PSAV

Computer Support Specialist
Webmaster (CIW)

CCC

CISCO CCNA
Information Management
Programming
Web Development Specialist

AAS/AS

Computer Programming
Internet Services Technology
Networking Administrator

ATC

Computer Information Security

CWE (Continuing Workforce Education)

Computer Science

Computer Support Specialist PSAV 5520

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

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

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

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

Program Length and Location

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

REQUIRED COURSES

CLOCK HOURS

Group A General Office Clerk

OTA 0100	Introduction to Keyboarding/ Word Processing	60
OTA 0421	Introduction to Office Operations	90

Group B Help Desk Support Assistant

CGS 0101	Software Applications 1	200
CGS 0103	Software Applications 2	200

Group C Help Desk Specialist

CGS 0250	A+ Certification	100
CGS 0251	Computer User Support	100

Group D Help Desk Analyst

CTS 0090	Network Plus Certification	75
CTS 0095	Security Plus Certification	75

Total Program Hours	900
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For suggested course sequence, check the Web at
www.pbcc.edu/transfer/5520.asp

Webmaster (CIW)

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

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

Admission Requirements

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

Completion Requirements

This program does not offer a formal award.

Program Length and Location

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

RECOMMENDED PREREQUISITE:

Proficiency with computers, the Internet and basic HTML.

REQUIRED COURSES	CLOCK HOURS
CWO 0171 Internet Business Foundations	24
CWO 0172 Site Development Foundations	45
CWO 0173 Networking Technology Foundations	24
CWO 0174 Design Methodology and Technology	45
Total Program Hours	138

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

CISCO CCNA CCC 6135

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

Employment Opportunities

Employment opportunities include network administration and networking infrastructure support.

Program Description

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

Career Path Notes

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

Completion Requirements

Students must successfully complete 12 credit hours of course work.

Program Length and Location

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

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

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

Information Management CCC 6136

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Completion Requirements

Students must successfully complete 30 hours of course work.

Program Length and Location

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

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

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

Programming CCC 6137

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

Employment Opportunities

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

Program Description

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

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

Career Path Notes

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

Completion Requirements

Students must successfully complete 33 credit hours of course work.

Program Length and Location

Total program credits: 33. Approximate program length: 11/2 years. This program is offered on the Lake Worth and Boca Raton campuses.

REQUIRED COURSES	CREDITS
CGS 1570 Microcomputer Applications	3
COP 1002 Introduction to Programming Logic	3
CIS 2321 Systems and Applications	3
COP 2700 Data Structures (SQL)	3
CIS 2513 Information Technology Project Management	3
CEN 2522 Network Technologies	3
CTS 2173 Unix Installation and Administration Using Linux	3
Total Required Course Credits	21
PROGRAMMING LANGUAGES	
Choose 4 of the following Courses:	
COP 1220 Introduction to Programming in C	3
COP 2334 Programming in C++	3
COP 2800 Programming in Java	3
COP 2840 Server-side Programming	3
COP 1332 Visual Basic Programming	3
COP 2838 Advanced Visual Basic .NET	3
COP 2805 Advanced Java Programming	3
COP 2831 Advanced Web Page Applications (XML and JavaScript)	3
Total Programming Languages Credits	12
Total Program Credits	33

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

Web Development Specialist CCC 6138

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

Employment Opportunities

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

Program Description

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

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

Career Path Notes

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

Completion Requirements

Students must successfully complete 35 credit hours of course work.

Program Length and Location

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

REQUIRED COURSES		CREDITS
COP 1002	Introduction to Programming Logic	3
CEN 2522	Network Technologies	3
CGS 1570	Microcomputer Applications	3
CGS 2555	Introduction to the Internet	3
COP 2840	Server-side Programming	3
COP 2831	Advanced Web Page Applications (XML and JavaScript)	3
COP 2801	Advanced Web Page Media	3
CIS 2350	Implementing and Administering Network Security	3
COP 2822	Web Page Design	3
CGS 2802	Web Site Administration	3
CGS 1800	Introduction to Web Site Development	3
CGS 1561	Inside the PC	1
OST 1831	Microsoft Windows	1
Total Program Credits		35

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6138.asp

Computer Programming AAS AI33 / AS 2126

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

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

Completion Requirements

Students must successfully complete 63 credit hours of course work.

Program Length and Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
Total Required General Education Credits		18
REQUIRED COURSES		
CGS 1570	Microcomputer Applications	3
COP 1002	Introduction to Programming Logic	3
CIS 2321	Systems and Applications	3
COP 2700	Data Structures (SQL)	3
CIS 2513	Information Technology Project Management	3
CEN 2522	Network Technologies	3
CTS 2173	Unix Installation and Administration Using Linux	3
Total Required Course Credits		21

PROGRAMMING LANGUAGES**15 credits required**

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

Total Programming Languages Credits 15

BUSINESS/COMPUTER ELECTIVES**9 credits required**

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
APA 1111	Bookkeeping 1	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3

-or-

Any courses with the prefix CEN, CIS, CGS or COP *

Total Business/Computer Elective Credits 9

Total Program Credits 63

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

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2126.asp

Internet Services Technology

AAS AI21 / AS2122

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

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

Completion Requirements

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

Program Length and Location

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

GENERAL EDUCATION REQUIREMENTS CREDITS

ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (A.S. students)	

- or -

MGF 1107	Finite Mathematics (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science-Area V		3

Total Required General Education Credits 18

REQUIRED COURSES

CEN 2522	Network Technologies	3
CGS 1561	Inside the PC	1
CGS 1570	Microcomputer Applications	3
CGS 2555	Introduction to the Internet	3
CGS 1800	Introduction to Web Site Development	3
CGS 2802	Web Site Administration	3
CIS 2321	Systems and Applications	3
CIS 2350	Implementing and Administering Network Security	3
COP 1002	Introduction to Programming Logic	3
COP 1220	Introduction to Programming in C	3
COP 2831	Advanced Web Page Applications (XML and JavaScript)	3
COP 2840	Server-side Programming	3
COP 2822	Web Page Design	3
CGS 2801	Advanced Web Page Media	3
OST 1831	Microsoft Windows	1

Total Required Course Credits 41

BUSINESS/COMPUTER ELECTIVES**4 credits required**

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
APA 1111	Bookkeeping 1	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3

-or-

Any courses with the prefix CEN, CIS, CGS or COP *

Total Business/Computer Elective Credits 4

Total Program Credits 63

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

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2122.asp

Networking Administrator

AAS A131 / AS 2123

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

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

Completion Requirements

Students must successfully complete 63 credit hours of course work.

Program Length and Location

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

GENERAL EDUCATION REQUIREMENTS

CREDITS

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

Total Required General Education Credits

18

REQUIRED COURSES

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

Total Required Course Credits

33

BUSINESS/COMPUTER ELECTIVES

12 credits required

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
APA 1111	Bookkeeping 1	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
-or-		

Any courses with the prefix CEN, CIS, CGS or COP *

Total Business/Computer Elective Credits

12

Total Program Credits

63

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

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2123.asp

Computer Information Security ATC 4139

This advanced technical certificate program will focus on the critical need for security policies, implementation techniques, intrusion detection and prevention, vulnerabilities, encryption, authentication, compromised networks, and different tools to address these topics.

Employment Opportunities

Upon completion of this program, you may seek employment as an information security technician, information security administrator, information security manager or chief information security officer based on the certificate and your previous work experience and degrees.

Program Description

Students will learn to recognize computer attacks, identify intrusion methods, prevent network attacks, respond to computer attacks, and to use security tools.

Career Path Notes

A course or courses from other Computer Science programs at PBCC may transfer into this program.

Admission Requirements

Students must have one of the following:

- An A.S. or A.A.S. degree in Computer Science or a related field.
- An A.S. or A.A.S. degree in an unrelated field with substantial work experience in a computer-related field.

Completion Requirements

Students must successfully complete 10 credit hours of course work.

Program Length and Location

Total program credits: 10. Program is offered on the Lake Worth and Boca Raton campuses.

REQUIRED COURSES

	CREDITS
CIS 2354 Computer Network Security Policy Development	2
CTS 2171 Information Security Implementation and Standards	2
CIS 2353 Network Attacks and Introduction to TCP/IP Security	3
CIS 2355 Intrusion Detection Systems, Countermeasures and PKI	3
Total Program Credits	10

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4139.asp

Computer Science CWE

PBCC offers a full line of continuing education classes in computers designed for both professionals and those interested in learning more about computers. Courses include computer basics, Photoshop, Microsoft Office, eBay, digital photography, Web page design, Web certificates and more. Please visit www.pbcc.edu/cteworkforce/computers.asp for more information.





Creative Arts and Communications

CCC

Graphic Design Technology

MULTIMEDIA ARTS
WEB DESIGN

Motion Picture and Television Production Technology

POST PRODUCTION TECHNOLOGY
PRODUCTION TECHNOLOGY
PRODUCTION MANAGEMENT TECHNOLOGY

AS/AAS

Graphic Design Technology

Interior Design Technology

Motion Picture and Television Production Technology

ATC

Interior Design

Graphic Design Technology CCC

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

Program Description

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

Career Path Notes

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

Admission Requirements

A high school diploma or GED is required.

Completion Requirements

Complete all required program classes.

Program Length and Location

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

Program Web Site

www.pbcc.edu/graphicdesign

MULTIMEDIA ARTS CCC 6022*

REQUIRED COURSES	CREDITS
ART 1201C Design Fundamentals	3
ART 1300C Drawing 1	3
GRA 2131 Multimedia Graphics	3
ART 1205C Color Design	3
PGY 1401C Introduction to Photography	3
GRA 2132C Multimedia Design	3
GRA 2160 Multimedia Animation	3
GRA 2136C Multimedia Video Editing	3
Total Program Credits	24

* Those students going onto the AAS/AS degree would reduce their AS elective courses to 1 credit.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/6022.asp

WEB DESIGN CCC 6023**

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

** Students completing the AS degree with this certificate may substitute GRA 2131 for the required course GRA 2100C.

Students pursuing the AAS and AS will reduce their AS elective courses to 1 credit.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/6023.asp

Motion Picture and Television Production Technology CCC

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

Program Description

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

Career Path Notes

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

Admission Requirements

High school diploma or GED is required.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

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

Program Web Site

www.pbcc.edu/FilmTV

POST PRODUCTION TECHNOLOGY

CCC 6019

REQUIRED COURSES		CREDITS
FIL 1420	Motion Picture and Television Production 1	3
FIL 2000	Introduction to Film Communication	3
FIL 2432C	Motion Picture and Television Production 2	4
FIL 2571C	Editing and Post Production	3
FIL 2941	Motion Picture and Television Internship 1	3
Total Program Credits		16

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

PRODUCTION TECHNOLOGY

CCC 6020

REQUIRED COURSES		CREDITS
FIL 1420	Motion Picture and Television Production I	3
FIL 2432C	Motion Picture and Television Production 2	4
- or the following two courses -		
FIL 2941	Motion Picture and Television Internship 1 (3)	
FIL 2943	Motion Picture and Television Internship 3 (1)	
FIL 2461	Cinematography and Lighting	3
FIL 2537	Sound	3
RTV 2000C	Television Studio Production	3
Total Program Credits		16

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

PRODUCTION MANAGEMENT TECHNOLOGY CCC 6021

REQUIRED COURSES		CREDITS
FIL 1420	Motion Picture and Television Production 1	3
FIL 1620	Computer Applications for Motion Pictures and Television	3
FIL 2432C	Motion Picture and Television Production 2	4
- or the following two courses -		
FIL 2941	Motion Picture and Television Internship 1 (3)	
FIL 2943	Motion Picture and Television Internship 3 (1)	
FIL 2611	The Business and Marketing of Motion Pictures and Television	3
RTV 2000C	Television Studio Production	3
Total Program Credits		16

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

Graphic Design Technology

AAS A018 / AS 2011

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

Employment Opportunities

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

Program Description

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

Career Path Notes

The Graphic Design program is approved for transfer with Florida Atlantic University's B.F.A. Graphic Design Program. Courses with an asterisk indicate transferability to FAU. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Admission Requirements

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

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

Program/Interview Counseling: Students are required to seek advisement from the graphic design department chair to assure they enroll in the necessary courses to graduate on schedule.

Special Notes: Students are encouraged to enroll in GRA 2940, Graphic Design Internship, in order to gain experience and a better understanding of the graphics industry. Students must have a 3.0 minimum GPA in all graphic design coursework, have finished all other required courses for the Graphic Design A.A.S. or A.S. program and have permission of the graphic design department chair.

Completion Requirements

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

Program Length and Location

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

Program Web Site

www.pbcc.edu/graphicdesign

GENERAL EDUCATION REQUIREMENTS

CREDITS

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

Total Required General Education Credits

15

REQUIRED COURSES

ART 1201C	Design Fundamentals * (a) (b)	3
ART 1205C	Color Design* (a) (b)	3
ART 1300C	Drawing 1* (a) (b)	3
GRA 2171C	Portfolio Composition *	3
GRA 1190C	Graphic Design 1 *	3
GRA 1530C	Typography	3
GRA 2100C	Introduction to Macintosh Graphics	3
GRA 1212C	QuarkXPress 1	3
GRA 2151C	Illustrator 1	3
GRA 2191C	Graphic Design 2 *	3
GRA 2156C	Photoshop 1	3
PGY 1401C	Introduction to Photography * (a)	3

Total Required Course Credits

36

ELECTIVES

Choose 13 credits

ART 1330C	Drawing 2	3
CGS 1030	PC Starter	1
COP 2822	Web Page Design (b)	3
GRA 2122C	QuarkXPress 2	3
GRA 2131	Multimedia Graphics (a) (b)	3
GRA 2152C	Illustrator 2	3
GRA 2160	Multimedia Animation (a) (b)	3
GRA 2722	Dreamweaver (b)	3
GRA 2144	Graphic Web Design (b)	3
GRA 2157C	Photoshop 2	3
GRA 2940	Graphic Design Internship	3
GRA 2132C	Multimedia Design (a)	3
GRA 2136C	Multimedia Video Editing (a)	3
PGY 2801C	Digital Photography 1	3

Total Required Elective Credits

13

Total Program Credits

64

(a) Students completing these courses can apply for and receive the Multimedia Arts College Credit Certificate. Those certificate students going onto the AAS/AS degree would reduce their elective courses to 1 credit.

(b) Students completing these courses can apply for and receive the Web Design College Credit Certificate. Those certificate students going on to complete the AS degree may substitute GRA 2131 for the required course GRA 2100C and will reduce their elective courses to 1 credit.

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

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

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

Interior Design Technology AS 2012

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

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

Admission Requirements

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

Completion Requirements

Students must have a minimum 2.0 GPA in all major coursework. A grade of C or higher is required to advance in the program.

Program Length and Location

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

Program Web Site

www.pbcc.edu/interior

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

REQUIRED COURSES

IND 1025C Fundamentals of Color & Design	3
IND 1233C Design Studio 1	3
IND 1234C Design Studio 2	3
IND 1401C Technical Design 1	3
IND 1935 Building and Barrier Free Codes	3
IND 2100 History of Interiors 1	3
IND 2130 History of Interiors 2	3
IND 2237C Design Studio 3	3
IND 2238C Design Studio 4	3
IND 2307C Interior Design Graphics	3
IND 2424C Technical Design 2	3
IND 2432C Interior Lighting	3
IND 2460C CAD for Interiors 1	3
IND 2505 Professional Practices	3
IND 2463C CAD for Interiors 2	3
IND 2931C Special Topics in Interior Design	3
IND 2941 Interior Design Internship	
- or -	
IND 2523L Interior Design Portfolio	1
IND 2420C Materials, Estimating and Specifications	3
IND 2202C Introduction to Kitchen and Bath Design	3

Total Required Course Credits **55**

Total Program Credits **70**

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

Motion Picture and Television Production Technology AS 2282

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

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

Admission Requirements

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

Completion Requirements

Successfully complete all required courses.

Program Length and Location

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

Program Web Site

www.pbcc.edu/FilmTV

GENERAL EDUCATION REQUIREMENTS**CREDITS**

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

REQUIRED COURSES

FIL 1420	Motion Picture and Television Production 1	3
FIL 2000	Introduction to Film Communication	3
FIL 2100	Writing for Motion Pictures and Television	3
FIL 2461	Cinematography and Lighting	3
FIL 2432C	Motion Picture and Television Production 2	4
FIL 2571C	Editing and Post Production	3
FIL 2480	Motion Picture and Television Direction	3
FIL 2537	Sound	3
FIL 2361	News and Documentary Production	3
FIL 2030	History of Motion Pictures	3
FIL 1620	Computer Applications for Motion Pictures and Television	3
FIL 2611	The Business and Marketing of Motion Pictures and Television	3
FIL 2941	Motion Picture and Television Internship 1	3
MMC 1000	Survey of Mass Communications	3
RTV 2000C	Television Studio Production	3
Total Required Course Credits		46

ELECTIVES**Choose 3 credits**

FIL 2952	Portfolio Preparation	2
FIL 2770	Introduction to Digital Animation	3
FIL 2910	Independent Project in Motion Picture and Television Production	3
FIL 2942	Motion Picture and Television Internship 2	3
FIL 2943	Motion Picture and Television Internship 3	1
PGY 1401C	Introduction to Photography	3
Total Required Elective Credits		3

Total Program Credits **64**

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

Interior Design ATC 4024*

This certificate program offers advanced coursework in interior design.

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

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

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

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

Program Web Site

www.pbcc.edu/interior

REQUIRED COURSES**CREDITS**

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

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

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



Environmental Science and Horticulture

CCC

Landscape and Horticulture Specialist
Landscape and Horticulture Professional I
Landscape and Horticulture Professional II

AS

Environmental Science Technology
Landscape and Horticulture Management

Landscape and Horticulture Specialist CCC 6219

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

A listing of horticulture jobs can be found at www.pbcc.edu/horticulture/jobsinhorticulture.asp.

Program Description

Our certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional I certificate. Most of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 12. This program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/horticulture

REQUIRED COURSES		CREDITS
BOT 2000	Plant Physiology	3
SOS 1102	Soils and Fertilizers	3
ORH 2510	Ornamental Plant Identification 1	3
ORH 2251	Florida Horticulture Professional Preparation	3
Total Program Credits		12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6219.asp

Landscape and Horticulture Professional I CCC 6220

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

A listing of horticulture jobs can be found at www.pbcc.edu/horticulture/jobsinhorticulture.asp.

Program Description

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional II certification. Most of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

Special Admission Requirements

Completion of Landscape & Horticulture Specialist Certificate.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 18. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/horticulture

REQUIRED COURSES	CREDITS
BOT 2000 Plant Physiology	3
SOS 1102 Soils and Fertilizers	3
ORH 2510 Ornamental Plant Identification 1	3
ORH 2251 Florida Horticulture Professional Preparation	3
IPM 1301 Pesticides	3
-or-	
PMA 2213 Plant Pest Management	3
ORH 1005L Professional Landscape Installation and Maintenance	3
Total Program Credits	18

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6220.asp

Landscape and Horticulture Professional II CCC 6221

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises, and garden centers. Many of our students are self-employed in landscaping.

A listing of horticulture jobs can be found at www.pbcc.edu/horticulture/jobsinhorticulture.asp.

Program Description

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the PBCC certifications can be used as steppingstones toward the FNGLA certifications of the same names.

Career Path Notes

Most of the courses required for this certification can be applied to an A.S. in Landscape and Horticulture Management.

Special Admission Requirements

Completion of Landscape and Horticulture Professional I Certificate.

Completion Requirements

Complete the PBCC certificate requirements (with suggested course sequence) below.

Program Length and Location

Total program credits: 30. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/horticulture

REQUIRED COURSES	CREDITS
BOT 2000 Plant Physiology	3
SOS 1102 Soils and Fertilizers	3
ORH 2510 Ornamental Plant Identification 1	3
ORH 2251 Florida Horticulture Professional Preparation	3
IPM 1301 Pesticides	3
-or-	
PMA 2213 Plant Pest Management	3
ORH 1005L Professional Landscape Installation and Maintenance	3
GCO 2230 Pumping and Irrigation Systems	3
LDE 2000 Introduction to Landscape Design	3
PLS 2220 Plant Propagation	3
ORH 1016 Environmental Issues in Horticulture	3
Total Program Credits	30

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6221.asp

Environmental Science Technology AS 2216

This degree program prepares students for rewarding and meaningful careers in which they can impart a lasting change on the future of Florida's natural environment.

Employment Opportunities

The purposes for studying Environmental Science Technology are diverse. Positions range from working in ecological restoration, eco-tourism, and hazardous materials detection in the environment, to monitoring the quality, quantity and safety of surface and groundwater supplies, to public education and conservation.

Program Description

Courses include a wide range of environmental focuses, providing students with a well founded education that prepares them for positions in environmental assessment, restoration, research and public education.

Students receive quality, hands-on experience that apply toward many critical initiatives for Florida's environment.

Career Path Notes

Educational options include: taking classes for career advancement for those already working in the environmental field; completing a two-year A.S. degree for those ready to begin immediate employment; or completing an A.A. degree with the inclusion of many Environmental Science Technology courses as electives for those working toward a four-year degree.

PBCC has an articulation agreement with the University of Florida's College of Agricultural and Life Sciences, including the School of Forest Resources and Conservation and the School of Natural Resources and Environment. Transfer requirements vary depending on the student's future major. For more information, contact the program chair or a PBCC advisor, or go here: www.cals.ufl.edu. (www.cals.ufl.edu/documents/prospective/transferguide.pdf)

Completion Requirements

Total program credits: 64.

Program Length and Location

The A.S. degree can be completed in two years, full time, excluding summer. It is not necessary to begin the program in the fall term. This program is located at the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/environmentalscience

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
MAC 1105	College Algebra	3
HSC 2100	Health Concepts and Strategies	3
SPC 1016	Fundamentals of Speech Communication	3
GEA 1000	Principles of Geography and Conservation	
- or -		
Any course from Social Science – Area V		3
Any course from Humanities – Area II		3
Total Required General Education Credits		18

REQUIRED COURSES

BSC 1050	Environmental Conservation	3
BSC 1005	Concepts in Biology	3
CHM 1020	Principles of Chemistry	3
CHM 1020L	Principles of Chemistry Lab	1
GLY 2030C	Environmental Geology	3
ORH 2511	Introduction to Plants of South Florida Ecosystems	3
EVR 2266	Survey of Environmental Mapping/ GIS/Remote Sensing	3
EVR 1007	Florida's Environmental History	3
EVR 2940	Cooperative Work Experience - Environmental Science	4
EVS 2193	Environmental Sampling Techniques	4
EVR 2858	Environmental Law	3
EVS 2601	Hazardous Materials and Environmental Air Quality	3
EVS 2015	Technical Writing for Environmental Professionals	3
EVS 2020	Environmental Data Methods	3
EVS 2870	Wildlife Ecology	4

Total Required Courses 46

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2216.asp

Landscape and Horticulture Management AS 2191

This degree program is designed to prepare the student for management and technical positions in the green industry.

Employment Opportunities

Students may work in at golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises or garden centers. Many of our students are self-employed in landscaping.

A listing of horticulture jobs can be found at www.pbcc.edu/horticulture/jobsinhorticulture.asp.

Program Description

Course content provides broad and well-rounded training in such areas as turfgrass culture, pesticides, plant physiology, nursery management and landscape construction.

Career Path Notes

Courses required to earn a certificate in environmental horticulture can be applied toward this program.

Completion Requirements

Complete the PBCC General Education requirements.
Complete the environmental horticulture required courses and electives for a total number of 64 credit hours.

Program Length and Location

Total Program Credits: 64. Approximate program length: two years. This program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/horticulture

GENERAL EDUCATION REQUIREMENTS

	CREDITS
ENC 1101 College Composition 1	3
BOT 1010 General Botany 1	3
BOT 1010L General Botany 1 Lab	1
HSC 2100 Health Concepts & Strategies	3
MAT 1033 Intermediate Algebra	
-or-	
Any Course from Mathematics - Area III	3
SPC 1016 Fundamentals of Speech Communication	3
Any course from Humanities - Area II	3
Any course from Social Science - Area V	3
Total Required General Education Credits	22

REQUIRED COURSES

GCO 2230	Pumping and Irrigation Systems	3
IPM 1301	Pesticides	
-or-		
PMA 2213	Plant Pest Management	3
MAN 2021	Principles of Management	
-or-		
MNA 2345	Principles of Supervision	
-or-		
SBM 2000	Small Business Management	3
ORH 1005L	Professional Landscape Installation and Maintenance	3
BOT 2000	Plant Physiology	3
ORH 2510	Ornamental Plant Identification 1	3
ORH 2251	Florida Horticulture Professional Preparation	3
LDE 2000	Introduction to Landscape Design	3
ORH 1016	Environmental Issues in Horticulture	3
PLS 2220	Plant Propagation	3
SOS 1102	Soils and Fertilizers	3
Total Required Courses		33

ELECTIVES

Choose 9 credits*

APA 1111	Bookkeeping 1	3
BSC 1010	Principles of Biology 1	3
BSC 1050	Environmental Conservation	3
BUL 2241	Business Law 1	3
CGS 1570	Microcomputer Applications	3
CHM 1020	Principles of Chemistry	3
CHM 1045	General Chemistry 1	3
IPM 1301	Pesticides	3
MAN 2021	Principles of Management	3
MNA 2345	Principles of Supervision	3
ORH 1281	Introduction to Orchids and Their Culture	3
ORH 1320	Introduction to Palms and Their Culture	3
ORH 1840	Landscape Construction	3
ORH 2220	Turfgrass Culture	3
ORH 2241	Arboriculture	3
ORH 2511	Introduction to Plants of South Florida Ecosystems	3
ORH 2521	Horticultural Taxonomy	3
ORH 2601	Horticulture Sales and Services	3
LDE 2403	Landscape Design 2	3
LDE 2510	Computer-Aided Landscape Design	3
ORH 2873	Interiorscape Design and Maintenance	3
PMA 2213	Plant Pest Management	3
SBM 2000	Small Business Management	3
Total Elective Credits		9

Total Program Credits 64

* Completed courses can only be used to meet one program requirement.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2191.asp



Health Care

PSAV

Dental Assisting
 Massage Therapy
 Medical Assisting
 Patient Care Assistant
 Practical Nursing
 Surgical Technology

ATD

Medical Coder/Biller
 Medical Transcription

CCC

Sonography

AAS/AS

Biotechnology
 Dental Hygiene
 Dietetic Technician
 Nursing
 Radiography
 Respiratory Care
 Sonography

ATC

Adult Echo Sonography
 Cardiovascular Intervention Technology
 Computed Tomography
 Critical Care Nursing
 Magnetic Resonance Imaging
 Perioperative Nursing

CWE (Continuing Workforce Education)

Health Care

Dental Assisting PSAV 5155

Limited Access

This PSAV program is intended to provide individuals with the certification and educational training they need to pursue a career as an expanded function dental assistant in the dental profession.

Employment Opportunities

Upon completion of this program, you may seek employment as a Dental Assistant in various environments such as a general dentist's office, specialty dentist's office, public health department, or Veterans Administration clinic.

Program Description

This certification course includes 19 college credits and 21 vocational-educational credits. Some of the topics discussed are dental anatomy, dental radiology, clinical practice and office management.

This certificate program is accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

Career Path Notes

A student who completes the Dental Assisting program will be eligible to transfer up to 19 credit hours toward the A.S. degree in Dental Hygiene. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements

The Dental Assisting program is limited to the number of students it may admit to each class. The following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting program. Final selection will be based on the applicant pool and space available.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Assisting Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by July 1 of each year to be eligible for consideration for selection into the program. The Dental Assisting program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. High School Graduation

All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing agency.

3. College Transcripts

All applicants who have attended other colleges/universities must have official transcripts submitted directly to the Registrar's Office at the Lake Worth location. A minimum 2.0 cumulative college GPA is required to be eligible for selection.

4. Student Selection

A. The TABE (Test of Adult Basic Education) Level A test must be taken within two years of the program's start date. The applicant must score at least at the 12th grade competency level in all parts of the exam. Should you not score high enough on the TABE, the VPI Lab at the Student

Learning Center offers remediation. TABE scores must be mastered to graduate the program and receive the certificate of completion.

- B. The HOBET (Health Occupations Basic Entrance Test) must be completed successfully in both the reading and math sections at a minimum score of 40 in each section by the start date of the program, in order to be considered for selection. Should you not score high enough on the HOBET, the VPI Lab at the Student Learning Center offers remediation.

5. Program Counseling

All students are strongly urged to speak with the dental health services coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu

6. Special Notes

- A. Once officially accepted into the Dental Assisting program, a PBCC Disposition of Medical Status form dated within one year prior to the start of the program must be submitted by the applicant.
- B. All accepted applicants for the Dental Assisting program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program.
- C. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.
- D. All program courses with the prefix DEA plus DES 1800, DES 1800L, DES 1200 and DES 1200L must be passed in sequence with a grade of Pass, or C or higher to continue in the program. Other courses may be passed at the level of D to continue, but students who receive one grade of D and who at a later time wish to apply to the PBCC Dental Hygiene program would not be granted admission to that program until that course has been repeated and a grade of C or higher earned. See 6.E below for additional information regarding grades and Dental Hygiene program admission policies.
- E. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year's class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: (1) repeat any failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for readmission to a Dental Assisting class. In addition, two separate grades of D or F in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

This full-time day, nine-month program begins once a year in the fall term on the Lake Worth campus.

Program Web Site

www.pbcc.edu/dental

REQUIRED COURSES

CREDIT HRS/VOC. CREDITS

Term One (Fall Term—First Eight Weeks)

DES 1020	Dental Anatomy *	3/0
DES 1200	Dental Radiology *	2/0
DES 1200L	Dental Radiology Lab *	1/0
DES 1600	Office Emergencies *	1/0
DES 1800	Introduction to Clinical Procedures *	3/0
DES 1800L	Introduction to Clinical Procedures Lab *	1/0

Total **11/0**

Term Two (Fall Term—Second Eight Weeks)

DEA 0130	Related Dental Theory	0/1
DEA 0800	Clinical Practice 1	0/1
DEA 0800L	Clinical Practice 1 Lab	0/4
DEA 0940L	Dental Practicum 1 Lab	0/1
DES 1100	Dental Materials *	2/0
DES 1100L	Dental Materials Lab *	1/0

Total **3/7**

Term Three (Spring Term)

DEA 0153	Dental Psychology and Communication	0/1
DEA 0801	Clinical Practice 2	0/1
DEA 0801L	Clinical Practice 2 Lab	0/8
DEA 0850	Dental Assisting Clinical Practice 3	0/1
DEA 0941L	Dental Practicum 2 Lab	0/3
DES 1830	Expanded Functions Lecture*	1/0
DES 1830L	Expanded Functions Lab*	1/0
DES 1840	Preventive Dentistry *	2/0
DES 2502	Office Management *	1/0

Total Required Courses **5/14**

Total Program Credit Hours/Voc Credits **19/21**

* This course articulates with the PBCC Dental Hygiene Program.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5155.asp

Massage Therapy PSAV 5232

This PSAV program prepares the student for employment as a licensed massage therapist. Massage therapy is the manipulation of the soft tissues of the human body by a person who is licensed for compensation.

Employment Opportunities

Once licensed, a massage therapist may seek employment in a private office or clinic, health club, sports facility, resort, spa, rehabilitation clinic, medical facility, cruise ship, or in private client homes.

Program Description

Courses will include lecture and laboratory/clinical experience. Course content includes anatomy and physiology, hydrotherapy, myology, pathology, health care concepts, medical errors, HIV/AIDS education, history, state law, ethics and traditional oriental medicine.

Career Path Notes

Upon completion of the Massage Therapy Program, students receive a Massage Therapy Program certificate. The student is then eligible to take the Florida State Massage Therapy Examination. Since the Florida State Board of Massage Therapy has adopted the national examination, once passing this exam, students are granted a Florida State Massage Therapy license and a national certification for Therapeutic Massage and Bodywork.

Admission Requirements

1. Submit a College Application to the Admissions Office.
2. Submit a copy of original high school diploma or transcripts to the Admissions office.
3. Students must be 18 years of age.
4. Register using a Course Request Form.
5. A health examination, criminal background check and drug screen are required by the first day of class and must not be more than six months old.

Completion Requirements

1. Pass the TABE at the 10th level for language and reading and the 9th level for math OR qualify for test exemption (see Testing Center for details).
2. Successfully complete all of the courses in the program.

Program Length and Location

Total program hours: 750. Daytime program takes seven months to complete; evening program takes 12 months. Program is offered on the Boca Raton campus.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
MSS 0252	Massage Therapy 1	200
MSS 0262	Massage Therapy 2	235
MSS 0263	Massage Therapy 3	237
Total Program Hours		750

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5232.asp

Medical Assisting PSAV 5236

This PSAV program prepares students for employment as vital members of a physician's health care team. This program is taught in an office-like setting allowing students to learn the necessary skills to work in both the administrative and clinical settings of a physician's office or an outpatient clinic.

Employment Opportunities

Medical assistants work in doctor's offices or clinics. They greet patients, answer phones, enter charges, files, complete insurance forms, assist with examinations, give injections, draw blood, take vital signs, and do electrocardiography.

There is a high demand for medical assistants in the community. When looking for employment opportunities as a medical assistant, look under these additional areas: secretary, receptionist, front office assistant, back office assistant, clinical area assistant and billing.

Program Description

Coursework for the Medical Assisting program covers anatomy, physiology, medical terminology, pathophysiology, basic accounting and insurance processing. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, medication administration and first aid. Coursework also includes practice with such skills as insurance coding and billing, posting charges, basic book-keeping, front office reception, patient assessment, assisting with examinations, giving injections, phlebotomy, taking vital signs, and doing electrocardiography.

Career Path Notes

The Palm Beach Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Upon program completion, students may sit for the American Association of Medical Assisting (AAMA) national certification exam to become a Certified Medical Assistant (CMA).

Admission Requirements

1. Hold a standard high school diploma or GED.
2. Complete a College Application.
3. Take the Test of Adult Basic Education (TABE).
4. Send request for official high school transcripts, GED, or validated foreign equivalent to the Admissions Office.
5. Complete a Course Request Form for each course registration.
6. Physical examination with required immunizations will be required prior to participation in any clinical experience.
7. A negative drug screen and a criminal background check must be on file with the Medical Office program manager, prior to participation in any clinical experience.

Completion Requirements

1. Pass the Test of Adult Basic Education (TABE) at the 10th level for language, reading, and math OR qualify for test exemption. (See Testing Center for details.)
2. Successfully complete all of the courses in the program.

Program Length and Location

1,300 hours, or approximately 18 months of in-school time.
Program offered is on the Lake Worth campus.

Program Web Site

www.pbcc.edu/cteworkforce/medasstFAQ.asp

REQUIRED COURSES	CLOCK HOURS
HSC 0003 Health Care Concepts *	78
PRN 0022 Body Structure and Function *	69
MEA 0310 Introduction to Medical Office Procedures	90
MEA 0230 Medical Terminology by Body Systems	95
MEA 0520 Phlebotomy for the Medical Assistant	75
MEA 0540 Electrocardiography for the Medical Assistant	75
MEA 0242 Pharmacology for the Medical Assistant	95
OTA 0100 Introduction to Keyboarding/Word Processing	60
MEA 0253 Diseases, Disorders and Treatment for Medical Assisting 1	120
MEA 0201 Diseases, Disorders and Treatment for Medical Assisting 2	120
MEA 0258 Radiology for the Medical Assistant	50
MEA 0254 Basic Medical Laboratory Techniques for the Medical Assistant	50
MEA 0334 Medical Insurance and Coding	75
MEA 0322 Advanced Medical Office Procedures	75
MEA 0801 Externship in Medical Assisting	173
Total Program Hours	1,300

**Denotes prerequisites for program*

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5236.asp

Patient Care Assistant PSAV 5233

This PSAV program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Students can begin their health careers by enrolling in the Patient Care Assistant program. This is the first step on the nursing or health care career ladder.

Employment Opportunities

Students who complete this program may provide patient care in hospitals, long-term care facilities, rehabilitation, clinics or private homes.

Program Description

The Patient Care Assistant curriculum integrates classroom with clinical performance. Course content includes basic concepts in health science, nursing assistant, home health aide and patient care assisting.

Career Path Notes

The Patient Care Assistant program is designed to have multiple career options. Students who complete the program will have a base on which more complex skills can be added.

Students who complete the program will receive certificates in nursing assisting (75 hours), home health aide (50 hours) and patient care assisting (75 hours) and will be eligible to take the Florida Certification Exam for Nursing Assistants.

Admission Requirements

1. Submit a College Application for Admission to the Admissions office.
2. Attend a mandatory information session to obtain documentation needed to register for the first course.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program hours: 290. Approximate length: 2½ months.
Program is offered full-time days and part-time evenings. It is offered on the Lake Worth campus.

REQUIRED COURSES	CLOCK HOURS
Group A	
HSC 0003 Health Care Concepts	78
HSC 0003L Health Care Concepts Lab	12
HCP 0120 Nursing Assistant	75
Group B	
HCP 0300 Home Health Aide	50
Group C	
HCP 0620 Patient Care Assistant	75
Total Program Hours	290

This program does not offer a formal award.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5233.asp

Practical Nursing PSAV 5234

Limited Access

This PSAV program prepares graduates for employment as licensed practical nurses.

Employment Opportunities

The Licensed Practical Nurse is qualified for employment in hospitals, long-term care facilities, rehabilitation medical offices or clinics and as a private care provider.

Program Description

The program includes but is not limited to theoretical instruction and clinical experience in: medical-surgical nursing, pharmacology and medication administration, geriatric and long term care nursing, and obstetrical and pediatric nursing.

The program is approved by the Florida State Board of Nursing. Graduates are eligible to take the NCLEX-PN state boards to become licensed practical nurses.

Clinical experiences are included as an integral part of this program.

Career Path Notes

An LPN to RN transition program is available.

Admission Requirements

1. Show proof of an academic high school diploma, GED, or validated foreign equivalent.
2. Take the Test of Adult Basic Education (TABE).
3. Achieve an 80% on the Practical Nursing Procalc (test of math proficiency).
4. Take and pass the Test of Essential Academic Skills (TEAS) during the application period. This test can only be taken once during any one application period.

In addition, students must complete a Practical Nursing application, which is available online at www.pbcc.edu/nursing or in the Registrar's Office.

Completion Requirements

Successfully complete all of the courses and achieve the required test scores in the program. Achieve an 11th grade level or higher in math, reading and language on the TABE.

Program Length and Location

Total program hours: 1,350.

Lake Worth: Program length: approximately 14 months. This is a full-time day program. Classroom hours are 8:00 a.m. until 1:30 p.m. Monday through Thursday. Clinical hours are 7:00 a.m. until 3:30 p.m. Monday through Thursday.

Belle Glade: Program length: approximately 18 months. This is a part-time program. Classes will meet Monday, Wednesday and Thursday.

Program Web Site

www.pbcc.edu/nursing or
www.pbcc.edu/cteworkforce/pracnursFAQ.asp

REQUIRED COURSES

CLOCK HOURS

Group A

HSC 0003	Health Care Concepts	78
PRN 0500	Principles of Basic Nursing Skills	90

Group B

PRN 0000	Fundamentals of Nursing	100
PRN 0010	Comprehensive Nursing and Transitional Skills	106
PRN 0021	Growth/Development and Nutrition	96
PRN 0022	Body Structure and Function	69
PRN 0030	Introduction to Drug Therapy	100
PRN 0100	Maternal and Newborn Health	86
PRN 0201	Medical-Surgical Nursing 1	104
PRN 0202	Medical-Surgical Nursing 2	115
PRN 0203	Medical-Surgical Nursing 3	123
PRN 0206	Medical-Surgical Nursing 4 Including Pediatrics	101
PRN 0385	Introduction to Medical/Surgical Nursing 1	78
PRN 0386	Introduction to Medical/Surgical Nursing 2	104

Total Program Hours	1,350
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For suggested course sequence, check the Web at
www.pbcc.edu/transfer/5234.asp

Surgical Technology

PSAV 5235

Limited Access

This PSAV program is designed to prepare the student for employment as a surgical technologist. In a simulated surgical environment, the student will practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Course content includes surgical technology concepts, surgical techniques and procedures. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Employment Opportunities

Graduates of the program may find employment in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician's offices and medical sales positions.

Program Description

Students in the surgical technology program learn through classroom instruction and six months of clinical experience in operating room and related areas. In a simulated surgical environment, students practice: preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation.

Career Path Notes

The Surgical Technology Program provides students with necessary job skills and motivation in keeping with standards of practice as established by the Association of Surgical Technologists and the Association of Operating Room Nurses enabling them to qualify for, secure, maintain, and advance in gainful employment in the field of Surgical Technology. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Admission Requirements

Applicants to this program must provide proof of a standard high school diploma, U.S. GED or foreign equivalent. Other special admissions requirements are associated with this program.

Students must complete a Surgical Technology application, which is available online or in the Registrar's Office.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores:
Reading: 11; English: 11; Mathematics: 10

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

Program Length and Location

Total program hours: 1,340 hours, three terms or approximately one year. This is a full-time day program from 8:00 a.m. until 3:00 p.m. Monday through Thursday. (Clinical hours are 6:45 a.m. until 3:15 p.m.). There are two admission opportunities each year – Summer B (June) and Spring (January). Program offered on the Lake Worth campus.

REQUIRED COURSES

CLOCK HOURS

Group A – Central Supply Assistant

HSC 0003	Health Care Concepts *	78
PRN 0022	Body Structure and Function *	69
STS 0003	Introduction to Surgical Technology	96
STS 0155L	Operating Room Technique	96
STS 0005C	Principles of Asepsis	96
STS 0150C	Surgical Technology Procedures	96

Group B

STS 0805	Perioperative Anatomy and Medical Terminology	48
STS 0805L	Perioperative Anatomy Lab	48
STS 0008	Pharmacology for the Surgical Technologist	48
STS 0003L	Introduction to Clinical Practicum	48
STS 0120	Surgical Specialties 1	32
STS 0255L	Surgical Specialties 1 Clinical	184
STS 0121	Surgical Specialties 2	32
STS 0256L	Surgical Specialties 2 Clinical	184
STS 0949C	Clinical Practicum (4 Clinical days per week for 6 weeks)	185

Total Program Hours

1,340

**Denotes prerequisites for program*

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/5235.asp

Medical Coder/Biller ATD B526

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

Students must have a high school diploma or GED; high school transcripts must be on file with the Registrar's Office.

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

Completion Requirements

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

Program Length and Location

Total Program Clock Hours: 1,000. Approximate program length: 18 months. This program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
OTA 0100	Introduction to Keyboarding/Word Processing	60
PRN 0022	Body Structure and Function	69
MEA 0230	Medical Terminology for Body Systems	95
HIM 0001L	Advanced Coding Practicum	78
HIM 0439	Pathophysiology and Pharmacology for Health Professions	90
HIM 0280	Fundamentals of Medical Coding	75
OTA 0131	Building Speed and Accuracy	60
HIM 0220	Medical Coding 1	120
HIM 0270	Insurance Billing & Claims	95
HIM 0253	Medical Coding 2	120
HIM 0000	Health Information Management	60
Total Program Hours		1,000

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

Medical Transcription ATD B525

(This program is currently under revision.)

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

Employment Opportunities

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

Program Description

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

Career Path Notes

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

Admission Requirements

A high school diploma or GED is required; high school transcripts must be on file with the Registrar's Office.

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

Completion Requirements

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

Program Length and Location

Total program hours: 1,157. Approximate program length: 18 months. Program offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
OTA 0100	Introduction to Keyboarding/Word Processing	60
PRN 0022	Body Structure and Function	69
MEA 0230	Medical Terminology for Body Systems	95
OTA 0421	Introduction to Office Operations	90
OTA 0131	Building Speed and Accuracy	60
HIM 0030	Fundamentals of Medical Transcription	90
HIM 0031	Medical Transcription 1	240
HIM 0280	Fundamentals of Medical Coding	75
HIM 0032	Medical Transcription 2	240
HIM 0000	Health Information Management	60
Total Program Hours		1,157

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

Sonography CCC 6312

Limited Access

This college credit certificate program prepares students for a career as a sonographer, who combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

Sonographers may choose to achieve advanced certification in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

Credits earned in this program will transfer directly into the associate in science (A.S.) degree in sonography.

Admission Requirements

Applicants to this limited access program must document one of the following:

- Completion of a two-year allied health education program that is patient care related, including but not limited to radiography, respiratory therapy or nursing
- A bachelor's degree in a science or medically related field with a grade of C or higher in the following required classes: anatomy & physiology with a lab, biology with a lab and college algebra.

Completion Requirements

Successful completion of all program requirements.

Program Length and Location

Total program credits: 42. This is a four-semester curriculum that begins in summer term each year. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term. Program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Sonography

REQUIRED COURSES

CREDIT HOURS

SON 1311	Sonography Cross Sectional Anatomy	2
SON 1100	Principles and Protocols of Sonography	3
SON 1614	Medical Sonographic Physics 1	3
SON 1111	Abdominal Sonography 1	3
SON 1121	Sonographic OB/GYN 1	3
SON 1000	Practical Aspects of Sonography 1	3
SON 1804L	Clinical Education 1	3
SON 1618	Medical Sonographic Physics 2	3
SON 1112	Abdominal Sonography 2	3
SON 1122	Sonographic OB/GYN 2	3
SON 1001	Practical Aspects of Sonography 2	3
SON 1814L	Clinical Education 2	3
SON 1170	Sonography of the Circulatory System	3
SON 1824L	Clinical Education 3	4

Total Program Credits

42

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6312.asp

Biotechnology AS 2158

This degree program is designed for students who will seek employment as biotechnology research technicians, biological technicians, cell culture technicians or biotechnology manufacturing technicians, or for persons wanting career advancement already employed in the field.

Employment Opportunities

The program prepares the student for employment in entry-level biotechnology positions. Students can work in the biotechnology industry, pharmaceutical manufacturing and related industries.

Program Description

Course content includes biology and chemistry concepts, algebraic and statistical analysis, basic microbiology concepts, biohazard and safety procedures, human anatomy and physiology, core biotechnical laboratory techniques and industry workplace experience.

Career Path Notes

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

Admission Requirements

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

Completion Requirements

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

Program Length and Location

Total program credits: 61. Students may complete the program in two years if they attend full-time or three years if they attend part-time. The entire program is offered during the day at the Palm Beach Gardens campus. Some courses are available on other campuses. (See semester schedules for availability or discuss with biotechnology faculty.)

Program Web Site

www.pbcc.edu/biotech

GENERAL EDUCATION REQUIREMENTS

	CREDITS
ENC 1101 College Composition 1	3
MAC 1105 College Algebra	3
BSC1010 Principles of Biology 1	3
BSC1010L Principles of Biology 1 Lab	1
Any course from Humanities - Area II	3
Any course from Social Science - Area V	3
Total Required General Education Credits	16

REQUIRED COURSES

BSC 2421C Introduction to Biotechnology	4
BSC 2420 Biotechnology 1	3
BSC 2420L Biotechnology 1 Lab	1
BSC 2427C Biotechnology 2, Molecular Biology, Cell and Immunobiology	4
BSC 2945C Biotechnology Internship	2
BSC 1085 Anatomy & Physiology 1	3
BSC 1085L Anatomy & Physiology 1 Lab	1
BSC 1086 Anatomy & Physiology 2	3
BSC 1086L Anatomy & Physiology 2 Lab	1
CHM 1045 General Chemistry 1	3
CHM 1045L General Chemistry 1 Lab	1
CHM 1046 General Chemistry 2	3
CHM 1046L General Chemistry 2 Lab	1
CHM 2210 Organic Chemistry 1	3
CHM 2210L Organic Chemistry 1 Lab	1
CHM 2211 Organic Chemistry 2	3
CHM 2211L Organic Chemistry 2 Lab	1
MCB 2010 Microbiology	3
MCB 2010L Microbiology Lab	1
STA 2023 Statistics	3
Total Required Course Credits	45

Total Program Credits 61

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2158.asp



Dental Hygiene AS 2151

Limited Access

This degree program prepares students for a career as a dental hygienist. As part of a dental team the dental hygienist provides a variety of preventive services to patients in dental health care settings. A significant amount of manual dexterity is required in this profession because dental hygienists manipulate instruments within a patient's mouth.

Employment Opportunities

Upon completion of this program and passing the licensing examination, you may seek employment as a registered dental hygienist. Other employment opportunities might include public health, dental hygiene educator, and oral health product sales.

Program Description

Coursework for the A.S. degree in Dental Hygiene includes 15 General Education credits, 3 non-technical credits, 18 natural science credits and 52 dental hygiene credits. The dental hygiene topics include general and oral pathology, dental ethics and jurisprudence, community dentistry and pharmacology with application in the clinical components.

This degree program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation and approved by the Florida State Board of Dentistry.

All dental hygiene courses must be taken in sequence, and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all remaining course requirements for the A.S. degree in dental hygiene. All dental science and natural science courses must have been taken within the past five years.

Career Path Notes

Graduates of this accredited program are eligible to take national and state or regional board examinations to become licensed dental hygienists.

Courses may be transferred from PBCC's Dental Assisting Certification program (or another ADA Commission on Dental Accreditation Dental Assisting program) and a possibility of up to 19 credit hours may be accepted toward the A.S. degree in dental hygiene. Students from other formal dental programs may be given credit for their experience through challenge or other means of evaluation.

Special Admission Requirements

The Dental Hygiene program is limited in the number of students it may admit to each class. The following minimum criteria are established to be eligible for placement in the selection pool and must be met by the application deadline. Meeting minimum criteria for selection does not guarantee admission to the Dental Hygiene program. Final selection will be made using a point system that credits: the number of required General Education and non-technical program core courses completed at the time of application (see lists at end of this section); grades earned in required basic sciences completed by the time of application (all attempts averaged, including withdrawals); dental assistant work experience; formal education in dental assisting; and completion of any or all of the non-required courses—HSC 1000/1000L, HSC 2100, HSC 2531, SLS 1501 or CGS 1570 (Selection points for these electives will be discontinued for the 2007 application). For further details regarding the point system see the

PBCC Dental Hygiene Application form, or contact the dental health services coordinator at (561) 868-3752. If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Hygiene Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by May 1 of each year to be eligible for consideration for selection into the program. Application should be submitted before completion of Spring Term courses. The Dental Hygiene program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. Academic High School Diploma or GED

All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing school or agency.

3. Transcripts

All applicants who have attended other colleges/universities must have official transcripts from the issuing institution submitted directly to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average

A minimum 2.0 cumulative college GPA is required to be eligible for selection.

5. Placement Test Scores

Placement tests must be taken, and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

6. Program Interview/Counseling

All students are strongly urged to speak with the dental health services coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu.

7. Special Notes

- A. Applicants who have completed an articulated, accredited dental assisting program at this or another Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of C or higher to be considered for selection for admission.
- B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no more than five years prior to the application deadline date). See list of required sciences at the end of this section.

Those specified in Section A may defer completion of all required basic science courses (with a grade of C or better) until the end of the first term of the program.

- C. Once officially accepted into the Dental Hygiene program, a PBCC Disposition of Medical Status form dated within one year prior to the start of the program must be submitted by the applicant.
- D. All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of, or refusal to obtain, Hepatitis B immunization must be provided upon entrance into the program.
- E. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.
- F. If a student has withdrawn from or received a grade of less than C in a dental hygiene technical core course, that student will not be able to continue in the program. To re-enter the program, he/she must reapply for a position in the following year's class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Assisting Program) he/she will be ineligible for initial selection for admission or for re-entry into the Dental Hygiene Program.

All General Education requirements must be completed with a grade of C or better in order to be given credit for selection and/or graduation.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

The program is approximately 21 months in length, not including the time necessary to complete the required General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only. It is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/dentalhy

GENERAL EDUCATION REQUIREMENTS

	CREDITS
ENC 1101 College Composition I	3
PSY 1012 General Psychology	3
SPC 1016 Fundamentals of Speech Communication	3
SYG 2000 Introduction to Sociology	3
Any course from Humanities - Area II	3

Total Required General Education Credits 15

NON-TECHNICAL PROGRAM REQUIREMENTS

MAT 1033 Intermediate Algebra	
- or -	
MTB 1103 Business Mathematics I	
- or -	
Any course from Mathematics - Area III	3

Total Required Non-Technical Credits 3

NATURAL SCIENCE PROGRAM REQUIREMENTS

BSC 1085 Anatomy & Physiology 1	3
BSC 1085L Anatomy & Physiology 1 Lab	1
BSC 1086 Anatomy & Physiology 2	3
BSC 1086L Anatomy & Physiology 2 Lab	1
CHM 1020 Principles of Chemistry	3
HUN 1201 Elements of Nutrition	3
MCB 2010 Microbiology	3
MCB 2010L Microbiology Lab	1

Total Required Natural Science Credits 18

REQUIRED COURSES

DEH 1003 Dental Hygiene Instrumentation	1
DEH 1003L Dental Hygiene Instrumentation Lab	2
DEH 1130 Oral Embryology and Histology	1
DEH 1800 Dental Hygiene 1	1
DEH 1800L Dental Hygiene 1 Lab	4
DEH 1802 Dental Hygiene 2	1
DEH 1802L Dental Hygiene 2 Lab	1
DEH 1811 Dental Ethics and Jurisprudence	1
DEH 2300 Pharmacology	2
DEH 2400 General and Oral Pathology	2
DEH 2603 Periodontology	2
DEH 2701 Community Dentistry	2
DEH 2702L Community Dentistry Practicum	1
DEH 2804 Dental Hygiene 3	1
DEH 2804L Dental Hygiene 3 Lab	4
DEH 2806 Dental Hygiene 4	1
DEH 2806L Dental Hygiene 4 Lab	5
DEH 2934 Compromised Patient	1
DES 1020 Dental Anatomy *	3
DES 1100 Dental Materials *	2
DES 1100L Dental Materials Lab *	1
DES 1200 Dental Radiology *	2
DES 1200L Dental Radiology Lab *	1
DES 1600 Office Emergencies*	1
DES 1800 Introduction to Clinical Procedures *	3
DES 1800L Introduction to Clinical Procedures Lab *	1
DES 1830 Expanded Functions Lecture*	1
DES 1830L Expanded Functions Lab*	1
DES 1840 Preventive Dentistry *	2
DES 2502 Office Management *	1

Total Required Dental Hygiene Credits 52

Total Program Credits 88

* These courses will articulate from the PBCC Dental Assisting Program.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2151.asp

Dietetic Technician AS 2512

(This program is suspended for the 2006-2007 academic year.)

Limited Access

This degree program prepares the student for a career in dietetic technology. Dietetic technicians team with Registered Dietitians and other health care professionals to improve people's health through proper nutrition.

Employment Opportunities

Employment outlook is excellent in this fascinating and fast-growing field. The program prepares students for careers in dietetic technology at work sites including hospitals, skilled nursing facilities, schools, residential and group care facilities, health spas and community agencies.

Program Description

In this accredited program, students receive education in food, nutrition and management, along with 450 hours of supervised hands-on experience.

The curriculum has been developed using American Dietetic Association (ADA) guidelines. Graduates of the program are eligible to sit for the Dietetic Technician Registry Exam to receive the credentials DTR. These credentials are recognized nationwide and are used to identify individuals qualified to provide nutrition services under the supervision of a Registered Dietitian (R.D.).

Career Path Notes

Program completion qualifies the student to take the national exam to become a registered dietetic technician.

Students can transfer to Florida International University for a four-year Bachelor of Science degree in dietetics and nutrition. Students must discuss this option with the PBCC dietetics department chairperson before taking any courses. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements

1. Special Application and Deadline

A. New Students

After completion of HUN 1201 and FSS 1210 with a grade of C or better, the student must submit a completed application package to the Dietetic Technician department chair no later than November 1 to be eligible for consideration for selection into the program which begins the following January. If HUN 1201 and FSS 1210 are in progress in the fall term, midterm grades will be used to evaluate the student for admission into the selection pool, and acceptance to the program will be conditional on completion of the courses with a grade of C or better. Meeting criteria for the program does not guarantee admission into the Dietetic Technician program. Final selection will be based on the applicant pool and is contingent on the number of field-experience sites available to the students. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent process.

B. Dietetic Technician Transfer Students

Students from other American Dietetic Association approved/accredited programs will be given credit for equivalent coursework or may obtain credit for their experience through challenge exams or other means of evaluation. Transcripts will be evaluated on a case-by-case basis.

2. Academic High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average (GPA)

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement tests must be taken, and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed before entrance into the program.

6. Medical Exam

A medical exam is not required for application to the program but will be required if the student is accepted into the program. (See 8-B below.)

7. Program/Interview Counseling

The applicant must have an interview with the Dietetic Technician department chair at the Lake Worth location prior to application. Call (561) 868-3352 for an appointment.

8. Special Notes

- A. Preference in selection will be given to applicants who have work or volunteer experience in either health care or food service.
- B. Once officially accepted into the Dietetic Technician program, the applicant must submit results of a medical examination on PBCC Allied Health Examination forms dated within one year prior to the start of the program.
- C. A grade of C or higher must be earned in all coursework required for the program, and the student must have a minimum 2.0 grade point average (GPA) to graduate.
- D. The student will automatically be enrolled in the student accident/health insurance coverage program provided by PBCC.

Completion Requirements

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

Program Length and Location

Including prerequisites, General Education requirements, non-technical core requirements, technical core requirements and electives, there are 64 total program credits which must be completed. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/dietetic

PROGRAM PREREQUISITES		CREDITS
HUN 1201	Elements of Nutrition	3
FSS 1210C	Elements of Food Science & Techniques	3
Total Required Prerequisite Credits		6
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	College Composition 1	3
SPC 1016	Fundamentals of Speech Communication	3
SYG 2000	Introduction to Sociology	3
PSY 2012	General Psychology	3
Any course from Humanities – Area II		3
Total Required General Education Credits		15
NON-TECHNICAL PROGRAM REQUIREMENTS		
BSC 1010	Principles of Biology 1	3
CGS 1570	Microcomputer Applications	3
HSC 1000	Introduction to Health Care	2
HSC 1000L	Introduction to Health Care Lab	1
HSC 2531	Medical Terminology	3
MAT 1033	Intermediate Algebra	
- or -		
MTB 1103	Business Mathematics 1	
- or -		
Any course from Mathematics - Area III		3
Total Required Non-Technical Program Credits		15
General Education and non-technical requirements may be taken in any sequence.		
TECHNICAL PROGRAM REQUIREMENTS		
(DIE courses must be taken in the sequence shown)		
DIE 1412	Dietetics 1 (Introduction)	3
DIE 1419	Dietetics Practicum 1	3
DIE 2211	Dietetics 2 (Clinical)	3
DIE 2270	Dietetics Practicum 2	3
DIE 2120	Dietetics 3 (Administration)	3
DIE 2947L	Dietetics Practicum 3	3
FSS 1221C	Quantity Food Production 1	4
HUN 1501	Community Nutrition	3
Total Required Technical Program Credits		25
ELECTIVES		
Any 3 credit college course *		3
Total Required Elective Credits		3
*CHM 1025 (or higher level Chemistry) is recommended for students planning to transfer and complete most four-year Nutrition/Dietetics Bachelor of Science programs.		
Total Program Credits		64
For suggested course sequence, check the Web at www.pbcc.edu/transfer/2512.asp		

Nursing AAS A309

Limited Access

This degree program focuses on: wellness of self and others; technical nursing skills across the life span in both acute care facilities and the community (home) environment; critical care concepts; and professional development. Upon graduation, the student is awarded an associate in applied science degree and is eligible to take the National Council Licensing Exam (NCLEX) to become a Registered Nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. Prior to applying for entrance any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure.

Employment Opportunities

Some types of organizations that employ RNs are: health care agencies, hospitals, nursing homes, extended care facilities, hospice, community and home health agencies, rehabilitation centers, county corrections, schools and physicians offices.

Program Description

This program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, phone: (800) 669-1656, Web site: www.NLNAC.org.

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a limited access program, entrance requirements are the same; however, the process differs for generic and LPN/transfers. Generic students submit information and documents directly to the PBCC Limited Access Program Office, phone number: (561) 868-3040. LPN/transfer students submit college application and transcripts to the Admissions Office and all other information directly to the PBCC Nursing Office.

The Nursing Program at PBCC is committed to providing the best education for students seeking an Associate of Applied Science Degree (A.A.S.) in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as technical nurses in hospitals or comparable facilities.

Career Path Notes

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

Special Admission Requirements

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. Final selection will be made using a point system that credits former college education; Nursing program General Education requirements completed; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing Application Form.) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

A. Generic Students

Must submit a completed PBCC Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or October 1 for spring term.

B. LPN/Transfer Students

Must submit PBCC's General Admission Application to the PBCC Admissions Office and send the Nursing Department a letter of intent. All admission criteria must be completed by August 1 for fall term and November 15 for spring term, LPNs are admitted on a space available basis.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least a 2.0 in all previous college work attempted.

5. Medical Exam

See section 7-G(3), which follows.

6. Program Interview/Counseling

All prospective students are expected to attend a group information session prior to application. Contact the Nursing Office for information at (561) 868-3412.

7. Special Notes

A. NLN Pre-admission Exam (generic students only). Applicants must have NLN Pre-admission test scores on file in the Admissions Office and score at 50 or above or remediate using the Critical Thinking course NUR 1090 and then retake the NLN exam. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center.

B. The following courses must be completed with a C or higher prior to submitting an application for consideration:

- (1) Chemistry: One year of high school chemistry or one semester of college chemistry (CHM 1020 or equivalent).
- (2) Human Growth & Development: Completion of NUR 2130 (Human Growth and Development), HSC 1010 (Introduction to Developmental Concepts for Health Care Providers) or equivalent.
- (3) Anatomy & Physiology: Completion of college-level Anatomy & Physiology I (lecture and lab - BSC 1085 and BSC 1085L) completed within the last 10 years.
- (4) Introduction to Health Care: Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000 and HSC 1000L). Experiential learning credit is available for qualified students. Contact the Nursing and Wellness Office for details.

- (5) Proficiency of 80% on the Nurse Procalc software. Successful completion of Nurse Procalc meets the mathematics competency requirement for graduation. Practice is available through the Student Learning Centers labs. Exams are given in the Testing Center.

C. LPN applicants only (in addition to 7.B. above):

- (1) LPN license: documentation of a valid Florida license
- (2) LPN competencies: documentation of one of the following:

- (a) Six months LPN work experience within the last five years

OR

- (b) Graduation from LPN school within the past six months.

- (3) Credit for nursing courses:

- (a) Successful completion of the NUR 1023 challenge exam (NLN ACE test - Book 1) with at least a grade of 75 entitles applicant to eight credits. There is a fee for this exam, and it is arranged through the Nursing Office. Complete the following prerequisites for Nursing II (NUR 1213):

- i.) Anatomy & Physiology II (within 10 years) BSC 1086 and BSC 1086L

- ii.) Microbiology (within 10 years) MCB 2010 and MCB 2010L

- iii.) Introduction to Professional Nursing NUR 2000L

- iv.) Introduction to Pharmacotherapeutics NUR 1141

- v.) Completion of the PBCC Clinical Competency Check List (NUR1022L)

- (b) Optional: passing the NUR 1213 Challenge Exam (NLN ACE test - Book 2) with a score of 75 entitles the applicant to 12 credits. Complete the following prerequisites for Nursing III - (NUR2215):

- i.) Elements of Nutrition HUN 1201

- ii.) College Composition I ENC 1101

- iii.) Psychology PSY 2012

- iv.) Completion of the PBCC Clinical Competency Check List (NUR 1214L)

D. Transfer Students

Nursing courses may be challenged. Submit nursing course syllabi of the transferring college to the Nursing program for review.

E. Challenge Credit

If previous experience and academic preparation warrants, any student may challenge nursing and other General Education courses through challenge and/or CLEP exams. Challenge exams MUST be arranged through the Nursing program. CLEP exams are arranged with the Testing Center.

PBCC is a participating institution for the ACT-PEP nursing exams. Selected ones are acceptable at admission. Contact the Nursing Department for specifics.

F. Readmissions

Students who have been academically dismissed from PBCC's Nursing program or any other nursing program may (re)apply only after successful completion of an LPN program. If the student was dismissed from another institution, then a letter of good standing is needed for the PBCC nursing program from the Dean of Health Sciences of the institution the student was dismissed from. Application is the same as stated above for LPNs. (See Nursing Student Handbook for progression statement.)

ALL of the above requirements must be completed before the applicant will be considered for selection.

G. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing Department

1. Proof of medical/accident insurance during each enrollment period
2. Valid CPR certificate
3. Completed medical form exam (including immunizations and/or titers)
4. Drug screening
5. Criminal background screening

H. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses. The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.**I. For admission, progression and completion of the Nursing program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the Essential Competency Study of the National Council of State Boards of Nursing, Inc. (Chornick, 1994). For further information, contact the Nursing Office.****Completion Requirements**

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 72. Approximate program length: two years. Program is offered at the Lake Worth and Belle Glade locations.

The program may be completed part-time, evenings and weekends. Many prerequisite courses are offered as online courses to meet the demands of student schedules. Some nursing courses are offered in the evenings but the majority are daytime classes. Currently NUR 2000L, NUR 1141, NUR 2140 and NUR 1023 are offered as online courses, once the pre-requisites have been completed. Also, there is an LPN to RN transition program.

Program Web Site

www.pbcc.edu/nursing

PROGRAM PREREQUISITES

(See preceding Special Notes 7.B.)

Total Required Prerequisite Credits**CREDITS**

6

6

GENERAL EDUCATION REQUIREMENTS

BSC 1086	Anatomy & Physiology 2	3
BSC 1086L	Anatomy & Physiology 2 Lab	1
ENC 1101	College Composition 1	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
SYG 2000	Introduction to Sociology	3
	Any course from Humanities - Area II*	3
Total Required General Education Credits		17

REQUIRED COURSES

PSY 2012	General Psychology (taken with NUR 2215)	3
HUN 1201	Elements of Nutrition	3
NUR 2000L	Introduction to Professional Nursing **	(1)
NUR 1022L	Nursing 1 Skills Lab	1
NUR 1023	Nursing 1	4
NUR 1023L	Nursing 1 Clinical	3
NUR 1141	Introduction to Pharmacotherapeutics	2
	- or -	
NUR 2140	Pharmacology for Nursing +	(3)
NUR 1213	Nursing 2	7
NUR 1213L	Nursing 2 Clinical	4
NUR 1214L	Nursing 2 Skills Lab	1
NUR 2215	Nursing 3	7
NUR 2215L	Nursing 3 Clinical	4
NUR 2712C	Nursing 4	6
NUR 2943L	Clinical Preceptorship	4
Total Required Course Credits		49

Total Program Credits 72/74

*Humanities - art, literature or music

**LPNs/Transfers only prior to first clinical nursing course

+ For those students planning to go onto the BSN

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/A309.asp

Radiography AS 2303

Limited Access

This degree program prepares the student to become a radiologic technologist, combining the high technology of medical imaging with skills of patient care to create X-ray images or radiographs.

Employment Opportunities

The job outlook is excellent for diagnostic imaging personnel. The program has a 100 percent job placement rate, and graduates work in hospitals, imaging centers and doctors' offices.

Program Description

The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit www.pbcc.edu/radiography.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, Web site: www.jrcert.org.

Career Path Notes

This program is articulated 2+2 with the University of Central Florida's bachelor's degree program in Radiologic Science. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

As a profession, radiography emphasizes career development which leads to additional certification in CT (computerized tomography), MRI (magnetic resonance imaging), nuclear medicine, radiation therapy, sonography, mammography and vascular imaging.

Special Admission Requirements

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline

The applicant must complete and submit the Radiography program application package by Sept. 1 of each year in order to be eligible for consideration for selection into the program.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

6. Program Advisement

The program faculty conduct a mandatory open house advisement session.

7. Prerequisite: Hospital Observation

Each prospective student must document at least eight hours of observation in a radiology department.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 77. This is a two year-program beginning in January each year and requires a full-time commitment. Students attend clinical education at local hospitals three days a week each semester. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/radiography

PROGRAM PREREQUISITES**CREDITS**

HSC 1000 Introduction to Health Care *	(2)
(or equivalent)	
HSC 1000L Introduction to Health Care Lab *	(1)
BSC 1085 Anatomy & Physiology 1	3
BSC 1085L Anatomy & Physiology 1 Lab	1
Total Required Prerequisite Credits	7

* Credit for these courses is not counted toward 77 credits in program total.

GENERAL EDUCATION REQUIREMENTS

BSC 1086 Anatomy & Physiology 2	3
BSC 1086L Anatomy & Physiology 2 Lab	1
ENC 1101 College Composition 1	3
MAC 1105 College Algebra	
(or higher)	3
PSY 2012 General Psychology	3
Any course from Humanities - Area II	3
Total Required General Education Credits	16

REQUIRED COURSES

CGS 1570 Microcomputer Applications	
(or equivalent)	3
RTE 1000 Introduction to Radiography	3
RTE 1401 Radiographic Imaging 1	2
RTE 1401L Radiographic Imaging 1 Lab	1
RTE 1503 Radiographic Procedures 1	3
RTE 1503L Radiographic Procedures 1 Lab	1
RTE 1513 Radiographic Procedures 2	2
RTE 1513L Radiographic Procedures 2 Lab	1
RTE 1804 Radiographic Clinical Education 1	3
RTE 1814 Radiographic Clinical Education 2	2
RTE 1457 Radiographic Imaging 2	2
RTE 1457L Radiographic Imaging 2 Lab	1
RTE 1523 Radiographic Procedures 3	3
RTE 1523L Radiographic Procedures 3 Lab	1
RTE 1824 Radiographic Clinical Education 3	3
RTE 2533 Radiographic Procedures 4	3
RTE 2533L Radiographic Procedures 4 Lab	1
RTE 2613 Radiologic Physics	3
RTE 2834 Radiographic Clinical Education 4	3
RTE 2130 Pharmacology for Medical Imaging	3
RTE 2844 Radiographic Clinical Education 5	2
RTE 2385 Radiobiology	3
RTE 2563 Advanced Medical Imaging	3
RTE 2473L Radiography Seminar	2
RTE 2854 Radiographic Clinical Education 6	3
Total Required Course Credits	57

Total Program Credits **77**

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/2303.asp



Respiratory Care AS 2148

Limited Access

This degree program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to sit for the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT). The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs in respiratory care education upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

Employment Opportunities

Respiratory care is one of the fastest growing professions in the country. The need for respiratory therapists is expected to increase 42.6% through 2008 nationally and more so in Florida. PBCC graduates have enjoyed 100 percent job placement.

Respiratory care, also known as respiratory therapy, is an allied health profession that cares for patients with deficiencies and abnormalities of the cardiopulmonary system. Respiratory therapists see a diverse group of patients ranging from newborn and pediatric patients to adults and the elderly. They bring help and relief to patients suffering from asthma, emphysema, chronic obstructive lung disease, pneumonia, cystic fibrosis, infant respiratory distress syndrome, acute respiratory distress, congestive heart failure and conditions brought on by shock, trauma or post-operative surgical complications. Respiratory therapists also are involved in many specialty areas of the hospital such, as labor and delivery, neonatal pediatric and adult intensive care, pulmonary function laboratory, sleep centers, pulmonary and cardiac rehabilitation, hyperbaric therapy, bronchoscopy and more. There are many opportunities outside of the hospital as well.

Program Description

Graduates of this American Medical Association recognized and nationally accredited program have high employment success because of training in basic life support, advanced cardiac life support, neonatal resuscitation, pediatric life support, electrocardiography, pulmonary function technology and more.

Career Path Notes

Earning the A.S. degree in respiratory care enables the student to sit for the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

Program graduates can transfer to the University of Central Florida to complete a bachelor of science degree in cardiopulmonary sciences. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements

1. Special Application and Deadline(s)

- Beginning program students: Attend mandatory group counseling session; complete program application prior to the deadline on the Respiratory Care application to be considered for eligibility in selection process.
- Respiratory care technology transfer students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.
- Other transfer students: Arrange appointment with program director prior to application submission. Advanced placement for previous experience and/or academic preparation may be considered. Competency testing may be required at the discretion of the program director for advanced placement or transfer requests.

2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average (GPA)

Cumulative grade point average must be at least 2.0 on a scale of 4.0 in previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

5. Placement Test Score

College Placement Test scores must meet minimum requirements for entrance into college-level English, math and reading courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum three college credits for College Algebra and College English may be used in lieu of placement scores for the selection eligibility. Placement scores must be less than two years old.

6. Medical Exam

Once accepted into the program, applicants must submit a completed Palm Beach Community College Allied Health Medical Examination Form documenting laboratory tests and immunizations completed by a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), or Physician Assistant (PA). All accepted applicants for this program are strongly encouraged to be currently immunized against Hepatitis B Virus (HBV). Documentation of completion of or refusal to obtain Hepatitis B vaccine must be provided upon entrance into the program.

7. Background Checks and Drug Screening

Once accepted into the program, applicants will be required to provide results of clear criminal background check and drug screening.

8. Program/Interview Counseling

Mandatory group counseling sessions are scheduled throughout the year at various locations of PBCC. These sessions offer the student guidance through the application process.

9. Special Notes

All professional courses (RET prefix) are taught in a sequence. Each RET course serves as the prerequisite for the subsequent course. Consequently, all professional courses must be taken in sequence. Failure to successfully complete a professional course with a grade of C or higher means the student may not advance to the next course in the program. The student may request to re-enter the program and take the course again at the next offering. Students wishing to repeat the course must request consideration in writing to the program director at least two months prior to the semester they wish to return. There is no guarantee of reinstatement to the program. Readmitted students may be required to repeat corequisite courses even if a grade of C was earned in the previous attempt. This is necessary to ensure that the student

is current in his/her skills. Students who voluntarily withdraw from the program either passing or failing have no guarantee for readmission. Students dismissed from a clinical affiliate due to patient safety issues may NOT be eligible for readmission.

Respiratory Care Program Readmission Procedure

Students wishing consideration of readmission must petition in writing to the department chair/program director at least two months prior to the semester they wish to return. The following procedure is required:

1. At the time the student does not successfully complete a sequenced course, the department chair/program director conducts an exit interview/counseling session with the student to document the reason(s) for leaving and develop an action plan for remediation.
2. At least two months prior to the beginning of the semester in which the student wishes to re-enter, he/she must submit a request in writing to the department chair/program director. A copy of this letter is forwarded to the Registrar's Office limited access admissions counselor.
3. Students who withdraw ("W"), regardless of academic status, from the program must make application for readmittance to the Respiratory Care program one semester prior to requesting reentry to the program and no later than two years after dropping out.
4. Students who fail ("F") or withdraw ("W") must:
 - a. Make an application/written petition as described above.
 - b. Be interviewed by a review panel selected by the department chair, composed of Business Partnership Council members, clinical instructors, faculty and other PBCC staff.
5. All students who reapply for admittance to the program may be required to take challenge exams (cognitive, psychomotor and/or clinical) prior to readmission to help determine the point at which the student may be allowed to re-enter the program.
6. If any clinical affiliate refuses to allow a student privileges for their clinical internship due to theft, misconduct (including violations of the Code of Ethics) or negligence that may lead to patient harm, the student will not be allowed to continue.
7. Students who have two academic failures in two separate attempts to complete the program will not be considered for readmission.
8. If medical conditions were involved, written verification of good health and ability to function safely in clinical situations is required.
9. Students who withdraw, regardless of academic status, have no guarantee of readmittance to the program.
10. The student applicant will be notified in writing of the final program decision within seven working days.

Students are encouraged to complete as many General Education courses as possible prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be completed prior to the program are HSC 1000/1000L Introduction to Health Occupations and Lab and BSC 1085/1085L Anatomy & Physiology I and Lab. Program graduates upon passing the NBRC examinations then apply for

Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

Completion Requirements

Successfully complete all program requirements and all required courses with a grade of C or higher.

Program Length and Location

This is a two-year program beginning in August each year. It requires a full-time commitment. The program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Respiratory

PROGRAM PREREQUISITES

	CREDITS
BSC 1085 Anatomy & Physiology 1	3
BSC 1085L Anatomy & Physiology 1 Lab	1
HSC 1000 Introduction to Health Care *	(2)
HSC 1000L Introduction to Health Care Lab *	(1)
Total Required Prerequisite Credits	7

* Credit for these courses is not counted toward 76 credits in program total.

GENERAL EDUCATION REQUIREMENTS

ARH 1000 Art Appreciation	
- or -	
MUL 1010 Music Appreciation	
- or -	
THE 1000 Theatre Appreciation	3
BSC 1086 Anatomy & Physiology 2	3
BSC 1086L Anatomy & Physiology 2 Lab	1
CHM 1020 Principles of Chemistry*	3
ENC 1101 College Composition 1*	3
MAC 1105 College Algebra*	3
MCB 2010 Microbiology	3
MCB 2010L Microbiology Lab	1
SYG 2000 Introduction to Sociology*	3
Total Required General Education Credits	23

* It is suggested that these courses be completed prior to program entry.

REQUIRED COURSES

PHY 1007 Physics for Allied Health Professions	3
RET 1272 Fundamentals of Respiratory Care 1	9
RET 1272L Fundamentals of Respiratory Care 1 Laboratory	3
RET 1273 Fundamentals of Respiratory Care 2	6
RET 1273L Fundamentals of Respiratory Care 2 Laboratory	2
RET 1874L Clinical Internship 1	1
RET 1875L Clinical Internship 2	3
RET 1876C Clinical Internship 3	4
RET 2280C Fundamentals of Respiratory Care Therapy 3	7
RET 2534C Fundamentals of Respiratory Care Therapy 4	7
RET 2877L Clinical Internship 4	2
RET 2878L Clinical Internship 5	2
Total Required Course Credits	49

Total Program Credits 76

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2148.asp

Sonography AS 2313

Limited Access

This degree program combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

Sonographers may choose to achieve advanced certifications in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

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

Admission Requirements

Applicants to this limited access program must document one of the following:

- Completion of a two-year allied health education program that is patient care related, including but not limited to radiography, respiratory therapy or nursing
- A bachelor's degree in a science or medically related field with a grade of C or higher in the following required classes: anatomy & physiology with a lab, biology with a lab and college algebra.

Completion Requirements

All program requirements must be successfully completed.

Program Length

Total program hours: 72. The program has a four-semester competency-based curriculum. The courses are sequential and involve practical experience in local hospitals and clinics. Full-time commitment begins in the fall term. Program offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Sonography

GENERAL EDUCATION REQUIREMENTS		CREDITS
BSC 1085	Anatomy & Physiology 1	3
BSC 1085L	Anatomy & Physiology 1 Lab	1
MAC 1105	College Algebra (or higher course from Mathematics - Area III)	3
ENC 1101	College Composition 1	3
Any course	from Humanities – Area II	3
SPC 1016	Fundamentals of Speech Communication	3
PSY 2012	General Psychology	3
Total Required General Education Credits		19
NON-TECHNICAL CORE REQUIREMENTS		
BSC 1086	Anatomy & Physiology 2	3
BSC 1086L	Anatomy & Physiology 2 Lab	1
CGS 1570	Microcomputer Applications (or equivalent)	3
PHY 1007	Physics for Allied Health Professionals (or equivalent)	3
HLP 1083	Essentials of Wellness 1	1
Total Required Non-Technical Core Credits		11
TECHNICAL CORE REQUIREMENTS*		
SON 1311	Sonography Cross Sectional Anatomy	2
SON 1100	Principles and Protocols of Sonography	3
SON 1614	Medical Sonographic Physics 1	3
SON 1111	Abdominal Sonography 1	3
SON 1121	Sonographic OB/GYN 1	3
SON 1000	Practical Aspects of Sonography 1	3
SON 1804L	Clinical Education 1	3
SON 1618	Medical Sonographic Physics 2	3
SON 1112	Abdominal Sonography 2	3
SON 1122	Sonographic OB/GYN 2	3
SON 1001	Practical Aspects of Sonography 2	3
SON 1814L	Clinical Education 2	3
SON 1170	Sonography of the Circulatory System	3
SON 1824L	Clinical Education 3	4
Total Required Technical Core Credits		42
Total Program Credits		72

* Technical Core courses must be taken sequentially.

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2313.asp

Adult Echo Sonography ATC 4313

This advanced technical certificate program prepares students for employment as Adult Echo Sonographers.

Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

Program Description

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

Career Path Notes

After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam in Adult Echo Sonography.

Admission Requirements

Applicants must be RDMS sonographers or have completed a two-year accredited health science program, such as but not limited to radiology, respiratory or nursing.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program credits: 17. Program is offered on the Palm Beach Gardens campus.

Program Web Site

www.pbcc.edu/Sonography

REQUIRED COURSES

	CREDITS
SON 2130 Sonography of Heart and Chest 1	3
SON 2400L Clinical Education Echo 1	4
SON 2131 Sonography of Heart and Chest 2	3
SON 2401L Clinical Education Echo 2	4

Total Required Course Credits 14

ELECTIVES (CHOOSE ONE)

SON 2402L Clinical Education Echo 3	3
SON 2936 Adult Echo Sonography Seminar	3

Total Required Elective Credits 3

Total Program Credits 17

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/4313.asp

Cardiovascular Intervention Technology ATC 4320

This advanced technical certificate program is a three-course, three-semester program which begins in the fall of each year and ends at the end of the following summer (i.e., August 2006– August 2007).

Employment Opportunities

This curriculum is offered to the Radiologic Technologist (RT) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Cardiovascular Interventional Technology (CVIT) and in preparation for the advanced modality registration examination offered by the ARRT in CVIT.

Program Description

The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Course offerings include Introduction to Cardiovascular Intervention Technology, Cardiovascular Interventional Technology II, Pharmacology for Medical Imaging, and Advanced Pathophysiology.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

Admission Requirements

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Nine credit hours, or approximately one year. Program offered on the Lake Worth campus.

REQUIRED COURSES

	CREDITS
RTE 2582 Cardiovascular Intervention Technology 1	3
RTE 2583 Cardiovascular Intervention Technology 2	3

Total Required Course Credits 6

ELECTIVES

Choose one

RTE 2130 Pharmacology for Medical Imaging	3
RTE 2583L Cardiovascular Intervention Technology Clinical Education	3
RTE 2785 Advanced Pathophysiology for Medical Imaging	3

Total Required Elective Credits 3

Total Program Credits 9

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/4320.asp

Computed Tomography ATC 4321

This advanced technical certificate program is a three-course, one-semester program that begins spring term of each year (i.e., January – May 2007).

Employment Opportunities

This ATC curriculum is offered to Radiologic Technologists (RTs) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the advanced modality registration examination offered by the ARRT in CT.

Program Description

This program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Available classes include Cross Sectional Anatomy, Computed Tomography, Computed Tomography Clinical Education, Pharmacology for Medical Imaging and Advanced Pathophysiology for Medical Imaging.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

Admission Requirements

Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Nine credit hours, or approximately one semester. Offered on the Palm Beach Gardens campus.

REQUIRED COURSES	CREDITS
RTE 2571 Computed Tomography 1	3
RTE 2571L Computed Tomography Clinical Education	3
RTE 2762 Cross Sectional Anatomy	3
Total Program Credits	9

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4321.asp

Critical Care Nursing ATC 4315

This advanced technical certificate program is designed for practicing registered nurses who are interested in developing new skills in the nursing management of critically ill patients.

Employment Opportunities

The Critical Care Nursing curriculum is offered to licensed RNs who require additional coursework to become employed in a critical care specialty area.

Program Description

An Advanced Technical Certificate (ATC) in Critical Care Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

Career Path Notes

These courses are available to any RN who desires a broader knowledge base in this specialty area.

Admission Requirements

Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course listings for prerequisites of courses.

All students must submit a College Credit Application for Admission and check the "non-degree seeking" box.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

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

REQUIRED COURSES	CREDITS
NUR 2291 Critical Care Nursing	6
NUR 2944L Critical Care Nursing Preceptorship	2
NUR 2935 Clinical Application of 12 Lead Electrocardiography	3
NUR 2651 Overcoming Communication Barriers with the Hispanic Patient	1
Total Program Credits	12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4315.asp

Magnetic Resonance Imaging ATC 4322

This advanced technical certificate program is a five-course, two-semester program which begins in the fall of each year and ends at the completion of the spring term (i.e., August 2006-May 2007).

Employment Opportunities

This program is offered to Radiologic Technologists (RTs) licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Magnetic Resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI.

Program Description

An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 12 credit hours from the courses listed below. The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training.

Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the 12-credit-hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

Admission Requirements

Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Completion Requirements

Successfully complete all required program courses.

Program Length and Location

12 credit hours, or approximately 10 months. Program is offered on the Palm Beach Gardens campus.

REQUIRED COURSES	CREDITS
RTE 2575 Introduction to Magnetic Resonance Imaging	3
RTE 2576 Magnetic Resonance Imaging 2	3
RTE 2762 Cross Sectional Anatomy	3
Total Required Course Credits	9

ELECTIVES

Choose one

RTE 2130 Pharmacology for Medical Imaging	3
RTE 2577L Magnetic Resonance Imaging Clinical Education 1	3
RTE 2576L Magnetic Resonance Imaging Clinical Education 2	3
RTE 2785 Advanced Pathophysiology for Medical Imaging	3
Total Required Elective Credits	3

Total Program Credits	12
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For suggested course sequence, check the Web at www.pbcc.edu/transfer/4322.asp

Perioperative Nursing ATC 4317

This advanced technical certificate prepares registered nurses for beginning-level employment as staff nurses in the operating room.

Employment Opportunities

The Perioperative Nursing curriculum is offered to licensed RNs who require additional coursework to become employed in a perioperative specialty area.

Program Description

Among the classes offered through this program are Pharmacotherapeutics of the Critically Ill Adult, Clinical Integration of Basic Electrocardiography for Nurses, Clinical Integration of Mechanical Ventilation and Clinical Application of 12 Lead Electrocardiography.

Career Path Notes

These courses are available to any RN who desires a broader knowledgebase in this specialty area.

Admission Requirements

Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course listings for prerequisites of courses.

All students must submit a College Credit Application for Admission and check the "non-degree seeking" box.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

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

REQUIRED COURSES	CREDITS
NUR 2293C Perioperative Nursing	6
NUR 2790 Registered Nurse First Assistant (RNFA) Lecture	3
NUR 2790L Registered Nurse First Assistant (RNFA) Clinical	3
(Please note: NUR 2790 & NUR 2790L must be taken together)	
Total Program Credits	12

For suggested course sequence, check the Web at www.pbcc.edu/transfer/4317.asp

Health Care CWE

PBCC offers many courses to health care professionals to earn continuing education units (CEUs) to maintain licensure. PBCC is an approved provider for continuing education in many professions, including nursing, dentistry, occupational therapy, respiratory care, massage therapy, clinical laboratory and other areas. Please visit www.pbcc.edu/cteworkforce/cwe.asp for more information.



Criminal Justice Academies

SPECIALTY TRACKS:

CORRECTIONS OFFICER
LAW ENFORCEMENT OFFICER

Firefighter

Public Safety Telecommunications Dispatcher

ATD

Emergency Medical Technician

CCC

Crime Scene Technology

Paramedic

AAS/AS

Crime Scene Technology

Criminal Justice Technology

SPECIALTY TRACKS:

CORRECTIONS OFFICER
LAW ENFORCEMENT OFFICER

Emergency Medical Services

Fire Science Technology

CWE (Continuing Workforce Education)

Public Safety

Criminal Justice Academies PSAV

The Criminal Justice Institute (CJI) is a limited access program governed by PBCC, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

Employment Opportunities

Two tracks are available: the Corrections Officer Track, which provides eligibility for certification as a Florida corrections officer, and the Law Enforcement Officer Track, which provides eligibility for certification as a Florida law enforcement officer.

Program Description

The Corrections Basic Recruit Training prepares students as entry level corrections officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

The Law Enforcement Basic Recruit Training prepares students as entry-level law enforcement officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

Career Path Notes

Students completing either track of the Criminal Justice Academies are strongly encouraged to continue their education by completing the A.S. or A.A.S. degree in Criminal Justice Technology. Students completing the Law Enforcement program or the Corrections programs automatically earn credits towards the A.S. or A.A.S. degree in Criminal Justice Technology.

Special Admission Requirements

All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Assessment Center Testing through PBCC or enter under the auspices of a Palm Beach County law enforcement agency. Additionally, they must complete a PBCC application, achieve passing scores on the Basic Ability Test (BAT), and successfully pass a fitness agility and ability test, a medical examination, a complete drug screen, and a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and a polygraph exam.

Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561) 868-3398 or visit the Web site at www.pbcc.edu/cj.

Meeting with Rules and Regulations

Students registering in the Law Enforcement, Corrections or Crossover Academy must meet and abide by the rules and regulations of the PBCC Criminal Justice Institute. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training (CJST) and Florida Department of Law Enforcement (FDLE).

Completion Requirements**Modular Examination Failure**

Failure of any modular examination in academy training will entitle the student recruit to one re-test (not the same test), which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three module exams will result in the student being dismissed from the program.

Statewide Examination and Failure

At the completion of academic training, the applicant must file with CJST to take the statewide certification examination. There is a \$100 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

Academic Dishonesty

The definition of academic dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College administration.

Program Length and Location**Corrections Officer Track:**

Total program credits: 9

Total vocational credits: 11

Approximate program length: 4 months

Law Enforcement Officer Track:

Total program hours: 766

Approximate program length: 6 months

The Corrections Officer track is offered on the Belle Glade campus. The Law Enforcement Officer track is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/cj

CORRECTIONS OFFICER TRACK

PSAV 5601

REQUIRED COURSES		CREDIT HOURS/VOC CREDITS
CJD 0770	Criminal Justice Legal 1	0/1
CJD 1772	Criminal Justice Communications Corrections*	3/0
CJD 1750	Interpersonal Skills 2 - Corrections*	3/0
CJK 0050	Defensive Tactics	0/3
CJK 0040	Criminal Justice Firearms	0/2
CJK 0031	CMS First Aide for Criminal Justice Officers	0/1
CJD 0741	Emergency Preparedness	0/1
CJD 0752	Corrections Operations	0/2
CJD 1773	Interpersonal Skills 1 - Corrections*	3/0
CJD 0761	CJ Legal 2	0/1
Total Program Credit Hours/Voc Credit		9/11

* These courses will articulate to PBCC's Criminal Justice AS/AAS program.

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5601.asp

LAW ENFORCEMENT OFFICER TRACK

PSAV 5600

REQUIRED COURSES		CONTACT HOURS
CJK 0006	Introduction and Law	67
CJK 0010	Human Issues	50
CJK 0015	Communications	77
CJK 0020	Vehicle Operations	48
CJK 0031	CMS First Aide for Criminal Justice Officers	40
CJK 0040	Criminal Justice Firearms	80
CJK 0050	Defensive Tactics	106
CJK 0060	Patrol	57
CJK 0070	Investigations	53
CJK 0075	Investigating Offenses	40
CJK 0080	Traffic Stops	62
CJK 0085	Traffic Crash Investigations	32
CJK 0090	Tactical Applications	54
Total Program Hours		766

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5600.asp

Firefighter PSAV 5043

Limited Access

For students seeking state certification as a firefighter, classes are offered on both daytime and nighttime schedules in the Fall and Spring terms of each academic year. The program follows the curriculum established by the Bureau of Fire Standards and Training of the Florida State Fire College in Ocala.

Program Description

The PSAV firefighter program is a two-part course.

Part I (Firefighter I) covers orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling; loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals; salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes First Responder Medical and Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination, the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

Part II (Firefighter II) prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports and pre-incident survey. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

Career Path Notes

Successful completion of this Certificate Firefighter Program allows the student to sit for the State of Florida certification examination. Certification is required for employment as a Firefighter under Florida Statute 633.

Admission Requirements

Standard High School Diploma or GED is required. For admission requirements, go to the Fire Program Web site at www.pbcc.edu/fire and download the Fire Information/ Application packet.

Completion Requirements

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

Program Length and Location

450 hours or approximately three months for the day program and six months for the night program. Program offered offsite at PBCC Fire Academy, Building 1440, Palm Beach International Airport, West Palm Beach - days and evenings.

Program Web Site

www.pbcc.edu/fire

REQUIRED COURSE

FFP 0020 Firefighter

CLOCK HOURS

450

Total Program Hours

450

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5043.asp

Fire Science

PSAV Certificates under Development

Seven PSAV certificates are under development at PBCC. They are:

- Fire Apparatus Operator
- Fire Instructor
- Fire Inspector 1
- Fire Investigator 1
- Fire Officer 1
- Fire Officer 2
- Special Fire Safety Inspector

Go to the Fire Science Area of Study link www.pbcc.edu/programs/department.asp?dept_id=3 for more information on these certificates.

Public Safety Telecommunications Dispatcher PSAV 5455

This PSAV program prepares the student for employment as a police, fire or ambulance dispatcher.

Program Description

Course content includes standard telecommunication operating procedures, relationship to field personnel, understanding of command levels and overview of emergency agencies.

Career Path Notes

PBCC offers continuing education courses for persons in the field of Public Safety Telecommunications to advance in their career.

Admission Requirements

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

Completion Requirements

Successfully complete the course.

Program Length and Location

208 hours, or approximately five months. Program is offered at the West Palm Beach Police Department.

Program Web Site

www.pbcc.edu/cj

REQUIRED COURSE	CLOCK HOURS
CJK 0551 Introduction to Dispatching	68
CJK 0552 Fire Rescue Dispatch	60
CJK 0553 Law Enforcement Dispatch	80
Total Program Hours	208

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5455.asp

Emergency Medical Technician (EMT-B) ATD B217

Limited Access

This applied technology diploma program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician - Basic. EMT-Bs serve as a link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Bs. This includes all skills necessary for the individual to provide emergency care at a basic life support level with an ambulance service or other emergency services agency.

Employment Opportunities

EMT-Bs drive ambulances, and also provide basic emergency care such as stabilizing patients, controlling bleeding and giving oxygen.

Program Description

Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC) and follows the most current U.S. Department of Transportation National Standard Curriculum.

Career Path Notes

This program is a prerequisite to the paramedic program. Students who want to move up in the field should start out in EMT-Basic.

Special Admission Requirements

Special admission requirements are associated with this program. For details, call the Limited Access Office at (561) 868-3045.

Completion Requirements

All program requirements must be successfully completed.

Program Length and Location

Total program hours: 11. This is a four-month program. Program is offered on the Lake Worth and Palm Beach Gardens campuses.

Program Web Site

www.pbcc.edu/ems

REQUIRED COURSES	CREDITS
EMS 1119 Emergency Medical Technician Basic	6
EMS 1119L Emergency Medical Technician Basic Laboratory	3
EMS 1431 Emergency Medical Technician Basic Hospital and Field Experience	2
Total Program Credits	11

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/B217.asp

Crime Scene Technology CCC 6436

Limited Access

This college credit certificate program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Employment Opportunities

The student who completes the program may find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator or forensic paralegal.

Program Description

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

Career Path Notes

Credits earned in this certificate program will transfer directly into the associate in science (A.S.) degree in Crime Scene Technology.

Special Admission Requirements

This is a limited access program. Participants must make formal application, which will include a background check and submission of an essay. After completion of the program, the student will be eligible to participate in national certification exams.

Completion Requirements

Successfully complete all program courses.

Program Length and Location

Total program credits: 28. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/cj

REQUIRED COURSES		CREDITS
CJB 1711	Introduction to Crime Scene Technology	3
CJB 1712	Crime Scene Photography 1	3
CJB 1722	Crime Scene Photography 2	3
CJB 1721	Advanced Crime Scene Technology	3
CJB 2713	Introduction to Forensic Science	3
CJB 2735	Fingerprint Classification	3
CJB 2703	Crime Scene Safety	2
CJB 2704	Courtroom Presentation of Scientific Evidence	3
CJB 2736	Latent Fingerprint Development	3
CJB 2748	Biological Evidence	2
Total Program Credits		28

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/6436.asp

Paramedic CCC 6450

Limited Access

This college credit certificate program is offered for the student who wishes to complete the core curriculum and be eligible for certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. The course content includes lecture, skills lab and hospital/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

Employment Opportunities

Employment opportunities are excellent in this field, and graduates have a 98 percent job placement rate.

Program Description

The Paramedic Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation for EMS Programs (CoAEMSP) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64E-2, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum (FS 401.2701(1)(a) 5a).

Career Path Notes

Credits earned in the Paramedic program can be applied toward an A.S. degree in Emergency Medical Services.

Admission Requirements

This is a Limited Access program. Students must be a certified Florida EMT to apply and must score a 12 on the TABE.

Completion Requirements

Courses must be completed with a score of 80 or better. Students must successfully complete the BLS, ACLS, BTLs, and PALS.

Program Length and Location

Total required credits: 42. This intensive three-semester program includes a clinical internship in area hospitals and on emergency response units where students care for patients in emergency settings. Day shift classes start in January and August and evening classes in May at the Lake Worth location.

Program Web Site

www.pbcc.edu/ems

REQUIRED COURSES		CREDITS
EMS 2620C	Paramedic 1	12
EMS 2621C	Paramedic 2	12
EMS 2622C	Paramedic 3	5
EMS 2658	Paramedic Clinical 3	2
EMS 2659	Paramedic Field Internship	1
EMS 2664	Paramedic Clinical 1	4
EMS 2665	Paramedic Clinical 2	6
Total Program Credits		42

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/6450.asp

Crime Scene Technology AS 2435

Limited Access

This degree program will prepare the student to operate behind the yellow crime scene tape. Crime Scene Technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes, and how to reconstruct crime scenes and vehicle accidents.

Employment Opportunities

The student who completes the program may find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator, or forensic paralegal.

Program Description

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

Career Path Notes

This program has transfer agreements with Florida International University and University of Central Florida that allow students to transfer course or program credit into a four-year program. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements

This is a limited access program. Participants must make formal application which will include a background check and submission of an essay. After completion of the program, the student will be eligible to participate in national certification exams.

Students must have a minimum of a 2.0 GPA to be admitted to this program. All general education requirements must be completed with a grade of "C" or higher to apply to the A.S. degree program. Students who wish to be admitted must interview with the Criminal Justice Institute Crime Scene Technology Advisor.

Completion Requirements

All required courses must be successfully completed.

Program Length and Location

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

Program Web Site

www.pbcc.edu/cj

GENERAL EDUCATION REQUIREMENTS

	CREDITS
ENC 1101 College Composition 1	3
HSC 2100 Health Concepts & Strategies	3
MAT 1033 Intermediate Algebra	3
POS 1041 Introduction to American Government	3
SPC 1016 Fundamentals of Speech Communication	3
Any course from Humanities-Area II, or Natural Science-Area IV, or Social Science-Area V	3
Total General Education Requirements	18

REQUIRED COURSES

CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration or Criminal Justice	3
CGS 1570	Microcomputer Applications	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration 1	3
CJL 2100	Criminal Law	3

Total Required Course Credits 18

CORE PROGRAM REQUIREMENTS

CJB 1465	Injury and Death Investigation	3
CJB 1711	Introduction to Crime Scene Technology	3
CJB 1712	Crime Scene Photography 1	3
CJB 1721	Advanced Crime Scene Technology	3
CJB 1722	Crime Scene Photography 2	3
CJB 2703	Crime Scene Safety	2
CJB 2704	Courtroom Presentation of Scientific Evidence	3
CJB 2735	Fingerprint Classification	3
CJB 2736	Latent Fingerprint Development	3
CJB 2748	Biological Evidence	2

Total Required Core Program Credits 28

Total Program Credits 64

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2435.asp

Criminal Justice Technology AAS/AS

Limited Access

This degree program is a limited access program for the Criminal Justice Academy student (Corrections and Law Enforcement certificate program students) and/or the correction and law enforcement officer who wishes to advance in his or her career.

Program Description

The student must contact the Criminal Justice Institute regarding admission requirements to the Academies prior to entering the Criminal Justice Technology program. Course content includes police administration, criminal law, probation & parole, and criminal investigation.

Career Path Notes

Students who plan to transfer to the Florida Atlantic University Public Management program (B.S.) or the Florida Gulf Coast University Criminal Justice program (BPM) should meet with a criminal justice advisor prior to registering for courses. For information on transfer agreements, visit www.pbcc.edu/transfer/transall.asp.

Special Admissions Requirements

Students must have a minimum 2.0 GPA to be admitted into this program. Students who wish to be admitted to the Criminal Justice Institute should seek counseling from the Institute. Those who wish to be admitted to the A.A.S. or A.S. degree program should seek counseling from the Criminal Justice Department. This program requires that the student hold a Florida Law Enforcement or Corrections Certification or that the student plans to attend the PBCC Criminal Justice Institute for Law Enforcement or Corrections.

Completion Requirements

Successfully complete all of the courses in the program.

Program Length and Location

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

Program Web Site

www.pbcc.edu/cj

CORRECTIONS OFFICER TRACK

AAS A607 / AS 2605

GENERAL EDUCATION REQUIREMENTS	CREDITS
ENC 1101 College Composition 1	3
HSC 2100 Health Concepts & Strategies	3
MGF 1106 Liberal Arts Mathematics (A.S. students)	3
MAT 1033 Intermediate Algebra (A.A.S. students)	(3)
POS 1041 Introduction to American Government	3
SPC 1016 Fundamentals of Speech Communication	3
Any course from Humanities - Area II	3
Total Required General Education Credits	18

REQUIRED COURSES

CCJ 1010 Introduction to Criminology	3
CCJ 1020 Administration of Criminal Justice	3
CCJ 2500 Juvenile Delinquency	3
CGS 1570 Microcomputer Applications	3
CJE 1300 Police Administration 1	3
CJL 2100 Criminal Law	3
Total Required Course Credits	18

REQUIRED TRACK COURSES

CJD 1254L Medical First Responder	1
CJD 1773 Interpersonal Skills 1 – Corrections *	3
CJD 1772 Criminal Justice Communications - Corrections *	3
CJD 1742 Corrections Operation *	3
CJD 1750 Interpersonal Skills 2 - Corrections *	3
CJD 1760 Criminal Justice Legal 1 *	3
CJD 1771 Corrections Legal 2 *	1
HLP 1080 Physical Fitness 1	1
Total Required Track Course Credits	18

* These courses will articulate from PBCC's Criminal Justice Academies PSAV program.

ELECTIVES (CHOOSE 10 CREDITS)

CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner	3
CCJ 2940C Criminology Justice Intern Program	4
CJC 2162 Principles of Probation and Parole	3
CJE 1301 Police Administration 2	3
CJL 1062 Introduction to Constitutional Law	3
CJL 2130 Laws of Evidence	3
CJL 2403 Law of Arrest, Search & Seizure	3
CJT 2100 Criminal Investigation	3
CJT 2140 Introduction to Criminalistics	3
Total Required Elective Credits	10

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2605.asp

LAW ENFORCEMENT OFFICER TRACK

AAS A608 / AS 2606

GENERAL EDUCATION REQUIREMENTS	CREDITS
ENC 1101 College Composition 1	3
HSC 2100 Health Concepts & Strategies	3
MGF 1106 Liberal Arts Mathematics (A.S. students)	3
MAT 1033 Intermediate Algebra (A.A.S. students)	(3)
POS 1041 Introduction to American Government	3
SPC 1016 Fundamentals of Speech Communication	3
Any course from Humanities - Area II	3
Total Required General Education Credits	18

REQUIRED COURSES

CCJ 1010 Introduction to Criminology	3
CCJ 1020 Administration of Criminal Justice	3
CCJ 2500 Juvenile Delinquency	3
CGS 1570 Microcomputer Applications	3
CJE 1300 Police Administration 1	3
CJL 2100 Criminal Law	3
Total Required Course Credits	18

REQUIRED TRACK COURSES

CJD 1254L Medical First Responder	1
CJD 1730 Law Enforcement Legal 3 *	2
CJD 1731C Law Enforcement Patrol *	3
CJD 1734C Law Enforcement Investigations *	3
CJD 1760 Criminal Justice Legal 1 *	3
CJD 1761 Criminal Justice Legal 2 *	3
CJD 1762 Criminal Justice Communications Law Enforcement *	3
CJD 1763 Interpersonal Skills 1 - Law Enforcement*	3
HLP 1080 Physical Fitness 1	1
Total Required Track Course Credits	22

* These courses will articulate from the PBCC Criminal Justice Academies PSAV program.

ELECTIVES (CHOOSE SIX CREDITS)

CCJ 1191 Introduction to Human Behavior and the Criminal Justice Practitioner	3
CCJ 2940C Criminology Justice Intern Program	4
CJC 2162 Principles of Probation and Parole	3
CJE 1301 Police Administration 2	3
CJL 1062 Introduction to Constitutional Law	3
CJL 2130 Laws of Evidence	3
CJL 2403 Law of Arrest, Search & Seizure	3
CJT 2100 Criminal Investigation	3
CJT 2140 Introduction to Criminalistics	3
Total Required Elective Credits	6

Total Program Credits 64

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2606.asp

Emergency Medical Services AS 2449

This degree program is designed for the student who wishes to increase their opportunities in the EMS field.

Employment Opportunities

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

Program Description

In addition to the Paramedic Certificate, students will complete general education courses and electives.

Career Path Notes

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

Admission Requirements

The student entering the EMS A.S. degree program must have a current/valid Florida State EMT-Basic Certificate awarded by an American Medical Association (AMA) recognized and accredited institution or have completed the PBCC EMT Certificate program and be eligible for the state certification exam, which must be successfully passed during EMS 2620C.

Students who do not successfully complete any Paramedic courses may be required to take the co-requisite lecture or clinical course over. Course content includes aeromedical transport, personnel management, clinical experience, and computer applications.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 73. Approximate length: two years.
This program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/ems

GENERAL EDUCATION REQUIREMENTS

	CREDITS
ENC 1101 College Composition 1	3
SPC 1016 Fundamentals of Speech Communication	3
Any course from Humanities - Area II	3
Any course from Mathematics - Area III	3
Either course from Social Science - Area V	3
PSY 2012 General Psychology	
- or -	
SYG 2000 Introduction to Sociology	

Total Required General Education Credits 15

TECHNICAL CORE REQUIRED COURSES

EMS 1119 Emergency Medical Technician Basic *	(6)
EMS 1119L EMT-Basic Laboratory *	(3)
EMS 1431 EMT-Basic Hospital and Field Experience *	(2)
EMS 2620C Paramedic 1	12
EMS 2621C Paramedic 2	12
EMS 2622C Paramedic 3	5
EMS 2658 Paramedic Clinical 3	2
EMS 2659 Paramedic Field Internship	1
EMS 2664 Paramedic Clinical 1	4
EMS 2665 Paramedic Clinical 2	6

Total Required Technical Core Credits 53

ELECTIVES (FIVE CREDITS REQUIRED)

CGS 1570 Microcomputer Applications	3
EDF 2005 Foundations in Education	3
EDP 2002 Introduction to Educational Psychology	3
EMS 1331 Aeromedical Transport	3
HSC 1010 Introduction to Developmental Concepts for Health Care Providers	2
HSC 2100 Health Concepts and Strategies	3
HSC 2531 Medical Terminology	3
LIS 2004 Introduction to Internet Research	1
MNA 2100 Human Relations in Business	3
MNA 2303 Introduction to Public Personnel Management	3
MNA 2345 Principles of Supervision	3
POS 1041 Introduction to American Government	3
Any course(s) from Area IV - Natural Sciences	
Any FFP College Credit Course	

Total Elective Credits 5

Total Program Credits 73

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

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2449.asp

Fire Science Technology AS 2195

This degree program is designed for the current firefighter who wishes to advance in various fire service areas.

Program Description

Course content includes tactics & strategies, fire prevention, fire investigation, company officer, and fire apparatus & equipment.

Career Path Notes

Many of the core and elective classes in this curriculum articulate into the Florida State Fire College certificate programs. Some of the classes will articulate into more than one certificate. For more information about these certifications, visit www.pbcc.edu/fire.

The Fire Science program has an articulation agreement with Florida Atlantic University toward the Bachelor of Public Management program. Many other colleges and universities allow PBCC Fire Science graduates to transfer program credits into a four-year program. For information on articulation agreements in a course area, check the Web at www.pbcc.edu/transfer/transall.asp.

Special Admission Requirements

Other than the "Fire Inspector" classes which can be taken by civilian students, the technical proficiency needed for this program requires the student to be a certified firefighter or fire inspector before being accepted into any of the technical core or elective classes that make up this curriculum.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Total program credits: 60. Approximate program length: two years. Program is offered on the Lake Worth campus.

Program Web Site

www.pbcc.edu/fire

GENERAL EDUCATION REQUIREMENTS CREDITS

ENC 1101	College Composition 1	3
POS 1041	Introduction to American Government	3
SPC 1016	Fundamentals of Speech Communication	3
	Any course from Humanities - Area II	3
	Any course from Natural Sciences - Area IV	3

Total Required General Education Credits 15

REQUIRED COURSES

CGS 1570	Microcomputer Applications	3
FFP 1505	Fire Prevention	3
FFP 2120	Building Construction Fire Protection	3
FFP 2401	Hazardous Materials for Emergency Operations	3
FFP 2720	Company Officer and Leadership	3
FFP 2740	Fire Service Course Delivery	3
FFP 2780	Fire Service Administration	3
FFP 2810	Firefighting Strategy and Tactics 1	3
MNA 2303	Introduction to Public Personnel Management	3

MTB 1103	Business Mathematics 1	
- or -		
	Any course from Mathematics - Area III	3

Total Required Course Credits 30

ELECTIVES

Choose 15 credits

ENC 1210	Applied Communications or equivalent	3
FFP 1301	Fire Hydraulics	3
FFP 1302	Fire Apparatus and Equipment	3
FFP 1540	Private Fire Protection Systems	3
FFP 1824	Basic Incident Management System I-200	1
FFP 1825	Intermediate Incident Management System I-300	1
FFP 1832	Emergency Response to Terrorism	1
FFP 2111	Fire Chemistry	3
FFP 2402	Hazardous Materials for Emergency Operations 2	3
FFP 2510	Related Fire Codes and Standards	3
FFP 2521	Blueprint Reading and Plans Examination	3
FFP 2541	Private Fire Protection Systems 2	3
FFP 2604	Fire Investigation and Arson Detection	3
FFP 2606	Post Blast Investigations	3
FFP 2610	Fire Investigation: Origin & Cause	3
FFP 2630	Latent Investigations	3
FFP 2670	Legal Issues for Investigators	3
FFP 2706	Public Information Officer	3
FFP 2741	Fire Service Course Design	3
FFP 2770	Legal and Ethical Issues for Fire Service	3
FFP 2811	Firefighting Strategy and Tactics 2	3
HSC 2100	Health Concepts & Strategies	3

Total Elective Credits 15

Total Program Credits 60

For suggested course sequence, check the Web at www.pbcc.edu/transfer/2195.asp

Public Safety CWE

PBCC offers a complete line of continuing education courses to public safety personnel in many professions. In most cases, these classes are only available to professional personnel working in these positions.

LAW ENFORCEMENT

PBCC is the official provider of advanced and specialized training courses for Region 12 of the Florida Department of Law Enforcement. The course topics vary by semester. Please check the Web at www.pbcc.edu/cj/specializedcourses.asp for the current offerings.

FIRE/EMS

PBCC provides continuing education to Fire/EMS personnel in many areas including ACLS, BLS, specialized fire fighting topics and many other training opportunities. Check the Web at www.pbcc.edu/fire for more information.



Trade and Industrial

PSAV

Apprenticeship Programs
 Automotive Body Repair
 Automotive Service Technology
 Commercial Vehicle Driving – Tractor Trailer
 CDL Class A
 Cosmetology
 Diesel Technology
 Facials Specialty
 Heating, Ventilation, Air Conditioning
 and Refrigeration
 Machining Technology
 Nails Technician
 Welding Technology

CCC

Building Construction Specialist
 Drafting and Construction Technology

AAS/AS

Industrial (Operations) Management Technology
 Professional Pilot Technology
 SPECIALTY TRACKS:
 MAINTENANCE MANAGEMENT
 OPERATIONS
 PROFESSIONAL PILOT

Apprenticeship Programs PSAV

These PSAV programs are a combination of on-the-job training and related classroom instruction offered by PBCC for a private sector sponsor that is registered with the apprenticeship registration agency (Florida Department of Education).

Employment Opportunities

Apprenticeships are available in:

- Brick & Block Masonry Apprentice (5254)
- Carpentry Apprentice (5255)
- Electrical Apprentice (5170)
- Electrical Apprentice (5257)
- Fire Sprinkler Apprentice (5265)
- HVAC Tech Apprentice (5266)
- HVAC Tech Apprentice (5256)
- Painter Apprentice (5259)
- Pipefitting Apprentice (5260)
- Plasterer Apprentice (5261)
- Plumbing Apprentice (5174)
- Plumbing Apprentice (5262)
- Sheet Metal Fabrication Apprentice (5263)
- Structural Steel Apprentice (5258)
- Tiler Apprentice (5264)

Program Description

The student works during the day and attends classes two nights a week during the academic year, learning both the practical and theoretical aspects of a highly skilled occupation. Classes are held at various locations in central Palm Beach County.

Career Path Notes

The successful completer is awarded an apprenticeship completion certificate, which confirms eligibility nationally for industry recognition of journeyman status.

Admission Requirements

Apprentices are enrolled at PBCC in PSAV career certificate programs. The prospective student applies directly to the apprenticeship organization. Full-time employment with a participating sponsor is required of apprenticeship students.

Completion Requirements

Successfully complete all required courses.

Program Length and Location

Programs require from three to five years to complete. Programs are offered on the Lake Worth campus and at various off-site locations.

Automotive Body Repair PSAV 5461

This PSAV program's course content includes basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing and other miscellaneous repairs.

Employment Opportunities

This program is designed to prepare students for employment as automotive body-related repairers and in automobile body reconstruction.

Program Description

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. The student is also instructed in: use of hand and power tools; panel repairs; use of spray equipment; use of frame and alignment equipment; application of body fillers; paint systems; use of shop materials; glass replacement and use of oxyacetylene and plastic welders.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores:

Reading: 9; English: 9; Mathematics: 9.

Program Length and Location

Total program hours: 1,400. Approximate program length: 14 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A	Paint & Body Helper	
ARR 0011	Introduction to Collision Repair	120
ARR 0101	Collision Repair and Refinishing	120
ARR 0102	Collision Repair/Refinishing Intermediate	120
ARR 0103	Collision Repair/Refinishing Advanced	120
Group B	Auto Collision Estimator	
ARR 0020	Collision Estimating	120
Group C	Frame and Body Repairman	
ARR 0313	Frame and Body Repair	120
Group D	Automotive Refinishing	
ARR 0121	Automotive Refinishing	120
ARR 0122	Automotive Refinishing Intermediate	120
ARR 0123	Automotive Refinishing Advanced	120
Group E	Auto Body Repairer	
ARR 0241	Automotive Body Repair	120
ARR 0242	Automotive Body Repair Intermediate	120
ARR 0243	Automotive Body Repair Advanced	80
Total Program Hours		1,400

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5461.asp

Automotive Service Technology PSAV 5463

This PSAV program provides instruction in eight areas of automobile specialization. Student competencies to exit the program for employment are established by the National Automotive Technician Education Foundation (NATEF).

Employment Opportunities

This program is designed to prepare the student for employment and/or specialized training in the automotive service industry.

Program Description

Shop or laboratory activities are an integral part of the Automotive Service Technology program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

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

Program Length and Location

Total program hours: 1800. Approximate program length: 18 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A	Automotive Lube Technician	
AER 0006	Introduction to Automotive Services	150
Group B	Automotive Services Assistor	
AER 0033	Applied Academic for Automotive Technicians	75
AER 0801	Workplace Skills for Automotive Technicians	75
Group C	Engine Repair Technician	
AER 0110	Automotive Engine Repair	150
Group D	Automatic Transmission and Transaxle Technician	
AER 0250	Automotive Automatic Transmissions and Transaxles	150
Group E	Manual Transmission and Transaxle Technician	
AER 0270	Automotive Manual Transmissions and Transaxles	150
Group F	Automotive Suspension and Steering Technician	
AER 0450	Automotive Steering and Suspension	150
Group G	Automotive Brake Technician	
AER 0411	Automotive Brake Systems	150
Group H	Automotive Electrical/Electronic Technician	
AER 0315	Automotive Electrical and Electronic Systems 1	150
AER 0316	Automotive Electrical and	

	Electronic Systems 2	150
Group I	Automotive Heating and Air-Conditioning Technician	
AER 0171	Automotive Heating and Air Conditioning	150
Group J	Automotive Engine Performance Technician	
AER 0344	Automotive Engine Performance 1	150
AER 0345	Automotive Engine Performance 2	150
Total Program Hours		1800

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5463.asp

Commercial Vehicle Driving - Tractor Trailer CDL Class A PSAV 5206

This PSAV program is designed to prepare the student for licensing as a commercial vehicle driver. Classes are taught by an authorized agency contracted by PBCC.

Program Description

The purpose of this course is to educate and prepare an individual, who has no previous tractor-trailer driving experience, for entry-level employment within the truck/driving/transportation industry.

Career Path Notes

Completion of this program will enable the student to obtain a Florida Commercial Driver's License A/B. Class A Vehicle. A Class A vehicle is defined as any combination of vehicles with a gross weight rating (GVWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is more than 10,000 pounds.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Complete all required program courses.

Program Length and Location

Total program hours: 160. Approximate program length: 1 to 2 months. Program offered on the Belle Glade and Lake Worth locations, as well as off site.

REQUIRED COURSES	CLOCK HOURS
CDO 0100 Tractor Trailer Driver Training (CDL A)	160
Total Program Hours	160

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5206.asp

Cosmetology PSAV 5357

This PSAV program prepares the student for employment as a licensed cosmetologist.

Program Description

Instruction is designed to prepare the student to successfully pass the Florida Cosmetology License examination.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 8; Mathematics: 8.

Program Length and Location

Total program hours: 1,200. Approximate program length: one year for daytime students, two years for evening students. Program is offered on the Lake Worth campus.

REQUIRED COURSES	CLOCK HOURS
COS 0200 Cosmetology 1 - Introduction	120
COS 0301 Cosmetology 2 - Haircutting	120
COS 0400 Cosmetology 3 - Styling	120
COS 0600 Cosmetology 5 - Chemicals	120
COS 0700 Cosmetology 6 - Haircolor	120
COS 0870 Cosmetology 4 - Salon Management	120
CSP 0240 Facials	120
CSP 0010 Manicuring, Pedicuring & Nail Extensions	120
CSP 0011 Salon Practice Lab 2	120
CSP 0300 Salon Practice Lab 1	120
Total Program Hours	1,200

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5357.asp

Diesel Technology PSAV 5468

This PSAV program is designed to prepare the student for employment in a variety of occupations and careers found in the diesel engine/transportation industry.

Program Description

Program content includes shop organization, management and safety procedures, use of tools and equipment and applying math/science employability skills to diesel technology engine/vehicle repair, maintenance and transportation industry operations.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

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

Program Length and Location

Total program hours: 1,680. Approximate program length: 18 months. Program is offered on the Lake Worth campus and off site.

REQUIRED COURSES		CLOCK HOURS
Group A		
DIM 0004	Introduction to Diesel Mechanics	120
DIM 0006	Introduction to Diagnosis and Repair	120
DIM 0014	Basic Engine Systems and Applied Academics	120
Group B		
DIM 0302	Electrical and Electronic Principles	120
DIM 0303	Maintenance and Repair of Electrical Systems	120
Group C		
DIM 0103	Diesel Preventative Maintenance	120
Group D		
DIM 0104	Advanced Diesel Preventative Maintenance	120
Group E		
DIM 0007	Braking Systems	120
DIM 0008	Advanced Braking Systems	120
Group F		
DIM 0106	Hydraulic Systems	120
Group G		
DIM 0107	Heating and Air Conditioning	120
Group H		
DIM 0108	Steering and Suspension	120
Group I		
DIM 0201	Power Train Systems	120
DIM 0202	Advanced Power Train Systems	120
Total Program Hours		1,680

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5468.asp

Facials Specialty PSAV 5355

This PSAV program prepares the student for employment as a registered facial specialist.

Employment Opportunities

Instruction is designed to prepare the student to obtain a registration from the State Board of Cosmetology.

Program Description

The program is designed to provide competencies in different types of facials and spa skin care treatments. Hair removal and different types of make-ups are demonstrated and performed.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Successful completion of all required courses.

Program Length and Location

Total program hours: 260. Approximate program length: three months for daytime students, six months for evening students. This program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
CSP 0260	Facial Specialist	260
Total Program Hours		260

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5355.asp

Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267

This PSAV program's course content includes broad, transferable skills, and stresses the understanding of all aspects of the heating, air conditioning and refrigeration industry. The curriculum emphasizes operational functions of the HVAC industry such as management, finance, technical and production skills. The underlying principles of technology, labor issues, health, safety and environmental issues are also covered.

Employment Opportunities

This program is designed to prepare the student for employment in the heating, air conditioning and refrigeration industry.

Program Description

Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

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

Program Length and Location

Total program hours: 1,350. Program is offered on the Lake Worth campus and off site.

REQUIRED COURSES		CLOCK HOURS
Group A - Heating, A/C, and Refrigeration Helper		
ACR 0501	Introduction to HVAC/R Principles	120
ACR 0961	HVAC/R Field Work Experience 1	75
ACR 0510	HVAC/R Tools and Component Fabrication	120
Group B - Heating, A/C and Refrigeration Mechanic Assistant		
ACR 0530	Electricity for HVAC/R	120
ACR 0962	HVAC/R Field Work Experience 2	75
ACR 0706	Introduction to HVAC/R System Installations	120
Group C - Heating, A/C and Refrigeration Mechanics		
ACR 0307	Electronics and Refrigeration Systems	120
ACR 0622	Heating Service & System Troubleshooting	120
ACR 0430	Indoor Air Quality for Air Conditioning	120
ACR 0816	Installation & Repair of HVAC/R Systems	120
Group D - Heating, A/C and Refrigeration Technician		
ACR 0710	Commercial HVAC/R Mechanical Components	120
ACR 0066	Technical Engineering of HVAC/R Systems	120
Total Program Hours		1,350

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5267.asp

Machining Technology PSAV 5459

(This program is currently under revision.)

This PSAV program is designed to prepare the student for employment in the manufacturing industry.

Employment Opportunities

Student may find entry-level employment as machinists, machinist helpers, computer aided design/computer aided manufacturing (CAD/CAM) operators or programmers, and CAD/CAM machine operators or programmers.

Program Description

Course content includes safety issues of the manufacturing environment, associated math and blueprint reading skills, computer numerical control (CNC) programming, manufacturing planning/methods, inspection methods, coordinate measuring machine (CMM) use and related machining concepts and theories. Shop or laboratory activities are an integral part of the program and provide instruction in the various machine tools, machine accessories and programming techniques related to current industry standard and practices.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores: Reading: 9; English: 8; Mathematics: 9.

Program Length and Location

Total program hours: 1,560. Approximate program length: 13 months. Program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
Group A Machinist Helper		
PMT 0202	Introduction to Machining	120
PMT 0201	Shop Math, Blueprints and Measurements	120
Group B Machine Operator		
PMT 0211	Manual Machining	120
PMT 0230	Manual Machining Advanced	120
PMT 0229	Inspection Methods	120
Group C Machine Set-up Operator		
PMT 0500	Manufacturing Methods	120
PMT 0510	Manufacturing Methods Advanced	120
PMT 0260	Intro to CAD/CAM Programming	120
PMT 0250	Intro to CNC Machining	120
Group D Machinist		
PMT 0258	CNC Milling Methods	120
PMT 0259	CNC Lathe Methods	120
PMT 0228	Intro to Non-Conventional Machining	120
PMT 0265	Machining Technologies	120
Total Program Hours		1,560

For suggested course sequence, check the Web at www.pbcc.edu/transfer/5459.asp

Nails Technician PSAV 5356

This PSAV program prepares the student for employment as a registered nail specialist.

Employment Opportunities

Instruction is designed to prepare a student to obtain a registration from the State Board of Cosmetology.

Program Description

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Successful completion of all required courses.

Program Length and Location

Total program hours: 240. Approximate program length: 2.5 months for daytime students, 5 months for evening students. This program is offered on the Lake Worth campus.

REQUIRED COURSES	CLOCK HOURS
CSP 0013 Nail Specialist	240
Total Program Hours	240

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5356.edu

Welding Technology PSAV 5460

This program prepares the student for entry-level employment in a variety of occupations in the welding industry. The content includes, but is not limited to, communication skills, human relations, employability skills, safe and efficient work practices, reading blueprints, identifying metals and basic shop skills.

Program Description

Shop activities are an integral part of this program and provide instruction in the various processes and fabrication skills, including torch cutting, arc welding, MIG welding, flux core welding, TIG welding, pipe welding, certification test preparation, use of current industry standards, practices and techniques.

Career Path Notes

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

Admission Requirements

No high school diploma or GED is required.

Completion Requirements

Test of Adult Basic Education (TABE) minimum scores:

Reading: 9; English: 9; Mathematics: 9.

Program Length and Location

Total program hours: 1,170. Approximate program length: one year. Program is offered on the Lake Worth campus and off site.

REQUIRED COURSES	CLOCK HOURS
Group A	
PMT 0108 Introduction to Welding	120
PMT 0109 Introduction to Welding 2	120
Group B	
PMT 0126 Shielded Metal Arc Welding	120
PMT 0127 Shielded Metal Arc Welding Advanced	120
Group C	
PMT 0147 Gas Metal Arc Welding	120
Group D	
PMT 0143 Flux Cored Arc Welding	120
Group E	
PMT 0150 Gas Tungsten Arc Welding	120
PMT 0151 Gas Tungsten Arc Welding Advanced	120
Group F	
PMT 0167 Pipe Welding	120
PMT 0168 Pipe Welding Advanced	90
Total Program Hours	1,170

For suggested course sequence, check the Web at

www.pbcc.edu/transfer/5460.asp

Building Construction Specialist CCC 6223

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

Employment Opportunities

This credit program is designed to prepare the student for employment as a building construction specialist, or to provide supplemental training for persons previously or currently employed in the building construction field.

Program Description

Course content includes principles, procedures and theories of building construction including estimating, construction law, plans interpretation and construction management.

Career Path Notes

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

Admission Requirements

High school diploma or GED is required.

Completion Requirements

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

Program Length and Location

Total program credits: 18. Students may complete the program in one year if they attend full-time or two years part-time. The entire program is offered at Lake Worth campus in the evening.

REQUIRED COURSES	CREDITS
ETD 1100C Introduction to Technical Drawing	3
BCN 1272 Plans Interpretation	3
BCN 1210 Building Construction Materials	3
BCN 2253C Architectural Drafting 1	3
BCT 1770 Advanced Construction Estimating	3
SUR 1101C Basic Surveying and Mapping	3
Total Program Credits	18

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6223.asp

Drafting and Construction Technology CCC 6222

This college credit certificate program is designed to prepare the student for entry level employment in the drafting and construction fields.

Employment Opportunities

This credit program is designed to prepare the student for employment as a drafting specialist, construction specialist, or to provide supplemental training for persons previously or currently employed in the drafting/construction fields.

Program Description

Course content includes principles, procedures and theories of computer drafting including CAD, architectural drafting, technical drawing, and blueprint production.

Career Path Notes

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

Admission Requirements

High school diploma or GED is required.

Completion Requirements

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

Program Length and Location

Total program credits: 24. Students may complete the program in one year if they attend full-time or two years part-time. The entire program is offered at Lake Worth campus in the evening.

REQUIRED COURSES	CREDITS
ETD 1100C Introduction to Technical Drawing	3
ETD 1320C Introduction to Computer Drafting	3
BCN 1272 Plans Interpretation	3
BCN 1210 Building Construction Materials	3
BCN 2253C Architectural Drafting 1	3
BCN 2259C Architectural Drafting 2	3
BCN 2080C Architectural Drafting & Design 1	3
BCN 2081C Architectural Drafting & Design 2	3
Total Program Credits	24

For suggested course sequence, check the Web at www.pbcc.edu/transfer/6222.asp

Industrial (Operations) Management Technology AAS A194

This degree program is designed for the student who will seek immediate employment in the operations management field upon graduation or who desires advancement and is presently employed in construction related industries and other technical fields.

Employment Opportunities

Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of construction, architectural drafting/design and other related fields requiring a broad knowledge of technical and operational managerial skills.

Program Description

Course content includes a core of business, accounting and managerial courses coupled with a technical core curriculum from a variety of technical areas including apprenticeship programs, automotive programs, building construction, architectural drafting/design and other PSAV trade and industrial programs offered at PBCC.

Career Path Notes

Students who successfully complete the Building Construction Specialist C.C.C., the Drafting and Construction Technology C.C.C., PBCC apprenticeship programs or one of PBCC's PSAV certificate programs, may enroll in the A.A.S. in Industrial (Operations) Management Technology program and receive credits toward their degree credit requirements.

Admission Requirements

A high school diploma or GED is required. All required General Education courses must be completed with a grade of C or higher to apply toward the A.A.S. degree program.

Completion Requirements

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

Program Length and Location

Total program credits: 60. Students may complete the program in two years if they attend full-time or three years if they attend part-time. The entire program is offered at the Lake Worth campus in the evening. Some courses are available on other campuses (see schedules for availability or discuss with department chair or faculty).

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1	3
ENC 1210	Applied Communications	3
MTB 1103	Business Mathematics 1	
-or-		
Any course from Mathematics – Area III		3
SPC 1016	Fundamentals of Speech Communication	3
Any course from Social Science - Area V		3
Total Required General Education Credits		15
MANAGEMENT CORE REQUIREMENTS		
CGS 1570	Microcomputer Applications	3
ETI 1701	Environmental Health and Safety	3
MAN 2021	Principles of Management	3
MNA 2100	Human Relations in Business	3
MNA 2345	Principles of Supervision	3
Total Required Management Core Credits		15
TECHNICAL SKILL ARTICULATION CREDIT REQUIREMENTS		
Complete one of the following PBCC programs:		
College Credit Certificate:		
Building Construction Specialist CCC 6223		18
Drafting and Construction Technology CCC 6222		24
Apprenticeship Program:		
Building Trades Apprenticeship (Journey person Status)		24
PSAV Program:		
Automotive Body Repair PSAV 5461		24
Automotive Service Technology PSAV 5463		24
Diesel Technology PSAV 5468		24
Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267		24
Welding Technology PSAV 5460		24
Total Required Technical Skill Articulation Credits		18/24
ELECTIVES: (6/12 CREDITS BY ADVISEMENT)		
Business Management Elective Option:		
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
GEB 1011	Introduction to Business	3
MAR 2011	Principles of Marketing	3
SBM 2000	Small Business Management	3
Construction Management Elective Option:		
BCT 1743	Construction Law	3
BCT 1750	Construction Finance	3
BCT 2730	Construction Supervision Procedure	3
ETC 1202	Construction Documents	3
ETD 1320C	Introduction to Computer Drafting	3
ETI 1110	Quality Management	3
ETI 1446	Project Management	3
Total Required Elective Credits		6/12
Total Program Credits		60

For suggested course sequence, check the Web at
www.pbcc.edu/transfer/A194.asp

Professional Pilot Technology AAS/AS

This program offers three tracks. They are designed to prepare the student to work in flight operations management, to become a commercial pilot, or to allow the individual who currently holds the Airframe Certificate and/or Powerplant Mechanics Certificate issued by the Federal Aviation Administration (FAA) to pursue a two-year degree that will give management skills and knowledge for advancement within the aviation maintenance or flight operation industry.

Program Description

MAINTENANCE MANAGEMENT TRACK

AAS A161 / AS 2171

This program track is designed to allow the individual who currently holds (1) an Airframe Certificate and (2) a Powerplant Mechanics Certificate, issued by the Federal Aviation Administration (FAA), to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry.

College credit toward the A.A.S. and A.S. degrees will be awarded for the following current FAA certificates (See Experiential Learning, Award of Credit):

- Airframe Mechanic Certificate - provides 12 credit hours
- Powerplant Mechanic Certificate - provides 12 credit hours.

OPERATIONS TRACK AAS A162 / AS 2172

The following credit is given to the student who holds the Private Pilot Certificate:

- ATF 1100 Flight - Private 3
- ATT 1100 Private Pilot Ground School 3

PROFESSIONAL PILOT TRACK AAS A163 / AS 2197

The following credit shall be given if the student holds these certificates:

- Private Pilot Certificate provides: 6 credit hours for ATF 1100 and ATT 1100.
- Instrument Certificate provides: 12 credit hours for ATF 1100, ATF 2300, ATT 1100 and ATT 2120.
- Commercial Pilot Certificate provides: 12 credit hours for ATF 1100, ATF 2200, ATT 1100 and ATT 2110.

Students enrolling in the Professional Pilot Technology A.A.S. or A.S. degree program at Palm Beach Community College must follow these procedures to receive credit for flight courses required to complete these degrees.

1. All flight time must be logged and certified by an FAA-certified flight instructor for the rating for which credit is being sought.
 2. Minimum flight time requirements for Part 61 (minimum 40 hours) or Part 141 (minimum 35 hours) Federal Aviation Regulations (FAR) must be met.
 3. All written examinations required for the rating sought must be passed with a minimum grade as specified by the FAA.
- A. Written proof of passing the required FAA check ride must be submitted to the department chair before credit can be granted for the following courses: ATF 1100, ATF 2200, ATF 2300, ATF 2400, ATF 2500.

B. Proof of passing the appropriate FAA written examination with a grade of 85 percent or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the department chair: ATT 1100, ATT 2120.

4. To qualify for reduced flight-time requirements under FAR Part 141, the student must take flight training from an approved flight school and ground training from an approved ground school. The department chair will provide a list of currently approved flight schools for the student.

Career Path Notes

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

Admission Requirements

Effective 2005, Federal Law under the Transportation Security Administration requires specific identification documents for this program. Please refer to www.pbcc.edu/Admissions/FlightReq.asp for more information, or contact the program manager at (561) 868-3474.

Completion Requirements

Successfully complete all program requirements.

Program Length and Location

Total program credits: 64. Approximate program length: two years. Program is offered on the Lake Worth campus and off site.

MAINTENANCE MANAGEMENT TRACK

AAS A161 / AS 2171

GENERAL EDUCATION REQUIREMENTS		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Applied Communications (A.A.S. students)	(3)
MAC 1105	College Algebra (A.S. students)	3
MTB 1103	Business Mathematics 1 (A.A.S. students)	(3)
SPC 1016	Fundamentals of Speech Communication	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
Total Required General Education Credits		15
REQUIRED COURSES		
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	2
AVM 2010	Aerospace and Air Travel	3
	- or the following two courses:	
ATF 2500	Certified Flight Instructor	(1)
	- and -	
ATT 2131	Flight Instructor Ground School	(2)
BUL 2241	Business Law 1	3
CGS 1030	PC Starter	1
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
PHY 1001	Applied Physics (A.S. students)	3
ATT 1100	Private Pilot Ground School (A.A.S. Students)	(3)
	Power Plant Certificate	12
	Airframe Certificate	12
Total Required Course Credits		45

ELECTIVES**Choose 4 credits**

ATF 2400 Multi-Engine Flight	1
(or other course approved by department chair)	(1)
Course approved by department chair	3

Total Required Elective Credits	4
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Total Program Credits	64
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For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2171.asp

OPERATIONS TRACK AAS AI62 / AS 2172**GENERAL EDUCATION REQUIREMENTS CREDITS**

ENC 1101 College Composition 1 (A.S. students)	3
ENC 1210 Applied Communications (A.A.S. students)	(3)
MAC 1105 College Algebra (A.S. students)	3
MTB 1103 Business Mathematics 1 (A.A.S. students)	(3)
SPC 1016 Fundamentals of Speech Communication	3
Any course from Humanities - Area II	3
Any course from Social Science - Area V	3

Total Required General Education Credits	15
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REQUIRED COURSES

ACG 2022 Financial Accounting	4
ASC 1210 Aero-Meteorology	3
ASC 1310 Aero-Safety and Regulations	2
ASC 1640 Propulsion Systems	3
ATT 1100 Private Pilot Ground School	3
AVM 2010 Aerospace and Air Travel	3
- or the following two courses:	
ATF 2500 Certified Flight Instructor	(1)
- and -	
ATT 2131 Flight Instructor Ground School	(2)
BUL 2241 Business Law 1	3
CGS 1570 Microcomputer Applications	3
ECO 2013 Principles of Macroeconomics	3
ESC 1000 Earth Science	3
GEB 1011 Introduction to Business	3
GEA 1000 Principles of Geography and Conservation (A.A.S. students)	(3)
MAN 2021 Principles of Management	3
PHY 1001 Applied Physics (A.S. students)	3
POS 1001 Introduction to Political Science	3
SBM 2000 Small Business Management	3

Total Required Course Credits	45
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ELECTIVES**Choose 4 credits**

ATF 2400 Multi-Engine Flight	1
(or other course approved by department chair)	(1)
Course approved by department chair	3

Total Required Elective Credits	4
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Total Program Credits	64
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For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2172.asp

PROFESSIONAL PILOT TRACK

AAS AI63 / AS 2197

GENERAL EDUCATION REQUIREMENTS CREDITS

ENC 1101 College Composition 1 (A.S. students)	3
ENC 1210 Applied Communications (A.A.S. students)	(3)
MAC 1105 College Algebra (A.S. students)	3
MTB 1103 Business Mathematics 1 (A.A.S. students)	(3)
SPC 1016 Fundamentals of Speech Communication	3
Any course from Humanities - Area II	3
Any course from Social Science - Area V	3

Total Required General Education Credits	15
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REQUIRED COURSES

ASC 1101 Aero-Navigation	3
ASC 1210 Aero-Meteorology	3
ASC 1310 Aero-Safety and Regulations	2
ASC 1640 Propulsion Systems	3
ASC 2550 Aerodynamics	3
ATF 1100 Flight - Private	3
ATF 1150 Intermediate Flight Lab	1
ATF 1600 Basic Flight Simulator	1
ATF 2200 Flight - Commercial 1	3
ATF 2250 Advanced Flight Lab	1
ATF 2300 Instrument Flight	3
ATF 2400 Multi-Engine Flight	1
ATF 2605 Intermediate Flight Simulator	1
ATF 2610 Advanced Instrument Flight Simulator	1
ATT 1100 Private Pilot Ground School	3
ATT 2120 Instrument Ground School	3
ATT 2110 Commercial Pilot Ground School	3
AVM 2010 Aerospace and Air Travel	3

- or the following two courses:

ATF 2500 Certified Flight Instructor Flight	(1)
- and -	

ATT 2131 Flight Instructor Ground School	(2)
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CGS 1030 PC Starter	1
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PHY 1001 Applied Physics (A.S. students)	3
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GEA 1000 Principles of Geography and Conservation (A.A.S. students)	(3)
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Total Required Course Credits	45
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ELECTIVES

ATF 2691 Instrument Refresher Simulator Laboratory	1
(or course approved by department chair)	

ENC 1210 Applied Communications (A.S. students)	
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- or -	
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ENC 1102 College Composition 2	3
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Total Required Elective Credits	4
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Total Program Credits	64
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For suggested course sequence, check the Web at

www.pbcc.edu/transfer/2197.asp



Florida's Statewide Course Numbering System

All public two and four-year colleges and universities in Florida and thirty-three participating private schools assign course numbers using the Florida's Statewide Course Numbering System (SCNS). This common course numbering system is used to assist in transferring course credit between participating colleges and universities.

Each participating school controls the title, credit, content, and level of each course they offer. The level is the first number in the course number. It generally tells the year or level at which this course is offered. (Ex. SYG 1010 is a freshman level course.) This number does not affect the transferability of a course. The course level numbers at PBCC are as follows:

- 0*- college prep credit, vocational prep, and PSAV (do not transfer),
- 1 - freshman year, and
- 2 - sophomore year.

*Some EAP college preparatory courses are level "1" courses but do not transfer. These courses will be listed as "institutional credit" in the course descriptions.

EXAMPLE OF COURSE IDENTIFIER

NAME	EXAMPLE
PREFIX	Sociology, General
LEVEL CODE	Freshman Level at this institution
CENTURY DIGIT	Entry-Level > General Sociology
DECADE DIGIT	Survey Course
UNIT DIGIT	Social Problems
LAB CODE	No laboratory component in this course

SYG 1010

THE COURSE PREFIX

The course prefix is a three-letter grouping that stands for a major division of an academic discipline, subject area, or sub-category of knowledge. (Ex. SYG stands for General Sociology). The prefix does not identify the department which offers a course. Instead, the course content determines the prefix given to a course.

The course identifier, the prefix and the last three numbers of the course numbers (Ex. SYG _010), are assigned by members of faculty discipline committees appointed by the Florida Department of Education in Tallahassee. These committees are made up of a balance of faculty from two- and four-year, public and private, participating schools that offer this subject area or specialization.

SYG _010 is a survey course in social problems offered by 35 different two- and four-year colleges and universities in Florida. Each school uses "SYG_010" to identify its social problems survey course. The title may vary at each school and the level code (see paragraph two under Florida Statewide Course Numbering System) may differ. Some community colleges offer SYG 1010, American Social Problems. The freshman level code number does not affect transferability. "SYG" means "Sociology, General," the century number "0" represents "Entry-level General Sociology," the decade number "1" represents "Survey Course," and the unit number "0" represents "Social Problems."

In science and other areas, some courses will have a "C" or "L" after the course number. The "C" stands for a combined lecture and lab course that meets in the same place at the same time. The "L" stands for a lab course or the lab part of a course with the same number, which meets at a different time or place.

GENERAL RULE FOR EQUAL COURSES

Transfer of any successfully completed course from one school to another school is guaranteed in cases where the transfer course has the same course identifier as the one offered by the receiving school. Transferable courses have the same identifier and equal faculty credentials at the host school and the receiving school. For example, SYG 1010 is offered at some community colleges. The same course is offered at a participating four-year school as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed transfer credit for SYG 2010 at any participating four-year school in Florida to which the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equal to SYG 2010. With a few exceptions, transfer credit must be awarded for successfully completed equal courses. It must be used by the participating two- or four- year school to satisfy degree requirements in the same way it would be used for the same credits earned by students who attend the receiving school. Receiving schools have the preroga-

tive of offering transfer credit for other successfully completed courses in addition to equal transfer courses.

EXCEPTIONS TO THE GENERAL RULE FOR EQUAL COURSES

The following courses are exceptions to the general rule for course equality and may not transfer. The ability of these courses to transfer is up to the receiving school:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution
- G. For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course

College preparatory, vocational preparatory, and PSAV courses (level "0" or "1" courses - see second paragraph under Florida Statewide Course Numbering System) may not be used to meet A.A. degree requirements and cannot be transferred.

AUTHORITY FOR ACCEPTANCE OF EQUAL COURSES

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Academic Services at PBCC (561) 868-3893 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may

be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427.

Course Prefixes by Subject Area

The following is a list of course prefixes, arranged by subject areas. Because some prefixes may apply to more than one subject area, there may be duplications. For current course offerings, consult the Palm Beach Community College Schedule of Classes, available through the Registrar's Office at your location or the online class schedule at www.pbcc.edu/pantherweb.

Accounting	ACG, ACO, APA, TAX
Acting	TPP
Administrative Assistant	OCA, OTA
Adult Echo Sonography	SON
Aeronautics/Aviation Science	ASC, ATF, ATT, AVM
American History	AMH
American Literature	AML
Anatomy and Physiology	BSC
Anthropology	ANT
Applied Welding Technology	PMT
Architectural Design	ARC
Art	ART
Art History	ARH
Astronomy	AST
Automotive Repair and Service	AER, ARR
Biological Sciences	BOT, BSC, MCB, OCE, PCB, ZOO
Biotechnology	BSC
Bookkeeping	APA
Botany	BOT
Bricklayer	BCA
Building Construction	BCA, BCN, BCT, PTA
Business	BAN, GEB, SBM
Business Law	BUL
Carpentry	BCA
Chemistry	CHM
Child Care and Development	CHD, DEP, EEC, HEV
College Preparatory Courses	EAP, ENC, ESL, MAT, REA
Commercial Art	ART, GRA
Commercial Driving	CDO
Computers-Drafting	ETD
Computers-Engineering, PC Support, Programming, Security, and Technology	CEN, CET, CGS, CIS, COP, CTS
Computers-General Studies	CGS
Cosmetology	COS, CSP
Creative Writing	CRW
Crime Scene Technology	CJB
Criminal Justice	CCJ, CJD, CJE, CJT, CJK
Dance	DAA, DAN
Dental Assisting	DEA
Dental Hygiene	DEH, DES
Dietetics	DIE, FSS, HUN
Diesel Technology	DIM
Drafting and Construction	EGS, ETD, ETI
Earth Science	ESC

Early Childhood Education	EEC	Marketing	MAR, MKA
Ecology	PCB	Mass Communications	MMC
Economics	ECO, ECS	Massage Therapy	MSS
Education	EEC, EDF, EDG, EDP, EME	Mathematics	MAC, MAP, MAS, MAT, MGF, MTB, MTG, STA
Educational Assisting	EDF, EDG, EDP, EME	Mechanical Drafting	ETD
Educational Preparation Institute	EPI	Medical Assisting, Coder/Biller, and Transcription	HIM, MEA, MRE, MTS, OST, OTA
Electronics Engineering and Technology	EET, EEV	Music-Applied	MVB, MVJ, MVK, MVP, MVS, MVV, MVW
Emergency Medical Services	EMS	Music-General	MUC, MUE, MUH, MUL, MUN, MUS, MUT
Emergency Medical Technician	EMS	Nail Specialist	COS, CSP
Engineering Technology	EGS, ETD, ETI	Nursing	NUR
English as a Second Language	EAP, ESL	Nutrition	DIE, HUN
English Language/Literature	AML, CRW, ENC, ENL, LIT	Oceanography	OCE
Environmental Science	EVR, EVS, GLY, PCB	Office Administration	OCA, OFT, OST, OTA
Facial Specialist	COS, CSP	Paralegal	PLA
Film, Television, and Motion Picture Technology	FIL, RTV	Paramedic	EMS
Finance	FIN	Patient Care Assistant	HCP
Fire Fighter and Fire Science	FFP	Pest Management	IPM
Fire Sprinkler	BCA	Philosophy	PHI
Food Science	FOS, FSS	Photography	PGY
French Language	FRE	Physical Education and Fitness	HLP, PEO, PEP, PET
Geography	GEA	Physical Science	AST, ESC, GLY, PSC
Geology	GLY	Physics	PHY
German Language	GER	Pipefitter	PTA
Gerontology	GEY	Plasterer	BCA
Government	CPO, POS	Plumbing	BCA
Graphic Arts/Graphic Design	GRA	Political Science	POS
Health Education, Safety and Sciences	HSC	Practical Nursing	PRN
Heating, Ventilation, Air Conditioning and Refrigeration	ACR	Professional Pilot Technology	ASC, ATF, ATT, AVM
Heavy Duty Truck/ Bus Mechanics	DIM	Psychology	CLP, DEP, PSY, SOP
History	HIS	Public Relations	PUR
Horticulture	BOT, GCO, HOS, LDE, ORH, PLS, PMA, SOS	Public Safety Telecommunicator	CJD
Hospitality and Tourism	HFT	Radiography	RTE
Human Services	HUS	Reading (College Preparatory)	REA
Humanities	HUM	Real Estate	REE
Industrial (Operations) Management Technology	BCA, BCT, BCN, ETD, ETI	Religion	REL
Information Management	CEN, CGS, CIS, COP, CTS	Respiratory Care	RET
Insurance, Annuities and General Lines	RMI	Sheet Metal	PTA
Interdisciplinary, Honors	IDH, IDS	Social Sciences	SYG
Interior Design	IND	Social Work	SOW
International Studies	INR	Sociology	SYG
Internet Services	CEN, CGS, CIS, COP	Sonography	SON
Iron Worker	PTA	Spanish Language	SPN
Journalism	JOU	Speech Communications	SPC
Landscape and Horticulture	BOT, GCO, HOS, LDE, ORH, PLS	Statistics	STA
Library Science (Research)	LIS	Student Life Skills	SLS
Literature	AML, ENL, LIT	Surgical Technology	STS
Machining Technology	PMT	Surveying, Land	SUR
Magnetic Resonance Imaging, Tomography	SON	Taxes	TAX
Management	MAN, MNA, SBM	Television	RTV
Manufacturing, Robotic/Automated	ETI	Theater Arts	THE, TPA, TPP
		Tile Setter	BCA
		Vocational Preparatory	VPI
		Water/Waste Water Management	EVS
		Web Development and Design	CEN, CGS, CIS, COP
		Word Processing	OST
		World History	WOH
		Zoology	ZOO

Introduction to Course Listings

The course list for the PBCC 2006-2007 Catalog is in alphabetical order by course prefix. The course list contain the full title of the course, initials of the degree/certificate program to which the course may be applied and the number of credits/clock hours earned upon successful completion of the course. This information is followed by the necessary prerequisites and corequisites for the course.

New or revised courses may have incomplete course number information at the time of this printing. For new courses, the proposed prefix followed by "0, 1 or 2 XXX" will be used for the course number. For revised courses, the original course number will be used followed by the proposed information change in parentheses, if applicable.

Courses that are Gordon Rule and/or General Education courses will have a (*) at the end of the course listing to remind students that they must complete placement testing and remediation before taking these courses. These courses do not count toward Gordon Rule and General Education unless they are completed with a "C" or higher.

Please check the on-line listing of courses at panthernet.pbcc.edu/listcrs.cgi for full course descriptions and up-to-date course number information. You can also contact the campus location Registrar's office.

When considering enrollment in courses offered at PBCC, students in associate in applied science, associate in science or certificate programs should refer to the program descriptions in this catalog for the list of required and elective courses within in their program. For suggested course completion order, go to www.pbcc.edu/transfer/sequence.asp to see the most recent course configuration. Associate in arts students should remember that transferability of a course to a four-year institution may be based on completion of the associate degree. For more information on course transferability, contact a PBCC academic advisor, an academic advisor at the targeted four-year school, www.facts.org, or www.pbcc.edu/transfer to obtain information updates on degree requirements before enrolling in courses.

- ACG 2022 Financial Accounting** (AA)
4 credits (4 lecture hours)
- ACG 2071 Managerial Accounting** (AA)
3 credits (3 lecture hours)
Prerequisite: ACG 2022
- ACG 2100 Intermediate Accounting** (AS)
3 credits (3 lecture hours)
Prerequisite: ACG 2071
- ACG 2360 Cost Accounting** (AS)
3 credits (3 lecture hours)
Prerequisite: ACG 2071
- ACG 2450 Microcomputer Operations Accounting** (AS)
3 credits (3 lecture hours)
- ACO 0101 Beginning Bookkeeping I** (PSAV)
100 clock hours
Prerequisites: OTA 0100, OTA 0131, OTA 0421, and OTA 0423 or instructor's permission required
- ACO 0102 Advanced Bookkeeping** (PSAV)
200 clock hours
- ACO 0201 Beginning Bookkeeping 2** (PSAV)
100 clock hours
Prerequisite: ACO 0101
- ACO 0202 Advanced Bookkeeping 2** (PSAV)
100 clock hours
Prerequisite: ACO 0102
- ACO 0601 The Accounting Environment I** (PSAV)
100 clock hours
- ACO 0605 The Accounting Environment II** (PSAV)
100 clock hours
- ACO 0949 Accounting Externship** (PSAV)
100 clock hours
- ACO 2661 Accounting Information Systems** (AS)
3 credits (3 lecture hours)
Prerequisite: ACG 2071
- ACR 0066 Technical Engineering of HVAC/R Systems** (PSAV)
120 clock hours
- ACR 0307 Electronics and Refrigeration Systems** (PSAV)
120 clock hours
- ACR 0430 Indoor Air Quality for Air Conditioning** (PSAV)
120 clock hours
- ACR 0501 Introduction to HVAC/R Principles** (PSAV)
120 clock hours
- ACR 0510 HVAC/R Tools and Component Fabrication** (PSAV)
120 clock hours
- ACR 0530 Electricity for HVAC/R** (PSAV)
120 clock hours
- ACR 0622 Heating Service and System Trouble Shooting** (PSAV)
120 clock hours

ACR 0706	Introduction to HVAC/R System Installations (PSAV) <i>120 clock hours</i>	ACR 0943	Air Conditioning and Refrigeration Apprenticeship IV (PSAV) <i>108 clock hours</i>
ACR 0710	Commercial HVAC/R Mechanical Components (PSAV) <i>120 clock hours</i>	ACR 0944	Air Conditioning and Refrigeration Apprenticeship V (PSAV) <i>108 clock hours</i>
ACR 0816	Installation and Repair of HVAC/R Systems (PSAV) <i>120 clock hours</i>	ACR 0945	Air Conditioning and Refrigeration Apprenticeship VI (PSAV) <i>108 clock hours</i>
ACR 0930R	Air Conditioning and Refrigeration Apprenticeship Co-op (First Year) (PSAV) <i>273 clock hours</i>	ACR 0946	Air Conditioning and Refrigeration Apprenticeship VII (PSAV) <i>108 clock hours</i>
ACR 0931R	Air Conditioning and Refrigeration Apprenticeship Co-op (First Year-Summer) (PSAV) <i>300 clock hours</i>	ACR 0947	Air Conditioning and Refrigeration Apprenticeship VIII (PSAV) <i>108 clock hours</i>
ACR 0932R	Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year) (PSAV) <i>273 clock hours</i>	ACR 0948	Air Conditioning and Refrigeration Apprenticeship IX (PSAV) <i>108 clock hours</i>
ACR 0933R	Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year-Summer) (PSAV) <i>300 clock hours</i>	ACR 0949	Air Conditioning and Refrigeration Apprenticeship X (PSAV) <i>108 clock hours</i>
ACR 0934R	Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year) (PSAV) <i>273 clock hours</i>	ACR 0961	HVAC/R Field Work Experience 1 (PSAV) <i>75 clock hours</i>
ACR 0935R	Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year-Summer) (PSAV) <i>300 clock hours</i>	ACR 0962	HVAC/R Field Work Experience 2 (PSAV) <i>75 clock hours</i>
ACR 0936R	Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year) (PSAV) <i>273 clock hours</i>	AER 0006	Introduction to Automotive Services (PSAV) <i>150 clock hours</i>
ACR 0937R	Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year-Summer) (PSAV) <i>300 clock hours</i>	AER 0033	Applied Academics for Automotive Technicians (PSAV) <i>75 clock hours</i>
ACR 0938R	Air Conditioning and Refrigeration Apprenticeship Co-op (Fifth Year) (PSAV) <i>273 clock hours</i>	AER 0110	Automotive Engine Repair (PSAV) <i>150 clock hours</i>
ACR 0939R	Air Conditioning and Refrigeration Apprenticeship Co-op (Fifth Year-Summer) (PSAV) <i>300 clock hours</i>	AER 0171	Automotive Heating and Air Conditioning (PSAV) <i>150 clock hours</i>
ACR 0940	Air Conditioning and Refrigeration Apprenticeship I (PSAV) <i>108 clock hours</i>	AER 0250	Automotive Automatic Transmissions and Transaxles (PSAV) <i>150 clock hours</i>
ACR 0941	Air Conditioning and Refrigeration Apprenticeship II (PSAV) <i>108 clock hours</i>	AER 0270	Automotive Manual Transmissions and Transaxles (PSAV) <i>150 clock hours</i>
ACR 0942	Air Conditioning and Refrigeration Apprenticeship III (PSAV) <i>108 clock hours</i>	AER 0315	Automotive Electrical and Electronic Systems 1 (PSAV) <i>150 clock hours</i>
		AER 0316	Automotive Electrical and Electronic Systems 2 (PSAV) <i>150 clock hours</i>
		AER 0344	Automotive Engine Performance 1 (PSAV) <i>150 clock hours</i>
		AER 0345	Automotive Engine Performance 2 (PSAV) <i>150 clock hours</i>
		AER 0411	Automotive Brake Systems (PSAV) <i>150 clock hours</i>

AER 0450	Automotive Steering And Suspension (PSAV) 150 clock hours	APA 2172	Computerized Bookkeeping (AS) 4 credits (4 lecture hours) Prerequisites: APA 1111 (OR ACG 2022), CGS 1570
AER 0801	Workplace Skills for Automotive Technicians (PSAV) 75 clock hours	ARC 1301C	Architectural Design I (AA) 4 credits (3 lecture hours, 2 lab hours) Corequisite: ARC 1701
AMH 2010	United States History to 1865 (AA) 3 credits (3 lecture hours)(*)	ARC 1302C	Architectural Design II (AA) 4 credits (3 lecture hours, 2 lab hours) Prerequisites: ARC 1301C, ARC 1701; Corequisite: ARC 2201
AMH 2010	Honors United States History to 1865 (AA) 3 credits (3 lecture hours) Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing (*)	ARC 1701	History of Architecture (AA) 3 credits (3 lecture hours)
AMH 2020	United States History from 1865 to Present (AA) 3 credits (3 lecture hours)(*)	ARC 1702	Architectural History II (AA) 3 credits (3 lecture hours) Prerequisite: ARC 1701
AMH 2020	Honors United States History from 1865 to Present (AA) 3 credits (3 lecture hours) Prerequisite: Cumulative GPA 3.5, or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing (*)	ARC 2201	Theory of Architecture (AA) 3 credits (3 lecture hours) Prerequisite: ARC 1301C; Corequisite: ARC 1302C
AMH 2091	African-American History (AA) 3 credits (3 lecture hours)	ARC 2303C	Architectural Design III (AA) 4 credits (3 lecture hours, 2 lab hours) Prerequisites: ARC 1302C, ARC 2201 (or ARC 2212) Corequisite: ARC 2461
AML 2010	American Literature to 1865 (AA) 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1121 (*)	ARC 2304C	Architectural Design IV (AA) 4 credits (3 lecture hours, 2 lab hours) Prerequisites: ARC 2303C and ARC 2461; ARC 2501
AML 2010	Honors American Literature to 1865 (AA) 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1121 and a GPA of 3.5 (*)	ARC 2461	Materials and Methods of Construction I (AA) 3 credits (3 lecture hours) Prerequisite: ARC 2302
AML 2020	American Literature After 1865 (AA) 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1121 (*)	ARC 2501	Structures (AA) 3 credits (3 lecture hours) Prerequisite: MAC 2233
AML 2020	Honors American Literature After 1865 (AA) 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1121 and a GPA of 3.5 (*)	ARH 1000	Art Appreciation (AA) 3 credits (3 lecture hours)(*)
AML 2600	African American Literature (AA) 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1121 (*)	ARH 1000	Honors Art Appreciation (AA) Prerequisites: 3.5 GPA or recommended test scores of ACT Enhanced-26, SAT I-1170 combined score or FCELPT (CPT) 97-reading and 100 writing (*)
AML 2600	Honors African American Literature (AA) 3 credits (3 lecture hours) Prerequisites: A grade of "C" or higher in ENC 1101 or ENC 1121 and cumulative 3.5 GPA (*)	ARH 1955	History and Appreciation of Art (AA) 3 credits (3 lecture hours)
AML 2631	Hispanic American Literature (AA) 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1121	ARH 2050	Art History I (AA) 3 credits (3 lecture hours) (*)
ANT 2000	Anthropology (AA) 3 credits (3 lecture hours)(*)	ARH 2051	Art History II (AA) 3 credits (3 lecture hours) (*)
APA 1111	Bookkeeping I (AS) 3 credits (3 lecture hours)	ARR 0011	Introduction to Collision Repair (PSAV) 120 clock hours
APA 1121	Bookkeeping II (AS) 3 credits (3 lecture hours) Prerequisite: APA 1111	ARR 0020	Collision Estimating (PSAV) 120 clock hours
		ARR 0101	Collision Repair and Refinishing (PSAV) 120 clock hours
		ARR 0102	Collision Repair and Refinishing - Intermediate (PSAV) 120 clock hours

ARR 0103	Collision Repair and Refinishing - Advanced (PSAV) 120 clock hours	ART 2401C	Printmaking II (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 2400C
ARR 0121	Automotive Refinishing (PSAV) 120 clock hours	ART 2500C	Painting I (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C
ARR 0122	Automotive Refinishing-Intermediate (PSAV) 120 clock hours	ART 2501C	Painting II (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 2500C
ARR 0123	Automotive Refinishing-Advanced (PSAV) 120 clock hours	ART 2502C	Figure Painting (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1301C and ART 2500C or instructor's permission required
ARR 0241	Automotive Body Repair (PSAV) 120 clock hours	ART 2600C	Digital Imagery for the Fine Artist (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1201C
ARR 0242	Automotive Body Repair-Intermediate (PSAV) 120 clock hours	ART 2701C	Sculpture I (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1203C or instructor's permission required
ARR 0243	Automotive Body Repair-Advanced (PSAV) 80 clock hours	ART 2710C	Stone Carving (AA) 2 credits (1 lecture hour, 3 lab hours) Prerequisite: ART 2701C or instructor's permission required
ARR 0313	Frame and Body Repair (PSAV) 120 clock hours	ASC 1101	Aero-Navigation (AS) 3 credits (3 lecture hours) Prerequisite: ATT 1100
ARR 0960	Employability and Entrepreneurship (PSAV) 40 clock hours	ASC 1210	Aero-Meteorology (AS) 3 credits (3 lecture hours)
ARR 0962	Applied Academics (PSAV) 60 clock hours	ASC 1310	Aero-Safety and Regulations (AS) 2 credits (2 lecture hours)
ART 1100C	Crafts I (AA) 3 credits (2 lecture hours, 2 lab hours)	ASC 1640	Propulsion Systems (AS) 3 credits (3 lecture hours)
ART 1101C	Crafts II (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1100C	ASC 2550	Aerodynamics (AS) 3 credits (3 lecture hours) Prerequisite: ATT 1100
ART 1201C	Design Fundamentals (AA) 3 credits (2 lecture hours, 2 lab hours)	AST 1002	Descriptive Astronomy (AA) 3 credits (3 lecture hours)(*)
ART 1203C	Three-Dimensional Design (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C	AST 1003	Planetary Astronomy (AA) 3 credits (3 lecture hours)(*)
ART 1205C	Color Design (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C	AST 1004	Stellar and Galactic Astronomy (AA) 3 credits (3 lecture hours)(*)
ART 1300C	Drawing I (AA) 3 credits (2 lecture hours, 2 lab hours) Corequisite: ART 1201C	ATF 1100	Flight-Private (AS) 3 credits (3 lecture hours)
ART 1330C	Drawing II (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1201C and ART 1300C	ATF 1150	Intermediate Flight Lab (AS) 1 credit (1 lab hour) Prerequisite: ATF 1100
ART 1750C	Ceramics I (AA) 3 credits (2 lecture hours, 2 lab hours)	ATF 1600	Basic Flight Simulator (AS) 1 credit (1 lab hour)
ART 1751C	Ceramics II (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1750C	ATF 2200	Flight-Commercial I (AS) 3 credits (3 lecture hours) Prerequisite: ATF 1100; Corequisite: ATT 2110
ART 2150C	Jewelry Design I (AA) 3 credits (2 lecture hours, 2 lab hours)		
ART 2400C	Printmaking I (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C		

ATF 2250	Advanced Flight Lab (AS) 1 credit (3 lab hours) Prerequisite: ATF 1150	BCA 0106	Bricklayer Apprenticeship VI (PSAV) 126 clock hours
ATF 2300	Instrument Flight (AS) 3 credits (3 lecture hours) Prerequisites: ATF 1100, ATF 1600, ATT 1100, ATT 2120, ATF 2605; Corequisites: ATF 2610, ATT 2120	BCA 0111R	Bricklayer Apprenticeship Co-op I (First Year) (PSAV) 273 clock hours
ATF 2400	Multi-Engine Flight (AS) 1 credit (13 lab hours) Prerequisite: ATF 2300; Corequisites or prerequisites ATF 2200 and ATT 2100 or Commercial Pilots License and equivalent experience	BCA 0112R	Bricklayer Apprenticeship Co-op II (First Year - Summer) (PSAV) 300 clock hours
ATF 2500	Certified Flight Instructor (AS) 1 credit (20 lab hours) Prerequisites: ATF 2200, ATF 2300; or commercial pilot license or equivalent experience and corequisite or prerequisite ATT 2131	BCA 0113R	Bricklayer Apprenticeship Co-op III (Second Year) (PSAV) 273 clock hours
ATF 2605	Intermediate Flight Simulator (AS) 1 credit (1 lab hour) Prerequisite: ATF 1600 or instructor's or chairperson's permission required	BCA 0114R	Bricklayer Apprenticeship Co-op IV (Second Year - Summer) (PSAV) 300 clock hours
ATF 2610	Advanced Instrument Flight Simulator (AS) 1 credit (1 lab hour) Prerequisites: ATF 1600 and ATF 2605 or instructor's or chairperson's permission required	BCA 0115R	Bricklayer Apprenticeship Co-op V (Third Year) (PSAV) 273 clock hours
ATF 2691	(A-E) Instrument Refresher Simulator Laboratory (AS) 1 credit	BCA 0116R	Bricklayer Apprenticeship Co-op VI (Third Year - Summer) (PSAV) 300 clock hours
ATT 1100	Private Pilot Ground School (AS) 3 credits (3 lecture hours)	BCA 0201	Painter Apprenticeship I (PSAV) 78 clock hours
ATT 2110	Commercial Pilot Ground School (AS) 3 credits (3 lecture hours) Prerequisite: ATT 1100	BCA 0202	Painter Apprenticeship II (PSAV) 126 clock hours
ATT 2120	Instrument Ground School (AS) 3 credits (3 lecture hours) Prerequisite: ATT 1100	BCA 0203	Painter Apprenticeship III (PSAV) 78 clock hours
ATT 2131	Flight Instructor Ground School (AS) 2 credits (2 lecture hours) Prerequisites: ATF 2300 or ATF 2200	BCA 0204	Painter Apprenticeship IV (PSAV) 126 clock hours
AVM 2010	Aerospace and Air Travel (AS) 3 credits (3 lecture hours) Prerequisites: ATT 1100 or instructor's permission required	BCA 0205	Painter Apprenticeship V (PSAV) 78 clock hours
BCA 0101	Bricklayer Apprenticeship I (PSAV) 78 clock hours	BCA 0206	Painter Apprenticeship VI (PSAV) 126 clock hours
BCA 0102	Bricklayer Apprenticeship II (PSAV) 126 clock hours	BCA 0211R	Painter Apprenticeship Co-op I (PSAV) 273 clock hours
BCA 0103	Bricklayer Apprenticeship III (PSAV) 78 clock hours	BCA 0212R	Painter Apprenticeship Co-op II (PSAV) 300 clock hours
BCA 0104	Bricklayer Apprenticeship IV (PSAV) 126 clock hours	BCA 0213R	Painter Apprenticeship Co-op III (PSAV) 273 clock hours
BCA 0105	Bricklayer Apprenticeship V (PSAV) 78 clock hours	BCA 0214R	Painter Apprenticeship Co-op IV (PSAV) 300 clock hours
		BCA 0215R	Painter Apprenticeship Co-op V (PSAV) 273 clock hours
		BCA 0216R	Painter Apprenticeship Co-op VI (PSAV) 300 clock hours
		BCA 0241	Plasterer Apprenticeship I (PSAV) 78 clock hours
		BCA 0242	Plasterer Apprenticeship II (PSAV) 126 clock hours
		BCA 0243	Plasterer Apprenticeship III (PSAV) 78 clock hours

BCA 0244	Plasterer Apprenticeship IV (PSAV) <i>126 clock hours</i>	BCA 0357	Apprenticeship in Electrical Wiring VIII (Fourth Year-Second Course) (PSAV) <i>72 clock hours</i>
BCA 0245	Plasterer Apprenticeship V (PSAV) <i>78 clock hours</i>	BCA 0358R	Electrical Apprenticeship Co-op I (PSAV) <i>273 clock hours</i>
BCA 0246	Plasterer Apprenticeship VI (PSAV) <i>126 clock hours</i>	BCA 0359R	Electrical Apprenticeship Co-op II (PSAV) <i>300 clock hours</i>
BCA 0251R	Plasterer Apprenticeship Co-op I (First Year) (PSAV) <i>273 clock hours</i>	BCA 0361R	Electrical Apprenticeship Co-op III (PSAV) <i>273 clock hours</i>
BCA 0252R	Plasterer Apprenticeship Co-op II (First Year - Summer) (PSAV) <i>300 clock hours</i>	BCA 0362R	Electrical Apprenticeship Co-op IV (PSAV) <i>300 clock hours</i>
BCA 0253R	Plasterer Apprenticeship Co-op III (Second Year) (PSAV) <i>273 clock hours</i>	BCA 0364R	Electrical Apprenticeship Co-op V (PSAV) <i>273 clock hours</i>
BCA 0254R	Plasterer Apprenticeship Co-op IV (Second Year - Summer) (PSAV) <i>300 clock hours</i>	BCA 0365R	Electrical Apprenticeship Co-op VI (PSAV) <i>300 clock hours</i>
BCA 0255R	Plasterer Apprenticeship Co-op V (Third Year) (PSAV) <i>273 clock hours</i>	BCA 0367R	Electrical Apprenticeship Co-op VII (PSAV) <i>273 clock hours</i>
BCA 0256R	Plasterer Apprenticeship Co-op VI (Third Year - Summer) (PSAV) <i>300 clock hours</i>	BCA 0368R	Electrical Apprenticeship Co-op VIII (PSAV) <i>300 clock hours</i>
BCA 0340	Electrical Apprenticeship IX (PSAV) <i>72 clock hours</i>	BCA 0450	Plumber Apprenticeship I (First Year-Term A) (PSAV) <i>72 clock hours</i>
BCA 0341	Electrical Apprenticeship X (PSAV) <i>72 clock hours</i>	BCA 0451	Plumber Apprenticeship II (First Year - Term B) (PSAV) <i>72 clock hours</i>
BCA 0345R	Electrical Apprenticeship Co-op IX (PSAV) <i>273 clock hours</i>	BCA 0452	Plumber Apprenticeship III (Second Year - Term A) (PSAV) <i>72 clock hours</i>
BCA 0346R	Electrical Apprenticeship Co-op X (PSAV) <i>300 clock hours</i>	BCA 0453	Plumber Apprenticeship IV (Second Year - Term B) (PSAV) <i>72 clock hours</i>
BCA 0350	Apprenticeship in Residential Wiring I (First Year - First Course) (PSAV) <i>72 clock hours</i>	BCA 0454	Plumber Apprenticeship V (Third Year - Term A) (PSAV) <i>72 clock hours</i>
BCA 0351	Apprenticeship in Residential Wiring II (First Year - Second Course) (PSAV) <i>72 clock hours</i>	BCA 0455	Plumber Apprenticeship VI (Third Year - Term B) (PSAV) <i>72 clock hours</i>
BCA 0352	Apprenticeship in Residential Wiring III (Second Year - Second Course) (PSAV) <i>72 clock hours</i>	BCA 0456	Plumber Apprenticeship VII (Fourth Year - Term A) (PSAV) <i>72 clock hours</i>
BCA 0353	Apprenticeship in Electrical Wiring IV (Second Year - Second Course) (PSAV) <i>72 clock hours</i>	BCA 0457	Plumber Apprenticeship VIII (Fourth Year - Term B) (PSAV) <i>72 clock hours</i>
BCA 0354	Apprenticeship in Electrical Wiring V (Third Year - First Course) (PSAV) <i>72 clock hours</i>	BCA 0458	Plumber Apprenticeship IX (Fifth Year - Term A) (PSAV) <i>72 clock hours</i>
BCA 0355	Apprenticeship in Electrical Wiring VI (Third Year - Second Course) (PSAV) <i>72 clock hours</i>	BCA 0459	Plumber Apprenticeship X (Fifth Year - Term B) (PSAV) <i>72 clock hours</i>
BCA 0356	Apprenticeship in Electrical Wiring VII (Fourth Year - First Course) (PSAV) <i>72 clock hours</i>	BCA 0460R	Plumber Apprenticeship Co-op I (PSAV) <i>273 clock hours</i>
		BCA 0461R	Plumber Apprenticeship Co-op II (PSAV) <i>300 clock hours</i>

BCA 0462R Plumber Apprenticeship Co-op III (PSAV)
273 clock hours

BCA 0463R Plumber Apprenticeship Co-op IV (PSAV)
300 clock hours

BCA 0464R Plumber Apprenticeship Co-op V (PSAV)
273 clock hours

BCA 0465R Plumber Apprenticeship Co-op VI (PSAV)
300 clock hours

BCA 0466R Plumber Apprenticeship Co-op VII (PSAV)
273 clock hours

BCA 0467R Plumber Apprenticeship Co-op VIII (PSAV)
300 clock hours

BCA 0468R Plumber Apprenticeship Co-op IX (PSAV)
273 clock hours

BCA 0469R Plumber Apprenticeship Co-op X (PSAV)
300 clock hours

BCA 0470 Fire Sprinkler Apprenticeship I (Fall) (PSAV)
72 clock hours

BCA 0471 Fire Sprinkler Apprenticeship II (Spring) (PSAV)
72 clock hours

BCA 0472 Fire Sprinkler Apprenticeship III (Fall) (PSAV)
72 clock hours

BCA 0473 Fire Sprinkler Apprenticeship IV (Spring) (PSAV)
72 clock hours

BCA 0474 Fire Sprinkler Apprenticeship V (Fall) (PSAV)
72 clock hours

BCA 0475 Fire Sprinkler Apprenticeship VI (Spring) (PSAV)
72 clock hours

BCA 0476 Fire Sprinkler Apprenticeship VII (Fall) (PSAV)
72 clock hours

BCA 0477 Fire Sprinkler Apprenticeship VIII (Spring) (PSAV)
72 clock hours

BCA 0480R Fire Sprinkler Apprentice Coop I (PSAV)
273 clock hours

BCA 0481R Fire Sprinkler Apprentice Coop II (PSAV)
300 clock hours

BCA 0482R Fire Sprinkler Apprentice Coop III (PSAV)
273 clock hours

BCA 0483R Fire Sprinkler Apprentice Coop IV (PSAV)
300 clock hours

BCA 0484R Fire Sprinkler Apprentice Coop V (PSAV)
273 clock hours

BCA 0485R Fire Sprinkler Apprentice Coop VI (PSAV)
300 clock hours

BCA 0486R Fire Sprinkler Apprentice Coop VII (PSAV)
273 clock hours

BCA 0487R Fire Sprinkler Apprentice Coop VIII (PSAV)
300 clock hours

BCA 0520 Glazing Apprenticeship I (PSAV)
72 clock hours

BCA 0521 Glazing Apprenticeship II (PSAV)
72 clock hours

BCA 0522 Glazing Apprenticeship III (PSAV)
72 clock hours

BCA 0523 Glazing Apprenticeship IV (PSAV)
72 clock hours

BCA 0524 Glazing Apprenticeship V (PSAV)
72 clock hours

BCA 0525 Glazing Apprenticeship VI (PSAV)
72 clock hours

BCA 0526 Glazing Apprenticeship VII (PSAV)
72 clock hours

BCA 0527 Glazing Apprenticeship VIII (PSAV)
72 clock hours

BCA 0530R Glazing Apprenticeship Cooperative I (PSAV)
273 clock hours

BCA 0531R Glazing Apprenticeship Cooperative II (PSAV)
300 clock hours

BCA 0532R Glazing Apprenticeship Cooperative III (PSAV)
273 clock hours

BCA 0533R Glazing Apprenticeship Cooperative IV (PSAV)
300 clock hours

BCA 0534R Glazing Apprenticeship Cooperative V (PSAV)
273 clock hours

BCA 0535R Glazing Apprenticeship Cooperative VI (PSAV)
300 clock hours

BCA 0536R Glazing Apprenticeship Cooperative VII (PSAV)
273 clock hours

BCA 0537R Glazing Apprenticeship Cooperative VIII (PSAV)
300 clock hours

BCA 0550 Carpentry Apprenticeship I (PSAV)
90 clock hours

BCA 0551 Carpentry Apprenticeship II (PSAV)
90 clock hours

BCA 0552 Carpentry Apprenticeship III (PSAV)
90 clock hours

BCA 0553 Carpentry Apprenticeship IV (PSAV)
90 clock hours

BCA 0554 Carpentry Apprenticeship V (PSAV)
90 clock hours

BCA 0555 Carpentry Apprenticeship VI (PSAV)
90 clock hours

BCA 0556 Carpentry Apprenticeship VII (PSAV)
90 clock hours

BCA 0557 Carpentry Apprenticeship VIII (PSAV)
90 clock hours

BCA 0560R	Carpentry Apprenticeship Co-op I (First Year) (PSAV) 273 clock hours	BCN 1210	Building Construction Materials (AS) 3 credits (3 lecture hours) Corequisite: BCN 2253C
BCA 0561R	Carpentry Apprenticeship Co-op II (First Year - Summer) (PSAV) 300 clock hours	BCN 1272	Plans Interpretation (AS) 3 credits (3 lecture hours)
BCA 0562R	Carpentry Apprenticeship Co-op III (Second Year) (PSAV) 273 clock hours	BCN 2080C	Architectural Drafting & Design I (AAS) 3 credits (1 lecture, 4 lab hours) Prerequisite: BCN 2259C
BCA 0563R	Carpentry Apprenticeship Co-op IV (Second Year - Summer) (PSAV) 300 clock hours	BCN 2081C	Architectural Drafting & Design II (AAS) 3 credit hrs. (1 lecture, 4 lab hours) Prerequisite: BCN 2080C
BCA 0564R	Carpentry Apprenticeship Co-op V (Third Year) (PSAV) 273 clock hours	BCN 2253C	Architectural Drafting (AS) 3 credits (1 lecture hour, 4 lab hours) Prerequisites: ETD 1100C or ETD 1320C
BCA 0565R	Carpentry Apprenticeship Co-op VI (Third Year - Summer) (PSAV) 300 clock hours	BCN 2259C	Architectural Drafting II (AAS) 3 credits (1 lecture, 4 lab hours) Prerequisite: BCN 2253C
BCA 0566R	Carpentry Apprenticeship Co-op VII (Fourth Year) (PSAV) 273 clock hours	BCT 1743	Construction Law (AS) 3 credits (3 lecture hours)
BCA 0567R	Carpentry Apprenticeship Co-op VIII (Fourth Year - Summer) (PSAV) 300 clock hours	BCT 1750	Construction Finance (AS) 3 credits (3 lecture hours)
BCA 0821	Tile Setter Apprenticeship I (PSAV) 78 clock hours	BCT 1770	Construction Estimating (AS) 3 credits (3 lecture hours) Prerequisite: BCA 1210
BCA 0822	Tile Setter Apprenticeship II (PSAV) 126 clock hours	BCT 2730	Construction Supervision Procedure (AS) 3 credits (3 lecture hours)
BCA 0823	Tile Setter Apprenticeship III (PSAV) 78 clock hours	BOT 1010	General Botany I (AA) 3 credits (3 lecture hours) Corequisite: BOT 1010L (*)
BCA 0824	Tile Setter Apprenticeship IV (PSAV) 126 clock hours	BOT 1010L	General Botany I Laboratory (AA) 1 credit (2 lab hours) Corequisite: BOT 1010 (*)
BCA 0825	Tile Setter Apprenticeship V (PSAV) 78 clock hours	BOT 2000	Plant Physiology (AS) 3 credits (3 lecture hours)
BCA 0826	Tile Setter Apprenticeship VI (PSAV) 126 clock hours	BSC 1005	Concepts in Biology (AA) 3 credits (3 lecture hours) (*)
BCA 0831R	Tile Setter Co-op I (First Year) (PSAV) 273 clock hours	BSC 1005L	Concepts in Biology Laboratory (AA) 1 credit (2 lab hours) (*)
BCA 0832R	Tile Setter Apprenticeship Co-op II (First Year - Summer) (PSAV) 300 clock hours	BSC 1010	Principles of Biology (AA) 3 credits (3 lecture hours) Corequisite: BSC 1010L (*)
BCA 0833R	Tile Setter Co-op III (Second Year) (PSAV) 273 clock hours	BSC 1010L	Principles of Biology Laboratory (AA) 1 credit (3 lab hours) Corequisites or prerequisites: BSC 1010 or BSC 1005 (*)
BCA 0834R	Tile Setter Apprenticeship Co-op IV (Second Year-Summer) (PSAV) 300 clock hours	BSC 1011	Principles of Biology II (AA) 3 credits (3 lecture hours) Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011L (*)
BCA 0835R	Tile Setter Co-op V (Third Year) (PSAV) 273 clock hours	BSC 1011L	Principles of Biology II Lab (AA) 1 credit (3 lab hours) Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011 (*)
BCA 0836R	Tile Setter Apprenticeship Co-op VI (Third Year-Summer) (PSAV) 300 clock hours		

BSC 1050	Environmental Conservation (AA) 3 credits (3 lecture hours) (*)	CCJ 2940C	Criminology Justice Intern Program (AA) 4 credits (1 lecture hour, 9 lab hours) <i>Prerequisite: Sophomore students or others, determined by the instructor, based on course work or experience</i>
BSC 1050	Honors Environmental Conservation (AA) 3 credits (3 lecture hours) <i>Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)</i>	CDO 0100	Tractor Trailer Driver Training (CDLA) (PSAV) 160 clock hours
BSC 1085	Anatomy and Physiology I (AA) 3 credits (3 lecture hours) <i>Corequisite: BSC 1085L (*)</i>	CDO 0200	Truck and Bus Driver Training (CDL B) (PSAV) 120 clock hours
BSC 1085L	Anatomy and Physiology I Lab (AA) 1 credit (3 lab hours) <i>Corequisite: BSC 1085 (*)</i>	CEN 1509	CISCO I (Networking Essentials)(AS) 3 credits (3 lecture hours) <i>Prerequisites: CTS 1740 or CGS 0250 or CompTIA A+ Certification</i>
BSC 1086	Anatomy and Physiology II (AA) 3 credits (3 lecture hours) <i>Prerequisites: BSC 1085, BSC 1085L; Corequisite: BSC 1086L (*)</i>	CEN 2503	Local Area Networks (AA) 3 credits (3 lecture hours) <i>Prerequisites: CEN 2522 or CGS 1565</i>
BSC 1086L	Anatomy and Physiology II Lab (AA) 1 credit (3 lab hours) <i>Prerequisites: BSC 1085 and BSC 1085L; Corequisite: BSC 1086 (*)</i>	CEN 2504	Wide Area Networks (AA) 3 credits (3 lecture hours) <i>Prerequisites: CEN 2522 or CGS 1565</i>
BSC 2420	Biotechnology I (AA) 3 credits (3 lecture hours) <i>Prerequisites: CHM 1045, CHM 1045L and BSC 2421C</i>	CEN 2507	TCP/IP and Network Administration (AA) 3 credits (3 lecture hours) <i>Prerequisites: CEN 2522 or CGS 1565</i>
BSC 2420L	Biotechnology I Laboratory (AA) 1 credit (3 lab hours) <i>Prerequisites: CHM 1045 and CHM 1045L</i>	CEN 2522	Network Technologies (AA) 3 credits (3 lecture hours) <i>Corequisite: CGS 1570</i>
BSC 2421C	Introduction to Biotechnology (AA) 4 credits (3 lecture hours, 3 lab hours) <i>Prerequisites: ENC 1101, MAC 1105 Corequisites: CHM 1045 & CHM 1045L</i>	CEN 2527	CISCO 2 (Router Technology) (AS) 3 credits (3 lecture hours) <i>Prerequisite: CEN 1509</i>
BSC 2427C	Biotechnology 2, Molecular Biology, Cell & Immunobiology (AA) 4 credits (3 lecture hours, 3 lab hours) <i>Prerequisites: CHM 1045, CHM 1045L and BSC 2421C</i>	CEN 2528	CISCO 3 (Advanced Router Technology) (AS) 3 credits (3 lecture hours) <i>Prerequisite: CEN 2527</i>
BSC 2945C	Biotechnology Internship (AA) 2 credits (1 lecture hour, 10 lab hours) <i>Prerequisites: CHM 1046, CHM 1046L, BSC 2421C, BSC 2420, BSC 2420L and BSC 2427C</i>	CEN 2529	CISCO 4 (Project Based Learning)(AS) 3 credits (3 lecture hours) <i>Prerequisite: CEN 2528</i>
BUL 2241	Business Law I (AA) 3 credits (3 lecture hours)	CGS 0101	Software Application I (PSAV) 200 clock hours
BUL 2242	Business Law II (AA) 3 credits (3 lecture hours)	CGS 0103	Software Applications II (PSAV) 200 clock hours
CCJ 1010	Introduction to Criminology (AA) 3 credits (3 lecture hours)	CGS 0250	A+ Certification (PSAV) 100 clock hours
CCJ 1020	Administration of Criminal Justice (AA) 3 credits (3 lecture hours)	CGS 0251	Computer User Support (PSAV) 100 clock hours
CCJ 1191	Introduction to Human Behavior and the Criminal Justice Practitioner (AA) 3 credits (3 lecture hours)	CGS 1030	PC Starter (AS) 1 credit (1 lecture hour)
CCJ 2500	Juvenile Delinquency (AA) 3 credits (3 lecture hours)	CGS 1510	Electronic Spreadsheet I (AS) 1 credit (1 lecture hour) <i>Prerequisites: CGS 1570 or OST 1831</i>
		CGS 1513	Electronic Spreadsheets (AS) 3 credits (3 lecture hours) <i>Prerequisites: CGS 1570 or OST 1831</i>
		CGS 1543	Database Management (AS) 3 credits (3 lecture hours) <i>Prerequisites: CGS 1570 or OST 1831</i>

- CGS 1561 Inside the PC (AS)**
1 credit (1 lecture hour)
Corequisite: CGS 1570
- CGS 1565 Microcomputer Operating Systems (AS)**
3 credits (3 lecture hours)
Prerequisites: CGS 1570 or OST 1831
- CGS 1570 Microcomputer Applications (AA)**
3 credits (3 lecture hours)
- CGS 1800 Introduction to Web Site Development (AS)**
3 credits (3 lecture hours)
Corequisite: CGS 1570
- CGS 2555 Introduction to the Internet (AA)**
3 credits (3 lecture hours)
Corequisite: CGS 1570
- CGS 2801 Advanced Web Page Media (AS)**
3 credits (3 lecture hours)
Prerequisite: CGS 1800
- CGS 2802 Web Site Administration (AS)**
3 credits (3 lecture hours)
Prerequisite: CGS 1570
- CHD 1110 Infants/Toddlers (AS)**
3 credits (3 lecture hours)
- CHD 1220 Child Development, Infancy/Preschool (AS)**
3 credits (3 lecture hours)
- CHM 1020 Principles of Chemistry (AA)**
3 credits (3 lecture hours) (*)
- CHM 1020L Principles of Chemistry Laboratory (AA)**
1 credit (2 lab hours)
Prerequisite or corequisite: CHM 1020 (*)
- CHM 1025 Introductory Chemistry (AA)**
3 credits (3 lecture hours)
Co-requisite: MAT 1033 (*)
- CHM 1045 General Chemistry I (AA)**
3 credits (3 lecture hours)
Prerequisite: MAT 1033,
Corequisites: CHM 1045/L and MAC 1105 (*)
- CHM 1045 Honors General Chemistry I (AA)**
3 credits (3 lecture hours)
Prerequisites: MAT 1033 and a GPA of 3.5 or permission of Director of Honors,
Corequisites: CHM 1045/L and MAC 1105 (*)
- CHM 1045L General Chemistry I Laboratory (AA)**
1 credit (3 lab hours)
Corequisite: CHM 1045 (*)
- CHM 1046 General Chemistry II (AA)**
3 credits (3 lecture hours)
Prerequisites: CHM 1045, CHM 1045L and MAC 1105;
Corequisite: CHM 1046L (*)
- CHM 1046L General Chemistry II Laboratory (AA)**
1 credit (3 lab hours)
Prerequisite: CHM 1045L;
Corequisite: CHM 1046 (*)
- CHM 2210 Organic Chemistry I (AA)**
3 credits (3 lecture hours)
Prerequisites: CHM 1045 and CHM 1045L;
Corequisite: CHM 2210L
- CHM 2210L Organic Chemistry I Laboratory (AA)**
1 credit (4 lab hours)
Prerequisites: CHM 1045 and CHM 1045L;
Corequisite: CHM 2210
- CHM 2211 Organic Chemistry II (AA)**
3 credits (3 lecture hours)
Prerequisite: CHM 2210;
Corequisite: CHM 2211L
- CHM 2211L Organic Chemistry II Laboratory (AA)**
1 credit (4 lab hours)
Prerequisite: CHM 2210/L;
Corequisite: CHM 2211
- CIS 2321 Systems and Applications (AS)**
3 credits (3 lecture hours)
Corequisite: CGS 1570
- CIS 2350 Implementing and Administering Network Security (AS)**
3 credits (3 lecture hours)
Prerequisite: CGS 1570
- CIS 2353 Network Attacks and Introduction to TCP/IP Security (ATC)**
3 credits (3 lecture hours)
Prerequisite: CTS 2171
- CIS 2354 Computer Network Security Policy Development (ATC)**
2 credits (2 lecture hours)
Prerequisites: CIS A.S. Degree and experience and/or knowledge of CEN 2522 and CEN 2507
- CIS 2355 Intrusion Detection Systems, Countermeasures and PKI (ATC)**
3 credits (3 lecture hours)
Prerequisite: CIS 2353
- CIS 2513 Information Technology Project Management (AS)**
3 credits (3 lecture hours)
Prerequisite: CGS 1570
- CJB 1465 Injury and Death Investigation (AS)**
3 credits (3 lecture hours)
Corequisites: CJB 1711, CJB 1712
- CJB 1711 Introduction to Crime Scene Technology (AS)**
3 credits (3 lecture hours)
- CJB 1712 Crime Scene Photography I (AS)**
3 credits (3 lecture hours)
- CJB 1721 Advanced Crime Scene Technology (AS)**
3 credits (3 lecture hours)
Prerequisite: CJB 1711
- CJB 1722 Crime Scene Photography II (AS)**
3 credits (3 lecture hours)
Prerequisite: CJB 1712
- CJB 2703 Crime Scene Safety (AS)**
2 credits (2 lecture hours)
Prerequisite: CJB 1711

CJB 2704	Courtroom Presentation of Scientific Evidence (AS) 3 credits (3 lecture hours) Prerequisites: CJB 1711 and CJB 2713	CJD 1761	Criminal Justice Legal II (AS) 3 credits (3 lecture hours)
CJB 2713	Introduction to Forensic Science (AA) 3 credits (3 lecture hours)	CJD 1762	Criminal Justice Communications - Law Enforcement (AS) 3 credits (3 lecture hours)
CJB 2735	Fingerprint Classification (AS) 3 credits (3 lecture hours)	CJD 1763	Interpersonal Skills I-Law Enforcement (AS) 3 credits (2 lecture hours, 2 lab hours)
CJB 2736	Latent Fingerprint Development (AS) 3 credits (3 lecture hours) Prerequisite: CJB 2735	CJD 1771	Corrections Legal II (AS) 1 credit (1 lecture hour)
CJB 2748	Biological Evidence (AS) 2 credits (2 lecture hours)	CJD 1772	Criminal Justice Communications - Corrections (AS) 3 credits (3 lecture hours)
CJC 2162	Principles of Probation and Parole (AA) 3 credits (3 lecture hours)	CJD 1773	Interpersonal Skills I-Corrections (AS) 3 credits (2 lecture hours, 2 lab hours)
CJC 2350	Organization and Administration of Correctional Facilities (AA) 3 credits (3 lecture hours)	CJE 1300	Police Administration I (AA) 3 credits (3 lecture hours)
CJD 0704	Criminal Justice Defensive Tactics (PSAV) 106 clock hours	CJE 1301	Police Administration II (AA) 3 credits (3 lecture hours)
CJD 0705	Weapons (PSAV) 64 clock hours	CJK 0006	Introduction and Law (PSAV) 67 clock hours
CJD 0723	Criminal Justice Vehicle Operations (PSAV) 32 clock hours	CJK 0010	Human Issues (PSAV) 50 clock hours
CJD 0732	Law Enforcement Traffic (PSAV) 46 clock hours	CJK 0015	Communications (PSAV) 77 clock hours
CJD 0741	Emergency Preparedness (PSAV) 26 clock hours	CJK 0020	CMS Law Enforcement Vehicle Operations (PSAV) 48 clock hours
CJD 0752	Corrections Operations (PSAV) 64 clock hours	CJK 0031	CMS First Aide for Criminal Justice Officers (PSAV) 40 clock hours
CJD 0762	Criminal Justice Legal 2 (PSAV) 22 clock hours	CJK 0040	Criminal Justice Firearms (PSAV) 80 clock hours
CJD 0770	Criminal Justice Legal I (PSAV) 46 clock hours	CJK 0050	Defensive Tactics (PSAV) 106 clock hours
CJD 1254L	Medical First Responder (AS) 1 credit (3 lab hours)	CJK 0060	Patrol (PSAV) 57 clock hours
CJD 1721	Advanced Crime Scene Technology (AS) 3 credits (3 lecture hours) Prerequisite: CJB 1110	CJK 0070	Investigation (PSAV) 53 clock hours
CJD 1730	Law Enforcement Legal III (AS) 2 credits (2 lecture hours)	CJK 0075	Investigating Offenses (PSAV) 40 clock hours
CJD 1731C	Law Enforcement Patrol (AS) 3 credits (2 lecture hours, 2 lab hours)	CJK 0080	Traffic Stops (PSAV) 62 clock hours
CJD 1734C	Law Enforcement Investigations (AS) 3 credits (2 lecture hours, 2 lab hours)	CJK 0085	Traffic Crash Investigations (PSAV) 32 clock hours
CJD 1742	Corrections Operations (AS) 3 credits (3 lecture hours)	CJK 0090	Tactical Applications (PSAV) 54 clock hours
CJD 1750	Interpersonal Skills II-Corrections (AS) 3 credits (3 lecture hours)	CJK 0551	Introduction to Dispatching (PSAV) 68 clock hours
CJD 1760	Criminal Justice Legal I (AS) 3 credits (3 lecture hours)	CJK 0552	Fire Rescue Dispatch (PSAV) 60 clock hours Prerequisite: CJK 0551

CJK 0553	Law Enforcement Dispatch (PSAV) 80 clock hours Prerequisite: CJK 0551	COP 2840	Server-Side Programming (AA) 3 credits (3 lecture hours) Prerequisite: One of the following: COP 1332, COP 1220, COP 2334, or COP 2800
CJL 1062	Introduction to Constitutional Law (AA) 3 credits (3 lecture hours)	COS 0200	Cosmetology I - Introduction (PSAV) 120 clock hours
CJL 2100	Criminal Law (AA) 3 credits (3 lecture hours)	COS 0301	Cosmetology II - Haircutting (PSAV) 120 clock hours
CJL 2130	Laws of Evidence (AA) 3 credits (3 lecture hours)	COS 0400	Cosmetology III - Styling (PSAV) 120 clock hours
CJL 2403	Law of Arrest, Search, and Seizure (AA) 3 credits (3 lecture hours)	COS 0600	Cosmetology V - Chemicals (PSAV) 120 clock hours
CJT 2100	Criminal Investigation (AS) 3 credits (3 lecture hours)	COS 0700	Cosmetology VI - Haircolor (PSAV) 120 clock hours
CJT 2140	Introduction to Criminalistics (AS) 3 credits (3 lecture hours) Prerequisite or corequisite: CJT 2100 or CCJ 2230	COS 0870	Cosmetology IV - Salon Management (PSAV) 120 clock hours
CLP 2001	Personality Development and Adjustment (AA) 3 credits (3 lecture hours) Prerequisite: PSY 2012	CPO 2002	Comparative Governments (AA) 3 credits (3 lecture hours) Prerequisite: POS 1001 or POS 1041 or instructor's permission required
COP 1002	Introduction to Programming Logic (AA) 3 credits (3 lecture hours) Prerequisite or corequisite: CGS 1570	CRW 2001	Creative Writing (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121
COP 1220	Introduction to Programming in C (AA) 3 credits (3 lecture hours) Prerequisites: COP 1002	CRW 2100	Introduction to Fiction Writing (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121
COP 1332	Visual Basic Programming (AA) 3 credits (3 lecture hours) Prerequisite: COP 1002	CRW 2600	Screenwriting (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121
COP 2334	Programming in C++ (AA) 3 credits (3 lecture hours) Prerequisite: COP 1220	CSP 0010	Manicuring, Pedicuring, and Nail Extensions (PSAV) 120 clock hours
COP 2341	UNIX Operating System (AA) 3 credits (3 lecture hours) Prerequisite: CGS 1570	CSP 0011	Salon Practice Lab II (PSAV) 120 clock hours
COP 2700	Data Structures (SQL) (AA) 3 credits (3 lecture hours) Prerequisite: COP 1002	CSP 0013	Nail Specialist (PSAV) 240 clock hours
COP 2800	Programming in Java (AA) 3 credits (3 lecture hours) Prerequisite: COP 1220 or COP 2334	CSP 0240	Facials (PSAV) 120 clock hours
COP 2805	Advanced Java Programming (AA) 3 credits (3 lecture hours) Prerequisite: COP 2800	CSP 0260	Facial Specialist (PSAV) 260 clock hours
COP 2822	Web Page Design (AA) 3 credits (3 lecture hours) Prerequisite: CGS 2555 or ART 1201C, ART 1300C, GRA 2100C or GRA 2131 and ART 1205C	CSP 0300	Salon Practice Lab I (PSAV) 120 clock hours
COP 2831	Advanced Web Page Applications (XML and JavaScript) (AA) 3 credits (3 lecture hours) Prerequisite: COP 2822	CTS 0090	Network Plus Certification (PSAV) 75 clock hours
COP 2838	Advanced Visual Basic.NET (AA) 3 credits (3 lecture hours) Prerequisite: COP 1332	CTS 0095	Security Plus Certification (PSAV) 75 clock hours
		CTS 1740	Computer Maintenance and Repair (AS) 3 credits (3 lecture hours)
		CTS 2171	Information Security Implementation and Standards (ATC) 2 credits (2 lecture hours) Prerequisites: CIS A.S. Degree and CIS 2354

CTS 2173 UNIX Installation and Administration Using LINUX (AS)
3 credits (3 lecture hours)
Prerequisite: CGS 1570

CWO 0171 Internet Business Foundations (CWE)
24 clock hours

CWO 0172 Site Development Foundations (CWE)
45 Clock hours

CWO 0173 Networking Technology Foundations (CWE)
24 clock hours

CWO 0174 Design Methodology and Technology (CWE)
45 clock hours

DAA 1100 Modern Dance I (AA)
1 credit (1 lecture hour)

DAA 1101 Modern Dance II (AA)
1 credit (1 lecture hour)
Prerequisite: DAA 1100

DAA 1200 Basic Ballet I (AA)
2 credits (3 lab hours)

DAA 1201 Basic Ballet II (AA)
2 credits (3 lab hours)
Prerequisite: DAA 1200 or instructor's permission required

DAA 1501 Basic Jazz (AA)
2 credits (3 lab hours)

DAA 1502 Intermediate Jazz I (AA)
2 credits (2 lab hours)

DAA 1700 Musical Choreography (AA)
1 credit (2 lab hours)

DAN 1600 Music for Dance (AA)
3 credits (3 lecture hours)

DEA 0130 Related Dental Theory (PSAV)
32 clock hours

DEA 0153 Dental Psychology and Communication (PSAV)
32 clock hours

DEA 0800 Clinical Practice I (PSAV)
32 clock hours
Recommended prerequisites: DES 1200, DES 1200L;
Recommended corequisites: DEA 0800L,
DEA 0940L or DEA 0940

DEA 0800L Clinical Practice I Lab (PSAV)
128 clock hours

DEA 0801 Clinical Practice II (PSAV)
32 clock hours

DEA 0801L Clinical Practice II Lab (PSAV)
256 clock hours

DEA 0850 Dental Assisting Clinical Practice III (PSAV)
16 clock hours

DEA 0940L Dental Practicum I Laboratory (PSAV)
24 clock hours

DEA 0941L Dental Practicum II Laboratory (PSAV)
96 clock hours

DEH 1003 Dental Hygiene Instrumentation (AS)
1 credit (1 lecture hour)
Recommended prerequisites: DES 1800, DES 1800L;
Recommended corequisite: DEH 1003L

DEH 1003L Dental Hygiene Instrumentation Lab (AS)
2 credits (6 lab hours)
Recommended prerequisites: DES 1800, DES 1800L;
Recommended corequisite: DEH 1003

DEH 1130 Oral Embryology and Histology (AS)
1 credit (1 lecture hour)
Recommended prerequisite: DES 1020

DEH 1800 Dental Hygiene I (AS)
1 credit (1 lecture hour)
Corequisite: DEH 1800L

DEH 1800L Dental Hygiene I Lab (AS)
4 credits (12 clinical hours)
Corequisite: DEH 1800

DEH 1802 Dental Hygiene II (AS)
1 credit (1 lecture hour)
Corequisite: DEH 1802L

DEH 1802L Dental Hygiene II Lab (AS)
1 credit (3 clinical hours)
Corequisite: DEH 1802

DEH 1811 Dental Ethics and Jurisprudence (AS)
1 credit (1 lecture hour)
Recommended corequisite: DEH 2806C

DEH 2300 Pharmacology (AS)
2 credits (2 lecture hours)
Recommended prerequisites: BSC 1085/1085L,
BSC 1086/1086L, MCB 2010/2010L, CHM 1020

DEH 2400 General and Oral Pathology (AS)
2 credits (2 lecture hours)
Recommended prerequisites: BSC 1085/1085L,
BSC 1086/1086L, DES 1020, DEH 1130, MCB 2010/2010L

DEH 2603 Periodontology (AS)
2 credits (2 lecture hours)
Recommended prerequisites: DEH 1800C, DEH 1802C; Recommended corequisite: DEH 2804C

DEH 2701 Community Dentistry (AS)
2 credits (2 lecture hours)
Prerequisite: Recommended sophomore status

DEH 2702L Community Dentistry Practicum (AS)
1 credit (2 lab hours)
Prerequisite: Recommended sophomore status

DEH 2804 Dental Hygiene III (AS)
1 credit (1 lecture hour)
Corequisite: DEH 2804L

DEH 2804L Dental Hygiene III Lab (AS)
4 credits (1 lecture hour)
Corequisite: DEH 2804

DEH 2806 Dental Hygiene IV (AS)
1 credit (1 lecture hour)
Corequisite: DEH 2806L

DEH 2806L Dental Hygiene IV Lab (AS)
5 credits (15 clinical hours)
Corequisite: DEH 2806

DEH 2807L	Dental Hygiene V: Clinical Skills Update (AS) 2 credits (4 lab hours) Prerequisite: Graduation from an American Dental Association accredited school of dental hygiene	DIE 2211	Dietetics II (Clinical) (AS) 3 credits (3 lecture hours) Prerequisites: DIE 1412, DIE 1419; Corequisite: DIE 2270
DEH 2934	Compromised Patient (AS) 1 credit (1 lecture hour) Recommended Prerequisite: DES 1840; Recommended corequisites: DEH 2603, DEH 2804C	DIE 2270	Dietetics Practicum II (AS) 3 credits (8 lab hours) Prerequisites: DIE 1412, DIE 1419; Corequisite: DIE 2211
DEP 2102	Child Growth and Development (AA) 3 credits (3 lecture hours) Prerequisite: PSY 2012	DIE 2947L	Dietetics Practicum III (AS) 3 credits (9 lab hours) Prerequisites: DIE 2211, DIE 2270; Corequisite: DIE 2120
DES 1020	Dental Anatomy (AS) 3 credits (3 lecture hours)	DIM 0004	Introduction to Diesel Mechanics (PSAV) 120 clock hours
DES 1100	Dental Materials (AS) 2 credits (2 lecture hours) Recommended corequisite: DES 1100L	DIM 0006	Introduction to Diagnosis and Repair (PSAV) 120 clock hours
DES 1100L	Dental Materials Lab (AS) 1 credit (2 lab hours) Recommended corequisite: DES 1100	DIM 0007	Braking Systems (PSAV) 120 clock hours
DES 1200	Dental Radiology (AS) 2 credits (2 lecture hours) Recommended corequisite: DES 1200L	DIM 0008	Advanced Braking Systems (PSAV) 120 clock hours
DES 1200L	Dental Radiology Lab (AS) 1 credit (2 lab hours) Recommended corequisite: DES 1200L	DIM 0014	Basic Engine Systems and Applied Academics (PSAV) 120 clock hours
DES 1600	Office Emergencies (AS) 1 credit (1 lecture hour)	DIM 0103	Diesel Preventive Maintenance (PSAV) 120 clock hours
DES 1800	Introduction to Clinical Procedures (AS) 3 credits (3 lecture hours) Recommended corequisite: DES 1800L	DIM 0104	Advanced Diesel Preventive Maintenance (PSAV) 120 clock hours
DES 1800L	Introduction to Clinical Procedures Lab (AS) 1 credit (2 lab hours) Recommended corequisite: DES 1800	DIM 0106	Hydraulic Systems (PSAV) 120 clock hours
DES 1830	Expanded Functions Lecture (AS) 1 credit (1 lecture hour) Corequisite: DES 1830L	DIM 0107	Heating and Air Conditioning (PSAV) 120 clock hours
DES 1830L	Expanded Functions Laboratory (AS) 1 credit (2 lab hours) Corequisite: DES 1830	DIM 0108	Steering and Suspension (PSAV) 120 clock hours
DES 1840	Preventive Dentistry (AS) 2 credits (2 lecture hours)	DIM 0201	Power Train Systems (PSAV) 120 clock hours
DES 2502	Office Management (AS) 1 credit (1 lecture hour)	DIM 0202	Advanced Power Train Systems (PSAV) 120 clock hours
DIE 1412	Dietetics I (Introduction) (AS) 3 credits (3 lecture hours) Prerequisites: HUN 1201; FSS 1210; Corequisite: DIE 1419	DIM 0302	Electrical and Electronic Principles (PSAV) 120 clock hours
DIE 1419	Dietetics Practicum I (AS) 3 credits (8 lab hours) Prerequisites: HUN 1201, FSS 1210; Corequisite: DIE 1412	DIM 0303	Maintenance and Repair of Electrical Systems (PSAV) 120 clock hours
DIE 2120	Dietetics III (Administration) (AS) 3 credits (3 lecture hours) Prerequisites: DIE 2211, DIE 2270; Corequisite: DIE 2947L	EAP 0300	Introduction to Listening and Speaking Skills (PREP) 4 institutional credits (4 lecture hours) Prerequisites: Compass/ESL scores 42-71 Listening, Compass/ESL Composite Scores between 59-68 and/or a score of 29 or below on the College Placement Test (CPT)

EAP 0360	Introduction to Grammar Foundations (PREP) 4 institutional credits (4 lecture hours) Prerequisites: Compass/ESL Composite Scores between 59-68 and/or a score of 29 or below on the College Placement Test (CPT) or Compass/ESL scores 42-58 Grammar	EDF 1030	Behavior Management in the Classroom (AA) 3 credits (3 lecture hours)
EAP 0382	Integrated Reading and Writing (PREP) 4 institutional credits (4 lecture hours) Prerequisites: Compass/ESL Composite Scores between 59-68, Compass/ESL scores 38-68 Reading and/or a score of 29 or below on the College Placement Test (CPT)	EDF 1949C	Co-op: Education I (AA) 3 credits (1 lecture hour, 10 lab hours)
EAP 0400	Speaking and Listening - Level I (PREP) 3 institutional credits (3 lecture hours) Prerequisite: Adequate score on the placement test (30 or above) (Students required to prove English proficiency may be placed into the ESL Foundation program.)	EDF 2005	Foundations in Education (AA) 3 credits (3 lecture hours)
EAP 0420	Intermediate Reading (PREP) 3 institutional credits (3 lecture hours) Prerequisite: CPT scores 30-54	EDF 2949C	Co-op Education II (AA) 3 credits (1 lecture hour, 10 lab hours) Prerequisite: EDF 1949C
EAP 0484	Intermediate English (PREP) 3 institutional credits (3 lecture hours) Prerequisite: CPT scores 30-54 or above	EDG 1314	Education Practicum I (AS) 3 credits (15 lab hours) Prerequisite: Completion of all required courses in an Early Childhood Education or Educational Assisting college credit certificate or the High/Scope AS Track
EAP 1500	Speaking and Listening - Level 2 (PREP) 3 institutional credits (3 lecture hours) Prerequisite: A College Placement Test (CPT) English score of 55-68, Compass/ESL 83-99 Listening or successful completion of Level I	EDG 1315	Education Practicum II (AS) 3 credits (15 lab hours) Prerequisites: EDG 1314
EAP 1520	High Intermediate Reading (PREP) 3 institutional credits (3 lecture hours) Prerequisite: A CPT (College Placement Test) score of 55 to 68, or successful completion of EAP 0420	EDG 2701	Teaching Diverse Populations (AA) 3 credits (3 lecture hours)
EAP 1584	High Intermediate English (PREP) 3 institutional credits (3 lecture hours) Prerequisites: A CPT (College Placement Score) of 55-68 or successful completion of EAP 0484	EDP 2002	Introduction to Educational Psychology (AA) 3 credits (3 lecture hours) Prerequisite: PSY 2012 or instructor's permission required
EAP 1620	Advanced Reading (PREP) 3 institutional credits (3 lecture hours) Prerequisites: CPT score of 69 or successful completion of EAP 1520; Corequisite: SLS 1501	EEC 1001	Introduction to Early Childhood Education (AA) 3 credits (3 lecture hours)
EAP 1684	Advanced English (PREP) 3 institutional credits (3 lecture hours) Prerequisites: A CPT (College Placement Test) score of 69 or successful completion of EAP 1584; Corequisite: SLS 1501	EEC 1003	Introduction to School Age Child (AS) 3 credits (3 lecture hours)
ECO 2013	Principles of Macroeconomics (AA) 3 credits (3 lecture hours) (*)	EEC 1006	Montessori Philosophy (AS) 3 credits (3 lecture hours)
ECO 2023	Principles of Microeconomics (AA) 3 credits (3 lecture hours)	EEC 1010	Montessori Sciences (AS) 1 credit (1 lecture hour)
ECS 2955	Comparative Economics-Travel Study (AA) 3 credits (3 lecture hours)	EEC 1220	Curriculum I: High/Scope Approach in Language and Literacy (AS) 3 credits (3 lecture hours) Prerequisite: EEC 1309
ECS 2956	International Current Business Practices (AA) 3 credits (3 lecture hours)	EEC 1221	Curriculum II: High/Scope Approach in Logical Reasoning Skills (AS) 3 credits (3 lecture hours) Prerequisite: EEC 1309
EDF 1001	ParaEducators in Special and General Education Classrooms (AA) 3 credits (3 lecture hours)	EEC 1222	Curriculum III: Adult/Child Interaction to Extend Learning (AS) 3 credits (3 lecture hours) Prerequisite: EEC 1309
		EEC 1230	Montessori Classroom Leadership (AS) 1 credit (1 lecture hour) Corequisite: EEC 2940
		EEC 1233	Montessori History & Geography (AS) 1 credit (1 lecture hour)
		EEC 1300	Early Childhood Curriculum I (AS) 3 credits (3 lecture hours)
		EEC 1309	Introduction to High/Scope (AS) 3 credits (3 lecture hours)

EEC 1311	Early Childhood Curriculum II (AS) 3 credits (3 lecture hours)	EEC 2710	Conflict Resolution in Early Childhood (AS) 3 credits (3 lecture hours)
EEC 1312	Early Childhood Curriculum III (AS) 3 credits (3 lecture hours)	EEC 2734	Health, Safety, and Nutrition for the Young Child (AS) 3 credits (3 lecture hours)
EEC 1316	Montessori Fine Arts & Movement (AS) 1 credit (1 lecture hour)	EEC 2940	Montessori Teaching Practicum I (AS) 3 credits (20 lab hours)
EEC 1522	Infant/Toddler Environments (AS) 3 credits (3 lecture hours)	EEC 2941	Montessori Teaching Practicum II (AS) 3 credits (20 lab hours)
EEC 1523	Overview of Child Care Center Management (AS) 3 credits (3 lecture hours)	EEC 2946	Infant/toddler Practicum II (AS) 3 credits (20 lab hours) Prerequisites: CHD 1110, EEC 1522, EEC 2407
EEC 1526	Montessori Interpersonal Communication & Administration (AS) 1 credit (1 lecture hour)	EEC 2948	Child Care Center Management Practicum I (AS) 3 credits (20 lab hours) Prerequisites: EEC 2202, EEC 2002, EEC 2521
EEC 1531	Montessori Observation & Overview I (AS) 1 credit (1 lecture hour) Corequisite: EEC 2530	EEC 2949	Child Care Center Management Practicum II (AS) 3 credits (20 lab hours) Prerequisites: EEC 2202, EEC 2002, EEC 2521, EEC 2948
EEC 1533	Montessori Observation & Overview 2 (AS) 1 credit (1 lecture hour) Corequisite: EEC 2532	EGN 1002C	Introduction to Engineering (AA) 3 credits (2 lecture hours, 2 lab hours) Corequisite: MAC 1105
EEC 1601	Observation and Assessment in Early Childhood (AS) 3 credits (3 lecture hours)	EGS 1111C	Engineering Graphics (AS) 3 credits (2 lecture hours, 4 lab hours) Prerequisite: ETD 1100C or equivalent. ETD 1320C recommended
EEC 1603	Positive Guidance and Behavior Management in School Age Child Care (AS) 3 credits (3 lecture hours) Prerequisite: EEC 1003	EME 2040	Introduction to Educational Technology (AA) 3 credits (3 lecture hours)
EEC 1700	Development of the School Age Child (AS) 3 credits (3 lecture hours) Prerequisite: DEP 2102	EMS 1119	Emergency Medical Technician Basic (Lecture) (AS) 6 credits (6 lecture hours) Prerequisites: TABE Level "D" score of 10, Limited Access Program Application, Red Cross or AHA BLS for Health Care Provider (CPR); Corequisites: EMS 1119L and EMS 1431
EEC 2002	Child Care and Education Organization Leadership Management (AS) 3 credits (3 lecture hours)	EMS 1119L	Emergency Medical Technician Basic Laboratory (AS) 3 credits (6 lab hours) Corequisites: EMS 1119, EMS 1431
EEC 2201	Developing Curriculum for Infants and Toddlers (AS) 3 credits (3 lecture hours)	EMS 1331	Aeromedical Transport (AS) 3 credits (3 lecture hours) Prerequisites: Licensure as paramedic, registered nurse, physician, respiratory therapist, or American Heart Association ACLS certification
EEC 2202	Child Care and Education Programming (AS) 3 credits (3 lecture hours)	EMS 1431	EMT-Basic Hospital and Field Experience (AS) 2 credits (6 clinical hours) Corequisites: EMS 1119, EMS 1119L
EEC 2271	Teaching Children with Special Needs (AS) 3 credits (3 lecture hours)	EMS 2620C	Paramedic I (AS) 12 credits (9 lecture hours, 6 lab hours) Prerequisite: Florida State EMT certification (or State exam eligible*, which must be passed during EMS 2620C). *Subject to State changes; Corequisite: EMS 2664
EEC 2407	Social-Emotional Growth and Socialization in Infants and Toddlers (AS) 3 credits (3 lecture hours)		
EEC 2521	Child Care and Education Financial and Legal Issues (AS) 3 credits (3 lecture hours)		
EEC 2530	Montessori Curriculum I (AS) 5 credits (5 lecture hours) Prerequisite or corequisite: EEC 1006; Corequisite EEC 1531		
EEC 2532	Montessori Curriculum II (AS) 5 credits (5 lecture hours) Prerequisites: EEC 1006 and EEC 2530; Corequisite: EEC 1533		

EMS 2621C Paramedic II (AS) 12 Credits (9 lecture & 6 lab hours) Prerequisites: EMS 2620C and EMS 2664; Corequisites: EMS 2665	ENL 2012 English Literature Before 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)
EMS 2622C Paramedic III (AS) 5 credits (3 lecture & 4 lab hours) Prerequisites: EMS 2621C and EMS 2665; Corequisites: EMS 2658	ENL 2012 Honors English Literature Before 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and cumulative 3.5 GPA (*)
EMS 2658 Paramedic Clinical III (AS) 2 credits (6 clinical hours) Prerequisites: EMS 2621C and EMS 2665; Corequisites: EMS 2622C	ENL 2022 English Literature After 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)
EMS 2659 Paramedic Field Internship (CAPSTONE) (AS) 1 Credit (8 lab hours) Prerequisites: EMS 2622C and EMS 2658	ENL 2022 Honors English Literature After 1800 (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and cumulative 3.5 GPA (*)
EMS 2664 Paramedic Clinical I (AS) 4 credits (8 clinical hours) Prerequisite: Florida State EMT certification (or State exam eligible*), which must be passed during EMS 2620C). *Subject to State changes; Corequisite: EMS 2620C	EPI 0001 Classroom Management (IC) 3 institutional credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
EMS 2665 Paramedic Clinical II (AS) 6 Credits (12 clinical hours) Prerequisites: EMS 2620C and EMS 2664; Corequisites: EMS 2621C	EPI 0002 Instructional Strategies (IC) 3 institutional credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
ENC 0001 College Prep English I (PREP) 3 institutional credits (3 lecture hours) Corequisite: SLS 1501	EPI 0003 Educational Technology (IC) 3 institutional credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
ENC 0010 College Prep English II (PREP) 3 institutional credits (3 lecture hours) Prerequisite: A College Placement Test (CPT) score of 61 or above or successful completion of ENC 0001; Corequisite: SLS 1501	EPI 0004 The Teaching and Learning Process (IC) 3 institutional credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
ENC 1101 College Composition I (AA) 3 credits (3 lecture hours) Prerequisite: ENC 0010 or adequate score on placement exam (*)	EPI 0010 Reading Fundamentals (IC) 3 institutional credits (3 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
ENC 1102 College Composition II (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)	EPI 0020 Professional Foundations (IC) 2 institutional credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI 0940
ENC 1121 Honors College Composition I (AA) 3 credits (3 lecture hours) Prerequisite: Cumulative GPA 3.5 or recommended test scores of ACT Enhanced - 26, SAT 1 - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)	EPI 0030 Diversity in the Classroom (IC) 2 institutional credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisites: EPI 0945
ENC 1122 Honors College Composition II (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and GPA of 3.5 (*)	EPI 0940 EPI Field Experience I (IC) 1 institutional credit (1 lecture hour) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI 0020
ENC 1141 Writing about Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)	EPI 0945 EPI Field Experience 2 (IC) 1 institutional credit (1 lecture hour) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI 0030
ENC 1210 Applied Communications (AS) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121	ESC 1000 Earth Science (AA) 3 credits (3 lecture hours) (*)
	EST 2542C Programmable Controllers (AA) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: EET 1015
	ETC 1202 Construction Documents (AAS) 3 credits (3 lecture hours) Prerequisites: BCN 2253C
	ETD 0138 Cartographic Drafting (PSAV) 300 clock hours

ETD 0540	Civil Drafting (PSAV) 600 clock hours	EVR 2941	Internship-Environmental Assessment (AS) 1 credit (8 lab hours) Prerequisites: EVS 2601
ETD 0542	Structural Drafting (PSAV) 300 clock hours	EVR 2942	Internship-Hydrologic Studies (AS) 1 credit (8 lab hours) Prerequisite: EVR 1210
ETD 0601	Electrical Drafting (PSAV) 600 clock hours	EVS 1214C	Water Quality Monitoring and Assessment (AS) 4 credits (3 lecture hours, 2 lab hours) Prerequisite: CHM 1020 or higher
ETD 0622	Electronic Drafting (PSAV) 600 clock hours	EVS 2015	Technical Writing for Environmental Professionals (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101
ETD 0700	Mechanical Drafting I (PSAV) 200 clock hours	EVS 2020	Environmental Data Methods (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101
ETD 0702	Mechanical Drafting II (PSAV) 600 clock hours	EVS 2193	Environmental Sampling Techniques (AA) 4 credits (3 lecture hours, 2 lab hours)
ETD 1100C	Introduction to Technical Drawing (AS) 3 credits (2 lecture hours, 2 lab hours)	EVS 2601	Hazardous Materials and Environmental Air Quality (AA) 3 credits (3 lecture hours)
ETD 1320C	Introduction to Computer Drafting (AS) 3 credits (2 lecture hours, 2 lab hours)	EVS 2602	Principles of Environmental Site Assessment (AS) 3 credits (3 lecture hours)
ETD 2332C	Customizing AUTOCAD (AS) 2 credits (2 lecture hours, 2 lab hours) Prerequisites: ETD 1320C, ETD 2350C	EVS 2870	Wildlife Ecology (AA) 4 credits (3 lecture hours, 2 lab hours) Prerequisite: BSC 1050
ETD 2378C	3-D Studio Max II (AS) 3 credits (2 lecture hours, 2 lab hours)	FFP 0020	Fire Fighter (PSAV) 450 clock hours
ETI 1110	Quality Management (AS) 3 Credits (3 lecture hours)	FFP 1301	Fire Hydraulics (AS) 3 credits (3 lecture hours)
ETI 1446	Project Management (AS) 3 Credits (3 lecture hours) Prerequisites: CGS 1570 or department chairperson's permission required	FFP 1302	Fire Apparatus and Equipment (AS) 3 credits (3 lecture hours) Prerequisite: FFP 1301
ETI 1701	Environmental Health and Safety (AS) 3 credits (3 lecture hours)	FFP 1505	Fire Prevention (AS) 3 credits (3 lecture hours)
EVR 1007	Florida's Environmental History (AA) 3 credits (3 lecture hours)	FFP 1540	Private Fire Protection Systems (AS) 3 credits (3 lecture hours)
EVR 1210	Introduction to Water Resources (AS) 3 credits (3 lecture hours)	FFP 1824	Basic Incident Management System I-200 (AS) 1 credit (1 lecture hour)
EVR 2195C	Water Resources Field Methods (AS) 4 credits (1 lecture hour, 4 lab hours) Prerequisites: EVR 2212, EVR 2290	FFP 1825	Intermediate Incident Management System I-300 (AS) 1 credit (1 lecture hour) Prerequisite: FFP 1824
EVR 2212	Surface Water Hydrology (AS) 3 credits (3 lecture hours) Prerequisites: MAC 1147, STA 2023, EVR 1210	FFP 1832	Emergency Response to Terrorism (AS) 1 credit (1 lecture hour)
EVR 2266	Survey of Environmental Mapping/GIS/Remote Sensing (AA) 3 credits (3 lecture hours)	FFP 2111	Fire Chemistry (AS) 3 credits (3 lecture hours)
EVR 2290	Ground Water Hydrology (AS) 3 credits (3 lecture hours) Prerequisites: GLY 2030C, MAC 1147	FFP 2120	Building Construction Fire Protection (AS) 3 credits (3 lecture hours)
EVR 2858	Environmental Law (AA) 3 credits (3 lecture hours)	FFP 2401	Hazardous Materials for Emergency Operations (AS) 3 credits (3 lecture hours)
EVR 2940	Cooperative Work Experience-Environmental Science (AA) 4 credits (32 lab hours)		

FFP 2402	Hazardous Materials for Emergency Operations II (AS) 3 credits (3 lecture hours) <i>Prerequisites:</i> FFP 2111, FFP 2401 and must be a firefighter with documentation	FFP 281 I	Firefighting Strategy and Tactics 2 (AS) 3 credits (3 lecture hours) <i>Prerequisite:</i> FFP 2810
FFP 2423	Hazardous Materials 3 (AS) 2 credits (1 lecture hour, 2 lab hours) <i>Prerequisites:</i> FFP 2401, FFP 2402, and FFP 2111	FIL 1420	Motion Picture and Television Production I (AS) 3 credits (3 lecture hours)
FFP 2510	Related Fire Codes and Standards (AS) 3 credits (3 lecture hours)	FIL 1620	Computer Applications for Motion Pictures and Television (AS) 3 credits (2 lecture hours, 2 lab hours)
FFP 2521	Blueprint Reading and Plan Examination (AS) 3 credits (3 lecture hours)	FIL 2000	Introduction to Film Communication (AA) 3 credits (3 lecture hours)
FFP 2541	Private Fire Protection Systems 2 (AS) 3 credits (3 lecture hours) <i>Prerequisites:</i> FFP 2540 and completion of Fire Inspector I competencies	FIL 2030	History of Motion Pictures (AA) 3 credits (3 lecture hours)
FFP 2604	Fire Investigation and Arson Detection (AS) 3 credits (3 lecture hours)	FIL 2100	Writing for Motion Pictures and Television (AS) 3 credits (3 lecture hours) <i>Prerequisite:</i> ENC 1101 or ENC 1121
FFP 2606	Post Blast Investigations (AS) 3 credits (3 lecture hours) <i>Prerequisites:</i> The Bureau of Fire Standards and Training requires that students in this course be certified as a Fire Investigator I	FIL 236 I	News and Documentary Production (AS) 3 credits (2 lecture hours, 2 lab hours) <i>Prerequisite:</i> FIL 1420
FFP 2610	Fire Investigation: Origin and Cause (AS) 3 credits (3 lecture hours)	FIL 2432C	Motion Picture and Television Production II (AS) 4 credits (2 lecture hours, 4 lab hours) <i>Prerequisites:</i> FIL 1420 and (FIL 2461 or FIL 2537 or FIL 2571C)
FFP 2630	Latent Investigations (AS) 3 credits (3 lecture hours) <i>Prerequisites:</i> The Bureau of Fire Standards and Training requires that students in this course be Certified Firefighters, Fire Inspectors, Fire Investigators, or Law Enforcement Officers	FIL 246 I	Cinematography and Lighting (AS) 3 credits (2 lecture hours, 2 lab hours)
FFP 2670	Legal Issues for Investigators (AS) 3 credits (3 lecture hours) <i>Prerequisite:</i> The Bureau of Fire Standards and Training requires students in this course to be certified as Fire Investigator I, Firefighter, or Fire Inspector or Law Enforcement Officer	FIL 2480	Motion Picture and Television Direction (AS) 3 credits (1 lecture hour, 4 lab hours) <i>Prerequisites:</i> FIL 1420 and RTV 2000C
FFP 2706	Public Information Officer (AS) 3 credits (3 lecture hours)	FIL 2537	Sound (AS) 3 credits (2 lecture hours, 2 lab hours) <i>Prerequisite:</i> FIL 1420
FFP 2720	Company Officer & Leadership (AS) 3 credits (3 lecture hours) <i>Prerequisite:</i> Must be a firefighter with documents	FIL 2571C	Editing and Post-Production (AS) 3 credits (2 lecture hours, 2 lab hours)
FFP 2740	Fire Service Course Delivery (AS) 3 credits (3 lecture hours)	FIL 261 I	The Business and Marketing of Motion Pictures and Television (AA) 3 credits (3 lecture hours)
FFP 2741	Fire Service Course Design (AS) 3 credits (3 lecture hours) <i>Prerequisite:</i> FFP 2740	FIL 2770	Introduction to Digital Animation (AS) 3 credits (2 lecture hours, 2 lab hours)
FFP 2770	Legal and Ethical Issues for the Fire Service (AS) 3 credits (3 lecture hours)	FIL 2910	Independent Project in Motion Picture and Television Production (AS) 3 credits (6 lab hours)
FFP 2780	Fire Service Administration (AS) 3 credits (3 lecture hours)	FIL 2941	Motion Picture and Television Internship I (AS) 3 credits (24 lab hours) <i>Prerequisites:</i> FIL 1420
FFP 2810	Firefighting Strategy and Tactics I (AS) 3 credits (3 lecture hours)	FIL 2942	Motion Picture and Television Internship 2 (AS) 3 credits (24 lab hours) <i>Prerequisites:</i> FIL 1420
		FIL 2943	Motion Picture and Television Internship 3 (AS) 1 credit (8 lab hours) <i>Prerequisites:</i> FIL 1420
		FIL 2952	Portfolio Preparation (AS) 2 credits (2 lecture hours)
		FIN 2100	Personal Finance (AS) 3 credits (3 lecture hours)

FOS 1201	Food Service Sanitation (AS) 2 credits (2 lecture hours)	GEB 1011	Introduction to Business (AA) 3 credits (3 lecture hours)
FRE 1120	Elementary French I (AA) 4 credits (4 lecture hours) (*)	GER 1120	Elementary German I (AA) 4 credits (4 lecture hours) (*)
FRE 1121	Elementary French II (AA) 4 credits (4 lecture hours) Prerequisite: FRE 1120 or equivalent (*)	GER 1121	Elementary German II (AA) 4 credits (4 lecture hours) Prerequisite: GER 1120 or equivalent (*)
FRE 2200	Intermediate French I (AA) 3 credits (3 lecture hours) Prerequisite: FRE 1121 or equivalent (*)	GER 2200	Intermediate German I (AA) 3 credits (3 lecture hours) Prerequisite: GER 1121 or equivalent (*)
FRE 2201	Intermediate French II (AA) 3 credits (3 lecture hours) Prerequisite: FRE 2200 or equivalent (*)	GER 2201	Intermediate German II (AA) 3 credits (3 lecture hours) Prerequisite: GER 1121 or department chairperson's permission required (*)
FRE 2240	Intermediate Conversational French I (AA) 3 credits (3 lecture hours) Prerequisite: FRE 1121 or equivalent	GER 2210	Intermediate German Readings and Conversation I (AA) 3 credits (3 lecture hours) Prerequisite: GER 1121 Elementary German II
FSS 1210C	Elements of Food Science and Techniques (AS) 3 credits (2 lecture hours, 2 lab hours)	GEY 2000	Gerontology (AA) 3 credits (3 lecture hours)
FSS 1220	Professional Cooking (AS) 2 credits (2 lecture hours) Prerequisite or corequisite: FOS 1201; Corequisite: FSS 1220L	GLY 1000	Descriptive Geology (AA) 3 credits (3 lecture hours) (*)
FSS 1220L	Professional Cooking Lab (AS) 1 credit (2 lab hours) Corequisite: FSS 1220	GLY 2030C	Environmental Geology (AA) 3 credits (2 lecture hours, 2 lab hours)
FSS 1221C	Quantity Food Production I (AS) 4 credits (2 lecture hours, 4 lab hours) Prerequisite: FSS 1210C, or FSS 1220 and FSS 1220L	GRA 1190C	Graphic Design I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C; Corequisite: ART 1205C
FSS 1270	Understanding Wine and Spirits (AS) 3 credits (3 lecture hours)	GRA 1530C	Typography (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2100C
FSS 1300	Introduction to Food Service Management (AS) 3 credits (3 lecture hours)	GRA 2100C	Introduction to Macintosh Graphics (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite or corequisites: ART 1210C, ART 1300C
FSS 2063C	Baking (AS) 4 credits (2 lecture hours, 4 lab hours) Prerequisite: FSS 1220 and FSS 1220L or instructor's permission required	GRA 2121C	QuarkXpress I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2800C or department chairperson's permission required
FSS 2XXXX	International Foods (AS) 3 credits (1 lecture hour, 4 lab hours) Prerequisites: FOS 1201, FSS 1220, FSS 1220L and FSS 1221	GRA 2122C	QuarkXPress 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2151C or department chairperson's permission required
FSS 2105	Purchasing for the Hospitality Industry (AS) 3 credits (3 lecture hours)	GRA 2131	Multimedia Graphics (AS) 3 credits (3 lecture hours, 2 lab hours) Prerequisites: ART 1201C, ART 1300C, and GRA 2100C Corequisites: ART 1205C and GRA 2160
FSS 2248C	Pastry and Garde Manger I (AS) 4 credits (2 lecture hours, 4 lab hours) Prerequisite or corequisite: FSS 1221C	GRA 2132C	Multimedia Design (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C, ART 1205C, ART 1300C, GRA 2131 and GRA 2160; Corequisite: GRA 2136C
FSS 2500	Food and Beverage Cost Control (AS) 3 credits (3 lecture hours)		
GCO 2230	Pumping and Irrigation Systems (AS) 3 credits (3 lecture hours)		
GCO 2405	Advanced Turf Culture (AS) 3 credits (3 lecture hours) Prerequisite: ORH 2220 recommended		
GEA 1000	Principles of Geography and Conservation (AA) 3 credits (3 lecture hours) (*)		

GRA 2136C Multimedia Video Editing (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C, ART 1205C, ART 1300C, GRA 2131 and GRA 2160; Corequisite: GRA 2132C	HEV 0106 10-Hour Infant/Toddler Appropriate Practices (PSAV) 10 clock hours
GRA 2144 Graphic Web Design (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1300C, ART 1201C, ART 1205C, GRA 2100C, GRA 2131, and GRA 2160; Corequisite: GRA 1722	HEV 0115 30 Hour Child Care Worker Certification (PSAV) 30 clock hours
GRA 2151C Illustrator I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2800C or department chairperson's permission required	HEV 0119 30 Hour Family Child Care Certification (PSAV) 30 clock hours
GRA 2152C Illustrator 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2151C or department chairperson's permission required	HEV 0123 10-Hour Special Needs Appropriate Practices (PSAV) 10 clock hours
GRA 2156C Photoshop I (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2800C or department chairperson's permission required	HEV 0130 CDA Module I (PSAV) 42 clock hours Prerequisite: 40-Hour Child Care Training Certification and passing of the 40-Hour Child Care Certification Competency Test
GRA 2157C Photoshop 2 (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2156C	HEV 0131 CDA Module II (PSAV) 40 clock hours Prerequisite: HEV 0130
GRA 2160 Multimedia Animation (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C, ART 1300C, GRA 2100C; Corequisites: ART 1205C and GRA 2131	HEV 0132 CDA Module III (PSAV) 42 clock hours Prerequisite: HEV 0131
GRA 2171C Portfolio Composition (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2191C	HEV 0160 CDA Observation (PSAV) 2 clock hours
GRA 2191C Graphic Design II (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1230C, GRA 2800C or instructor's permission required	HEV 0167 10-Hour Preschool Appropriate Practices (PSAV) 10 clock hours
GRA 2722 Dreamweaver (AS) 3 credits (3 lecture hours, 2 lab hours) Prerequisites: ART 1201C, ART 1300C, ART 1205C; GRA 2100C, GRA 2160 and GRA 2131; Corequisite: GRA 2144	HEV 0198 10-HR School Age Appropriate Practices (PSAV) 10 clock hours
GRA 2940 Graphic Design Internship (AS) 3 credits (4 lab hours) Prerequisite: All other Graphic Design courses required for Graphic Design Technology program. A 3.0 mini- mum GPA in major graphic design courses and department chairperson's permission required.	HEV 0800 FCC Child Development Associate (CDA) Module I (PSAV) 42 clock hours Prerequisite: 30-HR Family Child Care Certification
HCP 0120 Nursing Assistant (PSAV) 75 clock hours	HEV 0801 FCC Child Development Associate (CDA) Module II (PSAV) 40 clock hours Prerequisite: HEV 0800 FCC CDA Module I
HCP 0300 Home Health Aide (PSAV) 50 clock hours	HEV 0802 FCC Child Development Associate (CDA) Module III (PSAV) 42 clock hours Prerequisite: HEV 0801
HCP 0620 Patient Care Assistant (PSAV) 75 clock hours	HEV 0803 20-Hour School Age Child Care Certification (PSAV) 20 clock hours
HEV 0102 10-Hour Owner/Operator Certification (PSAV) 10 clock hours	HEV 0804 20-Hour School Age Child Care Curriculum (PSAV) 20 clock hours
	HFT 1000 Introduction to the Hospitality Business (AS) 3 credits (3 lecture hours)
	HFT 1630 Management of Security in Hospitality Business (AS) 3 credits (3 lecture hours)
	HFT IXXX Hospitality Property Management (AS) 3 credits (3 lecture hours)

HFT 1700	Tourism and the Hospitality Industry (AS) 3 credits (3 lecture hours)	HOS 1010	Introduction to Horticulture (AS) 3 credits (3 lecture hours)
HFT 1850C	Dining Room Management (AS) 3 credits (2 lecture hours, 4 lab hours) Prerequisite or corequisite: FOS 1201	HSC 0003	Health Care Concepts (PSAV) 78 clock hours
HFT 2XXX	Hospitality Industry Law (AS) 3 credits (3 lecture hours)	HSC 0003L	Health Care Concepts Laboratory (PSAV) 12 clock hours
HFT 2220	Personnel Management Practices (AS) 3 credits (3 lecture hours)	HSC 1000	Introduction to Health Care (AS) 2 credits (2 lecture hours) Corequisite: HSC 1000L
HFT 2410	Hotel-Motel Front Office and Procedures (AS) 3 credits (3 lecture hours)	HSC 1000L	Introduction to Health Care Lab (AS) 1 credit (2 lab hours)
HFT 2434	Club Management (AS) 3 credits (3 lecture hours)	HSC 1010	Introduction to Developmental Concepts for Health Care Providers (AS) 2 credits (2 lecture hours)
HFT 2510	Sales Promotion and Advertising in Hotels and Food Service (AS) 3 credits (3 lecture hours)	HSC 1101	Contemporary Issues in Health (AA) 3 credits (3 lecture hours) (*)
HFT 2949C	Co-op: Hospitality Management II (AS) 3 credits (1 lecture hour, 10 lab hours) Prerequisites: HFT 1949C, department chairperson's permission required	HSC 1400	Standard First AID and CPR (AS) 1 credit (2 lab hours)
HIM 0000	Health Information Management (ATD) 60 clock hours	HSC 2100	Health Concepts and Strategies (AA) 3 credits (3 lecture hours) (*)
HIM 0001L	Advanced Coding Practicum (ATD) 78 clock hours	HSC 2100	Honors Health Concepts and Strategies (AA) 3 credits (3 lecture hours) Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)
HIM 0030	Fundamentals of Medical Transcription (ATD) 90 clock hours	HSC 2133	Human Sexuality Education (AA) 3 credits (3 lecture hours)
HIM 0031	Medical Transcription I (ATD) 240 clock hours	HSC 2140	Drug Education (AA) 3 credits (3 lecture hours)
HIM 0032	Medical Transcription 2 (ATD) 240 clock hours	HSC 2204	Community Health Education (AA) 3 credits (3 lecture hours) Prerequisite: HSC 2100 recommended (*)
HIM 0220	Medical Coding I (ATD) 120 clock hours	HSC 2531	Medical Terminology (AA) 3 credits (3 lecture hours)
HIM 00253	Medical Coding 2 (ATD) 120 clock hours	HUN 1001	Introductory Nutrition (AS) 3 credits (3 lecture hours)
HIM 0270	Insurance Billing and Claims (ATD) 95 clock hours	HUN 1201	Elements of Nutrition (AA) 3 credits (3 lecture hours) (*)
HIM 0280	Fundamentals of Medical Coding (ATD) 75 clock hours	HUN 1201	Honors Elements of Nutrition (AA) 3 credits (3 lecture hours) Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing(*)
HIM 0439	Pathophysiology and Pharmacology for Health Professions (ATD) 90 clock hours	HUN 1501	Community Nutrition (AA) 3 credits (3 lecture hours) Prerequisite: HUN 1201
HLP 1080	Physical Fitness I (AA) 1 credit (2 lab hours)	HUS 1001	Introduction to Human Services (AA) 3 credits (3 lecture hours)
HLP 1083	Essentials of Wellness I (AA) 1 credit (1 lecture hour)	HUS 1200	Principles of Group Dynamics (AS) 3 credits (3 lecture hours) Prerequisite PSY 2012
HLP 1087	Essentials of Wellness II (AA) 1 credit (1 lecture hour) Prerequisite: HLP 1083		
HLP 1088	Essential of Wellness III (AA) 1 credit (1 lecture hour) Prerequisite: HLP 1087		

- HUS 1302 Counseling and Interviewing (AS)**
3 credits (3 lecture hours)
Prerequisite: PSY 2012
- HUS 1424 Counseling the Chemically Dependent Person (AS)**
3 credits (3 lecture hours)
- HUS 1850 Fieldwork in Human Services I (AS)**
2 credits (2 lecture hours)
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520
- HUS 1850L Fieldwork in Human Services I Internship (AS)**
3 credits (9 lab hours)
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520;
Corequisite: HUS 1850
- HUS 2308 Psychotherapy: Theory and Practice (AS)**
3 credits (3 lecture hours)
Prerequisite: PSY 2012
- HUS 2851 Fieldwork in Human Services II (AS)**
2 credits (2 lecture hours)
Prerequisite: HUS 1850
- HUS 2851L Fieldwork in Human Services II Internship (AS)**
3 credits (9 lab hours)
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520;
Corequisite: HUS 2851
- IDS 2105 Honors Knowledge Through the Ages (AA)**
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121 and a GPA of 3.5
- IDS 2109 CLAST Review (AA)**
3 credits (3 lecture hours)
Prerequisite: Thirty (30) semester hours of college credit courses including 15 of the 18 hours required under the Gordon Rule of competencies tested on the state-mandated CLAST
- IND 1025C Fundamentals of Color and Design (AS)**
3 credits (2 lecture hours, 2 lab hours)
- IND 1233C Design Studio I (AS)**
3 credits (2 lecture hours, 3 lab hours)
Corequisite: IND 1401C
- IND 1234C Design Studio II (AS)**
3 credits (2 lecture hours, 3 lab hours)
Prerequisites: IND 1233C, IND 1401C
- IND 1401C Technical Design I (AS)**
3 credits (2 lecture hours, 2 lab hours)
- IND 1935 Building and Barrier Free Codes (AS)**
3 credits (3 lecture hours)
Prerequisites: IND 1234C, IND 2424C
- IND 2100 History of Interiors I (AS)**
3 credits (3 lecture hours)
- IND 2130 History of Interiors II (AS)**
3 credits (3 lecture hours)
- IND 2202C Introduction to Kitchen and Bath Design (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1234C and IND 2424C
- IND 2203C Advanced Kitchen and Bath Design (ATC)**
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: IND 2202C
- IND 2237C Design Studio III (AS)**
3 credits (2 lecture hours, 3 lab hours)
Prerequisites: IND 1234C and IND 2424C;
Corequisite: IND 1935
- IND 2238C Design Studio IV (AS)**
3 credits (2 lecture hours, 3 lab hours)
Prerequisites: IND 2237C, IND 2432C
- IND 2307C Interior Design Graphics (AS)**
3 credits (2 lecture hours, 2 lab hours)
Corequisites: IND 1025C, IND 1233C, IND 1401C
- IND 2420C Materials, Estimating and Specifications (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1234C and IND 2424C
- IND 2424C Technical Design II (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1233C, IND 1401C
- IND 2429 Textiles for Interiors (AS)**
3 credits (3 lecture hours)
Prerequisites: IND 1234C, IND 2424C
- IND 2432C Interior Lighting (AS)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1234C, IND 2424C
- IND 2460C CAD for Interiors I (AS)**
3 credits (1 lecture hour, 4 lab hours)
Prerequisites: IND 1234C, IND 2424C
- IND 2463C CAD for Interiors II (AS)**
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: IND 2460C
- IND 2505 Professional Practices (AS)**
3 credits (3 lecture hours)
Prerequisites: IND 2237C, IND 2432C
- IND 2523L Interior Design Portfolio (AS)**
1 credit (2 lab hours)
Prerequisites: IND 2237C and IND 2432C
- IND 2608C Sustainable Design (ATC)**
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1234C and IND 2424C
- IND 2931C Special Topics in Interior Design (AS)**
3 credits (2 lecture hours, 3 lab hours)
Prerequisites: IND 1234C and IND 2424C
- IND 2941 Interior Design Internship (AS)**
1 credit (6 lab hours)
Prerequisite: IND 2237C
- INR 2002 International Relations (AA)**
3 credits (3 lecture hours)
Prerequisites: POS 1001 or POS 1041 or instructor's permission required
- IPM 1301 Pesticides (AS)**
3 credits (3 lecture hours)

JOU 2103	Specialized News Writing (AA) 3 credits (3 lecture hours) Prerequisite: MMC 1100 or department chairperson's permission required; Corequisite: ENC 1101 or ENC 1121	LIT 2380	Honors Women in Literature (AA) 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1121 and cumulative 3.5 GPA (*)
LDE 2000	Introduction to Landscape Design (AS) 3 credits (3 lecture hours)	MAC 1105	College Algebra (AA) 3 credits (3 lecture hours) Prerequisites: A grade of C or better in MAT 1033 (*)
LDE 2403	Landscape Design II (AS) 3 credits (3 lecture hours) Prerequisite: ORH 2830 recommended	MAC 1105	Honors College Algebra (AA) 3 credits (3 lecture hours) Prerequisites: A grade of C or better in MAT 1033 and a GPA of 3.5 (*)
LDE 2510	Computer-Aided Landscape Design (AS) 3 credits (3 lecture hours) Prerequisite: ORH 2830 recommended or instructor's permission required	MAC 1114	Trigonometry (AA) 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAC 1140 or MAC 1105 (*)
LIS 1002	Introduction to the Research Process (AA) 1 credit (1 lecture hour)	MAC 1140	Precalculus (AA) 3 credits (3 lecture hours) Prerequisites: A suitable score on the placement test together with two years of high school algebra or a C or higher in MAC 1105 (*)
LIS 2004	Introduction to Internet Research (AA) 1 credit (1 lecture hour)	MAC 2233	Survey of Calculus (AA) 3 credits (3 lecture hours) Prerequisite: MAC 1105 with a C or higher OR MAC 1140 with a C or higher with scores of 72 and above (EA) and 75 and above (CLM) on the CPT (*)
LIT 1050	Introduction to Literary Humor, from Ancient Times to the Present (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121	MAC 2311	Calculus with Analytic Geometry I (AA) 4 credits (4 lecture hours) Prerequisite: A grade of C or better in MAC 1140 and MAC 1114 (*)
LIT 1370	The Bible as Literature (AA) 3 credits (3 lecture hours)(*)	MAC 2312	Calculus with Analytic Geometry II (AA) 4 credits (4 lecture hours) Prerequisite: A grade of C or better in MAC 2311 (*)
LIT 2090	Contemporary Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)	MAC 2313	Calculus With Analytic Geometry III (AA) 4 credits (4 lecture hours) Prerequisite: A grade of C or better in MAC 2312 (*)
LIT 2090	Honors Contemporary Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and GPA of 3.5 (*)	MAN 1949	Co-op: Business I 3 credits (1 lecture, 10 lab hours) Prerequisites: instructor's permission required
LIT 2110	World Literature Before the Renaissance (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and GPA of 3.5 (*)	MAN 2021	Principles of Management (AS) 3 credits (3 lecture hours)
LIT 2110	Honors World Literature Before the Renaissance (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and a GPA of 3.5 (*)	MAP 2302	Differential Equations (AA) 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAC 2312
LIT 2120	World Literature After the Renaissance (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)	MAR 2011	Principles of Marketing (AA) 3 credits (3 lecture hours)
LIT 2120	Honors World Literature After the Renaissance (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and GPA of 3.5 (*)	MAS 2103	Matrix Theory (AA) 3 credits (3 lecture hours) Prerequisite: MAC 2311 or MAC 2233 (*)
LIT 2190	Introduction to Afro-Caribbean Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121	MAT 0012	Basic Algebra I (PREP) 3 institutional credits (3 lecture hours) Prerequisite or corequisite: SLS 1501
LIT 2380	Women In Literature (AA) 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)	MAT 0020	Basic Algebra II (PREP) 3 institutional credits (3 lecture hours) Prerequisite: College Placement Test (CPT) score above 33-45 or successful completion of MAT 0012, Corequisite: SLS 1501 (If not completed with MAT 0012)

MAT 1033 Intermediate Algebra (AA)
3 credits (3 lecture hours)
Prerequisite: Successful completion of MAT 0020

MCB 2010 Microbiology (AA)
3 credits (3 lecture hours)
Prerequisite: BSC 1085 OR BSC 1010 (*)

MCB 2010L Microbiology Laboratory (AA)
1 credit (2 lab hours)
Corequisite: MCB 2010 (*)

MEA 0201 Diseases, Disorders, and Treatment for Medical Assisting 2 (PSAV)
120 clock hours

MEA 0230 Medical Terminology for Body Systems (PSAV)
95 clock hours

MEA 0240 Mathematics for Clinical Calculations (PSAV)
35 clock hours

MEA 0242 Pharmacology for the Medical Assistant (PSAV)
95 clock hours

MEA 0253 Diseases, Disorders, and Treatment for Medical Assisting I (PSAV)
120 clock hours

MEA 0254 Basic Medical Laboratory Techniques for the Medical Assistant (PSAV)
50 clock hours

MEA 0258 Radiology for the Medical Assistant (PSAV)
50 clock hours

MEA 0310 Introduction to Medical Office Procedures (PSAV)
90 clock hours

MEA 0322 Advanced Medical Office Procedures (PSAV)
75 clock hours

MEA 0334 Medical Insurance and Coding (PSAV)
75 clock hours

MEA 0520 Phlebotomy for the Medical Assistant (PSAV)
75 clock hours

MEA 0540 Electrocardiography for the Medical Assistant (PSAV)
75 clock hours

MEA 0801 Externship in Medical Assisting (PSAV)
173 clock hours

MGF 1106 Liberal Arts Mathematics (AA)
3 credits (3 lecture hours)
Prerequisites: A grade of "C" or above in MAT 1033, or 72 & above (EA) FCELP and 44 & above (CLM) FCELP or/and one year of high school algebra and passing score on the placement exam (*)

MGF 1107 Finite Mathematics (AA)
3 credits (3 lecture hours)
Prerequisite: MAT 1033 or equivalent (*)

MGF 1109 Ratio and Proportion (AA)
1 credit (1 lecture hour)
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test

MGF 1111 Geometry (AA)
1 credit (1 lecture hour)
Prerequisites: A grade of "C" or above in MAT 1033, or 72 & above (EA) FCELP and 44 & above (CLM) FCELP or/and one year of high school algebra and passing score on the placement exam (*)

MGF 1112 Logic (AA)
1 credit (1 lecture hour)
Prerequisites: A grade of "C" or above in MAT 1033, or 72 & above (EA) FCELP and 44 & above (CLM) FCELP or/and one year of high school algebra and passing score on the placement test (*)

MKA 1041 Principles of Retailing I (AS)
3 credits (3 lecture hours)

MKA 1511 Advertising (AS)
3 credits (3 lecture hours)

MKA 2021 Personal Selling (AS)
3 credits (3 lecture hours)

MMC 1000 Survey of Communication (AA)
3 credits (3 lecture hours)

MMC 1100 Basic News Writing for Mass Media (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121

MMC 1949C Mass Media Internship I (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC 1100 or JOU 2103

MMC 2949C Mass Media Internship II (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC 1100 or JOU 2103

MNA 2100 Human Relations in Business (AS)
3 credits (3 lecture hours)

MNA 2303 Introduction to Public Personnel Management (AS)
3 credits (3 lecture hours)

MNA 2345 Principles of Supervision (AS)
3 credits (3 lecture hours)

MSS 0252 Massage Therapy I (PSAV)
200 clock hours
Prerequisite: HSC 0003

MSS 0262 Massage Therapy 2 (PSAV)
235 clock hours
Prerequisite: MSS 0252

MSS 0263 Massage Therapy 3 (PSAV)
237 clock hours
Prerequisite: MSS 0262

MTB 1103 Business Mathematics I (AS)
3 credits (3 lecture hours)

MTB 1304 Graphing Calculator (AA)
1 credit (1 lecture hour)
Prerequisite: MAT 1033 or appropriate placement score

MTG 2206 College Geometry (AA)
3 credits (3 lecture hours)
Prerequisite: MAT 1033 or Placement scores: ACT-20, SAT-450, CPT-72(EA) and 44(CLM)

MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA

(Freshman/Sophomore)

- MUC 2301 Introduction to Electronic Music I (AA)**
3 credits (3 lecture hours)
Prerequisites: There are no prerequisites, although basic computer skills and a fundamental knowledge of music notation is recommended
- MUC 2302 Introduction to Electronic Music II (AA)**
3 credits (3 lecture hours)
Prerequisite or corequisite: MUC 2301 or instructor's permission required
- MUC 2311 Electronic Music I (AA)**
3 credits (3 lecture hours)
Prerequisite: MUC 2302
- MUC 2312 Electronic Music II (AA)**
3 credits (3 lecture hours)
Prerequisite: MUC 2311
- MUH 2018 History and Appreciation of Jazz (AA)**
3 credits (3 lecture hours) (*)
- MUL 1010 Music Appreciation (AA)**
3 credits (3 lecture hours) (*)
- MUL 1010 Honors Music Appreciation (AA)**
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced – 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)
- MUM 1030L Commercial Music Performance (AA)**
1 credit (3 lab hours)
Prerequisite: MUT 1112 or instructor's permission required
- MUM 1622L Sound Reinforcement and Fundamentals Laboratory (AA)**
1 credit (2 lab hours)
Prerequisites: MUM 2601, MUM 2601L, or instructor's permission required
- MUM 2600 Recording Techniques I (AA)**
3 credits (3 lecture hours)
Corequisite: MUM 2600L
- MUM 2600L Recording Techniques I Laboratory (AA)**
1 credit (2 lab hours)
Corequisite: MUM 2600
- MUM 2601 Recording Techniques II (AA)**
3 credits (3 lecture hours)
Prerequisites: MUM 2600, MUM 2600L;
Corequisites: MUM 2601L
- MUM 2601L Recording Techniques II Laboratory (AA)**
1 credit (2 lab hours)
Prerequisites: MUM 2600 and MUM 2600L;
Corequisites: MUM 2601
- MUM 2604L Multi-Track Mixdown Techniques (AA)**
1 credit (2 lab hours)
Prerequisites: MUM 2600, MUM 2600L
- MUN 1021R Electronic Music Ensemble (AA)**
1 credit (2 lab hours)
Prerequisites: MVK 1111 A, MUT 1001, or MUT 1111, or instructor's permission required
- MUN 1120R Concert Band (AA)**
1 credit (2 lab hours)
- MUN 1310R Concert Chorus (AA)**
1 credit (3 lab hours)
- MUN 1410R String Ensemble (AA)**
1 credit (2 lab hours)
Prerequisite: Audition or instructor's permission required
- MUN 1420R Woodwind Ensemble (AA)**
1 credit (2 lab hours)
Prerequisite: Music Major or audition
- MUN 1430R Brass Ensemble (AA)**
1 credit (2 lab hours)
- MUN 1492R Guitar Ensemble (AA)**
1 credit (2 lab hours)
Members are selected by audition
- MUN 1710AR / MUN 2710AR 12 O'clock Jazz Band (R) (AA)**
1 credit (3 lab hours)
Prerequisite to MUN 2710 A R: Two semesters of MUN 1710 A R and required audition
- MUN 1710BR / MUN 2710BR Jazz Trombone Ensemble (R) (AA)**
1 credit (2 lab hours)
Prerequisite to MUN 2710 B R: Two semesters of MUN 1710 B R and required audition
- MUN 1710C/MUN 2710C Jazz Combo (R) (AA)**
1 credit (3 lab hours)
Prerequisite to MUN 2710 C R: Two semesters of MUN 1710 C R and required audition
- MUN 1710D/MUN 2710D Tuesday Nite Jazz Band (R) (AA)**
1 credit (2 lab hours)
Prerequisite to MUN 2710 D R: Two semesters of MUN 1710 D R and required audition
- MUN 1710E/MUN 2710E Jazz Guitar Ensemble (R) (AA)**
1 credit (2 lab hours)
Prerequisite to MUN 2710 E R: Two semesters of MUN 1710 E R and required audition
- MUN 1720R Troubadours (AA)**
1 credit (3 lab hours)
- MUN 2340R Chamber Singers (AA)**
1 credit (2 lab hours)
Prerequisite: Membership by audition or instructor's permission required
- MUN 2510R Piano Vocal/Instrumental Accompanying (AA)**
1 credit (2 lab hours)
Prerequisite: Required audition
Corequisite: MVK 1311 R or MVK 2321 R

MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA

(Freshman/Sophomore)

- MUS 0010L Recital Seminar** (AA)
0 credit (1 lecture hour)
- MUT 1001 Fundamentals of Music** (AA)
3 credits (3 lecture hours) (*)
- MUT 1111 Music Theory I** (AA)
3 credits (3 lecture hours)
Corequisite: MUT 1241
- MUT 1112 Music Theory II** (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 1111 or equivalent;
Corequisite: MUT 1242
- MUT 1241 Ear Training and Sight Singing I** (AA)
1 credit (2 lab hours)
Corequisite: MUT 1111 or equivalent
- MUT 1242 Ear Training and Sight Singing II** (AA)
1 credit (2 lab hours)
Prerequisite: MUT 1241;
Corequisite: MUT 1112
- MUT 1351 Jazz Arranging I** (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 1112 or instructor's permission required
- MUT 2116 Music Theory III** (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 1112 or equivalent;
Corequisite: MUT 2246
- MUT 2117 Music Theory IV** (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 2116 or equivalent;
Corequisite: MUT 2247
- MUT 2246 Ear Training and Sight Singing III** (AA)
1 credit (2 lab hours)
Prerequisite: MUT 1242;
Corequisite: MUT 2116
- MUT 2247 Ear Training and Sight Singing IV** (AA)
1 credit (2 lab hours)
Prerequisite: MUT 2246;
Corequisite: MUT 2117
- MUT 2641 Instrumental Improvisation** (AA)
1 credit (3 lab hours)
Prerequisite: MUT 1111 or instructor's permission required
- MVK 1111 A Class Instruction - Piano I** (AA)
1 credit (2 lab hours)
- MVK 1111 B Class Instruction - Piano II** (AA)
1 credit (2 lab hours)
Prerequisite: MVK 1111 A or equivalent
- MVK 2121 Class Instruction - Piano III** (AA)
1 credit (2 lab hours)
Prerequisite: MVK 1111 B or equivalent
- MVK 2122 Class Instruction - Piano IV** (AA)
1 credit (2 lab hours)
Prerequisite: MVK 2121 or equivalent
- MVS 1116 A Class Instruction - Guitar I** (AA)
1 credit (2 lab hours)
- MVS 1116 B Class Instruction - Guitar II** (AA)
1 credit (2 lab hours)
- MVV 1111 A Class Instruction - Voice I** (AA)
1 credit (2 lab hours)
- MVV 1111 B Class Instruction - Voice II** (AA)
1 credit (2 lab hours)
Prerequisite: MVV 1111 A or equivalent

MUSIC APPLIED PRIVATE INSTRUCTION (AA)

(Freshman/Sophomore)

Corequisite: MUS 0010L (Recital Seminar)

Four semesters of applied private lessons are required for all music majors. Non-music majors and non-degree-seeking students may take private lessons only by permission of the Music Department Chairman. Applied private lessons in the Fall and Winter terms are for one hour per week (2 credits) and numbered in the 1300/2300 series. Applied private lessons in the Summer A and Summer B terms are for one hour per week (1 credit) and numbered in the 1200/2200 series. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. The letter "R" is added to the common course number for each applied music course indicating that the course is repeatable up to nine (9) times for credit.

FALL/WINTER TERM 1300/2300 SERIES

BRASSES - FRESHMAN LEVEL

2 credits (one hour per week)

- MVB 1311R Trumpet**
MVB 1312R Horn
MVB 1313R Trombone
MVB 1314R Baritone Horn

BRASSES - SOPHOMORE LEVEL

2 credits (one hour per week)

- MVB 2321R Trumpet**
Prerequisite: 2 semesters of MVB 1311 R w/grade of B or higher
MVB 2322R Horn
Prerequisite: 2 semesters MVB 1312 R w/grade of B or higher
MVB 2323R Trombone
Prerequisite: 2 semesters of MVB 1313 R w/grade of B or higher
MVB 2324R Baritone Horn
Prerequisite: 2 semesters of MVB 1314 R w/grade of B or higher

KEYBOARD - FRESHMAN LEVEL

2 credits (one hour per week)

- MVK 1311R Piano**
MVK 1314R Jazz Piano

KEYBOARD - SOPHOMORE

2 credits (one hour per week)

- MVK 2321R Piano**
Prerequisite: 2 semesters of MVK 1311 R w/grade of B or higher
MVK 2324R Jazz Piano
Prerequisite: 2 semesters of MVK 1314 R w/grade of B or higher

PERCUSSION - FRESHMAN LEVEL

2 credits (one hour per week)

- MVP 1311R Percussion**

PERCUSSION - SOPHOMORE LEVEL

2 credits (one hour per week)

- MVP 2321R Percussion**
Prerequisite: 2 semesters of MVP 1311 R w/grade of B or higher

STRINGS - FRESHMAN LEVEL

2 credits (one hour per week)

- MVS 1312R Viola**
MVS 1314R String Bass
MVS 1315R Harp
MVS 1316R Classical Guitar
MVS 1317R Bass Guitar
MVS 1318R Jazz Guitar

STRINGS - SOPHOMORE LEVEL

*2 credits (one hour per week)***MVJ 2323R Jazz Guitar****MVJ 2324R Bass Guitar***Prerequisite: 2 semesters of MVS 1317R w/grade of B or higher***MVS 2324R String Bass****MVS 2325R Harp****MVS 2326R Classical Guitar***Prerequisite: 2 semesters of MVS 1316R w/grade of B or higher*

VOICE - FRESHMAN LEVEL

*2 credits (one hour per week)***MVV 1311R Voice**

VOICE - SOPHOMORE LEVEL

*2 credits (one hour per week)***MVV 2321R Voice***Prerequisite: 2 semesters of MVV 1311R w/grade of B or higher*

WOODWINDS - FRESHMAN LEVEL

*2 credits (one hour per week)***MVW 1311R Flute****MVW 1312R Oboe****MVW 1313R Clarinet****MVW 1314R Bassoon****MVW 1315R Saxophone**

WOODWINDS - SOPHOMORE LEVEL

*2 credits (one hour per week)***MVW 2321R Flute***Prerequisite: 2 semesters of MVW 1311R w/grade of B or higher***MVW 2322R Oboe***Prerequisite: 2 semesters of MVW 1312R w/grade of B or higher***MVW 2323R Clarinet***Prerequisite: 2 semesters of MVW 1313R w/grade of B or higher***MVW 2324R Bassoon***Prerequisite: 2 semesters of MVW 1314R w/grade of B or higher***MVW 2325R Saxophone***Prerequisite: 2 semesters of MVW 1315R w/grade of B or higher*SUMMER A AND SUMMER B TERMS,
I 200/2200 SERIES

APPLIED TRUMPET

*(1 credit, one hour per week)***MVB 1211R Applied Trumpet-Freshman Level****MVB 2221R Applied Trumpet-Sophomore Level***Prerequisite: MVB 2321 R*

APPLIED JAZZ PIANO, SECONDARY INSTRUMENT

*(1 credit, one hour per week)***MVJ 1210R Applied Jazz Piano-Freshman Level****MVJ 2220R Applied Jazz Piano-Sophomore Level***Prerequisite: MVJ 2324 R*

APPLIED JAZZ GUITAR

*(1 credit, one hour per week)***MVJ 1213R Applied Jazz Guitar-Freshman Level****MVJ 2223R Applied Jazz Guitar-Sophomore Level***Prerequisite: MVS 2328 R*

APPLIED PIANO, SECONDARY INSTRUMENT

*(1 credit, one hour per week)***MVK 1211R Applied Piano, Secondary Instrument - Freshman Level****MVK 2221R Applied Piano, Secondary Instrument - Sophomore Level***Prerequisite: MVK 2321 R*

APPLIED PERCUSSION

*(1 credit, one hour per week)***MVP 1211 R Applied Percussion – Freshman****MVP 2221 R Applied Percussion – Sophomore**

APPLIED STRINGS

*(1 credit, one hour per week)***MVS 1213R Applied Cello – Freshman****MVS 1214R Applied String Bass – Freshman****MVS 1217R Applied Bass Guitar – Freshman****MVS 2224R Applied String Bass – Sophomore****MVS 2227R Applied Bass Guitar – Sophomore**

APPLIED GUITAR

*(1 credit, one hour per week)***MVS 1216R Applied Guitar - Freshman****MVS 2226R Applied Guitar - Sophomore***Prerequisite: MVS 2326 R*

APPLIED VOICE

*(1 credit, one hour per week)***MVV 1211R Applied Voice - Freshman****MVV 2221R Applied Voice - Sophomore***Prerequisite: MVV 2321 R*

APPLIED FLUTE

*(1 credit, one hour per week)***MVW 1211R Applied Flute - Freshman****MVW 2221R Applied Flute - Sophomore***Prerequisite: MVW 2321 R*

- NUR 1022L Nursing I Skills Lab (AAS)**
1 credit (3 lab hours)
Corequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023/1023L, NUR 1141 (or NUR 2140)
- NUR 1023 Nursing I (AAS)**
4 credits (4 lecture hours)
Corequisites: MCB 2010/2010L and BSC 1086/1086L, NUR 1023L, NUR 1022L, NUR 1141 (or NUR 2140)
- NUR 1023L Nursing I Clinical (AAS)**
3 credits (8 clinical hours)
Corequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023, NUR 1022L, NUR 1141 (or NUR 2140)
- NUR 1090 Critical Thinking in Nursing (AAS)**
3 credits (3 lecture hours)
Prerequisites: BSC 1085/1085L, HSC 1000/1000L, HSC 1010 (or NUR 2130)
- NUR 1141 Introduction to Pharmacotherapeutics (AAS)**
2 credits (2 lecture hours)
Corequisites: MCB 2010/2010L, BSC 1086/1086L
- NUR 1213 Nursing 2 (AAS)**
7 credits (7 lecture hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023/1023L, NUR 1022L, NUR 1141 (or NUR 2140);
Corequisites: NUR 1213L and NUR 1214L, HUN 1201
- NUR 1213L Nursing 2 Clinical (AAS)**
4 credits (12 clinical hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1022L, NUR 1023/1023L, NUR 1141 or NUR 2140;
Corequisites: NUR 1213L, NUR 1214L, HUN 1201
- NUR 1214L Nursing II Skills Lab (AAS)**
1 credit (3 lab hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1141 or NUR 2140, NUR 1023/1023L, NUR 1022L;
Corequisites: NUR 1213/1213L, HUN 1201
- NUR 2000L Introduction to Professional Nursing (AAS)**
1 credit (3 lab hours)
Prerequisite: LPN; transitional students (program code A309)
- NUR 2130 Human Growth and Development (AA)**
3 credits (3 lecture hours)
- NUR 2140 Pharmacology for Nursing (AAS)**
3 credits (3 lecture hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L
- NUR 2215 Nursing III (AAS)**
7 credits (7 lecture hours)
Prerequisites: HUN 1201, NUR 1141 or NUR 2140, NUR 1213/1213L, NUR 1214L;
Corequisite: NUR 2215L, PSY 2012, SYG 2000,
- NUR 2215L Nursing III Clinical (AAS)**
4 credits (12 clinical hours)
Prerequisites: HUN 1201, NUR 1141 or NUR 2140, NUR 1213/1213L, NUR 1214L;
Corequisites: NUR 2215, SYG 2000, PSY 2012
- NUR 2291 Critical Care Nursing (ATC)**
6 credits (10 clinical hours)
Prerequisites: Current RN license
- NUR 2293C Perioperative Nursing (ATC)**
6 credits (4 lecture hours, 6 lab hours)
Prerequisites: (1) RN licensed in Florida; (2) minimum of six months medical/surgical nursing; (3) employed at a hospital or has agreement with operating room to act as preceptor; (4) current BCLS certification; (5) professional liability and accident insurance
- NUR 2297 Clinical Integration of Basic Electrocardiography For Nurses (ATC)**
3 credits (3 lecture hours)
Prerequisite: Current RN license
- NUR 2651 Overcoming Communication Barriers With The Hispanic Patient (ATC)**
1 credit (1 lecture hour)
- NUR 2712C Nursing IV (AAS)**
6 credits (3 lecture hours, 9 lab hours)
Prerequisites: NUR 2215/2215L, PSY 2012, SYG 2000;
Corequisites: NUR 2943L
- NUR 2790 Registered Nurse First Assistant (RNFA) Lecture (ATC)**
3 credits (3 lecture hours)
Prerequisite:
1).RN with a minimum of 2 years recent perioperative experience in the roles of scrub, circulator or first assisting. 2).CNOR certification. 3).Must be licensed to practice as a Registered Nurse in the state in which his/her clinical internship will be accomplished. 4).CPR or BLS certified, ACLS preferred. 5).Must submit two letters of recommendation
- NUR 2790L Registered Nurse First Assistant (RNFA) Clinical (ATC)**
3 credits (3 lecture hours)
Prerequisite:
1).Current copy of malpractice insurance policy specific for the RNFA; 2).Current copy of health insurance policy; 3).Current copy of CPR card ; 4).Completed Heptavax form or waiver; and 5).Successful completion of didactic portion of RNFA course;
Co-requisite: NUR 2790
- NUR 2935 Clinical Applications of Twelve Lead Electrocardiography (ATC)**
3 credits (3 lecture hours)
Prerequisite: Current RN License
- NUR 2943L Clinical Preceptorship (AAS)**
4 credits (12 lab hours)
Prerequisite: NUR 2215/2215L, PSY 2012, SYG 2000;
Corequisites: NUR 2712C
- NUR 2944L Critical Care Nursing Preceptorship (ATC)**
2 credits (6 clinical hours)
Prerequisites: Current RN license
- OCA 0501 Business Software Applications (PSAV)**
150 clock hours
- OCA 0502 Advanced Business Software Applications (PSAV)**
175 clock hours
- OCE 1001 Introduction to Oceanography (AA)**
3 credits (3 lecture hours) (*)

OCE 1001L Introduction to Oceanography Lab (AA) 1 credit (2 lab hours)(*)	OST 1272C Shorthand II (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: OST 1211C
ORH 1005L Professional Landscape Installation & Maintenance (AS) 3 credits (3 lecture hours)	OST 1332 Business Presentations (AS) 3 credits (3 lecture)
ORH 1016 Environmental Issues in Horticulture (AS) 3 credits (3 lecture hours)	OST 1355 Records Management (AS) 3 credits (3 lecture hours)
ORH 1281 Introduction to Orchids and Their Culture (AS) 3 credits (3 lecture hours) Prerequisite: PLS 2220 recommended	OST 1783 Speech Recognition (AAS/AS) 1 credit (1 lecture hour) Prerequisite: One of the following - CGS 1060, CGS 1570, OST 1100C, or OST 2714C
ORH 1320 Introduction to Palms and Their Culture (AS) 3 credits (3 lecture hours)	OST 1811 Desktop Publishing (AS) 3 credits (3 lecture hours)
ORH 1840 Landscape Construction (AS) 3 credits (3 lecture hours)	OST 1828 Presentation Graphics for Business (AS) 1 credit (1 lecture hour)
ORH 2220 Turfgrass Culture (AS) 3 credits (3 lecture hours)	OST 1831 Microsoft Windows (AS) 1 credit (1 lecture hour)
ORH 2241 Arboriculture (AS) 3 credits (3 lecture hours)	OST 2335 Business Communications (AS) 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1151, OST 1100C
ORH 2251 Florida Horticulture Professional Preparation (AS) 3 credits (3 lecture hours)	OST 2339 Business English Review (AS) 1 credit (1 lecture hour)
ORH 2510 Ornamental Plant Identification I (AS) 3 credits (3 lecture hours)	OST 2402 Office Procedures and Technology (AS) 3 credits (3 lecture hours) Prerequisites: OST 1100C and CGS 1570
ORH 2511 Introduction to Plants of South Florida Ecosystems (AS) 3 credits (3 lecture hours)	OST 2431 Legal Office Procedures (AS) 3 credits (3 lecture hours)
ORH 2521 Horticultural Taxonomy (AS) 3 credits (3 lecture hours)	OST 2603C Machine Transcription (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisite: OST 1100C
ORH 2601 Horticulture Sales and Services (AS) 3 credits (3 lecture hours) Prerequisites: ORH 1010, BUL 2240, MAR 2011, MKA 1041 recommended	OST 2621C Legal Transcription (AS) 3 credits (2 lecture hours, 2 lab hours) Prerequisites: OST 1100C and OST 2431
ORH 2873 Interiorscape Design and Maintenance (AS) 3 credits (3 lecture hours)	OST 2714C Word Processing (AS) 3 credits (2 lecture hours, 2 lab hours)
ORH 2949C Ornamental Horticulture Work Experience/Internship (AS) 3 credits (2 lecture hours, 15 lab hours) Prerequisite: Student must have completed at least 12 credit hours with a minimum of 2.0 grade point average	OTA 0100 Introduction to Keyboarding/ Word Processing (PSAV) 60 clock hours
OST 1100C Beginning Keyboarding (AS) 3 credits (1 lecture hour, 4 lab hours)	OTA 0131 Building Speed and Accuracy (PSAV) 60 clock hours
OST 1108 Building Typing Speed and Accuracy (AS) 1 credit (1 lecture hour)	OTA 0421 Introduction to Office Operations (PSAV) 90 clock hours
OST 1110C Intermediate Keyboarding (AS) 3 credits (1 lecture hour, 4 lab hours) Prerequisite: OST 1100C	OTA 0423 Business Office Operations (PSAV) 90 clock hours
OST 1141 Keyboarding for Microcomputer (AS) 1 credit (2 lab hours)	OTA 0432 Advanced Administrative Office Procedures (PSAV) 175 clock hours
OST 1211C Shorthand I (AS) 3 credits (1 lecture hour, 4 lab hours)	OTA 0438 Administrative Office Procedures (PSAV) 150 clock hours
	OTA 0940 Administrative Assistant Externship (PSAV) 100 clock hours

OTA 0941 Administrative Assistant Office Simulation (Alternate) (PSAV)
100 clock hours

PCB 2350C Tropical Ecology (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: At least one college-level course in natural or physical sciences

PEO 1031C Individual Sports (AA)
3 credits (2 lecture hours, 2 lab hours)

PEO 1321C Volleyball Fundamentals and Officiating (AA)
3 credits (2 lecture hours, 2 lab hours)

PEO 2004 Theory and Practice of Coaching a Specific Sport (AA)
3 credits (3 lecture hours)

PEO 2005 Coaching Theory (AA)
3 credits (3 lecture hours)

PEO 2351C Fundamentals of Racquet Sports (AA)
3 credits (2 lecture hours, 2 lab hours)

PEO 2621C Fundamentals of Basketball (AA)
2 credits (1 lecture hour, 2 lab hours)

PEP 2101 Essentials of Fitness (AA)
3 credits (3 lecture hours)

PET 2000 Introduction to Physical Education (AA)
3 credits (3 lecture hours)

PET 2622 Care and Prevention of Athletic Injuries (AA)
3 credits (3 lecture hours)

PGY 0291 Photography for Commercial Art (PSAV)
93 clock hours

PGY 1118C Color Photography I (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1401C

PGY 1119C Color Photography II (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1118C

PGY 1401C Introduction to Photography (AA)
3 credits (2 lecture hours, 2 lab hours)

PGY 2211C Techniques of Commercial Photography (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C, PGY 1401C

PGY 2445C Experimental Photography (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1401C or instructor's permission required

PGY 2801C Digital Photography I (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1401C or instructor's permission required

PGY 2802C Digital Photography II (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1401C, PGY 2801C or instructor's permission required

PHI 1010 Introduction to Philosophy (AA)
3 credits (3 lecture hours)

PHI 1100 Critical Reasoning (AA)
3 credits (3 lecture hours)

PHI 1600 Ethics (AA)
3 credits (3 lecture hours)

PHY 1001 Applied Physics (AA)
3 credits (3 lecture hours)
Prerequisite: MAC 1105 (*)

PHY 1007 Physics for Allied Health Professions (AA)
3 credits (3 lecture hours)
Corequisite: MAC 1105

PHY 2048 General Physics with Calculus I (AA)
4 credits (4 lecture hours)
Prerequisite: MAC 2311;
Corequisite: PHY 2048L (*)

PHY 2048L General Physics I and General Physics with Calculus I Laboratory (AA)
1 credit (2 lab hours)
Corequisite: PHY 2048 or PHY 2053 (*)

PHY 2049 General Physics with Calculus II (AA)
4 credits (4 lecture hours)
Prerequisites: PHY 2048;
Corequisite: PHY 2049L and MAC 2312 (*)

PHY 2049L General Physics II and General Physics with Calculus II Laboratory (AA)
1 credit (2 lab hours)
Prerequisite: PHY 2048L;
Corequisite: PHY 2049 or PHY 2054 (*)

PHY 2053 General Physics I (AA)
4 credits (4 lecture hours)
Prerequisite: MAC 1105;
Corequisites: MAC 1114, PHY 2048L (*)

PHY 2054 General Physics II (AA)
4 credits (4 lecture hours)
Prerequisites: PHY 2053 and PHY 2048L;
Corequisite: PHY 2049L (*)

PLA 1003 Introduction to Paralegalism (AS)
3 credits (3 lecture hours)

PLA 1104 Legal Writing and Research I (AS)
3 credits (3 lecture hours)

PLA 1273 Tort Law (AS)
3 credits (3 lecture hours)

PLA 1949C Co-op Legal Assistant I (AS)
3 credits (1 lecture hour, 10 lab hours)

PLA 2114 Legal Writing and Research II (AS)
3 credits (3 lecture hours)
Prerequisite: PLA 1104

PLA 2209 Court System: Procedures and Pleadings I (AS)
3 credits (3 lecture hours)

PLA 2229 Court System: Procedures and Pleadings II (AS)
3 credits (3 lecture hours)
Prerequisite or corequisite: PLA 2209

PLA 2465 Bankruptcy Law and Procedure (AS)
2 credits (2 lecture hours)

PLA 2483 Administrative Law (AS)
3 credits (3 lecture hours)

PLA 2600	Administration of Estates (AS) 3 credits (3 lecture hours)	PMT 0228	Introduction to Non-Conventional Machining (PSAV) 120 clock hours
PLA 2611	Real Estate Law and Property Transactions (AS) 3 credits (3 lecture hours)	PMT 0229	Inspection Methods (PSAV) 120 clock hours
PLA 2612	Real Estate Law and Property Transactions II (AS) 3 credits (3 lecture hours) Prerequisite: PLA 2611	PMT 0230	Manual Machining - Advanced (PSAV) 120 clock hours
PLA 2630	Real Estate Closing and Document Preparation (AS) 3 credits (3 lecture hours) Prerequisite: PLA 2611	PMT 0250	Introduction to CNC Machining (PSAV) 120 clock hours
PLA 2762	Paralegal Office Systems (AS) 3 credits (3 lecture hours)	PMT 0258	CNC Milling Methods (PSAV) 120 clock hours
PLA 2800	Family Law (AS) 3 credits (3 lecture hours)	PMT 0259	CNC Lathe Methods (PSAV) 120 clock hours
PLA 2841	Immigration Law & Procedures (AS) 2 credits (2 lecture hours)	PMT 0260	Introduction to CAD/CAM Programming (PSAV) 120 clock hours
PLS 2220	Plant Propagation (AS) 3 credits (3 lecture hours)	PMT 0265	Machining Technologies (PSAV) 120 clock hours
PMA 2213	Plant Pest Management (AS) 3 credits (3 lecture hours)	PMT 0500	Manufacturing Methods (PSAV) 120 clock hours
PMT 0108	Introduction to Welding (PSAV) 120 clock hours	PMT 0510	Manufacturing Methods - Advanced (PSAV) 120 clock hours
PMT 0109	Introduction to Welding II (PSAV) 120 clock hours	PMT 0820	Communication And Employment Skills (PSAV) 30 clock hours
PMT 0126	Shielded Metal Arc Welding (PSAV) 120 clock hours	POS 1001	Introduction to Political Science (AA) 3 credits (3 lecture hours) (*)
PMT 0127	Shielded Metal Arc Welding Advanced (PSAV) 120 clock hours	POS 1041	Introduction to American Government (AA) 3 credits (3 lecture hours) (*)
PMT 0143	Flux Cored Arc Welding (PSAV) 120 clock hours	POS 1041	Honors Introduction to American Government (AA) 3 credits (3 lecture hours) Prerequisite: Cumulative GPA 3.5 or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELPT (CPT) - 97 Reading and 100 Writing (*)
PMT 0147	Gas Metal Arc Welding (PSAV) 120 clock hours	POS 2112	American State and Local Government (AA) 3 credits (3 lecture hours) Prerequisites: POS 1001, POS 1041 or instructor's permission required (*)
PMT 0150	Gas Tungsten Arc Welding (PSAV) 120 clock hours	PRN 0000	Fundamentals of Nursing (PSAV) 100 clock hours
PMT 0151	Gas Tungsten Arc Welding - Advanced (PSAV) 120 clock hours	PRN 0010	Comprehensive Nursing and Transitional Skills (PSAV) 106 clock hours
PMT 0167	Pipe Welding (PSAV) 120 clock hours	PRN 0021	Growth/Development and Nutrition (PSAV) 96 clock hours
PMT 0168	Pipe Welding Advanced (PSAV) 90 clock hours	PRN 0022	Body Structure and Function (PSAV) 69 clock hours
PMT 0201	Shop Math, Blueprints and Measurements (PSAV) 120 clock hours	PRN 0030	Introduction to Drug Therapy (PSAV) 100 clock hours
PMT 0202	Introduction To Machining (PSAV) 120 clock hours	PRN 0100	Maternal and Newborn Health (PSAV) 86 clock hours
PMT 0211	Manual Machining (PSAV) 120 clock hours		

PRN 0201	Medical-Surgical Nursing I (PSAV) 104 clock hours	PTA 0176R	Iron Worker Cooperative VI (Summer) (PSAV) 300 clock hours
PRN 0202	Medical-Surgical Nursing 2 (PSAV) 115 clock hours	PTA 0177R	Iron Worker Cooperative VII (Fourth Year) (PSAV) 273 clock hours
PRN 0203	Medical-Surgical Nursing 3 (PSAV) 123 clock hours	PTA 0178R	Iron Worker Cooperative VIII (Summer) (PSAV) 300 clock hours
PRN 0206	Medical-Surgical Nursing 4 Including Pediatrics (PSAV) 101 clock hours	PTA 0180	Pipefitter Apprenticeship X (PSAV) 108 clock hours
PRN 0385	Introduction to Medical/Surgical Nursing I (PSAV) 78 clock hours Prerequisites: HSC 0003, PRN 0000, PRN 0021, PRN 0022, and PRN 0500	PTA 0181	Pipefitter Apprenticeship I (PSAV) 108 clock hours
PRN 0386	Introduction to Medical/Surgical Nursing 2 (PSAV) 104 clock hours Prerequisites: HSC 0003, PRN 0000, PRN 0021, PRN 0022, PRN 0385, PRN 0500	PTA 0182	Pipefitter Apprenticeship II (PSAV) 108 clock hours
PRN 0500	Principles of Basic Nursing Skills (PSAV) 90 clock hours	PTA 0183	Pipefitter Apprenticeship III (PSAV) 108 clock hours
PSC 1341	Physical Science for Today's World (AA) 3 credits (3 lecture hours) (*)	PTA 0184	Pipefitter Apprenticeship IV (PSAV) 108 clock hours
PSY 2012	General Psychology (AA) 3 credits (3 lecture hours) (*)	PTA 0185	Pipefitter Apprenticeship V (PSAV) 108 clock hours
PTA 0161	Iron Worker Apprenticeship I (PSAV) 93 clock hours	PTA 0186	Pipefitter Apprenticeship VI (PSAV) 108 clock hours
PTA 0162	Iron Worker Apprenticeship II (PSAV) 123 clock hours	PTA 0187	Pipefitter Apprenticeship VII (PSAV) 108 clock hours
PTA 0163	Iron Worker Apprenticeship III (PSAV) 93 clock hours	PTA 0188	Pipefitter Apprenticeship VIII (PSAV) 108 clock hours
PTA 0164	Iron Worker Apprenticeship IV (PSAV) 123 clock hours	PTA 0189	Pipefitter Apprenticeship IX (PSAV) 108 clock hours
PTA 0165	Iron Worker Apprenticeship V (PSAV) 93 clock hours	PTA 0190R	Pipefitter Cooperative X (Summer) (PSAV) 300 clock hours
PTA 0166	Iron Worker Apprenticeship VI (PSAV) 123 clock hours	PTA 0191R	Pipefitter Worker Cooperative I (First Year) (PSAV) 273 clock hours
PTA 0167	Iron Worker Apprenticeship VII (PSAV) 93 clock hours	PTA 0192R	Pipefitter Cooperative II (Summer) (PSAV) 300 clock hours
PTA 0168	Iron worker apprenticeship VIII 123 clock hours	PTA 0193R	Pipefitter Worker Cooperative III (Second Year) (PSAV) 273 clock hours
PTA 0171R	Iron Worker Cooperative I (First Year) (PSAV) 273 clock hours	PTA 0194R	Pipefitter Cooperative IV (Summer) (PSAV) 300 clock hours
PTA 0172R	Iron Worker Cooperative II (Summer) (PSAV) 300 clock hours	PTA 0195R	Pipefitter Worker Cooperative V (Third Year) (PSAV) 273 clock hours
PTA 0173R	Iron Worker Cooperative III (Second Year) (PSAV) 273 clock hours	PTA 0196R	Pipefitter Cooperative VI (Summer) (PSAV) 300 clock hours
PTA 0174R	Iron Worker Cooperative IV (Summer) (PSAV) 300 clock hours	PTA 0197R	Pipefitter Worker Cooperative VII (Fourth Year) (PSAV) 273 clock hours
PTA 0175R	Iron Worker Cooperative V (Third Year) (PSAV) 273 clock hours	PTA 0198R	Pipefitter Cooperative VIII (Summer) (PSAV) 300 clock hours

PTA 0199R	Pipefitter Worker Cooperative IX (Fifth Year) (PSAV) 273 clock hours	REL 1240	The New Testament (AA) 3 credits (3 lecture hours)
PTA 0301R	Sheet Metal Cooperative I (First Year) (PSAV) 273 clock hours	REL 2300	Introduction to the Major Religions of the World (AA) 3 credits (3 lecture hours)
PTA 0302R	Sheet Metal Cooperative II (Summer) (PSAV) 300 clock hours	RET 1272	Fundamentals of Respiratory Care I (AS) 9 credits (9 lecture hours) Prerequisites: HSC 1000/1000L, BSC 1085/1085L; Corequisites: RET 1272L, RET 1874L
PTA 0303R	Sheet Metal Cooperative III (Second Year) (PSAV) 273 clock hours	RET 1272L	Fundamentals of Respiratory Care I Laboratory (AS) 3 credits (6 lab hours) Prerequisites: HSC 1000/1000L, BSC 1085/1085L; Corequisites: RET 1272; RET 1874L
PTA 0304R	Sheet Metal Cooperative IV (Summer) (PSAV) 300 clock hours	RET 1273	Fundamentals of Respiratory Care II (AS) 6 credits (6 lecture hours) Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273L, RET 1875L
PTA 0305R	Sheet Metal Cooperative V (Third Year) (PSAV) 273 clock hours	RET 1273L	Fundamentals of Respiratory Care II Laboratory (AS) 2 credits (4 lab hours) Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273, RET 1875L
PTA 0306R	Sheet Metal Cooperative VI (Summer) (PSAV) 300 clock hours	RET 1874L	Clinical Internship I (AS) 1 credit (8 lab hours) Prerequisites: HSC 1000/1000L, BSC 1085/1085L; Corequisites: RET 1272, RET 1272L
PTA 0307R	Sheet Metal Cooperative VII (Fourth Year) (PSAV) 273 clock hours	RET 1875L	Clinical Internship II (AS) 3 credits (24 lab hours) Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273/1273L
PTA 0308R	Sheet Metal Cooperative VIII (Summer) (PSAV) 300 clock hours	RET 1876C	Clinical Internship III (AS) 4 credits (3 lecture hours, 12 lab hours) Prerequisites: RET 1273/1273L, RET 1875L
PTA 0391	Sheet Metal Apprenticeship I (PSAV) 102 clock hours	RET 2280C	Fundamentals of Respiratory Care Therapy III (AS) 7 credits (6 lecture hours, 2 lab hours) Prerequisites: RET 1273/1273L, RET 1876C; Corequisite: RET 2877L
PTA 0392	Sheet Metal Apprenticeship II (PSAV) 132 clock hours	RET 2534C	Fundamentals of Respiratory Care Therapy IV (AS) 7 credits (6 lecture hours, 2 lab hours) Prerequisites: RET 2280C, RET 2877L; Corequisite: RET 2878L
PTA 0393	Sheet Metal Apprenticeship III (PSAV) 114 clock hours	RET 2877L	Clinical Internship IV (AS) 2 credits (16 lab hours) Prerequisites: RET 1876C; Corequisite: RET 2280C
PTA 0394	Sheet Metal Apprenticeship IV (PSAV) 120 clock hours	RET 2878L	Clinical Internship V (AS) 2 credits (16 lab hours) Prerequisites: RET 2877L; Corequisite: RET 2534C
PTA 0395	Sheet Metal Apprenticeship V (PSAV) 117 clock hours	RMI 0091	Property and Casualty/General Lines (PSAV) 200 clock hours
PTA 0396	Sheet Metal Apprenticeship VI (PSAV) 117 clock hours	RMI 0092	Life, Health and Variable Annuities (PSAV) 40 clock hours
PTA 0397	Sheet Metal Apprenticeship VII (PSAV) 117 clock hours		
PTA 0398	Sheet Metal Apprenticeship VIII (PSAV) 117 clock hours		
PUR 2100	Writing for Public Relations (AA) 3 credits (3 lecture hours) Corequisite: ENC 1101 or ENC 1121		
REA 0001	College Prep Reading I (PREP) 3 institutional credits (3 lecture hours) Corequisite: SLS 1501		
REA 0002	College Prep Reading II (PREP) 3 institutional credits (3 lecture hours) Prerequisite: College Placement Score (CPT) of 61 or above or successful completion of REA 0001; Corequisite: SLS 1501		
REE 0047	Florida Real Estate Sales Agent (PSAV) 63 clock hours		
REL 1210	The Old Testament (AA) 3 credits (3 lecture hours)		

RTE 1000	Introduction to Radiography (AS) 3 credits (3 lecture hours) Prerequisite: HSC 1000	RTE 2533	Radiographic Procedures IV (AS) 3 credits (3 lecture hours) Prerequisite: RTE 1523; Corequisite: RTE 2834
RTE 1401	Radiographic Imaging I (AS) 2 credits (2 lecture hours) Prerequisite or corequisite: RTE 1000	RTE 2533L	Radiographic Procedures IV Lab (AS) 1 credit (2 lab hours) Corequisite: RTE 2533
RTE 1401L	Radiographic Imaging I Laboratory (AS) 1 credit (2 lab hours)	RTE 2563	Advanced Medical Imaging (AS) 3 credits (3 lecture hours) Prerequisite: RTE 2553; Corequisite: RTE 2844
RTE 1457	Radiographic Imaging II (AS) 2 credits (2 lecture hours) Prerequisite: RTE 1401	RTE 2571	Computed Tomography I (ATC) 3 credits (3 lecture hours) Pre or Corequisite: RTE 2762
RTE 1457L	Radiographic Imaging II Laboratory (AS) 1 credit (2 lab hours) Corequisite: RTE 1457	RTE 2571L	Computed Tomography Clinical Education (ATC) 3 credits (18 clinical hours)
RTE 1503	Radiographic Procedures I (AS) 3 credits (3 lecture hours)	RTE 2575	Introduction to Magnetic Resonance Imaging (ATC) 3 credits (3 lecture hours) Prerequisite: Must be ARRT(R) or registry eligible; Prerequisite or corequisite: RTE 2762
RTE 1503L	Radiographic Procedures I Lab (AS) 1 credit (2 lab hours) Prerequisite: RTE 1503	RTE 2576	Magnetic Resonance Imaging II (ATC) 3 credits (3 lecture hours)
RTE 1513	Radiographic Procedures II (AS) 2 credits (2 lecture hours) Prerequisite: RTE 1503; Corequisite: RTE 1814	RTE 2576L	Magnetic Resonance Imaging Clinical Education 2 (ATC) 3 credits (24 lab hours) Corequisite: RTE 2575L
RTE 1513L	Radiographic Procedures II Lab (AS) 1 credit (2 lab hours)	RTE 2577L	Magnetic Resonance Imaging Clinical Education I (ATC) 3 credits (24 lab hours) Prerequisite: instructor's permission required
RTE 1523	Radiographic Procedures III (AS) 3 credits (3 lecture hours) Prerequisite: RTE 1513; Corequisite: RTE 1824	RTE 2582	Cardiovascular Intervention Technology I (ATC) 3 credits (3 lecture hours) Prerequisite: Must be ARRT(R) or registry eligible
RTE 1523L	Radiographic Procedures III Lab (AS) 1 credit (2 lab hours) Corequisite: RTE 1523	RTE 2583	Cardiovascular Interventional Technology II (ATC) 3 credits (3 lecture hours) Prerequisite: RTE 2582
RTE 1804	Radiographic Clinical Education I (AS) 3 credits (24 clinical hours) Prerequisite: HSC 1000; Corequisite: RTE 1503	RTE 2583L	Cardiovascular Intervention Technology Clinical Education (AS) 3 credits (18 clinical hours) Prerequisite: RTE 2583
RTE 1814	Radiographic Clinical Education II (AS) 2 credits (18 clinical hours) Prerequisite: RTE 1804; Corequisite: RTE 1513	RTE 2613	Radiologic Physics (AS) 3 credits (3 lecture hours) Prerequisite: RTE 1457
RTE 1824	Radiographic Clinical Education 3 (AS) 3 credits (24 clinical hours) Prerequisite: RTE 1814; Corequisite: RTE 1523	RTE 2762	Cross Sectional Anatomy (AS) 3 credits (3 lecture hours)
RTE 2130	Pharmacology for Medical Imaging (AS) 3 credits (3 lecture hours) Prerequisites: RTE 2563 or registered technologists	RTE 2785	Advanced Pathophysiology for Medical Imaging (ATC) 3 credits (3 lecture hours)
RTE 2385	Radiobiology (AS) 3 credits (3 lecture hours) Prerequisite: RTE 1457	RTE 2834	Radiographic Clinical Education IV (AS) 3 credits (24 clinical hours) Prerequisite: RTE 1824; Corequisite: RTE 2533
RTE 2473L	Radiography Seminar (AS) 2 credits (4 lab hours) Prerequisite: RTE 2308		

- RTE 2844 Radiographic Clinical Education V** (AS)
2 credits (18 clinical hours)
Prerequisite: RTE 2834
- RTE 2854 Radiographic Clinical Education VI** (AS)
3 credits (24 clinical hours)
Prerequisite: RTE 2844;
Corequisite: RTE 2023
- RTV 2000C Television Studio Production** (AA)
3 credits (2 lecture hours, 2 lab hours)
- SBM 2000 Small Business Management** (AS)
3 credits (3 lecture hours)
- SLS 0380 Introduction to Business** (PSAV)
40 clock hours
- SLS 1300 Career Self-Assessment** (AA)
1 credit (1 lecture hour)
- SLS 1301 Career Development** (AA)
3 credits (3 lecture hours)
- SLS 1302 Career Information and Decision-Making** (AA)
1 credit (1 lecture hour)
- SLS 1303 Job Search** (AA)
1 credit (1 lecture hour)
- SLS 1501 Strategies for College Success** (AA)
3 credits (3 lecture hours)
- SLS 1505 Critical Thinking** (AA)
1 credit (1 lecture hour)
- SLS 2261 Leadership Development** (AA)
3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121, SPC 1016
(With instructor's permission, any and/or all prerequisites may be waived.)
- SON 1000 Practical Aspects of Sonography I** (AS)
3 credits (3 lecture hours)
Prerequisites: SON 1100 and SON 1170;
Corequisites: SON 1111, SON 1121 and SON 1614
- SON 1001 Practical Aspects of Sonography II** (AS)
3 credits (3 lecture hours)
Prerequisites: SON 1111, SON 1614, SON 1000
Corequisites: SON 1112, SON 1618, SON 1814L
- SON 1100 Principles and Protocols of Sonography** (AS)
3 credits (3 lecture hours)
Corequisite: SON 1170
- SON 1111 Abdominal Sonography I** (AS)
3 credits (3 lecture hours)
Prerequisites: SON 1100 and SON 1170;
Corequisites: SON 1121, SON 1614, and SON 1000
- SON 1112 Abdominal Sonography II** (AS)
3 credits (3 lecture hours)
Prerequisites: SON 1111, SON 1121, and SON 1614;
Corequisites: SON 1122, SON 1618, and SON 1001
- SON 1121 Sonographic OB/GYN I** (AS)
3 credits (3 lecture hours)
Prerequisites: SON 1100 and SON 1170;
Corequisites: SON 1111, SON 1614, and SON 1000
- SON 1122 Sonographic OB/GYN II** (AS)
3 credits (3 lecture hours)
Prerequisites: SON 1111, SON 1121, and SON 1614;
Corequisites: SON 1112, SON 1618, and SON 1001
- SON 1170 Sonography of the Circulatory System** (AS)
3 credits (3 lecture hours)
Prerequisite: Program Admission;
Corequisite: SON 1100
- SON 1311 Sonography Cross Sectional Anatomy** (AS)
2 credits
Prerequisite: program admission;
Corequisite: SON 1100
- SON 1614 Medical Sonographic Physics I** (AS)
3 credits (3 lecture hours)
Prerequisites: SON 1100 and SON 1170;
Corequisites: SON 1111, SON 1121 and SON 1000
- SON 1618 Medical Sonographic Physics II** (AS)
3 credits (3 lecture hours)
Prerequisites: SON 1111, SON 1121 and SON 1121;
Corequisites: SON 1112, SON 1122 and SON 1001
- SON 1804L Clinical Education I** (AS)
3 credits (24 clinical hours)
Prerequisites: SON 1111 and SON 1170;
Corequisites: SON 1111, SON 1121 and SON 1614
- SON 1814L Clinical Education II** (AS)
3 credits (24 clinical hours)
Prerequisites: SON 1111, SON 1121 and SON 1804L;
Corequisites: SON 1112, SON 1122 and SON 1618
- SON 1824L Clinical Education III** (AS)
4 credits (32 clinical hours)
Prerequisites: SON 1112, SON 1122 and SON 1814L;
Corequisites: SON 1141
- SON 2130 Sonography of Heart/Chest I** (ATC)
3 credits (3 lecture hours)
- SON 2131 Sonography of Heart/Chest II** (ATC)
3 credits (3 lecture hours)
- SON 2400L Clinical Education Echo I** (ATC)
4 credits (32 lab hours)
Corequisite: SON 2130
- SON 2401L Clinical Education Echo II** (ATC)
4 credits (32 lab hours)
Prerequisites: SON 2130 and SON 2400L;
Corequisite: SON 2131
- SON 2402L Clinical Education Echo III** (ATC)
3 credits (24 lab hours)
Prerequisites: SON 2401, SON 2401L
- SON 2936 Adult Echo Sonography Seminar** (ATC)
3 credits (3 lecture hours)
Prerequisites: SON 2401, SON 2401L
- SOP 2740 Feminist Psychology** (AA)
3 credits (3 lecture hours)
- SOS 1102 Soils and Fertilizers** (AS)
3 credits (3 lecture hours)
- SOW 1031 Introduction to Social Work** (AA)
3 credits (3 lecture hours)

SPC 1016	Fundamentals of Speech Communication (AA) 3 credits (3 lecture hours) (*)	STA 1021	Probability and Statistics (AA) 1 credit (1 lecture hour) Prerequisites: A grade of "C" or above in MAT 1033, or 72 & above (EA) FCELP and 44 & above (CLM) FCELP or/and one year of high school algebra and passing score on the placement exam (*)
SPC 1016	Honors Fundamentals of Speech Communication (AA) 3 credits (3 lecture hours) Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)	STA 2023	Statistics (AA) 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAT 1033 or adequate score on the placement exam and two years of high school algebra (*)
SPC 2052	Voice and Diction (AA) 3 credits (3 lecture hours)	STA 2023	Honors Statistics (AA) 3 credits (3 lecture hours) Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)
SPC 2300	Introduction to Interpersonal Communication (AA) 3 credits (3 lecture hours)	STS 0003	Introduction to Surgical Technology (PSAV) 96 clock hours
SPC 2511	Argumentation and Debate (AA) 3 credits (3 lecture hours) Prerequisite: SPC 1016 or instructor's permission required	STS 0003L	Introduction to Clinical Practicum (PSAV) 48 clock hours
SPC 2601	Public Speaking (AA) 3 credits (3 lecture hours) Prerequisite: SPC 1016 or instructor's permission required	STS 0005C	Principles of Asepsis (PSAV) 96 clock hours
SPN 1120	Elementary Spanish I (AA) 4 credits (4 lecture hours) (*)	STS 0008	Pharmacology for the Surgical Technologist (PSAV) 48 clock hours
SPN 1120	Honors Elementary Spanish I (AA) 4 credits (4 lecture hours) Prerequisite: Cumulative GPA 3.5. or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)	STS 0120	Surgical Specialties I (PSAV) 32 clock hours
SPN 1121	Elementary Spanish II (AA) 4 credits (4 lecture hours) Prerequisite: SPN 1120 or equivalent (*)	STS 0121	Surgical Specialties 2 (PSAV) 32 clock hours
SPN 1121	Honors Elementary Spanish I (AA) 4 credits (4 lecture hours) Prerequisite: A "C" or higher in SPN 1120 Honors or equivalent; please note, for Honors classes, student must have a 3.5 GPA or recommended test scores of ACT Enhanced-26, SAT1-1170 combined score or FCELP (CPT) -97 Reading and 100 Writing (*)	STS 0150C	Surgical Technology Procedures (PSAV) 96 clock hours
SPN 1170	Spanish Immersion Study Program (AA) 6 credits (6 lecture hours) Prerequisite: SPN 1120 and instructor's permission required prior to registration	STS 0155L	Operating Room Technique (PSAV) 96 clock hours
SPN 2200	Intermediate Spanish I (AA) 3 credits (3 lecture hours) Prerequisite: SPN 1121 or equivalent (*)	STS 0255L	Surgical Specialties I Clinical (PSAV) 184 clock hours
SPN 2201	Intermediate Spanish II (AA) 3 credits (3 lecture hours) Prerequisite: SPN 1121 or department chairperson's permission required (*)	STS 0256L	Surgical Specialties 2 Clinical (PSAV) 184 clock hours
SPN 2240	Intermediate Conversational Spanish I (AA) 3 credits (3 lecture hours) Prerequisite: SPN 1121 or equivalent	STS 0805	Perioperative Anatomy and Medical Terminology (PSAV) 48 clock hours
SPN 2241	Intermediate Conversational Spanish II (AA) 3 credits (3 lecture hours) Prerequisite: SPN 1121 or equivalent	STS 0805L	Perioperative Anatomy Laboratory (PSAV) 48 clock hours
		STS 0949C	Clinical Practicum (PSAV) 185 clock hours
		SUR 1101C	Basic Surveying and Mapping (AS) 3 credits (2 lecture hours, 2 lab hours)
		SUR 1322C	CAD for Surveyors (AS) 2 credits (1 lecture hour, 2 lab hours) Prerequisites: SUR 1101, SUR 1640C
		SYG 1230	American Minorities Today (AA) 3 credits (3 lecture hours)
		SYG 2000	Introduction to Sociology (AA) 3 credits (3 lecture hours) (*)

SYG 2000	Honors Introduction to Sociology (AA) 3 credits (3 lecture hours) <i>Prerequisite:</i> Cumulative GPA 3.5 or recommended test scores of ACT Enhanced - 26, SAT I - 1170 combined score or FCELP (CPT) - 97 Reading and 100 Writing (*)	VPI 0100	Vocational Preparatory Reading (PREP) 20 clock hours
SYG 2010	American Social Problems (AA) 3 credits (3 lecture hours) (*)	VPI 0200	Vocational Preparatory Math I (PREP) 20 clock hours
SYG 2361	Death and Dying (AA) 3 credits (3 lecture hours)	VPI 0211	Vocational Preparatory Math 2 (PREP) 20 clock hours
SYG 2430	Marriage and Family (AA) 3 credits (3 lecture hours)	VPI 0300	Vocational Preparatory Language (PREP) 20 clock hours
TAX 2000	Federal Income Tax I (AS) 3 credits (3 lecture hours) <i>Prerequisite:</i> ACG 2022 or instructor's permission required	WOH 1012	Ancient and Medieval History (AA) 3 credits (3 lecture hours)
TAX 2010	Federal Income Tax II (AS) 3 credits (3 lecture hours) <i>Prerequisite:</i> TAX 2000 or equivalent	WOH 1022	Modern World History (AA) 3 credits (3 lecture hours)
THE 1000	Theatre Appreciation (AA) 3 credits (3 lecture hours) (*)	ZOO 1010	General Zoology Lecture (AA) 3 credits (3 lecture hours) <i>Prerequisite:</i> BSC 1010; <i>Corequisite:</i> ZOO 1010L (*)
THE 2051	Theater for a Children's Audience (AA) 3 credits (3 lecture hours)	ZOO 1010L	General Zoology Laboratory (AA) 1 credit (2 lab hours) <i>Prerequisite:</i> BSC 1010; <i>Corequisite:</i> ZOO 1010 (*)
THE 2300	Dramatic Literature (AA) 3 credits (3 lecture hours) <i>Prerequisite:</i> THE 1000		
THE 2925R	Play Production (AA) 1 credit (2 lab hours)		
TPA 1200	Stagecraft I (AA) 3 credits (3 lecture hours)		
TPA 1211	Advanced Stagecraft (AA) 3 credits (3 lecture hours) <i>Prerequisite:</i> TPA 1200		
TPA 2290R	Technical Theater Lab I (AA) 1 credit (2 lab hours)		
TPP 1600	Playwriting (AA) 3 credits (3 lecture hours)		
TPP 2100	Acting I (AA) 3 credits (3 lecture hours) <i>Prerequisite:</i> THE 1000 or department chairperson's permission required		
TPP 2111	Acting II (AA) 3 credits (3 lecture hours) <i>Prerequisite:</i> TPP 2100 or department chairperson's permission required		
TPP 2190R	Rehearsal and Performance I (AA) 1 credit (2 lab hours)		
TPP 2300	Directing (AA) 3 credits (3 lecture hours) <i>Prerequisites:</i> THE 1000, TPP 2100, TPA 1200		
TPP 2510	Movement for the Theater (AA) 3 credits (3 lecture hours)		
TPP 2700	Freeing the Actor's Voice (AA) 3 credits (3 lecture hours)		



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Associate Professor, Music

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Professor I, Health Education

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Associate Professor, English

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Professor II, Nursing

Orangio, Annette

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Associate Professor, Business

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Counselor/Associate Professor, Student Services

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Associate Professor, Mathematics

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Associate Professor, English

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Counselor/Associate Professor, Student Services

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Associate Professor, English

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Professor I, English

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Professor I, Biology

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Associate Professor, English

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Ph.D., Howard University
Professor III, Biology

Ray, Charlie L.

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Professor III, Biology

Raza, Asif

Ph.D., Loyola University
Professor III, Sociology

Reardon, Joel

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Professor I, History

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B.S., University of Central Florida
Assistant Professor, Respiratory Therapy

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Associate Professor, English

Richmond, Sandra S.

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Professor III, Social Science

Rogers, Estaline

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Associate Professor, Library Learning Resource Center

Rogers, George

Ph.D., University of Michigan
Professor III, Environmental Horticulture

Rolison, Roger W., Jr.

Ph.D., Florida State University
Professor III, Social Science

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Associate Professor, Mathematics

Ruffin, Derrick

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Professor I, Mathematics

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Professor III, Drama

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Professor III, Legal Assisting

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Associate Professor, English

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Associate Professor, Biology

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Professor III, Foreign Language

Sfiropoulos, Mike

B.A., Florida Atlantic University
Associate Professor, English for Academic Purposes

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Ed.D., Florida Atlantic University
Professor III, Radiography

Shaw, Sandra L.

M.B.A., University of Central Florida
Professor II, Accounting

Shepardson, Richard G.

Ph. D., Indiana University of Pennsylvania
Professor I, English for Academic Purposes

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Ph.D., Illinois Institute of Technology
Associate Professor, Chemistry

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Associate Professor, English

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Associate Professor, Mathematics

Simmons, Vanger A.

M.A., Hampton University
Associate Professor, Student Success

Siniscalchi, Timothy

M.S.T., Boston College
Associate Professor, Mathematics

Slesinger, Victor

M.A., Penn State University
Associate Professor, Foreign Language

Smith, Noel S.

M.B.A., Florida State University
Professor I, Economics

Smith, Sean P.

M.L.S., Mercer University
Professor I, History

St. Pierre, Karin L.

M.A., Florida Atlantic University
Associate Professor, English

Stephens, Sherry

M.A., Pratt Institute
Associate Professor, Art

Strong, Brett

M.S., Purdue University
Associate Professor, Biology

Stuart, Gracelyn V.

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Professor I, Accounting

Sullivan, Clark

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Associate Professor, Mathematics

Sundquist, Jeffrey J.

M.S., University of Wisconsin
Associate Professor, Physical Science

Talebi, Massoud (Mike)

M.S., Michigan State University
Associate Professor, Mathematics

Tassa, Anthony

M.F.A., University of Tennessee
Associate Professor, Drama

Thomasson, Gary D.

M.S., University of Tennessee
Associate Professor, Mathematics

Thorsen, Deborah

M.S., University of Georgia
Associate Professor, Economics

Tomei, Gail B.

M.A., Wayne State University
Counselor/Associate Professor, Student Services

Toohey, Patricia

M.S., State University of New York at New Paltz
Associate Professor, Mathematics

Tuisku, Connie

A.M.L.S., University of Michigan
Associate Professor, Library Learning Resource Center

Urbanek, Susan

M.Ed., Florida Atlantic University
M.F.A., Vermont College of Norwich University
Professor I, Art

Van Dusen, Frederick

Ed.D., Nova Southeastern University
Professor III, Criminal Justice

Vega, Edward

M.F.A., Columbia University
Associate Professor, English

Vitrano, Mary

M.B.A., Adelphi University
Associate Professor, Computer Science

Webber, Allen L.

M.M., Miami University
Professor II, Music

Weissman, Nancy

M.Ed., Florida Atlantic University
Associate Professor, Respiratory Therapy

Williams, Sandra K.

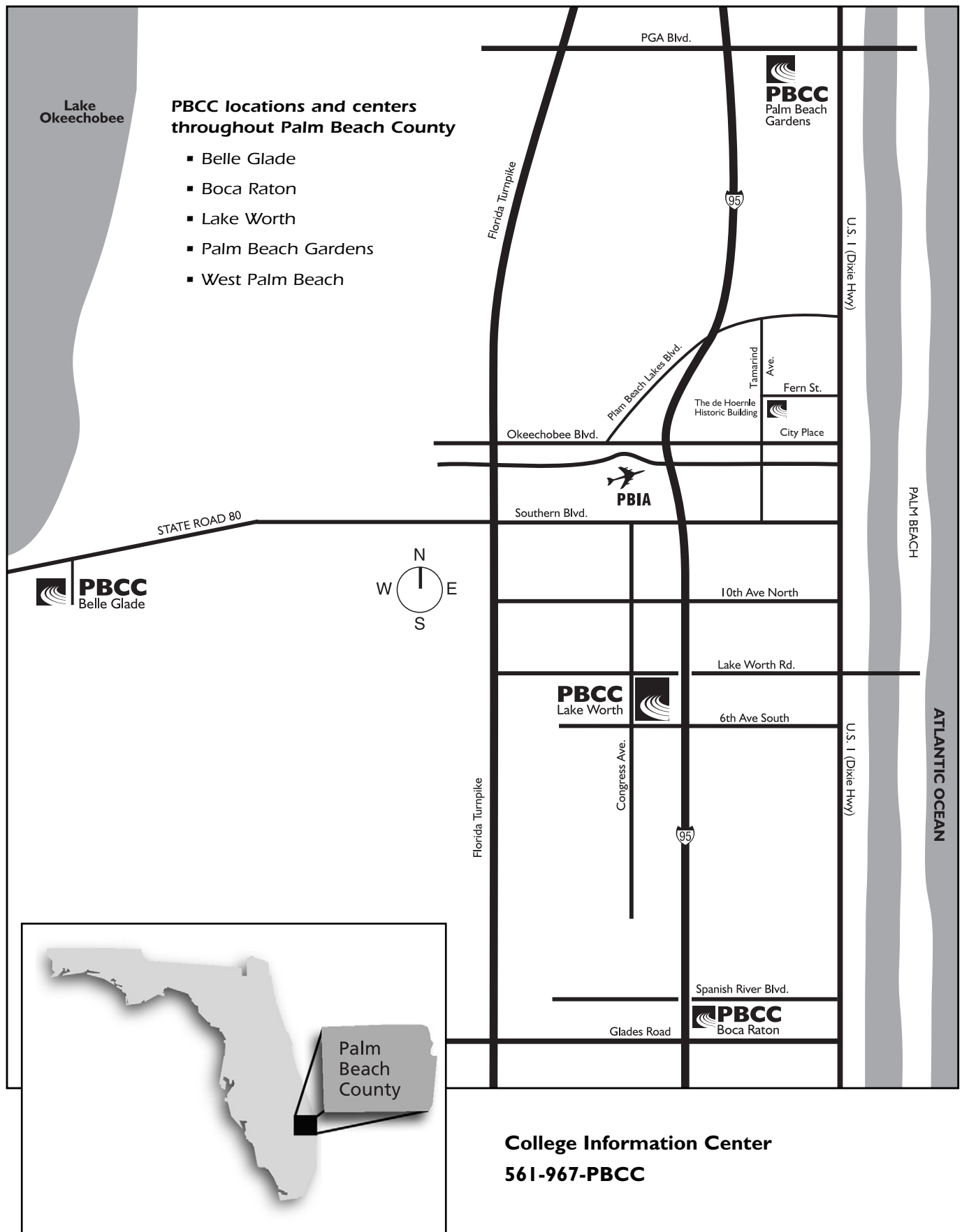
M.S., Illinois State University
Professor II, Art

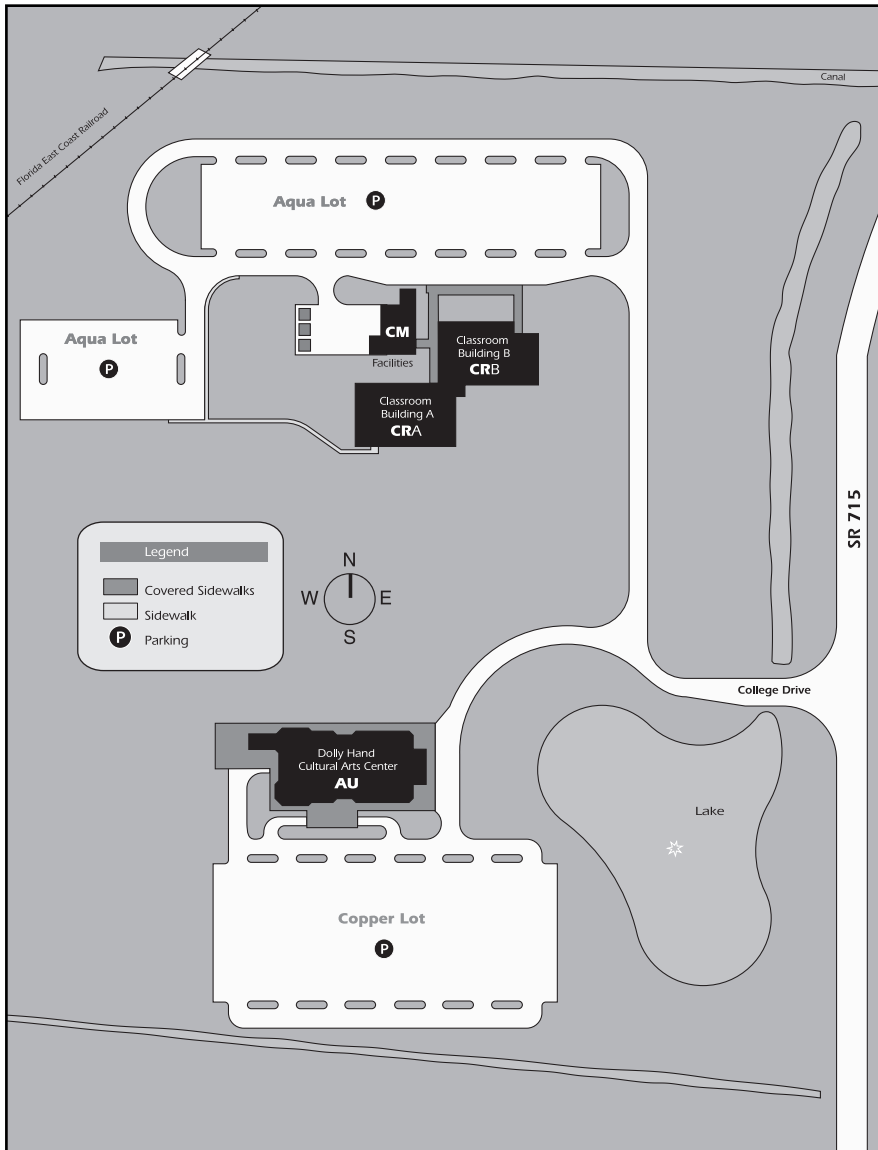
Zazzi, Henry R.

M.A., St. Mary's University
M.S.W., Worden School of Social Work
Counselor/Professor I, Student Services

Emeritus Faculty

John Adams	William Flory	Harris McGirt	Geraldine Sutton
Hugh Albee	Ethel Fowler	Frank J. McLaughlin	Raymond Sweet
Knud Alber	Roy Fox	Sylvia Meeker	James Tanner
Elizabeth Allred	Walter A. Franklin	Evelyn Merkle	Milton Thomas
Martha Ambrosio	Philip Gans	Sunny Meyer	Charles Toohey
Odas Arant	Allan Gerson	Philip Millard	Marjorie Toomath
Patrick Archer	Banna I. Ghioto	Patricia Miller-Shaivitz	Lawrence Tuttle
Easter Arora	Charles Graham	Stafford Mooney	William Van Wyhe
Kathleen Asher	Paul Graham	Betty Morgan	Donald Voils
Robert Barry	Walker Graham	Eleanor J. Myatt	Idella Wade
Louise Barton	I. James Gross	Joanne Nikides	Rochelle Warm
Floyd Becherer	Michael Hakucha	Joseph O'Brien	Margaret Weatherly
Barbara Benken	Reuben Hale	Daniel O'Connell	Carol Wershoven
Robert Bergen	Alma Harrell	John O'Neil	Ivor L. Wetherby
Betty Blanton	Maurice Hartman	Frank Perez	Don Whitmer
Carol Bloodworth	Paul Hitchcock	Henry Petraki	William Wilson
Carole Blum	Joan Holloway	Noreen Poole	Ruth Wing
Robert Book	James Houser	Gloria Poorvin	Dorothy Witherspoon
Virginia C. Brooks	Earl Huber	Mavilene Prentice	James Wood III
William Boorman	Helen Hull	Joann Pride	Mary Woods
Mary Bosworth	Winifred Huneke	Seymour Pryweller	Richard Yinger
Donald Busselle	Freddie Jefferson	Carl Purtz	Joan C. Young
Paul Butler	John E. Jenkins	Jennings Rader	
Tom Butler	Patricia Johnson	Arthur Ramos	
Judy Campbell	Hugh Alan Johnston	Margaret B. Richardson	
M. Helene Colbert	Joan E. Jones	Trinette Robinson	
Sandra Collins	Joanne Kelly	Letha Royce	
Joanne Connolly	Diana Kilpatrick	Marcia Saile	
John Connolly	Gwen Koza	Mildred M. Schild	
Donald Cook	Byron Krumm	John Schmiederer	
Helen Darcey	Francis L. Leahy	Arthur Schneider	
Rayburn Daugherty	Phyllis Leapman	Delores Seemayer	
Elizabeth Davey	Faye Ledbetter	Oscar Shackelford	
Lucile Dickinson	Joseph Lesko	Adele Shapiro	
Robert Donnelly	Frank Littler	Bob Shaw	
Ruth Dooley	Rosemarie Lowrey	Patrick Slatery	
Kathleen Drawdy	Nancy MacPherson	Richard Smith	
Alice Duxbury	Carolyn L. Martin	Sue C. Smith	
Howard Evans	Barbara Matthews	Frankie Sprague	
Godwin I. Ezeilo	Eleanor L. Mayock	Ann Steckler	
Gwendolyn Ferguson	Charles McCreight	Thomas H. Steffen	
Jesse Ferguson	James McCue	Jewell Sterling	
James Flatley	Joseph McElhaney	Mildred Suttle	




CRA - Registration & Classrooms

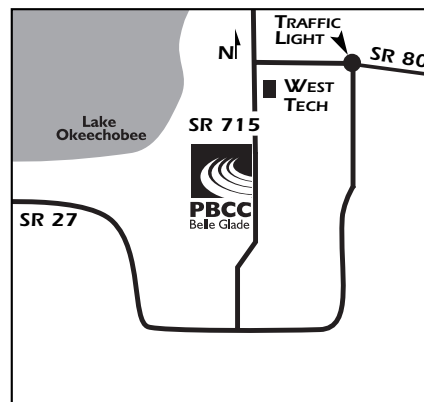
Administration
Testing Center
Computer Center
Financial Aid
Cashier
Prep Lab
Provost's Office
Security

CRB - Classrooms

Library Learning Resource Center
Bookstore

CM - Facilities
AU - Dolly Hand Cultural Arts Center

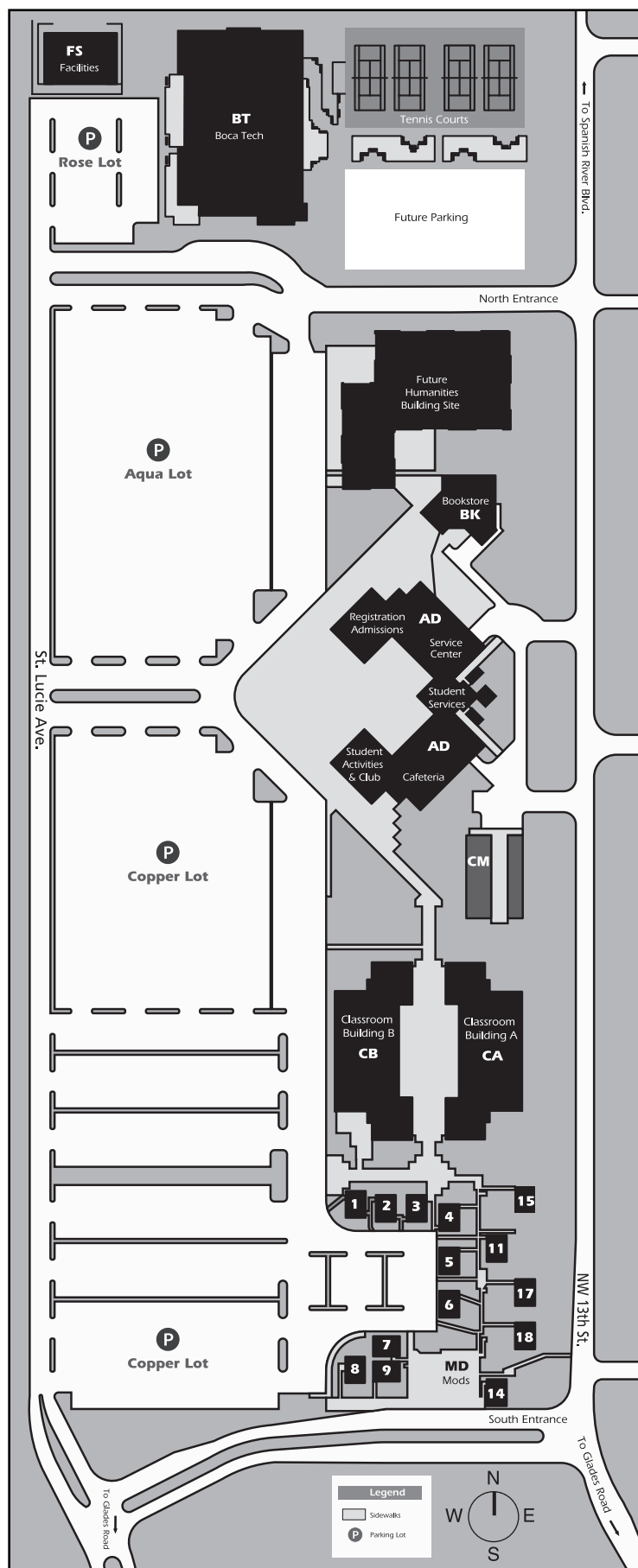
DIRECTIONS


From I-95:

Proceed west on Southern Blvd. (SR 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.

From the Florida Turnpike:

Exit at Southern Blvd. (SR 80). Proceed west on SR 80 approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. PBCC is on the right.



AD - Administration

1st Floor

Admissions/Registration
Cashier
Counseling
Count deHoernle Student Center
Dean of Student Services
Financial Aid
Instructional Support Center
Student Organizations
Registrar

2nd Floor

Facilities

3rd Floor

Computer Resources
Early Childhood Education

4th Floor

Dean of Academic Affairs
Economic & Workforce Development
Provost's Office

BK - Bookstore

BT - BocaTech

Career Center
Child Care Program
Massage Therapy
Student Learning Center / Lab
Testing Center
Wellness Center

CB - Classroom Building B

1st Floor

Art Studios
Science Labs

2nd Floor

Computer Classrooms
Media
Faculty Workroom

CA - Classroom Building A

CM - Central Mechanical

MD - Modular Village (portables)

MD 1- MD 14 Classrooms
MD 3 Community Education

DIRECTIONS

From I-95:

Proceed east on Glades Road to NW 13th St. (FAU Blvd) turn left (north) and enter the FAU Campus. Go approximately 1.5 miles past the second stop sign (Lee Street), the south entrance to PBCC is on the left.

From Spanish River Boulevard:

Go south on NW 8th Avenue. The north entrance to PBCC is on the right.



● **AD - Administration/District Offices**

G. TONY TATE BLDG.

College Relations & Marketing
Government Relations
Human Resources
Office of the President
Vice Presidents' Offices

● **AH - Allied Health**

PHILIP O. LICHTBLAU BLDG.

● **AU - Auditorium/Theatres**

WATSON B. DUNCAN III THEATRE
STAGE WEST

● **BA - Business Administration**

● **BK - Bookstore**

● **CF - Cafeteria**

Upward Bound Office

● **\$ - Cashier's Office**

● **CS - Chemical Storage**

● **CN - Concession Stand / Press Box**

● **CJA - E Criminal Justice A - E**

● **CRA - General Classrooms A**

Center for Lifetime Learning
Foundation
Provost's Office

● **CRB - General Classrooms B**

● **CE - Continuing Education**

PAUL W. GRAHAM BLDG.

College Information Center
Crossroads
Dean of Academic Affairs
Grants/Resource Development
Institute of Government
Institute of Teacher Education
Multimedia Boardroom

● **CT - Counseling & Testing**

STUDENT SERVICES CENTER

Academic Advisement
Career Center
Disability Support Services
Testing Center

● **DH - Dental Health**

● **DW - Central Receiving/Facilities**

● **ETA - Education and Training Center**

Dean of Economic and Workforce
Development
Dean of Health Sciences and
Occupational Education
Business Applications
Career Exploration/Job Placement
Commercial HVAC
Computer Applications
Electronic Technology
Emergency Medical Services (EMS)
Machining Technology
Medical Assistant
Medical Coder/Biller
Medical Transcription
Plumbing
Practical Nursing
Sheet Metal
Student Learning Center:
Math/VPI/Computer Labs
Surgical Technology

● **ETB - Education and Training Center**

Automotive Body Repair

● **ETC - Education and Training Center**

Automotive Service Technology

● **ETD - Education and Training Center**

Carpentry
Cosmetology
Diesel Mechanics
Emergency Medical Tech. (EMT)
Welding

● **FA - Financial Aid**

Outreach Services
Student Support Services

● **FC - Facilities Central**

● **FD - Facilities District**

CLAUDE A. EDWARDS BLDG.

● **FT - Fitness Center**

● **HU - Humanities**

● **IT - Information Technology**

● **LLRC - Library**

HAROLD C. MANOR BLDG.

Library Learning Resource Center
Media Technology & Instructional
Services (MTIS)

● **MD - Modules (portables)**

MD 20 - MD 30

● **OF - Office Building**

● **PE/GYM - Gymnasium**

ELISABETH W. ERLING BLDG.

● **PG - Student Services Center**

PAUL J. GLYNN BLDG.

Admissions/Registration
College Registrar
Dean of Student Services
Graduation Office
International Admissions
Limited Access Admissions
New Student Enrollment
Web Registration

● **PR - Purchasing Dept/Print Shop**

● **SAC - Student Activities Center**

● **SCA - D Science A - D**

Security
Title III

● **SAC - Student Activities Center**

● **SB - Softball Field Box / Restrooms**

● **SS - Social Science**

BRITTON G. SAYLES BLDG

● **TC - Technology Center**

COUNT AND COUNTESS DE HOERNLE BLDG.

Academic Services
Academic Support Lab
CAD/Drafting Lab
Computer Lab
Dean of Curriculum, Planning
& Research
Graphic Design Lab
Institutional Research
& Effectiveness
Student Learning Center:
English/EAP/ESL/Reading/
Computer Labs

● **TE - Technical Education**

Electronics Lab
Physics Lab

● **TL - Technical Laboratory**

● **VL - Vocational Lab**

Patient Care Assistant

DIRECTIONS

From I-95:

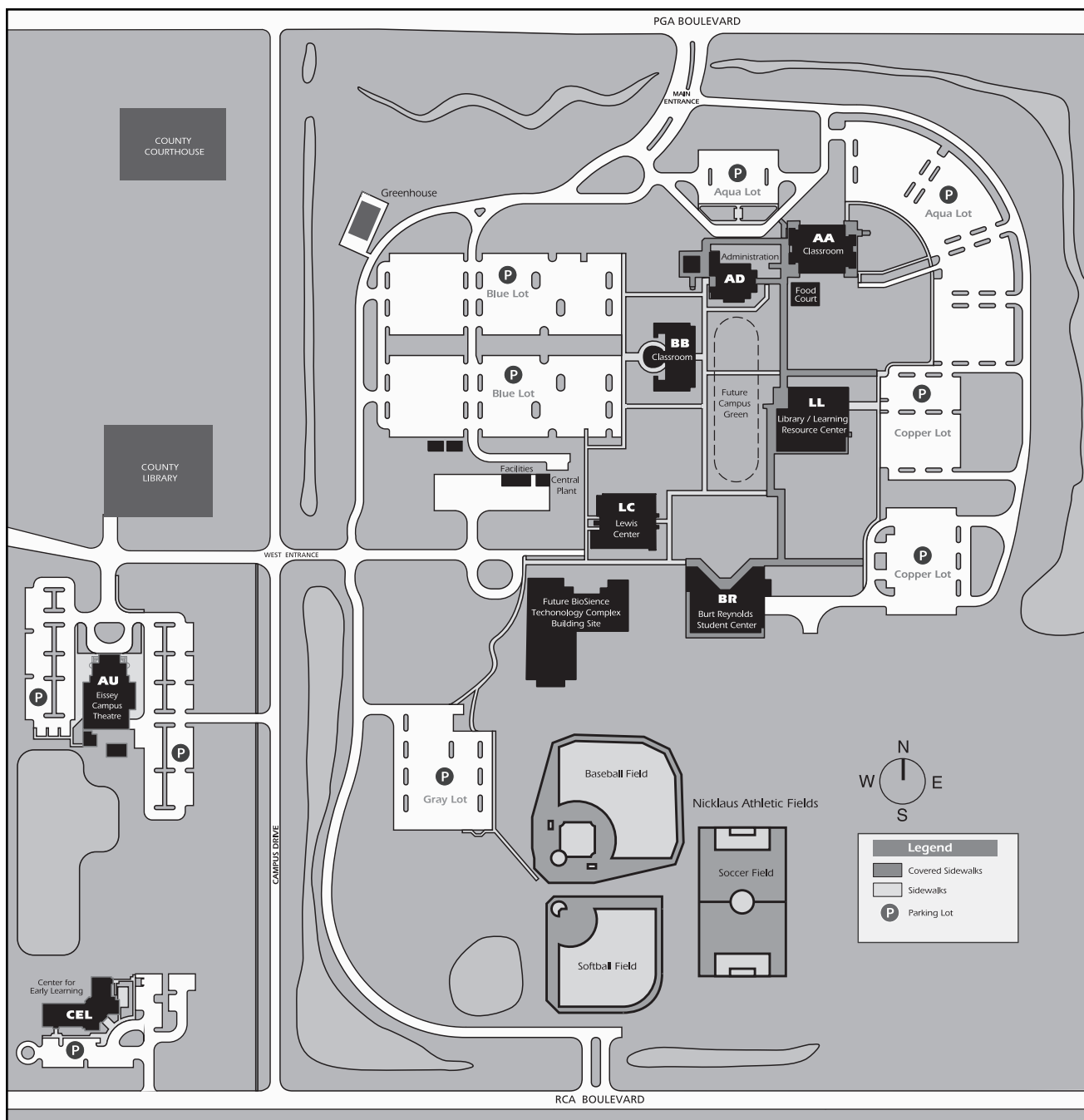
Proceed west on 6th Avenue South approximately 2 miles to the south entrance.
Turn right (north) into the campus. Visitor parking is straight ahead.

From the Florida Turnpike:

Take the Lake Worth Road exit and go east approximately 5 miles to Congress Ave.
Go through the light, and turn right (south) into the campus.

Please note:

Due to ongoing construction and renovation, some modules, building descriptions or locations may have changed.



DIRECTIONS

From I-95:
Proceed east on PGA Blvd.
approximately 2 miles just
past the Gardens Mall to the
campus entrance on the right.

From the Florida Turnpike:
Take the Palm Beach
Gardens/PGA Blvd. exit
and go east approximately
5 miles just past the
Gardens Mall. The campus
entrance is on the right.

AA - Classroom Building

Faculty Offices
Campus Service Center

AD - Administration

1st Floor: Student Services
Admissions
Registration
Financial Aid
Cashier
Security

2nd Floor: Provost
Academic Dean
Economic &
Workforce
Development

AU - Eisey Campus Theatre

BB - Classroom Building

Meldon Lecture Hall
Art Gallery
Art Lab
Associate Dean
SLC - Math Lab
SLC - Student Learning Ctr.
English/Reading Lab

BR - Burt Reynolds Student Ctr.

Advisement
Career Resources
Disabilities Services
Student Activities
Bookstore
Cafeteria

CEL - Center for Early Learning

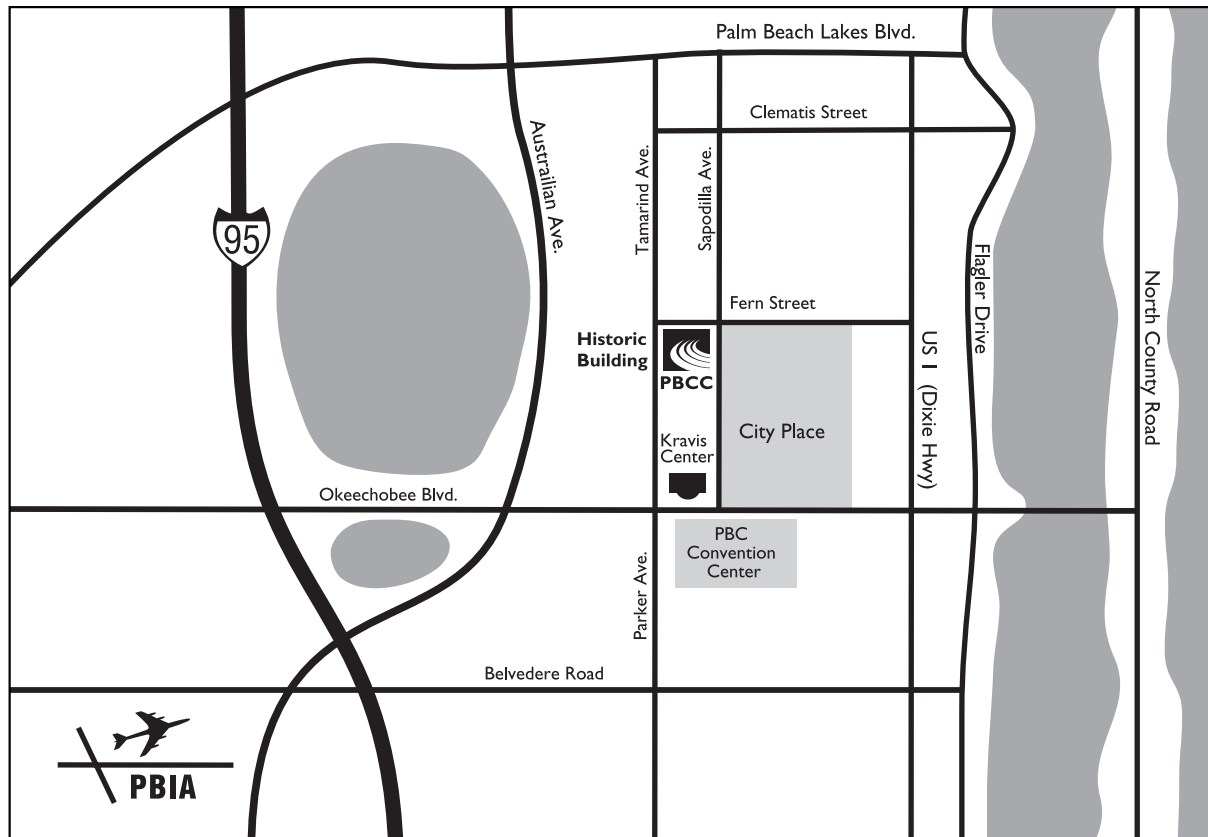
Food Courtyard

LC - Phillip D. Lewis Center

Radiography
Respiratory Care
EMT
Computer Science

LL - Library Learning Resource Center

Law Library
Media Services
Science Lab
Motion Picture & Television



Count and Countess de Hoernle Historic Building

Classrooms
Institute of Excellence in Early Care and Education

Named after Count Adolph and Countess

Henrietta de Hoernle, the de Hoernle Historic

*Building has been renovated for use as an
educational center.*

*Located in downtown West Palm Beach at
the site of the old Twin Lakes High School, the
1927 building was the original home of
Palm Beach Community College.*

*The Mediterranean Revival-style building is listed
on the National Register of Historic Places.*

DIRECTIONS

From I-95:

Proceed east on Okeechobee Blvd. until you reach Tamarind Ave. At the traffic light turn left (north) and proceed past the Kravis Center and the School of the Arts. Turn right on Fern Street. PBCC is on the right.

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