



PALM BEACH STATE  
COLLEGE

# catalog 2011-2012

Your Pathway to Success



# 2011-2012 CALENDAR

PALM BEACH STATE  
COLLEGE

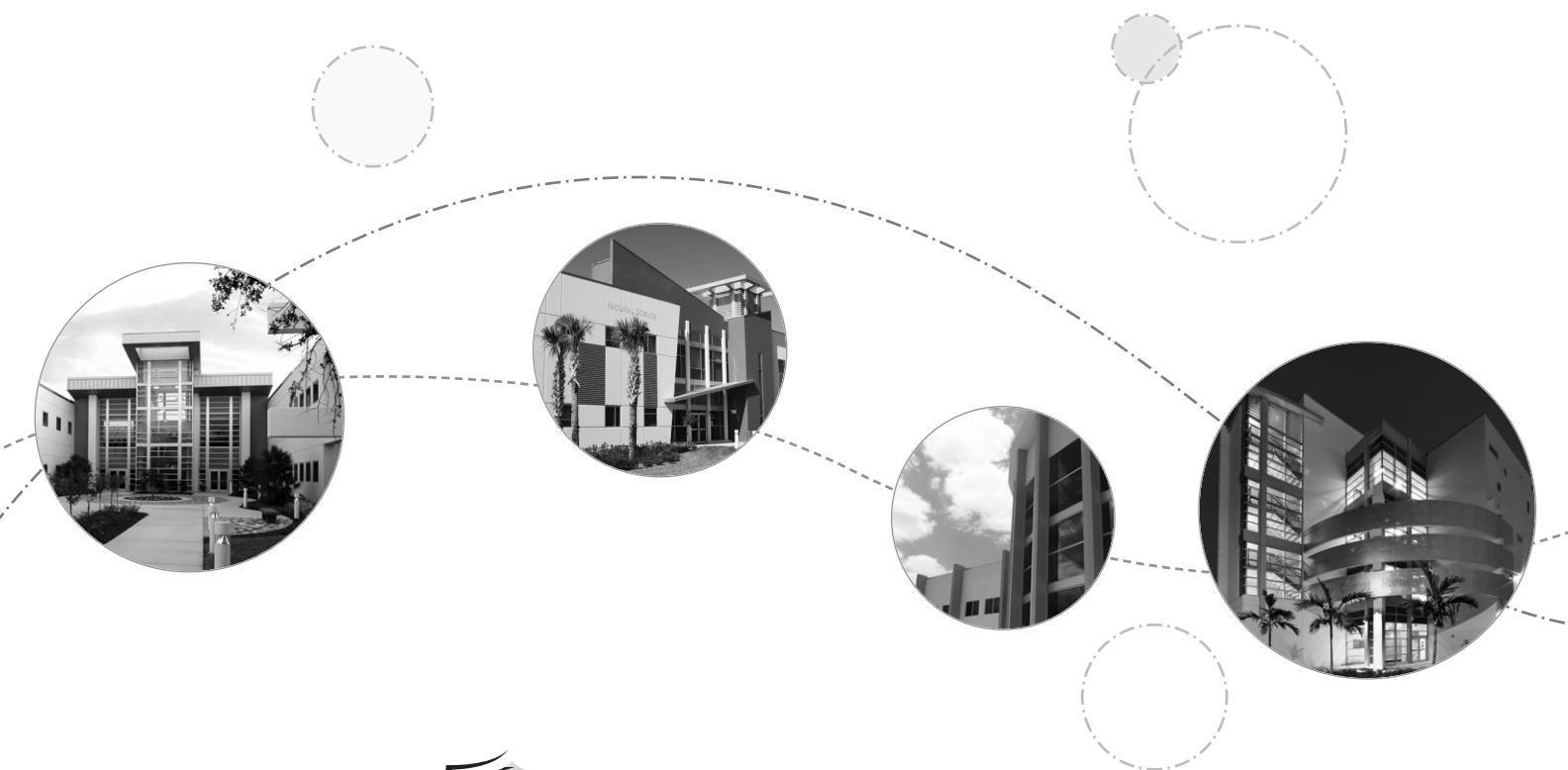
Fall 2011							Spring 2012							Summer 2012									
FULL TERM (16 Weeks)		EXPRESS A (1st 8 Weeks)		12 WEEKS		EXPRESS B (2nd 8 Weeks)		FULL TERM (16 Weeks)		EXPRESS A (1st 8 Weeks)		12 WEEKS		EXPRESS B (2nd 8 Weeks)		FULL TERM (12 Weeks)		SUMMER A (1st 6 Weeks)		SUMMER D (8 Weeks)			
Session 1	Session 2	Session 3	Session 4 <th>Session 1</th> <td>Session 2</td> <th>Session 3</th> <td>Session 4</td>	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4
<b>Aug 19 – Dec 15</b>	<b>Aug 19 – Oct 14</b>	<b>Sep 19 – Dec 15</b>	<b>Oct 17 – Dec 15</b>	<b>Jan 5 – May 7</b>	<b>Jan 5 – Mar 1</b>	<b>Feb 6 – May 7</b>	<b>Mar 12 – May 7</b>	<b>May 9 – Aug 2</b>	<b>May 9 – Jun 20</b>	<b>May 16 – Jul 12</b>	<b>Jun 21 – Aug 2</b>					<b>May 26-28</b>	<b>May 26-28</b>	<b>May 26-28</b>	<b>May 26-28</b>	<b>Jul 4</b>	<b>Jul 4</b>	<b>Jul 4</b>	<b>Jul 4</b>
International Admissions Application Deadline (F1 Visa)							Nov 15, 2011							April 9, 2012									
<b>Registration Begins</b>							July 2011							November 2011 For specific dates, go to <a href="http://www.palmbeachstate.edu/AcademicCalendar">www.palmbeachstate.edu/AcademicCalendar</a> (Click on the desired Term Registration Calendar)									
<b>Classes Begin</b>							Aug 19	Aug 19	Sep 19	Oct 17	Jan 5	Jan 5	Feb 6	Mar 12	May 9	May 9	May 16	May 16	Jun 21				
<b>Add/Drop</b>							Aug 19-25	Aug 19-22	Sep 19-23	Oct 17-18	Jan 5-11	Jan 5-6	Feb 6-10	Mar 12-13	May 9-16	May 9-10	May 16-17	May 16-17	Jun 21-25				
<b>Last Day to Add or Drop (100% Refund for Dropped Classes)</b>							Aug 25	Aug 22	Sep 23	Oct 18	Jan 11	Jan 6	Feb 10	Mar 13	May 16	May 10	May 17	May 17	Jun 25				
<b>Last Day to Audit</b>							Aug 25	Aug 22	Sep 23	Oct 18	Jan 11	Jan 6	Feb 10	Mar 13	May 16	May 10	May 17	May 17	Jun 25				
Last Day to Make Up Incomplete (I) Grades from Previous Term																				Sep 21			
Graduation Application Deadline																				May 31			
<b>Last Day to Withdraw ("W" grade assigned) – No refund</b>							Nov 2	Sep 26	Nov 14	Nov 23	Mar 27	Feb 10	Apr 5	Apr 17	Jul 3	Jun 6	Jun 21	Jul 19					
Check with Instructor for last meeting day of class and final exam schedule.																							
Grades Available on <b>PantherWeb</b>							Dec 16	Oct 15	Dec 16	Dec 16	May 8	Mar 2	May 8	May 8	Aug 3	Jun 21	Jul 24	Aug 3					
Commencement Certificate Programs																							
Student Holidays (No Classes held)							Sep 3-5	Sep 3-5	Oct 19	Oct 19	Jan 14-16	Jan 14-16	Mar 5-11	Mar 22	May 26-28	May 26-28	May 26-28	May 26-28	Jul 4				
							Oct 19	Nov 11	Nov 24-27	Dec 16-Jan 4	Mar 5-11	Mar 22	Apr 6-8	Apr 6-8	May 26-28	May 26-28	May 26-28	May 26-28	Jul 4				

Courses with session dates other than those listed above will have different add/drop and withdrawal/audit deadlines. Please check with the Registrar's Office for specific dates.

VOLUME 73 - 1

# 2011-2012 Catalog

PALM BEACH STATE COLLEGE



Your Pathway to Success

## About the Catalog

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

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

Catalog addenda may be published online each year depending on the number of changes incurred since the catalog was printed. Availability of a catalog addendum (if published) would be on the College's website only. Many policy changes are listed on the Student Updates web page, located at [www.palmbeachstate.edu/StudentUpdates.xml](http://www.palmbeachstate.edu/StudentUpdates.xml).

## Disability Support

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

### **Disability Support Services/Access**

College-wide Student Programs Director, 561-868-3375

### **Employment Access**

Employment Manager, 561-868-3111

### **Facilities Access**

Facilities Director, 561-868-3615

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

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

## Equal Access

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

## Religious Observances Policy

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

The student may appeal to the dean of 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 and enrollment management, whose decision on the matter shall be final.

## Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Florida Department of Law Enforcement notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Anyone wishing to obtain further information regarding sexual offenders/predators in the area may refer to the FDLE website at: [www.fdle.state.fl.us](http://www.fdle.state.fl.us) or call 888-FL-PREDATOR or 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 Nov. 14, 1933, at the new Palm Beach Junior College adjacent to the high school in downtown West Palm Beach. Youngblood and Watkins (the first dean of the College) founded and nurtured the fledgling institution until John I. Leonard became its first president in 1936. Leonard was affectionately known as "Mr. Junior College" because of his dedication to the students, the College and the two-year college system.

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

So in 1951 Palm Beach Junior College moved yet again, to Lake Park Town Hall, where the quarters were so cramped students had to be turned away, and enrollment dropped significantly to less than 200. Chemistry

class was held in the jail. The local media dubbed it "the little orphan college," but the Lake Park location is remembered fondly by its alumni for the camaraderie that existed there. Master English and Speech Professor Watson B. Duncan taught classes in the nearby church and even in the hallway.

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

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

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

Current president Dennis P. Gallon, Ph.D., has expanded the College's comprehensive mission with more workforce programs and partnerships with business, industry, educational institutions and various agencies. In 2008, the College received State Board of Education approval to offer its first baccalaureate degree. Baccalaureate-level courses began in 2009, and the institution was renamed Palm Beach State College in 2010 to reflect its expanded educational offerings.

## Mission

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

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

## Vision

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

## Beliefs

We believe...

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

## Accreditation

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

Accreditation also has been granted by professional organizations for certain specific programs. This is noted in this catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

## Memberships

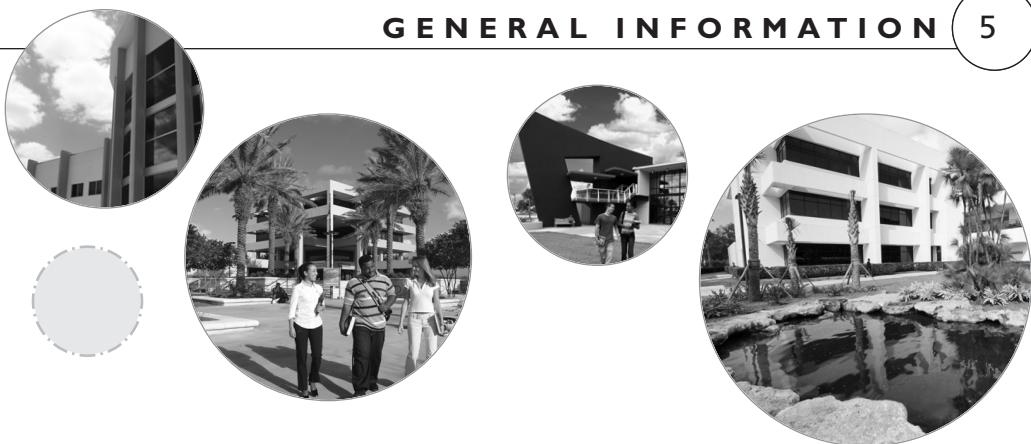
The College is an active member of the American Association of Community Colleges and the Association of Florida Colleges, as well as other professional organizations.

## Foundation

The Palm Beach State College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach State College and its objectives. Monies raised by the Foundation allow the College to offer a wider range of scholarships for students, incorporate state-of-the-art technology systems and programs into the curriculum, add new courses to keep career training programs consistent with the local business community and fulfill the College's mission.

## Locations

Courses are offered at College locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens. Each location offers general education courses; however, certain programs may not be available at all locations. Detailed maps for each College location are at the back of this catalog.



## BELLE GLADE

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

The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as career, technical and continuing education courses. The 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. The theater offers a variety of cultural and entertainment performances and is available for rental by individuals and organizations. High-skills career programs are housed at the newly constructed Technical Education Center completed in 2010.

## BOCA RATON

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

The Boca Raton campus provides students with state-of-the-art classrooms and laboratory facilities. It 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, the campus also offers Summer Youth College for ages 8-14 and the Small Business Development Center for entrepreneurs and business owners.

## LAKE WORTH

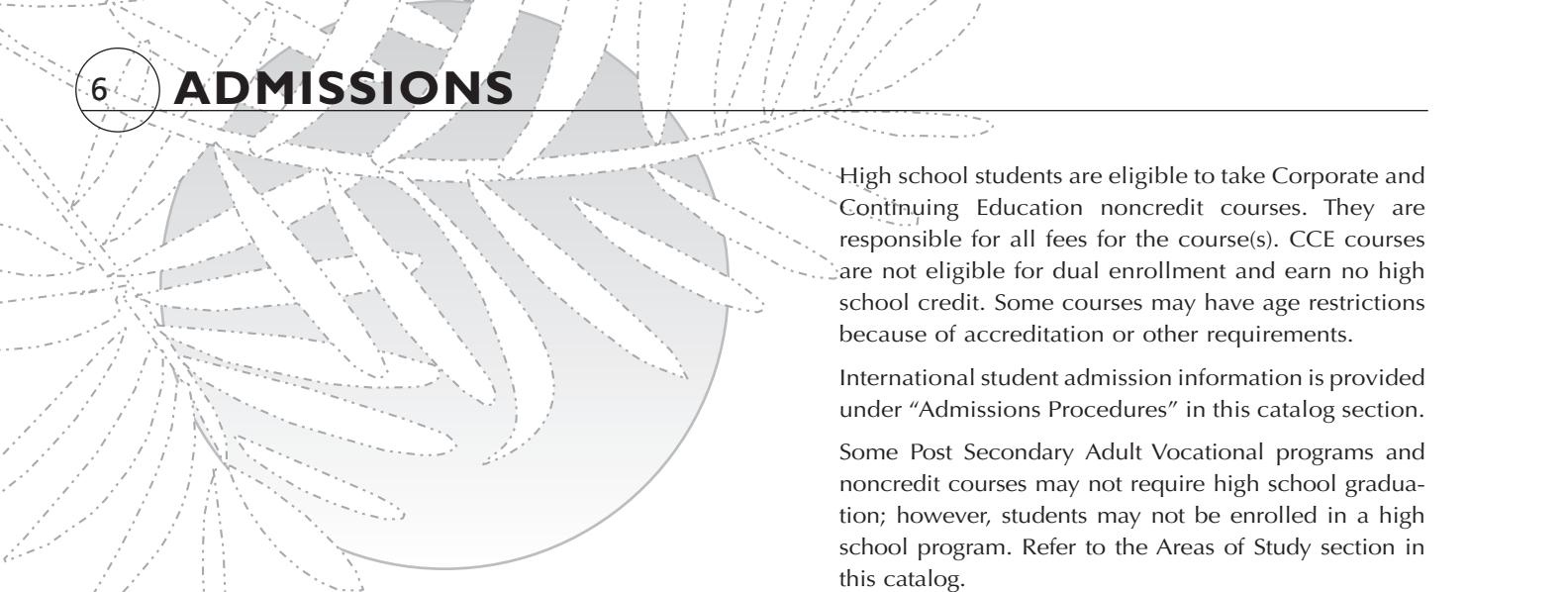
Lake Worth is the College's largest and longest-established campus. Bordered by Lake Osborne and John Prince Park, this 114-acre campus offers numerous programs for those planning to transfer to universities or enter or advance in the workforce. Palm Beach State's intercollegiate athletic teams play and practice at this campus, which also offers a child care center, fitness center and wellness programs for students and employees.

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. The Natural Science Building completed in 2008 provides state-of-the-art classrooms and laboratories for chemistry, biology, microbiology, anatomy, physiology, physical sciences, earth sciences, geology, physics and astronomy.

## PALM BEACH GARDENS

The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering Associate in Arts and Associate in Science degrees and certificate programs. Today, the campus offers credit and noncredit courses, programs and workshops to approximately 12,000 students each year. The Bioscience Technology Complex opened in 2008 houses an expanded science curriculum and a biotechnology degree program. 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 students and employees as well as families from the community.



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

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

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

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

*\*A student or institution may appeal the policy. However, the College registrar has the right not to accept all or any part of the previously earned credit or diploma.*

## Admission Criteria

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

- Standard high school diploma from a regionally accredited high school.\*
- Florida Home Education graduation, in accordance with sections 1003.43 and 1003.26, Florida Statutes. 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 also will be granted admission; however, they are not eligible to apply for Limited Access programs (that require high school graduation), to be eligible athletes, or to receive financial aid (unless Ability to Benefit testing is complete).
- A state-issued General Educational Development diploma. Students with GEDs are afforded the same rights and privileges as students with standard high school diplomas.
- Approval for Early Admission/High School Dual Enrollment.
- Demonstrated competency in college credit postsecondary coursework, in accordance with section 1007.263, Florida Statutes. The College defines this competency as any student who is applying for a non-Limited Access program who has received an associate degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education.\*
- A high school transcript from non-regionally accredited institutions or the Distance Education and Training Council also will be accepted for admission; however, students 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).\*

## 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 to the Internal Revenue Service. This IRS requirement makes it necessary for institutions to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student \$50. Refusal to disclose the SSN also may affect a student's ability to receive financial aid and transfer coursework. Palm Beach State College protects students' personal information. More information regarding the security of student records is listed in the Academic Policies section of this catalog.

### CONDITIONS FOR ADMISSION

At the point of application, students applying to take credit or vocational courses will receive an acceptance communication with information that outlines any outstanding requirements needed to complete the admissions process. All degree-seeking students and certain certificate-seeking students are required to have transcripts sent to the College within one term or they may not register for subsequent terms. Students may view transcript-received information on PantherWeb [www.palmbeachstate.edu/PantherWeb.xml](http://www.palmbeachstate.edu/PantherWeb.xml) under "Records."

All international student transcripts and commercial evaluations, if applicable, must be received before a first term

of enrollment will be permitted. Transcripts are required prior to enrollment for financial aid recipients. Some programs have additional admissions requirements. Refer to the Areas of Study section in this catalog; also check the high school dual enrollment and early admission information and the international students information, both of which are presented in this Admissions section.

## INSURANCE

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

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

## NON-DISCRIMINATORY POLICY

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

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

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

### College Registrar

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

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

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

## POLICY FOR COMMUNICATION WITH STUDENTS

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

- The official Student Updates Web page, located at [www.palmbeachstate.edu/StudentUpdates.xml](http://www.palmbeachstate.edu/StudentUpdates.xml).
- College-assigned e-mail. Students must check their College-assigned e-mail address frequently in order to ensure they obtain critical information and assignments.
- Certified mail, return receipt requested

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

## RELEASE OF TRANSCRIPTS

Upon admission, students authorize the College to release Palm Beach State College transcripts to governmental, educational and licensing agencies as appropriate. Transcript requests must be made either in writing or through PantherWeb, [www.palmbeachstate.edu/PantherWeb.xml](http://www.palmbeachstate.edu/PantherWeb.xml). Neither fax nor telephone requests will be honored. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may only obtain an unofficial copy of the record. It is recommended that the student request a copy from the institution from which the transcript originated.

# Admission Procedures

## GENERAL ADMISSIONS

### 1. Application

Submit an application online at [www.palmbeachstate.edu/AdmissionsApplications.xml](http://www.palmbeachstate.edu/AdmissionsApplications.xml) 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 submit transcripts within one term or they may not register for subsequent terms. Transcripts should be received by the Registrar's

Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Applicants who have a General Educational Development (GED) diploma must submit official transcripts from a state Department of Education. Transfer students must submit official high school and college transcripts from each institution attended and should have college transcripts sent prior to registration to ensure proper advisement. Transfer students are encouraged to read information under "Transfer Students" in this catalog section.

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

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

Students with out-of-country high school credentials must provide proof of high school completion (based on the College's 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](http://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.

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

#### 4. Placement Tests

All degree-seeking students, college credit certificate-seeking students and non-degree-seeking students wishing to take Gordon Rule\* writing and mathematics courses who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (CPT), Postsecondary Education Readiness Test (PERT), ACT-E, or SAT1 before registration. (If ACT-E or SAT1 scores are too low, students must retest or take the CPT or PERT for placement.) Test scores are valid for two years from the date the test was taken. Students who have not yet taken one of the placement tests listed above should contact the Academic Advising department. For a listing of placement test scores, see Table 2-1.

Students whose native language is not English and who did not graduate from a U.S. high school or transfer from a U.S. postsecondary institution also are required to prove

college-level English proficiency. Contact the Academic Advising department at any campus for more information.

\*Gordon Rule 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 for classes. Visit [www.palmbeachstate.edu/orientation.xml](http://www.palmbeachstate.edu/orientation.xml) for New Student Orientation registration instructions.

#### 6. Acceptance of Students

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

### BACHELOR'S DEGREE PROGRAMS

Palm Beach State College offers the Bachelor of Applied Science in Supervision and Management, the Bachelor of Applied Science in Information Management, and the Bachelor of Science in Nursing degree programs. The degrees are a combination of lower division courses (1000-2000 level) and upper division courses (3000-4000 level). The lower division course requirements include:

- 36 semester hours of transferable general education courses
- 18 transferable semester hours of concentration area preparation courses
- 24 semester hours of transferable electives

The concentration areas preparation courses and the elective courses may come from the student's A.S., A.A.S., or A.A. degree program, provided the hours are deemed transferable credit. For more information on transferable credit, refer to the *Application of Transfer Credits to Bachelor's Degree Programs* section of this catalog. Please see a bachelor's degree advisor for specific information on how lower division courses meet these requirements and what additional coursework may need to be taken to meet program admission and graduation requirements. Each concentration area within the degree has specific courses which must be taken at the lower level to prepare a student for upper division study, and an advisor can determine if these concentration area preparation course requirements have been met for the chosen bachelor's degree program.

The bachelor's degree programs upper division course requirements include 21 semester hours of program core courses that all concentration areas of the respective

degrees share, and 21 semester hours of concentration area courses including a “capstone” course experience where students apply their learning in relation to their concentration area. The lower and upper division courses total the 120 semester hours needed for bachelor’s degree completion.

### **Admission Requirements for a Bachelor’s Degree**

1. Completion of Palm Beach State College admissions application.
2. Completion of ONE of the following:
  - An A.S.\* or an A.A.S.\* degree (with a minimum of 60 semester hours) in a professional/technical field; OR
  - An A.A.\* degree with a minimum of 60 semester hours; OR
  - Sixty\* credit hours that are equivalent to satisfactory completion of an A.A, A.S., or A.A.S. degree program.

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

3. Completion of 36 semester hours of transferable general education credit hours, satisfying Palm Beach State College’s general education requirements (or indication on the transcript that the student has completed general education requirements at another Florida college or university). Each bachelor’s degree has requirements as to the types of acceptable A.S. degrees and coursework that may apply. Please see a bachelor’s degree advisor for more information.
4. Completion of CLAS requirements. If, at the time of admission, the student has not completed CLAS requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at the College, or enrollment in future credits may be restricted.

### **Second Bachelor’s Degree**

In recognition that students seeking a second bachelor’s degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some admission and graduation requirements will be satisfied by virtue of the previous degree. These include CLAS, Gordon Rule and General Education. However, this would not preclude prerequisites for the major that happen to be general education courses. Students may only be admitted with permission of the dean of baccalaureate programs. Please contact the Baccalaureate Studies office for more information.

### **Foreign Language Requirement**

University or college admission to bachelor’s degree programs in the State of Florida requires that students demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of high school foreign language instruction, eight to ten credits in one foreign language at the college level or passing scores on the College Level Examination Program (CLEP). For native speakers of another language who can demonstrate proficiency by evidence of a secondary high school transcript may petition for a waiver. Students should contact the Baccalaureate Studies office for more information.

## **INTERNATIONAL STUDENTS**

### **Applicants to Degree Programs**

Palm Beach State College is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who meet the College’s standard admissions requirements in addition to the criteria below. Application deadlines are listed online at [www.palmbeachstate.edu/International.xml](http://www.palmbeachstate.edu/International.xml). 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 the College.

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 Admissions Office must receive all transcripts and commercial evaluations before the international student’s first term of enrollment will be permitted. Transcripts and commercial evaluations may be either sent directly to Palm Beach State College from the issuing institution or agency or be hand-delivered in a sealed envelope sealed by the issuing institution or agency.
  - Documents written in a foreign language may be required to be accompanied by certified English translations.
  - Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted.
  - Records must show the equivalent of at least U.S. high school graduation as determined by the Registrar’s Office.
  - 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](http://www.naces.org/members.htm)). Applicants transferring from postsecondary institutions must have a least a 2.0 grade point average (GPA), be in lawful immigration status, and be in good standing (eligible to continue at or return to the institution).

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](http://www.toefl.org)). The applicant must make arrangements directly with ETS to take the examination and must request that results be sent to the Office of International Admissions and Recruitment at Palm Beach State College. (The College's TOEFL Code is 5531.)
  - Compass/ESL - A score of 69 is required on the Compass/ESL test, which the College administers through its Testing Centers. This test may be taken once every 30 days. After passing the Compass/ESL test, students should see an advisor.
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 the College. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.
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 the College and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student visa at the U.S. Embassy or Consular Office, or for the Change of Status with the U.S. Citizenship and Immigration Services (USCIS).

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

The following conditions apply:

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

*Note: For specific information regarding international student requirements for admission to the bachelor's degree programs, please see the Areas of Study section of this catalog.*

### NON-DEGREE-SEEKING STUDENTS

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

Students are eligible to remain non-degree-seeking for up to 21 credit hours. After that time, they will be required to change their status to degree-seeking. Students with an associate degree or higher may request an exemption from the 21 credit hours requirement. For additional information, please contact a campus Registrar.

International students on an F-1/M-1 visa cannot be non-degree-seeking students.

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

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

## READMISSION OF FORMER STUDENTS

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

- Complete a new application for admission online at [www.palmbeachstate.edu/AdmissionsApplications.xml](http://www.palmbeachstate.edu/AdmissionsApplications.xml) or print and fully complete the paper application form and forward it to any campus Admissions Office. Incomplete applications will be returned.
- Send for any additional transcripts (if seeking degree or if necessary to satisfy prerequisites) to update admission records. Previously outstanding transcripts must be received prior to registration. All new transcripts should be received before registration but must be received within one term or the student may not register for subsequent terms. A student will not be eligible to receive financial aid or scholarships until Palm Beach State receives and evaluates official copies of all transcripts.
- Update placement tests (ACT-E, SAT1, CPT, or PERT) if necessary. Test scores are only valid for two years from the date the test was taken.
- Read the "Catalog in Effect" information under the "Graduation" portion of the Academic Policies section of this catalog. (The student will complete requirements for graduation under the catalog in effect at the time of re-entry.)

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

## TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. 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 submitted as early as possible to allow evaluations to be completed before registration. Financial aid students must have ALL official transcripts (high school and college) and ALL commercial evaluations received and evaluated by Palm Beach State before any financial aid can be awarded or disbursed. Transcripts may be either sent directly to the College from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution. Faxed transcripts are not considered official.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting

agency.\* Courses from non-regionally accredited institutions that appear on the State Common Course Numbering System list are also transferred with no appeal required. For non-regionally accredited institutions that do not participate in the SCNS, credits will be evaluated and accepted on a course-by-course basis through an appeals process that is initiated by the student. Students 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](http://www.naces.org/members.htm)). Please refer to the Transfer Credit Manual, [www.palmbeachstate.edu/documents/admissions/transfercredit.pdf](http://www.palmbeachstate.edu/documents/admissions/transfercredit.pdf), for detailed information on the College's general credit transfer policies; evaluation and recording of transfer credits; and the appeals process for transfer credit re-evaluation.

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

The amount of credit allowed for a quarter, semester or term would not exceed the amount the student earned at the original institution. (Quarter-hour credits will be converted to semester hours.)

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

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

### Application of Transfer Credits to Bachelor's Degree Programs

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

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of credits

- Recommendations through other established credit assessment bodies (e.g., ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g., AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g., professional certification, standardized exam scores, etc.)

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

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

## TRANSIENT STUDENTS

Students seeking degrees at other institutions may attend the College as "transient" students to take one or more courses. Transient students are non-degree-seeking at the College and are considered essentially students at their home institutions. A "Letter of Good Standing" or "Transient Letter" must accompany all transient applications for each term of transient study. Students attending a Florida public institution should use FACTS ([www.FACTS.org](http://www.FACTS.org)) online transient form. Transient students, taking courses as listed on their transient form, will not be required to submit transcripts or meet Palm Beach State College testing or prerequisite course requirements. All corequisite 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. Transient students are required to meet all of the College's Code of Conduct and disciplinary regulations while attending the College.

## HIGH SCHOOL DUAL ENROLLMENT AND EARLY ADMISSION

The Dual Enrollment program enables qualified public, private and home-school students in the 10th, 11th and 12th grades to enroll in approved courses offered through Palm Beach State College. Private schools interested in participating in dual enrollment must submit each year a Statement of Legal Compliance form (located at [www.palmbeachstate.edu/DualEnroll.xml](http://www.palmbeachstate.edu/DualEnroll.xml)) to verify eligibility prior to referring students for dual enrollment.

The credits that students can earn count toward both a high school diploma and a college degree or vocational certificate. Students enrolled in a dual enrollment or early admission program pursuant to law shall be exempt from the payment of registration, tuition, and laboratory fees. All other fees are borne by the student, except that the college/university will offer one free recognized college placement test to each eligible high school student. Students enrolled in home education or non-public school will be liable for the cost of instructional materials, special course fees, and any other fees except tuition. In accordance with Florida Administrative Code 6A-14.064, Palm Beach State will not permit dual enrollment students who do not have passing college-ready placement test scores (ACT-E, SAT1, CPT, or PERT) to exceed 11 college credit hours. In order to register for 12 or more credit hours, the dual enrollment student must have passing test scores in all sections.

Note: Effective Spring 2012, dual enrollment students must achieve passing placement test scores in all sections of a recognized college placement test.

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

The following courses are NOT permitted for dual enrollment:

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

## College Credit Dual Enrollment Requirements

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

In addition, students must:

- Have completed the high school freshman year (9th grade)
- Have a cumulative GPA or honors point average (HPA) of 3.0 or higher.
- Submit an application for admission online at [www.palmbeachstate.edu/AdmissionsApplications.xml](http://www.palmbeachstate.edu/AdmissionsApplications.xml).
- Submit official placement test scores (ACT-E, SAT1, CPT, or PERT) that are less than two years old from the date that the test was taken. For a listing of placement test scores, see Table 2-1 in this section of the catalog. Effective Spring 2012, dual enrollment students must achieve passing scores in all sections of a recognized college placement test.
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor. Home education students must complete and submit: (1) a Legal Compliance and Eligibility form (located at [www.palmbeachstate.edu/DualEnroll.xml](http://www.palmbeachstate.edu/DualEnroll.xml)) and (2) a Dual Enrollment Permission and Registration form, which is obtained from the Palm Beach State College dual enrollment coordinator. *NOTE: A Dual Enrollment Permission and/or Legal Compliance and Eligibility form must be submitted for each term enrolled.*
- Maintain a 3.0 high school GPA or HPA
- Earn a grade of C or higher in their college-level courses to continue participation. Dual enrollment students who receive a grade of D or F will not be allowed to continue in the program and may only be allowed to repeat the course for grade forgiveness after graduation from high school.
- Dual enrollment students may be admitted to College Honors courses or Honors contracts. Dual enrollment honor students are not eligible for priority (early) registration. Interested students should apply at [www.palmbeachstate.edu/Honors.xml](http://www.palmbeachstate.edu/Honors.xml).

## Early Admission Requirements

For early admission, students must:

- Be a high school senior who has passing test scores in all areas of the ACT-E, SAT1, CPT, or PERT.
- Submit an application for admission online at [www.palmbeachstate.edu/AdmissionsApplications.xml](http://www.palmbeachstate.edu/AdmissionsApplications.xml).
- Submit an official recommendation letter from the high school principal. College credits earned during the early admission period must be used to satisfy

graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

- Submit official placement test scores (ACT-E, SAT1, CPT, or PERT) that are less than two years old from the date the test was taken. For a listing of placement test scores, see Table 2-1 in this section of the catalog.
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor. Home education students must complete and submit: (1) a Legal Compliance and Eligibility form (located at [www.palmbeachstate.edu/DualEnroll.xml](http://www.palmbeachstate.edu/DualEnroll.xml)) and (2) a Dual Enrollment Permission and Registration form, which is obtained from the Palm Beach State College dual enrollment coordinator. *NOTE: A Dual Enrollment Permission and/or Legal Compliance and Eligibility form must be submitted for each term enrolled.*
- Enroll and maintain at Palm Beach State a full-time status (12 or more college credit hours) for the fall and/or spring terms only.
- Earn a term grade point average (GPA) of 2.0 or higher. Early admission students who receive a grade of D or F may repeat the course for grade forgiveness with permission from the high school dual enrollment designee.

## Postsecondary Adult Vocational (PSAV) Dual Enrollment Requirements

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

- Have a 2.0 or higher unweighted GPA.
- Be the appropriate age (if applicable for the program).
- Submit an application for admission online at [www.palmbeachstate.edu/AdmissionsApplications.xml](http://www.palmbeachstate.edu/AdmissionsApplications.xml).
- Complete and submit a Dual Enrollment Permission and Registration form, which is obtained from the high school counselor. Home education students must complete and submit: (1) a Legal Compliance and Eligibility form (located at [www.palmbeachstate.edu/DualEnroll.xml](http://www.palmbeachstate.edu/DualEnroll.xml)) and (2) a Dual Enrollment Permission and Registration form, which is obtained from the Palm Beach State College dual enrollment coordinator. *NOTE: A Dual Enrollment Permission and/or Legal Compliance and Eligibility form must be submitted for each term enrolled.*
- Take the Test of Adult Basic Education (TABE). Students must achieve the minimum TABE score requirements for the Cosmetology, Heavy Equipment Mechanics

and Welding programs (refer to the Areas of Study section of this catalog).

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

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

## Alternative Ways to Earn College Credit

Palm Beach State may award credit for certain types of prior learning (outside the traditional classroom) experiences or credits earned through accelerated mechanism exam programs, e.g., Advanced International Certificate of Education (AICE), Advanced Placement (AP), College-Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), Excelsior College Examinations and International Baccalaureate (IB).

### CREDIT BY EXAMINATION

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

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

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

For a complete list of the credit-by-exam equivalencies, go to [www.palmbeachstate.edu/documents/admissions/TransferCredit.pdf](http://www.palmbeachstate.edu/documents/admissions/TransferCredit.pdf). The score minimums, credit hours awarded and course equivalencies awarded are subject to change for any examination without prior notice.

### ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)

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

### ADVANCED PLACEMENT (AP)

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

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

### INTERNATIONAL BACCALAUREATE (IB)

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

### EXCELSIOR COLLEGE EXAMINATIONS (ECE)

The College follows the guidelines in Florida State Board Rule 6A-10.024 for awarding ECE credits. For a list of course and credit equivalents, please go to [www.palmbeachstate.edu/documents/admissions/TransferCredit.pdf](http://www.palmbeachstate.edu/documents/admissions/TransferCredit.pdf). The minimum grade, credit hours and course equivalents awarded are subject to change without prior notice.

### MILITARY SERVICE CREDITS

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

## PRIOR LEARNING ASSESSMENT

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

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

The fees associated with prior learning vary with the type of assessment. For complete information on the process, please see [www.palmbeachstate.edu/pla.xml](http://www.palmbeachstate.edu/pla.xml).

## CAREER PATHWAY

"Career Pathway" is a program that recognizes work successfully completed in high school and awards that achievement with college credit. The College has an agreement with the School District of Palm Beach County for awarding college credit for certain high school level courses. To receive credit in some courses, the student is required to complete a portfolio or a challenge examination. For complete details, please visit [www.palmbeachstate.edu/CareerPathways.xml](http://www.palmbeachstate.edu/CareerPathways.xml).

## 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.palmbeachstate.edu/Challenge.xml](http://www.palmbeachstate.edu/Challenge.xml).

# 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 District 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 on line at [www.palmbeachstate.edu/TuitionFees.xml](http://www.palmbeachstate.edu/TuitionFees.xml).

All fees are due at the time of registration and must be received by the payment due date, as indicated on the bottom of the student's printed schedule. A student may not attend classes until his/her schedule is paid. Students will be dropped for nonpayment if payment is not processed by their payment due date. Students dropped for nonpayment after classes have started will not be reinstated into their classes unless there is documented College error.

Students may pay:

- Online at [www.palmbeachstate.edu/PantherWeb.xml](http://www.palmbeachstate.edu/PantherWeb.xml). Please note that the system may be down for periodic system maintenance. Students should not wait until the last minute to execute payment as volume or system maintenance may prevent completion of the process.
- By drop box located outside the Cashier's Office on each campus.
- By mail to the Cashier's Office.
- In person at any campus Cashier's Office during posted operating hours.

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

## EXCESS HOURS ADVISORY

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

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

## RETURNED CHECKS

According to section 832.05, Florida Statutes,

- Worthless checks up to \$150 constitute a misdemeanor in the first degree
- Worthless checks over \$150 constitute a felony in the third degree

The College reserves the right to take necessary actions against those check writers, including assessing the maximum fees allowable by law. To see the College's returned check fees, go to: [www.palmbeachstate.edu/StudentUpdates.xml](http://www.palmbeachstate.edu/StudentUpdates.xml). Students who have presented two returned checks will no longer be allowed to pay by personal check. All fees are subject to change.

## SENIOR CITIZEN FEE WAIVER

After completing an Application for Admission, senior citizens 60 years of age or older may register each fall, spring, or summer term, for up to two courses per term (maximum eight credits) and receive a 75 percent discount on the cost of tuition and fees (senior citizens pay the remaining 25 percent). Senior citizens will also be required to pay the one-time, non-refundable \$20 application fee. Registration of classes is limited to "space availability" and must occur only on the designated day for senior citizen registration. Go to [www.palmbeachstate.edu/AcademicCalendar.xml](http://www.palmbeachstate.edu/AcademicCalendar.xml) and click on the appropriate term registration calendar for registration dates.

Senior citizens must enroll in courses as Audit students and the courses must be full-term credit courses. No academic credit shall be awarded in classes for which the fees are waived. Courses that are part of Limited Access programs or bachelor's level (3000/4000) courses are not eligible for the senior citizens fee waiver. Any specified prerequisites and/or corequisites of courses must be satisfied.

Copies of the forms to complete for audit and the senior citizen waiver may be obtained from any campus Admissions Office at the time of registration or online at [www.palmbeachstate.edu/ARForms.xml](http://www.palmbeachstate.edu/ARForms.xml).

## STATE EMPLOYEE FEE WAIVER

Full-time employees of the State of Florida may register per term for a maximum of six credit hours or 180 vocational hours (part of a PSAV program) with tuition waived. State employees must pay the one-time nonrefundable \$20 application fee, registration fees, and, if applicable, any per-class special fees and/or lab fees.

All state employees must submit a completed and signed State Employee Tuition Waiver form (located at [www.palmbeachstate.edu/Documents/Finance/ARForm-StateEmployeeWaiverForm.pdf](http://www.palmbeachstate.edu/Documents/Finance/ARForm-StateEmployeeWaiverForm.pdf)) each registration term. All new students must complete the College's general admission procedures prior to registration for classes. (Refer to the Admissions Procedures section of this catalog.)

To qualify for the fee waiver, the registration of classes must occur only on the designated day for state employee registration and is only on a "space available" basis (at least one seat available in the class). Any prerequisites and/or corequisites of courses must be satisfied. For registration dates,

please go to [www.palmbeachstate.edu/AcademicCalendar.xml](http://www.palmbeachstate.edu/AcademicCalendar.xml) and click on the appropriate term's registration calendar.

*Note: The State Employee Fee Waiver program does not include persons employed by the state university system, the Florida College System or local school districts.*

## 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 CPT, PERT, 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 CPT or PERT 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 Academic Advising department on the campus where they are registering [www.palmbeachstate.edu/Testing.xml](http://www.palmbeachstate.edu/Testing.xml).

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. Contact the Academic Advising department at any campus for more information.

For a listing of placement test scores, see Table 2-1. Advisors will use this information for placement of a student in mathematics, English, reading and Gordon Rule writing classes.

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

- Students required to take the CPT or PERT must bear the cost of the test.
- Students who test into preparatory English, reading or mathematics courses must also take the corequisite course Strategies for College Success (SLS 1501).
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take English for Academic Purposes (EAP) preparatory courses.
- Students who test into the college preparatory program must begin taking college preparatory courses during

## PLACEMENT TEST SCORES

Table 2-1

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

ESL PREP COURSES	CPT	PERT
EAP 0420 Intermediate Reading <sup>1</sup>	0-54 (RC)	50-62
EAP 1520 High-Intermediate Reading	55-68 (RC)	63-83
EAP 1620 Advanced Reading	69-82 (RC)	84-103
EAP 0460 Intermediate Grammar <sup>1</sup>	0-54 (SS)	50-65
EAP 1584 High-Intermediate English	55-68 (SS)	66-89
EAP 1684 Advanced English	69-82 (SS)	90-98

COLLEGE PREP COURSES	CPT	PERT
REA 0001 College Prep Reading 1	0-60 (RC)	50-83
REA 0002 College Prep Reading 2	61-82 (RC)	84-103
ENC 0001 College Prep English 1	0-60 (SS)	50-89
ENC 0010 College Prep English 2	61-82 (SS)	90-98
MAT 0012 Basic Algebra 1	0-44 (EA)	50-95
MAT 0020 Basic Algebra 2	45-71 (EA)	96-112

<sup>1</sup> Students required to prove English proficiency may be placed into the EAP Foundation Program.

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

COLLEGE-LEVEL ENGLISH	ACT ENHANCED Students below minimum score must retest or take PERT	SAT 1 Students below 440 must retest or take PERT	CPT	PERT
ENC 1101 - College Composition 1	17 & above (English) 18 & above (Reading)	440 & above (Verbal)	83 & above (both RC & SS)	104-150 (Reading) 99-150 (Writing)

COLLEGE-LEVEL MATH	ACT ENHANCED	SAT 1	CPT	PERT
MAT 1033 - Intermediate Algebra <sup>2</sup>	19 & above (Math) or MAT 0020	440 & above (Math) or MAT 0020	72 & above (EA) or MAT 0020	113-122 (Math)
MAC 1105 – College Algebra <sup>3</sup> or MGF 1106 – Liberal Arts Math or MGF 1107 – Finite Math or MTG 2206 – College Geometry or STA 2023 – Statistics <sup>3</sup>	20 & above (Math) OR "C" or above in MAT1033	450 or above (Math) OR "C" or above in MAT 1033	72 & above (EA) and 44 & above (CLM) OR "C" or above in MAT 1033	123-150 (Math)
MAC 1114 – Trigonometry <sup>3</sup> or MAC 1140 – Precalculus <sup>3</sup>	22 & above (Math) OR "C" or above in MAC1105	480 or above (Math) OR "C" or above in MAC 1105	72 & above (EA) and 75 & above (CLM) OR "C" or above in MAC 1105	Students must use ACT-E, SAT 1 or CPT Score
MAC 2233 – Survey of Calculus <sup>3</sup>	23 & above (Math) OR "C" or above in MAC 1105 or MAC 1140 (preferred)	510 & above (Math) OR "C" or above in MAC 1105 or MAC 1140 (preferred)	72 & above (EA) and 75 & above (CLM) OR "C" or above in MAC 1105 or MAC 1140 (preferred)	Students must use ACT-E, SAT 1 or CPT Score
MAC 2311 Calculus & Analytic Geometry 1 <sup>4</sup>	28 & above (Math) OR "C" or above in MAC1114 and MAC 1140	560 & above (Math) OR "C" or above in MAC1114 and MAC 1140	72 & above (EA) and 95 & above (CLM) OR "C" or above in MAC 1114 and MAC 1140	Students must use ACT-E, SAT 1 or CPT Score

<sup>2</sup> High School Algebra 1<sup>3</sup> High School Algebra 1 & 2<sup>4</sup> Both MAC 1114 and MAC 1140 are prerequisites for MAC 2311. Successful completion of High School Trigonometry is acceptable in lieu of MAC 1114.

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 are not permitted to audit college 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.
- 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.
- 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 listed on the College website. Students may register for a course lower than indicated by test scores but not in a higher one.
- 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 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 placement tests. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the CPT or PERT 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 prior to enrolling in the program. TABE test scores expire two years from the date of the test. Students with an A.A.S. degree or higher, students who have successfully completed (all sections) or are exempt (all sections) from satisfying the College Level Academic Skills (CLAS) test, or students who have already met the minimum cut scores within the past two years on the ACT-E, SAT1, CPT or PERT are exempt from the TABE exam. Students with certain licenses also may be exempt from the TABE requirement. See program information in the Areas of Study section of this catalog for required TABE scores. Students must wait 30 days before retaking the TABE at Palm Beach State College.

Students who do not meet TABE test standards for certain programs will be required to enroll in vocational preparatory courses along with their technical courses. Please visit [www.palmbeachstate.edu/TABEStandards.xml](http://www.palmbeachstate.edu/TABEStandards.xml) for more information and a list of programs that are affected by this policy.

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

## Registration Dates

Students begin registering at different times, depending on their status as (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.palmbeachstate.edu/AcademicCalendar.xml](http://www.palmbeachstate.edu/AcademicCalendar.xml).

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

Add/drop dates are listed on students' schedules. Major-session dates also are listed on the registration calendar.

## Residency Classification SEE ADDENDUM

A student's residency classification is determined at the time of admission to the College, in accordance with Section 1009.21, Florida Statutes. Students may petition to reclassify their status after having their legal domicile in 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. The appeal process for residency reclassification can be

found in the Student Handbook.

## 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 Florida for at least 12 consecutive months preceding enrollment at the College. 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).
- 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 guide-

lines, regardless of which parent claims the minor for tax purposes.

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

For more information, see [www.palmbeachstate.edu/documents/admissions/FloridaInstateInfo.pdf](http://www.palmbeachstate.edu/documents/admissions/FloridaInstateInfo.pdf).

## 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 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 non-immigrant 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 from the National Center for Education Statistics at <http://nces.ed.gov>. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information. For additional information, contact the College Registrar's Office.



Palm Beach State 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.

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

The CPT 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 CPT or PERT.

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 Grammar, High Intermediate English, Advanced English (EAP 0460, 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 College courses.

## COLLEGE READINESS SUPPORT

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

## SUCCESS TIPS FOR COLLEGE READINESS STUDENTS

Students required to take college readiness courses should start them during their first term at the College.

Take the courses in a sequence – for example, take 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

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

## Student Learning Center

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

The SLC is equipped with computer software and other learning tools to support many credit and college readiness courses. Review materials for standardized tests such as the 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, visit [www.palmbeachstate.edu/slc.xml](http://www.palmbeachstate.edu/slc.xml).





application may change and/or delay award eligibility. No funds will be awarded until the Financial Aid Office has completed its review of the information and verified the application; therefore, applicants should submit all requested documentation as soon as possible.

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

## GENERAL ELIGIBILITY REQUIREMENTS

- Students must have a standard high school diploma or GED. Alternatively, certificate-seeking students may satisfy this requirement by achieving certain levels on the College Placement Test.
- The student must be enrolled at the College as a degree-seeking or certificate-seeking student in an eligible program of study to receive a financial aid award. Only courses which apply to the student's degree at the College may be used to determine enrollment status for federal and state aid programs.
- Students can receive funding from only one school at a time; however, students may be eligible to have award amounts adjusted if they qualify for dual enrollment. See the campus Financial Aid Office for details.
- Students who transfer to Palm Beach State College from any other school beyond high school must provide official transcripts from all schools attended, including high school. The transcripts must be evaluated by the College before financial aid eligibility can be determined.
- Students in default on a federal loan are ineligible for federal and state financial aid.

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

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

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

## Application for Financial Aid

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

Financial Aid "Priority Dates" are listed in the Financial Aid Office of each campus and online. Your financial aid file must be complete and received electronically by the Financial Aid Office by this date to be considered "on time" for the academic year. Applications received by this date will be given priority when awarding limited funds such as scholarships, grants and on-campus employment. If your FAFSA is selected for verification, it is not considered complete until all verification documents have been returned and reviewed by financial aid staff. Any corrections to the initial

## IMPORTANT STUDENT RESPONSIBILITIES

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

## Disbursement of Financial Aid

Disbursement of financial aid awards to students begins in September for the fall term, February for the spring term, and June for the summer term. Awards are disbursed when the student has submitted all required information and meets all eligibility criteria, including the Standards of Academic Progress for Financial Aid recipients. Disbursements will continue throughout the semester for eligible students. If the total amount of aid disbursed for the term exceeds the cost of tuition, fees and books (if any), the student may receive a financial aid check for any residual credit balance. Direct deposit is available to all students. The signup form is at [www.palmbeachstate.edu/documents/Finance/ARForm-StudentDirectDeposit.pdf](http://www.palmbeachstate.edu/documents/Finance/ARForm-StudentDirectDeposit.pdf).

## Enrollment Status

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

Status	Credit Hours Required	Clock Hours* Required
Full-time	12 or more	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

\* 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. The Office of Disability Support Services (DSS) has a limited number of scholarships for clients.

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

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

## Policy on Withdrawals

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

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

## Veteran Affairs

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.

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



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

## Academic Advisement

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

## Career Planning and Employment Services

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

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

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

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

Visit the Career Centers web page for additional information: [www.palmbeachstate.edu/Career.xml](http://www.palmbeachstate.edu/Career.xml).

## 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 Palm Beach State College programs.\*
- Prospective students with applications and appropriate test scores on file.\*\*

*\*Students completing certificate (CCC or PSAV) programs lasting six months or less receive Career Center services for one year following receipt of the certificate. After one year, enrollment in another Palm Beach State course or program is required to utilize services.*

*\*\*Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility. If the prospective student does not enroll in the next upcoming term or session, the Community Career Center fee will be required.*

## Centers for Early Learning

The College offers early childhood centers at the Lake Worth and Palm Beach Gardens campuses for the children of students and employees.

### LAKE WORTH

The Center for Early Learning in Lake Worth is a laboratory preschool, licensed to serve 22 children ages 3 to 6. The center's mission is to provide a setting for 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; therefore, learning experiences are tailored to meet each individual child's needs.

The center operates from 8 a.m. to noon weekdays during the Fall, Spring and Summer A terms. It is staffed by certi-

fied Montessori teachers and an assistant. For additional information, call 561-868-3355 or visit [www.palmbeachstate.edu/EarlyLearningLakeWorth.xml](http://www.palmbeachstate.edu/EarlyLearningLakeWorth.xml).

### PALM BEACH GARDENS

The Center for Early Learning in Palm Beach Gardens serves children from age 12 months to 5 years. The center offers a play-based, developmentally appropriate curriculum that enriches and enhances the growth of the whole child. Staff members are trained, have a natural affinity for children and are motivated to learn and grow as professionals. The center celebrates and affirms the unique heritage of each family and seeks to work as a team with family, together creating the optimal environment for each child to reach his/her full potential.

Space is limited, and there are usually waiting lists for all age groups. Priority is given to children of students and employees. Students meeting financial requirements may be eligible for reduced fees if funds are available. For additional information, call 561-207-5225.

## Counseling Center

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

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

## Crossroads

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

## Disability Support Services

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

Students with disabilities are encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with course selection and accommodation needs and also will coordinate other campus resources to best meet the educational needs of students with disabilities. For more information, call 561-868-3375 or go to [www.palmbeachstate.edu/Disabilities.xml](http://www.palmbeachstate.edu/Disabilities.xml).

## PantherCard

All students are encouraged to obtain a PantherCard, Palm Beach State College'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 the College at an off-site location. All students should have their PantherCard with them when on campus. Fees may apply for PantherCard. For more information, see [www.palmbeachstate.edu/PantherCard.xml](http://www.palmbeachstate.edu/PantherCard.xml).

## PantherWeb

Students use the College'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.palmbeachstate.edu/PantherWeb.xml](http://www.palmbeachstate.edu/PantherWeb.xml).

## Student Handbook

All regulations and policies pertaining to student conduct are listed in the Student Handbook. The handbook may be viewed online at [www.palmbeachstate.edu/StudentHandbook.xml](http://www.palmbeachstate.edu/StudentHandbook.xml). 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 set forth in the Student Handbook. The vice president of student services and enrollment management, 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 Publications

*The Beachcomber*, Palm Beach State College's student newspaper, is published once a month with an online summer edition. Students are invited to participate in production of the newspaper. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The newspaper office is located at the Boca Raton campus; the e-mail address is [beachcomber@palmbeachstate.edu](mailto:beachcomber@palmbeachstate.edu).

*The Palm Beach Review* is an online literature and art magazine. The magazine publishes current student work two times a year. Student work is accepted from all four campuses in poetry, spoken word, nonfiction, commentary, paintings, drawings, sketches, visual presentations, sculpture, graphic art, photography, video and audio works, original films and songs. For more information, go to [www.palmbeachstate.edu/pbr.xml](http://www.palmbeachstate.edu/pbr.xml).

## Student Success Grants

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

### EDUCATIONAL OPPORTUNITY CENTER

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

### STUDENT SUPPORT SERVICES

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

## Testing Services

A variety of national and state exams for students, such as the Compass/ESL, CLEP, CPT, PERT, TABE and others, are administered in the Testing Centers. 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. All tests require a government-issued, valid, photo identification card.

Test fees, payment information and testing center hours (which vary by campus) are available online at [www.palmbeachstate.edu/TestCenterInformation.xml](http://www.palmbeachstate.edu/TestCenterInformation.xml).



# 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 College's athletic programs provide opportunities 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. For more information, visit [www.palmbeachstate.edu/Athletics.xml](http://www.palmbeachstate.edu/Athletics.xml).

### 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.

## CENTER FOR STUDENT LEADERSHIP

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

## MATH OLYMPICS TEAM

The Math Olympics Team meets two times a week during the fall and spring terms to prepare for state and national math competitions. Practices provide excellent problem-solving opportunities. Students with a strong interest in mathematics or problem solving are encouraged to participate. Eligibility requires that students have taken Calculus II or be scheduled to be enrolled in Calculus II during the spring term. Practices are on Friday mornings, plus one weekday afternoon.

Scholarships are awarded each year to those students who are selected to be on the Math Olympics Team. To learn how to participate in this challenging and fun activity, go to [www.palmbeachstate.edu/MathOlympics.xml](http://www.palmbeachstate.edu/MathOlympics.xml).

## STUDENT GOVERNMENT

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

## STUDENT ORGANIZATIONS AND CLUBS

The College offers assistance in the formation and official recognition of clubs and other organizations of students, 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 Phi Theta Kappa Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at Palm Beach State College. Some other clubs and organizations also have individual membership requirements.

For lists of sanctioned clubs on each campus, go to [www.palmbeachstate.edu/StudentActivities.xml](http://www.palmbeachstate.edu/StudentActivities.xml).



## Corporate and Continuing Education

Through Corporate and Continuing Education at each campus location, Palm Beach State 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, the College continues to be responsive to the economic and workforce development needs of Palm Beach County. Visit [www.palmbeachstate.edu/CCE.xml](http://www.palmbeachstate.edu/CCE.xml) for information on registration.

## Dr. Floyd F. Koch Honors College

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

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

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

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

To learn more about the Honors College and its benefits, visit [www.palmbeachstate.edu/Honors.xml](http://www.palmbeachstate.edu/Honors.xml) or call Academic Services at 561-868-3892.

## eLearning

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

These courses have the same educational objectives as face-to-face classes, are fully accredited and appear on a student's transcript the same as a face-to-face class. Additional fees are required. For more information, go to [www.palmbeachstate.edu/eLearning.xml](http://www.palmbeachstate.edu/eLearning.xml) or send an e-mail to [learn@palmbeachstate.edu](mailto:learn@palmbeachstate.edu). Many online courses can be found at <https://palmbeachstate.blackboard.com>.

## WHO SHOULD TAKE AN eLEARNING CLASS?

Successful eLearning students need to be highly motivated and have good study and time management skills. They must be willing to contact their instructor for assis-

tance when needed and be responsible for completing assignments on time and without reminders. Before students register for their first e-learning class, they should visit [www.palmbeachstate.edu/eLearning.xml](http://www.palmbeachstate.edu/eLearning.xml) and contact an academic advisor for any questions regarding the requirements of eLearning classes.

## SUPPORT SERVICES FOR eLEARNING STUDENTS

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

## INTERNET COURSES

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

## Institute of Excellence in Early Care and Education

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

## Institute of Teacher Education

The Institute of Teacher Education was created at Palm Beach State College to address the critical teacher shortage in Palm Beach County. The Institute programs, collaborative efforts with the School District of Palm Beach County and Florida Atlantic University, include:

- The Teacher Certification Program - a certification pathway for professionals with non-education bachelor degrees.
- 2+2 Program for mathematics and biology teacher education - Florida Atlantic University upper-level coursework offered at Palm Beach State College's Lake Worth campus.
- The Substitute Teacher Academy - a noncredit program for K-12 substitute teacher preparation consisting of six courses and 45 contact hours. Topics include Introduction to Substitute Teaching, Classroom Management and Control (separate courses for elementary and secondary education), Presentation Techniques, Technology in the Classroom, and Lesson Planning.
- Professional Development — noncredit workshops for Florida Teacher Certification Exam preparation and credit courses for ESOL compliance.

Scholarships may be available for some programs. To find out more about the Institute of Teacher Education, go to [www.palmbeachstate.edu/TeacherEd.xml](http://www.palmbeachstate.edu/TeacherEd.xml).

## Library Learning Resource Centers

Library services and resources support the curriculum, faculty and students at all locations. Campus libraries maintain a diverse collection of materials that includes books, periodicals, local, state and national newspapers, microfilm and reference materials. Access to all library materials and electronic collections of books, periodicals and journals is available through LINCC (Library Information Network for Community Colleges), the online catalog. 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 Palm Beach State College at Boca Raton with library service through a joint-use agreement.

Librarians are faculty members who are professionals in the research process. They work closely with students in finding and using information and developing information literacy skills. Librarians offer individual and classroom instruction in the use of resources and work collaboratively with other faculty to develop innovative

approaches to using library resources. Librarians teach credit courses in the use of electronic resources and teach online courses using the latest technology.

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

Library hours vary on each campus and between terms. Current information is available at [www.palmbeachstate.edu/LLRC.xml](http://www.palmbeachstate.edu/LLRC.xml).

## Vocational Preparatory Instruction Lab

The Vocational Preparatory Instruction (VPI) Lab offers a series of short-term courses for Post Secondary Adult Vocational (PSAV) students who need to remediate all or part of the Test of Adult Basic Education (TABE). Students enrolled in Trade and Industrial programs who require TABE remediation will be required to register for co-requisite VPI courses. Passing the TABE is a requirement to complete the program for all PSAV programs that are 450 or more hours in length.

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

The TABE remediation courses are:

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

Before registering for a TABE remediation course, a student should first meet with a PSAV advisor to discuss the entrance requirements for his or her specific program. Students should then visit the VPI Lab and obtain a TABE course application, schedule and further information. Visit [www.palmbeachstate.edu/TABEStandards.xml](http://www.palmbeachstate.edu/TABEStandards.xml) for more information.



## Academic Recognition

### PRESIDENT'S LIST

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

### DEAN'S LIST

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

### STANDARDS OF ACADEMIC PROGRESS

The College requires each student to maintain reasonable academic progress. Any student not maintaining the minimum cumulative grade point average as specified in the Standards of Academic Progress policy will be placed on academic probation and could be either suspended or dismissed from the College.

**Financial Aid Student Note:** Students receiving financial aid are also affected by a separate "Standard of Academic Progress for Financial Aid Students Policy" listed in the Student Handbook and at [www.palmbeachstate.edu/sap.xml](http://www.palmbeachstate.edu/sap.xml).

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

### Good Academic Status

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

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

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

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

### Academic Probation

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

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

### Academic Suspension

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

### Academic Dismissal

Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA) for each academic term. After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College-Wide Appeals Committee. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic, and the decision of the committee is final.

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

## Attendance at First Class

The College 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 website.

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 at [www.palmbeachstate.edu/PantherWeb.xml](http://www.palmbeachstate.edu/PantherWeb.xml). Students may audit a class by completing an official Audit Request Form with the Registrar's Office by the audit deadline. Deadline dates for audit and withdrawal are published in the registration calendar in this catalog. In cases of non-standard beginning or ending dates, the audit deadline is the last day of add/drop, and the withdrawal deadline is 65 percent of the course session.

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

### AUDIT

A student may be admitted to certain courses on an audit basis by completing an official Audit Request form and submitting it to any campus Registrar's Office prior to the audit deadline. Audit requests will not be processed after the add/drop period ends. Classes designated as audit during add/drop do not count as attempts. Students auditing a course must attend class, but they are not required to take tests and examinations. Auditing students may not 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.

### FACULTY/INSTRUCTOR WITHDRAWALS

Faculty/instructors may give a non-punitive WX grade for excessive absences for up to 65 percent of the course session. No WX grades shall be given after 65 percent of the course has elapsed. Instructors may also give a punitive (FX, NX, or UX) grade for excessive absences, as defined in their syllabi, up to the end of the term. A faculty/instructor withdrawal may also affect a student's financial aid status.

Courses taken for audit are subject to the same attendance criteria; however, faculty/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. Students should speak with a program advisor for more information.

Students receiving financial aid or veterans benefits should consult with the Financial Aid Office before withdrawing from a course to determine what impact, if any, a withdrawal would have on their financial aid status. 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 print-out. Students are 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

### CLASSIFICATION OF STUDENTS

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

#### Lower Division (1000-2000 level coursework)

Freshman: Less than 24 college-level credits

Sophomore: 24 or more college-level credits

#### Upper Division (3000-4000 level coursework)

Junior: 61 or more college-level credits

Senior: 90 or more college-level credits

### FULL-TIME STUDENT

A student is considered a full-time student when enrolled in 12 or more semester hours of credit or 360 or more clock hours. Although audit and 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.

### ENROLLMENT VERIFICATION

Palm Beach State College has authorized National Student Clearinghouse to provide enrollment verification certificates for its students through its online Student Self-Service program. This service, available 24 hours, 7 days a week, will allow students the ability to print,

save, or e-mail official enrollment verification certificates free of charge. For more information, on this and other free services provided by the National Student Clearinghouse Self-Service program, please visit [www.palmbeachstate.edu/EnrollmentVerification.xml](http://www.palmbeachstate.edu/EnrollmentVerification.xml).

## 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 30 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

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

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

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

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

## GRADE POINT AVERAGE (GPA)

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

A = 4 quality points per credit hour

B = 3 quality points per credit hour

C = 2 quality points per credit hour

D = 1 quality point per credit hour

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

## GRADE REPORTS

Grade reports are not mailed. Students may access grades via PantherWeb - [www.palmbeachstate.edu/PantherWeb.xml](http://www.palmbeachstate.edu/PantherWeb.xml), or FACTS - [www.FACTS.org](http://www.FACTS.org), using their Palm Beach State College Personal Identification Number (PIN). Students who do not know their PIN may obtain it from the Admissions Office after presenting legal photo identification. Students may also assess their academic progress and status each semester by obtaining an online degree audit via [www.palmbeachstate.edu/PantherWeb.xml](http://www.palmbeachstate.edu/PantherWeb.xml).

## GRADING SYSTEM

Final grades for each term are recorded and retained permanently.

The following grades are used to calculate the grade point average (GPA):

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

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

The following grades are not used to calculate the GPA:

I Incomplete

L Instructor Grade Late

N No Pass

P Pass

S Satisfactory

U Unsatisfactory

W Student Withdrawal

WA Administrative Withdrawal

WX Withdrawn by Instructor for Excessive Absences

X Audit

XC Audit Initiated after Add/Drop

XW Withdrawn for Excessive Absences (audited course)

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

## 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

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, 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 fourth attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. Fifth attempts are not allowed, and this may not be appealed.

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

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

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

## Graduation

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

## LEARNING OUTCOMES FOR DEGREES

### Creating a Culture of Evidence

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

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

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

The College has defined learning outcomes for each degree and certificate it offers. To view these learning outcomes, go to [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## CATALOG IN EFFECT FOR GRADUATION POLICY

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

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

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

## GENERAL GRADUATION REQUIREMENTS FOR ALL DEGREES AND CERTIFICATES

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

1. Complete all course requirements as specified in the program of study published in the effective catalog (see the Catalog in Effect for Graduation Policy section of this catalog).
2. Complete at least 25 percent of the degree or certificate program at Palm Beach State, also known as "courses in residence" (no relationship to in-state resident tuition). Transfer coursework, credits-by-exam, and credits for prior learning cannot be used to satisfy the course residency requirement.
3. Satisfy all outstanding obligations, financial or otherwise, to the College.
4. Ensure all required official high school and postsecondary transcripts have been received by the College.
5. Apply for graduation online through PantherWeb, before the deadline. Deadlines are listed on the calendar in the front of this catalog. There is no fee for the graduation application; however, students are responsible for the purchase of cap and gown, photos, invitations, etc. Students must apply for graduation even if they do not participate in the graduation ceremony.

### **Additional Graduation Requirements for the Associate in Applied Science (A.A.S.) or Associate in Science (A.S.) Degree**

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

1. Complete the number of program-specific General Education courses with a grade of C or higher.
2. Achieve a cumulative grade point average (GPA) of 2.0 or higher for all college credit courses taken at Palm Beach State and at other institutions.

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

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

1. Complete a minimum of 36 college credits of General Education courses with a grade of C or higher.
2. Achieve a cumulative GPA of 2.0 or higher for all college credit courses taken at Palm Beach State and at other institutions.
3. Satisfy the College Level Academic Skills (CLAS) requirement. Detailed information on the CLAS requirement is available at [www.palmbeachstate.edu/CLASdegree.xml](http://www.palmbeachstate.edu/CLASdegree.xml).

### **Additional Graduation Requirements for the Bachelor's Degree**

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

1. Successfully complete all courses in the 120 credit hours program. Complete all General Education courses AND upper division courses with a grade of C or higher.
2. Achieve a cumulative GPA of 2.0 or higher for all college credit courses taken at Palm Beach State and at other institutions.
3. Satisfy the College Level Academic Skills (CLAS) requirement if they have not already satisfied CLAS/CLAST requirements in attaining the A.A. degree. Detailed information on the CLAS requirement is available at [www.palmbeachstate.edu/CLASdegree.xml](http://www.palmbeachstate.edu/CLASdegree.xml).
4. Demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of high school foreign language instruction, eight to ten credits in one foreign language at the college level or passing scores on the College Level Examination Program (CLEP). For native speakers of another language who can demonstrate proficiency

by evidence of a secondary high school transcript may petition for a waiver. Students should contact the Baccalaureate Studies office for more information.

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

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

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

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

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

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

*Note: Students with an A.A.S. degree or higher, students who have successfully completed (all sections) or are exempt (all sections) from satisfying the College Level Academic Skills (CLAS) requirements, or students who have already met the minimum cut scores within the past two years on the ACT-E, SAT1, CPT or PERT are exempt from the TABE exam. Students with certain licenses also may be exempt from the TABE requirement. Limited Access Programs follow procedures specific to those programs. Exemptions may not be available for all programs.*

### **COLLEGE LEVEL ACADEMIC SKILLS (CLAS)**

The assessment of College Level Academic Skills Test (CLAS) 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 bachelor's level.

After July 1, 2009, in order to be granted an Associate in Arts or bachelor's degree, a student must meet certain criteria to satisfy the skills areas of Mathematics, Essay, English, Language Skills and Reading. A student can show proficiency by meeting one of the following standards:

1. Achieve a score as follows on the CPT, PERT, ACT-E or SAT1:
  - A score of 93 or higher on the Reading section of CPT earns an exemption in the Reading requirement.
  - A score of 105 or higher on the English section of CPT earns an exemption in the Essay, English and Language Skills Requirements.

- A score of 91 or higher on the Mathematics section of CPT earns an exemption in the Mathematics requirement.
- A score of 500 or higher in the Verbal section of the SAT1 earns an exemption in the Essay, English, Language Skills and Reading requirements.
- A score of 500 or higher in the Mathematics section of the SAT1 earns an exemption in the Mathematics requirement.
- A score of 21 or higher in the English section of the ACT-E earns an exemption in the Essay & Language Skills requirements.
- A score of 22 or higher in the Reading section of the ACT-E earns an exemption in the Reading requirements. A score of 21 or higher in the Math section of the ACT-E earns an exemption in the Mathematics requirement.

The exemption scores above are summarized in the following table:

Test	English/ Language Skills	Essay	Reading	Math
CPT	105	105	93	91
ACT-E	21	21	22	21
SAT1	500	500	500	500

## 2. Grades in Specific Courses

- Students who have earned a cumulative grade point average (GPA) of 2.5 in ENC 1101 and ENC 1102, ENC 1141 or courses with the prefixes AML, ENL and LIT shall be exempt from the Reading, English Language Skills, and Essay requirements.
- Students who have earned a cumulative grade point average (GPA) of 2.5 in two (2) Gordon Rule general education Mathematics courses shall be exempt from the Mathematics requirement.
- These degree requirements are for A.A. and bachelor's degree candidates only. Students earning A.S. and A.A.S. degrees are not required to meet these requirements unless they are planning to transfer to a university and the university requires meeting these standards.

## 3. Applying for a Waiver of CLAS requirements

In accordance with Florida Administrative Code (6A-10.0311), students receiving an Associate in Arts or Bachelor degree must show attainment of college-level academic skills. For students unable to show attainment through course grades or through an attempt(s) at the College Level Academic Skills Test prior to July 1, 2009, or test scores as listed in the exemptions summary table, the student may apply for a waiver.

In order for the request to be considered for a waiver, the student must:

- Not be eligible for a waiver through course grades
- Have scores lower on the test than the scores noted above.
- Have a complete set of scores on one of the tests listed above to assess each CLAS area.
- Meet all other requirements for the Associate in Arts or bachelor's degree

Please see [www.palmbeachstate.edu/CLAS-waiver.xml](http://www.palmbeachstate.edu/CLAS-waiver.xml) for the form and process for applying for a CLAS waiver.

## **Waiver of the Degree Requirements for Specific Learning Disabilities**

Please see the Web page at [www.palmbeachstate.edu/Disabilities.xml](http://www.palmbeachstate.edu/Disabilities.xml) for information on applying for a waiver of the skill area requirements due to specific learning disabilities.

*Note: Students who took the CLAST before Oct. 1, 1992, should contact their advisor or review the Degree Audit information on [www.FACTS.org](http://www.FACTS.org) to determine successful completion or exemption.*

## **GRADUATION WITH MULTIPLE DEGREES**

No more than one A.A. degree may be granted. Students who have an A.A. degree or higher are eligible for any A.S. 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. degree 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. degree in the same program area.

Students seeking an additional bachelor's degree should contact the Baccalaureate Studies office for more information.

## **MAXIMUM PHYSICAL EDUCATION OR MUSIC ENSEMBLE CREDITS FOR GRADUATION**

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

## GRADUATION CEREMONY - COMMENCEMENT

Participation in commencement exercises is expected of all degree, certificate and diploma students who are eligible for graduation. Commencement is held at the end of each fall and spring term. Summer graduates are invited to participate in the spring or fall ceremony. Students who apply for graduation receive ceremony information from the Graduation Office. Information also can be found at [www.palmbeachstate.edu/Graduation.xml](http://www.palmbeachstate.edu/Graduation.xml) .

## GRADUATION DISTINCTIONS

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

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

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

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

- Palm Beach State Honors College - Medallion
- Dental Honors Society - White stole with blue edging
- Radiography Honors Society - Gold stole with Greek burgundy letters (Lambda Nu) & maroon tassel
- Respiratory Honors Society - Gold pin
- PSI Beta - Medallion
- Phi Theta Kappa - Gold stole with blue Greek letters and gold tassel with Greek letters
- Phi Theta Kappa Delta Omicron - Approved officers medallion

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

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

## DEGREE VERIFICATIONS

Palm Beach State College has entered into an agreement with National Student Clearinghouse for the verification of degrees and earned certificates. National Student Clearinghouse has been granted the authority to respond to these types of requests from interested third parties on the College's behalf. Verifications require student authorization.

The College warrants that the results delivered by National Student Clearinghouse, 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.studentclearinghouse.org](http://www.studentclearinghouse.org). Students must select a unique user ID and password, which is not their Palm Beach State College Student ID number and password.

## 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 the College (located in the Office of the Registrar) are open for inspection

only by the student and, as per FERPA guidelines:

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

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

### Viewing the Records

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

### REQUESTS FOR COPIES OF RECORDS

- Palm Beach State College transcripts are released only upon written consent of the student.
- If a student cannot have access to the record, i.e., if he/she lives too far away (minimally outside of Palm Beach County) or extenuating circumstances exist, students may request copies of their records through written requests to the College registrar. The request must specify the types of records to be copied. The registrar will comply with a request for a meeting and/or copies in a reasonable timeframe (no more than 30 days), depending upon the complexity of the records requested and the time during the term in which the request is received.
- Students will pay a fee of 50 cents per page, up to 49 pages, then \$1 per page thereafter for any approved copies of their records.
- Subpoenas of student records must be issued by a court of competent jurisdiction and specify the type of records being requested. A fee of \$35 will be charged per subpoena. Those requesting records by subpoena must allow sufficient time (at least 10 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 College Registrar Records and Retention Schedule.

### STUDENT DIRECTORY INFORMATION

**SEE ADDENDUM**

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. The College has identified the following as directory information:

- 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 the College has designated student name, street and e-mail addresses, phone number, and photographs/videos as non-directory information, these will appear in College-generated information such as the commencement ceremony programs, the College publications, Student IDs (PantherCard), and news releases of awards. Date of birth is used for identification purposes within the College. 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.*

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

### STUDENT RIGHT TO PRIVACY

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

## **STUDENT RECORDS AMENDMENT APPEAL PROCESS**

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

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

## **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 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 registration, graduation, granting of credit or release of transcript. Amounts remaining unpaid also will be subject to collection agency action.

## Academic Programs

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

Another useful online tool students should become familiar with is the degree audit. A degree audit allows your college transcript to be automatically compared against all needed courses for your selected academic program. The degree audit indicates what courses you have satisfied within the program and provides a listing of course still needed for program completion. The degree audit may be accessed by signing onto the PantherWeb system using the student's College-issued user-id and password. The degree audit function is located on the Records tab on the student portal screen. Please see [www.palmbeachstate.edu/RunDegreeAudit.xml](http://www.palmbeachstate.edu/RunDegreeAudit.xml) for a tutorial on how to run a degree audit from PantherWeb.

The College strongly encourages students to use these online tools in addition to the personalized advising available at each of the college's campuses and online through Web advising. Visit [www.palmbeachstate.edu/advising.xml](http://www.palmbeachstate.edu/advising.xml) to see the advising opportunities at Palm Beach State College.

## General Education

### GENERAL EDUCATION REQUIREMENTS FOR DEGREES

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

### GENERAL EDUCATION PHILOSOPHY

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

### GENERAL EDUCATION LEARNING OUTCOMES

**Communications:** Develop effective communication skills for a variety of audiences.

**Global Awareness:** Exhibit a sense of social, cultural and global responsibility.

**Critical Thinking:** Engage in purposeful reasoning to reach sound conclusions.

**Information Literacy:** Demonstrate the ability to find, evaluate, organize and use information.

**Scientific and Quantitative Reasoning:** Apply mathematics and scientific principles to solve real-world problems.

**Ethics:** Demonstrate the ability to make informed decisions based on ethical principles and reasoning.

Florida Statute 1007.25 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. In accordance with the state articulation agreement (Florida Administrative Code 6A-10.024), each college and/or university shall honor the completion of the General Education program if such completion is

noted on the student's transcript. The State of Florida requires all public colleges and universities to include a specified amount of writing and mathematics in their curriculum to ensure students have achieved substantial competency in these areas as specified in Florida Administrative Code 6A-10.30 (Gordon Rule).

### GENERAL EDUCATION COURSES AT PALM BEACH STATE COLLEGE

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

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

## AREA I

### COMMUNICATIONS

9 CREDIT HOURS

#### Select one of the following courses:

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

#### Select one of the following courses:

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

#### Students must take the following course:

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

## AREA II

### SEE ADDENDUM

### HUMANITIES

6 CREDIT HOURS

#### Select one of the following courses:

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

Approved Transfer Literature\*

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

#### Select one of the following courses:

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

Approved Transfer Humanities\*

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

## AREA III

### MATHEMATICS

6 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 1147 | Precalculus Algebra & Trigonometry       | (GR) (5) |
| MAC 2233 | Survey of Calculus (for Business Majors) | (GR) (3) |
| MAC 2311 | Calculus with Analytic Geometry 1        | (GR) (4) |
| MAC 2312 | Calculus with Analytic Geometry 2        | (GR) (4) |
| MAC 2313 | Calculus with Analytic Geometry 3        | (GR) (4) |
| MAP 2302 | Differential Equations                   | (GR) (3) |
| MAS 2103 | Matrix Theory                            | (GR) (3) |
| MGF 1106 | Liberal Arts Mathematics                 | (GR) (3) |
| MGF 1107 | Finite Mathematics                       | (GR) (3) |
| MTG 2206 | College Geometry                         | (3)      |
| STA 2023 | Statistics                               | (GR) (3) |

Approved Transfer Mathematics\*

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

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

AST 1002	Descriptive Astronomy (Lab AST 1002L optional)	(3) (1)
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) (Lab BSC 1005L optional)	(3) (1)
BSC 1010	Principles of Biology 1 (Lab BSC 1010L optional)	(3) (1)
BSC 1011/BSC 1011L	Principles of Biology 2 and Lab	(4)
BSC 1050	Environmental Conservation	(3)
BSC 2085/BSC 2085L	Anatomy and Physiology 1 and Lab	(4)
BSC 2086/BSC 2086L	Anatomy and Physiology 2 and Lab	(4)
CHM 1020	Principles of Chemistry (Lab CHM 1020L optional)	(3) (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 (Lab OCE 1001L Optional)	(3) (1)
PHY 1001	Applied Physics	(3)
PHY 2048/PHY 2048L	-General Physics with Calculus 1 and Lab	(5)
PHY 2049/PHY 2049L	-General Physics with Calculus 2 and Lab	(5)
PHY 2053	General Physics 1	(4)
PHY 2054	General Physics 2	(4)
PSC 1341	Physical Science for Today's World	(3)

Approved Transfer Science\*

\*(Verify course credit with an advisor.)

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

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

Approved Transfer Social Science\*

\*(Verify course credit with an advisor.)

**Select one of the following courses:**

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

Approved Transfer Political Science\*

\*(Verify course credit with an advisor.)

## AREA VI

**HEALTH and FOREIGN LANGUAGE****3 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)
GER 1120	Elementary German 1	(4)
GER 1121	Elementary German 2	(4)
SPN 1120	Elementary Spanish 1	(4)
SPN 1121	Elementary Spanish 2	(4)
SPN 2200	Intermediate Spanish 1	(3)
SPN 2201	Intermediate Spanish 2	(3)

Approved Transfer Health and Foreign Language\*

\*(Verify course credit with an advisor.)

## Degrees and Certificates

This section of the catalog contains detailed information on the degrees and certificates awarded by the College. These awards are organized by program group, which lists all programs in a curriculum area. For example, all health care programs, such as Nursing and Dental Hygiene, are listed together in a program group called Health Care. The Areas of Study website at [www.palmbeachstate.edu/AreasOfStudy.xml](http://www.palmbeachstate.edu/AreasOfStudy.xml) is organized in exactly the same way.

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

Each program contained in this section of the catalog lists all courses needed for program completion. All degree programs require general education courses. To see all general education courses offered by the college, please see the General Education section on pages 41 to 43.

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

**B.A.S. – Bachelor of Applied Science**

**B.S. – Bachelor of Science**

**A.A. – Associate in Arts**

**A.S. – Associate in Science**

**A.A.S. – Associate in Applied Science**

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

**ATC – Advanced Technical Certificate**

**ATD – Applied Technology Diploma**

**CCC – College Credit Certificate**

**PSAV – Post Secondary Adult Vocational Certificate**

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

## Degrees

### **BACHELOR OF APPLIED SCIENCE**

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

### **BACHELOR OF SCIENCE**

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

### **ASSOCIATE IN ARTS**

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

### **ASSOCIATE IN SCIENCE**

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

### **ASSOCIATE IN APPLIED SCIENCE**

This degree is designed for students who wish to enter the workforce in a skilled field. 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 applied English and mathematics courses.

## Certificates and Diplomas

### **ADVANCED TECHNICAL CERTIFICATE**

These certificate programs are designed for students who have already earned an associate degree. They provide advanced skills in a specific area to be studied.

### **APPLIED TECHNOLOGY DIPLOMA**

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

### **COLLEGE CREDIT CERTIFICATE**

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

Bachelor's Degree

Associate in Arts (Transfer)

Business and Office Management

Child Care, Human Services and Teacher Education

Computer Science and Information Technology

Creative Arts and Communications

Health Care

Public Safety

Science and Environment

Trade and Industry

**Bachelor's Degree ..... 48**

Information Management (BAS)

Concentrations:

Database Administration

Security & Network Assurance (IT Forensics)

Supervision and Management (BAS)

Concentrations:

General Management

Health Management

Public Safety Management

Nursing (BS)

**Associate in Arts (Transfer) ..... 53**

**Business and Office Management ..... 56**

Insurance Claims Adjuster (PSAV)

Insurance Customer Service Representative (PSAV)

Life, Health and Variable Annuities Agent (PSAV)

Property and Casualty General Lines Agent (PSAV)

Real Estate Broker (PSAV)

Real Estate Sales Associate (PSAV)

Accounting Technology (CCC)

Banking Specialist-Financial Services (CCC)

Business Administration and Management (CCC)

Business Operations (CCC)

Business Specialist (CCC)

Food Service Management (CCC)

Hospitality (CCC)

Legal Office Management (CCC)

Marketing (CCC)

Office Management (CCC)

Office Software Applications (CCC)

Office Specialist (CCC)

Office Support (CCC)

Accounting Technology (AAS/AS)

Business Administration and Management (AAS)

Hospitality and Tourism Management (AAS/AS)

Office Administration (AAS)

Paralegal (AS)

Business Corporate & Continuing Education

**Child Care, Human Services and Teacher Education ..... 70**

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

30-Hour Family Child Care Certification (PSAV)

Caring for Children Birth to 3 Years (PSAV)

Early Childhood Professional Certificate – Preschool (PSAV)

School Age Professional Certificate (PSAV)

Child Care Center Management (CCC)

Educational Assisting (CCC)

High/Scope Preschool Approach Curriculum (CCC)

Infant/Toddler (CCC)

Montessori Preschool Curriculum Specialization (CCC)

Pre-School (CCC)

School Age (CCC)

Human Services (CCC)

Youth Development (CCC)

Early Childhood Education (AS)

Educational Assisting (AS)

Human Services (AAS/AS)

Child Care/Human Services Corporate & Continuing Education

Teacher Certification Program

**Computer Science and Information Technology ..... 83**

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 Corporate & Continuing Education

**Creative Arts and Communications ..... 89**

Graphic Design Technology (CCC)

Motion Picture Post-Production Technology (CCC)

Graphic Design Technology (AAS/AS)

Interior Design Technology (AS)

Motion Picture Production Technology (AS)

**Health Care ..... 93**

- Dental Assisting (PSAV)
- Massage Therapy (PSAV)
- Medical Assisting (PSAV)
- Patient Care Assistant (PSAV)
- Practical Nursing (PSAV)
- Surgical Technology (PSAV)
- Medical Transcription (ATD)
- Medical Transcription (ATD - Credit)
- Medical Information Coder/Biller (CCC)
- Sonography (CCC)
- Dental Hygiene (AS)
- Health Information Management (AS)
- Nursing (AAS)
- Radiography (AS)
- Respiratory Care (AS)
- Sonography (AS)
- Computed Tomography (ATC)
- Magnetic Resonance Imaging (ATC)
- Health Care Corporate & Continuing Education

**Public Safety ..... 112**

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

**Science and Environment ..... 125**

- Biotechnology (CCC)
- Landscape and Horticulture Specialist (CCC)
- Landscape and Horticulture Professional I (CCC)
- Landscape and Horticulture Professional 2 (CCC)
- Biotechnology (AS)
- Environmental Science Technology (AS)
- Landscape and Horticulture Management (AS)

**Trade and Industry ..... 131**

- Apprenticeship Programs (PSAV)
- Automotive Service Technology I (PSAV)
- Automotive Service Technology 2 (PSAV)
- Cosmetology (PSAV)
- Diesel Technology I(PSAV)
- Diesel Technology 2 (PSAV)
- Facials Specialty (PSAV)
- Heating, Ventilation, Air Conditioning and Refrigeration (PSAV)
- Heavy Equipment Mechanics (PSAV)
- Machining Technology (PSAV)
- Nails Technician (PSAV)
- Welding Technology (PSAV)
- Alternative Energy Engineering Technology(CCC)
- Commercial Pilot (CCC)
- Drafting for Sustainable Construction (CCC)
- Sustainable Building Specialist (CCC)
- Aeronautical Science (AAS/AS)
- Electrical Power Technology (AS)
- Industrial Management Technology (AS)
- Sugar Technology (AS)
- Sustainable Construction Management (AS)

# How to Use the Catalog's Program Descriptions

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

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

## COMPUTER SCIENCE & INFORMATION TECHNOLOGY

## AREAS OF STUDY 85

### Networking Administrator

AAS A131 / AS 2123

#### Program Website

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

#### Program Description

This degree prepares students to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP, and MCSA.

#### Employment Opportunities

This program prepares students for employment as information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

#### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science programs in Information Management or Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

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

#### Location

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

#### GENERAL EDUCATION REQUIREMENTS

Unless otherwise specified, select courses from each General Education category. See pages 40-41.

		CREDITS
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Technical Communications (A.A.S. students)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or any course from the Area III) (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3

#### Total Required General Education Credits

18

#### REQUIRED COURSES

CTS 2334	Local Area Networks	3
CTS 2320	Wide Area Networks	3
CNT 2700	TCP/IP and Network Administration	3
CNT 2000	Network Technologies	3
CTS 1110	Microcomputer Operating Systems	3
CGS 1100	Microcomputer Applications	3
CTS 1150	Computer Maintenance and Repair	3
CIS 2321	Systems and Applications	3
CNT 2402	Implementing and Administering Network Security	3
COP 1002	Introduction to Programming Logic	3
CTS 2301	UNIX Installation and Administration using Linux	3

#### Total Required Course Credits

33

#### BUSINESS/COMPUTER ELECTIVES - 12 CREDITS REQUIRED

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB \*

#### Total Business/Computer Elective Credits

12

#### Total Program Credits

63

\* A course cannot be used more than once in the program. For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=58](http://www.palmbeachstate.edu/x3223.xml?id=58)

This section lists the general education requirements of the program.

This section lists the required courses for the program.

This section lists the electives for a program.

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

Networking Administrator (A131 - 2123)	
Term One - Fall (Year One)	Credits: 15
CGS1100 Microcomputer Applications (AA)	3
COP1002 Introduction to Programming Logic (AA)	3
ENC1101 College Composition 1 (AA) (A.S. students)	3
ENC2110 Technical Communication (AAS) (A.A.S. students)	3
CTS1150 Computer Maintenance and Repair (AS)	3
MGF1106 Liberal Arts Mathematics (AA) (or any course from the Area III A.S. students)	3
MAT1033 Intermediate Algebra (AA) (A.A.S. students)	3
Term Two - Spring (Year One)	Credits: 15
SPC1017 Fundamentals of Speech Communication (AA)	3
CTS2334 Local Area Networks (AA)	3
CNT2000 Network Technologies (AA)	3
Any course from Social Science - Area V	3
CIS2321 Systems and Applications (AS)	3
Term Three - Summer (Year One)	Credits: 15
HSC2100 Health Concepts and Strategies (AA)	3
CTS2334 Local Area Networks (AA)	3
CTS2320 Wide Area Networks (AA)	3
CNT2700 UNIX Installation and Administration Using LINUX (AS)	3
Any 3 credit course with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB*	3
Any course from Humanities - Area II	3
Term One - Fall (Year Two)	Credits: 18
CNT2700 TCP/IP and Network Administration (AA)	3
CNT2402 Implementing and Administering Network Security (AS)	3
Any three 3 credit courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB*	9
Any course from Humanities - Area II	3
	Total Program Credits: 63

\* A course cannot be used more than once in the program.

# Bachelor's Degrees

## BAS (Bachelor of Applied Science)

### Information Management

#### CONCENTRATION AREAS:

DATABASE ADMINISTRATION

SECURITY & NETWORK ASSURANCE (IT FORENSICS)

### Supervision & Management

#### CONCENTRATION AREAS:

GENERAL MANAGEMENT

HEALTH MANAGEMENT

PUBLIC SAFETY MANAGEMENT

## BS (Bachelor of Science)

### Nursing

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

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

- 36 semester hours of transferable general education courses
- 18 transferable semester hours of concentration area preparation courses
- 24 semester hours of transferable electives

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

- 36 semester hours of transferable general education courses
- 30 semester hours of transferable nursing core courses
- 19 transferable semester hours of common prerequisite courses

The concentration areas preparation courses and the elective courses may come from the student's A.S., A.A.S., or A.A. degree program, provided the hours are deemed transferable credit (see the 2011-12 Catalog to determine the transferability of credit into the bachelor's degree programs). Please see a bachelor's degree advisor for specific information on how lower division courses meet these requirements and what additional coursework may need to be taken to meet program admission and graduation requirements.

#### Special Notes

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

**Completion of CLAS requirements.** If, at the time of admission, the student has not completed CLAS requirements, the student will need to meet this criterion at the completion point of 36 upper division credit hours at the college, or enrollment in future credits may be restricted.

#### GRADUATION REQUIREMENTS

##### Students must:

- Successfully complete all courses in the program. All general education courses and upper division courses must be completed with a **grade of "C" or higher**.
- Achieve at least a 2.0 grade point average on a 4.0 scale in all course work attempted at the College and at other institutions.
- Satisfy the College Level Academic Skills (CLAS) requirement to graduate with the bachelor's degree if they have not already satisfied CLAS/CLAST requirements in attaining the A.A. degree. Detailed information on meeting the CLAS requirement is available at [www.palmbeachstate.edu/CLAS\\_Degree.xml](http://www.palmbeachstate.edu/CLAS_Degree.xml).
- Demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of high school foreign language instruction, eight to ten credits in one

foreign language at the college level or passing scores on the College Level Examination Program (CLEP). Native speakers of another language who can demonstrate proficiency may petition for a waiver. Students should contact the Bachelor's Degree Programs Office for more information.

- Satisfy all financial obligations to the College.

## Information Management

BAS T801, T803

### Program Website

[www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml)

### Program Description

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

### Employment Opportunities

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

### Career Path Notes

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

### Admission Requirements

To apply for the bachelor's degree program in Information Management, students must have earned an A.S., A.A.S. or A.A. degree and have at least a 2.0 GPA. Students who have earned a minimum of 60 credit hours and a 2.0 GPA but do not have an associate degree may be accepted with permission of the dean. This program requires a specific set of prerequisite courses in the computer science discipline. Please see a bachelor's degree advisor for more information on the specific lower-division course requirements. Please see pages 6-7 for detailed admission requirements for bachelor's degree programs.

### Completion Requirements

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

### Program Length

Total program semester hours: 120

### Location

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

## LOWER DIVISION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS	CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.	
ENC 1101 College Composition 1	3
ENC 1102 College Composition 2	3
SPC 1017 Fundamentals of Speech Communications	3
Select two courses from AREA II (Humanities)	6
Select two courses from AREA III (Math)	6
Select two courses from AREA IV (Science)	6
Select two courses from AREA V (Social Science)	6
Select one course from AREA VI (Language/Health)	3
<b>Total General Education Requirements</b>	<b>36</b>

### LOWER DIVISION ELECTIVE COURSES\*

24

### CONCENTRATION AREA PREPARATION COURSES\*

18

### Total Lower Division Credit Hours

78

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

## UPPER DIVISION REQUIREMENTS

COMMON CORE COURSES	CREDITS
Required for all concentration areas	
BUL 3130 Legal & Ethical Environment of Business	3
COP 3530 Programming Language and Concepts	3
GEB 3213 Business Writing	3
FIN 3400 Principles of Financial Management	3
ISM 3113 Systems Analysis and Design	3
ISM 3212 Database Management Systems	3
ISM 3314 Project Management	3
<b>Total Core Course Credit Hours</b>	<b>21</b>

### Concentration Areas - Student chooses one area from the following:

## DATABASE ADMINISTRATION CONCENTRATION (T801)

CREDITS
COP 4060 Concepts in Advanced Appl. Development
COP 4111 Web Scripting
ISM 4213 Advanced Database Management
ISM 4210 Database Administration & Architecture
ISM 4211 Database Systems and Physical Design
ISM 4117 Data Mining and Data Warehousing
ISM 4915 Capstone Experience - Database Administration
<b>Total Concentration Area Credit Hours</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=173](http://www.palmbeachstate.edu/x3223.xml?id=173)

## **SECURITY & NETWORK ASSURANCE (IT FORENSICS) CONCENTRATION (T803)\***

		CREDITS
CNT 4408	Information System Security	3
CNT 4406	Network Security and Cryptography	3
ISM 4320	Applications in Information Security	3
ISM 4220	Business Data Communications, Telecommunications/Network	3
ISM 4323	Security Management	3
ISM 4324	Computer Forensics	3
ISM 4915	Capstone Experience - Security & Network Assurance	3
<b>Total Concentration Area Credit Hours</b>		<b>21</b>
<b>TOTAL DEGREE CREDIT HOURS</b>		<b>120</b>

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=175](http://www.palmbeachstate.edu/x3223.xml?id=175)

## **Supervision and Management** BAS T701, T702, T703

### **Program Website**

[www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml)

### **Program Description**

Graduates of this program will have the knowledge, skills and opportunity to pursue managerial-level positions in a variety of careers. Students in this program take 21 semester hours of upper division (junior/senior level) core courses that provide a broad applied background in finance, legal and ethical issues, management information systems, leadership, human resources and management. An additional 21 hours of upper division concentration area courses focus on coursework to prepare students for employment in a variety of managerial roles and career settings in the public and private sectors.

### **Employment Opportunities**

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

### **Career Path Notes**

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

### **Admission Requirements**

To apply for the bachelor's degree program in Supervision & Management, students must have earned an A.S., A.A.S. or A.A. degree and have at least a 2.0 GPA. Students who have earned a minimum of 60 credit hours and a 2.0 GPA but do not have an associate degree may be accepted with permission of the dean. Please see pages 6-7 for detailed admission requirements.

### **Completion Requirements**

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

### **Program Length**

Total program semester hours: 120

### **Location**

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

**LOWER DIVISION REQUIREMENTS**

**GENERAL EDUCATION REQUIREMENTS**      **CREDITS**  
 Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
SPC 1017	Fundamentals of Speech Communications	3
Select two courses from AREA II (Humanities)		6
Select two courses from AREA III (Math)		6
Select two courses from AREA IV (Science)		6
Select two courses from AREA V (Social Science)		6
Select one course from AREA VI (Language/Health)		3
<b>Total General Education Requirements</b>	<b>36</b>	
<b>LOWER DIVISION ELECTIVE COURSES*</b>	<b>24</b>	
<b>CONCENTRATION AREA PREPARATION COURSES*</b>	<b>18</b>	
<b>Total Lower Division Credit Hours</b>	<b>78</b>	

*\*The concentration area preparation courses and the electives may come from the student's A.S., A.A.S., or A.A. degree program, provided the hours are deemed transferable credit (see the Admissions Section of this catalog for determining the transferability of credit into the Bachelor degree program).*

*Please see a bachelor's degree advisor for specific information on how your lower division courses meet these requirements and what additional coursework you may need to take to meet program admission and graduation requirements. Each concentration area within the degree has specific courses that must be taken at the lower level to prepare a student for upper division study.*

**UPPER DIVISION REQUIREMENTS**

<b>COMMON CORE COURSES</b>	<b>CREDITS</b>
Required for all concentration areas	
BUL 3130 Legal & Ethical Environment of Business	3
FIN 3400 Principles of Financial Management	3
ISM 4011 Management Information Systems	3
MAN 3025 Administrative Management	3
MAN 3240 Organizational Theory and Management	3
MAN 3301 Human Resources Management	3
MAN 4120 Leadership Challenges and Supervision	3
<b>Total Core Course Credit Hours</b>	<b>21</b>

**Concentration Areas - Student chooses one area from the following:**

**GENERAL MANAGEMENT CONCENTRATION (T701)**

	<b>CREDITS</b>
GEB 3213 Business Writing	3
MAN 4162 Customer Relations for Business	3
MAN 4401 Labor Relations Management	3
MAN 4504 Operational Decision Making	3
MAR 4802 Marketing for Managers	3
GEB 4935 Capstone Experience - General Management	3
<b>Elective</b> - Choose GEB 3375, GEB 4113 or GEB 4891	3
<b>Total Concentration Area Credit Hours</b>	<b>21</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=141](http://www.palmbeachstate.edu/x3223.xml?id=141)

**HEALTH MANAGEMENT CONCENTRATION (T702)**

	<b>CREDITS</b>
GEB 3213 Business Writing	3
HSA 3110 Healthcare Organization & Management	3
HSA 4421 Legal Aspects & Legislation in Healthcare	3
HSC 4500 Epidemiology	3
MAN 4504 Operational Decision Making	3
HSA 4938 Capstone Experience - Health Management	3
<b>Elective</b> – Choose HSA 3160, HSA 4109 or HSA 4553	3
<b>Total Concentration Area Credit Hours</b>	<b>21</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=142](http://www.palmbeachstate.edu/x3223.xml?id=142)

**PUBLIC SAFETY MANAGEMENT CONCENTRATION (T703)**

	<b>CREDITS</b>
DSC 3079 Foundations of Public Safety	3
DSC 4034 Security & Emergency Communications	3
GEB 3213 Business Writing	3
MAN 4504 Operational Decision Making	3
PAD 4393 Critical Incident Management	3
DSC 4710 Capstone Experience: Public Safety Management	3
<b>Elective</b> – Choose PAD 4426, PAD 4442 or PAD 4604	3
<b>Total Concentration Area Credit Hours</b>	<b>21</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=143](http://www.palmbeachstate.edu/x3223.xml?id=143)

**TOTAL DEGREE CREDIT HOURS**      **120**

# Nursing BS S901

## Program Website

[www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml)

## Program Description

Graduates of this program will be prepared to advance into administrative and supervisory positions in the nursing and health care fields. The curriculum in the program follows the state prescribed articulated curriculum for advancement of A.S./A.A.S. degree nurses into the Bachelor of Science in Nursing degree program. The lower division requirements include 85 credits, including general education, nursing courses and common prerequisite courses. The upper division courses include 36 credit hours of course work that focuses on leadership, management, advanced care concepts, research, and contemporary issues in nursing. The program culminates in a capstone course that synthesizes the concepts learned throughout the program.

## Employment Opportunities

Upon completion of this program, students may seek employment in a variety of health care environments that require a bachelor's degree in nursing.

## Career Path Notes

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

## Admission Requirements

To apply for the bachelor's degree program in Nursing, students must have earned an A.S. or A.A.S. degree in nursing and have at least a 2.5 GPA. In addition, students must have current Florida licensure in Nursing. Please see the Admissions section of this catalog for detailed admission requirements for bachelor's degree programs.

## Completion Requirements

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

## Program Length

Total program semester hours: 121

## Location

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

## LOWER DIVISION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1	3
ENC 1102	College Composition 2	3
SPC 1017	Fundamentals of Speech Communications	3
Select two courses from AREA II (Humanities)		6
AREA III (Math) MAC1105 or MGF1106 or MGF1107		3
AREA III (Math) STA2023 Statistics		3
BSC 2085	Anatomy & Physiology 1	3
MCB 2010	Microbiology	3
PSY 2012	General Psychology	3
Any course from AREA V (Social Science) (AMH/POS)		3
Select one course from AREA VI (Language/Health)		3
<b>Total General Education Requirements</b>		<b>36</b>

## CORE NURSING COURSES FROM A.S./A.A.S. DEGREE 30

## LOWER DIVISION COMMON PREREQUISITE

COURSES	CREDITS
BSC 2085L	Anatomy & Physiology 1 Lab
BSC 2086	Anatomy & Physiology 2
BSC 2086L	Anatomy & Physiology 2 Lab
CHM 1020	Principles of Chemistry
CHM 1020L	Principles of Chemistry Lab
DEP 2004	Human Growth & Development
HUN 1201	Elements of Nutrition
MCB 20120L	Microbiology Lab
SYG 2000	Introduction to Sociology
<b>Total Lower Division Common Prerequisite Courses</b>	<b>19</b>
<b>Total Lower Division Credit Hours</b>	<b>85</b>

## UPPER DIVISION REQUIREMENTS

COMMON CORE COURSES	CREDITS
<b>Required for all concentration areas</b>	
NUR 3829	Nursing Roles, Dimensions and Perspectives
NUR 3145	Pharmacology
-or-	
NUR 4847	Clinical Decision Making /Critical Thinking
NUR 3125	Pathophysiology
NUR 3119	Heritage of Nursing Concepts/Theories
NUR 3164	Nursing Research & Informatics
NUR 3069	Advanced Health Assessment
NUR 3678	Nursing Care of Vulnerable Populations
NUR 4289	Dynamic and Contemporary Issues
NUR 4107	Nursing Perspectives/Global Trends
NUR 4827	Leadership & Management in Professional Nursing
NUR 4636C	Community Health Nursing
NUR 4945C	Nursing Capstone Experience
<b>Total Upper Division Credit Hours</b>	<b>36</b>

## TOTAL DEGREE CREDIT HOURS 121

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=180](http://www.palmbeachstate.edu/x3223.xml?id=180)

# Associate in Arts

AA

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Transfer Degree

## Associate in Arts AA1000

**Program Website**

[www.palmbeachstate.edu/x3222.xml?id=36](http://www.palmbeachstate.edu/x3222.xml?id=36)

**Program Description**

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

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

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 Palm Beach State advisor can assist with course selection, or students can use the FACTS.org online system, as detailed in this catalog section.

The Associate in Arts degree contains 36 hours of General Education. Each A.A. student must complete these courses with a "C" or higher to meet graduation requirements. The student must carefully choose the courses that will satisfy General Education requirements. By checking the 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 Palm Beach State advisor.

**Career Path Notes**

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

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

All Florida college Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public colleges to the state university system. Guarantee of university 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, college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Responsibility for understanding and meeting the requirements for graduation rests with the student. Refer to the Graduation Requirements information provided in the Academic Policies section of this catalog.

#### Transfer Guidelines

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

Choosing the Proper Courses to Satisfy University 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 Palm Beach State 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 Palm Beach State. Once a student has identified the university and program, finding the correct courses to take at the College can be accomplished by:

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

OR

2. Using the website developed by the State of Florida to facilitate student transfer called 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

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

#### Program Length

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

#### Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1	
-or-		
ENC 1121	Honors College Composition	3
ENC 1102	College Composition 2	
-or-		
ENC1121	Honors College Composition	
-or-		
ENC1141	Writing about Literature	3
SPC 1017	Fundamentals of Speech Communications	3
Select two courses from AREA II (Humanities)		6
Select two courses from AREA III (Math)		6
Select two courses from AREA IV (Science)		6
Select two courses from AREA V (Social Science)		6
Select one course from AREA VI (Language/Health)		3
<b>Total General Education Requirements</b>		<b>36</b>
<b>ELECTIVES</b>		
Common Prerequisite Courses		24
<b>Total Credit Hours</b>		<b>60</b>

## Selecting Common Prerequisite courses - Overview of "FACTS" [www.FACTS.org](http://www.FACTS.org)

The FACTS online 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](http://www.FACTS.org), provides the student with access to information on programs and courses at Florida's 28 colleges and community colleges and 11 universities. Students can access transcripts and grades, and they can "degree-shop" to see how effectively their credits can transfer to other colleges and universities. To take an online tour, go the FACTS.org website 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.

### 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.
- Planning, to compare the student's academic record along with courses he/she may want to take to particular degree programs at selected institutions.

### College Transcripts & Grades

Currently enrolled, transferring or returning students may be able to access their unofficial Palm Beach State transcript through 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 Palm Beach State.

### Records & Registration

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

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

# Business and Office Management

## PSAV

### Insurance Claims Adjuster

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

## CCC

### Accounting Technology

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

## AAS/AS

Accounting Technology  
Business Administration and Management  
Hospitality and Tourism Management  
Office Administration  
Paralegal

## CCE (Corporate & Continuing Education)

Business

## Insurance Claims Adjuster

PSAV 5498

### Program Website

[www.palmbeachstate.edu/Insurance.xml](http://www.palmbeachstate.edu/Insurance.xml)

### Program Description

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

### Employment Opportunities

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

### Career Path Notes

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/learningoutcomes.xml](http://www.palmbeachstate.edu/learningoutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State College.

### Completion Requirements

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

### Program Length

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

### Location

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

REQUIRED COURSES	CLOCK HOURS
RMI 0635 Insurance Claims Adjuster	40
<b>Total Program Hours</b>	<b>40</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=177](http://www.palmbeachstate.edu/x3223.xml?id=177)

# Insurance Customer Service Representative

PSAV 5497

## Program Website

[www.palmbeachstate.edu/Insurance.xml](http://www.palmbeachstate.edu/Insurance.xml)

## Program Description

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

## Employment Opportunities

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

## Career Path Notes

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State College.

## Completion Requirements

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

## Program Length

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

## Location

This program is offered at the Palm Beach Gardens campus.

## REQUIRED COURSES

	CLOCK HOURS
RMI 0093 Insurance Customer Service Representative	40
<b>Total Program Hours</b>	<b>40</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=176](http://www.palmbeachstate.edu/x3223.xml?id=176)

# Life, Health and Variable Annuities Agent PSAV 5470

## Program Website

[www.palmbeachstate.edu/Insurance.xml](http://www.palmbeachstate.edu/Insurance.xml)

## Program Description

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

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

## Employment Opportunities

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

## 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.

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program 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
<b>Total Program Hours</b>	<b>40</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=8](http://www.palmbeachstate.edu/x3223.xml?id=8)

# Property and Casualty General Lines Agent

PSAV 5469

## Program Website

[www.palmbeachstate.edu/Insurance.xml](http://www.palmbeachstate.edu/Insurance.xml)

## Program Description

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

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.

## 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.

## Career Path Notes

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Total program hours: 200. Approximate program length: 14 weeks.

## Location

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
<b>Total Program Hours</b>		<b>200</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=9](http://www.palmbeachstate.edu/x3223.xml?id=9)

# Real Estate Broker PSAV 5475

## Program Website

[www.palmbeachstate.edu/RealEstate.xml](http://www.palmbeachstate.edu/RealEstate.xml)

## Program Description

This PSAV program is a study of the principles and practices needed to become a real estate broker. Topics include getting started as a broker, valuing real property, listing and selling real property and specialties such as zoning, environmental issues and property management and real estate closings.

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

## Employment Opportunities

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

## Career Path Notes

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Students must either have an active Florida real estate sales associate license for 24 months within the immediate past five years, or have an active real estate broker license, or sales associate license for 24 months within the immediate past five years from another state.

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

## REQUIRED COURSES

## CLOCK HOURS

REE 0042 Real Estate Broker 72

## Total Program Hours

72

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=10](http://www.palmbeachstate.edu/x3223.xml?id=10)

# Real Estate Sales Associate

PSAV 5499

## Program Website

[www.palmbeachstate.edu/RealEstate.xml](http://www.palmbeachstate.edu/RealEstate.xml)

## Program Description

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

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

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

## Employment Opportunities

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

## Career Path Notes

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

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

## REQUIRED COURSES

## CLOCK HOURS

REE 0047	Florida Real Estate Sales Agent	63
<b>Total Program Hours</b>	<b>63</b>	

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=33](http://www.palmbeachstate.edu/x3223.xml?id=33)

# Accounting Technology

CCC 6110

## Program Website

[www.palmbeachstate.edu/Accounting.xml](http://www.palmbeachstate.edu/Accounting.xml)

## Program Description

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

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

## Employment Opportunities

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

## 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.

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

## REQUIRED COURSES

## CREDITS

OST 1141L	Keyboarding for Microcomputer	1
OST 1108	Building Typing Speed and Accuracy	1
MTB 1103	Business Mathematics	3
OST 2335	Business Communications	3
CGS 1100	Microcomputer Applications	3
APA 1111	Bookkeeping	3
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2450	Microcomputer Operations Accounting	3
TAX 2000	Federal Income Tax 1	3

## Total Program Credits

27

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=11](http://www.palmbeachstate.edu/x3223.xml?id=11)

## Banking Specialist-Financial Services CCC 6117

### Program Website

[www.palmbeachstate.edu/Business.xml](http://www.palmbeachstate.edu/Business.xml)

### Program Description

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

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

### Employment Opportunities

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

### Career Path Notes

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

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

Students may complete this program in one year.

### Location

The program is offered at the Palm Beach Gardens campus.

### REQUIRED COURSES

### CREDITS

BAN 1004 Principles of Banking	3
BAN 2800 Law and Banking: Principles	3
BAN 2511 Marketing for Bankers	3
OST 2335 Business Communications	3
<b>Total Program Credits</b>	<b>12</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=12](http://www.palmbeachstate.edu/x3223.xml?id=12)

## Business Administration and Management CCC 6111

### Program Website

[www.palmbeachstate.edu/Business.xml](http://www.palmbeachstate.edu/Business.xml)

### Program Description

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

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

### Employment Opportunities

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

### 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.

### Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth and Belle Glade campuses.

### REQUIRED COURSES

### CREDITS

APA 1111 Bookkeeping	3
CGS 1100 Microcomputer Applications	3
GEB 1011 Introduction to Business	3
MNA 2100 Human Relations in Business	3
OST 2335 Business Communications	3
-or-	
BUL 2241 Business Law 1	3
MAR 2011 Principles of Marketing	3
MTB 1103 Business Mathematics	3
SBM 2000 Small Business Management	3

### Total Program Credits

### 24

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=13](http://www.palmbeachstate.edu/x3223.xml?id=13)

# Business Operations

CCC 6481

## Program Website

[www.palmbeachstate.edu/Business.xml](http://www.palmbeachstate.edu/Business.xml)

## Program Description

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

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

## Employment Opportunities

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

## Career Path Notes

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

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES	CREDITS
APA 1111 Bookkeeping	3
CGS 1100 Microcomputer Applications	3
GEB 1011 Introduction to Business	3
MNA 2100 Human Relations in Business	3
MTB 1103 Business Mathematics	3
SBM 2000 Small Business Management	3
<b>Total Program Credits</b>	<b>18</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=14](http://www.palmbeachstate.edu/x3223.xml?id=14)

# Business Specialist CCC 6480

## Program Website

[www.palmbeachstate.edu/Business.xml](http://www.palmbeachstate.edu/Business.xml)

## Program Description

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

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

## Employment Opportunities

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

## Career Path Notes

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

## Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES	CREDITS
CGS 1100 Microcomputer Applications	3
GEB 1011 Introduction to Business	3
MNA 2100 Human Relations in Business	3
MTB 1103 Business Mathematics	3
<b>Total Program Credits</b>	<b>12</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=15](http://www.palmbeachstate.edu/x3223.xml?id=15)

# Food Service Management

CCC 6115

## Program Website

[www.palmbeachstate.edu/Hospitality.xml](http://www.palmbeachstate.edu/Hospitality.xml)

## Program Description

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

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

## Employment Opportunities

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

## Career Path Notes

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

## Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Approximate program length is one year.

## Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
HFT 1000	Introduction to the Hospitality Business	3
FOS 1201	Food Service Sanitation	2
FSS 1220	Professional Cooking 1	1
FSS 1220L	Professional Cooking Lab	2
HFT 1850C	Dining Room Management	3
FSS 1221C	Quantity Food Production 1	4
FSS 2242C	International Foods	3
FSS 2500	Food and Beverage Cost Control	3
CGS 1100	Microcomputer Applications	3
FSS 2105	Purchasing for the Hospitality Industry	3
<b>Total Required Course Credits</b>	<b>27</b>	
<b>ELECTIVES*</b>	<b>3</b>	
<b>Total Program Credits</b>	<b>30</b>	

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=16](http://www.palmbeachstate.edu/x3223.xml?id=16)

# Hospitality CCC 6116

## Program Website

[www.palmbeachstate.edu/Hospitality.xml](http://www.palmbeachstate.edu/Hospitality.xml)

## Program Description

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

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

## Employment Opportunities

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

## Career Path Notes

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

## Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Approximate program length is one year.

## Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDITS
HFT 1000	Introduction to the Hospitality Business	3
HFT 2220	Personnel Management Practices	3
FSS 2105	Purchasing for the Hospitality Industry	3
HFT 2600	Hospitality Industry Law	3
HFT 2410	Hotel-Motel Front Office and Procedures	3
HFT 1630	Management of Security in Hospitality	3
HFT 1313	Hospitality Property Management	3
CGS 1100	Microcomputer Applications	3
FSS 2500	Food and Beverage Cost Control	3
<b>Total Required Course Credits</b>	<b>27</b>	
<b>ELECTIVES*</b>	<b>3</b>	
<b>Total Program Credits</b>	<b>30</b>	

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=17](http://www.palmbeachstate.edu/x3223.xml?id=17)

# Legal Office Management

CCC 6112

## Program Website

[www.palmbeachstate.edu/OfficeAdministration.xml](http://www.palmbeachstate.edu/OfficeAdministration.xml)

## Program Description

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

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

## Employment Opportunities

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

## 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.

## Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES	CREDITS
CGS 1100 Microcomputer Applications	3
MTB 1103 Business Mathematics	3
OST 1100C Beginning Keyboarding*	3
OST 1110C Intermediate Keyboarding**	3
OST 1355 Records Management	3
OST 2431 Legal Office Procedures	3
OST 2621C Legal Transcription	3
OST 2714C Word Processing	3
<b>ELECTIVE***</b>	<b>3</b>
<b>Total Program Credits</b>	<b>27</b>

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

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

\*\*\**Elective: Select any credit course with the prefix BUL, OST, or PLA. OST 1141L cannot be used as an elective.*

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=18](http://www.palmbeachstate.edu/x3223.xml?id=18)

# Marketing CCC 6113

## Program Website

[www.palmbeachstate.edu/BusinessAdministration.xml](http://www.palmbeachstate.edu/BusinessAdministration.xml)

## Program Description

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

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

## 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.

## 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.

## Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES	CREDITS
APA 1111 Bookkeeping	3
BUL 2241 Business Law 1	3
CGS 1100 Microcomputer Applications	3
MAR 2011 Principles of Marketing	3
MKA 1511 Advertising	3
MKA 2021 Personal Selling	3
MNA 2100 Human Relations in Business	3
SBM 2000 Small Business Management	3
<b>Total Program Credits</b>	<b>24</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=19](http://www.palmbeachstate.edu/x3223.xml?id=19)

## Office Management CCC 6114

### Program Website

[www.palmbeachstate.edu/OfficeAdministration.xml](http://www.palmbeachstate.edu/OfficeAdministration.xml)

### Program Description

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

### Employment Opportunities

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

### 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.

### Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

### REQUIRED COURSES

### CREDITS

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

### ELECTIVES

CGS 1513	Electronic Spreadsheets	3
-or-		
CGS 1543	Database Management	3
-or-		

Select any credit course with the OST prefix\*\*\*

### Total Program Credits

27

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

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

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=20](http://www.palmbeachstate.edu/x3223.xml?id=20)

## Office Software Applications CCC 6484

### Program Website

[www.palmbeachstate.edu/OfficeAdministration.xml](http://www.palmbeachstate.edu/OfficeAdministration.xml)

### Program Description

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

Course content includes keyboarding, computer applications and office procedures.

### Employment Opportunities

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

### Career Path Notes

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

### Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

### REQUIRED COURSES

### CREDITS

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

### Total Program Credits

27

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

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=21](http://www.palmbeachstate.edu/x3223.xml?id=21)

# Office Specialist CCC 6483

## Program Website

[www.palmbeachstate.edu/OfficeAdministration.xml](http://www.palmbeachstate.edu/OfficeAdministration.xml)

## Program Description

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

Course content includes keyboarding, computer applications and office procedures.

## Employment Opportunities

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

## Career Path Notes

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

## Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

## REQUIRED COURSES

## CREDITS

CGS 1100 Microcomputer Applications	3
OST 1100C Beginning Keyboarding*	3
OST 1355 Records Management	3
OST 2402 Office Procedures and Technology	3
OST 2714C Word Processing	3

## ELECTIVE

## 3

Select any credit course with the OST prefix\*\*

## Total Program Credits

## 18

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

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=22](http://www.palmbeachstate.edu/x3223.xml?id=22)

# Office Support CCC 6482

## Program Website

[www.palmbeachstate.edu/OfficeAdministration.xml](http://www.palmbeachstate.edu/OfficeAdministration.xml)

## Program Description

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

Course content includes keyboarding, computer applications and office procedures.

## Employment Opportunities

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

## Career Path Notes

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

## Admission Requirements

High School diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

## REQUIRED COURSES

## CREDITS

CGS 1100 Microcomputer Applications	3
OST 1100C Beginning Keyboarding*	3
OST 2402 Office Procedures and Technology	3
OST 2714C Word Processing	3

## Total Program Credits

## 12

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=23](http://www.palmbeachstate.edu/x3223.xml?id=23)

# Accounting Technology

AAS A042 / AS 2050

## Program Website

[www.palmbeachstate.edu/Accounting.xml](http://www.palmbeachstate.edu/Accounting.xml)

## Program Description

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

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

## Employment Opportunities

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

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

## GENERAL EDUCATION REQUIREMENTS

## CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1 (A.S. students)	3
-or-		
ENC 1210	Technical Communications (A.A.S. students)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or any course from the Area III) (A.S. students)*	3
-or-		
MTB 1103	Business Mathematics (A.A.S. students)	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3

Any course from Social Science - Area V 3

**Total Required General Education Credits** 18

## REQUIRED COURSES

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2100	Intermediate Accounting	3
ACG 2360	Cost Accounting	3
ACG 2450	Microcomputer Operations - Accounting	3
CGS 1513	Electronic Spreadsheets	3
APA 1111	Bookkeeping	3
APA 2172	Computerized Bookkeeping	3
BUL 2241	Business Law 1	
-or-		
GEB 1011	Introduction to Business	
-or-		
MAN 2021	Principles of Management	3
CGS 1100	Microcomputer Applications	3
MNA 2100	Human Relations in Business	3
OST 2335	Business Communications	3
TAX 2000	Federal Income Tax 1	3
TAX 2010	Federal Income Tax 2	3
<b>Total Required Course Credits</b>		43

## ELECTIVES

Business Electives**	3
<b>Total Program Credits</b>	64

\* Students who complete the Accounting Technology College Credit Certificate (C.C.C.) can articulate that certificate into the Associate in Applied Science (A.A.S.). Those planning to complete the Associate in Science (A.S.) will also need to take MGF 1106.

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=4](http://www.palmbeachstate.edu/x3223.xml?id=4)

# Business Administration and Management AAS A087

## Program Website

[www.palmbeachstate.edu/Business.xml](http://www.palmbeachstate.edu/Business.xml)

## Program Description

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

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

## Employment Opportunities

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

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into

a four-year program. For more information, contact the college or university to which you wish to transfer.

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

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

#### Location

The program is offered at the Lake Worth and Belle Glade campuses.

#### GENERAL EDUCATION REQUIREMENTS

#### CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or any course from the Area III)	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
<b>Total Required General Education Credits</b>	<b>18</b>	

#### REQUIRED COURSES

APA 1111	Bookkeeping	3
CGS 1100	Microcomputer Applications	3
ENC 1102	College Composition 2 -or-	
ENC 1210	Technical 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	3
SBM 2000	Small Business Management	3
Business Electives *		12
General Electives **		10
<b>Total Required Course Credits</b>	<b>46</b>	

**Total Program Credits** **64**

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

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=24](http://www.palmbeachstate.edu/x3223.xml?id=24)

## Hospitality and Tourism Management AAS A100 /AS2060

#### Program Website

[www.palmbeachstate.edu/Hospitality.xml](http://www.palmbeachstate.edu/Hospitality.xml)

#### Program Description

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

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

#### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

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

#### Location

The program is offered at the Lake Worth campus.

#### GENERAL EDUCATION REQUIREMENTS

#### CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1	3
MAT 1033	Intermediate Algebra (A.S. students)	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Mathematics – Area III (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

ACG 2022	Financial Accounting	4
CGS 1100	Microcomputer Applications	3
FOS 1201	Food Service Sanitation	2
FSS 1220	Professional Cooking	2
FSS 1220L	Professional Cooking Lab	1
FSS 1221C	Quantity Food Production 1	4
FSS 2105	Purchasing for the Hospitality Industry	3
FSS 2242C	International Foods	3
FSS 2500	Food and Beverage Cost Control	3
HFT 1000	Introduction to the Hospitality Business	3
HFT 1313	Hospitality Property Management	3
HFT 1630	Management of Security in the Hospitality Business	3

HFT 1850C	Dining Room Management	3
HFT 2220	Personnel Management Practices	3
HFT 2410	Hotel-Motel Front Office and Procedures	3
HFT 2510	Sales Promotion and Advertising in Hotels and Food Service	3
HFT 2600	Hospitality Industry Law	3
<b>Total Required Course Credits</b>	<b>49</b>	
<b>Total Program Credits</b>	<b>64</b>	

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=25](http://www.palmbeachstate.edu/x3223.xml?id=25)

## Office Administration

AAS A521

### Program Website

[www.palmbeachstate.edu/OfficeAdministration.xml](http://www.palmbeachstate.edu/OfficeAdministration.xml)

### Program Description

The Office Administration program is an Associate in Applied Science degree that prepares the student to work in a variety of administrative and office environments.

The program offers course content which includes book-keeping concepts, keyboarding skills, legal concepts, computer applications, office procedures and business communications.

### Employment Opportunities

Upon completion you may be employed as an administrative assistant, secretary, office manager (with related experience), office assistant or legal secretary.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>CREDITS</b>
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1	3
MTB 1103	Business Mathematics	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
<b>Total Required General Education Credits</b>		<b>15</b>

<b>REQUIRED COURSES</b>		
APA 1111	Bookkeeping	3
CGS 1513	Electronic Spreadsheets	3
CGS 1100	Microcomputer Applications	3
CGS 1543	Database Management	3
-or-		
OST 1811	Desktop Publishing	3
OST 1100C	Beginning Keyboarding*	3
OST 1108	Building Typing Speed and Accuracy	1
OST 1110C	Intermediate Keyboarding**	3
OST 1355	Records Management	3
OST 1783	Workplace Technologies	3
OST 1828	Presentation Graphics for Business	3
OST 1831	Microsoft Windows	1
OST 2335	Business Communications	3
OST 2339	Business English Review	1
OST 2402	Office Procedures and Technology	3
OST 2714C	Word Processing	3
OST 2501	Administrative Office Management	3
OST 1384	Customer Service	3
<b>Total Required Course Credits</b>		<b>45</b>

<b>ELECTIVES – Choose 3 credits</b>		
ACG 2022	Financial Accounting	4
APA 2172	Computerized Bookkeeping	4
ACG 2450	Microcomputer Operations Accounting	3
BUL 2241	Business Law 1	3
CGS 2555	Introduction to the Internet	3
CGS 1543	Database Management	3
GEB 1011	Introduction to Business	3
MNA 2100	Human Relations in Business	3
OST 2431	Legal Office Procedures	3
OST 2621C	Legal Transcription	3
OST 2603C	Machine Transcription	3
OST 1811	Desktop Publishing	3
SBM 2000	Small Business Management	3
TAX 2000	Federal Income Tax 1	3
<b>Total Required Elective Credits</b>		<b>3</b>

<b>Total Program Credits</b>	<b>63</b>
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\*OST 1100C will not be offered in the program. In order to meet this course requirement, students must either successfully complete OTA 0100 or pass the challenge exam for the course.

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=26](http://www.palmbeachstate.edu/x3223.xml?id=26)

## Paralegal AS 2505

### Program Website

[www.palmbeachstate.edu/Paralegal.xml](http://www.palmbeachstate.edu/Paralegal.xml)

### Program Description

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

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

### Employment Opportunities

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

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

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

### GENERAL EDUCATION REQUIREMENTS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

		CREDITS
ENC 1101	College Composition 1	3
HSC 2100	Health Concepts & Strategies	3
SPC 1017	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 a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=27](http://www.palmbeachstate.edu/x3223.xml?id=27)

## Business

### CCE

Palm Beach State offers many continuing education courses in the business area, including customized business & industry training, insurance and many other exciting opportunities. Please visit [www.palmbeachstate.edu/cce.xml](http://www.palmbeachstate.edu/cce.xml) for more information.

# Child Care, Human Services and Teacher Education

## PSAV

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

### 30-Hour Family Child Care Certification

### Caring for Children Birth to 3 Years

### Early Childhood Professional Certificate - Preschool

### School Age Professional Certificate

## CCC

### Child Care Center Management

### Educational Assisting

### High/Scope Preschool Approach Curriculum

### Infant/Toddler

### Montessori Preschool Curriculum Specialization

### Pre-School

### School Age

### Human Services

### Youth Development

## AAS/AS

### Early Childhood Education

#### SPECIALTY CONCENTRATIONS:

##### EARLY CHILDHOOD EDUCATION

##### MONTESSORI

### Educational Assisting

### Human Services

#### SPECIALTY CONCENTRATIONS:

##### HUMAN SERVICES – GENERAL

##### HUMAN SERVICES – YOUTH DEVELOPMENT

## CCE (Corporate & Continuing Education)

### Child Care

### Human Services

## Special Program

### Teacher Certification Program

## 40-Hour Introductory Child Care Training Certification (Birth to 5 Years) PSAV 5348

#### Program Website

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

#### Program Description

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

Child care providers serving children birth to 5 years old must complete: Part I Rules and Regulation-Center Based, Part II Introduction to Child Care Worker Certification, and Part III 10-Hour Component.

#### PART I – Rules and Regulations–Center Based

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

#### PART II – Introduction to Child Care Worker Certification

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

#### PART III – 10-Hour Appropriate Practices

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

*\*\*Please note: The 10-Hour Preschool Appropriate Practices is required for students interested in participating in the Early Childhood Professional Certificate (ECP).*

#### Career Path Notes

Palm Beach State has additional credit child care and education programs.

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required.

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families website: [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training). For additional information regarding scheduling the exam visit [www.palmbeachstate.edu/childcare.xml](http://www.palmbeachstate.edu/childcare.xml) (select Child Care Exam).

**Completion Requirements**

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

For all information related to the competency exam required for child care certification visit [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training) or [www.palmbeachstate.edu/childcare.xml](http://www.palmbeachstate.edu/childcare.xml) (select Child Care Exam).

**Program Length**

Total program hours: 40.

**Location**

The program is offered at all Palm Beach State campuses.

REQUIRED COURSES	CLOCK HOURS
<b>Part I – Introduction to Child Care</b>	
HEV 0114 Rules & Regulations for Center Based	6
<b>Part II – Child Care Certification</b>	
HEV 0115 Introductory Child Care Worker Certification	24
<b>Part III – 10-Hour Component-Student Specialty (select one)</b>	
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
<b>Total Program Hours</b>	<b>40</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=29](http://www.palmbeachstate.edu/x3223.xml?id=29)

## 30-Hour Family Child Care Certification

PSAV 5363

**Program Website**

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

**Program Description**

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

Home child care providers serving children birth to 5 years old must complete a two-part course: Part I Rules and Regulations-Family and Part II Introduction to Child Care Worker Certification.

**Part I – Rules and Regulations–Family**

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

1. Participants will understand how the law defines their roles and responsibilities as child care professionals.

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

**Part II – Introduction to Child Care Worker Certification**

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

**Career Path Notes**

Palm Beach State has additional credit child care and education programs.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required.

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families website: [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training). For additional information regarding scheduling the exam visit [www.palmbeachstate.edu/childcare.xml](http://www.palmbeachstate.edu/childcare.xml) (select Child Care Exam).

**Completion Requirements**

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

For all information related to the competency exam required for child care certification visit [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training) or [www.palmbeachstate.edu/childcare.xml](http://www.palmbeachstate.edu/childcare.xml) (select Child Care Exam).

**Program Length**

Total required hours: 30.

**Location**

The program is offered at all Palm Beach State campuses.

REQUIRED COURSE	CLOCK HOURS
<b>Part I – Introduction to Childcare</b>	
HEV 0118 Rules & Regulations for Family Childcare	6
<b>Part II – Child Care Certification</b>	
HEV 0115 Introductory Child Care Worker Certification	24
<b>Total Program Hours</b>	<b>30</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=31](http://www.palmbeachstate.edu/x3223.xml?id=31)

## Caring for Children Birth to 3 Years PSAV 5390

**SEE ADDENDUM**

### Program Website

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

### Program Description

This program prepares the student who works with children Birth to 3 Years old in a licensed child care facility or family child care home for the National CDA Credential. The program is divided into three modules covering the eight content areas for the Florida Child Care Professional Certificate (FCCPC) in which a student must demonstrate competence.

The student will successfully complete 120 hours of formal classroom instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3, document 480 hours of work experience and complete all other Palm Beach State requirements. Upon completion of the program the student will be awarded a Florida Child Care Professional Certificate (FCCPC) from the Department of Children and Families.

### Employment Opportunities

A student completing this program may find employment opportunities as an early childhood provider, practitioner, lead or assistant teacher, curriculum specialist, director and program administrator, just to name a few opportunities in the early childhood field.

### Career Path Notes

The student who has earned a Department of Children and Families FCCPC from Palm Beach State can receive college credits toward an associate in science degree (A.S.) in Early Childhood Education. Please refer to the Early Childhood Education (A.S.) section for detailed information on the process of receiving such credits or call (561) 862-4719.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

These requirements must be met before registering for the Caring for Children Birth to 3 Years program:

#### Prerequisites

- Mastery of the English language
- 40-Hour Introductory Child Care Training Certification (Part I, II, & III) or 30-Hour Family Child Care Training Certification (Part I & II)
- Employed in a licensed child care facility or family child care home working with children birth to 3 years old
- 5- Hour Emergent Literacy course

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

Students must also submit a College Application. Go to [www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml).

### Completion Requirements

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

### Program Length

Total Required Hours: 600.

### Location

The program is offered at all Palm Beach State campuses.

### REQUIRED COURSES

		<b>CLOCK HOURS</b>
HEV 0807	Caring for Children Birth – 3 Years Module 1	40
HEV 0808	Caring for Children Birth – 3 Years Module 2	40
HEV 0809	Caring for Children Birth – 3 Years Module 3	40
HEV 0999	ECPC/FCCPC Practical Experience	480
<b>Total Program Hours</b>		<b>600</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=158](http://www.palmbeachstate.edu/x3223.xml?id=158)

## Early Childhood Professional Certificate - Preschool PSAV 5364

**SEE ADDENDUM**

### Program Website

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

### Program Description

The Department of Education Early Childhood Professional Certificate (ECPC) program prepares the student who works with children 3 to 5 years old in a licensed child care facility or family child care home for the National CDA Credential.

The student will successfully complete 120 hours of formal classroom instruction in the six competency goals, a 2-hour observation during Module 1 and Module 3, document 480 hours of work experience and complete all other Palm Beach State requirements.

Upon completion of the program the student will be awarded a Department of Education Early Childhood Professional Certificate (ECPC).

### Employment Opportunities

A student completing this program may find employment opportunities as an early childhood provider, practitioner, lead or assistant teacher, curriculum specialist, director and program administrator, just to name a few opportunities in the early childhood field.

### Career Path Notes

The student who has earned a Department of Education ECPC Certificate from Palm Beach State can receive college credits toward an Associate in Science degree (A.S.) in Early Childhood Education. For more information call (561) 862-4719.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

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

#### Prerequisites

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

- 10-Hour Preschool Appropriate Practices
- Employed in a licensed child care setting working with children 3 to 5 years old
- 5-Hour Emergent Literacy course

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

An official high school diploma or GED transcript must be on file at the Registrar's Office. The transcript must show that the student graduated with a standard diploma from an accredited high school accepted by Palm Beach State. The transcript must be received and accepted by the registrar before 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 ECPC module with a passing grade of A, B or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Department of Education Early Childhood Professional Certificate will be awarded.

#### Program Length

Total Required Hours: 600.

#### Location

The program is offered at all Palm Beach State campuses.

REQUIRED COURSES	CLOCK HOURS
HEV 0130 Early Childhood Professional Certificate (ECPC) Module 1	40
HEV 0131 Early Childhood Professional Certificate (ECPC) Module 2	40
HEV 0132 Early Childhood Professional Certificate (ECPC) Module 3	40
HEV 0999 ECPC/FCCPC Practical Experience	480
<b>Total Program Hours</b>	<b>600</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=34](http://www.palmbeachstate.edu/x3223.xml?id=34)

## School Age Professional Certificate PSAV 5373

#### Program Website

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

#### Program Description

The Department of Education School Age Professional Certificate (SAPC) program prepares the student who works with children 5 years and up (through grade 12) in a licensed afterschool program.

The student must successfully complete the 40-Hour introductory certification training (Part 1- School Age Program Certification & Part 2-Foundations of Advancing Youth Development (AYD) Principles); 80 hours of formal instruction in the six competency goals of SAPC coursework, document 480 hours of work experience in an afterschool program, formal interview, professional resource file/portfolio and complete all other Palm Beach State requirements.

Upon completion of the program the student will be awarded a Department of Education School Age Professional Certificate.

Students can complete Group A under the School Age Professional Certificate and fulfill the child care training required by the Florida Department of Children and Families for afterschool providers working with children and youths ages 5 years old and up in a licensed child care facility.

#### 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.palmbeachstate.edu/transfer.xml](http://www.palmbeachstate.edu/transfer.xml).

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

School Age Professional Certificate Admission Prerequisites:

- 40-Hour School Age Certification Part I & Part II (AYD) Training Program or 40-Hour Child Care Training (Preschool) including the 10-Hour DAP in School-Age
- 10-Hour DAP in School-Age (if not included in original 40-hour certification)
- Employed in a licensed child care setting or afterschool program caring for school-age children 5-12 years old
- Must be at least 18 years of age
- Mastery of the English language
- Must have a high school diploma or GED equivalent

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

#### For those students wishing to complete Group A only, Admission Requirements are:

- Students must complete College Application ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)). No high school diploma (or equivalent) is required for these courses.
- Follow this additional step if registering for PART 1-School Age Child Care Certification:

After registering and paying the applicable tuition fee students must ALSO register for the class on the Department of Children and Families web site: [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training). For additional information regarding scheduling your child care exam visit [www.palmbeachstate.edu/childcare.xml](http://www.palmbeachstate.edu/childcare.xml) (select Child Care Exam).

#### Completion Requirements

Students must successfully pass both SAPC modules with a passing grade of A, B, or C and complete all additional requirements for each of the modules in order to be eligible to continue in the program. Once the student has successfully passed each module, a Department of Education School Age Professional Certificate (SAPC) will be awarded.

#### Completion Requirements for those students wishing to complete Group A courses only:

- Students are required to successfully pass with a score of 70 percent or better the state mandated competency tests for Part 1 School Age Child Care. For all information related

to the DCF competency exam required for child care certification visit [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training) or [www.palmbeachstate.edu/childcare.xml](http://www.palmbeachstate.edu/childcare.xml) (select Child Care Exam).

- Students are required to successfully pass with a score of 70 percent or better the exam for Part 2 Foundations of Advancing Youth Development (AYD) administered the last class session.
- Certification will be awarded to work in a licensed after-school program to those students passing the required exam for both Part I & II classes.

#### Program Length

Total program hours: 120.

#### Location

The program is offered at all Palm Beach State campuses.

REQUIRED COURSES	CLOCK HOURS
<b>Group A</b>	
(Both courses must be completed for DCF Certification)	
HEV 0803 Part 1 – School Age Program Certification	28
HEV 0804 Part 2 – Foundations of Advancing Youth Development (AYD)Principles	12
<b>Group A Total</b>	<b>40</b>
<b>Group B</b>	
(Both courses must be completed for SAPC Certification)	
HEV 0194 School Age Professional Certificate Mod 1	40
HEV 0195 School Age Professional Certificate Mod 2	40
<b>Group B Total</b>	<b>80</b>
<b>Program Hours</b>	<b>120</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=36](http://www.palmbeachstate.edu/x3223.xml?id=36)

## Child Care Center Management CCC 6366

#### Program Website

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

#### Program Description

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

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

#### Employment Opportunities

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

#### 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

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Palm Beach State offers the coursework required for the foundational and advanced level credential; however, students must submit their application and additional documentation to the Florida Children's Forum for review and issuance of the Director Credential. Questions on the Florida Director Credential requirements should be directed to the Department of Children and Families at (888) 352-2842.

#### Completion Requirements

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

#### Program Length

Total program credits: 12.

#### Location

The program is offered at the Lake Worth campus.

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

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=37](http://www.palmbeachstate.edu/x3223.xml?id=37)

## Educational Assisting CCC 6370

#### Program Website

[www.palmbeachstate.edu/TeacherEd.xml](http://www.palmbeachstate.edu/TeacherEd.xml)

#### Program Description

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

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

#### Employment Opportunities

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

#### Career Path Notes

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

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

**Completion Requirements**

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

**Program Length**

Total program credits: 15.

**Location**

The program is offered at all Palm Beach State campuses.

**REQUIRED COURSES****CREDITS**

DEP 2102	Child Growth & Development	
-or-		
EDP 2002	Introduction to Educational Psychology	3
EDF 1030	Behavior Management in the Classroom	3
EDF 2005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3

**Total Program Credits** **15**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=38](http://www.palmbeachstate.edu/x3223.xml?id=38)

## High/Scope Preschool Approach Curriculum

CCC 6388

**Program Website**

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

**Program Description**

This college credit certificate (CCC) provides the students with the knowledge and skills to implement the High/Scope curriculum approach for preschoolers.

The 12-credit High Scope CCC provides an overview of the High Scope approach in early childhood and coursework in High Scope curriculum including language and literacy, math and science, adult/child interaction and learning environments.

**Employment Opportunities**

The High Scope CCC prepares students to work in developmentally-appropriate curriculums including High/Scope and Creative Curriculum.

**Career Path Notes**

These 12 credits can be applied to the A.S. degree in Early Childhood Education with a specialization in High Scope.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

**Completion Requirements**

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

**Program Length**

The High Scope CCC is a one-year program.

**Location**

The program is offered at the Lake Worth campus.

**REQUIRED COURSES****CREDITS**

EEC1309	Introduction to High/Scope	3
EEC1220	Curriculum: High/Scope Approach in Language and Literacy	3
EEC1221	Curriculum: High/Scope Approach in Logical Reasoning Skills	3
EEC1222	Curriculum: Adult/Child Interaction to Extend Learning	3

**Total Program Credits** **12**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=39](http://www.palmbeachstate.edu/x3223.xml?id=39)

## Infant/Toddler CCC 6367

**Program Website**

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

**Program Description**

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

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

**Employment Opportunities**

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

**Career Path Notes**

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

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

**Completion Requirements**

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

**Program Length**

Total program credits: 12.

**Location**

The program is offered at the Lake Worth campus.

**REQUIRED COURSES****CREDITS**

EEC 1001	Introduction to Early Childhood Education	3
EEC 1522	Infant/Toddler Environments	3
EEC 2201	Developing Curriculum for Infants and Toddlers	3
EEC 2407	Social-Emotional Growth and Socialization in Infants and Toddlers	3

**Total Program Credits** **12**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=40](http://www.palmbeachstate.edu/x3223.xml?id=40)

# Montessori Preschool Curriculum Specialization

CCC 6389

**NOTE: THIS PROGRAM IS SUSPENDED AND NO LONGER ACCEPTING NEW STUDENTS.**

#### Program Website

[www.palmbeachstate.edu/Montessori.xml](http://www.palmbeachstate.edu/Montessori.xml)

#### Program Description

The Montessori college credit certificate (CCC) provides the foundation in educational theory and practice for those who wish to work in a Montessori early childhood environment. The Montessori CCC consists of 29 college credits of Montessori coursework which includes Montessori philosophy, practical life, sensorial, language, math, science, history and geography, fine arts and movement, interpersonal communication and leadership.

#### Employment Opportunities

The Montessori CCC prepares the student to work in a Montessori early childhood environment in the private sector or as an assistant in the public sector. In order to teach in a Montessori early childhood classroom in a public school, the student must also hold a Professional Teaching Certificate.

#### Career Path Notes

The 29 credits in the Montessori CCC will articulate to the Montessori Track in Early Childhood Education A.S. degree. Students who complete the Montessori CCC are eligible for national Montessori certification through The American Montessori Society (AMS).

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

The Montessori CCC is a two-year program.

#### Location

The program is offered at the Lake Worth campus.

#### REQUIRED COURSES

#### CREDITS

CHD 1220	Child Development, Infancy/Preschool	3
EEC 1006	Montessori Philosophy	3
EEC 1010	Montessori Sciences	1
EEC 2230	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 2531	Montessori Observation and Overview 1	1
EEC 2533	Montessori Observation and Overview 2	1
EEC 2530	Montessori Curriculum 1	5
EEC 2532	Montessori Curriculum 2	5
EEC 2940	Montessori Teaching Practicum I	3
EEC 2941	Montessori Teaching Practicum II	3

**Total Program Credits**

**29**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=41](http://www.palmbeachstate.edu/x3223.xml?id=41)

# Pre-School CCC 6368

#### Program Website

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

#### Program Description

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

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

#### Employment Opportunities

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

#### Career Path Notes

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

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

Total program credits: 12.

#### Location

The program is offered at all Palm Beach State campuses.

#### REQUIRED COURSES

#### CREDITS

EEC 1001	Introduction to Early Childhood Education	
-or-		
EEC 1309	Introduction to High/Scope	3
EEC 1300	Early Childhood Language Arts	3
EEC 1311	Early Childhood Science, Social Studies, & Math	3
EEC 1312	Early Childhood Fine Arts & Movement	3

#### Total Program Credits

**12**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=42](http://www.palmbeachstate.edu/x3223.xml?id=42)

# School Age CCC 6365

#### Program Website

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

#### Program Description

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).

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

#### 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.

**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.

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

**Completion Requirements**

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

**Program Length**

Total program credits: 12.

**Location**

The program is offered at all Palm Beach State campuses.

**REQUIRED COURSES****CREDITS**

EDF 2005	Introduction to the Teaching Profession	3
EME 2040	Introduction to Technology for Educators	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 a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=43](http://www.palmbeachstate.edu/x3223.xml?id=43)

## Human Services CCC 6361

**Program Website**

[www.palmbeachstate.edu/HumanServices.xml](http://www.palmbeachstate.edu/HumanServices.xml)

**Program Description**

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

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

**Employment Opportunities**

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

**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.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

**Completion Requirements**

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

**Program Length**

Approximate program length: 18 months.

**Location**

The program is offered at the Lake Worth campus.

**REQUIRED COURSES****CREDITS**

HUS 1001	Introduction to Human Services	3
GEY 2000	Gerontology	
-or-		
HUS 1424	Counseling the Chemically Dependent Person	3
SYG 2361	Death and Dying	3
SYG 2430	Marriage & Family	3
PSY 2012	General Psychology	3
HUS 1302	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
HUS 1850	Field Work in Human Services 1	3
HUS 1850L	Field Work in Human Services 1 Internship	3

**Total Program Credits****27**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=43](http://www.palmbeachstate.edu/x3223.xml?id=43)

## Youth Development CCC 6387

**Program Website**

[www.palmbeachstate.edu/HumanServices.xml](http://www.palmbeachstate.edu/HumanServices.xml)

**Program Description**

This college credit certificate program is designed to be the first educational step to a professional career in Human Services with emphasis in youth services or other positions that are a part of the social services delivery.

This program will focus on broad introductory principles of human services specific to best practices and techniques in youth development. Course work will prepare students to function as youth workers using a youth development approach in community-based, residential, group home and other youth environments. The program examines established quality standards and best practices and their practical application in youth programming.

**Employment Opportunities**

Upon completion of this program, you may seek employment in social service agencies, government and community agencies, group homes, afterschool programs and educational settings. Some job titles include: outreach worker, recreation worker, youth program assistant, family support worker, job coach, residential worker and team/group facilitator.

**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.

**Admission Requirements**

High school diploma (or equivalent) and College Application

submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

Approximate program length: 18 months.

#### Location

The program is offered at the Lake Worth campus.

#### REQUIRED COURSES

#### CREDITS

HUS 1001	Introduction to Human Services	3
HUS 1203	Principles of Group Facilitation	3
HUS 1640	Principles of Youth Work	3
HUS 1620	Principles and Best Practices in Afterschool Programs	3
EDF 1030	Behavior Management in the Classroom	3
DEP 2004	Human Growth and Development	3
PSY 2012	General Psychology	3
SYG 2010	American Social Problems	3
HUS 1850	Fieldwork in Human Services 1	3
HUS 1850L	Fieldwork in Human Services 1 Internship	3
<b>Total Program Credits</b>		<b>30</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=137](http://www.palmbeachstate.edu/x3223.xml?id=137)

## Early Childhood Education AS

#### Program Website

[www.palmbeachstate.edu/Childcare.xml](http://www.palmbeachstate.edu/Childcare.xml)

#### Program Description

This degree program provides the student with a thorough background in all aspects of child development while expanding classroom knowledge into practical hands-on teaching experience. This program is intended to provide students with the training and information they need to pursue a career working with infants through school age children.

#### Employment Opportunities

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

#### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

In addition, the Early Childhood Education A.S. degree will articulate to Florida Atlantic University's Bachelor in Early Childhood Education (BECE) degree and to Lynn University's Bachelor of Science in Elementary Education Grade K-6 plus Pre-K/Primary (Age 3 to Grade 3).

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

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

#### Location

The program is offered at the Lake Worth campus.

## EARLY CHILDHOOD EDUCATION CONCENTRATION AS 2358

GENERAL EDUCATION REQUIREMENTS	CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.	
ARH 1000 Art Appreciation	
-or-	
Any course from Humanities - Area II	3
ENC 1101 College Composition 1	3
ESC 1000 Earth Science	
-or-	
Any course from Natural Sciences - Area IV	3
PSY 2012 General Psychology	3
SPC 1017 Fundamentals of Speech Communication	3
<b>Total Required General Education Credits</b>	<b>15</b>

REQUIRED COURSES	CREDITS
CHD 1220 Child Development Infancy/Preschool	3
DEP 2102 Child Growth and Development	3
EDF 2085 Introduction to Diversity for Educators	3
EDG 1314 Education Practicum 1	3
EDF 1030 Behavior Management in the Classroom	3
EEC 1601 Observation and Assessment in Early Childhood	3
EEC 2271 Teaching Children with Special Needs	3
EEC 2710 Conflict Resolution in Early Childhood	3
EEC 2734 Health, Safety, and Nutrition for the Young Child	3
ENC 1102 College Composition 2*	3
MAT1033 Intermediate Algebra**	3
MUL 1010 Music Appreciation	3

\*EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.

\*\*(Or higher. Students planning to transfer to a university should see an advisor.)

**Total Required Course Credits** **36**

#### REQUIRED COLLEGE CREDIT CERTIFICATE (CCC) COURSES

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

CHILD CARE CENTER MANAGEMENT CCC 6366	(12)
EEC1523; EEC2002; EEC2202; EEC2521	
<b>HIGH SCOPE CCC 6388</b>	<b>(12)</b>
EEC1309; EEC1220; EEC1221; EEC1222	
<b>INFANT/TODDLER CCC 6367</b>	<b>(12)</b>
EEC1001; EEC1522; EEC2201; EEC2407	
<b>PRE-SCHOOL CCC6368</b>	<b>(12)</b>
EEC1001 OR EEC1309; EEC1300; EEC1311; EEC1312	

**Total Program Credits** **63**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=45](http://www.palmbeachstate.edu/x3223.xml?id=45)

**MONTESSORI CONCENTRATION AS 2349**

**NOTE: THIS PROGRAM IS SUSPENDED AND NO LONGER ACCEPTING NEW STUDENTS.**

**GENERAL EDUCATION REQUIREMENTS****CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ARH 1000 Art Appreciation

-or-

Any course from Humanities - Area II

3

ENC 1101 College Composition 1

3

ESC 1000 Earth Science

-or-

Any course from Natural Sciences - Area IV

3

PSY 2012 General Psychology

3

SPC 1017 Fundamentals of Speech Communication

3

**Total Required General Education Credits**

**15**

**REQUIRED COURSES**

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

ENC 1102 College Composition 2\*

3

MAT 1033 Intermediate Algebra\*\*

\*EDG1315 Practicum II may be taken instead of ENC1102 only by students not planning to transfer to a university.

\*\*(Or higher. Students planning to transfer to a university should see an advisor.)

**Total Required Course Credits**

**19**

**REQUIRED MONTESSORI CONCENTRATION COURSES**

CHD 1220 Child Development Infancy/Preschool

3

EEC 1006 Montessori Philosophy

3

EEC 1010 Montessori Sciences

1

EEC 2230 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 2531 Montessori Observation and Overview 1

1

EEC 2533 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 Concentration Credits**

**29**

**Total Program Credits**

**63**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=46](http://www.palmbeachstate.edu/x3223.xml?id=46)

**Educational Assisting AS 2369****Program Website**

[www.palmbeachstate.edu/TeacherEd.xml](http://www.palmbeachstate.edu/TeacherEd.xml)

**Program Description**

This degree program provides the foundation in educational theory and practice within content areas for work in an educational assisting position.

This program provides a background in child development within the realm of education and expands this knowledge through application of required technical and content area skills needed in educational assisting. Instructional support staff such as paraprofessionals who graduate from this program are considered "highly qualified" according to the federal No Child Left Behind (NCLB) Act.

**Employment Opportunities**

The Educational Assisting A.S. degree program prepares the student to work in an educational assisting position (i.e., paraprofessional, substitute teacher and other instructional support) in the K-12 classroom.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, visit [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

**Completion Requirements**

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

**Program Length**

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

**Location**

The program is offered on the Lake Worth campus.

**GENERAL EDUCATION REQUIREMENTS****CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ARH 1000 Art Appreciation

-or-

MUL 1010 Music Appreciation

-or-

THE 1000 Theater Appreciation

3

ENC 1101 College Composition 1

3

HSC 2100 Health Concepts & Strategies

3

ESC 1000 Earth Science

-or-

Any course from Natural Science – Area IV

3

PSY 2012 General Psychology

3

SPC 1017 Fundamentals of Speech Communication

3

Any Literature course from Humanities – Area II	3
AMH 2010 United States History to 1865	3
BSC 1005 Concepts of Biology	
-or-	
Any course from Natural Science – Area IV	3
<b>Total General Education Credits</b>	<b>27</b>
<b>REQUIRED COURSES</b>	
CGS 1100 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 Introduction to the Teaching Profession	3
EDF 2085 Introduction to Diversity for Educators	3
EME 2040 Introduction to Technology for Educators	3
MTB 1103 Business Mathematics	
-or-	
MAT 1033 Intermediate Algebra	
-or-	
Any course from Mathematics – Area III	3
SLS 1501 Strategies for College Success	3
SYG 2010 American Social Problems	
-or-	
SYG 2430 Marriage and Family	3
<b>Total Required Course Credits</b>	<b>27</b>
<b>ELECTIVES - Choose 9 credits</b>	
CHD 1220 Child Development, Infancy/Preschool	3
EEC 1003 Introduction to School Age Child	3
EEC 1603 Positive Guidance and Behavior Management in School Age Child Care	3
EEC 2271 Teaching Children with Special Needs	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
MGF 1106 Liberal Arts Mathematics or any course from the Area III	3
PHI 1010 Introduction to Philosophy	3
PHI 1600 Ethics	3
SPC 2608 Public Speaking	3
<b>Total Required Elective Credits</b>	<b>9</b>
<b>Total Program Credits</b>	<b>63</b>

\* Students who earned a CDA after 2001 at Palm Beach State may qualify to receive college credit toward this A.S. degree and should see an advisor.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=50](http://www.palmbeachstate.edu/x3223.xml?id=50)

## Human Services AAS/AS

### Program Website

[www.palmbeachstate.edu/HumanServices.xml](http://www.palmbeachstate.edu/HumanServices.xml)

### Program Description

This degree program is designed with two concentrations: traditional human services or youth development. The traditional human services concentration will prepare the student for an entry-level position as a human services specialist in areas such as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, the elderly, socially and economically handicapped, mentally or emotionally handicapped and others. The youth development concentration will prepare the student for an entry level position as a youth worker in areas such as recreation programs, youth counselor, social and human services assistant, child, family and school social work, social and community service program directors and other youth service occupations in community –based, residential, group home and other youth work environments. Based on the concentration selected course content may include psychological theories, group dynamics, counseling and interviewing, youth development principles, after school programming best practices and supervised clinical fieldwork experiences.

### Employment Opportunities

Employment opportunities include positions in social service agencies, government and community agencies, drug and alcohol rehabilitation treatment facilities, group homes, nursing homes, and community-based or school-based after school programs, youth advocacy agencies and educational settings. Some job titles include: outreach worker, youth program assistant, mental health technician, family support worker, addictions counselor, job coach, behavioral technician, habilitation coach, residential worker, youth worker, recreation worker, youth counselor, and team/group facilitator.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

## HUMAN SERVICES-GENERAL CONCENTRATION AAS A353/AS 2345

### GENERAL EDUCATION REQUIREMENTS CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

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 (A.A.S. students)	(3)
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Natural Sciences - Area IV		3
<b>Total Required General Education Credits</b>		<b>18</b>

### REQUIRED COURSES

CLP 2001	Personality Development and Adjustment	3
DEP 2004	Human Growth and Development	3
ENC 1102	College Composition 2	3
HUS 1001	Introduction to Human Services	3
HUS 1302	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
GEY 2000	Gerontology	
-or-		
HUS 1424	Counseling the Chemically Dependent Person	3
HSC 2100	Health Concepts & Strategies	3
HUS 1850	Field Work in Human Services 1	3
HUS 1850L	Field Work in Human Services 1 Internship	3
HUS 2308	Psychotherapy: Theory & 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
<b>Total Required Course Credits</b>		<b>47</b>
<b>Total Program Credits</b>		<b>65</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=7](http://www.palmbeachstate.edu/x3223.xml?id=7)

## HUMAN SERVICES – YOUTH DEVELOPMENT CONCENTRATION AAS A378/AS2374

### GENERAL EDUCATION REQUIREMENTS CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

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 (A.A.S. students)	(3)
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Natural Sciences - Area IV		3
<b>Total Required General Education Credits</b>		<b>18</b>

### REQUIRED COURSES

EDF 1030	Behavior Management in the Classroom*	3
DEP 2004	Human Growth and Development	3
ENC 1102	College Composition 2	3
HUS 1001	Introduction to Human Services	3
HUS 1620	Principles and Best Practices in Afterschool Programs*	3
HUS 1203	Principles of Group Facilitation*	3
HUS 1640	Principles of Youth Work*	3
HSC 2100	Health Concepts & Strategies	3
HUS 1850	Field Work in Human Services 1	3
HUS 1850L	Field Work in Human Services 1 Internship	3
HUS 2308	Psychotherapy: Theory & Practice	3
HUS 2851	Field Work in Human Services 2	2
HUS 2851L	Field Work in Human Services 2 Internship	3
SYG 2000	Introduction to Sociology	3
SYG 2361	Death and Dying*	
-or-		
SYG 2430	Marriage & Family	3
SYG 2010	American Social Problems*	3
<b>Total Required Course Credits</b>		<b>47</b>
<b>Total Program Credits</b>		<b>65</b>

\*Those Human Services A.S. students who plan to transfer to a Human Services B.S. or Social Work B.S.W. must take the Human Services-General A.A.S./A.S. Concentration.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=131](http://www.palmbeachstate.edu/x3223.xml?id=131)

## Child Care

### CCE

Palm Beach State offers a variety of early care and education courses in continuing education designed to enhance the knowledge, skills and professional development of those working in the child care field.

Areas of focus for the continuing education courses include VPK performance standards, early literacy, preschool curriculum, infant/toddler curriculum, afterschool and leadership. Students seeking more specialized training can attend one of the continuing education series offered on a yearly basis, including:

- Trainer Approval Series
- Director Training Series
- Preschool Curriculum Series
- Infant/Toddler Curriculum Series

Many of the continuing education course content areas meet the criteria to fulfill one of the requirements for renewal of certifications, such as, FCCPC, ECPC or Director Credential.

## Human Services

### CCE

#### CERTIFIED ADDICTION PROFESSIONAL (CAP)

Palm Beach State offers coursework that leads to the Certified Addiction Professional certificate issued by Florida Certification Board. Certified Addiction Professional is viewed as the title for the addiction treatment professional primarily involved in providing direct treatment services in addictions. Please visit [www.palmbeachstate.edu/CCE.xml](http://www.palmbeachstate.edu/CCE.xml) for more information.

## Teacher Certification Program F225

#### Program Website

[www.palmbeachstate.edu/TeacherEd.xml](http://www.palmbeachstate.edu/TeacherEd.xml)

#### Program Description

This institutional credit program is designed for professionals with non-education bachelor's degrees to help them transition into teaching careers through competency-based coursework, portfolios, and field observation.

This teacher certification program consists of seven required classroom courses and two required field experience courses. The required courses provide the student with a baseline of knowledge in educational theory, effective teaching strategies, classroom management and instructional technology.

This program also offers elective courses to further enhance skills in the teaching of reading.

#### Employment Opportunities

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

#### Career Path Notes

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

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### 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 College and program applications and be interviewed by the program manager.

#### Completion Requirements

Students must complete all the coursework with a 2.5 GPA or higher, complete a portfolio, demonstrate teaching skills, and pass the state Professional Educator's Exam. For state certification, students must also pass the FTCE General Knowledge Test and Subject Area Exam.

#### Program Length

Approximate program length: one year.

#### Location

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

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	Foundations of Research-Based Practices In Reading	3
EPI 0020	Professional Foundations	2
EPI 0030	Diversity in the Classroom	2
EPI 0940	Field Experience 1	1
EPI 0945	Field Experience 2	1

**Total Program Institutional Credit Hours**

**21**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=51](http://www.palmbeachstate.edu/x3223.xml?id=51)

# Computer Science and Information Technology

## CCC

**Cisco CCNA**  
**Information Management**  
**Programming**  
**Web Development Specialist**

## AAS/AS

**Computer Programming**  
**Internet Services Technology**  
**Networking Administrator**

## ATC

**Computer Information Security**

## CCE (Corporate & Continuing Education)

**Computer Science**

## Cisco CCNA CCC 6135

### Program Website

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

### Program Description

This college credit certificate consists of four modules. The program is designed to teach students the skills necessary to design, build, and maintain small to medium-sized networks. The knowledge gained will allow networking for the Small Office, Home Office (SOHO) market and the ability to work in small businesses or organizations with networks of fewer than 100 nodes.

Based on the Cisco Networking Academy materials, this CCC has courses in networking, network terminology and protocols, network standards, local-area networks, wide area networks, Open System Interconnection models, cabling, cabling tools, Cisco routers, router programming, Cisco switches, and configuring switches. This course covers the competencies for the Cisco CCNA certification.

### Employment Opportunities

Employment opportunities include network administration and networking infrastructure support.

### 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.

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

Approximate program length: nine months.

### Location

The program is offered at the Lake Worth Campus.

REQUIRED COURSES	CREDITS
CTS 1650 Cisco 1 (Networking Essentials)	3
CTS 2651 Cisco 2 (Router Technology)	3
CTS 2652 Cisco 3 (Advanced Router Technology)	3
CTS 2653 Cisco 4 (Project Based Learning)	3
<b>Total Program Credits</b>	<b>12</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=52](http://www.palmbeachstate.edu/x3223.xml?id=52)

# Information Management

CCC 6136

## Program Website

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

## Program Description

This college credit certificate program prepares individuals to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program. This certificate covers the core competencies for networking, but does not contain General Education requirements.

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP and MCSA.

## Employment Opportunities

Employment opportunities include information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

## 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.

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Approximate program length: one year.

## Location

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

## REQUIRED COURSES

## CREDITS

CTS 2334	Local Area Networks	3
CTS 2320	Wide Area Networks	3
CNT 2700	TCP/IP and Network Administration	3
CNT 2000	Network Technologies	3
CTS 1110	Microcomputer Operating Systems	3
CGS 1100	Microcomputer Applications	3
CTS 1150	Computer Maintenance and Repair	3
COP 1002	Introduction to Programming Logic	3
CTS 2301	UNIX Installation and Administration using Linux	3
CNT 2402	Implementing and Administering Network Security	3

**Total Program Credits**

**30**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=53](http://www.palmbeachstate.edu/x3223.xml?id=53)

# Programming CCC 6137

## Program Website

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

## Program Description

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.

Course content includes computer programming concepts, programming languages and software project management.

This certificate covers the core competencies for programming but does not contain General Education requirements.

## Employment Opportunities

This program prepares students for employment as entry level programmers, programmer specialists or computer programmers.

## 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.

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Approximate program length: 18 months.

## Location

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

## REQUIRED COURSES

## CREDITS

CGS 1100	Microcomputer Applications	3
COP 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
CNT 2000	Network Technologies	3
CTS 2301	Unix Installation and Administration Using Linux	3

**Total Required Course Credits**

**21**

## PROGRAMMING LANGUAGES – Choose 12 credits

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 a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=54](http://www.palmbeachstate.edu/x3223.xml?id=54)

# Web Development Specialist CCC 6138

## Program Website

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

## Program Description

This college credit certificate prepares students to work in Internet and Intranet environments. The student will learn how to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security, and manage Intranet and Web-based resources.

Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client side scripting and network security. This certificate covers the core competencies for Web development, but does not contain General Education requirements.

## Employment Opportunities

This program prepares students for employment as Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects.

## 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.

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Approximate program length: one year.

## Location

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

## REQUIRED COURSES

## CREDITS

COP 1002	Introduction to Programming Logic	3
CNT 2000	Network Technologies	3
CGS 1100	Microcomputer Applications	3
CGS 2555	Introduction to the Internet	3
COP 2840	Server-side Programming	3
COP 2831	Advanced Web Page Applications (XML and JavaScript)	3
CGS 2801	Advanced Web Page Media	3
CNT 2402	Implementing and Administering Network Security	3
COP 2822	Web Page Design	3
CGS 2802	Web Site Administration	3
CGS 1800	Introduction to Web Site Development	3
CGS 1561	Inside the PC	1
OST 1831	Microsoft Windows	1

**Total Program Credits**

**35**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=55](http://www.palmbeachstate.edu/x3223.xml?id=55)

# Computer Programming

AAS A133 / AS 2126

## Program Website

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

## Program Description

This degree program prepares students to analyze business situations and to design, develop, and write computer programs. Individuals learn to store, locate and retrieve specific documents, data and information, analyze problems using logic/analysis tools, and write code in several computer languages. They also learn how to test, monitor, debug, document and maintain computer programs.

Computer programming course content includes computer programming concepts, programming languages and software project management.

## Employment Opportunities

The purpose of this program is to prepare students for employment as entry-level programmers, programmer specialists or computer programmers.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science programs in Information Management or Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

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

## GENERAL EDUCATION REQUIREMENTS

## CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Technical 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 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3

**Total Required General Education Credits**

**18**

**REQUIRED COURSES**

CGS 1100	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
CNT 2000	Network Technologies	3
CTS 2301	Unix Installation and Administration Using Linux	3
<b>Total Required Course Credits</b>	<b>21</b>	

**PROGRAMMING LANGUAGES – CHOOSE 15 CREDITS**

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
<b>Total Programming Languages Credits</b>	<b>15</b>	

**BUSINESS/COMPUTER ELECTIVES - 9 credits required**

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB \*

<b>Total Business/Computer Elective Credits</b>	<b>9</b>
<b>Total Program Credits</b>	<b>63</b>

\* A course cannot be used more than once in the program.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=56](http://www.palmbeachstate.edu/x3223.xml?id=56)

## Internet Services Technology AAS A121 / AS 2122

**Program Website**

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

**Program Description**

This degree program teaches students to install and configure Web servers (Linux Apache and Microsoft IIS), write client and server-side scripts, design Web pages, implement Web site security and manage Intranet and Web-based resources.

Course content includes computer programming concepts, Web design languages, computer programming, Web page design, server-side and client side scripting, and network security.

**Employment Opportunities**

Employment opportunities include Internet/Intranet administrators, Web site administrators, Internet/Intranet developers, Web site developers, Webmasters, Internet support specialists, Web page designers, Web managers, or Web architects. The content prepares individuals to work in Internet and Intranet environments.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science programs in Information Management or Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml). In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

**Completion Requirements**

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

**Program Length**

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

**Location**

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

**GENERAL EDUCATION REQUIREMENTS CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Technical Communications (A.A.S. students)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or any course from the Area III) (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science-Area V		3
<b>Total Required General Education Credits</b>	<b>18</b>	

**REQUIRED COURSES**

CNT 2000	Network Technologies	3
CGS 1561	Inside the PC	1
CGS 1100	Microcomputer Applications	3
CGS 2555	Introduction to the Internet	3
CGS 1800	Introduction to Web Site Development	3
CGS 2802	Web Site Administration	3
CIS 2321	Systems and Applications	3
CNT 2402	Implementing and Administering Network Security	3
COP 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
<b>Total Required Course Credits</b>	<b>41</b>	

**BUSINESS/COMPUTER/ART ELECTIVES - 4 credits required**

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, GEB, ART, or GRA \*

<b>Total Business/Computer Elective Credits</b>	<b>4</b>
<b>Total Program Credits</b>	<b>63</b>

\*A course cannot be used more than once in the program.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=57](http://www.palmbeachstate.edu/x3223.xml?id=57)

# Networking Administrator

AAS A131 / AS 2123

## Program Website

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

## Program Description

This degree prepares students to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Course content includes computer hardware concepts, networking terminology, Microsoft Windows Server and Active Directory implementation and administration, Linux implementation and administration, and network security. These courses cover competencies for several certifications: A+, Network+, MCP, and MCSA.

## Employment Opportunities

This program prepares students for employment as information technology specialists, network technicians, network specialists, network managers, network systems analysts, network systems technicians, network support specialists, network administrators, network troubleshooters, help desk specialists, LAN/WAN managers, or systems administrators.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science programs in Information Management or Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

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

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Technical Communications (A.A.S. students)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (or any course from the Area III) (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
<b>Total Required General Education Credits</b>		<b>18</b>

## REQUIRED COURSES

CTS 2334	Local Area Networks	3
CTS 2320	Wide Area Networks	3
CNT 2700	TCP/IP and Network Administration	3
CNT 2000	Network Technologies	3
CTS 1110	Microcomputer Operating Systems	3
CGS 1100	Microcomputer Applications	3
CTS 1150	Computer Maintenance and Repair	3
CIS 2321	Systems and Applications	3
CNT 2402	Implementing and Administering Network Security	3
COP 1002	Introduction to Programming Logic	3
CTS 2301	UNIX Installation and Administration using Linux	3
<b>Total Required Course Credits</b>		<b>33</b>

## BUSINESS/COMPUTER ELECTIVES - 12 CREDITS REQUIRED

Any courses with the prefix CEN, CIS, CGS, COP, CTS, ACG, APA, ECO, or GEB \*

<b>Total Business/Computer Elective Credits</b>	<b>12</b>
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<b>Total Program Credits</b>	<b>63</b>
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\* A course cannot be used more than once in the program.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=58](http://www.palmbeachstate.edu/x3223.xml?id=58)

## Computer Information Security ATC 4139

**Program Website**

[www.palmbeachstate.edu/ComputerScience.xml](http://www.palmbeachstate.edu/ComputerScience.xml)

**Program Description**

This advanced technical certificate program focuses on the critical need for security policies, implementation techniques, intrusion detection and prevention, vulnerabilities, encryption, authentication, compromised networks, and different tools to address these topics.

Students will learn to recognize computer attacks, identify intrusion methods, prevent network attacks, respond to computer attacks and use security tools.

**Employment Opportunities**

Upon completion of this program, you may seek employment as an information security technician, information security administrator, information security manager or chief information security officer based on the certificate and your previous work experience and degrees.

**Career Path Notes**

A course or courses from other Computer Science programs at Palm Beach State may transfer into this program.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

Students must have one of the following:

- An A.S. or A.A.S. degree or higher in Computer Science or a related field.
- An A.S. or A.A.S. degree or higher in an unrelated field with substantial work experience in a computer-related field.

**Completion Requirements**

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

**Program Length**

Total program credits: 10.

**Location**

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

REQUIRED COURSES	CREDITS
CNT 2401 Computer Network Security Policy Development	3
CNT 2407 Information Security Implementation and Standards	3
CNT 2404 Network Attacks and Introduction to TCP/IP Security	3
CNT 2405 Intrusion Detection Systems, Countermeasures and PKI	3
<b>Total Program Credits</b>	<b>12</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=132](http://www.palmbeachstate.edu/x3223.xml?id=132)

## Computer Science CCE

Palm Beach State offers a full line of continuing education classes in computers designed for both professionals and those interested in learning more about computers. Courses include computer basics, Photoshop, Microsoft Office, eBay, digital photography, Web page design and more. Please visit [www.palmbeachstate.edu/cceComputers.xml](http://www.palmbeachstate.edu/cceComputers.xml) for more information.

# Creative Arts and Communications

CCC

## Graphic Design Technology

MULTIMEDIA ARTS  
WEB DESIGN

## Motion Picture Post-Production Technology

AS/AAS

## Graphic Design Technology

## Interior Design Technology

## Motion Picture Production Technology

## Graphic Design Technology CCC

### Program Website

[www.palmbeachstate.edu/GraphicDesign.xml](http://www.palmbeachstate.edu/GraphicDesign.xml)

### Program Description

This college credit certificate program has two certificates that allow the student to focus on specific areas of Graphic Design Technology: Multimedia Arts or Web Design.

These certificates are valuable to the student who plans to enter the field, as well as the student who is already working in the industry and wishes to update his or her skills.

### 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

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

Total program credits: 24.

### Location

The program is offered on the Lake Worth campus.

## MULTIMEDIA ARTS CCC 6022\*

REQUIRED COURSES	CREDITS
ART 1201C Design Fundamentals	3
ART 1300C Drawing 1	3
GRA 2131C Multimedia Graphics	3
ART 1205C Color Design	3
PGY 1401C Introduction to Photography	3
GRA 2132C Multimedia Design	3
GRA 2160C Multimedia Animation	3
GRA 2136C Multimedia Video Editing	3
<b>Total Program Credits</b>	<b>24</b>

\* Those students going on to the AAS/AS degree would reduce their AS elective courses to 1 credit.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=60](http://www.palmbeachstate.edu/x3223.xml?id=60)

## WEB DESIGN CCC 6023\*\*

REQUIRED COURSES	CREDITS
ART 1201C Design Fundamentals	3
ART 1300C Drawing 1	3
GRA 2131C Multimedia Graphics	3
ART 1205C Color Design	3
GRA 2144C Graphic Web Design	3
GRA 2160C Multimedia Animation	3
GRA 2722C Dreamweaver	3
Graphic Design Elective (GRA, ART, PGY)	3
<b>Total Program Credits</b>	<b>24</b>

\*\* 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 a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=61](http://www.palmbeachstate.edu/x3223.xml?id=61)

# Motion Picture Post-Production Technology

CCC 6019

## Program Website

[www.palmbeachstate.edu/Film.xml](http://www.palmbeachstate.edu/Film.xml)

## Program Description

This college credit certificate program offers an introduction to area specific knowledge to enhance an existing career or introduce the students to possibilities within the film industry. All courses may be transferred into our A.S. degree. Students work cooperatively with students enrolled in concurrent courses to complete production projects outside of regular class meetings.

## Career Path Notes

Credits earned in this program will transfer directly into the Associate in Science (A.S.) degree in Motion Picture Production.

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Total program credits: 16. The certificate can be earned in two semesters.

## Location

The program is offered on the Lake Worth campus.

## REQUIRED COURSES

## CREDITS

FIL 2571C	Introduction to Editing	3
FIL 2537C	Introduction to Sound	3
FIL 2561C	Advanced Editing	3
FIL 2538C	Advanced Sound for Film	3
GRA2156C	Photoshop 1	3
FIL 2941	Motion Picture Production Internship 1	1
<b>Total Program Credits</b>	<b>16</b>	

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=144](http://www.palmbeachstate.edu/x3223.xml?id=144)

# Graphic Design Technology

AAS A018 / AS 2011

## Program Website

[www.palmbeachstate.edu/GraphicDesign.xml](http://www.palmbeachstate.edu/GraphicDesign.xml)

## Program Description

This degree program is designed to prepare the student to enter the graphic design field, especially as it relates to the printing industry.

Each student will develop a portfolio, crucial for employment, while enrolled in the program. Course content includes design fundamentals, Macintosh computer applications, typography, photography and color design.

## Employment Opportunities

Students who complete this program may find work as graphic designers, artists, Web page designers, illustrators, preflight administrator service providers, art directors, freelance designers, or junior designers.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

In addition, the Graphic Design program is approved for transfer to Florida Atlantic University's B.F.A. Graphic Design Program. Courses with an asterisk indicate transferability to FAU. For information on transfer agreements, visit [www.palmbeachstate.edu/transfer.xml](http://www.palmbeachstate.edu/transfer.xml).

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

**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.

## Completion Requirements

A grade of C or higher is required to advance in the program. All Macintosh computer courses must be taken within five years of graduation or must be repeated. For exceptions, see department chair. Students should be prepared to take day, evening and summer courses to complete their degree requirements.

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

## GENERAL EDUCATION REQUIREMENTS

## CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ARH 1000	Art Appreciation *	3
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Technical Communications (A.A.S. students)	3
Any course from Mathematics - Area III (MAC 1105 recommended)** (A.S. students)		3
MTB 1103	Business Mathematics (A.A.S. students)	3
SPC 1017	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 2121C	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 1301C Drawing 2	3
CGS 1030 PC Starter	1
COP 2822 Web Page Design (b)	3
GRA 2122C QuarkXPress 2	3
GRA 2131C Multimedia Graphics (a) (b)	3
GRA 2152C Illustrator 2	3
GRA 2160C Multimedia Animation (a) (b)	3
GRA 2722C Dreamweaver (b)	3
GRA 2144C Graphic Web Design (b)	3
GRA 2157C Photoshop 2	3
GRA 2940 Graphic Design Internship	3
GRA 2132C Multimedia Design (a)	3
GRA 2136C Multimedia Video Editing (a)	3
PGY 2801C Digital Photography 1	3
<b>Total Required Elective Credits</b>	<b>13</b>
<b>Total Program Credits</b>	<b>64</b>

(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 a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=59](http://www.palmbeachstate.edu/x3223.xml?id=59)

## Interior Design Technology

AS 2012

### Program Website

[www.palmbeachstate.edu/InteriorDesign.xml](http://www.palmbeachstate.edu/InteriorDesign.xml)

### Program Description

This degree program offers courses in interior design that focus on professional and technical knowledge, client needs, cost effectiveness, building systems, health, safety and environmental issues, as well as aesthetic principles essential to understanding space planning and the design process.

This program was established to meet the educational requirements set by the state of Florida Board of Architecture and Interior Design for interior design licensing. This program also meets all the qualifications for accreditation from the National Kitchen & Bath Association (NKBA).

### Employment Opportunities

An interior designer may be self-employed, or may work in areas such as hotel and restaurant chains, government agencies, and furniture and home stores.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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 take the National Council for Interior Design Qualification (NCIDQ) Examination.

A student graduating from the program will be eligible to sit for the NKBA Associate Kitchen & Bath Designer (AKBD) academic exam and earn the Associate Kitchen & Bath Designer (AKBD) appellation. Afterwards, a minimum of three years full-time residential kitchen/bath design experience is required to sit for the NKBA design exam and become a Certified Kitchen and/or Bathroom Designer (CKD/CBD).

### Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

Students must have a minimum 2.0 GPA in all major coursework. A grade of C or higher is required to advance in the program.

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

### GENERAL EDUCATION REQUIREMENTS

### CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ARH 1000 Art Appreciation  
-or-

Any course from Humanities - Area II 3

ENC 1101 College Composition 1 3

SPC 1017 Fundamentals of Speech Communication 3

PSY 2012 General Psychology 3

-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 1233C Design Studio 1 4

IND 1234C Design Studio 2 4

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 2202C Introduction to Kitchen and Bath Design 3

IND 2237C Design Studio 3 4

IND 2238C Design Studio 4 4

IND 2307C Interior Design Graphics 3

IND 2420 Materials, Estimating and Specifications 3

IND 2424C Technical Design 2 3

IND 2432C Interior Lighting 3

IND 2460C CAD for Interiors 1 3

IND 2505 Professional Practices 3

IND 2608C Sustainable Design 3

IND 2941 Interior Design Internship 2

IND 2463C CAD for Interiors 2 2

-or-

IND 2408C CAD Kitchen and Bath 3

IND 2203C Advanced Kitchen and Bath Design	3
<b>Total Required Course Credits</b>	<b>60</b>
<b>Total Program Credits</b>	<b>75</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=62](http://www.palmbeachstate.edu/x3223.xml?id=62)

## Motion Picture Production Technology AS 2822

**SEE ADDENDUM**

### Program Website

[www.palmbeachstate.edu/Film.xml](http://www.palmbeachstate.edu/Film.xml)

### Program Description

This degree program provides professional training in film production for students interested in a career in the film industry. The degree program prepares the student to work in a technical capacity in most key crew areas. In this program, students work alongside professionals using cutting edge equipment and technologies, while learning how to put together a film project from the ground up.

The program offers internship experiences in cooperation with the local/regional motion picture industry, and through student film production projects. The courses are offered on a block schedule that requires the student to enroll in three or more major courses each term. Course content includes motion picture production, cinematography, lighting, sound, editing and business concepts in the motion picture industries.

Students work cooperatively with those enrolled in concurrent courses to complete an extensive amount of production projects outside of regular class meetings. These projects follow the professional Hollywood model for production.

### Employment Opportunities

Organizations employing graduates include video and film production companies, government and educational agencies, motion pictures, commercial advertising studios and broadcast television stations.

Some entry-level positions include audio/sound technician, utility production assistant, set builder, video editor, non-linear editor, camera assistant, camera operator, production crew member and production assistant.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

### Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS	CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.	
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 1017 Fundamentals of Speech Communication	3
<b>Total Required General Education Credits</b>	<b>15</b>

### REQUIRED COURSES

FIL 2000 Film Appreciation	3
FIL 2480C Directing for Film	3
FIL 2100 Screenwriting	3
FIL 1461C Cinematography	3
FIL 2571C Introduction to Editing	3
FIL 2561C Advanced Editing	3
FIL 1518C Lighting and Grip	3
FIL 2537C Introduction to Sound	3
FIL 2538C Advanced Sound for Film	3
FIL1680C Film Producing & Production Management	3
FIL1456C Production Design	3
FIL2420C Motion Picture Production 1	3
FIL2432C Motion Picture Production 2	3
FIL 2941 Motion Picture Production Internship 1	1

<b>Total Required Course Credits</b>	<b>40</b>
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### ELECTIVES – Choose 9 credits

FIL2470C Advanced Cinematography	(3)
FIL2425CR Feature Film Production Projects	(3)
FIL2671C Feature Film Post-Production and Marketing	(3)
FIL2130 Advanced Screenwriting	(3)
FIL2910 Independent Project in Motion Picture and Television Production	(3)
FIL2031 Film History to the 1940s	(3)
FIL2032 Film History Since the 1940s	(3)
FIL1490C Acting for Film 1	(3)
FIL2491C Acting for Film 2	(3)
FIL2488C Directing for Actors	(3)
FIL2002 Introduction to Film Studies	(3)
FIL2930 Topics in Film Studies	(3)
FIL2952 Portfolio Preparation	(2)
MUC2301 Introduction to Electronic Music 1	(3)
MUM2600 Recording Techniques 1	(3)
MUM2600L Recording Techniques 1 Lab	(1)
TPP2100 Acting 1	(3)
TPA1200 Stagecraft 1	(3)
RTV1100C Writing for Broadcast and Documentary Production	(3)
RTV2333C Documentary Production	(4)
RTV2710 Freelance Producing for the Broadcast Industry	(3)
RTV1201C Videography	(3)

<b>Total Elective Course Credits</b>	<b>9</b>
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<b>Total Program Credits</b>	<b>64</b>
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For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=63](http://www.palmbeachstate.edu/x3223.xml?id=63)

# Health Care

## PSAV

Dental Assisting  
 Massage Therapy  
 Medical Assisting  
 Patient Care Assistant  
 Practical Nursing  
 Surgical Technology

## ATD

Medical Transcription  
 Medical Transcription (Credit)

## CCC

Medical Information Coder/Biller  
 Sonography

## AAS/AS

Dental Hygiene  
 Health Information Management  
 Nursing  
 Radiography  
 Respiratory Care  
 Sonography

## ATC

Computed Tomography  
 Magnetic Resonance Imaging

## CCE (Corporate & Continuing Education)

### Health Care

## Dental Assisting PSAV 5155

LIMITED ACCESS

**Program Website**  
[www.palmbeachstate.edu/DentalHealth.xml](http://www.palmbeachstate.edu/DentalHealth.xml)

### Program Description

This 10- month program begins in the fall term of each year and is structured as a daytime program only. Nineteen college credits and 776 clock hours comprise this PSAV Program. After successfully completing the program, the graduate will receive a certificate of completion and a Florida Expanded Functions Certificate. Graduates are eligible to take the Dental Assisting National Board to become certified dental assistants.

### Program Accreditation

This program is accredited by the American Dental Association Commission on Dental Accreditation (ADA CODA) 211 East Chicago Av. Chicago, IL 60611-2678 (312) 440-2500 and approved by the Florida State Board of Dentistry.

### Employment Opportunities

Students completing this program may seek employment as a Dental Assistant in various clinical settings, such as in a general dentist's office, a specialty dentist's office, the Public Health Department, or the Veterans Administration Clinic.

### Career Path Notes

A student who completes the Dental Assisting Program will be eligible to transfer up to 19 college credits toward the Associate of Science in Dental Hygiene Degree.

### Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

The Dental Assisting Program is limited in the number of students it may admit to each class. The following criteria are established to be eligible for placement in the selection pool, and must be met by the application deadline date. These criteria supersede any other information. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process. The applicant must submit a completed Dental Assisting application (and all documentation) to the Admissions office at the Lake Worth location by July 1 in order to be eligible for consideration for selection.

#### 1. COMPLETE PALM BEACH STATE APPLICATION

See [www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)

#### 2. COMPLETE DENTAL ASSISTING APPLICATION

In addition to the Palm Beach State general application, the applicant must also submit the program application, which can be located at [www.palmbeachstate.edu/DentalHealth.xml](http://www.palmbeachstate.edu/DentalHealth.xml). There is a \$10 non-refundable processing fee due with each Dental Assisting program application. Submit a paid receipt for this processing fee along with a Palm Beach State Dental Assisting program application to the Admissions Office.

#### 3. ACADEMIC HIGH SCHOOL DIPLOMA OR GED

Official standard high school transcripts or equivalent (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution) delivered to Palm Beach State Admissions Office showing proof of a standard high school graduation, GED, or validated foreign equivalent.

All applicants – new, current, and college transfer students must have their official high school or GED transcript on file at the College. You may download the transcript request form at [www.palmbeachstate.edu/Transcripts.xml](http://www.palmbeachstate.edu/Transcripts.xml).

Students who received a Florida GED can request their scores using the downloaded form at [www.palmbeachstate.edu/Transcripts.xml](http://www.palmbeachstate.edu/Transcripts.xml).

#### 4. COLLEGE TRANSCRIPTS

Official college transcripts (transcripts are considered official if sent directly to Palm Beach State from the previous institution or be hand-delivered in a sealed envelope sealed by the issuing institution) from ALL post-secondary institutions attended must be submitted. You may download the transcript request form at [www.palmbeachstate.edu/Transcripts.xml](http://www.palmbeachstate.edu/Transcripts.xml). All post-secondary records from out of the country must be submitted with a commercial evaluation. If you have attended college, we still require proof of a standard high school diploma, GED or validated foreign equivalent. Commercial evaluation of foreign transcripts must be conducted by approved evaluators listed at [www.palmbeachstate.edu/ForeignTranscript.xml](http://www.palmbeachstate.edu/ForeignTranscript.xml). A minimum 2.0 cumulative college GPA is required to be eligible for consideration in the selection process.

#### 5. PLACEMENT TEST SCORES

A. TABE TEST: All students must take the Test of Adult Basic Education (TABE), Survey, Level A, prior to the start of the Dental Assisting program. A score at least at the 12th grade competency level in all parts (English, reading, and math) of the examination must be mastered in order to graduate the program and receive the certificate of completion. Your scores are valid for two years. The Student Learning Center at each Palm Beach State location provides TABE remediation courses for students who need additional skills to pass the TABE test. For more information, please call (561) 868-3795.

B. TABE Exemptions: Students with an A.A.S degree or higher; 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 FCELP (CPT), SAT1 or ACT-E, are exempt from the exam. Documentation required.

#### 6. PROGRAM COUNSELING

All students are strongly encouraged to speak with the dental health services coordinator for counseling, as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail [kuzmireb@palmbeachstate.edu](mailto:kuzmireb@palmbeachstate.edu).

#### 7. SPECIAL NOTES

A. Once officially accepted into the Dental Assisting program a criminal background assessment (15 years or up to 5 criminal searches), a drug screening (10 panel), and a medical exam (including a record of immunizations) within one year prior to the start of the program must be submitted by the applicant.

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 Palm Beach State.

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 Palm Beach State 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

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

#### Program Length

This full-time day, ten-month program begins once a year in the Fall Term.

#### Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CREDIT HRS/VOC. CREDITS
DES 1020	Dental Anatomy*	3/0
DES 1200	Dental Radiology*	2/0
DES 1200L	Dental Radiology Lab*	1/0
DES 1600	Office Emergencies*	1/0
DES 1800	Introduction to Clinical Procedures*	3/0
DES 1800L	Introduction to Clinical Procedures Lab*	1/0
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
DEA 0153	Dental Psychology and Communication	0/1
DEA 0801	Clinical Practice 2	0/1
DEA 0801L	Clinical Practice 2 Lab	0/8
DEA 0941L	Dental Practicum 2 Lab	0/3
DES 1832	Expanded Functions Lecture*	1/0
DES 1832L	Expanded Functions Lab*	1/0
DES 1840	Preventive Dentistry*	2/0
DES 2502	Office Management*	1/0
DEA 0850	Dental Assisting Clinical Practice 3	0/1
DEA 0850L	Clinical Practice 3 Lab	0/4

**Total Program Credit Hours/Voc Credits** **19/25**

\*This course articulates with the Palm Beach State Dental Hygiene Program.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=73](http://www.palmbeachstate.edu/x3223.xml?id=73)

## Massage Therapy PSAV 5232

LIMITED ACCESS

**Program Website**

[www.palmbeachstate.edu/MassageTherapy.xml](http://www.palmbeachstate.edu/MassageTherapy.xml).

**Program Description**

This PSAV limited access program prepares the student for employment as a licensed massage therapist. Massage therapy is the manipulation of the soft tissues of the human body by a person who is licensed for compensation.

Courses will include lecture and laboratory/clinical experience. Course content includes anatomy and physiology, hydrotherapy, myology, pathology, health care concepts, medical errors, HIV/AIDS education, history, state law, ethics, a variety of allied modalities and traditional oriental medicine.

**Program Accreditation**

This program is accredited by the Florida Board of Massage Therapy.

**Employment Opportunities**

After completing this program and obtaining their license, students may seek employment as a massage therapist in a private office or clinic, health club, sports facility, resort, spa, rehabilitation clinic, medical facility, cruise ship or in private client homes.

**Career Path Notes**

Upon completion of the Massage Therapy program, students receive a Massage Therapy program certificate. The student is then eligible to take the Florida State massage therapy examination. Because the Florida State Board of Massage Therapy has adopted the national examination, once passing this exam, students are granted a Florida State Massage Therapy license and a national certification for Therapeutic Massage and Bodywork.

**Program Learning Outcomes**

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)). Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes. See program website for **Summer & Fall Applications**.

1. Students must be 18 years of age or older.
2. Health examination, criminal background check and drug screen results are required to be submitted to the program manager prior to the first day of Massage Therapy I. Examination, background check & drug screening must have been performed within the six months prior to the first day of Massage Therapy I class.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 9 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

**Program Length**

Total program hours: 750

**Location**

The program is offered at the Boca Raton campus.

**REQUIRED COURSES**

		<b>CLOCK HOURS</b>
HSC 0003	Health Care Concepts	78
MSS 0252	Massage Therapy 1	200
MSS 0262	Massage Therapy 2	235
MSS 0263	Massage Therapy 3	237
<b>Total Program Hours</b>		<b>750</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=74](http://www.palmbeachstate.edu/x3223.xml?id=74)

## Medical Assisting PSAV 5236

LIMITED ACCESS

**Program Website**

[www.palmbeachstate.edu/MedicalAssistant.xml](http://www.palmbeachstate.edu/MedicalAssistant.xml)

**Program Description**

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

This PSAV program prepares students for employment as vital members of a physician's health care team. This program is taught in an office-like setting, allowing students to learn the necessary skills to work in both the administrative and clinical settings of a physician's office or an outpatient clinic.

Coursework for the Medical Assisting program covers anatomy, physiology, medical terminology, pathophysiology, basic accounting, insurance processing and electronic health records. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, medication administration and first aid. Coursework also includes practice with such skills as insurance coding and billing, posting charges, basic book-keeping, front office reception, patient assessment, assisting with examinations, giving injections, phlebotomy, taking vital signs, doing electrocardiography and much more.

**Program Accreditation**

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756 (727) 210-2350 upon the recommendation of the Medical Assisting Education Review Board (MAERB), 20 N. Wacker Drive Suite 1575 Chicago, IL 60606 (800) 228-2262.

**Employment Opportunities**

Upon completion of this program, you may seek employment as a medical assistant in a physician's office, hospital, outpatient clinic, chiropractics, pediatrics, emergency 24-hr care, private and public educational agencies, alternative ambulatory health care services, state and local government agencies, referral and diagnostics labs, and other specializations.

**Career Path Notes**

Upon program completion, students may sit for the American Association of Medical Assisting (AAMA) national certification exam to become a Certified Medical Assistant (CMA). Graduates from the Medical Assisting Program qualify for articulation into the Health Information Management (HIM) AS Degree Program.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

1. High school diploma (or equivalent) and College Application submitted to Palm Beach State [www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml).
2. In addition, students must complete a Limited Access Program Application on [www.palmbeachstate.edu/MedicalAssistant.xml](http://www.palmbeachstate.edu/MedicalAssistant.xml) before registering for classes.
3. PSAV students are required to take the Test of Adult Basic Education (TABE) and pass prior to program completion.
4. Criminal background checks, physical exam, drug screening information will be included in the Provisional Acceptance notice and must be submitted prior to the start of the class.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

**Program Length**

1,300 hours, or approximately 13 months. Medical Assisting is a daytime program only.

**Location**

The program is offered at the Lake Worth campus.

<b>REQUIRED COURSES</b>		<b>CLOCK HOURS</b>
HSC 0003	Health Care Concepts	78
PRN 0022	Body Structure and Function	69
MEA 0230	Medical Terminology for Body Systems	95
OTA 0100	Introduction to Keyboarding/Word Processing	60
MEA 0310	Introduction to Medical Office Procedures	90
MEA 0520	Phlebotomy for the Medical Assistant	75
MEA 0242	Pharmacology for the Medical Assistant	95
MEA 0540	Electrocardiography for the Medical Assistant	75
MEA 0234	Diseases, Disorders and Treatment for Medical Assisting 1	120
MEA 0258	Radiology for the Medical Assistant	50
MEA 0334	Medical Insurance and Coding	75
MEA 0237	Diseases, Disorders and Treatment for Medical Assisting 2	120
MEA 0254	Basic Medical Laboratory Techniques for the Medical Assistant	50
MEA 0322	Advanced Medical Office Procedures	75
MEA 0801	Externship in Medical Assisting	173
<b>Total Program Hours</b>		<b>1,300</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=75](http://www.palmbeachstate.edu/x3223.xml?id=75)

# Patient Care Assistant

**PSAV 5233****Program Website**

[www.palmbeachstate.edu/PCA.xml](http://www.palmbeachstate.edu/PCA.xml)

**Program Description**

This PSAV program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Students can begin their health careers by enrolling in the Patient Care Assistant program. This is the first step on the nursing or health care career ladder.

The Patient Care Assistant curriculum integrates classroom with clinical performance. Course content includes basic concepts in health science, nursing assistant, home health aide and patient care assisting.

**Program Accreditation**

This program is approved by the Florida Board of Nursing.

**Employment Opportunities**

Students who complete this program may provide patient care in hospitals, long-term care facilities, rehabilitation clinics or private homes.

**Career Path Notes**

The Patient Care Assistant program is designed to have multiple career options. Students who complete the program will have a base on which more complex skills can be added.

Students who complete the program will receive certificates in nursing assisting (75 hours), home health aide (50 hours) and patient care assisting (75 hours) and will be eligible to take the Florida Certification Exam for Nursing Assistants.

**Program Learning Outcomes**

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required.

**Completion Requirements**

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

**Program Length**

Approximate length: 3½ months. Program is offered full time days and part time evenings.

**Location**

The program is offered at the Lake Worth campus.

<b>REQUIRED COURSES</b>		<b>CLOCK HOURS</b>
<b>Group A</b>		
HSC 0003	Health Care Concepts	78
HSC 0003L	Health Care Concepts Lab	12
HCP 0120	Nursing Assistant	75
<b>Group B</b>		
HCP 0300	Home Health Aide	50
<b>Group C</b>		
HCP 0620	Patient Care Assistant	75
<b>Total Program Hours</b>		<b>290</b>

*This program does not offer a formal award.*

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=76](http://www.palmbeachstate.edu/x3223.xml?id=76)

## Practical Nursing PSAV 5234

LIMITED ACCESS

**Program Website**

[www.palmbeachstate.edu/LPN.xml](http://www.palmbeachstate.edu/LPN.xml)

**Program Description**

This PSAV program prepares graduates for employment as licensed practical nurses.

The program includes but is not limited to theoretical instruction and clinical experience in: medical-surgical nursing, pharmacology and medication administration, geriatric and long term care nursing, and obstetrical and pediatric nursing.

Graduates are eligible to take the NCLEX-PN state board examination to become licensed practical nurses.

Clinical experiences are included as an integral part of this program.

**Program Accreditation**

This program is approved by the Florida Board of Nursing.

**Employment Opportunities**

The Licensed Practical Nurse is qualified for employment in hospitals, long-term care facilities, rehabilitation medical offices or clinics and as a private care provider.

**Career Path Notes**

An LPN will be granted 10 credits towards the A.S. degree in Nursing.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

1. Achieve an 80% on the Practical Nursing Procalc (test of math proficiency).
2. Take and pass the Test of Essential Academic Skills (TEAS) during the application period. This test can only be taken once during any one application period.
3. In addition, students must complete a Practical Nursing application, which is available online at [www.palmbeachstate.edu/LPN.xml](http://www.palmbeachstate.edu/LPN.xml) 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 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

**Program Length**

Total program hours: 1,350.

Lake Worth program length: approximately 16 months. This is a full-time day program. Classroom hours are 8:00 a.m. until 1:30 p.m. Monday through Thursday. Clinical hours are 7:00 a.m. until 3:30 p.m. Monday through Thursday.

**Location**

The program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
<b>Group A</b>		
PRN 0003	Health Care Concepts	78
PRN 0500	Principles of Basic Nursing Skills	90
<b>Group B</b>		
PRN 0005	Fundamentals of Nursing	100
PRN 0010	Comprehensive Nursing and Transitional Skills	106
PRN 0021	Growth/Development and Nutrition	96
PRN 0022	Body Structure and Function	69
PRN 0030	Introduction to Drug Therapy	100
PRN 0100	Maternal and Newborn Health	86
PRN 0211	Medical-Surgical Nursing 1	104
PRN 0212	Medical-Surgical Nursing 2	115
PRN 0213	Medical-Surgical Nursing 3	123
PRN 0214	Medical-Surgical Nursing 4 Including Pediatrics	101
PRN 0371	Introduction to Medical/Surgical Nursing 1	78
PRN 0372	Introduction to Medical/Surgical Nursing 2	104
<b>Total Program Hours</b>		<b>1,350</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=90](http://www.palmbeachstate.edu/x3223.xml?id=90)

## Surgical Technology PSAV 5235

LIMITED ACCESS

**Program Website**

[www.palmbeachstate.edu/SurgicalTechnology.xml](http://www.palmbeachstate.edu/SurgicalTechnology.xml)

**Program Description**

This program is designed to prepare the student for employment as a surgical technologist. In a simulated surgical environment, the student will practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Course content includes surgical technology concepts, surgical techniques and procedures. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Students in the surgical technology program learn through classroom instruction and six months of clinical experience in operating room and related areas. 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.

**Program Accreditation**

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) 1361 Park St Clearwater, FL 33756 (727) 210-2350 upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) 6 West Dry Creek Circle Suite 110 Littleton, CO 80120 (309) 694-9262.

**Employment Opportunities**

Graduates of the program are eligible for employment in hospital operating rooms, outpatient surgical centers, labor and delivery units, physician's offices and medical sales positions.

**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.

#### Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

1. Students must take the Testing of Essential Academic Skills (TEAS).
2. Students must complete a Surgical Technology application, which is available online at [www.palmbeachstate.edu/SurgicalTechnology.xml](http://www.palmbeachstate.edu/SurgicalTechnology.xml) or in the Registrar's Office.

#### Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 11; English: 11; Mathematics: 10 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)). No minimum scores for TEAS but must still take test.

#### Program Length

Total program hours: 1,340 hours, three terms or approximately 13½ months. This is a full-time day program from 8:00 a.m. until 3:00 p.m. Monday through Thursday. (Clinical hours are 6:45 a.m. until 3:15 p.m.). There are two admission opportunities each year – Fall (October) and Summer A (May).

#### Location

The program is offered on the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
HSC 0003	Health Care Concepts	78
PRN 0022	Body Structure and Function	69
STS 0003	Introduction to Surgical Technology	96
STS 0155L	Operating Room Technique	96
STS 0005C	Principles of Asepsis	96
STS 0150C	Surgical Technology Procedures	96
STS 0805	Perioperative Anatomy and Medical Terminology	48
STS 0805L	Perioperative Anatomy Lab	48
STS 0008	Pharmacology for the Surgical Technologist	48
STS 0003L	Introduction to Clinical Practicum	48
STS 0120	Surgical Specialties 1	32
STS 0255L	Surgical Specialties 1 Clinical	184
STS 0121	Surgical Specialties 2	32
STS 0256L	Surgical Specialties 2 Clinical	184
STS 0949C	Clinical Practicum	185
(4 Clinical days per week for 6 weeks)		
<b>Total Program Hours</b>		<b>1,340</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=77](http://www.palmbeachstate.edu/x3223.xml?id=77)

## Medical Transcription SEE ADDENDUM

### ATD B525

#### Program Website

[www.palmbeachstate.edu/MedicalTranscription.xml](http://www.palmbeachstate.edu/MedicalTranscription.xml)

#### Program Description

This applied technology diploma program prepares the student for employment as a medical language specialist/medical transcriptionist (MLS/MT). MLS/MTs are specialists in medical language and health care documentation. They interpret and transcribe dictation by physicians and other health care professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnoses, prognoses, etc. The MLS/MT also edits detailed medical reports generated by Speech-Recognition Technology (SRT) software, editing medical content, English, grammar and punctuation as necessary.

Course content is comprehensive to serve the student with no previous medical background or experience. It includes medical terminology, anatomy and physiology, health information management as well as computer proficiency, employing a state-of-the-art training program and techniques utilizing authentic physician-generated dictation as well as SRT-generated text.

#### Employment Opportunities

MLS/MTs work in hospitals, clinics, physician offices, transcription services, insurance companies, home health care agencies and other locations where dictation for the purpose of health care documentation requires transcription. Most MLS/MTs work from their homes as independent contractors, subcontractors, or home-based employees who enjoy the full benefits of their employer, including medical benefits, paid time off, 401K, etc.

Medical transcription/editing is the only completely mobile health care occupation available today.

#### Career Path Notes

Students who complete this program are eligible to sit for the Association for Healthcare Documentation Integrity (AHDI) Registered Medical Transcriptionist (RMT) certification examination. The RMT credential was developed to assure employers that successful candidates are qualified to practice as an MLS/MT.

#### Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

High school diploma (or equivalent) and college application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### ADMISSION PRIOR TO FALL 2012:

The non-credit Applied Technology Diploma (ATD) program will be replaced by a new college credit ATD program effective Fall 2012. The last opportunity to begin the noncredit program will be in the Summer 2012 term. All prerequisite courses must be completed by the end of the Summer 2012 term. Please see the program website for tentatively course schedule.

**TESTING****(Students beginning the program prior to Fall 2012):**

TABE (Test of Adult Basic Education): Non-credit ATD students are required to take the TABE before registering for foundation (entry-level) courses. Minimum TABE scores: Language 11; Math 10; Reading 11. See VPI Lab at ETA 253, Lake Worth Campus, or call 561-868-3795 for remediation.

TABE exemptions: Students with an AAS degree or higher, students who have successfully completed the College Level Academic Skills Test (CLAST), and students who have already met minimum scores on CPT, SAT or ACT are exempt from the TABE exam. Documentation is required.

**TYPING:** A minimum typing speed of 45 words per minute, after errors, is required to begin the core program (HIM0263). Email program instructor for typing test instructions when ready to begin HIM0263.

**Students beginning the program in Fall 2012 and beyond:**

Testing requirements for college credit courses include college placement tests such as CPT, SAT, ACT and PERT (no TABE). See the college credit MT program website for details of required testing. Typing speed requirement and testing remains as listed above.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program. TABE scores must be at or above minimum level (see Admission Requirements above). All financial responsibilities must be satisfied.

**Program Length**

Total program clock hours 1,200. Approximate program length is 18 months as a part-time student.

**Location**

This program is offered at the Lake Worth campus. All core courses are currently offered 100% online as well as select prerequisite and/or co-requisite courses depending on specific semester offerings.

**REQUIRED COURSES****CLOCK HOURS**

HSC 0003	Health Care Concepts*	78
MEA 0230	Medical Terminology for Body Systems*	95
PRN 0022	Body Structure and Function*	69
OTA 0100	Introduction to Keyboarding/Word Processing*	60
OTA 0131	Intermediate Keyboarding and Document Processing	60
HIM 0263	Professional Skills for the Medical Transcriptionist	90
HIM 0030	Fundamentals of Medical Transcription	140
HIM 0001	Health Information Management	90
HIM 0439	Pathophysiology and Pharmacology for Health Professions	90
HIM 0060	Medical Transcription 1	140
HIM 0062	Medical Transcription 2	140
HIM 0812	Medical Transcription Externship	148
<b>Total Program Clock Hours</b>		<b>1,200</b>

\*Entry Level Program Courses

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=133](http://www.palmbeachstate.edu/x3223.xml?id=133)

# Medical Transcription

**ATD B530 (Credit)****Program Website**

[www.palmbeachstate.edu/MedicalTranscription.xml](http://www.palmbeachstate.edu/MedicalTranscription.xml)

**Program Description**

This applied technology diploma program prepares the student for employment as a medical language specialist/medical transcriptionist (MLS/MT). MLS/MTs are specialists in medical language and health care documentation. They interpret and transcribe dictation by physicians and other health care professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnoses, prognoses, etc. The MLS/MT also edits detailed medical reports generated by Speech-Recognition Technology (SRT) software, editing medical content, English, grammar and punctuation as necessary.

Course content is comprehensive to serve the student with no previous medical background or experience. It includes medical terminology, anatomy and physiology, health information management as well as computer proficiency, employing a state-of-the-art training program and techniques utilizing authentic physician-generated dictation as well as SRT-generated text.

**Employment Opportunities**

MLS/MTs work in hospitals, clinics, physician offices, transcription services, insurance companies, home health care agencies and other locations where dictation for the purpose of health care documentation requires transcription. Most MLS/MTs work from their homes as independent contractors, subcontractors, or home-based employees who enjoy the full benefits of their employer, including medical benefits, paid time off, 401K, etc.

Medical transcription/editing is the only completely mobile health care occupation available today.

**Career Path Notes**

Students who complete this program are eligible to sit for the Association for Healthcare Documentation Integrity (AHDI) Registered Medical Transcriptionist (RMT) certification examination, developed to assure employers that successful candidates are qualified to practice as an MLS/MT.

**Program Learning Outcomes**

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

High school diploma (or equivalent) and college application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Testing requirements for college credit courses include college placement tests such as CPT, SAT, ACT and PERT. See the college credit MT program website for details of required testing: [www.palmbeachstate.edu/MedicalTranscription.xml](http://www.palmbeachstate.edu/MedicalTranscription.xml). A minimum typing speed of 45 words per minute, after errors, is required to begin the core program courses. Email program instructor for typing test instructions when ready to begin core courses.

**Completion Requirements**

Students must successfully complete all courses listed in the catalog for this program with a grade of 75 or better.

**Program Length**

Total program credits: 33

**Location**

This program is offered at the Lake Worth campus. All core courses are currently offered 100% online as well as select prerequisite and/or co-requisite courses depending on specific semester offerings.

**REQUIRED COURSES****CLOCK HOURS**

BSC 2085	Anatomy and Physiology 1	3
BSC 2085L	Anatomy and Physiology 1 Lab	1
BSC 2086	Anatomy and Physiology 2	3
BSC 2086L	Anatomy and Physiology Lab 2	1
HSC 2531	Medical Terminology	3
HIM 1000C	Introduction to Health Information Management	3
HIM 1433C	Pathophysiology for Health Information Management	2
HIM 1442C	Pharmacology for Health Information Management	2
HIM 2652C	Medical Transcription Advanced Keyboarding and Technology	2
HIM 2045C	Foundation Skills for Medical Transcription	3
HIM 2020C	Medical Transcription by Body System	3
HIM 2032C	Intermediate Medical Transcription	3
HIM 2034C	Advanced Medical Transcription	3
HIM 2802	Externship for Medical Transcription	1

**Total Program Credits** **33**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=179](http://www.palmbeachstate.edu/x3223.xml?id=179)

## Medical Information Coder/Biller CCC 6528

## LIMITED ACCESS

**Program Website**

[www.palmbeachstate.edu/MedicalCode.xml](http://www.palmbeachstate.edu/MedicalCode.xml)

**Program Descriptions**

This program prepares students for employment as medical coders and health insurance specialists. The medical coder is responsible for assigning correct diagnostic and procedural codes to medical documentation from patients' medical records to ensure appropriate medical insurance reimbursement and compliance.

The Medical Information Coder/Biller program content is comprehensive, covering both inpatient and outpatient coding and documentation principles. This requires knowledge and abilities in anatomy and physiology, pathophysiology, pharmacology, computer software, reimbursement, health insurance, ethics, legal and regulatory requirements, and health information management.

**Program Accreditation**

The Medical Information Coder/Biller program is accredited by the American Health Information Management Association (AHIMA). This designation acknowledges the coding program as having been evaluated by a peer review process against a national minimum set of standards for entry-level coding professions. This process allows academic institutions, health care organizations, and private companies to be acknowledged as offering an AHIMA Approved Coding Certificate program.

**Employment Opportunities**

Upon completion of this program, the student may seek employment as a medical coder or health insurance specialist in a hospital, physician's office, intermediate care facility, insurance company, billing company or clinic. A medical information coder/biller uses the clinical documentation, diagnosis and procedures and translates them into numeric codes. These numeric codes are input into the computer system and used for reimbursement, quality assurance and research.

**Career Path Notes**

Completion of the program will provide students with 34 credits, which may be applied to the Health Information Management Associate in Science degree.

Upon completion of the program students may sit for the American Health Information Management Association (AHIMA) CCA certification examination and/or the American Academy of Professional Coders (AAPC) CPC-A certification examination.

**Admission Requirements**

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

In addition, students must complete a limited access program application which is available online at [www.palmbeachstate.edu/HealthInfoMgmt.xml](http://www.palmbeachstate.edu/HealthInfoMgmt.xml).

**Completion Requirements**

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

**Program Length**

Total program credits: 34. Total program length: 6 semesters part-time. Most of the Medical Information Coder/Biller courses are formatted as hybrid online courses.

**Location**

The program is offered at the Lake Worth campus.

<b>REQUIRED COURSES</b>	<b>CREDITS</b>
BSC 2085 Anatomy and Physiology 1	3
BSC 2085L Anatomy and Physiology 1 Lab	1
CGS 1100 Microcomputer Applications	3
BSC 2086 Anatomy and Physiology 2	3
BSC 2086L Anatomy and Physiology 2 Lab	1
HSC 2531 Medical Terminology	3
HIM 1000C Introduction to Health Information Management	3
HIM 1433C Pathophysiology for Health Information Management	2
HIM 1442C Pharmacology for Health Information Management	2
HIM 1282C Fundamentals of Medical Coding	3
HIM 2222C Medical Coding 1	3
HIM 2272C Medical Reimbursement and Revenue	3
HIM 2253C Medical Coding 2	3
HIM 2810L Advanced Coding Practicum	1
<b>Total Required Course Credits</b>	<b>34</b>
<b>Total Program Credits</b>	<b>34</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=78](http://www.palmbeachstate.edu/x3223.xml?id=78)

## Sonography CCC 6312

LIMITED ACCESS

### Program Website

[www.palmbeachstate.edu/Sonography.xml](http://www.palmbeachstate.edu/Sonography.xml)

### Program Description

This college credit certificate program prepares students for a career as a sonographer, who combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

### Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

### 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 with required classes.
- Bachelor degree with required classes.
- Required classes are Anatomy & Physiology with a lab, General Physics, College English and College Algebra (C or higher).

Those applicants who have a bachelor's degree are required to have direct patient-care experience (minimum of one year) or complete HSC0003 or equivalent.

### Completion Requirements

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

### Program Length

Total program credits: 42. This is a four-semester curriculum that begins in 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.

### Location

The program is offered at the Palm Beach Gardens campus.

### 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 a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=79](http://www.palmbeachstate.edu/x3223.xml?id=79)

## Dental Hygiene AS 2151

LIMITED ACCESS

### Program Website

[www.palmbeachstate.edu/DentalHealth.xml](http://www.palmbeachstate.edu/DentalHealth.xml)

### Program Description

The program leads to an A.S. degree and is approximately 21 months in length, not including the time necessary to complete the general education and non-technical program core courses. All students accepted into the program must have completed all required natural science courses prior to the beginning of the Dental Hygiene Program, but no earlier than five years prior to the application deadline date. The Dental Hygiene Program begins with the fall term of each year, and is structured as a daytime program only.

### Program Accreditation

This program is accredited by the American Dental Association Commission on Dental Accreditation (ADA CODA) 211 East Chicago Ave. Chicago, IL 60611-2678 (312) 440-2500.

### Employment Opportunities

Students completing this program and passing the licensing examination may seek employment as a registered dental hygienist in various clinical settings, such as in a general dentist's office or a periodontist's office. Other employment opportunities may include the public health department, the Veterans Administration clinic, or work as a dental hygiene educator or in oral health product sales.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission**

The Dental Hygiene program is limited in the number of students it may admit to each class. The following criteria are established to be eligible for placement in the selection pool and must be met by the application deadline date. These criteria supersede any other information. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process. The applicant must submit a completed dental hygiene application (and all documentation) to the Admissions office at the Lake Worth location by May 15 in order to be eligible for consideration for selection.

**1. COMPLETE PALM BEACH STATE APPLICATION**

See [www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml).

**2. COMPLETE DENTAL HYGIENE APPLICATION**

In addition to the Palm Beach State general application, the applicant must also submit the program application, which can be located at [www.palmbeachstate.edu/DentalHealth.xml](http://www.palmbeachstate.edu/DentalHealth.xml). There is a \$20 non-refundable processing fee due with each Dental Hygiene program application. Submit a paid receipt for this processing fee along with a Palm Beach State Dental Hygiene program application to the Admissions Office.

**3. ACADEMIC HIGH SCHOOL DIPLOMA OR GED**

Official standard high school transcripts or equivalent (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution) must be delivered to Palm Beach State Admissions Office showing proof of a standard high school graduation, GED, or validated foreign equivalent. All applicants – new, current, and college transfer students - must have their official high school or GED transcript on file at Palm Beach State. You may download the transcript request form at [www.palmbeachstate.edu/Transcripts.xml](http://www.palmbeachstate.edu/Transcripts.xml). Students who received a Florida GED can request their scores using the downloaded form at [www.palmbeachstate.edu/Transcripts.xml](http://www.palmbeachstate.edu/Transcripts.xml).

**4. COLLEGE TRANSCRIPTS**

Official college transcripts (transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand-delivered in a sealed envelope sealed by the issuing institution) from ALL post-secondary institutions attended must be submitted. You may download the transcript request form [www.palmbeachstate.edu/Transcripts.xml](http://www.palmbeachstate.edu/Transcripts.xml). All post-secondary records from out of the country must be submitted with a commercial evaluation. If you have attended college, proof of a standard high school diploma, GED or validated foreign equivalent is still required. Commercial evaluation of foreign transcripts must be conducted by approved evaluators listed at [www.palmbeachstate.edu/ForeignTranscript.xml](http://www.palmbeachstate.edu/ForeignTranscript.xml). A minimum 2.0 cumulative college GPA is required to be eligible for consideration in the selection process.

**5. PLACEMENT TEST SCORES**

All applicants must submit placement test scores which meet minimum requirements for entrance into college level English and mathematics courses, or required remedial work (including any and all necessary college preparatory courses) must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits each in mathematics and English courses may be used in lieu of

placement scores. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

**6. PROGRAM COUNSELING**

All students are strongly encouraged to speak with the Dental Health Services coordinator for counseling, as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail [kuzmireb@palmbeachstate.edu](mailto:kuzmireb@palmbeachstate.edu).

**7. Special Notes**

- A. Applicants who have completed an articulated, accredited dental assisting program at Palm Beach State or another Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of C or higher to be considered for selection for admission.
- B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no more than five years prior to the application deadline date). See list of required sciences at the end of this section.
- C. Once officially accepted into the Dental Hygiene Program a criminal background assessment (15 years or up to 5 criminal searches), a drug screening (10 panel), and a medical exam (including a record of immunizations) within one year prior to the start of the program must be submitted by the applicant.
- D. All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of, or refusal to obtain, Hepatitis B immunization must be provided upon entrance into the program.
- E. The student will be automatically enrolled in the student accident/health insurance coverage program provided by Palm Beach State.
- F. If a student has withdrawn from or received a grade of less than C in a dental hygiene technical core course, that student will not be able to continue in the program. To re-enter the program, he/she must reapply for a position in the following year's class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Dental Assisting program) he/she will be ineligible for selection for admission or for re-entry into the Dental Hygiene program.

All General Education requirements must be completed with a grade of C or better in order to be given credit for selection and/or graduation.

**Completion Requirements**

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

**Program Length**

The program is approximately 21 months in length, not including the time necessary to complete the required General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only.

**Location**

The program is offered at the Lake Worth campus.

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>CREDITS</b>
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1	3
PSY 2012	General Psychology	3
SPC 1017	Fundamentals of Speech Communication	3
SYG 2000	Introduction to Sociology	3
Any course from Mathematics - Area III		3
Any course from Humanities - Area II		3
<b>Total Required General Education Credits</b>		<b>18</b>
<b>NATURAL SCIENCE PROGRAM REQUIREMENTS</b>		
BSC 2085	Anatomy & Physiology 1	3
BSC 2085L	Anatomy & Physiology 1 Lab	1
BSC 2086	Anatomy & Physiology 2	3
BSC 2086L	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
<b>Total Required Natural Science Credits</b>		<b>18</b>
<b>REQUIRED COURSES</b>		
DEH 1003	Dental Hygiene Instrumentation	1
DEH 1003L	Dental Hygiene Instrumentation Lab	2
DEH 1130	Oral Embryology and Histology	1
DEH 1800	Dental Hygiene 1	1
DEH 1800L	Dental Hygiene 1 Lab	4
DEH 1802	Dental Hygiene 2	1
DEH 1802L	Dental Hygiene 2 Lab	1
DEH 1811	Dental Ethics and Jurisprudence	1
DEH 2300	Pharmacology	2
DEH 2400	General and Oral Pathology	2
DEH 2602	Periodontology	2
DEH 2701	Community Dentistry	2
DEH 2702L	Community Dentistry Practicum	1
DEH 2804	Dental Hygiene 3	1
DEH 2804L	Dental Hygiene 3 Lab	4
DEH 2806	Dental Hygiene 4	1
DEH 2806L	Dental Hygiene 4 Lab	5
DEH 2934	Compromised Patient	1
DES 1020	Dental Anatomy *	3
DES 1100	Dental Materials *	2
DES 1100L	Dental Materials Lab *	1
DES 1200	Dental Radiology *	2
DES 1200L	Dental Radiology Lab *	1
DES 1600	Office Emergencies*	1
DES 1800	Introduction to Clinical Procedures *	3
DES 1800L	Introduction to Clinical Procedures Lab *	1
DES 1832	Expanded Functions Lecture*	1
DES 1832L	Expanded Functions Lab*	1
DES 1840	Preventive Dentistry *	2
DES 2502	Office Management *	1
<b>Total Required Dental Hygiene Credits</b>		<b>52</b>
<b>Total Program Credits</b>		<b>88</b>

\* These courses will articulate from the Palm Beach State Dental Assisting Program.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=80](http://www.palmbeachstate.edu/x3223.xml?id=80)

# Health Information Management AS 2529

LIMITED ACCESS

## Program Website

[www.palmbeachstate.edu/HealthInfoMgmt.xml](http://www.palmbeachstate.edu/HealthInfoMgmt.xml)

## Program Description

This degree program is designed to provide students with the technical expertise in management of health information contained both in paper and electronic formats. The student will obtain knowledge and skills to perform job functions in medical records, medical coding, medical billing and other information-based areas in both the hospital and outpatient settings. Graduates of the program will be able to provide reliable and valid information that drives the health care industry.

This program provides students with the technical expertise in health data collection, analysis, monitoring, maintenance, and reporting activities in compliance with established legal, ethical, regulatory and professional standards. Course content will include both paper and electronic information management concepts and technologies, in addition to ethical and medico-legal aspects, computer information technology, biomedical sciences, health record science, statistics and data literacy, medical coding, clinical classification systems, reimbursement methodologies, quality assessment, health care delivery systems, indexing, performance improvement and professional practice experience.

## Employment Opportunities

The roles commonly filled by a registered health information technician (RHIT) include: cancer (or other disease) registrar, clinical coder/compliance auditor/vocabulary specialist, clinical data collection and reporting specialist, data integrity specialist, document imaging coordinator, information access/disclosure specialist, quality improvement specialist, reimbursement specialist/financial services liaison, and instructor/trainer.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

Student may be eligible to take the registered health information technician (RHIT) and/or the certified coding associate (CCA) certification examinations.

## Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

In addition, students must complete a limited access program application which is available online.

**Completion Requirements**

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

**Program Length**

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

**Location**

The program is offered at the Lake Worth campus.

**GENERAL EDUCATION REQUIREMENTS****CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC1101	College Composition 1	3
STA2023	Statistics	3
BSC2085	Anatomy and Physiology 1	3
BSC2085L	Anatomy and Physiology 1 Lab	1
BSC2086	Anatomy and Physiology 2	3
BSC2086L	Anatomy and Physiology 2 Lab	1
PSY2012	General Psychology	3
SPC1017	Fundamentals of Speech Communication	3
Any course from Humanities – Area II		3

**Total Required General Education Credits****23****REQUIRED COURSES**

CGS1100	Microcomputer Applications	3
MAN2021	Principles of Management	3
HSC2531	Medical Terminology	3
HIM1000C	Introduction to Health Information Management	3
HIM1433C	Pathophysiology for Health Information Management	2
HIM1442C	Pharmacology for Health Information Management	2
HIM1282C	Fundamentals of Medical Coding	3
HIM1210C	Health Information System	3
HIM2222C	Medical Coding 1	3
HIM2272C	Medical Reimbursement and Revenue	3
HIM2510C	Healthcare Data Analysis	3
HIM1012C	Health Information Law, Ethics, and Compliance	3
HIM2253C	Medical Coding 2	3
HIM2304C	Health Information Department Management	3
HIM1800C	Acute Care Professional Practice	3
HIM2810L	Advanced Coding Practicum -or-	
HIM2826L	Alternative Care Professional Practice	1

**Total Required Course Credits****44****Total Program Credits****67**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=81](http://www.palmbeachstate.edu/x3223.xml?id=81)

**Nursing AS 2301****LIMITED ACCESS****Program Website**

[www.palmbeachstate.edu/Nursing.xml](http://www.palmbeachstate.edu/Nursing.xml)

**Program Description**

This degree program focuses on: wellness of self and others; technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment; critical care concepts; and professional development. Upon graduation, the student is awarded an Associate in Science degree (A.S.) and is eligible to take the National Council Licensing Exam (NCLEX) to become a registered nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. Prior to applying for entrance any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure.

Available within this program is admission as either a beginning (generic) or a transition student. Since nursing is a limited access program, entrance requirements are the same; however, the process differs for generic and transition students. Generic students submit information and documents directly to the Palm Beach State Limited Access Program Office, phone number: (561) 868-3639. Transition students submit college application and transcripts to the Admissions Office and all other information directly to the Palm Beach State Nursing Office.

The Nursing program at Palm Beach State is committed to providing the best education for students seeking an Associate of Science Degree (A.S.) in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as registered nurses in hospitals or comparable facilities.

**Program Accreditation**

This program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 3343 Peachtree Rd NE, Suite 500, Atlanta, GA 30326, phone: (404) 975-5000 fax: (404) 975-5020, website: [www.NLNAC.org](http://www.NLNAC.org).

**Employment Opportunities**

As the largest health care occupation, registered nurses hold about 3 million jobs. About three out of five jobs were in hospitals, in inpatient and outpatient departments. Others worked in offices of physicians, long term care facilities, home health care services, employment services, government agencies and outpatient care centers. The remainder worked mostly in social assistance agencies and educational services, public and private. About one in four RNs worked part time.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management or the Bachelor of Science in Nursing. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

**Program Learning Outcomes**

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. All students must attend a mandatory Nursing information session. Final selection will be made using a point system that credits former college education; completion of Nursing program General Education requirements; NUR1024; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the Palm Beach State Nursing Application Form at [www.palmbeachstate.edu/NursingApplication.xml](http://www.palmbeachstate.edu/NursingApplication.xml).) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Application and Deadline(s)****A. Generic Students**

Must submit a completed Palm Beach State Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or Oct. 1 for spring term.

**B. Transition Students**

Must submit Palm Beach State's General Admission Application to the Palm Beach State Admissions Office and send the Nursing Department a letter of intent in addition to a completed Nursing Department information sheet. All admission criteria must be completed by June 1 for fall term and Oct. 1 for spring term. Transition students are admitted on a space available basis.

**2. Standard High School Diploma or GED**

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

**4. Cumulative Grade Point Average**

Cumulative grade point average must be at least a 2.5 in all previous college work attempted.

**5. Medical Exam**

See section 7-G(3), which follows.

**6. Special Notes**

A. The National League for Nursing Pre-Admission exam will no longer be accepted toward admission beginning August 2011. The Health Education Systems Inc. (HESI) RN Admission Assessment Exam will be required beginning with application to the Nursing program as of August 2011. A minimum score of 75 is required on this examination for direct inclusion into the applicant pool. A score of less than 75 on this examination will prohibit entrance for this period. It is recommended, but not required, that the applicant who scores below 75 on the HESI RN Admission Assessment Exam register for NUR 1024, Critical Thinking in Nursing, in order to remediate for another attempt of the HESI RN Admission Assessment Exam.

B. The following courses must be completed with a C or higher prior to submitting an application for consideration:

(1) Chemistry: CHM 1020 Principles of Chemistry completed within the last 10 years.

(2) Growth & Development: Completion of DEP 2004 (Human Growth and Development).

(3) Anatomy & Physiology: Completion of college-level Anatomy & Physiology 1 (lecture and lab - BSC 2085 and BSC 2085L) completed within the last 10 academic years.\*\*

(4) Proficiency of 80% on the Nurse ProCalc software. Successful completion of Nurse ProCalc meets the mathematics competency requirement for graduation. Practice is available through the Student Learning Centers labs. Exams are given in the Lake Worth and Belle Glade Testing Centers.

C. Transition applicants only (in addition to 7.B. above):

(1) Professional license: documentation of a valid Florida license

(2) Clinical competencies: documentation of:

(a) Six months clinical experience as a licensed health care professional within the past year.

OR

(b) Graduation from LPN or Paramedic school within the past six months.

(3) Credit for nursing courses:

Successful completion of the NUR 1023 challenge exam (NLN ACE test - Book 1) with at least a grade of 75 entitles applicant to credits for NUR1023, NUR1023L and NUR1022L upon acceptance into the Nursing program. There is a fee for this exam, and it is arranged through the Nursing Office See [www.palmbeachstate.edu/ACEbook.xml](http://www.palmbeachstate.edu/ACEbook.xml) for testing dates and conditions. Complete the following prerequisites for Nursing 2 (NUR 1213):

i.) Anatomy & Physiology 2 (within 10 academic years) BSC 2086 and BSC 2086L

ii.) Microbiology (within 10 academic years) MCB 2010 and MCB 2010L

iii.) Introduction to Professional Nursing NUR 2000L

iv.) Introduction to Pharmacotherapeutics NUR 1141 or Pharmacology for Nursing NUR 2140

v.) Completion of the Palm Beach State Clinical Competency Check List (NUR1022L) in Nursing skills lab only (at Lake Worth 561-868-3411 or Belle Glade 561-993-1453 by appointment).

**D. Challenge Credit**

If previous experience and academic preparation warrants, any student may challenge General Education courses through challenge and/or CLEP exams. CLEP exams are arranged with the Testing Center. Education courses may be challenged through college CLEP exams.

**E. Readmissions**

Students who have been academically dismissed from Palm Beach State's Nursing program or any other nursing program may (re)apply only after successful completion of an LPN program. If the student was dismissed from another institution, then a letter of good standing is needed for the Palm Beach State nursing program from the Dean of Health Sciences of the institution from which the student was dismissed. Application is the same as stated above for transition students. (See Nursing Student Handbook for progression statement.)

**ALL** of the above requirements must be completed before the applicant will be considered for selection.

F. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses. The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.

#### Completion Requirements

All program requirements must be successfully completed.

#### Program Length

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

#### Location

The program is offered at the Lake Worth and Belle Glade campuses. Many prerequisite courses are offered as online courses to meet the demands of student schedules. Some nursing courses are offered in the evenings but most are daytime classes. Currently all theory courses are offered as online courses, once the prerequisites have been completed.

#### PROGRAM PREREQUISITES

	CREDITS
BSC 2085 Anatomy & Physiology 1**	3
BSC 2085L Anatomy and Physiology 1 Lab**	1
CHM 1020 Principles of Chemistry	3
DEP 2004 Human Growth and Development	3
<b>Total Required Prerequisite Credits</b>	<b>10</b>

#### GENERAL EDUCATION REQUIREMENTS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101 College Composition 1	3
HUN 1201 Elements of Nutrition	3
BSC 2086 Anatomy & Physiology 2**	3
BSC 2086L Anatomy & Physiology 2 Lab**	1
MCB 2010 Microbiology	3
MCB 2010L Microbiology Lab	1
PSY 2012 General Psychology	3
Any course from Humanities – Area II	3
<b>Total Required General Education Credits</b>	<b>20</b>

#### REQUIRED COURSES

NUR 2000L Introduction to Professional Nursing *	(1)
NUR 1022L Nursing 1 Skills Lab	1
NUR 1023 Nursing 1	4
NUR 1023L Nursing 1 Clinical	3
NUR 1141 Introduction to Pharmacotherapeutics -or-	2
NUR 2140 Pharmacology for Nursing <sup>+</sup>	(3)
NUR 1213 Nursing 2	7
NUR 1213L Nursing 2 Clinical	4
NUR 1214L Nursing 2 Skills Lab	1
NUR 2261 Nursing 3	6
NUR 2261L Nursing 3 Clinical	4
NUR 2712CNursing 4 Clinical	6
NUR 2943L Nursing 4 Clinical Preceptorship	4
<b>Total Required Course Credits</b>	<b>42</b>

<b>Total Program Credits</b>	<b>72/74</b>
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\*Transition students only prior to first clinical nursing course

<sup>+</sup>For those students planning to go onto the BSN

\*\*If BSC 2085/2085L and BSC 2086/2086L are completed prior to entering the Nursing Program, the BSC 2086 and BSC 2086L must be completed within the last ten (10) years.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=82](http://www.palmbeachstate.edu/x3223.xml?id=82)

## Radiography AS 2303

LIMITED ACCESS

#### Program Website

[www.palmbeachstate.edu/Radiography.xml](http://www.palmbeachstate.edu/Radiography.xml)

#### Program Description

This degree program prepares the student to become a radiologic technologist, combining the high technology of medical imaging with skills of patient care to create X-ray images or radiographs.

The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit [www.palmbeachstate.edu/radiography.xml](http://www.palmbeachstate.edu/radiography.xml) .

#### Program Accreditation

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, website: [www.jrcert.org](http://www.jrcert.org).

#### Employment Opportunities

The job outlook is excellent for diagnostic imaging personnel. The program has a 100 percent job placement rate, and graduates work in hospitals, imaging centers and doctors' offices.

#### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

As a profession, radiography emphasizes career development which leads to additional certification in CT (computerized tomography), MRI (magnetic resonance imaging), nuclear medicine, radiation therapy, sonography, mammography and vascular imaging.

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

#### 1. Special Application and Deadline

The applicant must complete and submit the Radiography program application package by Sept. 1 of each year in order to be eligible for consideration for selection into the program.

#### 2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

#### 3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

#### 4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

**5. Placement Test Scores**

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

**6. Program Advisement**

The program faculty conduct a mandatory open house advisement session.

**7. Prerequisite: Hospital Observation**

Each prospective student must document at least eight hours of observation in a radiology department.

**Completion Requirements**

All program requirements must be successfully completed.

**Program Length**

This is a two-year program beginning in January each year and requires a full-time commitment. Students attend clinical education at local hospitals three days a week each semester.

**Location**

The program is offered at the Palm Beach Gardens campus.

**PROGRAM PREREQUISITES****CREDITS**

BSC 2085 Anatomy & Physiology 1	3
BSC 2085L Anatomy & Physiology 1 Lab	1
<b>Total Required Prerequisite Credits</b>	<b>4</b>

**GENERAL EDUCATION REQUIREMENTS**

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

BSC 2086 Anatomy & Physiology 2	3
BSC 2086L Anatomy & Physiology 2 Lab	1
ENC 1101 College Composition 1	3
MAC 1105 College Algebra (or designated courses* from Area III)	3
PSY 2012 General Psychology	3
Any course from Humanities - Area II	3
<b>Total Required General Education Credits</b>	<b>16</b>

**REQUIRED COURSES**

CGS 1100 Microcomputer Applications (or equivalent)	3
RTE 1000 Introduction to Radiography	3
RTE 1401 Radiographic Imaging 1	2
RTE 1401L Radiographic Imaging 1 Lab	1
RTE 1503 Radiographic Procedures 1	3
RTE 1503L Radiographic Procedures 1 Lab	1
RTE 1513 Radiographic Procedures 2	2
RTE 1513L Radiographic Procedures 2 Lab	1
RTE 1804 Radiographic Clinical Education 1	3
RTE 1814 Radiographic Clinical Education 2	2
RTE 1457 Radiographic Imaging 2	2
RTE 1457L Radiographic Imaging 2 Lab	1
RTE 1523 Radiographic Procedures 3	3
RTE 1523L Radiographic Procedures 3 Lab	1
RTE 1824 Radiographic Clinical Education 3	3
RTE 2533 Radiographic Procedures 4	3
RTE 2533L Radiographic Procedures 4 Lab	1
RTE 2613 Radiologic Physics	3
RTE 2834 Radiographic Clinical Education 4	3
RTE 2130 Pharmacology for Medical Imaging	3
RTE 2844 Radiographic Clinical Education 5	2
RTE 2385 Radiobiology	3

RTE 2563 Advanced Medical Imaging	3
RTE 2473L Radiography Seminar	2
RTE 2854 Radiographic Clinical Education 6	3
<b>Total Required Course Credits</b>	<b>57</b>

<b>Total Program Credits</b>	<b>77</b>
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\*-MAC 1140, MAC 2233, MAC 2311, MAC 2312, MAC 2313, MAP 2302 OR MAS 2103

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=83](http://www.palmbeachstate.edu/x3223.xml?id=83)

## Respiratory Care AS 2148

### LIMITED ACCESS

#### Program Website

[www.palmbeachstate.edu/RespiratoryCare.xml](http://www.palmbeachstate.edu/RespiratoryCare.xml)

#### Program Description

This degree program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to take the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

Graduates of this American Medical Association recognized and nationally accredited program have high employment success because of training in basic life support, advanced cardiac life support, neonatal resuscitation, pediatric life support, electrocardiography, pulmonary function technology and more.

#### Program Accreditation

Palm Beach State College Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

#### Employment Opportunities

Respiratory care is one of the fastest growing professions in the country and in Florida. Palm Beach State graduates have enjoyed 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.

#### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

Earning the A.S. degree in respiratory care enables the student to take the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT).

**Program Learning Outcomes**

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements****1. Special Application and Deadline(s)**

- A. Beginning program students: Attend mandatory group counseling session; complete program application prior to the deadline on the Respiratory Care application to be considered for eligibility in selection process.
- B. Respiratory care technology transfer students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.
- C. Other transfer students: Arrange appointment with program director prior to application submission. Advanced placement for previous experience and/or academic preparation may be considered. Competency testing may be required at the discretion of the program director for advanced placement or transfer requests.

**2. Standard High School Diploma or GED**

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

**4. Cumulative Grade Point Average (GPA)**

Cumulative grade point average must be at least 2.6 on a scale of 4.0 in previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

**5. Placement Test Score**

College Placement Test scores must meet minimum requirements for entrance into college-level English, math and reading courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum three college credits for College Algebra and College English may be used in lieu of placement scores for the selection eligibility. Placement scores must be less than two years old.

**6. Medical Exam**

Once accepted into the program, applicants must submit a completed Palm Beach State Allied Health Medical Examination Form documenting laboratory tests and immunizations completed by a medical doctor (MD), doctor of osteopathy (DO), advanced registered nurse practitioner (ARNP), or physician assistant (PA). All accepted applicants for this program are strongly encouraged to be currently immunized against Hepatitis B Virus (HBV). Documentation of completion of or refusal to obtain Hepatitis B vaccine must be provided upon entrance into the program.

**7. Background Checks and Drug Screening**

Once accepted into the program, applicants will be required to provide results of clear criminal background check and drug screening.

**8. Program/Interview Counseling**

Mandatory group counseling sessions are scheduled throughout the year at various locations of Palm Beach State. These sessions offer the student guidance through the application process.

**9. Special Notes**

All professional courses (RET prefix) are taught in a sequence. Each RET course serves as the prerequisite for the subsequent course. Consequently, all professional courses must be taken in sequence. Failure to successfully complete a professional course with a grade of C or higher means the student may not advance to the next course in the program. The student may request to re-enter the program and take the course again at the next offering. Students wishing to repeat the course must request consideration in writing to the program director at least two months prior to the semester they wish to return. There is no guarantee of reinstatement to the program. Readmitted students may be required to repeat corequisite courses even if a grade of C was earned in the previous attempt. This is necessary to ensure that the student is current in his/her skills. Students who voluntarily withdraw from the program either passing or failing have no guarantee for readmission. Students dismissed from a clinical affiliate due to patient safety issues may NOT be eligible for readmission.

**Respiratory Care Program Readmission Procedure**

Students wishing consideration of readmission must petition in writing to the department chair/program director at least two months prior to the semester they wish to return. The following procedure is required:

1. At the time the student does not successfully complete a sequenced course, the department chair/program director conducts an exit interview/counseling session with the student to document the reason(s) for leaving and develop an action plan for remediation.
2. At least two months prior to the beginning of the semester in which the student wishes to re-enter, he/she must submit a request in writing to the department chair/program director. A copy of this letter is forwarded to the Registrar's Office limited access admissions counselor.
3. Students who withdraw ("W"), regardless of academic status, from the program must make application for 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 Palm Beach State staff.
5. All students who reapply for admittance to the program may be required to take challenge exams (cognitive, psychomotor and/or clinical) prior to readmission to help determine the point at which the student may be allowed to re-enter the program.
6. If any clinical affiliate refuses to allow a student privileges for their clinical internship due to theft, misconduct (including violations of the Code of Ethics) or negligence that may lead to patient harm, the student will not be allowed to continue.
7. Students who have two academic failures in two separate attempts to complete the program will not be considered for readmission.
8. If medical conditions were involved, written verification of good health and ability to function safely in clinical situations is required.

9. Students who withdraw, regardless of academic status, have no guarantee of readmittance to the program.
10. The student applicant will be notified in writing of the final program decision within seven working days.

Students are encouraged to complete as many General Education courses as possible prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be completed prior to the program are BSC 2085/2085L Anatomy & Physiology 1 and Lab. Program graduates upon passing the NBRC examinations then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

#### Completion Requirements

Successfully complete all program requirements and all required courses with a grade of C or higher.

#### Program Length

This is a two-year program beginning in August each year. It requires a full-time commitment.

#### Location

The program is offered at the Palm Beach Gardens campus.

#### PROGRAM PREREQUISITES

	CREDITS
BSC 2085 Anatomy & Physiology 1	3
BSC 2085L Anatomy & Physiology 1 Lab	1
MAC 1105 College Algebra	3
<b>Total Required Prerequisite Credits</b>	<b>7</b>

#### GENERAL EDUCATION REQUIREMENTS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ARH 1000 Art Appreciation -or-	
MUL 1010 Music Appreciation -or-	
THE 1000 Theatre Appreciation	3
BSC 2086 Anatomy & Physiology 2	3
BSC 2086L Anatomy & Physiology 2 Lab	1
CHM 1020 Principles of Chemistry (or higher level Chemistry)+*	3
ENC 1101 College Composition 1*	3
MCB 2010 Microbiology	3
MCB 2010L Microbiology Lab	1
SYG 2000 Introduction to Sociology*	3
<b>Total Required General Education Credits</b>	<b>20</b>

#### REQUIRED COURSES

PHY 1001 Applied Physics (or higher level Physics++)	3
RET 1272 Fundamentals of Respiratory Care 1	9
RET 1272L Fundamentals of Respiratory Care 1 Lab	3
RET 1273 Fundamentals of Respiratory Care 2	6
RET 1273L Fundamentals of Respiratory Care 2 Lab	2
RET 1874L Clinical Internship 1	1
RET 1875L Clinical Internship 2	3
RET 1876C Clinical Internship 3	4
RET 2280C Fundamentals of Respiratory Care Therapy 3	7
RET 2534C Fundamentals of Respiratory Care Therapy 4	7

RET 2877L Clinical Internship 4	2
RET 2878L Clinical Internship 5	2
<b>Total Required Course Credits</b>	<b>49</b>

<b>Total Program Credits</b>	<b>76</b>
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\* It is suggested that these courses be completed prior to program entry.

+ CHM1025, CHM1045, CHM1046, CHM2210, CHM2211 or approved transfer credit.

++ PHY2048, PHY2049, PHY2053, PHY2054 or approved transfer credit.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=84](http://www.palmbeachstate.edu/x3223.xml?id=84)

## Sonography AS 2313

#### LIMITED ACCESS

#### Program Website

[www.palmbeachstate.edu/Sonography.xml](http://www.palmbeachstate.edu/Sonography.xml)

#### Program Description

This degree program combines creativity and advanced technological equipment to produce images of the body. The diagnostic medical sonographer works with other health care practitioners in the management, control and care of patients referred for ultrasound studies.

Sonographers use high frequency sound waves to demonstrate body parts and assist physicians in the diagnosis of medical abnormalities. The sonographer must have an exceptional understanding of human anatomy and an artistic, creative, self-directed approach for locating and demonstrating anatomy and pathology.

#### Employment Opportunities

Students who complete the program may find employment in areas such as hospitals, physicians' offices, laboratories and commercial companies.

#### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

Sonographers may choose to achieve advanced certifications in specialized areas of sonography. After completion of the program, students are eligible to take the Registered Diagnostic Medical Sonographers (RDMS) exam.

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

#### Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### 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 with required classes.
- Bachelor degree with required classes.

- Required classes are Anatomy & Physiology with a lab, General Physics, College English and College Algebra (C or higher).

Those applicants who have a bachelor's degree are required to have direct patient-care experience (minimum of one year) or complete HSC0003 or equivalent.

#### 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.

#### Location

The program is offered at the Palm Beach Gardens campus.

#### GENERAL EDUCATION REQUIREMENTS CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

BSC 1010 Principles of Biology I	3
BSC 1010L Principles of Biology I Lab	1
BSC 2085 Anatomy & Physiology 1	3
BSC 2085L 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 1017 Fundamentals of Speech Communication	3
PSY 2012 General Psychology	3
<b>Total Required General Education Credits</b>	<b>23</b>

#### NON-TECHNICAL CORE REQUIREMENTS

BSC 2086 Anatomy & Physiology 2	3
BSC 2086L Anatomy & Physiology 2 Lab	1
PHY 1001 Applied Physics (or equivalent)	3

<b>Total Required Non-Technical Core Credits</b>	<b>7</b>
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#### 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
<b>Total Required Technical Core Credits</b>	<b>42</b>

<b>Total Program Credits</b>	<b>72</b>
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\* Technical Core courses must be taken sequentially.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=85](http://www.palmbeachstate.edu/x3223.xml?id=85)

## Computed Tomography

### ATC 4321

#### Program Website

[www.palmbeachstate.edu/MRI.xml](http://www.palmbeachstate.edu/MRI.xml)

#### Program Description

This advanced technical certificate program is a three-course, one-semester program that begins spring term of each year (January to May).

This program is designed to meet the needs of the radiologic technology professional for formalized, specialized training. Available classes include Cross Sectional Anatomy, Computed Tomography, Computed Tomography Clinical Education, Pharmacology for Medical Imaging and Advanced Pathophysiology for Medical Imaging.

#### Employment Opportunities

This ATC curriculum is offered to Radiologic Technologists (RTs) credentialed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the advanced modality registration examination offered by the ARRT in CT.

#### Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the nine credit hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

#### Program Learning Outcomes

To view the program learning outcomes, see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

#### Completion Requirements

Successfully complete all program requirements.

#### Program Length

Nine credit hours, or approximately one semester.

#### Location

The program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES	CREDITS
RTE 2571 Computed Tomography 1	3
RTE 2571L Computed Tomography Clinical Education	3
RTE 2762 Cross Sectional Anatomy	3

<b>Total Program Credits</b>	<b>9</b>
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For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=88](http://www.palmbeachstate.edu/x3223.xml?id=88)

# Magnetic Resonance Imaging ATC 4322

## Program Website

[www.palmbeachstate.edu/MRI.xml](http://www.palmbeachstate.edu/MRI.xml)

## Program Description

This advanced technical certificate program is a five-course, two-semester program which begins in the fall of each year and ends at the completion of the spring term (August to May).

An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 12 credit hours from the courses listed below. The program is designed to meet the needs of the radiologic technology professional for formalized, specialized training.

## Employment Opportunities

This program is offered to Radiologic Technologists (RTs) licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the RT who desires to become proficient in the advanced modality of Magnetic Resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI.

## Career Path Notes

College credit will be awarded; technologists with an A.S. degree will also be eligible to receive a certificate upon successful completion of the 12-credit-hour ATC program. ARRT technologists without an A.S. degree may earn their degree through the completion of required coursework at the college. Continuing education credit (CEUs) will also be granted for courses completed with a grade of "C" or better.

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

Please refer to course listings for any prerequisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

## Completion Requirements

Successfully complete all required program courses.

## Program Length

12 credit hours, or approximately 10 months.

## Location

The program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES	CREDITS
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REQUIRED COURSES	CREDITS
RTE 2575 Introduction to Magnetic Resonance Imaging	3
RTE 2576 Magnetic Resonance Imaging 2	3
RTE 2762 Cross Sectional Anatomy	3
<b>Total Required Course Credits</b>	<b>9</b>

## 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
<b>Total Required Elective Credits</b>	<b>3</b>

<b>Total Program Credits</b>	<b>12</b>
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For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=89](http://www.palmbeachstate.edu/x3223.xml?id=89)

# Health Care

## CCE

Palm Beach State offers many courses to health care professionals to earn continuing education units (CEUs) to maintain licensure. Palm Beach State is an approved provider for continuing education in many professions, including nursing, dentistry, occupational therapy, respiratory care, massage therapy, clinical laboratory and other areas. Please visit [www.palmbeachstate.edu/CCE.xml](http://www.palmbeachstate.edu/CCE.xml) for more information.

# Public Safety

## PSAV

Auxiliary Law Enforcement Officer  
 Correctional Probation Officer Cross-Over  
 Training to Florida CMS Law Enforcement  
 Criminal Justice Academies

**PROGRAMS:**

CORRECTIONS OFFICER  
 LAW ENFORCEMENT OFFICER

Cross-Over CMS Law Enforcement  
 to Correctional Officer

Cross-Over Correctional Officer  
 to CMS Law Enforcement

Firefighter

Fire Apparatus Operator

Fire Inspector I

Fire Instructor

Fire Investigator I

Fire Officer I

## ATD

Emergency Medical Technician

## CCC

Crime Scene Technology

Emergency Management

Paramedic

## AAS/AS

Crime Scene Technology

Criminal Justice Technology

**SPECIALTY CONCENTRATIONS:**

CORRECTIONS OFFICER  
 LAW ENFORCEMENT OFFICER  
 GENERAL (NON-SWORN)

Emergency Medical Services

Fire Science Technology

## CCE (Corporate & Continuing Education)

Public Safety

## Auxiliary Law Enforcement Officer PSAV 5602

**Program Website**

[www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml)

**Program Description**

Course work will include introduction to auxiliary law enforcement, patrol, investigations, traffic, crash investigations, first aid, dart firing stun gun, firearms, defensive tactics and vehicle operations.

**Employment Opportunities**

Upon completion of this program you may seek employment as an auxiliary officer. In most agencies this is a volunteer position.

**Career Path Notes**

Palm Beach State College Criminal Justice Institute qualifies the completer to obtain Florida certification as a Law Enforcement Auxiliary Officer.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admissions Requirements**

Admissions application, BAT or Shield Test and Letter of Authorization from sponsoring agency.

**Completion Requirements**

Pass all modules with a minimum 80%. Meet the 100% attendance requirement established by FDLE.

**Program Length**

319 Hours

**Location**

This program is offered at the Lake Worth campus.

		<b>CONTACT HOURS</b>
CJK 0240	Law Enforcement Auxiliary Introduction	27
CJK 0241	Law Enforcement Auxiliary Patrol and Traffic	19
CJK 0242	Law Enforcement Auxiliary Investigations	17
CJK 0422	Dart-Firing Stun Gun	8
CJK 0031	CMS First Aide For Criminal Justice Officers	40
CJK 0040	Criminal Justice Firearms	80
CJK 0051	Criminal Justice Defensive Tactics	80
CJK 0020	CMS Law Enforcement Vehicle Operations	48
<b>Total Program Hours</b>		<b>319</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=170](http://www.palmbeachstate.edu/x3223.xml?id=170)

# Correctional Probation Officer Cross-OVER Training to Florida CMS Law Enforcement

PSAV 5609

## Program Website

[www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml)

## Program Description

This program prepares the certified Correctional Probation Officer to be a licensed Law Enforcement Officer. Course work will include: introduction to law enforcement, vehicle operations, law enforcement high liability, patrol, investigations, traffic stops, traffic crash investigations and tactical applications.

## Employment Opportunities

Upon completion of this program you may seek employment as a State of Florida certified law enforcement officer.

## Career Path Notes

Palm Beach State College Criminal Justice Institute qualifies the completer to obtain certification as a law enforcement officer through the Florida Department of Law Enforcement.

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admissions Requirements

Admissions application (if new student), BAT or Shield Test and Letter of Good Standing.

## Completion Requirements

Pass all modules with a minimum 80%. Meet the 100% attendance requirement mandated by FDLE.

## Program Length

529 Hours

## Location

This program is offered at the Lake Worth campus.

REQUIRED COURSES	CONTACT HOURS
CJK 0221 Correctional Crossover to Law Enforcement Introduction and Legal	47
CJK 0222 Correctional Crossover to Law Enforcement Communications	56
CJK 0223 Correctional Crossover to Law Enforcement Human Issues	32
CJK 0061 Patrol 1	58
CJK 0062 Patrol 2	40
CJK 0076 Crime Scene Investigations	24
CJK 0071 Criminal Investigations	56
CJK 0082 Traffic Stops	24
CJK 0083 DUI Traffic Stops	24
CJK 0086 Traffic Crash Investigations	32
CJK 0020 CMS Law Enforcement Vehicle Operations	48
CJK 0422 Dart Firing Stun Gun	8
CJK 0040 Criminal Justice Firearms	80
<b>Total Program Hours</b>	<b>529</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=135](http://www.palmbeachstate.edu/x3223.xml?id=135)

# Criminal Justice Academies

PSAV

## Program Website

[www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml)

## Program Description

The Criminal Justice Institute (CJI) is a limited access program governed by Palm Beach State, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

The Corrections Basic Recruit Training prepares students as entry level corrections officers in the state of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

The Law Enforcement Basic Recruit Training prepares students as entry-level law enforcement officers in the State of Florida. Practical skills and simulated activities complement the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida statutes and is a highly structured and disciplined program with special rules, policies and procedures.

## Employment Opportunities

Two programs are available: the Corrections Officer Program, which provides eligibility for certification as a Florida corrections officer, and the Law Enforcement Officer Program, which provides eligibility for certification as a Florida law enforcement officer.

## Career Path Notes

Students completing either program 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.

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Selection Center Testing through Palm Beach State or enter under the auspices of a Palm Beach County law enforcement agency. Additionally, they must complete a College application, achieve passing scores on the Basic Ability Test (BAT), and successfully pass a fitness agility and ability test (LE only), a medical examination, a complete drug screen, and a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and a polygraph exam.

Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561) 868-3398 or visit [www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml).

**Meeting with Rules and Regulations**

Students registering in the Law Enforcement, Corrections or Crossover Academy must meet and abide by the rules and regulations of the Palm Beach State Criminal Justice Institute. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training Commission (CJSTC) and Florida Department of Law Enforcement (FDLE).

**Completion Requirements****Modular Examination Failure**

Failure of any modular examination in academy training will entitle the student recruit to one re-test (not the same test), which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. 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 \$150 fee for filing. The test will be developed and administered by CJST. A total of three attempts will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

**Program Length****Corrections Officer Program:**

Total program hours: 552

Approximate program length: 4 months

**Law Enforcement Officer Program:**

Total program hours: 770.

Approximate program length: 6 months

**Location**

The Corrections Officer program is offered at the Belle Glade location. The Law Enforcement Officer program is offered at the Lake Worth location.

**CORRECTIONS OFFICER PROGRAM**

PSAV 5601

REQUIRED COURSES	CLOCK HOURS
CJK 0270 Criminal Justice Legal 1	46
CJK 0285 Criminal Justice Legal 2	22
CJK 0286 Criminal Justice Communications Corrections	42
CJK 0100 Interpersonal Skills 1 – Corrections	62
CJK 0101 Interpersonal Skills 2 – Corrections	50
CJK 0051 Criminal Justice Defensive Tactics	80
CJK 0040 Criminal Justice Firearms	80
CJK 0031 CMS First Aide for Criminal Justice Officers	40
CJK 0480 Emergency Preparedness	26
CJK 0102 Corrections Operations	64
CJK 0280 Criminal Justice Officer Physical Fitness Training CMS	40
<b>Total Program Clock Hours</b>	<b>552</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=91](http://www.palmbeachstate.edu/x3223.xml?id=91)

**LAW ENFORCEMENT OFFICER PROGRAM**

PSAV 5600

REQUIRED COURSES	CLOCK HOURS
CJK 0007 Introduction to Law Enforcement	11
CJK 0008 Legal	69
CJK 0011 Human Issues	40
CJK 0017 Communications	76
CJK 0020 CMS Law Enforcement Vehicle Operations	48
CJK 0031 CMS First Aide for Criminal Justice Officers	40
CJK 0040 Criminal Justice Firearms	80
CJK 0051 Criminal Justice Defensive Tactics	80
CJK 0422 Dart Firing Stun Gun	8
CJK 0061 Patrol 1	58
CJK 0062 Patrol 2	40
CJK 0071 Criminal Investigations	56
CJK 0076 Crime Scene Investigations	24
CJK 0082 Traffic Stops	24
CJK 0083 DUI Traffic Stops	24
CJK 0086 Traffic Crash Investigations	32
CJK 0096 Criminal Justice Officer Physical Fitness Training (LE)	60
<b>Total Program Hours</b>	<b>770</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=92](http://www.palmbeachstate.edu/x3223.xml?id=92)

**Cross-over CMS Law Enforcement to Correctional Officer**

PSAV 5614

**Program Website**

[www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml)

**Program Description**

This program requires each student to have completed the Traditional or CMS Law Enforcement Basic Recruit Training program as a prerequisite.

Course work will include: Introduction to Traditional Corrections, Interpersonal Skills 1, Interpersonal Skills 2, Emergency Preparedness, and Correctional Operations.

**Employment Opportunities**

Upon completion of this program you may seek employment as a State of Florida certified correctional officer.

**Career Path Notes**

Palm Beach State College Criminal Justice Institute qualifies the completer to obtain certification as a corrections officer through the Florida Department of Law Enforcement.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admissions Requirements**

Admissions application (if new student), BAT or Shield Test and Letter of Good Standing.

**Completion Requirements**

Pass all modules with a minimum 80%. Meet the 100% attendance requirement established by FDLE.

**Program Length**

199 Hours

**Location**

This program is offered at the Lake Worth campus.

**REQUIRED COURSES****CONTACT HOURS**

CJK 0204	Crossover CMS Law Enforcement to Traditional Corrections Introduction	59
CJK 0101	Interpersonal Skills 2 – Corrections	50
CJK 0480	Emergency Preparedness	26
CJK 0102	Corrections Operations	64

**Total Program Hours** **199**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=93](http://www.palmbeachstate.edu/x3223.xml?id=93)

## Cross-Over Correctional Officer to CMS Law Enforcement PSAV 5613

**Program Website**

[www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml)

**Program Description**

This program requires each student to have completed the traditional Correctional Basic Recruit Training program as a prerequisite.

Course work will include: Introduction to Law Enforcement, Vehicle Operations, LE High Liability, Patrol, Investigations, Traffic Stops, Traffic Crash Investigations, and Tactical Applications.

**Employment Opportunities**

Upon completion of this program you may seek employment as a State of Florida certified law enforcement officer.

**Career Path Notes**

Palm Beach State College Criminal Justice Institute qualifies the completer to obtain certification as a law enforcement officer through the Florida Department of Law Enforcement.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admissions Requirement**

Admissions application (if new student), BAT or Shield Test and Letter of Good Standing.

**Completion Requirements**

Pass all modules with a minimum 80%. Meet the 100% attendance requirement established by FDLE.

**Program Length**

457 Hours

**Location**

This program is offered at the Lake Worth and Belle Glade campuses.

**REQUIRED COURSES****CONTACT HOURS**

CJK 0221	Correctional Crossover to Law Enforcement Introduction and Legal	47
CJK 0212	Crossover Correctional to CMS Law Enforcement High Liability	8
CJK 0222	Correctional Crossover to Law Enforcement Communications	56
CJK 0223	Correctional Crossover to Law Enforcement Human Issues	32
CJK 0020	CMS Law Enforcement Vehicle Operations	48
CJK 0422	Dart-Firing Stun Gun	8

CJK 0061	Patrol 1	58
CJK 0062	Patrol 2	40
CJK 0071	Criminal Investigations	56
CJK 0076	Crime Scene Investigations	24
CJK 0082	Traffic Stops	24
CJK 0083	DUI Traffic Stops	24
CJK 0086	Traffic Crash Investigations	32

**Total Program Hours** **457**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=94](http://www.palmbeachstate.edu/x3223.xml?id=94)

## Firefighter PSAV 5043

**LIMITED ACCESS****Program Website**

[www.palmbeachstate.edu/Fire.xml](http://www.palmbeachstate.edu/Fire.xml)

**Program Description**

For students seeking state certification as a firefighter, classes are offered on both daytime and nighttime schedules in the Fall and Spring terms of each academic year. The program follows the curriculum established by the Bureau of Fire Standards and Training of the Florida State Fire College in Ocala.

The PSAV firefighter program is a two-part course.

**Part I (Firefighter 1)** covers orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling; loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals; salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination, the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter 1.

**Part II (Firefighter 2)** prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports pre-incident survey and wildlife firefighting - 5130 & 5190. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter 2. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

**Career Path Notes**

Successful completion of this Certificate Firefighter Program allows the student to take the state certification examination. The student will earn 3 college credits towards the A.S. degree in Fire Science.

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

High school diploma (or equivalent) and College Application

submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)). For admission requirements, go to [www.palmbeachstate.edu/Fire.xml](http://www.palmbeachstate.edu/Fire.xml) and download the Fire Information/Application packet.

#### Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 10; English: 10; Mathematics: 10 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

#### Program Length

450 hours or approximately three months for the day program and six months for the night program.

#### Location

This program is offered at the Lake Worth campus.

REQUIRED COURSE	CLOCK HOURS
FFP 0021 Firefighter	450
<b>Total Program Hours</b>	<b>450</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=95](http://www.palmbeachstate.edu/x3223.xml?id=95)

## Fire Apparatus Operator

### PSAV 5615

#### Program Website

[www.palmbeachstate.edu/Fire.xml](http://www.palmbeachstate.edu/Fire.xml)

#### Program Description

This program prepares the firefighter to assume responsibility as a fire apparatus operator.

This program prepares the firefighter to understand the science of fluids at rest and in motion, and the physical relationships between water and the mechanisms for moving it to achieve desired fire flows. The program concentrates on numerical data and mathematical calculations. It also includes the study of the practices and procedures involved in the safe and effective operation of today's fire apparatus. This is a hands-on program designed to train driver/operators to meet all pertinent requirements contained in NFPA 1002.

#### Employment Opportunities

Existing firefighters can enhance their opportunities for advancement or employment by completing this program. Approximately 16 percent of all firefighters in Florida are fire apparatus operators or in the acting position on a regular basis.

#### Career Path Notes

Fire apparatus operator is usually the first promotional opportunity a firefighter has. It is the first rung of the promotional ladder.

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)). Students must be state certified firefighters.

#### Completion Requirements

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

#### Program Length

Two 48-hour courses.

#### Location

The program is offered at the Lake Worth campus, but may be held in-house at area fire departments.

#### REQUIRED COURSES

		CREDITS
FFP 1301	Fire Hydraulics	3
FFP 1302	Fire Apparatus and Equipment	3
<b>Total Program Credits</b>		<b>6</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=96](http://www.palmbeachstate.edu/x3223.xml?id=96)

## Fire Inspector 1

### PSAV 5618

#### Program Website

[www.palmbeachstate.edu/Fire.xml](http://www.palmbeachstate.edu/Fire.xml)

#### Program Description

This program allows the participant to challenge the state certification test for Fire Inspector I.

This program is aimed at the individual who wishes to become state certified to inspect residential, commercial, educational and other structures. The program includes an understanding of fire inspection practices, fire protection systems, fire codes and standards, building construction and plan reviews.

#### Employment Opportunities

Students who complete this program are employable as a state fire inspector. Typically this skill set enhances a person's existing job duties and responsibilities.

#### Career Path Notes

This program is a prerequisite to becoming a certified fire inspector. All fire/rescue departments and many educational and commercial institutions utilize the services of fire inspectors.

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

Day program – three to four months. night program – six to seven months.

#### Location

The program is offered at the Lake Worth campus.

#### REQUIRED COURSES

		CREDITS
FFP 1505	Fire Prevention	3
FFP 1540	Private Fire Protection Systems	3
FFP 2120	Building Construction Fire Protection	3
FFP 2510	Related Fire Codes and Standards	3
FFP 2521	Blueprint Reading and Plan Examination	3
<b>Total Program Credits</b>		<b>15</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=97](http://www.palmbeachstate.edu/x3223.xml?id=97)

## Fire Instructor PSAV 5616

### Program Website

[www.palmbeachstate.edu/Fire.xml](http://www.palmbeachstate.edu/Fire.xml)

### Program Description

This PSAV certification program prepares the student to design and utilize a lesson plan and present a class. It also allows the student to challenge the state test for certification as an Instructor I, and as an Instructor II if he/she has an A.S. degree or higher.

This curriculum is intended to facilitate the development of nationally applicable performance standards for uniformed fire service personnel. The program prepares the prospective instructor to design, present and develop a training curriculum.

### Employment Opportunities

Every fire department as well as other agencies that provide fire protection need personnel to be trained as fire instructors. Individuals who wish to be fire instructors must meet the criteria set forth by the State Fire Marshal's office which requires the firefighter to have at least six years fire service experience as well as successful completion of the classes that make up this PSAV Certificate

### Career Path Notes

This program is a prerequisite to becoming certified to teach credit courses for any institution of higher education. Most fire rescue departments require state certification for their training officers. Applicants for the state certification exam must also have at least six years experience in the fire service.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Student must be a working or volunteer firefighter.

### Completion Requirements

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

### Program Length

Two 48-hour courses.

### Location

The program is offered at the Lake Worth campus but may be held in-house at a fire rescue department.

### REQUIRED COURSES

### CREDITS

FFP 2740	Fire Service Course Delivery	3
FFP 2741	Fire Service Course Design	3

### Total Program Credits

6

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=98](http://www.palmbeachstate.edu/x3223.xml?id=98)

## Fire Investigator 1 PSAV 5619

### Program Website

[www.palmbeachstate.edu/Fire.xml](http://www.palmbeachstate.edu/Fire.xml)

### Program Description

This program allows the participant to challenge the state certification test for Fire Investigator I.

The program focuses on broad, transferable skills and stresses understanding and demonstration of fire chemistry and fire behavior, the determination of the point of origin and causes of fires, the conduct of crime and fire scene processing and investigation, significant court cases and precedents, and courtroom procedures.

### Employment Opportunities

Existing firefighters or other public safety personnel can enhance their opportunities for advancement or employment by completing this program.

### Career Path Notes

This training gives the fire safety inspector the necessary training to conduct fire investigations for their agency.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

Four 48-hour courses.

### Location

The program is offered at the Lake Worth campus.

### REQUIRED COURSES

### CREDITS

FFP 1540	Private Fire Protection Systems	3
FFP 2111	Fire Chemistry	3
FFP 2120	Building Construction Fire Protection	3
FFP 2610	Fire Investigation: Origin and Cause	3

### Total Program Credits

12

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=99](http://www.palmbeachstate.edu/x3223.xml?id=99)

## Fire Officer 1 PSAV 5617

### Program Website

[www.palmbeachstate.edu/Fire.xml](http://www.palmbeachstate.edu/Fire.xml)

### Program Description

This program academically prepares the firefighter to assume the responsibility as a first line fire officer, and to challenge the state certification exam.

This program is geared for the sitting and prospective company officer. It trains the firefighter to lead in-service company fire safety inspections, use proper strategies and tactics to fight fire, be an effective incident commander, and serve as a trainer, mentor and middle manager.

### Employment Opportunities

Existing firefighters can enhance their opportunity for advancement or employment by completing this program. Approximately 17 percent of all firefighters in Florida hold the rank of first line supervisor or are in the acting position on a regular basis.

### Career Path Notes

Company officer is usually the second rung of the fire service career ladder. This certificate will demonstrate that the firefighter has properly prepared him/herself academically for the position.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Students must be working or volunteer firefighters.

### Completion Requirements

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

These classes are offered free online or by UASI:

FFP 1824 – Basic Incident Management System I-200

FFP 1825 – Intermediate Incident Management System I-300

FFP1832 – Emergency Response to Terrorism.

### Program Length

This program is 24 credits.

### Location

The program is offered at the Lake Worth campus.

### REQUIRED COURSES

### CREDITS

FFP 1505	Fire Prevention	3
FFP 1540	Private Fire Protection Systems	3
FFP 1824	Basic Incident Management System I-200	1
FFP 1825	Intermediate Incident Management System I-300	1
FFP 1832	Emergency Response to Terrorism	1
FFP 2120	Building Construction Fire Protection	3
FFP 2720	Company Officer & Leadership	3
FFP 2740	Fire Service Course Delivery	3
FFP 2810	Firefighting Strategy and Tactics 1	3
FFP 2811	Firefighting Strategy and Tactics 2	3
<b>Total Program Credits</b>	<b>24</b>	

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=100](http://www.palmbeachstate.edu/x3223.xml?id=100)

## Emergency Medical Technician (EMT-B) ATD B217

### LIMITED ACCESS

### Program Website

[www.palmbeachstate.edu/EMS.xml](http://www.palmbeachstate.edu/EMS.xml)

### Program Description

This applied technology diploma program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician - Basic. EMT-Bs serve as a link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Bs. This includes all skills necessary for the individual to provide emergency care at a basic life support level with an ambulance service or other emergency services agency.

Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

This program is approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC) and follows the most current U.S. Department of Transportation National Standard Curriculum.

### Employment Opportunities

EMT-Bs work in hospitals and doctor's offices, drive ambulances and also provide basic emergency care such as stabilizing patients, controlling bleeding and giving oxygen.

### Career Path Notes

This program is a prerequisite to the paramedic program. Students who want to move up in the field should start out in EMT-Basic.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)) and an EMT program application found at ([www.palmbeachstate.edu/emt.xml](http://www.palmbeachstate.edu/emt.xml)).

Special admission requirements are associated with this program. For details, call the Limited Access Office at (561) 868-3045.

### Completion Requirements

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

### Program Length

Total program credits: 11. This is a one semester program.

### Location

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

### REQUIRED COURSES

### CREDITS

EMS 1119	Emergency Medical Technician Basic (Lecture)	6
EMS 1119L	Emergency Medical Technician Basic Lab	3
EMS 1431	EMT-Basic Hospital and Field Experience	2

### Total Program Credits

11

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=102](http://www.palmbeachstate.edu/x3223.xml?id=102)

# Crime Scene Technology

CCC 6436

## Program Website

[www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml)

## Program Description

This college credit certificate program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

## Employment Opportunities

The student who completes the program may find employment as a crime scene technologist, evidence technician, medical examiner investigator, medical investigator, insurance investigator or forensic paralegal.

## Career Path Notes

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

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Total program credits: 28.

## Location

The program is offered at the Lake Worth campus.

## REQUIRED COURSES

## CREDITS

CJB 1711	Introduction to Crime Scene Technology	3
CJB 1712	Crime Scene Photography 1	3
CJB 1722	Crime Scene Photography 2	3
CJB 1721	Advanced Crime Scene Technology	3
CJB 1465	Injury and Death Investigation	3
CJB 2735	Fingerprint Classification	3
CJB 2703	Crime Scene Safety	2
CJB 2704	Courtroom Presentation of Scientific Evidence	3
CJB 2736	Latent Fingerprint Development	3
CJB 2748	Biological Evidence	2
<b>Total Program Credits</b>		<b>28</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=103](http://www.palmbeachstate.edu/x3223.xml?id=103)

# Emergency Management

CCC 6437

## Program Website

[www.palmbeachstate.edu/EmergencyManagement.xml](http://www.palmbeachstate.edu/EmergencyManagement.xml)

## Program Description

This certificate program provides the student with a solid background in the basics for emergency management through coursework and practical experiences in the field.

This certificate program provides students with knowledge to be able to coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g. hurricanes, floods, earthquakes), wartime, or technological (e.g. nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.

The program will provide the student with many national certifications from the Federal Emergency Management Administration (FEMA).

## Career Path Notes

Students who complete the certificate may apply those credits towards an A.S. degree in Fire Science.

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

Program can be completed in 12 months.

## Location

The program is offered online.

		<b>CREDITS</b>
FFP 1822	Emergency Management Systems Principles and Practices (Introduction to Emergency Management	3
FFP 1820	Basic Emergency Management Concepts	3
FFP 1830	Hazards Analysis and Impacts	3
FFP 1882	Emergency Operations Center (EOC) Operations and Design	3
FFP 2842	Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation	3
FFP 2880	Emergency Management Public Policy, Relations and Education	3
FFP 2840	Emergency Response and Recovery Operations	3
FFP 1841	Business Contingency Planning	3
<b>Total Program Credits</b>		<b>24</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=109](http://www.palmbeachstate.edu/x3223.xml?id=109)

## Paramedic CCC 6450

LIMITED ACCESS

### Program Web Site

[www.palmbeachstate.edu/EMS.xml](http://www.palmbeachstate.edu/EMS.xml)

### Program Description

This college credit certificate program is offered for the student who wishes to complete the core curriculum and be eligible for NREMT certification or certification by the State of Florida to practice as a paramedic. Paramedics are trained to provide advanced life support in medical and trauma related emergencies. The course content includes lecture, skills lab and hospital/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

### Program Accreditation

The Paramedic Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation for EMS Programs (CoAEMSP) 4101 W. Green Oaks Blvd. Suite 305-599 Arlington, Texas 76016, (817) 330-0080, and approved by the Florida Department of Health Bureau of Emergency Medical Services (Ch 401, FS, Ch. 64J-1, FAC). The training program follows the most current U.S. Department of Transportation National Standard Curriculum [FS 401.2701(1)(a) 5a].

### Employment Opportunities

Employment opportunities are limited in this field, and graduates have a 60 percent job placement rate.

### Career Path Notes

Credits earned in the Paramedic program can be applied toward an A.S. degree in Emergency Medical Services. The student is encouraged to also complete Basic Firefighter training at Palm Beach State.

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

This is a Limited Access program. Students must be a certified Florida EMT or eligible for the Florida EMT exam to apply and must score a 70 on the NFSI.

### Completion Requirements

Courses must be completed with a score of 80 or better. Students must successfully complete BLS, ACLS, PHTLS, and PALS.

### Program Length

This intensive three-semester program includes a clinical internship in area hospitals and on emergency response units where students care for patients in emergency settings. Day shift classes start in the fall.

### Location

The program is offered at the Lake Worth campus.

### REQUIRED COURSES

### CREDITS

EMS 2620C Paramedic 1	12
EMS 2621C Paramedic 2	12
EMS 2622C Paramedic 3	5
EMS 2664 Paramedic Clinical 1	4
EMS 2665 Paramedic Clinical 2	6
EMS 2658 Paramedic Clinical 3	2
EMS 2659 Paramedic Field Internship	1

**Total Program Credits** **42**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=104](http://www.palmbeachstate.edu/x3223.xml?id=104)

## Crime Scene Technology

AS 2435

### Program Website

[www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml)

### Program Description

This degree program will prepare the student to operate behind the yellow crime scene tape. Crime scene technologists locate, collect, and identify physical evidence used to solve crimes. The student will learn how to properly collect and preserve physical evidence, how to photograph crime scenes and how to reconstruct crime scenes and vehicle accidents.

Course content includes crime scene photography, fingerprint classification, crime scene safety and biological evidence.

### Employment Opportunities

Upon completion of the program, you may seek employment as a crime scene investigator or evidence technician for law enforcement agencies, medical examiner's office, legal firms, the insurance industry or private forensic labs. Forensic science technicians (crime scene) investigate crimes by collecting and analyzing physical evidence. Often, they specialize in areas such as DNA analysis or firearm examination, performing tests on weapons or on substances such as fiber, glass, hair, tissue and body fluids to determine their significance to the investigation.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

### GENERAL EDUCATION REQUIREMENTS

### CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101 College Composition 1	3
HSC 2100 Health Concepts & Strategies	3
Any course from Humanities – Area II	3
Any course from Mathematics – Area III	3
POS 1041 Introduction to American Government	3
SPC 1017 Fundamentals of Speech Communication	3

**Total General Education Requirements**

**18**

**REQUIRED COURSES**

CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration or Criminal Justice or	3
CCJ 1618	Criminal Psychology	3
CGS 1100	Microcomputer Applications	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration 1	3
CJL 2100	Criminal Law	3

**Total Required 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 a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=105](http://www.palmbeachstate.edu/x3223.xml?id=105)

## Criminal Justice Technology

AAS/AS

**Program Website**[www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml)**Program Description**

This degree program has three concentrations to meet the diverse needs of criminal justice students. The first two concentrations are designed for the Criminal Justice Academy student (Corrections and Law Enforcement certificate program students) and state certified correction and law enforcement officers who wish to advance in their career. The third concentration is designed for students who wish to pursue a degree in criminal justice but do not want to be a sworn officer (general concentration).

Program content includes police administration, constitutional law, forensic science, criminal procedures and criminal investigation.

**Career Path Notes**

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see the Web at [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admissions Requirements**

Students who wish to be admitted to the Law Enforcement or Corrections Academies prior to entering the A.S. Criminal Justice Technology program, must follow the procedures outlined at [www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml). Admission is not guaranteed.

For students starting in the A.S. degree program, a high school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)) is required.

**Completion Requirements**

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

**Program Length**

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

**Location**

The program is offered at the Lake Worth campus.

## CORRECTIONS OFFICER

### CONCENTRATION AAS A607 / AS 2605

GENERAL EDUCATION REQUIREMENTS	CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.	
ENC 1101 College Composition I	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
HSC 2100 Health Concepts & Strategies	3
-or-	
SPN 1120 Elementary Spanish I	4
SPC 1017 Fundamentals of Speech Communication	3
Any course from Humanities - Area II	3
<b>Total Required General Education Credits</b>	<b>18/19</b>

**REQUIRED COURSES**

CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CJE1711	Criminal Justice Capstone Course	3
CJJ 2002	Juvenile Delinquency	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration I	3
CJL 2100	Criminal Law	3

**Total Required Course Credits****21****REQUIRED CONCENTRATION**

Corrections Academy - (Florida Corrections Academy and state exam passage required)

**Total Required Concentration Credits****19****ELECTIVES – Choose 6 credits**

CGS1100	Microcomputer Applications	3
CJE 1301	Police Administration II	3
CCJ 1618	Criminal Psychology	3
CJL 1062	Introduction to Constitutional Law	3
CJL 2130	Laws of Evidence	3
CJL 2403	Law of Arrest, Search & Seizure	3
CJE 2600	Criminal Investigation	3

**Total Required Elective Credits****6/5****Total Program Credits****64**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=106](http://www.palmbeachstate.edu/x3223.xml?id=106)

## LAW ENFORCEMENT OFFICER CONCENTRATION AAS A608 / AS 2606

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition I	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
HSC 2100	Health Concepts & Strategies	3
-or-		
SPN 1120	Elementary Spanish I	4
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
<b>Total Required General Education Credits</b>		<b>18/19</b>
REQUIRED COURSES		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CJE1711	Criminal Justice Capstone Course	3
CJJ 2002	Juvenile Delinquency	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration I	3
CJL 2100	Criminal Law	3
<b>Total Required Course Credits</b>		<b>21</b>
REQUIRED CONCENTRATION		
Law Enforcement Academy (Florida Law Enforcement Academy and state exam passage required)		
<b>Total Required Concentration Credits</b>		<b>22</b>
ELECTIVES - Choose 3 credits		
CGS 1100	Microcomputer Applications	3
CJE 1301	Police Administration II	3
CCJ 1618	Criminal Psychology	3
CJL 1062	Introduction to Constitutional Law	3
CJL 2130	Laws of Evidence	3
CJL 2403	Law of Arrest, Search & Seizure	3
CJE 2600	Criminal Investigation	3
<b>Total Required Elective Credits</b>		<b>3/2</b>
<b>Total Program Credits</b>		<b>64</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=107](http://www.palmbeachstate.edu/x3223.xml?id=107)

## GENERAL (NON-SWORN) CONCENTRATION AAS A612/AS 2611

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition I	3
MGF 1106	Liberal Arts Math (A.S. students)	3
MAT 1033	Intermediate Algebra (A.A.S. students)	3
POS 1041	American Government	3
HSC 2100	Health Concepts & Strategies	
-or-		
SPN 1120	Elementary Spanish I	4
SPC 1017	Fundamentals of Speech Communications	3
Any course from Humanities - Area II		3
<b>Total Required General Education Credits</b>		<b>18/19</b>
REQUIRED COURSES		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CJJ 2002	Juvenile Delinquency	3
CCJ1618	Criminal Psychology	3
CJB 2713	Introduction to Forensic Science	3
CJE 1300	Police Administration I	3
CJL 2100	Criminal Law	3
<b>Total Required Course Credits</b>		<b>21</b>
REQUIRED CONCENTRATION		
CCJ/CJE/CJL/CJB courses		18
CJE 1711	Criminal Justice Capstone Course	3
<b>Total Required Concentration Credits</b>		<b>21</b>
ELECTIVES - Choose 4/3 credits		
CJE 1301	Police Administration II	3
CGS 1100	Microcomputer Applications	3
CJL 1062	Introduction to Constitutional Law	3
CJL 2130	Laws of Evidence	3
CJL 2403	Law of Arrest, Search, and Seizure	3
CJE 2600	Criminal Investigation	3
<b>Total Required Elective Credits</b>		<b>4/3</b>
<b>Total Program Credits</b>		<b>64</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=108](http://www.palmbeachstate.edu/x3223.xml?id=108)

# Emergency Medical Services

## AS 2449

### Program Website

[www.palmbeachstate.edu/EMS.xml](http://www.palmbeachstate.edu/EMS.xml)

### Program Description

This degree program is designed for the student who wishes to increase his/her opportunities in the EMS field.

In addition to the EMT and Paramedic Certificates, students will complete general education courses and electives.

### Employment Opportunities

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

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

### GENERAL EDUCATION REQUIREMENTS CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1	3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Mathematics - Area III		3
PSY 2012	General Psychology	

or

SYG 2000	Introduction to Sociology	3
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### Total Required General Education Credits 15

### TECHNICAL CORE REQUIRED COURSES

EMS 1119	Emergency Medical Technician Basic*	6
EMS 1119L	EMT-Basic Lab*	3
EMS 1431	EMT-Basic Hospital and Field Experience*	2
EMS 2620C	Paramedic 1	12
EMS 2621C	Paramedic 2	12
EMS 2622C	Paramedic 3	5
EMS 2658	Paramedic Clinical 3	2
EMS 2659	Paramedic Field Internship	1
EMS 2664	Paramedic Clinical 1	4

EMS 2665	Paramedic Clinical 2	6
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<b>Total Required Technical Core Credits</b>	<b>53</b>
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### ELECTIVES - 5 CREDITS REQUIRED

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

<b>Total Program Credits</b>	<b>73</b>
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*\*Students holding current/valid Florida State EMT-Basic certificates may be able to obtain credit for these classes toward the EMS A.S. degree. See Palm Beach State EMT program manager for more information.*

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

# Fire Science Technology

## AS 2195

### Program Website

[www.palmbeachstate.edu/Fire.xml](http://www.palmbeachstate.edu/Fire.xml)

### Program Description

This degree program is designed for the current firefighter who wishes to advance in various fire service areas.

Course content includes tactics & strategies, fire prevention, fire investigation, company officer, and fire apparatus & equipment.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Other than the "Fire Inspector" classes which can be taken by civilian students, the technical proficiency needed for this program requires that the student be a certified firefighter or fire inspector before being accepted into any of the technical core or elective classes that make up this curriculum.

**Completion Requirements**

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

**Program Length**

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

**Location**

The program is offered at the Lake Worth campus.

**GENERAL EDUCATION REQUIREMENTS CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1	3
POS 1041	Introduction to American Government	3
SPC 1017	Fundamentals of Speech Communication	3
MAC1105	College Algebra	
	-or-	
	Any course from Mathematics – Area III	3
	Any course from Humanities - Area II	3
	Any course from Natural Sciences - Area IV	3
	<b>Total Required General Education Credits</b>	<b>18</b>

**REQUIRED COURSES**

FFP 1505	Fire Prevention	3
FFP 1540	Private Fire Protection Systems	3
FFP 2120	Building Construction Fire Protection	3
FFP 2510	Related Fire Codes and Standards	3
FFP 2521	Blueprint Reading and Plans Examination	3
FFP 2612	Fire Behavior and Combustion	3
FFP 2702	Principles of Emergency Services	3
FFP 2720	Company Officer & Leadership	3
FFP 2206	Principles of Fire and Emergency Services Safety	3
FFP 2810	Firefighting Strategy and Tactics 1	3
	<b>Total Required Course Credits</b>	<b>30</b>

**ELECTIVES - Choose 12 credits**

ENC 1210	Technical Communications or equivalent	3
FFP 1000	Introduction to Fire Science	3
FFP 1301	Fire Hydraulics	3
FFP 1302	Fire Apparatus and Equipment	3
FFP 1820	Basic Emergency Managements Concepts	3
FFP 1822	Emergency Management Systems Principles and Practices (Introduction to Emergency Management)	3
FFP 1824	Basic Incident Management System I-200	1
FFP 1825	Intermediate Incident Management System I-300	1
FFP 1830	Hazards Analysis and Impacts	3
FFP 1832	Emergency Response to Terrorism	1
FFP 1841	Business Contingency and Continuity of Operations Planning (COOP)	3
FFP 1882	Emergency Operations Center (EOC) Operations and Design	3
FFP 2111	Fire Chemistry	3
FFP 2401	Hazardous Materials for Emergency Operations	3
FFP 2402	Hazardous Materials for Emergency Operations 2	3
FFP 2423C	Hazardous Materials 3	2
FFP 2541	Private Fire Protection Systems 2	3
FFP 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 2740	Fire Service Course Delivery	3
FFP 2741	Fire Service Course Design	3
FFP 2770	Legal and Ethical Issues for Fire Service	3
FFP 2780	Fire Service Administration	3
FFP 2811	Firefighting Strategy and Tactics 2	3
FFP 2840	Emergency Response and Recovery Operations	3
FFP 2842	Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation	3
FFP 2880	Emergency Management Public Policy, Relations and Education	3
HSC 2100	Health Concepts & Strategies	3
MNA 2303	Introduction to Public Personnel Management	3
	<b>Total Elective Credits</b>	<b>12</b>

<b>Total Program Credits</b>	<b>60</b>
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For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=110](http://www.palmbeachstate.edu/x3223.xml?id=110)

**Public Safety CCE**

Palm Beach State offers a complete line of continuing education courses to public safety personnel in many professions. In most cases, these classes are only available to professional personnel working in these positions.

**LAW ENFORCEMENT**

Palm Beach State is the official provider of advanced and specialized training courses for Region 12 of the Florida Department of Law Enforcement. The course topics vary by semester. Please check [www.palmbeachstate.edu/CriminalJustice.xml](http://www.palmbeachstate.edu/CriminalJustice.xml) for the current offerings.

**FIRE/EMS**

Palm Beach State provides continuing education to Fire/EMS personnel in many areas including ACLS, BLS, specialized fire fighting topics and many other training opportunities. Check [www.palmbeachstate.edu/ccePubSafety.xml](http://www.palmbeachstate.edu/ccePubSafety.xml) for more information.

# Science and Environment

## CCC

### Biotechnology

Landscape and Horticulture Specialist

Landscape and Horticulture Professional 1

Landscape and Horticulture Professional 2

## AS

### Biotechnology

Environmental Science Technology

Landscape and Horticulture Management

## Biotechnology CCC 6159

### Program Website

[www.palmbeachstate.edu/Biotechnology.xml](http://www.palmbeachstate.edu/Biotechnology.xml)

### Program Description

The College Credit Certificate program has been designed for those students who are currently employed in the biotechnology industry or for those who would like to pursue a biotechnology career or have a bachelor's degree in another academic discipline.

The Biotechnology College Credit Certificate provides the student with comprehensive knowledge, specific competencies and lab techniques that enhance current skill while establishing a foundation for a successful bioscience career.

This 19-credit certificate offers courses in biotechnology principles, tissue culture and instrumentation and includes an internship with local bioscience firms and institutions.

### Employment Opportunities

Careers in biotechnology include: research associate, cell culture technician, cloning technician, quality control technician, bioinformaticist, fermentation specialist, regulatory affairs, patent law, molecular ecologist, agriculture biotechnologist, protein purification specialist, forensic crime lab technician, cell biologist, brewmaster, business development and mass spectroscopist.

### Career Path Notes

Credits in this certificate program will transfer directly into the Associate in Arts (A.A.) or Associate in Science (A.S.) degree program in Biotechnology.

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

This program can be finished in 18 months.

### Location

The program is offered at the Palm Beach Gardens campus.

REQUIRED COURSES	CREDITS
BSC 2421 Introduction to Biotechnology	3
BSC 2421L Introduction to Biotechnology Lab	2
BSC 2420 Biotechnology 1	3
BSC 2420L Biotechnology 1 Lab	2
BSC 2427 Biotechnology 2, Molecular Biology, Cell and Immunobiology	3
BSC 2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab	2
BSC 2945C Biotechnology Internship	2
BSC 2416C Introduction to Tissue Culture Lab or BSC 2426C Introduction to Biotechnology InstrumentationLab	2
<b>Total Required Course Credits</b>	<b>19</b>
<b>Total Program Credits</b>	<b>19</b>

*All students must have the corequisites of CHM1045/L for BSC2420/L and the coreq of CHM1046/L for BSC2427/L or complete these courses during their enrollment in the certificate. For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=138](http://www.palmbeachstate.edu/x3223.xml?id=138)*

## Landscape and Horticulture Specialist CCC 6219

### Program Website

[www.palmbeachstate.edu/Horticulture.xml](http://www.palmbeachstate.edu/Horticulture.xml)

### Program Description

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

### Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

### Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional I certificate. All of the courses required for this certification can be applied to an A.S. degree in Environmental Horticulture.

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

Total program credits: 12.

### Location

The program is offered at the Palm Beach Gardens campus.

### REQUIRED COURSES

### CREDITS

BOT 2000	Plant Physiology	
-or-		
Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements		3
SWS 1102	Soils and Fertilizers	
-or-		
GCO 2230	Pumps and Irrigation	3
HOS 1010	Introduction to Horticulture	
-or-		
ORH 2251	Florida Horticulture Professional Preparation	3
ORH 2510	Ornamental Plant Identification 1	
-or-		
ORH 2511	Introduction to Plants of the South Florida Ecosystems	3

**Total Program Credits** **12**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=67](http://www.palmbeachstate.edu/x3223.xml?id=67)

## Landscape and Horticulture Professional 1 CCC 6220

### Program Website

[www.palmbeachstate.edu/Horticulture.xml](http://www.palmbeachstate.edu/Horticulture.xml)

### Program Description

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

### Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many students are self-employed in landscaping.

### Career Path Notes

Students who complete this certification may apply for the Landscape and Horticulture Professional II certification. All of the courses required for this certification can be applied to an A.S. in Environmental Horticulture.

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)). Completion of Landscape & Horticulture Specialist Certificate.

### Completion Requirements

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

### Program Length

Total program credits: 18.

### Location

The program is offered at the Palm Beach Gardens campus.

### REQUIRED COURSES

### CREDITS

BOT 2000	Plant Physiology	
-or-		
Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements		3
SWS 1102	Soils and Fertilizers	
-or-		
GCO 2230	Pumps and Irrigation	3
HOS 1010	Introduction to Horticulture	
-or-		
ORH 2251	Florida Horticulture Professional Preparation	3
ORH 2510	Ornamental Plant Identification 1	
-or-		
ORH 2511	Introduction to Plants of the South Florida Ecosystems	3
IPM 1301	Pesticides	
-or-		
PMA 2213	Plant Pest Management	3
Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements		3

**Total Program Credits** **18**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=68](http://www.palmbeachstate.edu/x3223.xml?id=68)

# Landscape and Horticulture Professional 2 CCC 6221

## Program Website

[www.palmbeachstate.edu/Horticulture.xml](http://www.palmbeachstate.edu/Horticulture.xml)

## Program Description

This college credit certificate program provides marketable skills without the need for General Education. Environmental horticulture provides the knowledge and expertise driving the green industry in Palm Beach County.

This certification program is oriented strongly toward outside agencies, principally the Florida Nursery, Growers and Landscape Association and the International Society of Arboriculture. Most of the Palm Beach State certifications can be used as steppingstones toward the FNGLA certifications of the same names.

## Employment Opportunities

Students may work in the green industry: golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises and garden centers. Many are self-employed in landscaping.

## Career Path Notes

All of the courses required for this certification can be applied to an A.S. degree in Landscape and Horticulture Management.

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)). Completion of Landscape and Horticulture Professional I Certificate.

## Completion Requirements

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

## Program Length

Total program credits: 30.

## Location

The program is offered at the Palm Beach Gardens campus.

## REQUIRED COURSES

BOT 2000 Plant Physiology

-or-

Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements

3

SWS 1102 Soils and Fertilizers

-or-

GCO 2230 Pumps and Irrigation

3

HOS 1010 Introduction to Horticulture

-or-

ORH 2251 Florida Horticulture Professional Preparation

3

ORH 2510 Ornamental Plant Identification 1

-or-

ORH 2511 Introduction to Plants of the South Florida Ecosystems

3

IPM 1301 Pesticides

-or-

PMA 2213 Plant Pest Management

3

Any course with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements

3

PLS 2220 Plant Propagation

3

ORH 1016 Environmental Issues in Horticulture

3

## APPROVED ELECTIVES - CHOOSE 6 HOURS

Any courses with the prefix BOT, GCO, IPM, LDE, ORH, PMA, SOS not used for other requirements

6

**Total Program Credits**

**30**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=69](http://www.palmbeachstate.edu/x3223.xml?id=69)

# Biotechnology AS 2158

## Program Website

[www.palmbeachstate.edu/Biotechnology.xml](http://www.palmbeachstate.edu/Biotechnology.xml)

## Program Description

This degree program is designed for students who will seek employment as biotechnology research technicians, biological technicians, cell culture technicians or biotechnology manufacturing technicians, or for persons wanting career advancement already employed in the field.

Course content includes biology and chemistry concepts, algebraic and statistical analysis, basic microbiology concepts, biohazard and safety procedures, human anatomy and physiology, core biotechnical laboratory techniques and industry workplace experience.

## Employment Opportunities

The program prepares the student for employment in entry-level biotechnology positions. Students can work in the biotechnology industry, pharmaceutical manufacturing and related industries.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS	CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.	
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
<b>Total Required General Education Credits</b>	<b>16</b>
REQUIRED COURSES	
BSC 2421 Introduction to Biotechnology and	3
BSC 2421L Introduction to Biotechnology Lab -or-	2
BSC 1404C Introduction to Biotechnological Methods (*)	5
BSC 2420 Biotechnology 1	3
BSC 2420L Biotechnology 1 Lab	2
BSC 2427 Biotechnology 2, Molecular Biology, Cell and Immunobiology	3
BSC 2427L Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab	2
BSC 2945C Biotechnology Internship	2
BSC 2416C Introduction to Tissue Culture Lab	2
BSC 2426C Introduction to Biotechnology Instrumentation Lab	2
BSC 2435 Introduction to Bioinformatics	1
CHM 1045 General Chemistry 1	3
CHM 1045L General Chemistry 1 Lab	1
CHM 1046 General Chemistry 2	3
CHM 1046L General Chemistry 2 Lab	1
CHM 2210 Organic Chemistry 1	3
CHM 2210L Organic Chemistry 1 Lab	1
CHM 2211 Organic Chemistry 2	3
CHM 2211L Organic Chemistry 2 Lab	1
MCB 2010 Microbiology	3
MCB 2010L Microbiology Lab	1
STA 2023 Statistics	3
<b>Total Required Course Credits</b>	<b>45</b>
<b>Total Program Credits</b>	<b>61</b>

*\*A challenge exam is available for those students who qualify to take this course. Those who do not pass the exam will be advised to take BSC 2421 and BSC 2421L. See Program Director for details.*

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=72](http://www.palmbeachstate.edu/x3223.xml?id=72)

# Environmental Science Technology AS 2216

## Program Website

[www.palmbeachstate.edu/EnvironmentalScience.xml](http://www.palmbeachstate.edu/EnvironmentalScience.xml)

## Program Description

This degree program prepares students for rewarding and meaningful careers in which they can impart a lasting change on the future of Florida's natural environment.

Courses include a wide range of environmental focuses, providing students with a well founded education that prepares them for positions in environmental assessment, restoration, research and public education.

Students receive quality, hands-on experience that apply toward many critical initiatives for Florida's environment.

## Employment Opportunities

The purposes for studying Environmental Science Technology are diverse. Positions range from working in ecological restoration, eco-tourism, and hazardous materials detection in the environment, to monitoring the quality, quantity and safety of surface and groundwater supplies, to public education and conservation.

Upon completion of this program, students may seek employment as an environmental technician or as a field technician with government agencies, engineering or environmental consulting firms.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Palm Beach Gardens campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1	3
MAC 1105	College Algebra	3
HSC 2100	Health Concepts and Strategies	3
SPC 1017	Fundamentals of Speech Communication	3
GEA 1000	Principles of Geography and Conservation	
-or-		
Any course from Social Science – Area V		3
Any course from Humanities – Area II		3
<b>Total Required General Education Credits</b>		<b>18</b>

## REQUIRED COURSES

BSC 1010	Principles of Biology 1 (AA)	3
BSC 1010L	Principles of Biology 1 Lab (AA)	1
BSC 1050	Environmental Conservation	3
CHM 1045	General Chemistry 1 (AA)	3
CHM 1045L	General Chemistry 1 Lab (AA)	1
GLY 2030C	Environmental Geology	3
ORH 2511	Introduction to Plants of South Florida Ecosystems	3
EVR 2266	Survey of Environmental Mapping/ GIS/Remote Sensing	3
EVR 1007	Florida's Environmental History	3
EVR 2940	Cooperative Work Experience - Environmental Science (AA)	3
EVS 2193C	Environmental Sampling Techniques	4
EVR 2858	Environmental Law	3
EVS 2601	Hazardous Materials and Environmental Air Quality	3
EVS 2015	Writing for Science	3
EVS 2020	Scientific Monitoring and Data Methods	3
EVS 2870C	Wildlife Ecology	4
<b>Total Required Courses</b>		<b>46</b>

## Total Program Credits

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=70](http://www.palmbeachstate.edu/x3223.xml?id=70)

# Landscape and Horticulture Management AS 2191

## Program Website

[www.palmbeachstate.edu/Horticulture.xml](http://www.palmbeachstate.edu/Horticulture.xml)

## Program Description

This degree program is designed to prepare the student for management and technical positions in the green industry.

Course content provides broad and well-rounded training in such areas as turfgrass culture, pesticides, plant physiology, nursery management and landscape construction.

## Employment Opportunities

Students may work at golf courses, nurseries, landscape companies, lawn maintenance firms, tree care enterprises or garden centers. Many students are self-employed in landscaping.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Palm Beach Gardens campus.

## GENERAL EDUCATION REQUIREMENTS CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1	3
BOT 1010	General Botany 1	3
BOT 1010L	General Botany 1 Lab	1
Any course from Mathematics - Area III		3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
<b>Total Required General Education Credits</b>	<b>19</b>	

## 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
HOS 1010	Introduction to Horticulture	
-or-		
ORH 2251	Florida Horticulture Professional Preparation	3
LDE 2000	Introduction to Landscape Design	3
ORH 1016	Environmental Issues in Horticulture	3
PLS 2220	Plant Propagation	3
SWS 1102	Soils and Fertilizers	3
<b>Total Required Courses</b>		<b>33</b>
<b>ELECTIVES - Choose 12 credits*</b>		
APA 1111	Bookkeeping 1	3
BSC 1010	Principles of Biology 1	3
BSC 1050	Environmental Conservation	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
CHM 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 1320	Introduction to Palms and Their Culture	3
ORH 1840	Landscape Construction	3
ORH 2220	Turfgrass Culture	3
ORH 2241	Arboriculture	3
ORH 2511	Introduction to Plants of South Florida Ecosystems	3
ORH 2515	Plants of the South Florida Ecosystems-Grasses, Sedges, Rushes, and Grass-Like Native Plants	3
ORH 2521	Horticultural Taxonomy	3
LDE 2403	Landscape Design 2	3
LDE 2510	Computer-Aided Landscape Design	3
ORH1230	Landscape Management	3
ORH1230L	Landscape Management Lab	1
PMA 2213	Plant Pest Management	3
SBM 2000	Small Business Management	3
ORH 1512	Plant Selection for Landscape Situations	3
ORH 2516	Annuals, Bedding Plants, Groundcovers, and Small Perennials	3
ORH 1000	Business Practices, Regulations, Licenses, and Concerns Unique to the Landscape Industry	1
VEC1201	Vegetable Growing and Edible Landscaping	3
<b>Total Elective Credits</b>		<b>12</b>
<b>Total Program Credits</b>		<b>64</b>

\* Completed courses can only be used to meet one program requirement.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=71](http://www.palmbeachstate.edu/x3223.xml?id=71)

# Trade and Industry

## PSAV

### Apprenticeship Programs

- Automotive Service Technology I
- Automotive Service Technology 2
- Cosmetology
- Diesel Technology I
- Diesel Technology 2
- Facials Specialty
- Heating, Ventilation, Air Conditioning and Refrigeration
- Heavy Equipment Mechanics
- Machining Technology
- Nails Technician
- Welding Technology

## CCC

- Alternative Energy Engineering
- Commercial Pilot
- Drafting for Sustainable Construction
- Sustainable Building Specialist

## AAS/AS

### Aeronautical Science

- SPECIALTY CONCENTRATIONS:
- OPERATIONS CONCENTRATION
- PROFESSIONAL PILOT CONCENTRATION
- Electrical Power Technology
- Industrial Management Technology
- Sugar Technology
- Sustainable Construction Management

## Apprenticeship Programs

### PSAV

#### Program Website

[www.palmbeachstate.edu/Apprenticeships.xml](http://www.palmbeachstate.edu/Apprenticeships.xml)

#### Program Description

These PSAV programs are a combination of on-the-job training and related classroom instruction offered by Palm Beach State for a private sector sponsor that is registered with the apprenticeship registration agency (Florida Department of Education).

#### Employment Opportunities

Apprenticeships are available in:

- Brick & Block Masonry Apprentice (5254)
- Electrical Apprentice (5170)
- Electrical Apprentice (5257)
- Fire Sprinkler Apprentice (5265)
- HVAC Tech Apprentice (5266)
- Plumbing Apprentice (5174)

The student works during the day and attends classes two nights a week during the academic year, learning both the practical and theoretical aspects of a highly skilled occupation. Classes are held at various locations in central Palm Beach County.

#### Career Path Notes

Upon completion of these programs, students are awarded 24 credits toward the A.S. degree in Industrial Management Technology.

The successful completer is awarded an apprenticeship completion certificate, which confirms eligibility nationally for industry recognition of journeyperson status.

#### Admission Requirements

Apprentices are enrolled at Palm Beach State in PSAV career certificate programs. The prospective student applies directly to the apprenticeship organization. Full-time employment with a participating sponsor is required of apprenticeship students.

#### Completion Requirements

Successfully complete all required courses.

#### Program Length

Programs require from two to five years to complete.

#### Location

The program is offered at the Lake Worth campus and at various off-site locations.

# Automotive Service Technology 1 PSAV 5463

## Program Website

[www.palmbeachstate.edu/AutoService.xml](http://www.palmbeachstate.edu/AutoService.xml)

## Program Description

This program is designed to prepare students for employment in a variety of occupations and careers found in the automotive service and repair industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this high wage field.

Coursework for the Automotive Service Technology 1 program prepares students for the Automotive Technician ASE (National Automotive Service Excellence) certification exams in Engine Repair (A1), Steering and Suspension (A4), Brakes (A5), and Electrical/Electronic Systems (A6). For more information please refer to [www.ase.com](http://www.ase.com).

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship
- Proper and safe use of tools and diagnostic equipment.

The Automotive Service Technology program is certified as a Master Training Program by the National Automotive Technicians Education Foundation (NATEF) meeting national training standards in Automotive Service Excellence areas of certification: [www.natef.org](http://www.natef.org).

## Employment Opportunities

Upon completion of this program, students, may seek employment as entry-level automotive technicians in dealerships, independent repair shops or fleet maintenance facilities. Students may choose to enter jobs as technicians, service advisors, parts specialists or entrepreneurs.

## Career Path Notes

Upon completion of the Automotive Service Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced automotive program, Automotive Service Technology 2. Once both automotive PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to [www.palmbeachstate.edu/IndustrialManagement.xml](http://www.palmbeachstate.edu/IndustrialManagement.xml).

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

1. No high school diploma or GED is required.
2. Complete a College Application: please refer to admissions website: [www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)
3. Take the Test of Adult Basic Education (TABE).
4. Send request for official high school transcripts, GED or validated foreign equivalent to the Admissions Office.
5. Attend a program informational session or meet with the program advisor.
6. Successfully completing the Automotive Service Technology 1 program is required for entry into the Automotive Service Technology 2 program.

## Completion Requirements

1. Pass the Test of Adult Basic Education (TABE) at the 10th level for mathematics and 9th level for language and reading, or qualify for test exemption (see Testing Center or college catalog for details).
2. Successfully complete all of the courses in the program.
3. All financial responsibilities must be satisfied.

## Program Length

The Automotive Service Technology 1 is 1,050 hours long. The full-time (day) program can be completed in approximately one year. The part-time program, offered in the evenings, is approximately seventeen months long.

## Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
<b>Group A</b>	<b>Automotive Lube Technician</b>	
AER 0006	Introduction to Automotive Services	150
<b>Group B</b>	<b>Automotive Services Assistor</b>	
AER 0033	Applied Academic for Automotive Technicians	75
AER 0080	Workplace Skills for Automotive Technicians	75
-or-		
AER 0940	Automotive Services Field Work Experience	75
<b>Group C</b>	<b>Engine Repair Technician</b>	
AER 0199	Automotive Engine Repair	150
<b>Group F</b>	<b>Automotive Suspension and Steering Technician</b>	
AER 0499	Automotive Steering and Suspension	150
<b>Group G</b>	<b>Automotive Brake Technician</b>	
AER 0599	Automotive Brake Systems	150
<b>Group H</b>	<b>Automotive Electrical/Electronic Technician</b>	
AER 0691	Automotive Electrical and Electronic Systems 1	150
AER 0692	Automotive Electrical and Electronic Systems 2	150
<b>Total Program Hours</b>		<b>1050</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=111](http://www.palmbeachstate.edu/x3223.xml?id=111)

# Automotive Service Technology 2 PSAV 5458

## Program Website

[www.palmbeachstate.edu/AutoService.xml](http://www.palmbeachstate.edu/AutoService.xml)

## Program Description

This is an advanced program designed to prepare students for employment in a variety of occupations and careers found in the automotive service and repair industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this High Wage Field.

Coursework for the Automotive Service Technology 2 program prepares students for the Automotive Technician ASE (National Automotive Service Excellence) certification exams in Automatic Transmission/Transaxle (A2), Manual Drive Train and Axles (A3), Heating and Air Conditioning (A7), and Engine Performance (A8). (For more information please refer to [www.ase.com](http://www.ase.com).

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship
- Proper and safe use of tools and diagnostic equipment.

The Automotive Service Technology program is certified as a Master Training Program by the National Automotive Technicians Education Foundation (NATEF) meeting national training standards in Automotive Service Excellence areas of certification: [www.natef.org](http://www.natef.org).

## Employment Opportunities

Upon completion of this program, students may seek employment as entry-level automotive technicians in dealerships, independent repair shops, or fleet maintenance facilities. Students may choose to enter jobs as technicians, service advisors, parts specialists or entrepreneurs.

## Career Path Notes

Upon completion of the Automotive Service Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced automotive program, Automotive Service Technology 2. Once both automotive PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to [www.palmbeachstate.edu/IndustrialManagement.xml](http://www.palmbeachstate.edu/IndustrialManagement.xml).

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

1. Successfully complete the Automotive Service Technology 1 Program.
2. Complete a College Application: please refer to [www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml).
3. Send request for official high school transcripts, GED or validated foreign equivalent to the Admissions Office.
4. Attend a program informational session or meet with the program advisor.

## Completion Requirements

1. Successfully complete all of the courses in the program.
2. All financial responsibilities must be satisfied.

## Program Length

The Automotive Service Technology 2 Program is 750 hours long. The full-time (days) program can be completed in approximately six months. The part time program, offered in the evenings, is approximately 12 months long.

## Location

The program is offered at the Lake Worth campus.

REQUIRED COURSES		CLOCK HOURS
<b>Group D</b>	<b>Automatic Transmission and Transaxle Technician</b>	
AER 0299	Automotive Automatic Transmissions And Transaxles	150
<b>Group E</b>	<b>Manual Transmission and Transaxle Technician</b>	
AER 0399	Automotive Manual Transmissions and Transaxles	150
<b>Group I</b>	<b>Automotive Heating and Air-Conditioning Technician</b>	
AER 0759	Automotive Heating and Air Conditioning	150
<b>Group J</b>	<b>Automotive Engine Performance Technician</b>	
AER 0891	Automotive Engine Performance 1	150
AER 0892	Automotive Engine Performance 2	150
<b>Total Program Hours</b>		<b>750</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=112](http://www.palmbeachstate.edu/x3223.xml?id=112)

## Cosmetology PSAV 5357

### Program Website

[www.palmbeachstate.edu/Cosmetology.xml](http://www.palmbeachstate.edu/Cosmetology.xml)

### Program Description

The program includes theory and salon experience in hair styling, hair cutting, hair coloring, permanent waving and hair relaxing, manicures and pedicures, salon management and skin care services. In addition, course work covers cosmetology law, ethics, and other technical information related to the field.

Instruction is designed to prepare the student to successfully pass the Florida State Board of Cosmetology exam. Upon passing the examination, the student will become a licensed cosmetologist.

The instruction is designed to prepare the student to successfully pass the Florida Cosmetology License examination.

The 1,200- hour program consists of ten required courses. The curriculum builds upon knowledge and skill sets from each previous course. Thus, a student cannot take two courses simultaneously. Each course must be completed and passed before enrolling in the next required course.

### Employment Opportunities

After completing this program and obtaining a license, students may seek employment as a cosmetologist in beauty salons, spas, department stores, resorts, cruise ships, nursing and other residential care homes, and cosmetic stores.

### Career Path Notes

Students may choose to take continuing education courses in the cosmetology field.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required. Students in this program are required to take the TABE (Test of Adult Basic Education) before registering for classes.

### Completion Requirements

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

Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 8; Mathematics: 8 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

### Program Length

Total program hours: 1,200. Approximate program length: one year for daytime students, two years for evening students. New daytime classes start in August, January and May each year. New evening classes start in August and January.

### Location

The program is offered at the Lake Worth and Belle Glade campuses.

### REQUIRED COURSES

### CLOCK HOURS

COS 0200	Cosmetology 1 - Introduction	120
COS 0301	Cosmetology 2 - Haircutting	120
COS 0400	Cosmetology 3 - Styling	120
COS 0600	Cosmetology 5 - Chemicals	120
COS 0700	Cosmetology 6 - Haircolor	120
COS 0870	Cosmetology 4 - Salon Management	120
CSP 0240	Facials	120

CSP 0010	Manicuring, Pedicuring & Nail Extensions	120
CSP 0011	Salon Practice Lab 2	120
CSP 0300	Salon Practice Lab 1	120
<b>Total Program Hours</b>		<b>1,200</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=114](http://www.palmbeachstate.edu/x3223.xml?id=114)

## Diesel Technology 1 PSAV 5468

### Program Website

[www.palmbeachstate.edu/DieselLW.xml](http://www.palmbeachstate.edu/DieselLW.xml)

### Program Description

This program is designed to prepare the students for employment in a variety of occupations and careers found in the diesel and heavy truck industry. A combination of technical theory and practical hands-on instruction will provide students with the "real-work skills" required for entry level employment in this high wage field.

Coursework for the Diesel Technology 1 program prepares students for the Medium/Heavy Truck Technician ASE (National Automotive Service Excellence) certification exams in Diesel Engines (T2), Brake Systems (T4) and Electrical and Electronic Systems (T6). For more information, please refer to [www.ase.com](http://www.ase.com).

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills
- Maintenance operations and shop facilities
- Entrepreneurship

Coursework for this program covers instruction in the proper and safe use of heavy diesel service tools and diagnostic equipment. The curriculum is designed to give students a combination of classroom and lab related activities.

The student learning outcomes, covered in these courses, have been approved by the National Automotive Technicians Education Foundation (NATEF): [www.natef.org](http://www.natef.org).

### Employment Opportunities

Upon completion of this program, you may seek employment as a heavy/medium truck technician, fleet technician, bus mechanic, marine diesel technician, heavy equipment repair or parts counterperson.

Some diesel technicians work on heavy trucks and off-road equipment, including bulldozers, cranes, loaders, farm tractors or combines.

### Career Path Notes

Upon completion of the Diesel Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced diesel program, Diesel Technology 2. Once both Diesel PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to [www.palmbeachstate.edu/IndustrialManagement.xml](http://www.palmbeachstate.edu/IndustrialManagement.xml).

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

No high school diploma or equivalent is required. Students must complete a College Application ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

Students are required to take the TABE (Test of Adult Basic Education) before registering for classes.

Students must attend a program information session or meet with the program manager.

**Completion Requirements**

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

Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading 9; English 9; Mathematics 9; or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

**Program Length**

Total program hours: 1,050. The program can be finished in one year if you attend full time (days).

**Location**

The program is offered at the Lake Worth campus.

REQUIRED COURSES	CLOCK HOURS
<b>Group A – Diesel Engine/Mechanic Technician Helper</b>	
DIM 0004 Introduction to Diesel Technology	150
DIM 0014 Diesel Engine Systems 1	150
DIM 0006 Diesel Engine Systems 2	150
<b>Group B – Diesel Electrical and Electronics Technician</b>	
DIM 0302 Electrical and Electronic Systems 1	150
DIM 0303 Electrical and Electronic Systems 2	150
<b>Group C – Diesel Brakes Technician</b>	
DIM 0007 Heavy Truck Brake Systems 1	150
DIM 0008 Heavy Truck Brake Systems 2	150
<b>Total Program Hours</b>	<b>1,050</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=115](http://www.palmbeachstate.edu/x3223.xml?id=115)

## Diesel Technology 2 PSAV 5457

**Program Website**

[www.palmbeachstate.edu/DieselLW.xml](http://www.palmbeachstate.edu/DieselLW.xml)

**Program Description**

This is an advanced program designed to prepare the students for employment in a variety of occupations and careers found in the diesel and heavy truck industry. A combination of technical theory and practical hands-on instruction will provide students with the “real-work skills” required for entry- level employment in this high wage field.

Coursework for the advanced Diesel Technology 2 program prepares students for the Medium/Heavy Truck Technician ASE (National Automotive Service Excellence) certification exams in Drive Train (T3), Suspension and Steering (T5), Heating Ventilation and A/C (T7) and Preventive Maintenance and Inspection (T8). For further information, please refer to [www.ase.com](http://www.ase.com).

Program coursework content also covers:

- Shop organization
- Environmental and safety practices
- Proper use of tools and equipment
- Applied math and science
- Employability skills

- Maintenance operations and shop facilities
- Entrepreneurship

Coursework for this program covers instruction in the proper and safe use of heavy diesel service tools and diagnostic equipment. The curriculum is designed to give students a combination of classroom and lab related activities.

The student learning outcomes, covered in these courses, have been approved by the National Automotive Technicians Education Foundation (NATEF): [www.natef.org](http://www.natef.org).

**Employment Opportunities**

Upon completion of this program, you may seek employment as a heavy/medium truck technician, fleet technician, bus mechanic, marine diesel technician, heavy equipment repair or parts counterperson.

Some diesel technicians work on heavy trucks and off-road equipment, including bulldozers, cranes, loaders, farm tractors or combines.

**Career Path Notes**

Upon completion of the Diesel Technology 1 program, and meeting eligibility requirements, students will be able to enroll in the advanced diesel program, Diesel Technology 2. Once both Diesel PSAV programs are completed successfully, the student will be able to apply for prior learning credit and earn 24 college credits toward an A.S. degree in Industrial Management Technology. For further information on the A.S. degree, please refer to [www.palmbeachstate.edu/IndustrialManagement.xml](http://www.palmbeachstate.edu/IndustrialManagement.xml).

**Program Learning Outcomes**

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

**Admission Requirements**

Students must successfully complete Diesel Technology 1. Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required. Students must also attend a program informational session or meet with the program advisor.

**Completion Requirements**

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

**Program Length**

Total program hours: 750. The program can be finished in eight months if you attend full time (days).

**Location**

The program is offered at the Lake Worth campus.

REQUIRED COURSES	CLOCK HOURS
<b>Group A – Diesel Engine Preventive Maintenance Technician</b>	
DIM 0103 Preventive Maintenance Inspection	150
<b>Group B - Diesel Heating and Air Conditioning Technician</b>	
DIM 0610 Heating and Air Conditioning	150
<b>Group C – Diesel Steering and Suspension Technician</b>	
DIM 0500 Truck Steering and Suspension	150
<b>Group D – Diesel Drivetrain Technician</b>	
DIM 0201 Drive Train Systems	150
DIM 0106 Hydraulic Systems	150
<b>Total Program Hours</b>	<b>750</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=136](http://www.palmbeachstate.edu/x3223.xml?id=136)

## Facials Specialty PSAV 5355

### Program Website

[www.palmbeachstate.edu/Facial.xml](http://www.palmbeachstate.edu/Facial.xml)

### Program Description

This PSAV program prepares the student for employment as a registered facial specialist.

The program is designed to provide competencies in different types of facials and spa skin care treatments. Hair removal and different types of make-ups are demonstrated and performed.

### Employment Opportunities

After completing this program and obtaining a license, the student may seek employment as a facial specialist in a salon, spa, resort, cruise ship, cosmetic surgeon's office or dermatologist office.

### Career Path Notes

Students may choose to take continuing education courses in the facial specialty field.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required.

### Completion Requirements

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

### Program Length

Total program hours: 260. Approximate program length: three months for daytime students, six months for evening students.

Daytime classes start August, January and May. Evening classes start twice a year.

### Location

This program is offered at the Lake Worth and Belle Glade campuses.

### REQUIRED COURSES

### CLOCK HOURS

CSP 0260	Facial Specialist	260
<b>Total Program Hours</b>		<b>260</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=116](http://www.palmbeachstate.edu/x3223.xml?id=116)

## Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267

### Program Website

[www.palmbeachstate.edu/CommercialHeatandAir.xml](http://www.palmbeachstate.edu/CommercialHeatandAir.xml)

### Program Description

This PSAV program's course content includes broad, transferable skills, and stresses the understanding of all aspects of the heating, air conditioning and refrigeration industry. The curriculum emphasizes operational functions of 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.

Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

### Employment Opportunities

This program is designed to prepare the student for employment in the heating, air conditioning and refrigeration industry.

### Career Path Notes

Upon completion of these programs, students are awarded 24 credits towards the A.S. degree in Industrial Management Technology.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required. Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

### Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 10 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

### Program Length

Total program hours: 1,350.

### Location

The program is offered at the Lake Worth campus.

### REQUIRED COURSES

### CLOCK HOURS

#### Group A - Heating, A/C, and Refrigeration Helper

ACR 0501	Introduction to HVAC/R Principles	120
ACR 0961	HVAC/R Field Work Experience 1	75
ACR 0510	HVAC/R Tools and Component Fabrication	120

#### Group B - Heating, A/C and Refrigeration Mechanic Assistant

ACR 0530	Electricity for HVAC/R	120
ACR 0962	HVAC/R Field Work Experience 2	75
ACR 0706	Introduction to HVAC/R System Installations	120

#### Group C - Heating, A/C and Refrigeration Mechanics

ACR 0307	Electronics and Refrigeration Systems	120
ACR 0622	Heating Service & 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
-or-		
ACR 0963	Field Work in HVAC/R 3	120
ACR 0066	Technical Engineering of HVAC/R Systems	120
-or-		
ACR 0964	Field Work in HVAC/R 4	120

#### Total Program Hours

**1,350**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=130](http://www.palmbeachstate.edu/x3223.xml?id=130)

# Heavy Equipment Mechanics

PSAV 5456 **SEE ADDENDUM**

## Program Website

[www.palmbeachstate.edu/HeavyEquipmentMechanics.xml](http://www.palmbeachstate.edu/HeavyEquipmentMechanics.xml)

## Program Description

This PSAV program is designed to prepare the student for employment as bus, truck and diesel engine mechanics, diesel mechanics helpers, mobile heavy equipment mechanics, construction equipment mechanics, and industrial truck mechanics.

## Employment Opportunities

Entry-level mechanic positions such as bus, heavy trucks and other diesel applications.

## Career Path Notes

Heavy equipment mechanics are in high demand, and this program is the first step to a successful career.

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required.

## Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 9 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

## Program Length

Total program hours: 1,800. Approximate program length: 18 months evening students.

## Location

The program is offered on the Belle Glade campus.

## REQUIRED COURSES

## CLOCK HOURS

<b>Group A</b>	<b>Diesel Engine Mechanic/Technician</b>	
DIM 0004	Introduction to Diesel technology	150
<b>Group B</b>	<b>Diesel Electrical and Electronics Technician</b>	
DIM 0302	Electrical and Electronic Systems 1	150
DIM 0303	Electrical and Electronic Systems 2	150
<b>Group C</b>	<b>Diesel Engine Preventive Maintenance Technician</b>	
DIM 0103	Preventive Maintenance Inspection	150
<b>Group D</b>	<b>Diesel Engine Technician</b>	
DIM 0014	Diesel Engine Systems 1	150
DIM 0006	Diesel Engine Systems 2	150
<b>Group E</b>	<b>Diesel Brakes Technician</b>	
DIM 0007	Heavy Truck Brake Systems 1	150
DIM 0008	Heavy Truck Brake Systems 2	150
<b>Group F</b>	<b>Diesel Heating and Air Conditioning Technician</b>	
DIM 0610	Heating and Air Conditioning	150
<b>Group G</b>	<b>Diesel Steering and Suspension</b>	
DOM 0500	Truck Steering and Suspension	150
<b>Group H</b>	<b>Diesel Drive Train Technician</b>	
DIM 0201	Drive Train Systems 1	150

## Group I Diesel Power Train Technician

DIM 0110	Diesel	Power Train	150
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<b>Total Program Hours</b>	<b>1,800</b>
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For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=156](http://www.palmbeachstate.edu/x3223.xml?id=156)

# Machining Technology

PSAV 5459

## Program Website

[www.palmbeachstate.edu/Machining.xml](http://www.palmbeachstate.edu/Machining.xml)

## Program Description

This PSAV program is designed to prepare the student for employment in the manufacturing industry.

Course content includes safety issues of the manufacturing environment, associated math and blueprint reading skills, computer numerical control (CNC) programming, manufacturing planning/methods, inspection methods, coordinate measuring machine (CMM) use and related machining concepts and theories. Shop or laboratory activities are an integral part of the program and provide instruction in the various machine tools, machine accessories and programming techniques related to current industry standard and practices.

## Employment Opportunities

Student may find entry-level employment as machinists, machinist helpers, computer aided design/computer aided manufacturing (CAD/CAM) operators or programmers, and CAD/CAM machine operators or programmers.

## Career Path Notes

Upon completion of these programs, students are awarded 24 credits towards the A.S. degree in Industrial Management Technology.

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required. Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

## Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 8; Mathematics: 9 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

## Program Length

Total program hours: 1,560. Approximate program length: 13 months.

## Location

The program is offered at the Lake Worth campus.

## REQUIRED COURSES

## CLOCK HOURS

<b>Group A</b>	<b>Machinist Helper</b>	
PMT 0202	Introduction to Machining	120
PMT 0201	Shop Math, Blueprints and Measurements	120
<b>Group B</b>	<b>Machine Operator</b>	
PMT 0211	Manual Machining	120

PMT 0230	Manual Machining Advanced	120
PMT 0229	Inspection Methods	120
<b>Group C Machine Set-up Operator</b>		
PMT 0500	Manufacturing Methods	120
PMT 0510	Manufacturing Methods Advanced	120
PMT 0260	Intro to CAD/CAM Programming	120
PMT 0251	Intro to CNC Machining	120
<b>Group D Machinist</b>		
PMT 0258	CNC Milling Methods	120
PMT 0259	CNC Lathe Methods	120
PMT 0228	Advanced CNC Concepts -or-	120
PMT 0290	Machining Field Experience 1	120
PMT 0265	Machining Technologies -or-	120
PMT 0291	Machining Field Experience 2	120
<b>Total Program Hours</b>		<b>1,560</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=118](http://www.palmbeachstate.edu/x3223.xml?id=118)

## Nails Technician PSAV 535

### Program Website

[www.palmbeachstate.edu/NailTech.xml](http://www.palmbeachstate.edu/NailTech.xml)

### Program Description

This PSAV program prepares the student for employment as a registered nail specialist.

This course is designed to provide instruction in school, classroom/laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

### Employment Opportunities

After completing this program and obtaining a license, the student may seek employment as a nail specialist in a beauty or nail salon, spa, resort, or cruise ship.

### Career Path Notes

Students may choose to take continuing education courses in the nail technician field.

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required.

### Completion Requirements

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

### Program Length

Total program hours: 240. Approximate program length: 2.5 months for daytime students, 5 months for evening students.

### Location

This program is offered at the Lake Worth and Belle Glade campuses.

### REQUIRED COURSES

### CLOCK HOURS

CSP 0013	Nail Specialist	240
<b>Total Program Hours</b>		<b>240</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=116](http://www.palmbeachstate.edu/x3223.xml?id=116)

## Welding Technology

### PSAV 5460

#### Program Website

[www.palmbeachstate.edu/WeldingLW.xml](http://www.palmbeachstate.edu/WeldingLW.xml)

#### Program Description

This program prepares the student for entry-level employment in a variety of occupations in the welding industry. The content includes, but is not limited to, communication skills, human relations, employability skills, safe and efficient work practices, reading blueprints, identifying metals and basic shop skills.

Shop activities are an integral part of this program and provide instruction in the various processes and fabrication skills, including torch cutting, arc welding, MIG welding, flux core welding, TIG welding, pipe welding, certification test preparation, use of current industry standards, practices and techniques.

#### Employment Opportunities

Upon graduation students may find employment in the aerospace industry, construction iron worker field or in manufacturing.

#### Career Path Notes

Upon completion of these programs, students are awarded 24 credits towards the A.S. degree in Industrial Management Technology.

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

Students must complete College Application ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)). No high school diploma (or equivalent) is required. Students in this program are required to take the Test of Adult Basic Education (TABE) before registering for classes.

#### Completion Requirements

Students must successfully complete all courses listed in the catalog for this program. Students must pass with the following minimum Test of Adult Basic Education (TABE) scores: Reading: 9; English: 9; Mathematics: 9 or qualify for TABE exemption ([www.palmbeachstate.edu/vpiLW.xml](http://www.palmbeachstate.edu/vpiLW.xml)).

#### Program Length

Total program hours: 1,170. Approximate program length: one year.

#### Location

The program is offered at the Lake Worth and Belle Glade campuses.

#### REQUIRED COURSES

#### CLOCK HOURS

##### Group A

PMT 0108	Introduction to Welding	120
PMT 0109	Introduction to Welding 2	120

##### Group B

PMT 0126	Shielded Metal Arc Welding	120
PMT 0127	Shielded Metal Arc Welding Advanced	120

##### Group C

PMT 0147	Gas Metal Arc Welding	120
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##### Group D

PMT 0143	Flux Cored Arc Welding	120
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<b>Group E</b>		
PMT 0150	Gas Tungsten Arc Welding	120
PMT 0151	Gas Tungsten Arc Welding Advanced	120
<b>Group F</b>		
PMT 0167	Pipe Welding	120
PMT 0168	Pipe Welding Advanced	90
<b>Total Program Hours</b>		<b>1,170</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=119](http://www.palmbeachstate.edu/x3223.xml?id=119)

REQUIRED COURSES	CREDITS
ETP1200 Power Plant Science	3
ETP1511 Introduction to Bio Fuels	3
ETP1530 Introduction to Wind Energy	3
ETP1402 Introduction to Solar Energy	3
ETI1701 Environmental Health and Safety	3
EVR2266 Survey of Environmental Mapping/GIS/ Remote Sensing	3
<b>Total Program Credits</b>	<b>18</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=178](http://www.palmbeachstate.edu/x3223.xml?id=178)

## Alternative Energy Engineering Technology

CCC 6272

### Program Website

[www.palmbeachstate.edu/EPT.xml](http://www.palmbeachstate.edu/EPT.xml)

### Program Description

The Alternative Energy Engineering Technology certificate prepares students for careers in the growing “green” alternative energy industries. This program offers a sequence of courses that provides coherent and rigorous content and relevant technical knowledge and skills needed to prepare for further education and careers in the growing alternative energy career cluster; it includes competency-based applied learning that contributes to the general employability skills, technical skills and knowledge of all aspects of alternative energy careers.

### Employment Opportunities

Upon completion of this program, students may seek employment in an entry-level position in alternative energy industries, including bio-fuels, wind or solar industry. This program will provide supplemental education to technicians working in the electrical power industry or prepare students for employment in the growing alternative energy industries.

### Career Path Notes

Courses from the program transfer directly into Palm Beach State’s Electrical Power Technology A.S. degree program. For more information, see [www.palmbeachstate.edu/EPT.xml](http://www.palmbeachstate.edu/EPT.xml).

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

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

This program can be completed in one year full time or 1-1/2 years part time.

### Location

This program is offered at the Palm Beach Gardens campus.

## Commercial Pilot CCC 6164 SEE ADDENDUM

### Program Website

[www.palmbeachstate.edu/Aeroscience.xml](http://www.palmbeachstate.edu/Aeroscience.xml)

### Program Description

This program is designed to train the student for a career as a professional pilot. There are two options that the student can choose from: Airplane or Helicopter. Upon completion of the Airplane certificate option, the student will possess an FAA Commercial Airplane Single and Multi Engine Land license. Upon completion of the Helicopter certificate option, the student will possess an FAA Commercial Rotorcraft Helicopter Land license.

Students enrolled in this program must comply strictly with the Federal Aviation Administration requirements for flight and ground instruction under 14 CFR 61. All flight time must be logged and certified by an FAA certified flight instructor. Each FAA license and/or rating requires passing an FAA knowledge test and FAA practical test. The courses taught at Palm Beach State will prepare the student for these tests; however, the FAA license or rating is not required to complete the courses. It is the students’ responsibility to schedule and successfully complete the FAA checkride on their own in order to meet the prerequisite of the next class.

In order to get college credits for FAA licenses and/or ratings already held, the student must be enrolled in this program and must have accumulated at least 16 hours of college credits from courses within this program. Please see the following for more information: [www.palmbeachstate.edu/PilotPriorLearning.xml](http://www.palmbeachstate.edu/PilotPriorLearning.xml).

Please see the [www.palmbeachstate.edu/Aeroscience.xml](http://www.palmbeachstate.edu/Aeroscience.xml) for a list of flight schools that are currently affiliated with Palm Beach State for flight training.

### Employment Opportunities

Students who successfully complete this program are qualified to fly as a professional pilot. However, most major airlines, charter companies and private aircraft owners require more experience. Graduates of this program should continue to get the Associate of Science Degree that will include all FAA Flight Instructor licenses. Once these licenses are successfully attained, then the student can build flight experience required for these major flying careers.

### Career Path Notes

Palm Beach State currently has an Articulation or Transfer Agreement with Embry-Riddle Aeronautical University which will allow the student who successfully completes the A.S. degree in Aeronautical Science to transfer the credits toward

a Bachelor of Science in Professional Aeronautical and Technical Management.

#### Admission Requirements

To be admitted into this program the student must:

- Complete a college application;
- Have a high school diploma or equivalent GED;
- Provide proof of citizenship documents or Transportation Security Administration (TSA) approval prior to beginning any flight training. For non-US citizens, the TSA approval process could take as long as two months to complete. For more information see [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov).
- Obtain a 1st, 2nd, or 3rd class FAA medical from an Aviation Medical Examiner (AME) before beginning any flight training. The FAA medical certificate must be presented to the aviation program manager before flight training can be initiated. All current AMEs can be found at [www.faa.gov/pilots/ameLocator](http://www.faa.gov/pilots/ameLocator).

#### Completion Requirements

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

#### Program Length

This program can be finished in two semesters.

#### Location

This program is offered at the Lake Worth campus and local airports.

#### CERTIFICATE CORE COURSES

#### CREDITS

ATF 1602	Flight Simulator	3
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3

**Total Core Credits 12**

#### SELECT ONE OPTION FROM BELOW TO COMPLETE THIS CERTIFICATE:

#### AIRPLANE OPTION COURSES

#### CREDITS

ATF 1100	Private Pilot Flight 1	2
ATF 1101	Private Pilot Flight 2	1
ATF 1120	Private Pilot Flight 3	1
ATF 1150	Flight Lab 1 (A-E)	1
ATF 2300	Instrument Rating Flight 1	1
ATF 2302	Instrument Rating Flight 2	1
ATF 2304	Instrument Rating Flight 3	1
ATF 2250	Flight Lab 2 (A-B)	1
ATF 2200	Commercial Pilot Flight 1	1
ATF 2210	Commercial Pilot Flight 2	1
ATF 2400	Multi-Engine Flight	1

**Total Airplane Option Credits 12**

#### HELICOPTER OPTION COURSES

#### CREDITS

ATF 1140	Flight - Private Helicopter	4
ATF 1105	Intermediate Flight Lab Helicopter	1
ATF 2340	Flight - Instrument Helicopter	3
ATF 2240	Advanced Flight Lab Helicopter	1
ATF 2241	Flight - Commercial Helicopter	2
Any course approved by the Department Chair		1

**Total Helicopter Option Credits 12**

**Total Program Credits 24**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=165](http://www.palmbeachstate.edu/x3223.xml?id=165)

## Drafting for Sustainable Construction CCC 6222

#### Program Website

[www.palmbeachstate.edu/Drafting.xml](http://www.palmbeachstate.edu/Drafting.xml)

#### Program Description

This college credit certificate program is designed to prepare students for entry level employment in the drafting, design and construction field of study.

Course content includes principles, procedures and theories of manual and computer drafting including CAD, architectural drafting design, technical drawing, and plans interpretation.

#### Employment Opportunities

This credit program is designed to prepare students for employment as a drafting specialist or construction specialist, or to provide supplemental education and training for persons previously or currently employed in the drafting/construction fields.

#### Career Path Notes

Credits from this certificate program will transfer directly into the Associate in Science (A.S.) degree in Sustainable Construction Management.

#### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### Completion Requirements

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

#### Program Length

Total program credits: 24. Students may complete the program in one year if they attend full time or two years part time.

#### Location

The program is offered at the Lake Worth campus.

#### REQUIRED COURSES

#### CREDITS

BCN 1003	Construction Calculations	3
ETD 1031C	Introduction to Construction Drawing	3
BCN 1040	Sustainable Construction Basics	3
BCN 1210	Building Construction Materials & Methods 1	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 a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=121](http://www.palmbeachstate.edu/x3223.xml?id=121)

## Sustainable Building Specialist CCC 6223

### Program Website

[www.palmbeachstate.edu/BuildingConstruction.xml](http://www.palmbeachstate.edu/BuildingConstruction.xml)

### Program Description

This college credit certificate program is designed to prepare students for entry-level employment in the building construction field.

Course content includes principles, procedures and theories of building construction, including estimating, construction materials, methods, plans interpretation and construction techniques for sustainability.

### Employment Opportunities

This program is designed to provide education and skills training for persons previously or currently employed in the building construction field. Construction supervisors, estimators and inspectors may be some of the potential positions available with appropriate construction experience.

### Career Path Notes

Credits from this certificate program will transfer directly into the Associate in Science (A.S.) degree in Sustainable Construction Management.

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

Total program credits: 24. Students may complete the program in one year if they attend full time or two years part time.

### Location

The program is offered at the Lake Worth and Belle Glade campuses.

REQUIRED COURSES	CREDITS
BCN 1003 Construction Calculations	3
ETD 1031C Introduction to Construction Drawing	3
BCN 1272 Plans Interpretation	3
BCN 1040 Sustainable Construction Basics	3
BCN 1210 Building Construction Materials & Methods 1	3
BCT 1770 Construction Estimating	3
SUR 1101C Basic Surveying and Mapping	3
ETI 1701 Environmental Health and Safety	3
<b>Total Program Credits</b>	<b>24</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=120](http://www.palmbeachstate.edu/x3223.xml?id=120)

## Aeronautical Science AAS/AS

### Program Website

[www.palmbeachstate.edu/Aeroscience.xml](http://www.palmbeachstate.edu/Aeroscience.xml)

**SEE ADDENDUM**

### OPERATIONS CONCENTRATION AAS A162 / AS 2172

#### Program Description

This program is designed to train the student for a career in aviation management. There are two options that the student can choose from: Operations or Maintenance.

The Maintenance Option is designed to allow the individual who currently holds an FAA Airframe and Powerplant license (A&P) to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry. Students pursuing the Maintenance Concentration must possess an A&P license prior to being admitted into this program.

The Operations Option is designed to prepare the student to become proficient in planning, organizing, directing and controlling an aviation-related business. This course of study includes the following topics: the organizational and human aspects of business management, application of the principles of business, economic resource management and decision making.

#### Career Path Notes

Palm Beach State currently has an articulation or transfer agreement with Embry-Riddle Aeronautical University which will allow the student who successfully completes this program to transfer the credits to ERAU toward a Bachelor of Science in Professional Aeronautics, Technical Management and/or Aviation Maintenance Management.

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

To be admitted into this program the student must:

- Complete a college application;
- Have a high school diplomas or equivalent GED;
- Possess an FAA A&P license in pursuing the Maintenance Management Concentration.

### PROFESSIONAL PILOT CONCENTRATION

AAS A163 / AS 2197

#### Program Description

This program is designed to train the student for a career as a professional pilot. There are two options that the student can choose from: Airplanes or Helicopters. Upon completion of the Airplane degree option, the student will possess an FAA Commercial Airplane Single and Multi Engine Land license. Upon completion of the Helicopter degree option, the student will possess an FAA Commercial Rotorcraft, Helicopter Land license. With both options, the student will acquire the applicable Flight Instructor licenses.

Students enrolled in this program must comply strictly with the Federal Aviation Administration requirements for flight and ground instruction under 14 CFR 61. All flight time will be logged and certified by an FAA certified flight instructor. Each FAA license and/or rating requires passing an FAA knowledge test and FAA practical test. The courses taught at Palm Beach State will prepare the student for these tests; however, the FAA license or rating is not required to complete the courses. It is the students' responsibility to schedule and successfully complete the FAA checkride on their own in order to meet the prerequisite of the next class.

In order to get college credits for FAA licenses and/or ratings already held, the student must be enrolled in this program and must have accumulated at least 16 hours of college credits from courses within this program. For more information: [www.palmbeachstate.edu/PilotPriorLearning.xml](http://www.palmbeachstate.edu/PilotPriorLearning.xml).

Please see the program manager for a list of flight schools that are currently affiliated with Palm Beach State for flight training.

#### Career Path Notes

Palm Beach State currently has an articulation or transfer agreement with Embry-Riddle Aeronautical University which will allow the student who successfully completes this program to transfer the credits toward a Bachelor of Science in Professional Aeronautics and/or Technical Management.

#### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

#### Admission Requirements

To be admitted into this program the student must:

- Complete a college application;
- Have a high school diploma or equivalent GED;
- Provide proof of citizenship documents or Transportation Security Administration (TSA) approval prior to beginning any flight training. For non-US citizens, the TSA approval process could take as long as two months to complete. See the following website. For more information, visit [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov)
- Obtain a 1st, 2nd, or 3rd class FAA medical from an Aviation Medical Examiner (AME) before beginning any flight training. The FAA medical certificate must be presented to the Aviation Program Manager before flight training can be initiated. All current AMEs can be found at [www.faa.gov/pilots/amelocator](http://www.faa.gov/pilots/amelocator).

#### Completion Requirements

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

#### Program Length

Total program credits: 64. Approximate program length: two years.

#### Location

The program is offered at the Lake Worth campus (ground school and aviation classes) and at local airports (flight classes).

## OPERATIONS CONCENTRATION

### AAS A162 / AS 2172

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Technical Communications (A.A.S. students)	(3)
MAC 1105	College Algebra (A.S. students)	3
MTB 1103	Business Mathematics (A.A.S. students)	(3)
SPC 1017	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics (A.S. students)	3
GEA 1000	Principles of Geography and Conservation (A.A.S. students)	(3)
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total Required General Education Credits</b>		<b>18</b>

Any course from Humanities - Area II	3
Any course from Social Science - Area V	3
<b>Total Required General Education Credits</b>	<b>18</b>

#### REQUIRED COURSES

ACG 2022	Financial Accounting	4
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ATT 1100	Private Pilot Ground School	3
MAR 2011	Principles of Marketing	3
BUL 2241	Business Law 1	3
CGS 1100	Microcomputer Applications	3
	<b>Total Required Course Credits</b>	<b>22</b>

#### CHOOSE ONE OF THE FOLLOWING OPTIONS:

MAINTENANCE OPERATIONS COURSES	CREDITS
AMT 1933 Airframe and Power Plant Certification	24
<b>Total Maintenance Management Credits</b>	
-OR-	
FLIGHT OPERATIONS COURSES	CREDITS
ECO 2013 Principles of Macroeconomics	3
ECO 2023 Principles of Microeconomics	3
GEB 1011 Introduction to Business	3
MAN 2021 Principles of Management	3
MNA 2100 Human Relations in Business	3
OST 2335 Business Communications	3
POS 1001 Introduction to Political Science	3
SBM 2000 Small Business Management	3
	<b>Total Operations Option Credits</b>
	<b>24</b>
	<b>Total Program Credits</b>
	<b>64</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=124](http://www.palmbeachstate.edu/x3223.xml?id=124)

## PROFESSIONAL PILOT CONCENTRATION

### AAS A163 / AS 2197

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1 (A.S. students)	3
ENC 1210	Technical Communications (A.A.S. students)	(3)
MAC 1105	College Algebra (A.S. students)	3
MTB 1103	Business Mathematics (A.A.S. students)	(3)
SPC 1017	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics (A.S. students)	3
GEA 1000	Principles of Geography and Conservation (A.A.S. students)	(3)
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total Required General Education Credits</b>		<b>18</b>

#### REQUIRED COURSES

ASC 1101	Aero-Navigation	3
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ASC 1640	Propulsion Systems (A.S. students)	3
ESC 1000	Earth Science (A.A.S. students)	(3)
ASC 2550	Aerodynamics	3
ATF 1602	Basic Flight Simulator	3
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3

ATT 2131 Flight Instructor Ground School	3
<b>Total Required Course Credits</b>	<b>30</b>
<b>CHOOSE ONE OF THE FOLLOWING OPTIONS:</b>	
<b>AIRPLANE COURSES</b>	<b>CREDITS</b>
ATF 1100 Private Pilot Flight 1	2
ATF 1101 Private Pilot Flight 2	1
ATF 1120 Private Pilot Flight 3	1
ATF1150A-E Flight Lab 1	1
-or-	
Any course approved by Professional Pilot Program Chair(1)	
ATF 2300 Instrument Rating Flight 1	1
ATF 2302 Instrument Rating Flight 2	1
ATF 2304 Instrument Rating Flight 3	1
ATF2250A-B Flight Lab 2	1
-or-	
Any course approved by Professional Pilot Program Chair(1)	
ATF 2200 Commercial Pilot Flight 1	1
ATF 2210 Commercial Pilot Flight 2	1
ATF 2400 Multi-Engine Flight	1
ATF 2500 Flight Instructor (Initial CFI) Flight	2
-or-	
Any course approved by Professional Pilot Program Chair(1)	
ATF 2530 Flight Instructor Instrument (CFI-I) Flight	1
-or-	
Any course approved by Professional Pilot Program Chair(1)	
ATF 2510 Flight Instructor Multi-Engine (MEI) Flight	1
-or-	
Any course approved by Professional Pilot Program Chair(1)	
<b>Total Airplane Credits</b>	<b>16</b>
<b>-OR-</b>	
<b>HELICOPTER COURSES</b>	<b>CREDITS</b>
ATF 1140 Flight – Private Helicopter	4
ATF 1105 Intermediate Flight Lab Helicopter	1
ATF 2240 Advanced Flight Lab Helicopter	1
ATF 2241 Flight - Commercial Helicopter	2
ATF 2340 Flight - Instrument Helicopter	3
ATF 2540 Certified Flight Instructor Helicopter	1
ATF 2541 Certified Flight Instructor Instrument Helicopter	1
Any course approved by Professional Pilot Program Chair	3
<b>Total Helicopter Credits</b>	<b>16</b>
<b>Total Program Credits</b>	<b>64</b>

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=125](http://www.palmbeachstate.edu/x3223.xml?id=125)

## Electrical Power Technology

AS 2270

### Program Website

[www.palmbeachstate.edu/EPT.xml](http://www.palmbeachstate.edu/EPT.xml)

### Program Description

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

Course content includes core courses in power generation with special programs in instrumentation/control, electrical maintenance and mechanical maintenance.

### Employment Opportunities

Upon completion of this program, you may seek employment in an entry-level position with a broad base of skills in power generation. There will be expanded employment opportunities due to Florida's projected additional power needs.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Palm Beach Gardens campus.

### GENERAL EDUCATION REQUIREMENTS CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101 College Composition 1	3
MAC 1105 College Algebra	3
SPC 1017 Fundamentals of Speech Communication	3
PSY 2012 General Psychology	3
PHY 1001 Applied Physics	3
Any course from Humanities Area II	3
<b>Total Required General Education Credits</b>	<b>18</b>

### CORE PROGRAM REQUIREMENTS

EET 1015C DC Circuit Analysis	4
EET 1025C AC Circuit Analysis	4
ETP 1220 Power Plant Fundamentals	3
ETI 1701 Industrial Safety	3
CGS 1100 Microcomputer Applications	
-or-	
EVR 2266 Survey of Environmental Mappings/GIS/Remote Sensing*	3
ETP 1200 Power Plant Science	3
ETI 1000 Industrial Tools and Equipment	3
EET1215C Introduction to Electronics	3
CET 2123C Microprocessors 1	3
CET 2127C Microprocessors 2	3
EST 2700C Fluid and Pneumatic Controls	3
EST 2530C Process Control Technology	3
EET 2930 Special Topics in Electrical Engineering	3
<b>Total Required Core Program Credits</b>	<b>41</b>

**ELECTIVE COURSES-(SELECT 9 ELECTIVES)**

ETI 2941	EPT Internship (6 credits)	6
ETI 2942	EPT Internship (3 credits)	3
ETP 1511	Introduction to Bio Fuels	3
ETP 1530	Introduction to Wind Energy	3
ETP 1540	Introduction to Hydro Power	3
ETP 1402	Introduction to Solar Energy	3
EVR 2266	Survey of Environmental Mapping/GIS/ Remote Sensing*	3
<b>Total Electives Credits</b>	<b>9</b>	
<b>Total Program Credits</b>	<b>68</b>	

\*Course may only be used once toward the A.S. degree.

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=126](http://www.palmbeachstate.edu/x3223.xml?id=126)

## Industrial Management Technology AS 2224

### Program Website

[www.palmbeachstate.edu/IndustrialManagement.xml](http://www.palmbeachstate.edu/IndustrialManagement.xml)

### Program Description

This degree program is designed for the student who seeks immediate employment in the operations management field upon graduation or who desires advancement and is presently employed in business related industries or technical fields.

Course content includes a core of business, human relations and managerial courses coupled with a technical core curriculum from a variety of technical areas including apprenticeship programs, automotive programs, cosmetology, machining, welding and other PSAV trade and industrial programs offered at Palm Beach State.

### Employment Opportunities

Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of automotive, cosmetology, machining, welding and other industrial fields requiring a broad knowledge of supervisory and operational managerial skills.

### Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

### Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

### Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)).

### Completion Requirements

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

### Program Length

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

### Location

The program is offered at the Lake Worth campus.

### GENERAL EDUCATION REQUIREMENTS CREDITS

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101	College Composition 1	3
Any course from Mathematics - Area III		3
SPC 1017	Fundamentals of Speech Communication	3
Any course from Social Science - Area V		3
Any course from Humanities - Area II		3
<b>Total Required General Education Credits</b>	<b>15</b>	

### MANAGEMENT CORE REQUIREMENTS

CGS 1100	Microcomputer Applications	3
ETI 1701	Environmental Health and Safety	3
SBM 2000	Small Business Management	3
MNA 2100	Human Relations in Business	3
MNA 2345	Principles of Supervision	3
<b>Total Required Management Core Credits</b>	<b>15</b>	

### TECHNICAL SKILL ARTICULATION CREDIT REQUIREMENTS

Complete one of the following Palm Beach State programs:

#### \*Apprenticeship Program:

Building Trades Apprenticeship (Journeyperson Status) 24  
-OR-

#### \*PSAV Program:

Automotive Service Technology 1	PSAV 5463 and	24
Automotive Service Technology 2	PSAV 5458	24
Cosmetology	PSAV 5357	24
Diesel Technology 1	PSAV 5468 and	24
Diesel Technology 2	PSAV 5457	24
Heating, Ventilation, Air Conditioning and Refrigeration	PSAV 5267	24
Machining Technology	PSAV 5459	24
Welding Technology	PSAV 5460	24
<b>Total Required Technical Skill Articulation Credits</b>	<b>24</b>	

### ELECTIVES - 6 credits by Advisement

APA 1111	Bookkeeping	3
BUL 2241	Business Law	3
GEB 1011	Introduction to Business	3
MAR 2011	Principles of Marketing	3
MAN 2021	Principles of Management	3
<b>Total Required Elective Credits</b>	<b>6</b>	

### Total Program Credits

**60**

\*Accepted as Prior Learning Credit Course (number listed for each articulated program).

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=127](http://www.palmbeachstate.edu/x3223.xml?id=127)

# Sugar Technology AS 2243

## Program Website

[www.palmbeachstate.edu/sugar.xml](http://www.palmbeachstate.edu/sugar.xml)

## Program Description

This program prepares student for employment as vital members of the sugar cane industry. The program is taught in classroom and factory settings, allowing students to learn the principles and necessary skills to work in practical settings of sugar cane milling, processing, and refining.

The student will understand technical factory operations for sugar cane milling, processing, and refining. The student will be introduced to the concepts of quality assurance, control, and issues related to government and industry regulations and practices.

## Employment Opportunities

Upon completion of this program, the student may seek employment in an entry-level position with essential knowledge for sugar cane milling and processing.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml).

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

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

This program is offered at the Belle Glade campus.

GENERAL EDUCATION REQUIREMENTS		CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		

ENC 1101	College Composition 1	3
Any course from Area II – Humanities		3
MAC 1105	College Algebra *	3
STA 1021	Probability and Statistics	1
SPC 1017	Fundamentals of Speech Communication	3
	Any course from Area V – Social Science	3
PHY 1001	Applied Physics *	3
CHM 1020	Principles of Chemistry *	3
CHM 1020L	Principles of Chemistry Lab *	1

*\*Taken prior to enrolling in STI courses*

<b>Total Required General Education Credits</b>	<b>23</b>
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## REQUIRED COURSES

AOM 1261	Agriculture and Cane Farming	2
AOM 1262	Sugar Cane Processing Overview and Engineering Practices	2
AOM 1263C	Cane Quality and Analysis; Factory Analytical Methods	3
AOM 1274C	Material Balance Calculations and Factory Control 1	3
AOM 1265C	Cane Preparation, Milling and Diffusion 1	3
AOM 1266C	Cane Preparation, Milling and Diffusion 2	3
AOM 2267C	Clarification, Filtration and Evaporation 1	3
AOM 2269C	Crystallization 1	3
AOM 2270C	Crystallization 2; Centrifugation	3
AOM 2271	Sugar and Molasses Quality, Handling, Storage and Shipping	3
AOM 2275	Material Balance Calculations and Factory Control 2	3
AOM 2273	Basics of Sugar Refining	3
AOM 2277	Regulatory and Quality Control	3

<b>Total Program Credits</b>	<b>60</b>
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*\* Taken prior to enrolling in STI courses*

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=128](http://www.palmbeachstate.edu/x3223.xml?id=128)

# Sustainable Construction Management AS 2212

## Program Website

[www.palmbeachstate.edu/ConstructionSustainable.xml](http://www.palmbeachstate.edu/ConstructionSustainable.xml)

## Program Description

This degree program is designed for the student who seeks immediate employment in sustainable construction or is presently employed in construction related industries and seeks advancement.

Course content includes a core of business, human relations and managerial courses coupled with a technical core curriculum from a variety of technical areas including building construction, architectural drafting/design and sustainable construction applications.

## Employment Opportunities

Upon completion of this program, students may seek employment in a variety of supervisory and technical areas in the fields of construction, architectural drafting/design and other building and construction related fields.

## Career Path Notes

Courses from this program may transfer into Palm Beach State's Bachelor of Applied Science program in Supervision and Management. For more information, see [www.palmbeachstate.edu/Bachelor.xml](http://www.palmbeachstate.edu/Bachelor.xml). In addition, courses from this program may transfer to other colleges and universities which allow students to transfer into a four-year program. For more information, contact the college or university to which you wish to transfer.

## Program Learning Outcomes

To view the program learning outcomes, please see [www.palmbeachstate.edu/LearningOutcomes.xml](http://www.palmbeachstate.edu/LearningOutcomes.xml).

## Admission Requirements

High school diploma (or equivalent) and College Application submitted to Palm Beach State ([www.palmbeachstate.edu/Admissions.xml](http://www.palmbeachstate.edu/Admissions.xml)).

## Completion Requirements

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

## Program Length

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

## Location

The program is offered at the Lake Worth campus.

GENERAL EDUCATION REQUIREMENTS	CREDITS
Unless otherwise specified, select courses from each General Education category. See pages 42-43.	
ENC 1101 College Composition 1	3
Any course from Mathematics – Area III	3
SPC 1017 Fundamentals of Speech Communication	3
Any course from Social Science – Area V	3
Any course from Humanities – Area II	3
<b>Total Required General Education Credits</b>	<b>15</b>

## REQUIRED CREDIT CERTIFICATES - 24 CREDITS

Complete one of the following credit certificates:

## DRAFTING FOR SUSTAINABLE CONSTRUCTION CCC 6222

BCN 1003 Construction Calculations	3
ETD 1031C Introduction to Construction Drawing	3
BCN 1040 Sustainable Construction Basics	3
BCN 1210 Building Construction Materials & Methods 1	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

-OR-

## SUSTAINABLE BUILDING SPECIALIST CCC 6223

BCN 1003 Construction Calculations	3
ETD 1031C Introduction to Construction Drawing	3
BCN 1272 Plans Interpretation	3
BCN 1040 Sustainable Construction Basics	3
BCN 1210 Building Construction Materials & Methods 1	3
BCT 1770 Construction Estimating	3
SUR 1101C Basic Surveying and Mapping	3
ETI 1701 Environmental Health and Safety	3

**Total Required Courses Through Credit Certificate 24**

REQUIRED COURSES	CREDITS
CGS 1100 Microcomputer Applications	3
BCN 2220 Building Construction Materials & Methods 2	3
BCT 2730 Construction Supervision Procedure	3
BCN 2793 Project Management for Sustainable Construction	3
BCN 2598 Sustainable Construction Application	3
BCT 1743 Construction Law	3
BCT 1750 Construction Finance	3
BCN 2941 Building Construction Experience	

-or-

Any course with prefix BCN, BCT, ETD, ETI, IND or SUR not used for other requirements

4

**Total Required Course Credits 25**

**Total Program Credits 64**

For a suggested educational plan (course sequence), please see [www.palmbeachstate.edu/x3223.xml?id=163](http://www.palmbeachstate.edu/x3223.xml?id=163)

## Florida's Statewide Course Numbering System

All public two- and four-year colleges and universities in Florida and 26 participating non-public institutions assign course numbers using the Florida's Statewide Course Numbering System (SCNS). This common course numbering system is used to assist in transferring course credit between participating colleges and universities. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is: <http://scns.fl doe.org>.

Each participating school controls the title, credit, content and level of each course they offer. The level is the first number in the course number. It generally tells the year or level at which this course is offered. (Ex. SYG 1010 is a freshman level course.) This number does not affect the transferability of a course. The course level numbers at Palm Beach State are as follows:

0\*- college preparatory credit, vocational preparatory and postsecondary adult vocational (PSAV) (These do not transfer.)

1 - freshman year

2 - sophomore year

3 – junior year

4 – senior year.

\*Some EAP college preparatory courses are level "1" courses but do not transfer. These courses will be listed as "institutional credit" in the course descriptions.

### THE COURSE PREFIX

The course prefix is a three-letter grouping that stands for a major division of an academic discipline, subject area, or sub-category of knowledge. (Ex: SYG stands for General Sociology). The prefix does not identify the department which offers a course. Instead, the course content determines the prefix given to a course.

### EXAMPLE OF COURSE IDENTIFIER

NAME	EXAMPLE
<b>PREFIX</b>	Sociology, General
<b>LEVEL CODE</b>	Freshman Level at this institution
<b>CENTURY DIGIT</b>	Entry-Level > General Sociology
<b>DECADE DIGIT</b>	Survey Course
<b>UNIT DIGIT</b>	Social Problems
<b>LAB CODE</b>	No laboratory component in this course

**SYG 1010**

The course identifier, the prefix and the last three numbers of the course numbers (Ex. SYG 1010), are assigned by members of faculty discipline committees appointed by the Florida Department of Education in Tallahassee. These committees are made up of a balance of faculty from two- and four-year, public and private, participating schools that offer this subject area or specialization.

SYG \_010 is a survey course in social problems offered by 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. Palm Beach State offers SYG 1010, American Social Problems. The freshman level code number does not affect transferability. "SYG" means "Sociology, General," the century number "0" represents "Entry-level General Sociology," the decade number "1" represents "Survey Course," and the unit number "0" represents "Social Problems."

In science and other areas, some courses will have a "C" or "L" after the course number. The "C" stands for a combined lecture and lab course that meets in the same place at the same time. The "L" stands for a lab course or the lab part of a course with the same number, which meets at a different time or place.

### GENERAL RULE FOR EQUAL COURSES

Transfer of any successfully completed course from one school to another school is guaranteed in cases where the transfer course has the same course identifier (prefix and last three digits) as the one offered by the receiving school. Transferable courses have the same identifier and equal faculty credentials at the host school and the receiving school. For example, SYG 1010 is offered at Palm Beach State. The same course is offered at a participating four-year school as SYG 2010. A student who has successfully completed SYG 1010 at Palm Beach State is guaranteed transfer credit for SYG 2010 at any participating four-year school in Florida to

which the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equal to SYG 2010. With a few exceptions, transfer credit must be awarded for successfully completed equal courses. It must be used by the participating two- or four- year school to satisfy degree requirements in the same way it would be used for the same credits earned by students who attend the receiving school. Receiving schools have the prerogative of offering transfer credit for other successfully completed courses in addition to equal transfer courses.

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### **EXCEPTIONS TO THE GENERAL RULE FOR EQUAL COURSES**

The following courses are exceptions to the general rule for course equality and may not transfer. The ability of these courses to transfer is up to the receiving school:

- Courses not offered by the receiving institution.
- For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- Courses in the \_900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- College preparatory and vocational preparatory courses.
- Graduate courses.
- Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.
- College preparatory, vocational preparatory, and PSAV courses (level "0" or "1" courses - see second paragraph under Florida Statewide Course Numbering System) may not be used to meet A.A. degree requirements and cannot be transferred.

### **AUTHORITY FOR ACCEPTANCE OF EQUAL COURSES**

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### **COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS**

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the College's Office of Academic Services, (561) 868-3893, or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the Web at <http://scns.fldoe.org>.

## Course Prefixes by Subject Area

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 State College Schedule of Classes, available through the Registrar's Office at your location or the online class schedule at [www.palmbeachstate.edu/PantherWeb.xml](http://www.palmbeachstate.edu/PantherWeb.xml).

Accounting	ACG, APA, TAX
Acting	TPP
Adult Echo Sonography	SON
Aeronautics/Aviation Science	ASC, ATF, ATT, AVM
American History	AMH
American Literature	AML
Anatomy and Physiology	BSC
Anthropology	ANT
Applied Welding Technology	PMT
Architectural Design	ARC
Art	ART
Art History	ARH
Astronomy	AST
Automotive Services	AER
Banking	BAN
Biological Sciences	BOT, BSC, MCB, OCE, PCB
Biotechnology	BSC
Bookkeeping	APA
Botany	BOT
Bricklayer	BCA
Building Construction	BCN, BCT, ETD, ETI, PTA, SUR
Business	GEB, SBM
Business Administration	GEB, MAN, MAR
Business Law	BUL
Chemistry	CHM
Child Care and Development	CHD, DEP, EEC, HEV
College Preparatory Courses	EAP, ENC, ESL, MAT, REA
Commercial Art	ART, GRA
Commercial Driving	CDO
Computers-Drafting	ETD
Computers-Engineering, PC Support, Programming, Security, and Technology	CEN, CET, CGS, CIS, CNT, COP, CTS
Computers-General Studies	CGS
Communications	ENC, SPC
Cosmetology	COS, CSP
Creative Writing	CRW
Crime Scene Technology	CJB
Criminal Justice	CCJ, CJD, CJE, CJJ, CJL, CJT, CJK
Criminal Psychology	CCJ
Database Administration	COP, ISM
Dental Assisting	DEA
Dental Hygiene	DEH, DES
Diesel Technology	DIM
Drafting and Construction	BCN, BCT, ETD, ETI, EGS, ETD, ETI, SUR
Earth Science	ESC
Early Childhood Education	EEC
Ecology	PCB
Economics	ECO, ECS
Education	EEC, EDF, EDG, EDP, EME, LIN

Educational Assisting	EDF, EDG, EDP, EME
Electrical Power Technology	CET, EET, EST, ETI, ETM, ETP
Electronics Engineering and Technology	EET, EEV
Emergency Management	FFP
Emergency Medical Services	EMS
Emergency Medical Technician	EMS
Engineering Technology	EGN, EGS, ETD, ETI
English as a Second Language	EAP, ESL, LIN
English Language/Literature	AML, CRW, ENC, ENL, LIN, LIT
Environmental Science	BSC, EVR, EVS, GLY, PCB
Epidemiology	HSC
Facial Specialist	COS, CSP
Film, Television, and Motion Picture Technology	FIL, RTV
Finance	FIN
Fire Fighter and Fire Science	FFP
Fire Sprinkler	BCA
Food Science	FOS, FSS
Foreign Language	FRE, GER, SPN
French Language	FRE
General Management	GEB, MAN, MAR
Geography	GEA
Geology	GLY
German Language	GER
Gerontology	GEY
Government	CPO, POS
Graphic Arts/Graphic Design	GRA
Health Management	GEB, HSA, HSC, MAN
Health Education, Safety and Sciences	HSA, HSC
Health Information Management	HIM, HSA, HSC
Heating, Ventilation, Air Conditioning and Refrigeration	ACR
Heavy Duty Truck/Bus Mechanics	DIM
Heavy Equipment Mechanics	DIM
History	AMH, WOH
Horticulture	BOT, GCO, HOS, IPM, LDE, ORH, PLS, PMA, SOS, VEC
Hospitality and Tourism	HFT
Human Services	HUS
Humanities	AML, ARH, ENL, LIT, MUH, MUL, MUT, THE
Industrial Management	
Technology	BCA, BCT, BCN, ETC, ETD, ETI
Information Management	BUL, CEN, CGS, CIS, CNT, COP, CTS, GEB, FIN, ISM
Insurance, Annuities and General Lines	RMI
Interdisciplinary, Honors	IDH
Interior Design	IND
International Studies	INR
Internet Services	CEN, CGS, CIS, CNT, COP
Iron Worker	PTA
Journalism	JOU
Landscape and Horticulture	BOT, GCO, HOS, IPM, LDE, ORH, PLS, PMA, SOS, VEC
Library Science (Research)	LIS
Linguistics	LIN
Literature	AML, ENL, LIT
Machining Technology	PMT
Magnetic Resonance Imaging, Tomography	SON
Management	MAN, MNA, SBM
Manufacturing, Robotic/Automated	ETI
Marketing	MAR, MKA
Mass Communications	MMC
Massage Therapy	MSS

Mathematics	.....	MAC, MAP, MAS, MAT, MGF, MTB, MTG, STA
Medical Assisting, Coder/Biller and Transcription	.....	HIM, MEA, MRE, MTS, OST, OTA
Motion Picture Production	.....	FIL, RTV
Music-Applied	..	MVB, MVJ, MVK, MVP, MVS, MVV, MVW
Music-General	.....	MUC, MUH, MUL, MUN, MUS, MUT
Nail Specialist	.....	COS, CSP
Natural Science	.....	AST, BOT, BSC, CHM, ESC, GLY, HUN, MCB, OCE, PHY, PSC, ZOO
Networking	.....	CEN, CGS, CIS, CNT, COP, CTS
Nursing	.....	NUR
Nutrition	.....	HUN
Oceanography	.....	OCE
Office Administration	.....	OCA, OFT, OST, OTA
Paralegal	.....	PLA
Paramedic	.....	EMS
Patient Care Assistant	.....	HCP
Pest Management	.....	IPM
Philosophy	.....	PHI
Photography	.....	PGY
Physical Education and Fitness	.....	HLP, PEO, PEP, PET
Physical Science	.....	AST, ESC, GLY, PSC
Physics	.....	PHY
Plumbing	.....	BCA
Political Science	.....	POS
Practical Nursing	.....	PRN
Professional Pilot Technology	.....	ASC, ATF, ATT, AVM
Psychology	.....	CLP, DEP, PSY, SOP
Public Relations	.....	PUR
Public Safety Management	.....	DSC, GEB, MAN, PAD
Radiography	.....	RTE
Reading (College Preparatory)	.....	REA
Real Estate	.....	REE
Religion	.....	REL
Respiratory Care	.....	RET
Security & Network Assurance (IT Forensics)	.....	CNT, ISM
Social Science	....	AMH, ANT, ECO, GEA, POS, PSY, SYG
Social Work	.....	SOW
Sociology	.....	SYG
Sonography	.....	SON
Spanish Language	.....	SPN
Speech Communications	.....	SPC
Statistics	.....	STA
Student Life Skills	.....	SLS
Sugar Technology	.....	AOM
Supervision and Management	.....	BUL, DSC, FIN, GEB, HSA, HSC, ISM, MAN, MAR, PAD
Surgical Technology	.....	STS
Surveying, Land	.....	SUR
Taxes	.....	TAX
Sustainable Construction	.....	BCN, BCT, ETD, ETI, SUR
Teacher Certification Program	.....	EPI
Television	.....	RTV
Theater Arts	.....	THE, TPA, TPP
Vocational Preparatory	.....	VPI
Water/Waste Water Management	.....	EVS
Web Development & Design	...	CEN, CGS, CIS, CNT, COP
Word Processing	.....	OST
World History	.....	WOH
Youth Development	.....	HUS
Zoology	.....	ZOO

## Introduction to Course Listings

The course list for is in alphabetical order by course prefix. The course list contain the full title of the course, initials of the degree/certificate 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, 2, 3 or 4 XXX" will be used for the course number, with the proposed number in parenthesis. (ex. ENC 1XXX (ENC 1222))

Courses that are Gordon Rule and/or General Education courses will have a (\*) at the end of the course listing to remind students that they may need to complete placement testing and remediation before taking these courses. These courses do not count toward Gordon Rule and General Education unless they are completed with a "C" or higher.

Please check the online listing of courses at [www.palmbeachstate.edu/coursedescriptions.xml](http://www.palmbeachstate.edu/coursedescriptions.xml) for full course descriptions and up-to-date course number information. You also can contact any campus Registrar's Office.

When considering enrollment in courses offered at Palm Beach State, 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 in their program. For suggested course completion order, consult the program contact at [www.palmbeachstate.edu/asp/contacts.asp?year\\_id=11](http://www.palmbeachstate.edu/asp/contacts.asp?year_id=11) to obtain 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, consult a Palm Beach State academic advisor, an academic advisor at the targeted four-year school, [www.facts.org](http://www.facts.org), or [www.palmbeachstate.edu/transfer.xml](http://www.palmbeachstate.edu/transfer.xml) to obtain information updates on degree requirements before enrolling in courses.

**BACCALAUREATE LEVEL COURSES**

<b>BUL 3130</b>	<b>Legal and Ethical Environment of Business</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department	<b>GEB 3213</b>	<b>Business Writing</b> (BAS) 3 credits (3 lecture hours) Prerequisites: Admission to the BAS Supervision and Management program or consent of the department; ENC1102 or ENC1122, and one of the following: BUL3130, MAN3025, MAN3301 or MAN3240
<b>DSC 3079</b>	<b>Foundations of Public Safety</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department	<b>GEB 3375</b>	<b>Foundations of International Business</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>DSC 4034</b>	<b>Security &amp; Emergency Communications</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department	<b>GEB 4113</b>	<b>Entrepreneurship</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>DSC 4710</b>	<b>Capstone: Public Safety Management</b> (BAS) 3 credits (3 lecture hours) Prerequisite: MAN4120	<b>GEB 4891</b>	<b>Strategic Management &amp; Decision Making</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>FIN 3400</b>	<b>Principles of Financial Management</b> (BAS) 3 credits (3 lecture hours) Prerequisites: Admission to the BAS Supervision and Management program or consent of the department; One of the following: BUL3130, MAN3025, MAN3301 or MAN3240	<b>GEB 4935</b>	<b>Capstone: General Management</b> (BAS) 3 credits (3 lecture hours) Prerequisite: MAN4120
<b>ISM 3113</b>	<b>Systems Analysis and Design</b> (BAS) 3 credits (3 lecture hours)	<b>HSA 3110</b>	<b>Healthcare Organization &amp; Management</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>ISM 3212</b>	<b>Database Management Systems</b> (BAS) 3 credits (3 lecture hours)	<b>HSA 3160</b>	<b>Health Care Marketing</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>ISM 3314</b>	<b>Project Management</b> (BAS) 3 credits (3 lecture hours)	<b>HSA 4109</b>	<b>Principles of Managed Care</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>ISM 4011</b>	<b>Management Information Systems</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department; One of the following: BUL3130, MAN3025, MAN3301 or MAN3240	<b>HSA 4421</b>	<b>Legal Aspects &amp; Legislation in Healthcare</b> (BAS) 3 credits (3 lecture hours) Prerequisite: BUL3130
<b>ISM 4027</b>	<b>Web Scripting</b> (BAS) 3 credits (3 lecture hours)	<b>HSA 4553</b>	<b>Ethics in Health Care</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>ISM 4117</b>	<b>Data Mining and Data Warehousing</b> (BAS) 3 credits (3 lecture hours)	<b>HSA 4938</b>	<b>Capstone: Health Management</b> (BAS) 3 credits (3 lecture hours) Prerequisite: MAN4120
<b>ISM 4207</b>	<b>Advanced Database Management</b> (BAS) 3 credits (3 lecture hours)	<b>MAN 3025</b>	<b>Administrative Management</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>ISM 4210</b>	<b>Database Administration &amp; Architecture</b> (BAS) 3 credits (3 lecture hours)	<b>MAN 3240</b>	<b>Organizational Theory and Management</b> (BAS) 3 credits (3 lecture hours) Prerequisite: MAN3025
<b>ISM 4211</b>	<b>Database Systems and Physical Design</b> (BAS) 3 credits (3 lecture hours)	<b>MAN 3301</b>	<b>Human Resources Management</b> (BAS) 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>ISM 4220</b>	<b>Business Data Communications, Telecommunications/Network</b> (BAS) 3 credits (3 lecture hours)	<b>MAN 4120</b>	<b>Leadership Challenges and Supervision</b> (BAS) 3 credits (3 lecture hours) Prerequisite: One of the following: BUL3130, MAN3025, MAN3301 or MAN3240
<b>ISM 4320</b>	<b>Applications in Information Security</b> (BAS) 3 credits (3 lecture hours)		
<b>ISM 4323</b>	<b>Security Management</b> (BAS) 3 credits (3 lecture hours)		
<b>ISM 4324</b>	<b>Computer Forensics</b> (BAS) 3 credits (3 lecture hours)		
<b>ISM 4915</b>	<b>Capstone: Information Management</b> (BAS) 3 credits (3 lecture hours)		

<b>MAN 4162</b>	<b>Customer Relations for Business (BAS)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>MAN 4401</b>	<b>Labor Relations Management (BAS)</b> 3 credits (3 lecture hours) Prerequisite: MAN3301
<b>MAN 4504</b>	<b>Operational Decision Making (BAS)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>PAD 4393</b>	<b>Critical Incident Management (BAS)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>PAD 4426</b>	<b>Public Sector Labor Relations (BAS)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>PAD 4442</b>	<b>Public Safety Community Relations (BAS)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>PAD 4604</b>	<b>Regulatory Policy Administrative Law for the Public Sector (BAS)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department

**ASSOCIATE AND PSAV LEVEL COURSES**

<b>ACG 2022</b>	<b>Financial Accounting (AA)</b> 4 credits (4 lecture hours)
<b>ACG 2071</b>	<b>Managerial Accounting (AA)</b> 3 credits (3 lecture hours) Prerequisite: ACG 2022
<b>ACG 2100</b>	<b>Intermediate Accounting (AS)</b> 3 credits (3 lecture hours) Prerequisite: ACG 2071
<b>ACG 2360</b>	<b>Cost Accounting (AS)</b> 3 credits (3 lecture hours) Prerequisite: ACG 2071
<b>ACG 2450</b>	<b>Microcomputer Operations Accounting (AS)</b> 3 credits (3 lecture hours) Prerequisites: ACG2022 or (MTB1103 and APA1111) and CGS1100
<b>ACR 0066</b>	<b>Technical Engineering of HVAC/R Systems (PSAV)</b> 120 clock hours Corequisites: ACR0710 (or ACR0963), VPI0100, VPI0200, VPI0300
<b>ACR 0307</b>	<b>Electronics and Refrigeration Systems (PSAV)</b> 120 clock hours Corequisites: ACR0706, VPI0100, VPI0200, VPI0300
<b>ACR 0430</b>	<b>Indoor Air Quality for Air Conditioning (PSAV)</b> 120 clock hours Corequisites: ACR0622, VPI0100, VPI0200, VPI0300
<b>ACR 0501</b>	<b>Introduction to HVAC/R Principles (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0510</b>	<b>HVAC/R Tools and Component Fabrication (PSAV)</b> 120 clock hours Corequisites: ACR0501, VPI0100, VPI0200, VPI0300
<b>ACR 0530</b>	<b>Electricity for HVAC/R (PSAV)</b> 120 clock hours Corequisites: ACR0510, VPI0100, VPI0200, VPI0300
<b>ACR 0622</b>	<b>Heating Service and System Trouble Shooting (PSAV)</b> 120 clock hours Corequisites: ACR0307, VPI0100, VPI0200, VPI0300
<b>ACR 0706</b>	<b>Introduction to HVAC/R System Installations (PSAV)</b> 120 clock hours Corequisites: ACR0530, VPI0100, VPI0200, VPI0300
<b>ACR 0710</b>	<b>Commercial HVAC/R Mechanical Components (PSAV)</b> 120 clock hours Corequisites: ACR0816, VPI0100, VPI0200, VPI0300
<b>ACR 0816</b>	<b>Installation and Repair of HVAC/R Systems (PSAV)</b> 120 clock hours Corequisites: ACR0430, VPI0100, VPI0200, VPI0300
<b>ACR 0930 R</b>	<b>Air Conditioning and Refrigeration Apprenticeship Co-op (First Year) (PSAV)</b> 475 clock hours
<b>ACR 0931 R</b>	<b>Air Conditioning and Refrigeration Apprenticeship Co-op (First Year-Summer) (PSAV)</b> 350 clock hours

<b>ACR 0932 R</b>	<b>Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year) (PSAV)</b> 475 clock hours	<b>AER 0006</b>	<b>Introduction to Automotive Services (PSAV)</b> 150 clock hours Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0933 R</b>	<b>Air Conditioning and Refrigeration Apprenticeship Co-op (Second Year-Summer) (PSAV)</b> 350 clock hours	<b>AER 0033</b>	<b>Applied Academics for Automotive Technicians (PSAV)</b> 75 clock hours Prerequisite: AER0692; Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0934 R</b>	<b>Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year) (PSAV)</b> 475 clock hours	<b>AER 0080</b>	<b>Workplace Skills for Automotive Technicians (PSAV)</b> 75 clock hours Prerequisite: AER0692; Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0935 R</b>	<b>Air Conditioning and Refrigeration Apprenticeship Co-op (Third Year-Summer) (PSAV)</b> 350 clock hours	<b>AER 0199</b>	<b>Automotive Engine Repair (PSAV)</b> 150 clock hours Corequisites: AER0692, VPI0100, VPI0200, VPI0300
<b>ACR 0936 R</b>	<b>Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year) (PSAV)</b> 475 clock hours	<b>AER 0299</b>	<b>Automotive Automatic Transmissions and Transaxles (PSAV)</b> 150 clock hours Prerequisite: AER0080 or AER0940; Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0937 R</b>	<b>Air Conditioning and Refrigeration Apprenticeship Co-op (Fourth Year-Summer) (PSAV)</b> 350 clock hours	<b>AER 0399</b>	<b>Automotive Manual Transmissions and Transaxles (PSAV)</b> 150 clock hours Prerequisite: AER0080 or AER0940; Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0940</b>	<b>Air Conditioning and Refrigeration Apprenticeship I (PSAV)</b> 72 clock hours	<b>AER 0499</b>	<b>Automotive Steering And Suspension (PSAV)</b> 150 clock hours Corequisites: AER0692, VPI0100, VPI0200, VPI0300
<b>ACR 0941</b>	<b>Air Conditioning and Refrigeration Apprenticeship 2 (PSAV)</b> 72 clock hours	<b>AER 0599</b>	<b>Automotive Brake Systems (PSAV)</b> 150 clock hours Corequisites: AER0691, VPI0100, VPI0200, VPI0300
<b>ACR 0942</b>	<b>Air Conditioning and Refrigeration Apprenticeship 3 (PSAV)</b> 72 clock hours	<b>AER 0691</b>	<b>Automotive Electrical and Electronic Systems I (PSAV)</b> 150 clock hours Corequisites: AER0006, VPI0100, VPI0200, VPI0300
<b>ACR 0943</b>	<b>Air Conditioning and Refrigeration Apprenticeship 4 (PSAV)</b> 72 clock hours	<b>AER 0692</b>	<b>Automotive Electrical and Electronic Systems 2 (PSAV)</b> 150 clock hours Prerequisite: AER0599; Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0944</b>	<b>Air Conditioning and Refrigeration Apprenticeship 5 (PSAV)</b> 72 clock hours	<b>AER 0759</b>	<b>Automotive Heating And Air Conditioning (PSAV)</b> 150 clock hours Prerequisite: AER0080 or AER0940; Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0945</b>	<b>Air Conditioning and Refrigeration Apprenticeship 6 (PSAV)</b> 72 clock hours	<b>AER 0891</b>	<b>Automotive Engine Performance I (PSAV)</b> 150 clock hours Prerequisite: AER0080 or AER0940; Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0946</b>	<b>Air Conditioning and Refrigeration Apprenticeship 7 (PSAV)</b> 72 clock hours	<b>AER 0892</b>	<b>Automotive Engine Performance 2 (PSAV)</b> 150 clock hours Corequisites: AER0891, VPI0100, VPI0200, VPI0300
<b>ACR 0947</b>	<b>Air Conditioning and Refrigeration Apprenticeship 8 (PSAV)</b> 72 clock hours	<b>AER 0940</b>	<b>Automotive Services Field Work Experience (PSAV)</b> 75 clock hours Prerequisites: Instructor permission required; AER0692; Corequisites: VPI0100, VPI0200, VPI0300
<b>ACR 0961</b>	<b>HVAC/R Field Work Experience I (PSAV)</b> 75 clock hours Corequisites: ACR0066 (or ACR0964), VPI0100, VPI0200, VPI0300		
<b>ACR 0962</b>	<b>HVAC/R Field Work Experience 2 (PSAV)</b> 75 clock hours Corequisites: ACR0961, VPI0100, VPI0200, VPI0300		
<b>ACR 0963</b>	<b>Field Work in HVAC/R 3 (PSAV)</b> 120 clock hours Corequisites: ACR0816, VPI0100, VPI0200, VPI0300		
<b>ACR 0964</b>	<b>Field Work in HVAC/R 4 (PSAV)</b> 120 clock hours Corequisites: ACR0710 (or ACR0963), VPI0100, VPI0200, VPI0300		

<b>AMH 2010</b>	<b>United States History To 1865 (AA)</b> 3 credits (3 lecture hours) Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart) before enrolling in this General Education course (*)	<b>AOM 1262</b>	<b>Sugar Cane Processing Overview and Engineering Practices (AS)</b> 2 credits (2 lecture hours) Prerequisite: AOM1261
<b>AMH 2010</b>	<b>Honors United States History to 1865 (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>AOM 1263C</b>	<b>Cane Quality and Analysis; Factory Analytical Methods (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: AOM1262
<b>AMH 2020</b>	<b>United States History from 1865 to Present (AA)</b> 3 credits (3 lecture hours) (*)	<b>AOM 1265C</b>	<b>Cane Preparation, Milling and Diffusion - I (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: AOM1274C
<b>AMH 2020</b>	<b>Honors United States History from 1865 to Present (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>AOM 1266C</b>	<b>Cane Preparation, Milling and Diffusion - 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: AOM1265C
<b>AMH 2091</b>	<b>African-American History (AA)</b> 3 credits (3 lecture hours)	<b>AOM 1274C</b>	<b>Material Balance Calculations and Factory Control - I (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: AOM1263C
<b>AML 2010</b>	<b>American Literature to 1865 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)	<b>AOM 2267C</b>	<b>Clarification, Filtration and Evaporation - I (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: AOM1266C
<b>AML 2010</b>	<b>Honors American Literature to 1865 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and admission to the Honors College (*)	<b>AOM 2269C</b>	<b>Crystallization - I (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: AOM2268C
<b>AML 2020</b>	<b>American Literature After 1865 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)	<b>AOM 2270C</b>	<b>Crystallization - 2; Centrifugation (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: AOM2269C
<b>AML 2020</b>	<b>Honors American Literature after 1865 (AA)</b> 3 credits (3 lecture hours) (*)	<b>AOM 2271</b>	<b>Sugar and Molasses Quality, Handling, Storage and Shipping (AS)</b> 3 credits (3 lecture hours) Prerequisite: AOM2270C
<b>AML 2600</b>	<b>African American Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)	<b>AOM 2273</b>	<b>Basics of Sugar Refining (AS)</b> 3 credits (3 lecture hours) Prerequisite: AOM2275
<b>AML 2600</b>	<b>Honors African American Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College(*)	<b>AOM 2275</b>	<b>Material Balance Calculations and Factory Control - 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite: AOM2271
<b>AML 2631</b>	<b>Hispanic American Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC 1121 (*)	<b>AOM 2277</b>	<b>Regulatory and Quality Control (AS)</b> 3 credits (3 lecture hours) Prerequisite: AOM2273
<b>AML 2660</b>	<b>Jewish American Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: A grade of C or above in ENC1101 or its equivalent(*)	<b>APA 1111</b>	<b>Bookkeeping (AS)</b> 3 credits (3 lecture hours)
<b>AMT 1933</b>	<b>Airframe and Power Plant Certification (AS)</b> 24 credits (24 lecture hours) Prerequisite: Verification of Airframe and Power Plant Certification	<b>APA 2172</b>	<b>Computerized Bookkeeping (AS)</b> 3 credits (3 lecture hours) Prerequisites: CGS1100 and (APA1111 or ACG2022)
<b>ANT 2000</b>	<b>Anthropology (AA)</b> 3 credits (3 lecture hours) (*)	<b>ARC 1002</b>	<b>Introduction to Architecture (AA)</b> 3 credits (3 lecture hours)
<b>AOM 1261</b>	<b>Agriculture and Cane Farming (AS)</b> 2 credits (2 lecture hours) Prerequisites: "C" or above in CHM1020, CHM1020L, MAC1105 and PHY1001	<b>ARC 2190CR</b>	<b>The Architecture Portfolio (AA)</b> 3 credits (1 lecture, 4 lab hours) Prerequisite: ARC 1302
		<b>ARC 1131C</b>	<b>Architecture Graphics I (AA)</b> 2 credits (1 lecture hour, 2 lab hours)
		<b>ARC 1132C</b>	<b>Architecture Graphics 2 (AA)</b> 2 credits (1 lecture hour, 2 lab hours)

<b>ARC 1301C</b>	<b>Architectural Design 1 (AA)</b> 4 credits (3 lecture hours, 2 lab hours) Corequisite: ARC1701	<b>ART 1201C</b>	<b>Design Fundamentals (AA)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>ARC 1302C</b>	<b>Architectural Design 2 (AA)</b> 4 credits (3 lecture hours, 2 lab hours) Prerequisite: ARC 1301C, ARC 1701; Corequisite: ARC2201	<b>ART 1203C</b>	<b>Three-Dimensional Design (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C
<b>ARC 1701</b>	<b>History of Architecture (AA)</b> 3 credits (3 lecture hours)	<b>ART 1205C</b>	<b>Color Design (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART 1201C and ART 1300C
<b>ARC 1702</b>	<b>Architectural History 2 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ARC1701	<b>ART 1300C</b>	<b>Drawing 1 (AA)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>ARC 2201</b>	<b>Theory of Architecture (AA)</b> 3 credits (3 lecture hours) Prerequisite: ARC 1301C; Corequisite: ARC 1302C	<b>ART 1301C</b>	<b>Drawing 2 (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1201C and ART 1300C
<b>ARC 2303C</b>	<b>Architectural Design 3 (AA)</b> 4 credits (3 lecture hours, 2 lab hours) Prerequisites: ARC1302C, ARC2201(or ARC2212) Corequisite: ARC 2461	<b>ART 1750C</b>	<b>Ceramics 1 (AA)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>ARC 2304C</b>	<b>Architectural Design 4 (AA)</b> 4 credits (3 lecture hours, 2 lab hours) Prerequisites: ARC2303C and ARC2461; Corequisite: ARC2501	<b>ART 1751C</b>	<b>Ceramics 2</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART1750C
<b>ARC 2461</b>	<b>Materials and Methods of Construction 1 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ARC 2302	<b>ART 2330C</b>	<b>Life Drawing (AA)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>ARC 2501</b>	<b>Structures (AA)</b> 3 credits (3 lecture hours) Prerequisite: MAC 2233	<b>ART 2500C</b>	<b>Painting 1 (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART1201C and ART1300C
<b>ARH 1000</b>	<b>Art Appreciation (AA)</b> 3 credits (3 lecture hours) Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart)(*)	<b>ART 2501C</b>	<b>Painting 2 (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 2500C
<b>ARH 1000</b>	<b>Honors Art Appreciation (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>ART 2502C</b>	<b>Figure Painting (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART2330C
<b>ARH 1955</b>	<b>History and Appreciation of Art 1 (AA)</b> 3 credits (3 lecture hours)	<b>ART 2600C</b>	<b>Digital Imagery for the Fine Artist (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART 1201C
<b>ARH 2050</b>	<b>Art History 1 (AA)</b> 3 credits (3 lecture hours) Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart) before enrolling in this General Education course (*)	<b>ASC 1101</b>	<b>Aero-Navigation (AS)</b> 3 credits (3 lecture hours) Prerequisite: ATT 1100
<b>ARH 2050</b>	<b>Honors Art History 1 (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>ASC 1210</b>	<b>Aero-Meteorology (AS)</b> 3 credits (3 lecture hours)
<b>ARH 2051</b>	<b>Art History 2 (AA)</b> 3 credits (3 lecture hours)(*)	<b>ASC 1310</b>	<b>Aero-Safety and Regulations (AS)</b> 3 credits (3 lecture hours)
<b>ARH 2051</b>	<b>Honors Art History 2 (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>ASC 1640</b>	<b>Propulsion Systems (AS)</b> 3 credits (3 lecture hours) Prerequisites: MAC1105, PHY1001
<b>ASC 1101</b>	<b>Aero-Navigation (AS)</b> 3 credits (3 lecture hours) Prerequisite: ATT 1100	<b>ASC 2550</b>	<b>Aerodynamics (AS)</b> 3 credits (3 lecture hours) Prerequisite: ATT 1100
<b>ASC 1210</b>	<b>Aero-Meteorology (AS)</b> 3 credits (3 lecture hours)	<b>AST 1002</b>	<b>Descriptive Astronomy (AA)</b> 3 credits (3 lecture hours) (*)
<b>ASC 1310</b>	<b>Aero-Safety and Regulations (AS)</b> 3 credits (3 lecture hours)	<b>AST 1002L</b>	<b>Descriptive Astronomy Lab (AA)</b> 1 credit (2 lab hours) Corequisite: AST1002 (*)
<b>ASC 1640</b>	<b>Propulsion Systems (AS)</b> 3 credits (3 lecture hours) Prerequisites: MAC1105, PHY1001	<b>AST 1003</b>	<b>Planetary Astronomy (AA)</b> 3 credits (3 lecture hours)(*)
<b>ASC 2550</b>	<b>Aerodynamics (AS)</b> 3 credits (3 lecture hours) Prerequisite: ATT 1100	<b>AST 1004</b>	<b>Stellar and Galactic Astronomy (AA)</b> 3 credits (3 lecture hours) (*)
<b>AST 1002</b>	<b>Descriptive Astronomy (AA)</b> 3 credits (3 lecture hours) (*)		
<b>AST 1002L</b>	<b>Descriptive Astronomy Lab (AA)</b> 1 credit (2 lab hours) Corequisite: AST1002 (*)		
<b>AST 1003</b>	<b>Planetary Astronomy (AA)</b> 3 credits (3 lecture hours)(*)		
<b>AST 1004</b>	<b>Stellar and Galactic Astronomy (AA)</b> 3 credits (3 lecture hours) (*)		

<b>ATF 1100</b>	<b>Private Pilot Flight I (AS)</b> 2 credits (2 lecture hours) Prerequisite: FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); Corequisite: ATT1100	<b>ATF 2240</b>	<b>Advanced Flight Lab Helicopter (AS)</b> 1 credit (1 lab hour) Prerequisite: ATF1105
<b>ATF 1101</b>	<b>Private Pilot Flight 2 (AS)</b> 1 credit (1 lecture hour) Prerequisite: ATF1100; FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)	<b>ATF 2241</b>	<b>Flight - Commercial Helicopter (AS)</b> 2 credits (2 lecture hours) Prerequisite: ATF2340; Corequisite: ATT2110
<b>ATF 1105</b>	<b>Intermediate Flight Lab Helicopter (AS)</b> 1 credit (2 lab hours) Prerequisite: ATF1140	<b>ATF 2250 A</b>	<b>Flight Lab 2 (AS)</b> .5 credits (1 lab hour) Prerequisite: ATF1150 A-E, FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)
<b>ATF 1120</b>	<b>Private Pilot Flight 3 (AS)</b> 1 credit (1 lecture hour) Prerequisite: ATF1100; FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)	<b>ATF 2250 B</b>	<b>Flight Lab 2 (AS)</b> .5 credits (1 lab hour) Prerequisites: ATF1150 A-E, FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)
<b>ATF 1140</b>	<b>Flight - Private Helicopter (AS)</b> 4 credits (4 lecture hours) Corequisite: ATT1100	<b>ATF 2300</b>	<b>Instrument Rating Flight I (AS)</b> 1 credit (1 lecture hour) Prerequisites: ATF1120 (or FAA Private Pilot License verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisites: ATF1602, ATT2120
<b>ATF 1150 A</b>	<b>Flight Lab 1 (AS)</b> .2 credits (.6 lab hours) Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)	<b>ATF 2302</b>	<b>Instrument Rating Flight 2 (AS)</b> 1 credit (1 lecture hour) Prerequisite: ATF2300
<b>ATF 1150 B</b>	<b>Flight Lab 1 (AS)</b> .2 credits (.6 lab hours) Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)	<b>ATF 2304</b>	<b>Instrument Rating Flight 3 (AS)</b> 1 credit (1 lecture hour) Prerequisite: ATF2300
<b>ATF 1150 C</b>	<b>Flight Lab 1 (AS)</b> .2 credits (.6 lab hours) Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)	<b>ATF 2340</b>	<b>Flight - Instrument Helicopter (AS)</b> 3 credits (3 lecture hours) Prerequisites: ATF1140, ATF1602; Corequisites: ATT2120
<b>ATF 1150 D</b>	<b>Flight Lab 1 (AS)</b> .2 credits (.6 lab hours) Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)	<b>ATF 2400</b>	<b>Multi-Engine Flight (AS)</b> 1 credit (1 lab hour) Prerequisite: ATF2200 or Commercial Pilots License and equivalent experience
<b>ATF 1150 E</b>	<b>Flight Lab 1 (AS)</b> .2 credits (.6 lab hours) Prerequisites: FAA Private Pilot License and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)	<b>ATF 2500</b>	<b>Flight Instructor (Initial CFI) Flight (AS)</b> 2 credits (2 lab hours) Prerequisites: ATF2210 (or FAA Commercial Pilot License verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisite: ATT2131
<b>ATF 1602</b>	<b>Flight Simulator (AS)</b> 3 credits (3 lab hours)	<b>ATF 2510</b>	<b>Flight Instructor Multi-Engine (MEI) Flight (AS)</b> 1 credit (1 lab hour) Prerequisites: ATF2500, FAA Commercial Pilot License, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); Corequisite: ATT2131
<b>ATF 2200</b>	<b>Commercial Pilot Flight I (AS)</b> 1 credit (1 lecture hour) Prerequisite: ATF2304 (or FAA Private Pilot's License with Instrument Rating verified by program manager) and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical required to fly for the airlines); Corequisite: ATT2110	<b>ATF 2530</b>	<b>Flight Instructor Instrument (CFI-I) Flight (AS)</b> 1 credit (1 lab hour) Prerequisites: ATF2500, FAA Commercial Pilot License, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines); Corequisite: ATT2131
<b>ATF 2210</b>	<b>Commercial Pilot Flight 2 (AS)</b> 1 credit (1 lecture hour) Prerequisites: ATF2200, FAA Private Pilot's License with Instrument Rating, and FAA 1st, 2nd or 3rd Class Medical (FAA 1st Class Medical is required to fly for the airlines)	<b>ATF 2540</b>	<b>Certified Flight Instructor Helicopter (AS)</b> 1 credit (2 lab hours) Prerequisite: ATF2241; Corequisite: ATT2131

<b>ATF 2541</b>	<b>Certified Flight Instructor Instrument Helicopter (AS)</b> 1 credit (1 lab hour) Prerequisite: ATF2540	<b>BCA 0340</b>	<b>Electrical Apprenticeship 9 (PSAV)</b> 72 clock hours
<b>ATT 1100</b>	<b>Private Pilot Ground School (AS)</b> 3 credits (3 lecture hours)	<b>BCA 0341</b>	<b>Electrical Apprenticeship 10 (PSAV)</b> 72 clock hours
<b>ATT 2110</b>	<b>Commercial Pilot Ground School (AS)</b> 3 credits (3 lecture hours) Prerequisite: ATT 1100	<b>BCA 0345 R</b>	<b>Electrical Apprenticeship Co-op 9 (PSAV)</b> 475 clock hours
<b>ATT 2120</b>	<b>Instrument Ground School (AS)</b> 3 credits (3 lecture hours) Prerequisite: ATT1100	<b>BCA 0346 R</b>	<b>Electrical Apprenticeship Co-op 10 (PSAV)</b> 350 clock hours
<b>ATT 2131</b>	<b>Flight Instructor Ground School (AS)</b> 3 credits (3 lecture hours) Prerequisite: ATT2110	<b>BCA 0350</b>	<b>Apprenticeship in Residential Wiring 1 (First Year - First Course) (PSAV)</b> 72 clock hours
<b>AVM 2010</b>	<b>Aerospace and Air Travel (AS)</b> 3 credits (3 lecture hours) Prerequisite: ATT 1100 or approval of instructor	<b>BCA 0351</b>	<b>Apprenticeship in Residential Wiring 2 (First Year - Second Course (PSAV)</b> 72 clock hours
<b>BAN 1004</b>	<b>Principles Of Banking (AS)</b> 3 credits (3 lecture hours)	<b>BCA 0352</b>	<b>Apprenticeship in Residential Wiring 3 (Second Year - Second Course ) (PSAV)</b> 72 clock hours
<b>BAN 2511</b>	<b>Marketing For Bankers (AS)</b> 3 credits (3 lecture hours)	<b>BCA 0353</b>	<b>Apprenticeship in Electrical Wiring 4 (Second Year - Second Course) (PSAV)</b> 72 clock hours
<b>BAN 2800</b>	<b>Law And Banking: Principles (AS)</b> 3 credits (3 lecture hours)	<b>BCA 0354</b>	<b>Apprenticeship in Electrical Wiring 5 (Third Year - First Course) (PSAV)</b> 72 clock hours
<b>BCA 0101</b>	<b>Bricklayer Apprenticeship 1 (PSAV)</b> 72 clock hours	<b>BCA 0355</b>	<b>Apprenticeship in Electrical Wiring 6 (Third Year - Second Course) (PSAV)</b> 72 clock hours
<b>BCA 0102</b>	<b>Bricklayer Apprenticeship 2 (PSAV)</b> 72 clock hours	<b>BCA 0356</b>	<b>Apprenticeship in Electrical Wiring 7 (PSAV)</b> 72 clock hours
<b>BCA 0103</b>	<b>Bricklayer Apprenticeship 3 (PSAV)</b> 72 clock hours	<b>BCA 0357</b>	<b>Apprenticeship in Electrical Wiring 8 (Fourth Year- Second Course) (PSAV)</b> 72 clock hours
<b>BCA 0104</b>	<b>Bricklayer Apprenticeship 4 (PSAV)</b> 72 clock hours	<b>BCA 0358 R</b>	<b>Electrical Apprenticeship Co-op 1 (PSAV)</b> 475 clock hours
<b>BCA 0105</b>	<b>Bricklayer Apprenticeship 5 (PSAV)</b> 72 clock hours	<b>BCA 0359 R</b>	<b>Electrical Apprenticeship Co-op 2 (PSAV)</b> 350 clock hours
<b>BCA 0106</b>	<b>Bricklayer Apprenticeship 6 (PSAV)</b> 72 clock hours	<b>BCA 0361 R</b>	<b>Electrical Apprenticeship Co-op 3 (PSAV)</b> 475 clock hours
<b>BCA 0111 R</b>	<b>Bricklayer Apprenticeship Co-op 1 (First Year) (PSAV)</b> 475 clock hours	<b>BCA 0362 R</b>	<b>Electrical Apprenticeship Co-op 4 (PSAV)</b> 350 clock hours
<b>BCA 0112 R</b>	<b>Bricklayer Apprenticeship Co-op 2 (First Year - Summer) (PSAV)</b> 350 clock hours	<b>BCA 0364 R</b>	<b>Electrical Apprenticeship Co-op 5 (PSAV)</b> 475 clock hours
<b>BCA 0113 R</b>	<b>Bricklayer Apprenticeship Co-op 3 (Second Year) (PSAV)</b> 475 clock hours	<b>BCA 0365 R</b>	<b>Electrical Apprenticeship Co-op 6 (PSAV)</b> 350 clock hours
<b>BCA 0114 R</b>	<b>Bricklayer Apprenticeship Co-op 4 (Second Year - Summer) (PSAV)</b> 350 clock hours	<b>BCA 0367 R</b>	<b>Electrical Apprenticeship Co-op 7 (PSAV)</b> 475 clock hours
<b>BCA 0115 R</b>	<b>Bricklayer Apprenticeship Co-op 5 (Third Year) (PSAV)</b> 475 clock hours	<b>BCA 0368 R</b>	<b>Electrical Apprenticeship Co-op 8 (PSAV)</b> 350 clock hours
<b>BCA 0116 R</b>	<b>Bricklayer Apprenticeship Co-op 6 (Third Year - Summer) (PSAV)</b> 350 clock hours	<b>BCA 0450</b>	<b>Plumber Apprenticeship 1 (First Year-Term A) (PSAV)</b> 72 clock hours
		<b>BCA 0451</b>	<b>Plumber Apprenticeship 2 (First Year - Term B) (PSAV)</b> 72 clock hours

<b>BCA 0452</b>	<b>Plumber Apprenticeship 3 (Second Year - Term A)</b> (PSAV) 72 clock hours	<b>BCA 0481 R</b>	<b>Fire Sprinkler Apprentice Coop 2 (PSAV)</b> 350 clock hours
<b>BCA 0453</b>	<b>Plumber Apprenticeship 4 (Second Year - Term B)</b> (PSAV) 72 clock hours	<b>BCA 0482 R</b>	<b>Fire Sprinkler Apprentice Coop 3 (PSAV)</b> 475 clock hours
<b>BCA 0454</b>	<b>Plumber Apprenticeship 5 (Third Year - Term A)</b> (PSAV) 72 clock hours	<b>BCA 0483 R</b>	<b>Fire Sprinkler Apprentice Coop 4 (PSAV)</b> 350 clock hours
<b>BCA 0455</b>	<b>Plumber Apprenticeship 6 (Third Year - Term B)</b> (PSAV) 72 clock hours	<b>BCA 0484 R</b>	<b>Fire Sprinkler Apprentice Coop 5 (PSAV)</b> 475 clock hours
<b>BCA 0456</b>	<b>Plumber Apprenticeship 7 (Fourth Year - Term A)</b> (PSAV) 72 clock hours	<b>BCA 0485 R</b>	<b>Fire Sprinkler Apprentice Coop 6 (PSAV)</b> 350 clock hours
<b>BCA 0457</b>	<b>Plumber Apprenticeship 8 (Fourth Year - Term B)</b> (PSAV) 72 clock hours	<b>BCA 0486 R</b>	<b>Fire Sprinkler Apprentice Coop 7 (PSAV)</b> 475 clock hours
<b>BCA 0460 R</b>	<b>Plumber Apprenticeship Co-op 1 (PSAV)</b> 475 clock hours	<b>BCA 0487 R</b>	<b>Fire Sprinkler Apprentice Coop 8 (PSAV)</b> 350 clock hours
<b>BCA 0461 R</b>	<b>Plumber Apprenticeship Co-op 2</b> 350 clock hours	<b>BCN 1003</b>	<b>Construction Calculations (AS)</b> 3 credits (3 lecture hours)
<b>BCA 0462 R</b>	<b>Plumber Apprenticeship Co-op 3 (PSAV)</b> 475 clock hours	<b>BCN 1040</b>	<b>Sustainable Construction Basics (AS)</b> 3 credits (3 lecture hours)
<b>BCA 0463 R</b>	<b>Plumber Apprenticeship Co-op 4 (PSAV)</b> 350 clock hours	<b>BCN 1210</b>	<b>Building Construction Materials &amp; Methods 1 (AS)</b> 3 credits (3 lecture hours)
<b>BCA 0464 R</b>	<b>Plumber Apprenticeship Co-op 5 (PSAV)</b> 475 clock hours	<b>BCN 1272</b>	<b>Plans Interpretation (AS)</b> 3 credits (3 lecture hours)
<b>BCA 0465 R</b>	<b>Plumber Apprenticeship Co-op 6 (PSAV)</b> 350 clock hours	<b>BCN 2080C</b>	<b>Architectural Drafting and Design 1 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Corequisites: BCN2253C
<b>BCA 0466 R</b>	<b>Plumber Apprenticeship Co-op 7 (PSAV)</b> 475 clock hours	<b>BCN 2081C</b>	<b>Architectural Drafting and Design 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: BCN2080C; Corequisite: BCN2259C
<b>BCA 0467 R</b>	<b>Plumber Apprenticeship Co-op 8 (PSAV)</b> 350 clock hours	<b>BCN 2220</b>	<b>Building Construction Materials &amp; Methods 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite: BCN1210
<b>BCA 0470</b>	<b>Fire Sprinkler Apprenticeship 1 (Fall)</b> (PSAV) 72 clock hours	<b>BCN 2253C</b>	<b>Architectural Drafting 1 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Corequisite: ETD1031C
<b>BCA 0471</b>	<b>Fire Sprinkler Apprenticeship 2 (Spring)</b> (PSAV) 72 clock hours	<b>BCN 2259C</b>	<b>Architectural Drafting 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: BCN2253C; Corequisite: BCN2081C
<b>BCA 0472</b>	<b>Fire Sprinkler Apprenticeship 3 (Fall)</b> (PSAV) 72 clock hours	<b>BCN 2598</b>	<b>Sustainable Construction Applications (AS)</b> 3 credits (3 lecture hours) Prerequisite: BCN1040
<b>BCA 0473</b>	<b>Fire Sprinkler Apprenticeship 4 (Spring)</b> (PSAV) 72 clock hours	<b>BCN 2793</b>	<b>Project Management for Sustainable Construction (AS)</b> 3 credits (3 lecture hours)
<b>BCA 0474</b>	<b>Fire Sprinkler Apprenticeship 5 (Fall)</b> (PSAV) 72 clock hours	<b>BCN 2941</b>	<b>Building Construction Experience (AS)</b> 4 credits (4 lecture hours) Prerequisite: Documentation of 4 years of bona fide experience toward journeyman level tradesmanship
<b>BCA 0475</b>	<b>Fire Sprinkler Apprenticeship 6 (Spring)</b> (PSAV) 72 clock hours	<b>BCT 1743</b>	<b>Construction Law (AS)</b> 3 credits (3 lecture hours)
<b>BCA 0476</b>	<b>Fire Sprinkler Apprenticeship 7 (Fall)</b> (PSAV) 72 clock hours	<b>BCT 1750</b>	<b>Construction Finance (AS)</b> 3 credits (3 lecture hours)
<b>BCA 0477</b>	<b>Fire Sprinkler Apprenticeship 8 (Spring)</b> (PSAV) 72 clock hours	<b>BCT 1770</b>	<b>Construction Estimating (AS)</b> 3 credits (3 lecture hours)
<b>BCA 0480 R</b>	<b>Fire Sprinkler Apprentice Coop 1 (PSAV)</b> 475 clock hours		

<b>BCT 2730</b>	<b>Construction Supervision Procedure (AS)</b> 3 credits (3 lecture hours)	<b>BSC 1050L</b>	<b>Honors Environmental Conservation Laboratory (AA)</b> 1 credit (3 lab hours) Prerequisite: Admission to the Honors College (*)
<b>BOT 1010</b>	<b>General Botany I (AA)</b> 3 credits (3 lecture hours) Corequisite: BOT 1010L (*)	<b>BSC 1404C</b>	<b>Introduction to Biotechnological Methods (AS)</b> 5 credits (3 lecture hours, 6 lab hours) Prerequisite: Department Challenge Exam completed with 80% pass rate
<b>BOT 1010L</b>	<b>General Botany I Lab (AA)</b> 1 credit (2 lab hours) Corequisite: BOT 1010L(*)	<b>BSC 2085</b>	<b>Anatomy and Physiology I (AA)</b> 3 credits (3 lecture hours) Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC2085L(*)
<b>BOT 2000</b>	<b>Plant Physiology (AS)</b> 3 credits (3 lecture hours)	<b>BSC 2085L</b>	<b>Anatomy and Physiology I Lab (AA)</b> 1 credit (3 lab hours) Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC2085L(*)
<b>BSC 1005</b>	<b>Concepts in Biology (AA)</b> 3 credits (3 lecture hours) Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course(*)	<b>BSC 2086</b>	<b>Anatomy and Physiology 2 (AA)</b> 3 credits (3 lecture hours) Prerequisite: BSC 2085, BSC 2085L; Corequisite: BSC 2086L(*)
<b>BSC 1005</b>	<b>Honors Concepts in Biology (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>BSC 2086L</b>	<b>Anatomy and Physiology 2 Lab (AA)</b> 1 credit (3 lab hours) Prerequisites: BSC 2085 and BSC 2085L; Corequisite: BSC 2086L(*)
<b>BSC 1005L</b>	<b>Concepts in Biology Laboratory (AA)</b> 1 credit (2 lab hours) Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course (*)	<b>BSC 2416C</b>	<b>Introduction to Tissue Culture Lab (AA)</b> 2 credits (1 lecture hour, 3 lab hours) Prerequisites: BSC2421, BSC2421L
<b>BSC 1010</b>	<b>Principles of Biology I (AA)</b> 3 credits (3 lecture hours) Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC1010L (*)	<b>BSC 2420</b>	<b>Biotechnology I (AA)</b> 3 credits (3 lecture hours) Prerequisite: BSC2421; Corequisites: CHM1045, CHM1045L
<b>BSC 1010</b>	<b>Honors Principles of Biology I (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College; Corequisite: BSC1010L (*)	<b>BSC 2420L</b>	<b>Biotechnology I Lab (AA)</b> 2 credits (6 lab hours) Prerequisite: BSC2421L; Corequisites: BSC2420, CHM1045, CHM1045L
<b>BSC 1011C</b>	<b>Honors Principles of Biology II (AA)</b> 4 credits (3 lecture hours, 3 lab hours) Prerequisites: BSC 1010 and BSC 1010L and Admission to Honors College(*)	<b>BSC 2421</b>	<b>Introduction to Biotechnology (AA)</b> 3 credits (3 lecture hours) Corequisite: BSC2421L (*)
<b>BSC 1010L</b>	<b>Principles of Biology I Lab (AA)</b> 1 credit (3 lab hours) Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course; Corequisite: BSC1010L(*)	<b>BSC 2421</b>	<b>Honors Introduction to Biotechnology (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College; Corequisite: BSC2421L (*)
<b>BSC 1011</b>	<b>Principles of Biology 2 (AA)</b> 3 credits (3 lecture hours) Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011L (*)	<b>BSC 2421L</b>	<b>Introduction to Biotechnology Lab (AA)</b> 2 credits (6 lab hours) (*)
<b>BSC 1011L</b>	<b>Principles of Biology 2 Lab (AA)</b> 1 credit (3 lab hours) Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011L(*)	<b>BSC 2426C</b>	<b>Introduction to Biotechnology Instrumentation Lab (AA)</b> 2 credits (1 lecture hour, 3 lab hours) Prerequisites: BSC2421, BSC2421L
<b>BSC 1050</b>	<b>Environmental Conservation (AA)</b> 3 credits (3 lecture hours) (*)	<b>BSC 2427</b>	<b>Biotechnology 2, Molecular Biology, Cell &amp; Immunobiology (AA)</b> 3 credits (3 lecture hours) Prerequisites: BSC2420L, CHM1045, CHM1045L Corequisites: BSC2427L, CHM1046, CHM1046L
<b>BSC 1050</b>	<b>Honors Environmental Conservation (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>BSC 2427L</b>	<b>Biotechnology 2, Molecular Biology, Cell and Immunobiology Lab (AA)</b> 2 credits (6 lab hours) Prerequisites: BSC2420L, CHM1045, CHM1045L; Corequisites: BSC2427, CHM1046, CHM1046L
<b>BSC 1050L</b>	<b>Environmental Conservation Lab (AA)</b> 1 credit (3 lab hours) (*)		

<b>BSC 2435</b>	<b>Introduction to Bioinformatics (AA)</b> 1 credit (1 lecture hour) Prerequisites: BSC2421, BSC2421L	<b>CHM 1020</b>	<b>Principles of Chemistry (AA)</b> 3 credits (3 lecture hours) Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course (*)
<b>BSC 2945C</b>	<b>Biotechnology Internship (AA)</b> 2 credits (1 lecture hour, 10 lab hours) Prerequisites: CHM1046, CHM1046L, BSC2421, BSC2420, BSC2420L and BSC2427	<b>CHM 1020L</b>	<b>Principles of Chemistry Lab (AA)</b> 1 credit (2 lab hours) Prerequisite: Must meet placement requirements in mathematics, English, reading and writing to enroll in course. Prerequisite or Corequisite: CHM1020(*)
<b>BUL 2241</b>	<b>Business Law 1 (AA)</b> 3 credits (3 lecture hours)	<b>CHM 1025</b>	<b>Introductory Chemistry (AA)</b> 3 credits (3 lecture hours) Co-requisite: MAT1033 (*)
<b>BUL 2242</b>	<b>Business Law 2 (AA)</b> 3 credits (3 lecture hours)	<b>CHM 1045</b>	<b>General Chemistry 1 (AA)</b> 3 credits (3 lecture hours) Prerequisites: MAT 1033; Corequisites: CHM 1045L and MAC 1105(*)
<b>CCJ 1010</b>	<b>Introduction to Criminology (AA)</b> 3 credits (3 lecture hours)	<b>CHM 1045L</b>	<b>General Chemistry 1 Lab (AA)</b> 1 credit (3 lab hours) Corequisite: CHM 1045(*)
<b>CCJ 1020</b>	<b>Administration of Criminal Justice (AA)</b> 3 credits (3 lecture hours)	<b>CHM 1046</b>	<b>General Chemistry 2 (AA)</b> 3 credits (3 lecture hours) Prerequisites: CHM1045, CHM1045L and MAC1105; Corequisite: CHM1046L(*)
<b>CCJ 1618</b>	<b>Criminal Psychology (AA)</b> 3 credits (3 lecture hours)	<b>CHM 1046L</b>	<b>General Chemistry 2 Lab (AA)</b> 1 credit (3 lab hours) Prerequisite: CHM1045L; Corequisite: CHM1046 (*)
<b>CET 2123C</b>	<b>Microprocessors 1 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: EET1215C	<b>CHM 2210</b>	<b>Organic Chemistry 1 (AA)</b> 3 credits (3 lecture hours) Prerequisites: CHM 1045 and CHM 1045L; Corequisite: CHM 2210L
<b>CET 2127C</b>	<b>Microprocessors 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: CET2123C	<b>CHM 2210L</b>	<b>Organic Chemistry 1 Lab (AA)</b> 1 credit (4 lab hours) Prerequisites: CHM 1045 and CHM 1045L; Corequisite: CHM 2210
<b>CGS 1030</b>	<b>PC Starter (AS)</b> 1 credit (1 lecture hour)	<b>CHM 2211</b>	<b>Organic Chemistry 2</b> 3 credits (3 lecture hours) Prerequisite: CHM 2210; Corequisite: CHM 2211L
<b>CGS 1100</b>	<b>Microcomputer Applications (AA)</b> 3 credits (3 lecture hours) Prerequisite: None (Knowledge of the keyboard is desirable)	<b>CHM 2211L</b>	<b>Organic Chemistry 2 Lab (AA)</b> 1 credit (4 lab hours) Prerequisites: CHM 2210 and 2210L; Corequisite: CHM 2211
<b>CGS 1100</b>	<b>Honors Microcomputer Applications (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College	<b>CIS 2321</b>	<b>Systems and Applications (AS)</b> 3 credits (3 lecture hours) Corequisite: CGS1100
<b>CGS 1513</b>	<b>Electronic Spreadsheets (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1100 or OST1831	<b>CIS 2513</b>	<b>Information Technology Project Management (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1100
<b>CGS 1543</b>	<b>Database Management (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1100 or OST1831	<b>CJB 1465</b>	<b>Injury and Death Investigation (AS)</b> 3 credits (3 lecture hours) Corequisites: CJB1711, CJB1712
<b>CGS 1561</b>	<b>Inside the PC (AS)</b> 1 credit (1 lecture hour)	<b>CJB 1711</b>	<b>Introduction to Crime Scene Technology (AS)</b> 3 credits (3 lecture hours) Corequisites: CJB1465 and CJB1712
<b>CGS 1800</b>	<b>Introduction to Web Site Development (AS)</b> 3 credits (3 lecture hours) Corequisite: CGS1100	<b>CJB 1712</b>	<b>Crime Scene Photography I (AS)</b> 3 credits (3 lecture hours) Corequisites: CJB1465 and CJB1711
<b>CGS 2555</b>	<b>Introduction to the Internet (AA)</b> 3 credits (3 lecture hours) Corequisite: CGS1100		
<b>CGS 2801</b>	<b>Advanced Web Page Media (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1800		
<b>CGS 2802</b>	<b>Web Site Administration (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1100		
<b>CHD 1220</b>	<b>Child Development, Infancy/Preschool (AS)</b> 3 credits (3 lecture hours)		

<b>CJB 1721</b>	<b>Advanced Crime Scene Technology (AS)</b> 3 credits (3 lecture hours) Prerequisites: CJB1465, CJB1711 and CJB1712	<b>CJK 0020</b>	<b>CMS Law Enforcement Vehicle Operations (PSAV)</b> 48 clock hours
<b>CJB 1722</b>	<b>Crime Scene Photography 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite: CJB1465, CJB1711 and CJB1712	<b>CJK 0031</b>	<b>CMS First Aide For Criminal Justice Officers (PSAV)</b> 40 clock hours
<b>CJB 2703</b>	<b>Crime Scene Safety (AS)</b> 2 credits (2 lecture hours) Prerequisites: CJB1721, CJB1722 and CJB2735	<b>CJK 0040</b>	<b>Criminal Justice Firearms (PSAV)</b> 80 clock hours
<b>CJB 2704</b>	<b>Courtroom Presentation of Scientific Evidence (AS)</b> 3 credits (3 lecture hours) Prerequisite: CJB2703	<b>CJK 0051</b>	<b>Criminal Justice Defensive Tactics (PSAV)</b> 80 clock hours
<b>CJB 2713</b>	<b>Introduction to Forensic Science (AA)</b> 3 credits (3 lecture hours)	<b>CJK 0061</b>	<b>Patrol 1 (PSAV)</b> 58 clock hours
<b>CJB 2735</b>	<b>Fingerprint Classification (AS)</b> 3 credits (3 lecture hours) Prerequisites: CJB1465, CJB1711 and CJB1712	<b>CJK 0062</b>	<b>Patrol 2 (PSAV)</b> 40 clock hours
<b>CJB 2736</b>	<b>Latent Fingerprint Development (AS)</b> 3 credits (3 lecture hours) Prerequisite: CJB2703	<b>CJK 0071</b>	<b>Criminal Investigations (PSAV)</b> 56 clock hours
<b>CJB 2748</b>	<b>Biological Evidence (AS)</b> 2 credits (2 lecture hours) Prerequisite: CJB2703	<b>CJK 0076</b>	<b>Crime Scene Investigations (PSAV)</b> 24 clock hours
<b>CJD 1933</b>	<b>Applied Corrections Officer Competencies (AS)</b> 19 credits (19 lecture hours) Prerequisites: The successful completion of (or earned prior learning credit for) Corrections Officer Track PSAV Academy (5601) or a certified CMS Law Enforcement Officer with successful completion of the Crossover to Corrections Officer PSAV Academy (5614); application and acceptance into the Corrections Officer AAS/AS degree; and 12 credits completed toward the Corrections Officer AAS/AS degree	<b>CJK 0082</b>	<b>Traffic Stops (PSAV)</b> 24 clock hours
<b>CJE 1300</b>	<b>Police Administration 1 (AA)</b> 3 credits (3 lecture hours)	<b>CJK 0083</b>	<b>DUI Traffic Stops (PSAV)</b> 24 clock hours
<b>CJE 1301</b>	<b>Police Administration 2 (AA)</b> 3 credits (3 lecture hours)	<b>CJK 0086</b>	<b>Traffic Crash Investigations (PSAV)</b> 32 clock hours
<b>CJE 1711</b>	<b>Criminal Justice Capstone Course (AS)</b> 3 credits (3 lecture hours) Prerequisites: CCJ1010, CCJ1020, CGS1100; Corequisite: CJE1300	<b>CJK 0096</b>	<b>Criminal Justice Officer Physical Fitness Training (LE) (PSAV)</b> 60 clock hours Prerequisite: Physical exam and completion of form CJSTC-75B by a licensed medical doctor
<b>CJE 2600</b>	<b>Criminal Investigation (AA)</b> 3 credits (3 lecture hours)	<b>CJK 0100</b>	<b>Interpersonal Skills 1 - Corrections (PSAV)</b> 62 clock hours
<b>CJJ 2002</b>	<b>Juvenile Delinquency (AA)</b> 3 credits (3 lecture hours)	<b>CJK 0101</b>	<b>Interpersonal Skills 2 - Corrections (PSAV)</b> 50 clock hours
<b>CJK 0007</b>	<b>Introduction to Law Enforcement (PSAV)</b> 11 clock hours	<b>CJK 0102</b>	<b>Corrections Operations (PSAV)</b> 64 clock hours
<b>CJK 0008</b>	<b>Legal (PSAV)</b> 69 clock hours	<b>CJK 0204</b>	<b>Crossover CMS Law Enforcement to Traditional Corrections Introduction (PSAV)</b> 59 clock hours Prerequisites: Traditional or CMS Law Enforcement Training Program; Corrections BAT test score of 70
<b>CJK 0011</b>	<b>Human Issues (PSAV)</b> 40 clock hours	<b>CJK 0212</b>	<b>Crossover Correctional to CMS Law Enforcement High Liability (PSAV)</b> 8 clock hours Prerequisite: A student enrolling in this course must possess current certification as a correctional officer in accordance with Chapters 943, F.S. and 11B-35, F.A.C.
<b>CJK 0017</b>	<b>Communications (PSAV)</b> 76 clock hours	<b>CJK 0221</b>	<b>Correctional Crossover to Law Enforcement Introduction and Legal (PSAV)</b> 47 clock hours
		<b>CJK 0222</b>	<b>Correctional Crossover to Law Enforcement Communications (PSAV)</b> 56 clock hours
		<b>CJK 0223</b>	<b>Correctional Crossover to Law Enforcement Human Issues (PSAV)</b> 32 clock hours

<b>CJK 0240</b>	<b>Law Enforcement Auxiliary Introduction (PSAV)</b> 27 clock hours	<b>CNT 2404</b>	<b>Network Attacks and Introduction to TCP/IP Security (ATC)</b> 3 credits (3 lecture hours) Prerequisite: CNT2407
<b>CJK 0241</b>	<b>Law Enforcement Auxiliary Patrol and Traffic (PSAV)</b> 19 clock hours	<b>CNT 2405</b>	<b>Intrusion Detection Systems, Countermeasures and PKI (ATC)</b> 3 credits (3 lecture hours) Prerequisite: CNT2404
<b>CJK 0242</b>	<b>Law Enforcement Auxiliary Investigations (PSAV)</b> 17 clock hours	<b>CNT 2407</b>	<b>Information Security Implementation and Standards (ATC)</b> 3 credits (3 lecture hours) Prerequisites: CIS A.S. Degree and CNT2401
<b>CJK 0270</b>	<b>Criminal Justice Legal I (PSAV)</b> 46 clock hours	<b>CNT 2700</b>	<b>TCP/IP and Network Administration (AA)</b> 3 credits (3 lecture hours) Prerequisite: CNT2000 or CTS1110
<b>CJK 0280</b>	<b>Criminal Justice Officer Physical Fitness Training CMS (Corrections)(PSAV)</b> 40 clock hours Prerequisite: Physical exam and completion of form CJSTC-75B by a licensed medical doctor	<b>CNT 4403</b>	<b>Information System Security (BAS)</b> 3 credits (3 lecture hours)
<b>CJK 0286</b>	<b>Criminal Justice Communications - Corrections (PSAV)</b> 42 clock hours	<b>CNT 4406</b>	<b>Network Security and Cryptography (BAS)</b> 3 credits (3 lecture hours)
<b>CJK 0422</b>	<b>Dart-Firing Stun Gun (PSAV)</b> 8 clock hours	<b>COP 1000</b>	<b>Introduction to Programming Logic (AA)</b> 3 credits (3 lecture hours) Prerequisite or corequisite: CGS1100
<b>CJK 0480</b>	<b>Emergency Preparedness (PSAV)</b> 26 clock hours	<b>COP 1220</b>	<b>Introduction to Programming in C (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP1000
<b>CJK 1933</b>	<b>Applied Law Enforcement Officer Competencies (AS)</b> 22 credits (22 lecture hours) Prerequisites: The successful completion of (or earned prior learning credit for) the Law Enforcement Officer Track PSAV Academy (5600) or a certified Corrections Officer with successful completion of the Crossover to CMS Law Enforcement Officer PSAV Academy (5613); application and acceptance into the Law Enforcement Officer AAS/AS degree; and 12 credits completed toward the Law Enforcement Officer AAS/AS degree	<b>COP 1332</b>	<b>Visual Basic Programming (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP1000
<b>CJL 1062</b>	<b>Introduction to Constitutional Law (AA)</b> 3 credits (3 lecture hours)	<b>COP 1933 A</b>	<b>Applied Technical Skills - Certified Internet Web (CIW) Associate Design Specialist (PROSO001) (AS)</b> 6 credits (6 lecture hours) Prerequisites: Application to Palm Beach State College indicating A121 or 2122 program code, current Certified Internet Web (CIW) Associate Design Specialist (PROSO001) certification and submission of completed prior learning form to Registrar
<b>CJL 2100</b>	<b>Criminal Law (AA)</b> 3 credits (3 lecture hours)	<b>COP 1933 B</b>	<b>Applied Technical Skills - Microsoft Certified Professional Developer (MCPD) - ASP.NET Developer (MICRO062) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A121 or 2122 program code, current Microsoft Certified Professional Developer (MCPD) - ASP.NET Developer (MICRO062) certification and submission of completed prior learning form to Registrar
<b>CJL 2130</b>	<b>Laws of Evidence (AA)</b> 3 credits (3 lecture hours)	<b>COP 1933 C</b>	<b>Applied Technical Skills - Microsoft Certified Professional Developer (MCPD) - Web Developer (MICRO043) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A121 or 2122 program code, current Microsoft Certified Professional Developer (MCPD) - Web Developer (MICRO043) certification and submission of completed prior learning form to Registrar
<b>CJL 2403</b>	<b>Law of Arrest, Search, and Seizure (AA)</b> 3 credits (3 lecture hours)		
<b>CLP 2001</b>	<b>Personality Development and Adjustment (AA)</b> 3 credits (3 lecture hours) Prerequisite: PSY 2012		
<b>CNT 2000</b>	<b>Network Technologies (AA)</b> 3 credits (3 lecture hours) Corequisite: CGS1100		
<b>CNT 2401</b>	<b>Computer Network Security Policy Development (ATC)</b> 3 credits (3 lecture hours) Prerequisites: CIS A.S. Degree and experience and/or knowledge of CEN2522 and CEN2705		
<b>CNT 2402</b>	<b>Implementing and Administering Network Security (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1100		

<b>COP 1933 D</b>	<b>Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Distributed Applications (MICRO047) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A133 or 2126 program code, current Microsoft Certified Technology Specialist (MCTS) - Distributed Applications (MICRO047) certification and submission of completed prior learning form to Registrar	<b>COP 3530</b>	<b>Programming Languages &amp; Concepts (BAS)</b> 3 credits (3 lecture hours)
<b>COP 1933 E</b>	<b>Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Windows Applications (MICRO049) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A133 or 2126 program code, current Microsoft Certified Technology Specialist (MCTS) - Windows Applications (MICRO049) certification and submission of completed prior learning form to Registrar	<b>COP 4060</b>	<b>Concepts in Advanced Application Development (BAS)</b> 3 credits (3 lecture hours)
<b>COP 1933 F</b>	<b>Applied Technical Skills - Microsoft Certified Technology Specialist (MCTS) - Web Applications (MICRO048) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A133 or 2126 program code, current Microsoft Certified Technology Specialist (MCTS) - Web Applications (MICRO048) certification and submission of completed prior learning form to Registrar	<b>COP 411IC</b>	<b>Web Scripting (BAS)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>COP 2334</b>	<b>Programming in C++ (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP1000	<b>COS 0200</b>	<b>Cosmetology I - Introduction (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300
<b>COP 2654</b>	<b>Objective C Programming (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP1000	<b>COS 0301</b>	<b>Cosmetology 2 - Haircutting (PSAV)</b> 120 clock hours Corequisites: COS0400, VPI0100, VPI0200, VPI0300
<b>COP 2700</b>	<b>Data Structures (SQL) (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP1000	<b>COS 0400</b>	<b>Cosmetology 3 - Styling (PSAV)</b> 120 clock hours Corequisites: COS0200, VPI0100, VPI0200, VPI0300
<b>COP 2800</b>	<b>Programming in Java (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP 1220 or COP 2334	<b>COS 0600</b>	<b>Cosmetology 5 - Chemicals (PSAV)</b> 120 clock hours Corequisites: COS0301, VPI0100, VPI0200, VPI0300
<b>COP 2805</b>	<b>Advanced Java Programming (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP2800	<b>COS 0700</b>	<b>Cosmetology 6 - Haircolor (PSAV)</b> 120 clock hours Corequisites: COS0600, VPI0100, VPI0200, VPI0300
<b>COP 2822</b>	<b>Web Page Design (AA)</b> 3 credits (3 lecture hours) Prerequisite: CGS2555 or ART1201C, ART1300C, GRA2100C (or GRA2131C) and ART1205C	<b>COS 0870</b>	<b>Cosmetology 4 - Salon Management (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300
<b>COP 2831</b>	<b>Advanced Web Page Applications (XML and JavaScript) (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP2822 or COP1220	<b>CPO 2002</b>	<b>Comparative Governments (AA)</b> 3 credits (3 lecture hours) Prerequisites: POS 1001 or POS 1041 or permission of instructor
<b>COP 2838</b>	<b>Advanced Visual Basic.NET (AA)</b> 3 credits (3 lecture hours) Prerequisite: COP1332	<b>CRW 2001</b>	<b>Creative Writing (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC1121
<b>COP 2840</b>	<b>Server-side Programming (AA)</b> 3 credits (3 lecture hours) Prerequisites: COP1000 and one of the following: COP1220, COP1332, COP2334, COP2800, or COP2831	<b>CRW 2100</b>	<b>Introduction to Fiction Writing I (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121
		<b>CRW 2101</b>	<b>Introduction to Fiction Writing 2 (AA)</b> 3 credits (3 lecture hours) Prerequisite: CRW2100
		<b>CSP 0010</b>	<b>Manicuring, Pedicuring, and Nail Extensions (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300
		<b>CSP 0011</b>	<b>Salon Practice Lab 2 (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300
		<b>CSP 0013</b>	<b>Nail Specialist (PSAV)</b> 240 clock hours
		<b>CSP 0240</b>	<b>Facials (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300
		<b>CSP 0260</b>	<b>Facial Specialist (PSAV)</b> 260 clock hours
		<b>CSP 0300</b>	<b>Salon Practice Lab 1 (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300

<b>CTS 1110</b>	<b>Microcomputer Operating Systems (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1100 or OST1831	<b>CTS 1933 G</b>	<b>Applied Technical Skills - Microsoft Certified Systems Engineer (MCSE) (MICRO012) Networking Administration (AS)</b> 9 credits (9 lecture hours) Prerequisites: Application to Palm Beach State College indicating A131 or 2123 program code, current Microsoft Certified Systems Engineer (MCSE) (MICRO012) Networking Administration certification and submission of completed prior learning form to Registrar
<b>CTS 1150</b>	<b>Computer Maintenance and Repair (AS)</b> 3 credits (3 lecture hours)	<b>CTS 1933 H</b>	<b>Applied Technical Skills - Microsoft Certified IT Professional (MCIT) Server Administrator (MICRO034) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A131 or 2123 program code, current Microsoft Certified IT Professional (MCIT) Server Administrator (MICRO034) certification and submission of completed prior learning form to Registrar
<b>CTS 1650</b>	<b>CISCO 1 (Networking Essentials)(AS)</b> 3 credits (3 lecture hours) Prerequisites: CTS1150 or CompTIA A+ Certification	<b>CTS 2301</b>	<b>UNIX Installation and Administration Using LINUX (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1100
<b>CTS 1933 A</b>	<b>Applied Technical Skills - Certified Wireless Network Administrator (CWNPT001) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A131 or 2123 program code, current Certified Wireless Network Administrator (CWNPT001) certification and submission of completed prior learning form to Registrar	<b>CTS 2320</b>	<b>Wide Area Networks (AA)</b> 3 credits (3 lecture hours) Prerequisite: CNT2000 or CTS1110
<b>CTS 1933 B</b>	<b>Applied Technical Skills - Cisco Certified Network Professional (CCNP) (CISCO005) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A131 or 2123 program code, current Cisco Certified Network Professional (CCNP) (CISCO005) certification and submission of prior learning form to Registrar	<b>CTS 2334</b>	<b>Local Area Networks (AA)</b> 3 credits (3 lecture hours) Prerequisite: CNT2000 or CTS1110
<b>CTS 1933 C</b>	<b>Applied Technical Skills - CompTIA Network+ (COMPT006) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A131 or 2123 program code, current CompTIA Network+ (COMPT006) certification and submission of completed prior learning form to Registrar	<b>CTS 2651</b>	<b>CISCO 2 (Router Technology) (AS)</b> 3 credits (3 lecture hours) Prerequisites: CTS1650
<b>CTS 1933 D</b>	<b>Applied Technical Skills - Microsoft Certified Desktop Support Technician (MCDST) (MICRO006) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A131, 2123, A133 or 2126 program code, current Microsoft Certified Desktop Support Technician (MCDST) (MICRO006) certification and submission of completed prior learning form to Registrar	<b>CTS 2652</b>	<b>CISCO 3 (Advanced Router Technology) (AS)</b> 3 credits (3 lecture hours) Prerequisites: CTS2651
<b>CTS 1933 E</b>	<b>Applied Technical Skills - CompTIA Server+ (COMPT009) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A131, 2123, A133 or 2126 program code, current CompTIA Server+ (COMPT009) certification and submission of completed prior learning form to Registrar	<b>CTS 2653</b>	<b>CISCO 4 (Project Based Learning)(AS)</b> 3 credits (3 lecture hours) Prerequisites: CTS2652
<b>CTS 1933 F</b>	<b>Applied Technical Skills - Microsoft Certified Systems Engineer (MCSE) (MICRO012) Programming (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A133 or 2126 program code, current Microsoft Certified Systems Engineer (MCSE) (MICRO012) Programming certification and submission of completed prior learning form to Registrar	<b>DEA 0130</b>	<b>Related Dental Theory (PSAV)</b> 32 clock hours
		<b>DEA 0153</b>	<b>Dental Psychology and Communication (PSAV)</b> 32 clock hours
		<b>DEA 0800</b>	<b>Clinical Practice 1 (PSAV)</b> 32 clock hours Recommended prerequisites: DES1200, DES1200L; Corequisite: DEA0800L
		<b>DEA 0800L</b>	<b>Clinical Practice 1 Lab (PSAV)</b> 128 clock hours
		<b>DEA 0801</b>	<b>Clinical Practice 2 (PSAV)</b> 32 clock hours Corequisite: DEA0801L
		<b>DEA 0801L</b>	<b>Clinical Practice 2 Lab (PSAV)</b> 256 clock hours
		<b>DEA 0850</b>	<b>Dental Assisting Clinical Practice 3 (PSAV)</b> 16 clock hours
		<b>DEA 0850L</b>	<b>Clinical Practice 3 Lab (PSAV)</b> 128 clock hours Corequisite: DEA0850

<b>DEA 0940L</b>	<b>Dental Practicum 1 Lab</b> (PSAV) 24 clock hours	<b>DEH 2934</b>	<b>Compromised Patient</b> (AS) 1 credit (1 lecture hour) Recommended Prerequisites: DES 1840; Recommended corequisites: DEH2603, DEH 2804C
<b>DEA 0941L</b>	<b>Dental Practicum 2 Lab</b> (PSAV) 96 clock hours	<b>DEP 2004</b>	<b>Human Growth and Development</b> (AA) 3 credits (3 lecture hours) Recommended Prerequisite: PSY2012
<b>DEH 1003</b>	<b>Dental Hygiene Instrumentation</b> (AS) 1 credit (1 lecture hour) Recommended prerequisites: DES1800, DES1800L; Corequisite: DEH1003L	<b>DEP 2102</b>	<b>Child Growth and Development</b> (AA) 3 credits (3 lecture hours) Prerequisite: PSY2012
<b>DEH 1003L</b>	<b>Dental Hygiene Instrumentation Lab</b> (AS) 2 credits (6 lab hours) Recommended prerequisites: DES1800, DES1800L; Corequisite: DEH1003	<b>DES 1020</b>	<b>Dental Anatomy</b> (AS) 3 credits (3 lecture hours)
<b>DEH 1130</b>	<b>Oral Embryology and Histology</b> (AS) 1 credit (1 lecture hour) Recommended prerequisite: DES 1020	<b>DES 1100</b>	<b>Dental Materials</b> (AS) 2 credits (2 lecture hours) Corequisite: DES1100L
<b>DEH 1800</b>	<b>Dental Hygiene I</b> (AS) 1 credit (1 lecture hour) Corequisite: DEH 1800L	<b>DES 1100L</b>	<b>Dental Materials Lab</b> (AS) 1 credit (2 lab hours) Corequisite: DES1100
<b>DEH 1800L</b>	<b>Dental Hygiene I Lab</b> (AS) 4 credits (12 clinical hours) Corequisite: DEH 1800	<b>DES 1200</b>	<b>Dental Radiology</b> (AS) 2 credits (2 lecture hours) Corequisite: DES1200L
<b>DEH 1802</b>	<b>Dental Hygiene 2</b> (AS) 1 credit (1 lecture hour) Corequisite: DEH 1802L	<b>DES 1200L</b>	<b>Dental Radiology Lab</b> (AS) 1 credit (2 lab hours) Corequisite: DES1200
<b>DEH 1802L</b>	<b>Dental Hygiene 2 Lab</b> (AS) 1 credit (3 clinical hours) Corequisite: DEH 1802	<b>DES 1600</b>	<b>Office Emergencies</b> (AS) 1 credit (1 lecture hour)
<b>DEH 1811</b>	<b>Dental Ethics and Jurisprudence</b> (AS) 1 credit (1 lecture hour)	<b>DES 1800</b>	<b>Introduction to Clinical Procedures</b> (AS) 3 credits (3 lecture hours) Corequisite: DES1800L
<b>DEH 2300</b>	<b>Pharmacology</b> (AS) 2 credits (2 lecture hours) Recommended prerequisites: BSC 2085/2085L, BSC 2086/2086L, MCB 2010/2010L, CHM 1020	<b>DES 1800L</b>	<b>Introduction to Clinical Procedures Lab</b> (AS) 1 credit (2 lab hours) Corequisite DES1800
<b>DEH 2400</b>	<b>General and Oral Pathology</b> (AS) 2 credits (2 lecture hours)	<b>DES 1832</b>	<b>Expanded Functions Lecture</b> (AS) 1 credit (1 lecture hour) Corequisite: DES1832L
<b>DEH 2602</b>	<b>Periodontology</b> (AS) 2 credits (2 lecture hours) Recommended prerequisites: DEH1800C, DEH1802C; Recommended corequisite: DEH2804C	<b>DES 1832L</b>	<b>Expanded Functions Lab</b> (AS) 1 credit (2 lab hours) Corequisite: DES1832
<b>DEH 2701</b>	<b>Community Dentistry</b> (AS) 2 credits (2 lecture hours)	<b>DES 1840</b>	<b>Preventive Dentistry</b> (AS) 2 credits (2 lecture hours)
<b>DEH 2702L</b>	<b>Community Dentistry Practicum</b> (AS) 1 credit (2 lab hours) Prerequisite: DEH2701	<b>DES 2502</b>	<b>Office Management</b> (AS) 1 credit (1 lecture hour)
<b>DEH 2804</b>	<b>Dental Hygiene 3</b> (AS) 1 credit (1 lecture hour) Corequisite: DEH 2804L	<b>DIM 0004</b>	<b>Introduction to Diesel Technology</b> (PSAV) 150 clock hours Corequisites: VPI0100, VPI0200, VPI0300
<b>DEH 2804L</b>	<b>Dental Hygiene 3 Lab</b> (AS) 4 credits (1 lecture hour) Corequisite: DEH 2804	<b>DIM 0006</b>	<b>Diesel Engine Systems 2</b> (PSAV) 150 clock hours Corequisites: DIM0014, VPI0100, VPI0200, VPI0300
<b>DEH 2806</b>	<b>Dental Hygiene 4</b> (AS) 1 credit (1 lecture hour) Corequisite: DEH 2806L	<b>DIM 0007</b>	<b>Heavy Truck Brake Systems 1</b> (PSAV) 150 clock hours Prerequisite: DIM0303; Corequisites: VPI0100, VPI0200, VPI0300
<b>DEH 2806L</b>	<b>Dental Hygiene 4 Lab</b> (AS) 5 credits (15 clinical hours) Corequisite: DEH 2806	<b>DIM 0008</b>	<b>Heavy Truck Brake Systems 2</b> (PSAV) 150 clock hours Corequisites: DIM0007, VPI0100, VPI0200, VPI0300

<b>DIM 0014</b>	<b>Diesel Engine Systems I</b> (PSAV) 150 clock hours Corequisites: DIM0004, VPI0100, VPI0200, VPI0300	<b>EAP 1520</b>	<b>High Intermediate Reading</b> (Prep) 3 institutional credits (3 lecture hours) Prerequisite: A CPT (College Placement Test) score of 55 to 68 or successful completion of EAP0420
<b>DIM 0103</b>	<b>Preventive Maintenance Inspection</b> (PSAV) 150 clock hours Prerequisites: DIM0004, DIM0008; Corequisites: VPI0100, VPI0200, VPI0300	<b>EAP 1584</b>	<b>High Intermediate English</b> (Prep) 3 institutional credits (3 lecture hours) Prerequisites: A CPT (College Placement Score) of 55-68 or successful completion of EAP0484
<b>DIM 0106</b>	<b>Hydraulic Systems</b> (PSAV) 150 clock hours Prerequisites: DIM0004, DIM0008; Corequisites: DIM0201, VPI0100, VPI0200, VPI0300	<b>EAP 1620</b>	<b>Advanced Reading</b> (Prep) 3 institutional credits (3 lecture hours) Prerequisite: CPT score of 69-82 or successful completion of EAP1520; Corequisite: SLS1501
<b>DIM 0110</b>	<b>Diesel Power Train</b> (PSAV) 150 clock hours	<b>EAP 1684</b>	<b>Advanced English</b> (Prep) 3 institutional credits (3 lecture hours) Prerequisites: A CPT (College Placement Test) score of 69-82 or successful completion of EAP1584; Corequisite: SLS1501
<b>DIM 0201</b>	<b>Drive Train Systems</b> (PSAV) 150 clock hours Prerequisites: DIM0004, DIM0008; Corequisites: VPI0100, VPI0200, VPI0300	<b>ECO 2013</b>	<b>Principles of Macroeconomics</b> (AA) 3 credits (3 lecture hours) Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart) before enrolling in this General Education Course (*)
<b>DIM 0302</b>	<b>Electrical and Electronic Systems I</b> (PSAV) 150 clock hours Prerequisite: DIM0006; Corequisites: VPI0100, VPI0200, VPI0300	<b>ECO 2023</b>	<b>Principles of Microeconomics</b> (AA) 3 credits (3 lecture hours)
<b>DIM 0303</b>	<b>Electrical and Electronic Systems 2</b> (PSAV) 150 clock hours Corequisites: DIM0302, VPI0100, VPI0200, VPI0300	<b>EDF 1030</b>	<b>Behavior Management in the Classroom</b> (AA) 3 credits (3 lecture hours)
<b>DIM 0500</b>	<b>Truck Steering and Suspension</b> (PSAV) 150 clock hours Prerequisites: DIM0004, DIM0008; Corequisites: VPI0100, VPI0200, VPI0300	<b>EDF 1949C</b>	<b>Co-op: Education I</b> (AA) 3 credits (1 lecture hour, 10 lab hours)
<b>DIM 0610</b>	<b>Heating and Air Conditioning</b> (PSAV) 150 clock hours Prerequisites: DIM0004, DIM0008; Corequisites: VPI0100, VPI0200, VPI0300	<b>EDF 2005</b>	<b>Introduction to the Teaching Profession</b> (AA) 3 credits (3 lecture hours)
<b>EAP 0300</b>	<b>Introduction to Listening and Speaking Skills</b> (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)	<b>EDF 2085</b>	<b>Introduction to Diversity for Educators</b> (AA) 3 credits (3 lecture hours)
<b>EAP 0360</b>	<b>Introduction to Grammar Foundations</b> (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	<b>EDF 2949C</b>	<b>Co-op Education 2</b> (AA) 3 credits (1 lecture hour, 10 lab hours)
<b>EAP 0382</b>	<b>Integrated Reading and Writing</b> (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)	<b>EDG 1314</b>	<b>Education Practicum I</b> (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
<b>EAP 0420</b>	<b>Intermediate Reading</b> (Prep) 3 institutional credits (3 lecture hours) Prerequisite: CPT scores 0-54 (Students required to prove English proficiency may be placed into the ESL Foundation program)	<b>EDG 1315</b>	<b>Education Practicum 2</b> (AS) 3 credits (15 lab hours) Prerequisites: EDG 1314
<b>EAP 0460</b>	<b>Intermediate Grammar</b> (Prep) 3 institutional credits (3 lecture hours) Prerequisite: A CPT (College Placement Test) score of 0-54 or above, or successful completion of previous course level	<b>EDP 2002</b>	<b>Introduction to Educational Psychology</b> (AA) 3 credits (3 lecture hours) Prerequisite: PSY 2012 or permission of the instructor
		<b>EEC 1001</b>	<b>Introduction to Early Childhood Education</b> (AA) 3 credits (3 lecture hours)
		<b>EEC 1003</b>	<b>Introduction to School Age Child</b> (AS) 3 credits (3 lecture hours)
		<b>EEC 1006</b>	<b>Montessori Philosophy</b> (AS) 3 credits (3 lecture hours)
		<b>EEC 1010</b>	<b>Montessori Sciences</b> (AS) 1 credit (1 lecture hour)

<b>EEC 1220</b>	<b>Curriculum: High/Scope Approach in Language and Literacy (AS)</b> 3 credits (3 lecture hours) Prerequisite: EEC1309	<b>EEC 2521</b>	<b>Child Care and Education Financial and Legal Issues (AS)</b> 3 credits (3 lecture hours)
<b>EEC 1221</b>	<b>Curriculum: High/Scope Approach in Logical Reasoning Skills (AS)</b> 3 credits (3 lecture hours) Prerequisite: EEC1309	<b>EEC 2530</b>	<b>Montessori Curriculum I (AS)</b> 5 credits (5 lecture hours) Prerequisite or Corequisite: EEC 1006. Corequisites: EEC 2531
<b>EEC 1222</b>	<b>Curriculum: Adult/Child Interaction to Extend Learning (AS)</b> 3 credits (3 lecture hours) Prerequisite: EEC1309	<b>EEC 2531</b>	<b>Montessori Observation and Overview I (AS)</b> 1 credit (1 lecture hour) Corequisites: EEC1006 and EEC2530 (with a minimum grade of C)
<b>EEC 1233</b>	<b>Montessori History and Geography (AS)</b> 1 credit (1 lecture hour)	<b>EEC 2532</b>	<b>Montessori Curriculum 2 (AS)</b> 5 credits (5 lecture hours) Prerequisites: EEC 1006, EEC2530, EEC2531 (with a minimum grade of "C" or higher); Corequisite: EEC2533 (with a minimum grade of "C" or higher)
<b>EEC 1300</b>	<b>Early Childhood Language Arts (AS)</b> 3 credits (3 lecture hours)	<b>EEC 2533</b>	<b>Montessori Observation and Overview 2 (AS)</b> 1 credit (1 lecture hour) Prerequisites: EEC1006, EEC2530, EEC2531 (with a minimum grade of "C"); Corequisite: EEC2532 (with a minimum grade of "C")
<b>EEC 1309</b>	<b>Introduction to High/Scope (AS)</b> 3 credits (3 lecture hours)	<b>EEC 2710</b>	<b>Conflict Resolution in Early Childhood (AS)</b> 3 credits (3 lecture hours)
<b>EEC 1311</b>	<b>Early Childhood Science, Social Studies and Math (AS)</b> 3 credits (3 lecture hours)	<b>EEC 2734</b>	<b>Health, Safety, and Nutrition for the Young Child (AS)</b> 3 credits (3 lecture hours)
<b>EEC 1312</b>	<b>Early Childhood Fine Arts &amp; Movement (AS)</b> 3 credits (3 lecture hours)	<b>EEC 2940</b>	<b>Montessori Teaching Practicum I (AS)</b> 3 credits (20 lab hours) Prerequisites: EEC2532 and EEC2533 (with a minimum grade of "C")
<b>EEC 1316</b>	<b>Montessori Fine Arts and Movement (AS)</b> 1 credit (1 lecture hour)	<b>EEC 2941</b>	<b>Montessori Teaching Practicum 2 (AS)</b> 3 credits (20 lab hours) Prerequisite: EEC2940
<b>EEC 1522</b>	<b>Infant/Toddler Environments (AS)</b> 3 credits (3 lecture hours)	<b>EET 1015C</b>	<b>DC Circuit Analysis (AS)</b> 4 credits (2 lecture hours, 4 lab hours) Corequisite: MAC1105, PHY1101 (with a minimum grade of "C")
<b>EEC 1523</b>	<b>Overview of Child Care Center Management (AS)</b> 3 credits (3 lecture hours)	<b>EET 1025C</b>	<b>AC Circuit Analysis (AS)</b> 4 credits (2 lecture hours, 4 lab hours) Prerequisites: EET1015C and PHY1001
<b>EEC 1526</b>	<b>Montessori Interpersonal Communication and Administration (AS)</b> 1 credit (1 lecture hour)	<b>EET 1215C</b>	<b>Introduction to Electronics (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: EET1015C; Corequisite: EET1025C
<b>EEC 1601</b>	<b>Observation and Assessment in Early Childhood (AS)</b> 3 credits (3 lecture hours)	<b>EET 2930</b>	<b>Special Topics in Electrical Engineering (AS)</b> 3 credits (3 lecture hours) Prerequisites: EST2530C, CET2123C and EST2520; Corequisites: EST2700C and CET2127C
<b>EEC 1603</b>	<b>Positive Guidance and Behavior Management in School Age Child Care (AS)</b> 3 credits (3 lecture hours) Prerequisite: EEC 1003	<b>EGN 1002C</b>	<b>Introduction to Engineering (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Corequisite: MAC 1105
<b>EEC 2002</b>	<b>Child Care and Education Organization Leadership Management (AS)</b> 3 credits (3 lecture hours)	<b>EME 2040</b>	<b>Introduction to Technology for Educators (AA)</b> 3 credits (3 lecture hours)
<b>EEC 2201</b>	<b>Developing Curriculum for Infants and Toddlers (AS)</b> 3 credits (3 lecture hours)	<b>EMS 1119</b>	<b>Emergency Medical Technician Basic (AS)</b> 6 credits (6 lecture hours) Prerequisites: Limited Access program application, Red Cross or AHA BLS for Health Care Provider (CPR); Corequisites: EMS1119L and EMS1431
<b>EEC 2202</b>	<b>Child Care and Education Programming (AS)</b> 3 credits (3 lecture hours)		
<b>EEC 2230</b>	<b>Montessori Classroom Leadership (AS)</b> 1 credit (1 lecture hour) Corequisite: EEC2940 (with a minimum grade of C)		
<b>EEC 2271</b>	<b>Teaching Children with Special Needs (AS)</b> 3 credits (3 lecture hours)		
<b>EEC 2407</b>	<b>Social-Emotional Growth and Socialization in Infants and Toddlers (AS)</b> 3 credits (3 lecture hours)		

<b>EMS 1119L</b>	<b>Emergency Medical Technician Basic Lab (AS)</b> 3 credits (6 lab hours) Corequisites: EMS 1119, EMS 1431	<b>ENC 1122</b>	<b>Honors College Composition 2 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 and PBCC GPA of 3.5 or above plus admission to the Honors College(*)
<b>EMS 1431</b>	<b>EMT-Basic Hospital and Field Experience (AS)</b> 2 credits (6 clinical hours) Corequisites: EMS 1119, EMS 1119L	<b>ENC 1141</b>	<b>Writing About Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121(*)
<b>EMS 2620C</b>	<b>Paramedic I (AS)</b> 12 credits (9 lecture hours, 6 lab hours) Prerequisite: Florida State EMT certification (or State exam eligible*, which must be passed during EMS2620C).*Subject to State changes; Corequisite: EMS2664	<b>ENC 1141</b>	<b>Honors Writing About Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
<b>EMS 2621C</b>	<b>Paramedic 2 (AS)</b> 12 credits (9 lecture hours, 6 lab hours) Prerequisites: EMS2620C, EMS2664; Corequisite: EMS2665	<b>ENC 1210</b>	<b>Technical Communication (AS)</b> 3 credits (3 lecture hours) Prerequisite: ENC0010 or adequate score on the placement exam
<b>EMS 2622C</b>	<b>Paramedic 3 (AS)</b> 5 credits (3 lecture hours, 4 lab hours) Prerequisites: EMS2621C, EMS2665; Corequisite: EMS2658	<b>ENL 2012</b>	<b>English Literature Before 1800 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121(*)
<b>EMS 2658</b>	<b>Paramedic Clinical 3 (AS)</b> 2 credits (6 clinical hours) Prerequisites: EMS2621C, EMS2665; Corequisite: EMS2622C	<b>ENL 2012</b>	<b>Honors English Literature Before 1800 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
<b>EMS 2659</b>	<b>Paramedic Field Internship (AS)</b> 1 credit (8 clinical hours) Corequisites: EMS2622C, EMS2658	<b>ENL 2022</b>	<b>English Literature After 1800 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)
<b>EMS 2664</b>	<b>Paramedic Clinical 1 (AS)</b> 4 credits (12 clinical hours) Prerequisite: Florida State EMT certification (or state exam eligible), which must be passed prior to EMS2621C); Corequisite: EMS2620C	<b>ENL 2022</b>	<b>Honors English Literature After 1800 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)
<b>EMS 2665</b>	<b>Paramedic Clinical 2 (AS)</b> 6 credits (12 clinical hours) Prerequisites: EMS2620C, EMS2664; Corequisite: EMS2621C	<b>EPI 0001</b>	<b>Classroom Management (IC)</b> 3 credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
<b>ENC 0001</b>	<b>College Prep English 1_(Prep)</b> 3 institutional credits (3 lecture hours) Corequisite: SLS 1501	<b>EPI 0002</b>	<b>Instructional Strategies (IC)</b> 3 credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
<b>ENC 0010</b>	<b>College Prep English 2_(Prep)</b> 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	<b>EPI 0003</b>	<b>Educational Technology (IC)</b> 3 credits (2 lecture hours)
<b>ENC 1101</b>	<b>College Composition 1 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 0010 or adequate score on placement exam (*)	<b>EPI 0004</b>	<b>The Teaching and Learning Process (IC)</b> 3 credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
<b>ENC 1102</b>	<b>College Composition 2 (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)	<b>EPI 0009</b>	<b>Foundations in Language and Cognition in Reading (IC)</b> 3 credits (3 lecture hours)
<b>ENC 1121</b>	<b>Honors College Composition 1 (AA)</b> 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 plus admission to the Honors College (*)	<b>EPI 0010</b>	<b>Foundations of Research-Based Practices in Reading (IC)</b> 3 credits (2 lecture hours) Prerequisites: Bachelor's degree and 2.5 GPA
		<b>EPI 0011</b>	<b>Foundations of Assessment in Reading (IC)</b> 3 credits (3 lecture hours)
		<b>EPI 0020</b>	<b>Professional Foundations (IC)</b> 2 credits (1 lecture hour) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI 0940
		<b>EPI 0030</b>	<b>Diversity in the Classroom (IC)</b> 2 credits (1 lecture hour) Prerequisites: Bachelor's degree and 2.5 GPA; Corequisite: EPI0945

<b>EPI 0940</b>	<b>Field Experience I (IC)</b> 1 credit (15 clinical hours)	<b>ETI 1933 F</b>	<b>Applied Technologies - Welding Technology (AS)</b> 24 credits (24 lecture hours) Successful completion of Welding Technology PSAV 5460 coursework and the successful completion of 12 credits toward the Industrial Management Technology AS degree
<b>EPI 0945</b>	<b>Field Experience 2 (IC)</b> 1 credit (15 clinical hours)	<b>ETI 1933 G</b>	<b>Applied Technologies - Apprenticeship (AS)</b> 24 credits (24 lecture hours) Successful completion of a Palm Beach State College PSAV Apprenticeship program (Brick & Block Masonry-5254, Electrical-5170 and 5257, Fire Sprinkler-5265, HVAC Tech-5266, and Plumbing-5174) and the successful completion of 12 credits toward the Industrial Management Technology AS degree
<b>ESC 1000</b>	<b>Earth Science (AA)</b> 3 credits (3 lecture hours)(*)		
<b>EST 2530C</b>	<b>Process Control Technology (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: EET1215C		
<b>EST 2700C</b>	<b>Fluid and Pneumatic Controls (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: EST2530C		
<b>ETD 1031C</b>	<b>Introduction to Construction Drawing (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>ETI 2941</b>	<b>EPT Internship (6 credits) (AS)</b> 6 credits (30 lab hours) Prerequisites: ETI1000, ETP1200 and EET1025C
<b>ETD 1102C</b>	<b>Introduction to Technical Drawing (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>ETI 2942</b>	<b>EPT Internship (3 credits) (AS)</b> 3 credits (15 lab hours) Prerequisites: ETI1000, ETP1200 and EET1025C
<b>ETD 1320C</b>	<b>Introduction to Computer Drafting (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ETD1102C	<b>ETP 1200</b>	<b>Power Plant Science (AS)</b> 3 credits (3 lecture hours)
<b>ETI 1000</b>	<b>Industrial Tools and Equipment (AS)</b> 3 credits (3 lecture hours)	<b>ETP 1220</b>	<b>Power Plant Fundamentals (AS)</b> 3 credits (3 lecture hours)
<b>ETI 1701</b>	<b>Environmental Health and Safety (AS)</b> 3 credits (3 lecture hours)	<b>ETP 1402</b>	<b>Introduction to Solar Energy (AS)</b> 3 credits (3 lecture hours) Prerequisite: ETP1200
<b>ETI 1933 A</b>	<b>Applied Technologies - Automotive Services (AS)</b> 24 credits (24 lecture hours) Successful completion of Automotive Service Technology 1 PSAV 5463 and Automotive Service Technology 2 PSAV 5458 coursework and the successful completion of 12 credits toward the Industrial Management Technology AS degree	<b>ETP 1511</b>	<b>Introduction to Bio Fuels (AS)</b> 3 credits (3 lecture hours) Prerequisite: ETP1200
<b>ETI 1933 B</b>	<b>Applied Technologies - Cosmetology (AS)</b> 24 credits (24 lecture hours) Successful completion of Cosmetology PSAV 5357 coursework and the successful completion of 12 credits toward the Industrial Management Technology AS degree	<b>ETP 1540</b>	<b>Introduction to Hydro Power (AS)</b> 3 credits (3 lecture hours) Prerequisite: ETP1200
<b>ETI 1933 C</b>	<b>Applied Technologies - Diesel Technology (AS)</b> 24 credits (24 lecture hours) Successful completion of Diesel Technology 1 PSAV 5468 and Diesel Technology 2 PSAV 5457 coursework and the successful completion of 12 credits toward the Industrial Management Technology AS degree	<b>ETP 1530</b>	<b>Introduction to Wind Energy (AS)</b> 3 credits (3 lecture hours) Prerequisite: ETP1200
<b>ETI 1933 D</b>	<b>Applied Technologies - Heating, Ventilation, Air Conditioning and Refrigeration (AS)</b> 24 credits (24 lecture hours) Successful completion of Heating, Ventilation, Air Conditioning and Refrigeration PSAV 5267 coursework and the successful completion of 12 credits toward the Industrial Management Technology AS degree	<b>EVR 1007</b>	<b>Florida's Environmental History (AA)</b> 3 credits (3 lecture hours)
<b>ETI 1933 E</b>	<b>Applied Technologies - Machining Technology (AS)</b> 24 credits (24 lecture hours) Successful completion of Machining Technology PSAV 5459 coursework and the successful completion of 12 credits toward the Industrial Management Technology AS degree	<b>EVR 2266</b>	<b>Survey of Environmental Mapping/GIS/Remote Sensing (AA)</b> 3 credits (3 lecture hours)
		<b>EVR 2266</b>	<b>Honors Survey of Environmental Mapping/GIS/Remote Sensing (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College
		<b>EVR 2858</b>	<b>Environmental Law (AA)</b> 3 credits (3 lecture hours)
		<b>EVR 2940</b>	<b>Cooperative Work Experience-Environmental Science (AA)</b> 3 credits (24 lab hours)
		<b>EVS 2015</b>	<b>Writing for Science (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101
		<b>EVS 2020</b>	<b>Scientific Monitoring and Data Methods (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101

<b>EVS 2193C</b>	<b>Environmental Sampling Techniques (AA)</b> 4 credits (3 lecture hours, 2 lab hours)	<b>FFP 2402</b>	<b>Hazardous Materials for Emergency Operations 2 (AS)</b> 3 credits (3 lecture hours) Prerequisites: FFP 2111, FFP 2401 and must be a firefighter with documentation
<b>EVS 2601</b>	<b>Hazardous Materials and Environmental Air Quality (AA)</b> 3 credits (3 lecture hours)	<b>FFP 2423C</b>	<b>Hazardous Materials 3 (AS)</b> 2 credits (1 lecture hour, 2 lab hours) Prerequisites: FFP2401, FFP2402, and FFP2111
<b>EVS 2870C</b>	<b>Wildlife Ecology (AA)</b> 4 credits (3 lecture hours, 2 lab hours) Prerequisite: BSC1050	<b>FFP 2510</b>	<b>Related Fire Codes and Standards (AS)</b> 3 credits (3 lecture hours)
<b>FFP 0021</b>	<b>Fire Fighter (PSAV)</b> 450 clock hours	<b>FFP 2521</b>	<b>Blueprint Reading and Plan Examination (AS)</b> 3 credits (3 lecture hours)
<b>FFP 1000</b>	<b>Introduction to Fire Science (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2541</b>	<b>Private Fire Protection Systems 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite: FFP 1540 and completion of Fire Inspector 1 PSAV certificate
<b>FFP 1301</b>	<b>Fire Hydraulics (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2604</b>	<b>Fire Investigation and Arson Detection (AS)</b> 3 credits (3 lecture hours)
<b>FFP 1302</b>	<b>Fire Apparatus and Equipment (AS)</b> 3 credits (3 lecture hours) Prerequisite: FFP1301	<b>FFP 2606</b>	<b>Post Blast Investigations (AS)</b> 3 credits (3 lecture hours) Prerequisites: Student must be a certified Fire Inspector 1
<b>FFP 1505</b>	<b>Fire Prevention (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2610</b>	<b>Fire Investigation: Origin And Cause (AS)</b> 3 credits (3 lecture hours)
<b>FFP 1540</b>	<b>Private Fire Protection Systems (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2612</b>	<b>Fire Behavior and Combustion (AS)</b> 3 credits (3 lecture hours)
<b>FFP 1820</b>	<b>Basic Emergency Planning Concepts (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2630</b>	<b>Latent Investigation (AS)</b> 3 credits (3 lecture hours) Prerequisite: Student must be a certified fire fighter, inspector, investigator or police officer to enroll in this course
<b>FFP 1822</b>	<b>Emergency Management Systems Principles and Practices (Introduction to Emergency Management) (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2670</b>	<b>Legal Issues for Investigators (AS)</b> 3 credits (3 lecture hours) Prerequisite: Student must be a certified fire fighter, inspector, investigator or police officer to enroll in this course
<b>FFP 1824</b>	<b>Basic Incident Management System I-200 (AS)</b> 1 credit (1 lecture hour)	<b>FFP 2702</b>	<b>Principles of Emergency Services (AS)</b> 3 credits (3 lecture hours)
<b>FFP 1825</b>	<b>Intermediate Incident Management System I-300 (AS)</b> 1 credit (1 lecture hour) Prerequisite: FFP1824	<b>FFP 2706</b>	<b>Public Information Officer (AS)</b> 3 credits (3 lecture hours)
<b>FFP 1830</b>	<b>Hazards Analysis and Impacts (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2720</b>	<b>Company Officer &amp; Leadership (AS)</b> 3 credits (3 lecture hours)
<b>FFP 1832</b>	<b>Emergency Response to Terrorism (AS)</b> 1 credit (1 lecture hour)	<b>FFP 2740</b>	<b>Fire Service Course Delivery (AS)</b> 3 credits (3 lecture hours)
<b>FFP 1841</b>	<b>Business Contingency Planning (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2741</b>	<b>Fire Service Course Design (AS)</b> 3 credits (3 lecture hours) Prerequisite: FFP 2740
<b>FFP 1882</b>	<b>Emergency Operations Center (EOC) Operations and Design (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2770</b>	<b>Legal and Ethical Issues for the Fire Service (AS)</b> 3 credits (3 lecture hours)
<b>FFP 2111</b>	<b>Fire Chemistry (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2780</b>	<b>Fire Service Administration (AS)</b> 3 credits (3 lecture hours)
<b>FFP 2120</b>	<b>Building Construction Fire Protection (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2810</b>	<b>Firefighting Strategy and Tactics 1 (AS)</b> 3 credits (3 lecture hours)
<b>FFP 2206</b>	<b>Principles of Fire and Emergency Services Safety and Survival (AS)</b> 3 credits (3 lecture hours)	<b>FFP 2811</b>	<b>Firefighting Strategy and Tactics 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite: FFP2810
<b>FFP 2401</b>	<b>Hazardous Materials for Emergency Operations (AS)</b> 3 credits (3 lecture hours)		

<b>FFP 2840</b>	<b>Emergency Response and Recovery Operations (AS)</b> 3 credits (3 lecture hours)	<b>FIL 2488C</b>	<b>Directing for Actors (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL1490C
<b>FFP 2842</b>	<b>Defending Communities, Bridging Disaster Preparedness, Recovery, Mitigation (AS)</b> 3 credits (3 lecture hours)	<b>FIL 2491C</b>	<b>Acting for Film 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL1490C
<b>FFP 2880</b>	<b>Emergency Management Public Policy, Relations and Education (AS)</b> 3 credits (3 lecture hours)	<b>FIL 2537C</b>	<b>Introduction to Sound (AS)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>FIL 1456C</b>	<b>Production Design (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>FIL 2538C</b>	<b>Advanced Sound for Film (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2537C
<b>FIL 1461C</b>	<b>Cinematography (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>FIL 2561C</b>	<b>Advanced Editing (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2571C
<b>FIL 1490C</b>	<b>Acting for Film I (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2000 or special permission of the department chairperson	<b>FIL 2571C</b>	<b>Introduction to Editing (AS)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>FIL 1518C</b>	<b>Lighting and Grip (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>FIL 2671C</b>	<b>Feature Film Post-Production and Marketing (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2425C
<b>FIL 1680C</b>	<b>Film Producing and Production Management (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>FIL 2910</b>	<b>Independent Project in Motion Picture and Television Production (AS)</b> 3 credits (6 lab hours)
<b>FIL 2000</b>	<b>Film Appreciation (AA)</b> 3 credits (3 lecture hours) (*)	<b>FIL 2930</b>	<b>Topics in Film Studies (AS)</b> 3 credits (3 lecture hours) Prerequisites: FIL2002
<b>FIL 2002</b>	<b>Introduction to Film Studies (AA)</b> 3 credits (3 lecture hours) Prerequisite: FIL2000	<b>FIL 2941</b>	<b>Motion Picture Production Internship I (AS)</b> 1 credit (8 lab hours) Prerequisite: FIL2420C
<b>FIL 2031</b>	<b>Film History to the 1940s (AA)</b> 3 credits (3 lecture hours)	<b>FIL 2952</b>	<b>Portfolio Preparation (AS)</b> 2 credits (2 lecture hours)
<b>FIL 2032</b>	<b>Film History Since the 1940s (AA)</b> 3 credits (3 lecture hours)	<b>FOL 1572</b>	<b>Renaissance Futurism - Urban and Architecture Survey in Florence and Rome (AA)</b> 3 credits (3 lecture hours)
<b>FIL 2100</b>	<b>Screenwriting (AS)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121	<b>FOS 1201</b>	<b>Food Service Sanitation (AS)</b> 2 credits (2 lecture hours)
<b>FIL 2130</b>	<b>Advanced Screenwriting (AS)</b> 3 credits (3 lecture hours) Prerequisite: FIL2100	<b>FRE 1120</b>	<b>Elementary French I (AA)</b> 4 credits (4 lecture hours) (*)
<b>FIL 2420C</b>	<b>Motion Picture Production I (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: FIL1461C, FIL1518C, FIL1641C, FIL2000, FIL2537C, FIL2571C; Corequisites: FIL2100, FIL2480C, FIL2611C	<b>FRE 1121</b>	<b>Elementary French 2 (AA)</b> 4 credits (4 lecture hours) Prerequisite: FRE 1120 or equivalent (*)
<b>FIL 2425CR</b>	<b>Feature Film Production Projects (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: FIL2432C	<b>FSS 1220</b>	<b>Professional Cooking (AS)</b> 2 credits (2 lecture hours) Prerequisite or corequisite: FOS 1201; Corequisite: FSS 1220L
<b>FIL 2432C</b>	<b>Motion Picture Production 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: FIL2420C, FIL2538C, FIL2561C	<b>FSS 1220L</b>	<b>Professional Cooking Lab (AS)</b> 1 credit (2 lab hours) Corequisite: FSS 1220
<b>FIL 2470C</b>	<b>Advanced Cinematography (AS)</b> 4 credits (3 lecture hours, 2 lab hours) Prerequisite: FIL1461C	<b>FSS 1221C</b>	<b>Quantity Food Production I (AS)</b> 4 credits (2 lecture hours, 4 lab hours) Prerequisite: FSS 1210C, or FSS 1220 and FSS 1220L
<b>FIL 2480C</b>	<b>Directing for Film (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: FIL1461C, FIL1518C, FIL1641C, FIL2000, FIL2537C, FIL2571C; Corequisites: FIL2420C, FIL2611C	<b>FSS 2105</b>	<b>Purchasing for the Hospitality Industry (AS)</b> 3 credits (3 lecture hours)
		<b>FSS 2242C</b>	<b>International Foods (AS)</b> 3 credits (1 lecture hour, 4 lab hours) Prerequisites: FOS1201, FSS1220, FSS1220L, FSS1221C

<b>FSS 2500</b>	<b>Food and Beverage Cost Control (AS)</b> 3 credits (3 lecture hours)	<b>GRA 2132C</b>	<b>Multimedia Design (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C
<b>GCO 2230</b>	<b>Pumping and Irrigation Systems (AS)</b> 3 credits (3 lecture hours)	<b>GRA 2136C</b>	<b>Multimedia Video Editing (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C
<b>GEA 1000</b>	<b>Principles of Geography and Conservation (AA)</b> 3 credits (3 lecture hours) Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Admissions, Placement Test Scores chart) before enrolling in this General Education course (*)	<b>GRA 2144C</b>	<b>Graphic Web Design (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C
<b>GEB 1011</b>	<b>Introduction to Business (AA)</b> 3 credits (3 lecture hours)	<b>GRA 2151C</b>	<b>Illustrator 1 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2100C or permission of department chair
<b>GEB 1933</b>	<b>Applied Technical Skills - Certified Bookkeeper (AIOPB001) (AS)</b> 3 credits (3 lecture hours) Prerequisites: Application to Palm Beach State College indicating A042 or 2050 program code, current Certified Bookkeeper (AIOPB001) certification and submission of completed prior learning form to Registrar	<b>GRA 2152C</b>	<b>Illustrator 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2151C or permission of department chair
<b>GER 1120</b>	<b>Elementary German 1 (AA)</b> 4 credits (4 lecture hours) (*)	<b>GRA 2156C</b>	<b>Photoshop 1 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2100C or permission of department chair
<b>GER 1121</b>	<b>Elementary German 2 (AA)</b> 4 credits (4 lecture hours) (*) Prerequisite: GER 1120 or equivalent	<b>GRA 2157C</b>	<b>Photoshop 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2156C
<b>GER 2210</b>	<b>Intermediate German Readings and Conversation 1 (AA)</b> 3 credits (3 lecture hours) Prerequisite: GER 1121 Elementary German II	<b>GRA 2160C</b>	<b>Multimedia Animation (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C
<b>GEY 2000</b>	<b>Gerontology (AA)</b> 3 credits (3 lecture hours)	<b>GRA 2171C</b>	<b>Portfolio Composition (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA 2191C
<b>GLY 1000</b>	<b>Descriptive Geology (AA)</b> 3 credits (3 lecture hours) (*)	<b>GRA 2191C</b>	<b>Graphic Design 2 (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA1190C, GRA2100C or instructor permission required
<b>GLY 2030C</b>	<b>Environmental Geology (AA)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>GRA 2722C</b>	<b>Dreamweaver (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and GRA2131C
<b>GRA 1190C</b>	<b>Graphic Design I (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C, ART1300C	<b>GRA 2940</b>	<b>Graphic Design Internship (AS)</b> 3 credits (4 lab hours) Prerequisite: All other Graphic Design courses required for Graphic Design Technology program. A 3.0 minimum GPA in major graphic design courses and approval of department chair
<b>GRA 1530C</b>	<b>Typography (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: ART1201C	<b>HCP 0120</b>	<b>Nursing Assistant (PSAV)</b> 75 clock hours
<b>GRA 2100C</b>	<b>Introduction to Macintosh Graphics (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Pre/Corequisites: ART1201C, ART1300C	<b>HCP 0300</b>	<b>Home Health Aide (PSAV)</b> 50 clock hours
<b>GRA 2121C</b>	<b>QuarkXPress 1 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2100C or department chairperson's permission required	<b>HCP 0620</b>	<b>Patient Care Assistant (PSAV)</b> 75 clock hours
<b>GRA 2122C</b>	<b>QuarkXPress 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: GRA2121C or permission of department chair	<b>HEV 0106</b>	<b>10-Hour Infant/Toddler Appropriate Practices (PSAV)</b> 10 clock hours
<b>GRA 2131C</b>	<b>Multimedia Graphics (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: ART1201C and ART1300C	<b>HEV 0114</b>	<b>Rules &amp; Regulations for Center-Based (PSAV)</b> 6 clock hours
		<b>HEV 0118</b>	<b>Rules &amp; Regulations for Family Childcare (PSAV)</b> 6 clock hours

<b>HEV 0123</b>	<b>10-Hour Special Needs Appropriate Practices (PSAV)</b> <i>10 clock hours</i>	<b>HIM 0030</b>	<b>Fundamentals of Medical Transcription (ATD)</b> <i>140 clock hours</i> Prerequisites: MEA0230, OTA0100, PRN0022
<b>HEV 0130</b>	<b>Early Childhood Professional Certificate (ECPC) Module 1 (PSAV)</b> <i>40 clock hours</i> Prerequisites: 40-Hour Child Care Training Certification (includes 10-Hour Appropriate Practice for Preschool) and 5-Hour VPK Emergent Literacy	<b>HIM 0060</b>	<b>Medical Transcription I (ATD)</b> <i>140 clock hours</i> Prerequisites: HIM0030, HIM0439
<b>HEV 0131</b>	<b>Early Childhood Professional Certificate (ECPC) Module 2 (PSAV)</b> <i>40 clock hours</i> Prerequisite: HEV0130	<b>HIM 0062</b>	<b>Medical Transcription 2 (ATD)</b> <i>140 clock hours</i> Prerequisites: HIM0001, HIM0060
<b>HEV 0132</b>	<b>Early Childhood Professional Certificate (ECPC) Module 3 (PSAV)</b> <i>40 clock hours</i> Prerequisite: HEV0131	<b>HIM 0220</b>	<b>Medical Coding I (ATD)</b> <i>120 clock hours</i> Prerequisites: HIM0280, OTA0100
<b>HEV 0167</b>	<b>10-Hour Preschool Appropriate Practices (PSAV)</b> <i>10 clock hours</i>	<b>HIM 0250</b>	<b>Medical Coding 2 (ATD)</b> <i>120 clock hours</i> Prerequisites: HIM0220
<b>HEV 0198</b>	<b>10-Hour School Age Appropriate Practices (PSAV)</b> <i>10 clock hours</i>	<b>HIM 0263</b>	<b>Professional Skills for the Medical Transcriptionist (ATD)</b> <i>90 clock hours</i> Prerequisites: MEA0230, OTA0100, PRN0022
<b>HEV 0803</b>	<b>Part I - School Age Program Certification (PSAV)</b> <i>28 clock hours</i>	<b>HIM 0270</b>	<b>Insurance Billing and Claims (ATD)</b> <i>95 clock hours</i> Prerequisites: HIM0280, OTA0100
<b>HEV 0804</b>	<b>Part 2 - Foundations of Advancing Youth Development (AYD) Principles (PSAV)</b> <i>12 clock hours</i>	<b>HIM 0280</b>	<b>Fundamentals of Medical Coding (ATD)</b> <i>75 clock hours</i> Prerequisites: MEA0230, PRN0022
<b>HEV 0807</b>	<b>Caring for Children Birth - 3 Years Module 1 (PSAV)</b> <i>40 clock hours</i>	<b>HIM 0439</b>	<b>Pathophysiology and Pharmacology for Health Professions (ATD)</b> <i>90 clock hours</i> Prerequisites: MEA0230, PRN0022
<b>HEV 0808</b>	<b>Caring for Children Birth - 3 Years Module 2 (PSAV)</b> <i>40 clock hours</i>	<b>HIM 0812</b>	<b>Medical Transcription Externship (ATD)</b> <i>148 clock hours</i> Prerequisites: HIM0062 and HIM0263
<b>HEV 0809</b>	<b>Caring for Children Birth - 3 Years Module 3 (PSAV)</b> <i>40 clock hours</i>	<b>HIM 0812L</b>	<b>Advanced Coding Practicum (ATD)</b> <i>108 clock hours</i> Prerequisites: HIM0001, HIM0250, HIM0270
<b>HFT 1000</b>	<b>Introduction to the Hospitality Business (AS)</b> <i>3 credits (3 lecture hours)</i>	<b>HIM 1000C</b>	<b>Introduction to Health Information Management (AS)</b> <i>3 credits (2 lecture hours, 2 lab hours)</i> Prerequisites: CGS1100, HSC2531
<b>HFT 1313</b>	<b>Hospitality Property Management (AS)</b> <i>3 credits (3 lecture hours)</i>	<b>HIM 1012C</b>	<b>Health Information Law, Ethics, and Compliance (AS)</b> <i>3 credits (2 lecture hours, 2 lab hours)</i> Prerequisites: HIM1000C, MAN2021
<b>HFT 1630</b>	<b>Management of Security in Hospitality Business (AS)</b> <i>3 credits (3 lecture hours)</i>	<b>HIM 1210C</b>	<b>Health Information System (AS)</b> <i>3 credits (2 lecture hours, 2 lab hours)</i> Prerequisites: CGS1100, MAN2021
<b>HFT 1850C</b>	<b>Dining Room Management (AS)</b> <i>3 credits (2 lecture hours, 4 lab hours)</i> Prerequisite: FOS1201	<b>HIM 1282C</b>	<b>Fundamentals of Medical Coding (AS)</b> <i>3 credits (2 lecture hours, 2 lab hours)</i> Prerequisites: BSC2086, BSC2086L, HSC2531
<b>HFT 2220</b>	<b>Personnel Management Practices (AS)</b> <i>3 credits (3 lecture hours)</i>	<b>HIM 1433C</b>	<b>Pathophysiology for Health Information Management (AS)</b> <i>2 credits (1 lecture hour, 2 lab hours)</i> Prerequisites: BSC2086, BSC2086L
<b>HFT 2410</b>	<b>Hotel-Motel Front Office and Procedures (AS)</b> <i>3 credits (3 lecture hours)</i>	<b>HIM 1442C</b>	<b>Pharmacology for Health Information Management (AS)</b> <i>2 credits (1 lecture hour, 2 lab hours)</i> Prerequisites: BSC2086, BSC2086L
<b>HFT 2510</b>	<b>Sales Promotion and Advertising in Hotels and Food Service (AS)</b> <i>3 credits (3 lecture hours)</i>		
<b>HFT 2600</b>	<b>Hospitality Industry Law (AS)</b> <i>3 credits (3 lecture hours)</i>		
<b>HIM 0001</b>	<b>Health Information Management (ATD)</b> <i>90 clock hours</i> Prerequisites: HSC0003, OTA0100		

<b>HIM 1800C</b>	<b>Acute Care Professional Practice (AS)</b> 3 credits (1 lecture hour, 16 lab hours) Prerequisite: Program manager's permission required	<b>HSC 1010</b>	<b>Introduction to Developmental Concepts for Health Care Providers (AS)</b> 2 credits (2 lecture hours)
<b>HIM 2652C</b>	<b>Medical Transcription Advanced Keyboarding and Technology (AS)</b> 2 credits (1 lecture, 2 lab hours) Prerequisites: HSC2531, students must be able to type 45 wpm	<b>HSC 1101</b>	<b>Contemporary Issues in Health (AA)</b> 3 credits (3 lecture hours) (*)
<b>HIM 2032C</b>	<b>Intermediate Medical Transcription (AS)</b> 3 credits (2 lecture, 2 lab hours) Prerequisites: HIM2030C, HIM1433C	<b>HSC 1101</b>	<b>Honors Contemporary Issues in Health (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
<b>HIM 2034C</b>	<b>Advanced Medical Transcription (AS)</b> 3 credits (2 lecture, 2 lab hours) Prerequisites: HIM2060C, HIM1442C	<b>HSC 2100</b>	<b>Health Concepts and Strategies (AA)</b> 3 credits (3 lecture hours) (*)
<b>HIM 2020C</b>	<b>Medical Transcription by Body Systems (AS)</b> 3 credits (2 lecture, 2 lab hours) Prerequisites: HIM2045C and HIM2652C MT Advanced Keyboarding	<b>HSC 2100</b>	<b>Honors Health Concepts and Strategies (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
<b>HIM 2045C</b>	<b>Foundation Skills for Medical Transcription (AS)</b> 3 credits (2 lecture, 2 lab hours) Prerequisites: HIM1000C, HSC2531, BSC2086, BSC2086L	<b>HSC 2130</b>	<b>Human Sexuality Education (AA)</b> 3 credits (3 lecture hours)
<b>HIM 2222C</b>	<b>Medical Coding I (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM1282C, HIM1433C	<b>HSC 2140</b>	<b>Drug Education (AA)</b> 3 credits (3 lecture hours)
<b>HIM 2253C</b>	<b>Medical Coding 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM1442C, HIM2222C	<b>HSC 2204</b>	<b>Community Health Education (AA)</b> 3 credits (3 lecture hours) Prerequisite: HSC 2100 recommended (*)
<b>HIM 2272C</b>	<b>Medical Reimbursement and Revenue (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: HIM1282C	<b>HSC 2531</b>	<b>Medical Terminology (AA)</b> 3 credits (3 lecture hours)
<b>HIM 2304C</b>	<b>Health Information Department Management (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM2272C, HIM2510C	<b>HSC 4500</b>	<b>Epidemiology (BAS)</b> 3 credits (3 lecture hours) Prerequisite: HSA3110
<b>HIM 2510C</b>	<b>Healthcare Data Analysis (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: HIM1210C, STA2023	<b>HUN 1201</b>	<b>Elements of Nutrition (AA)</b> 3 credits (3 lecture hours) (*)
<b>HIM 2802</b>	<b>Externship for Medical Transcription (AS)</b> 1 credit (8 clinical hours) Prerequisites: HIM2062C, HIM1000C	<b>HUN 1201</b>	<b>Honors Elements of Nutrition (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
<b>HIM 2810L</b>	<b>Advanced Coding Practicum (AS)</b> 1 credit (8 lab hours) Prerequisite: Program manager's permission required	<b>HUS 1001</b>	<b>Introduction to Human Services (AA)</b> 3 credits (3 lecture hours)
<b>HIM 2826L</b>	<b>Alternative Care Professional Practice (AS)</b> 1 credit (8 lab hours) Prerequisite: Program manager's permission required	<b>HUS 1200</b>	<b>Principles of Group Dynamics (AS)</b> 3 credits (3 lecture hours) Prerequisite: PSY 2012
<b>HLP 1080</b>	<b>Physical Fitness I (AA)</b> 1 credit (2 lab hours)	<b>HUS 1203</b>	<b>Principles of Group Facilitation (AS)</b> 3 credits (3 lecture hours)
<b>HOS 1010</b>	<b>Introduction to Horticulture (AS)</b> 3 credits (3 lecture hours)	<b>HUS 1302</b>	<b>Counseling and Interviewing (AS)</b> 3 credits (3 lecture hours)
<b>HSC 0003</b>	<b>Health Care Concepts (PSAV)</b> 78 clock hours	<b>HUS 1424</b>	<b>Counseling the Chemically Dependent Person (AS)</b> 3 credits (3 lecture hours)
<b>HSC 0003L</b>	<b>Health Care Concepts Lab (PSAV)</b> 12 clock hours	<b>HUS 1620</b>	<b>Principles and Best Practices in Afterschool Programs (AS)</b> 3 credits (3 lecture hours)
		<b>HUS 1640</b>	<b>Principles of Youth Work (AS)</b> 3 credits (3 lecture hours)
		<b>HUS 1850</b>	<b>Field Work in Human Services I (AS)</b> 3 credits (3 lecture hours) Prerequisites: HUS 1302 or HUS 1200 or HUS 2308; Corequisite: HUS1850L
		<b>HUS 1850L</b>	<b>Field Work in Human Services I Internship (AS)</b> 3 credits (9 lab hours) Prerequisite: HUS 1302 or HUS 1200 or HUS 2308; Corequisite: HUS 1850

<b>HUS 2308</b>	<b>Psychotherapy: Theory and Practice (AS)</b> 3 credits (3 lecture hours) Prerequisite: PSY 2012	<b>IND 2432C</b>	<b>Interior Lighting (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND 1234C, IND 2424C
<b>HUS 2851</b>	<b>Field Work in Human Services 2 (AS)</b> 2 credits (2 lecture hours) Prerequisite: HUS 1850	<b>IND 2460C</b>	<b>CAD for Interiors I (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: IND2424C
<b>HUS 2851L</b>	<b>Field Work in Human Services 2 Internship (AS)</b> 3 credits (9 lab hours) Prerequisite: HUS1200 or HUS1302 or HUS2308; Corequisite: HUS 2851	<b>IND 2463C</b>	<b>CAD for Interiors 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND2460C
<b>IDH 2105</b>	<b>Honors Knowledge Through the Ages (AA)</b> 3 credits (3 lecture hours) Prerequisites: ENC1101 (or ENC1121) and admission to the Honors College	<b>IND 2505</b>	<b>Professional Practices (AS)</b> 3 credits (3 lecture hours)
<b>IDH 2911</b>	<b>Honors Research Process (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College	<b>IND 2608C</b>	<b>Sustainable Design (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND1234C and IND2424C
<b>IND 1233C</b>	<b>Design Studio 1 (AS)</b> 4 credits (3 lecture hours, 2 lab hours) Corequisite: IND 1401C	<b>IND 2941</b>	<b>Interior Design Internship (AS)</b> 2 credits (10 lab hours) Prerequisite: IND1234C
<b>IND 1234C</b>	<b>Design Studio 2 (AS)</b> 4 credits (3 lecture hours, 2 lab hours) Prerequisite: IND 1233C	<b>INR 2002</b>	<b>International Relations (AA)</b> 3 credits (3 lecture hours) Prerequisites: POS 1001 or POS 2041 or permission of the instructor
<b>IND 1401C</b>	<b>Technical Design 1 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Corequisite: IND1233C	<b>IPM 1301</b>	<b>Pesticides (AS)</b> 3 credits (3 lecture hours)
<b>IND 1935</b>	<b>Building and Barrier Free Codes (AS)</b> 3 credits (3 lecture hours) Prerequisite: IND 1233C	<b>JOU 2103</b>	<b>Specialized News Writing (AA)</b> 3 credits (3 lecture hours) Prerequisite: MMC 1100 or permission of department chair; Corequisite: ENC 1101 or ENC 1121
<b>IND 2100</b>	<b>History of Interiors 1 (AS)</b> 3 credits (3 lecture hours)	<b>LDE 2000</b>	<b>Introduction to Landscape Design (AS)</b> 3 credits (3 lecture hours)
<b>IND 2130</b>	<b>History of Interiors 2 (AS)</b> 3 credits (3 lecture hours)	<b>LDE 2403</b>	<b>Landscape Design 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite: ORH 2830 recommended
<b>IND 2202C</b>	<b>Introduction to Kitchen and Bath Design (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND1234C and IND2424C	<b>LDE 2510</b>	<b>Computer-Aided Landscape Design (AS)</b> 3 credits (3 lecture hours) Prerequisite: ORH2830 recommended or consent of instructor
<b>IND 2203C</b>	<b>Advanced Kitchen and Bath Design (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: IND2202C	<b>LIN 2740</b>	<b>Applied Linguistics (AA)</b> 3 credits (3 lecture hours)
<b>IND 2237C</b>	<b>Design Studio 3 (AS)</b> 4 credits (3 lecture hours, 2 lab hours) Prerequisites: IND1234C and IND2424C	<b>LIS 1002</b>	<b>Introduction to the Research Process (AA)</b> 1 credit (1 lecture hour)
<b>IND 2238C</b>	<b>Design Studio 4 (AS)</b> 4 credits (3 lecture hours, 2 lab hours) Prerequisite: IND2237C	<b>LIS 2004</b>	<b>Introduction to Internet Research (AA)</b> 1 credit (1 lecture hour)
<b>IND 2307C</b>	<b>Interior Design Graphics (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: IND1401C	<b>LIT 1050</b>	<b>Survey of Literary Humor (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)
<b>IND 2408C</b>	<b>CAD Kitchen and Bath (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: IND2460C	<b>LIT 1370</b>	<b>The Bible as Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)
<b>IND 2420</b>	<b>Materials, Estimating and Specifications (AS)</b> 3 credits (3 lecture hours)	<b>LIT 2090</b>	<b>Contemporary Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121 (*)
<b>IND 2424C</b>	<b>Technical Design 2 (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: IND1401C; Corequisite: IND1234C	<b>LIT 2090</b>	<b>Honors Contemporary Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)

<b>LIT 2110</b>	<b>World Literature Before the Renaissance (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121(*)	<b>MAC 2233</b>	<b>Survey of Calculus (AA)</b> 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 (*)
<b>LIT 2110</b>	<b>Honors World Literature Before the Renaissance (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)	<b>MAC 2311</b>	<b>Calculus with Analytic Geometry I (AA)</b> 4 credits (4 lecture hours) Prerequisite: A grade of C or better in (MAC1114 and MAC1140) or MAC1147(*)
<b>LIT 2120</b>	<b>World Literature After the Renaissance (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121(*)	<b>MAC 2312</b>	<b>Calculus with Analytic Geometry 2 (AA)</b> 4 credits (4 lecture hours) Prerequisite: A grade of C or better in MAC 2311(*)
<b>LIT 2120</b>	<b>Honors World Literature After the Renaissance (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)	<b>MAC 2313</b>	<b>Calculus With Analytic Geometry 3 (AA)</b> 4 credits (4 lecture hours) Prerequisite: A grade of C or better in MAC 2312(*)
<b>LIT 2190</b>	<b>Introduction to Afro-Caribbean Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121(*)	<b>MAN 2021</b>	<b>Principles of Management (AS)</b> 3 credits (3 lecture hours)
<b>LIT 2380</b>	<b>Women In Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 (*)	<b>MAP 2302</b>	<b>Differential Equations (AA)</b> 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAC 2312(*)
<b>LIT 2380</b>	<b>Honors Women In Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC1101 or ENC1121 and admission to the Honors College (*)	<b>MAR 2011</b>	<b>Principles of Marketing (AA)</b> 3 credits (3 lecture hours)
<b>MAC 1105</b>	<b>College Algebra (AA)</b> 3 credits (3 lecture hours) Prerequisites: A grade of C or better in MAT 1033 (*)	<b>MAR 4802</b>	<b>Marketing for Managers (BAS)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the BAS Supervision and Management program or consent of the department
<b>MAC 1105</b>	<b>Honors College Algebra (AA)</b> 3 credits (3 lecture hours) Prerequisites: A grade of C or better in MAT1033 and admission to the Honors College (*)	<b>MAS 2103</b>	<b>Matrix Theory (AA)</b> 3 credits (3 lecture hours) Prerequisite: MAC2311 or MAC2233(*)
<b>MAC 1114</b>	<b>Trigonometry (AA)</b> 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAC 1140 or MAC 1105 (*)	<b>MAT 0012</b>	<b>Basic Algebra I (Prep)</b> 3 institutional credits (3 lecture hours) Corequisite: SLS1501
<b>MAC 1114</b>	<b>Honors Trigonometry (AA)</b> 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAC 1140 or MAC 1105 and Admission to the Honors College (*)	<b>MAT 0020</b>	<b>Basic Algebra 2 (Prep)</b> 3 institutional credits (3 lecture hours) Prerequisite: College Placement Test (CPT) score between 45-71 or successful completion of MAT0012; Corequisite: SLS1501
<b>MAC 1140</b>	<b>Precalculus (AA)</b> 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 (*)	<b>MAT 1033</b>	<b>Intermediate Algebra (AA)</b> 3 credits (3 lecture hours) Prerequisite: Successful completion of MAT 0020
<b>MAC 1140</b>	<b>Honors Precalculus (AA)</b> 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 and admission to the Honors College (*)	<b>MCB 2010</b>	<b>Microbiology (AA)</b> 3 credits (3 lecture hours) Prerequisite: BSC2085 or BSC1010; Corequisite: MCB2010L (*)
<b>MAC 1147</b>	<b>Precalculus Algebra &amp; Trigonometry (AA)</b> 5 credits (5 lecture hours) Prerequisite: A grade of B or better in MAC1105 (*)	<b>MCB 2010</b>	<b>Honors Microbiology (AA)</b> 3 credits (3 lecture hours) Prerequisite: BSC2085 OR BSC1010 and admission to the Honors College (*)
		<b>MCB 2010L</b>	<b>Microbiology Lab (AA)</b> 1 credit (2 lab hours) Corequisite: MCB 2010 (*)
		<b>MEA 0230</b>	<b>Medical Terminology for Body Systems (PSAV)</b> 95 clock hours
		<b>MEA 0234</b>	<b>Diseases, Disorders, and Treatment for Medical Assisting I (PSAV)</b> 120 clock hours

<b>MEA 0237</b>	<b>Diseases, Disorders, and Treatment for Medical Assisting 2 (PSAV)</b> 120 clock hours	<b>MNA 2345</b>	<b>Principles of Supervision (AS)</b> 3 credits (3 lecture hours)
<b>MEA 0242</b>	<b>Pharmacology for the Medical Assistant (PSAV)</b> 95 clock hours	<b>MSS 0252</b>	<b>Massage Therapy I (PSAV)</b> 200 clock hours Prerequisite: HSC0003
<b>MEA 0254</b>	<b>Basic Medical Laboratory Techniques for the Medical Assistant (PSAV)</b> 50 clock hours	<b>MSS 0262</b>	<b>Massage Therapy 2 (PSAV)</b> 235 clock hours Prerequisite: MSS 0252
<b>MEA 0258</b>	<b>Radiology for the Medical Assistant (PSAV)</b> 50 clock hours	<b>MSS 0263</b>	<b>Massage Therapy 3 (PSAV)</b> 237 clock hours Prerequisite: MSS 0262
<b>MEA 0310</b>	<b>Introduction to Medical Office Procedures (PSAV)</b> 90 clock hours	<b>MTB 1103</b>	<b>Business Mathematics (AS)</b> 3 credits (3 lecture hours)
<b>MEA 0322</b>	<b>Advanced Medical Office Procedures (PSAV)</b> 75 clock hours	<b>MTG 2206</b>	<b>College Geometry (AA)</b> 3 credits (3 lecture hours) Prerequisite: MAT 1033 or Placement scores: ACT-20, SAT-450, CPT-72(EA) and 44(CLM) (*)
<b>MEA 0334</b>	<b>Medical Insurance and Coding (PSAV)</b> 75 clock hours		
<b>MEA 0520</b>	<b>Phlebotomy for the Medical Assistant (PSAV)</b> 75 clock hours		
<b>MEA 0540</b>	<b>Electrocardiography for the Medical Assistant (PSAV)</b> 75 clock hours		
<b>MEA 0801</b>	<b>Externship in Medical Assisting (PSAV)</b> 173 clock hours		
<b>MGF 1106</b>	<b>Liberal Arts Mathematics (AA)</b> 3 credits (3 lecture hours) Prerequisites: A grade of "C" or above in MAT1033, or 72 & above (EA) FCELPT and 44 & above (CLM)FCELPT or/and one year of high school algebra and passing score on the placement exam (*)		
<b>MGF 1107</b>	<b>Finite Mathematics (AA)</b> 3 credits (3 lecture hours) Prerequisite: MAT 1033 or equivalent (*)		
<b>MKA 1511</b>	<b>Advertising (AS)</b> 3 credits (3 lecture hours)		
<b>MKA 2021</b>	<b>Personal Selling (AS)</b> 3 credits (3 lecture hours)		
<b>MMC 1000</b>	<b>Survey of Communication (AA)</b> 3 credits (3 lecture hours)		
<b>MMC 1100</b>	<b>Basic News Writing for Mass Media (AA)</b> 3 credits (3 lecture hours) Prerequisite: ENC 1101 or ENC 1121		
<b>MMC 1949C</b>	<b>Mass Media Internship 1 (AA)</b> 3 credits (1 lecture hour, 10 lab hours) Prerequisite: MMC 1100 or JOU 2103		
<b>MMC 2949C</b>	<b>Mass Media Internship 2 (AA)</b> 3 credits (1 lecture hour, 10 lab hours) Prerequisite: MMC 1100 or JOU 2103		
<b>MNA 2100</b>	<b>Human Relations in Business (AS)</b> 3 credits (3 lecture hours)		
<b>MNA 2303</b>	<b>Introduction to Public Personnel Management (AS)</b> 3 credits (3 lecture hours)		

**MUSIC CLASSROOM / ENSEMBLE / PERFORMANCE INSTRUCTION AA**

(Freshman/Sophomore)

<b>MUC 2301</b>	<b>Introduction to Electronic Music I (AA)</b> 3 credits (3 lecture hours) Prerequisites: There are no prerequisites, although basic computer skills and a fundamental knowledge of music notation is recommended	<b>MUT 1111</b>	<b>Music Theory I (AA)</b> 3 credits (3 lecture hours) Corequisite: MUT1241L
<b>MUH 2018</b>	<b>History and Appreciation of Jazz (AA)</b> 3 credits (3 lecture hours)(*)	<b>MUT 1112</b>	<b>Music Theory II (AA)</b> 3 credits (3 lecture hours) Prerequisite: MUT1111 with grade of "C" or better or equivalent; Corequisite: MUT1242L
<b>MUL 1010</b>	<b>Music Appreciation (AA)</b> 3 credits (3 lecture hours) (*)	<b>MUT 1241L</b>	<b>Ear Training and Sight Singing I (AA)</b> 1 credit (2 lab hours) Corequisite: MUT1111 or equivalent and MVK 1111 A or equivalent
<b>MUL 1010</b>	<b>Honors Music Appreciation (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admissions to the Honors College(*)	<b>MUT 1242L</b>	<b>Ear Training and Sight Singing II (AA)</b> 1 credit (2 lab hours) Prerequisite: MUT1241L with grade of "C" or better; Corequisite: MUT1112
<b>MUM 2600</b>	<b>Recording Techniques I (AA)</b> 3 credits (3 lecture hours) Corequisite: MUM2600L	<b>MUT 2116</b>	<b>Music Theory III (AA)</b> 3 credits (3 lecture hours) Prerequisite: MUT1112 with a grade of "C" or better or equivalent; Corequisite: MUT2246L
<b>MUM 2600L</b>	<b>Recording Techniques I Laboratory (AA)</b> 1 credit (2 lab hours) Corequisite: MUM2600	<b>MUT 2117</b>	<b>Music Theory IV (AA)</b> 3 credits (3 lecture hours) Prerequisite: MUT2116 with a grade of "C" or better or equivalent; Corequisite: MUT2247L
<b>MUN 1120</b>	<b>Concert Band (AA)</b> 1 credit (2 lab hours)	<b>MUT 2246L</b>	<b>Ear Training and Sight Singing III (AA)</b> 1 credit (2 lab hours) Prerequisite: MUT1242L with a grade of "C" or better; Corequisite: MUT2116
<b>MUN 1310R</b>	<b>Concert Chorus (AA)</b> 1 credit (3 lab hours)	<b>MUT 2247L</b>	<b>Ear Training and Sight Singing IV (AA)</b> 1 credit (2 lab hours) Prerequisite: MUT2246L with grade of "C" or better; Corequisite: MUT2117
<b>MUN 1430R</b>	<b>Brass Ensemble (AA)</b> 1 credit (2 lab hours)	<b>MUT 2641L</b>	<b>Instrumental Improvisation (AA)</b> 1 credit (3 lab hours) Prerequisite: MUT1111 or special permission
<b>MUN 1492R</b>	<b>Guitar Ensemble (AA)</b> 1 credit (2 lab hours)	<b>MVK 1111A</b>	<b>Class Instruction - Piano I (AA)</b> 1 credit (2 lab hours)
<b>MUN 1710AR</b>	<b>12 O'clock Jazz Band (R) (AA)</b> 1 credit (3 lab hours)	<b>MVK 1111B</b>	<b>Class Instruction - Piano II (AA)</b> 1 credit (2 lab hours) Prerequisite: MVK1111 A or equivalent
<b>MUN 1710BR</b>	<b>Jazz Trombone Ensemble (R) (AA)</b> 1 credit (2 lab hours)	<b>MVK 2121L</b>	<b>Class Instruction - Piano III (AA)</b> 1 credit (2 lab hours) Prerequisite: MVK1111 B or equivalent
<b>MUN 1710C</b>	<b>Jazz Combo (R) (AA)</b> 1 credit (3 lab hours) Prerequisite to MUN 1710 C R: Audition required	<b>MVK 2122L</b>	<b>Class Instruction - Piano IV (AA)</b> 1 credit (2 lab hours) Prerequisite: MVK2121L or equivalent
<b>MUN 1710DR / MUN 2710DR</b>	<b>Tuesday Nite Jazz Band (R) (AA)</b> 1 credit (2 lab hours) Prerequisite to MUN 2710 D R: Two semesters of MUN 1710 D R and required audition	<b>MVS 1116A</b>	<b>Class Instruction - Guitar I (AA)</b> 1 credit (2 lab hours)
<b>MUN 1710E / MUN 2710 E</b>	<b>Jazz Guitar Ensemble (R) (AA)</b> 1 credit (2 lab hours) Prerequisite to MUN 2710 E R: Two semesters of MUN 1710 E R and required audition	<b>MVS 1117B</b>	<b>Class Instruction - Guitar II (AA)</b> 1 credit (2 lab hours) Prerequisite: MVS 1116 A
<b>MUN 1720R</b>	<b>Troubadours (AA)</b> 1 credit (3 lab hours)	<b>MVV 1111A</b>	<b>Class Instruction - Voice I (AA)</b> 1 credit (2 lab hours)
<b>MUN 2510R</b>	<b>Piano Vocal/Instrumental Accompanying (AA)</b> 1 credit (2 lab hours) Prerequisite: Required audition; Corequisite: MVK1311 R or MVK2321 R		
<b>MUS 0010L</b>	<b>Recital Seminar (AA)</b> 0 credit (1 lecture hour)		
<b>MUT 1001</b>	<b>Fundamentals of Music (AA)</b> 3 credits (3 lecture hours)(*)		

## MUSIC APPLIED PRIVATE INSTRUCTION (AA) (Freshman/Sophomore)

Corequisite: MUS0010L (Recital Seminar)

Four semesters of applied private lessons are required for all music pre-majors. Non-music pre-majors and non-degree-seeking students may take private lessons only by permission of the Music Department chairman. Applied private lessons in the Fall and Spring terms are for one hour per week (2 credits) and numbered in the 1300/2300 series. Applied private lessons in the Summer A and Summer B terms are for one hour per week (1 credit) and numbered in the 1200/2200 series. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. The letter "R" is added to the common course number for each applied music course indicating that the course is repeatable up to nine (9) times for credit.

## FALL/SPRING TERM 1300/2300 SERIES

### BRASSES - FRESHMAN LEVEL

*2 credits (one hour per week)*

**MVB 1311R** **Trumpet (AA)**  
Corequisite: MUN 1120 R

**MVB 1313R** **Trombone (AA)**  
Corequisite: MUN 1120 R

**MVB 2321R** **Trumpet (AA)**  
Prerequisite: 2 semesters of MVB1311 R w/grade of B or higher  
Corequisite: MUN 1120 R

**MVB 2324R** **Baritone Horn (AA)**  
Prerequisite: 2 semesters of MVB 1314 R w/grade of B or higher  
Corequisite: MUN 1120 R

### KEYBOARD - FRESHMAN LEVEL

*2 credits (one hour per week)*

**MVK 1311R** **Piano (AA)**  
Corequisite: MUN 1310 R or MUN 1120 R

**MVJ 1314R** **Jazz Piano (AA)**  
Corequisite: MUN 1710 A or C, MUN 1310 R or MUN 1120 R

### KEYBOARD - SOPHOMORE LEVEL

*2 credits (one hour per week)*

**MVK 2321R** **Piano (AA)**  
Prerequisite: 2 semesters of MVK1311 R w/grade of B or higher; Corequisite: MUN 1310 R or MUN 1210 R

**MVK 2324R** **Jazz Piano (AA)**  
Prerequisite: 2 semesters of MVK1314 R w/grade of B or higher; Corequisite: MUN 1710 C, A, or D

### PERCUSSION - FRESHMAN LEVEL

*2 credits (one hour per week)*

**MVP 1311R** **Percussion (AA)**  
Corequisite: MUN 1120 R

### PERCUSSION - SOPHOMORE LEVEL

*2 credits (one hour per week)*

**MVP 2321R** **Percussion (AA)**  
Prerequisite: 2 semesters of MVP1311 R w/grade of B or higher  
Corequisite: MUN 1120R

### STRINGS - FRESHMAN LEVEL

*2 credits (one hour per week)*

**MVS 1314R** **String Bass (AA)**  
Corequisite: MUN 1710 C or MUN 1120 R or MUN 1310 R

**MVS 1316R** **Classical Guitar (AA)**  
Corequisite: MUN 1492 (preferred), MUN 17120 E or MUN 1310 R

**MVJ 1317R** **Bass Guitar (AA)**  
Corequisite: MUN 1710 C, A, E, or MUN 1310 R

**MVJ 1313R** **Jazz Guitar (AA)**  
Corequisite: MUN 1710 E

**FALL/SPRING TERM 1300/2300 SERIES** continued**STRINGS - SOPHOMORE LEVEL***2 credits (one hour per week)***MVJ 2323R Jazz Guitar (AA)**

Prerequisite: 2 semesters of MVS 1318 R w/grade of B or higher; Corequisite: MUN 1710 E

**MVJ 2324R Bass Guitar (AA)**

Prerequisite: 2 semesters of MVS 1317 R w/grade of B or higher; Corequisite: MUN 1710 E

**MVS 2324R String Bass (AA)**

Prerequisite: 2 semesters of MVS 1314 R w/grade of B or higher; Corequisite: MUN 1710 C, A, D or MUN 1120 R

**MVS 2326R Classical Guitar (AA)**

Prerequisite: 2 semesters of MVS 1316 R w/grade of B or higher; Corequisite: MUN 1492 (preferred), MUN 1710 E or MUN 1310 R

**VOICE - FRESHMAN LEVEL***2 credits (one hour per week)***MVV 1311R Voice (AA)**Prerequisite: MUN 1120 R,  
Corequisites: MUN 1310 R**VOICE - SOPHOMORE LEVEL***2 credits (one hour per week)***MVV 2321R Voice (AA)**Prerequisite: 2 semesters of MVV 1311R w/grade of B or higher plus MUN 1120 R;  
Corequisites: MUN 1310 R**WOODWINDS - FRESHMAN LEVEL***2 credits (one hour per week)***MVW 1311R Flute (AA)**

Corequisite: MUN 1120 R

**MVW 1313R Clarinet (AA)**

Corequisite: MUN 1120 R

**MVW 1315R Saxophone (AA)**

Corequisite: MUN 1120 R

**WOODWINDS - SOPHOMORE LEVEL***2 credits (one hour per week)***MVW 2321R Flute (AA)**Prerequisite: 2 semesters of MVW 1311 R w/grade of B or higher  
Corequisite: MUN 1120 R w/grade of B or higher**MVW 2323R Clarinet (AA)**Prerequisite: 2 semesters of MVW 1313 R w/grade of B or higher  
Corequisite: MUN 1120 R**MVW 2325R Saxophone (AA)**Prerequisite: 2 semesters of MVW 1315 R w/grade of B or higher  
Corequisite: MUN 1120 R**SUMMER A AND SUMMER B TERMS**  
**1200/2200 SERIES****APPLIED TRUMPET***(1 credit, one hour per week)***MVB 1212R Applied Horn - Freshman Level (AA)****MVB 2221R Applied Trumpet - Sophomore Level (AA)**

Prerequisite: MVB 2321 R

**APPLIED JAZZ PIANO, SECONDARY INSTRUMENT***(1 credit, one hour per week)***MVJ 1210R Applied Jazz Piano - Freshman Level (AA)****APPLIED JAZZ GUITAR***(1 credit, one hour per week)***MVJ 1213R Applied Jazz Guitar - Freshman Level (AA)****MVJ 2223R Applied Jazz Guitar - Sophomore Level (AA)**

Prerequisite: MVS 2328 R

**APPLIED PIANO, SECONDARY INSTRUMENT***(1 credit, one hour per week)***MVK 1211R Applied Piano, Secondary Instrument - Freshman Level (AA)****APPLIED GUITAR***(1 credit, one hour per week)***MVS 1216R Applied Guitar - Freshman (AA)****APPLIED VOICE***(1 credit, one hour per week)***MVV 1211R Applied Voice - Freshman (AA)****MVV 2221R Applied Voice - Sophomore (AA)**

Prerequisite: MVV 2321 R

**APPLIED FLUTE***(1 credit, one hour per week)***MVW 1211R Applied Flute - Freshman (AA)**

<b>NUR 1022L</b>	<b>Nursing I Skills Lab (AS)</b> 1 credit (3 lab hours) Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1023/1023L, NUR1141 (or NUR2140)	<b>OCE 1001L</b>	<b>Introduction to Oceanography Lab (AA)</b> 1 credit (2 lab hours) (*)
<b>NUR 1023</b>	<b>Nursing I (AS)</b> 4 credits (4 lecture hours) Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1022L, NUR1023L, NUR1141 (or NUR2140)	<b>ORH 1000</b>	<b>Business Practices, Regulations, Licenses, and Concerns Unique to the Landscape Industry (AS)</b> 1 credit (1 lecture hour)
<b>NUR 1023L</b>	<b>Nursing I Clinical (AS)</b> 3 credits (8 clinical hours) Corequisites: BSC2086/2086L, MCB2010/2010L, NUR1022L, NUR1023, NUR1141 (or NUR2140)	<b>ORH 1005L</b>	<b>Professional Landscape Installation and Maintenance</b> 3 credits (3 lecture hours)
<b>NUR 1024</b>	<b>Critical Thinking in Nursing (AS)</b> 3 credits (3 lecture hours) Prerequisites: BSC2085/2085L, HSC1010 (or DEP2004)	<b>ORH 1016</b>	<b>Environmental Issues in Horticulture (AS)</b> 3 credits (3 lecture hours)
<b>NUR 1141</b>	<b>Introduction to Pharmacotherapeutics (AS)</b> 2 credits (2 lecture hours) Corequisites: MCB2010/2010L, BSC2085/2085L	<b>ORH 1230</b>	<b>Landscape Management (AS)</b> 3 credits (3 lecture hours) Corequisite: ORH1230L
<b>NUR 1213</b>	<b>Nursing 2 (AS)</b> 7 credits (7 lecture hours) Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140); Corequisites: HUN1201, NUR1213L, NUR1214L	<b>ORH 1230L</b>	<b>Landscape Management Laboratory (AS)</b> 1 credit (2 lab hours) Corequisite: ORH1230
<b>NUR 1213L</b>	<b>Nursing 2 Clinical (AS)</b> 4 credits (12 clinical hours) Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR2140); Corequisites: HUN1201, NUR1213, NUR1214L	<b>ORH 1320</b>	<b>Introduction to Palms and Their Culture (AS)</b> 3 credits (3 lecture hours)
<b>NUR 1214L</b>	<b>Nursing 2 Skills Lab (AS)</b> 1 credit (3 lab hours) Prerequisites: NUR1022L, NUR1023, NUR1023L, NUR1141 (or NUR 2140); Corequisites: HUN1201, NUR1213, NUR1213L	<b>ORH 1512</b>	<b>Plant Selections for Landscape Situations (AS)</b> 3 credits (3 lecture hours) Recommended Prerequisite: ORH2510 or ORH2800 (ORH2800 excellent to take simultaneously)
<b>NUR 2000L</b>	<b>Introduction to Professional Nursing (AS)</b> 1 credit (3 lecture hours) Prerequisite: LPN; transitional students (Nursing AS - Program Code 2301)	<b>ORH 1840</b>	<b>Landscape Construction (AS)</b> 3 credits (3 lecture hours)
<b>NUR 2140</b>	<b>Pharmacology for Nursing (AS)</b> 3 credits (3 lecture hours) Corequisites: BSC2085/2085L, MCB2010/2010L	<b>ORH 2220</b>	<b>Turfgrass Culture (AS)</b> 3 credits (3 lecture hours)
<b>NUR 2261</b>	<b>Nursing 3 (AS)</b> 6 credits (6 lecture hours) Prerequisites: NUR1213, NUR1213L and NUR1214L Corequisites: NUR2261L and PSY2012	<b>ORH 2241</b>	<b>Arboriculture (AS)</b> 3 credits (3 lecture hours)
<b>NUR 2261L</b>	<b>Nursing 3 Clinical (AS)</b> 4 credits (12 clinical hours) Prerequisites: NUR1141 (or NUR2140), NUR1213/1213L, NUR1214L; Corequisites: NUR2261, PSY2012	<b>ORH 2251</b>	<b>Florida Horticulture Professional Preparation (AS)</b> 3 credits (3 lecture hours)
<b>NUR 2712C</b>	<b>Nursing 4 Clinical (AS)</b> 6 credits (3 lecture hours, 9 lab hours) Prerequisites: NUR 2261/2261L, PSY2012, SYG2000; Corequisites: NUR 2943L	<b>ORH 2510</b>	<b>Ornamental Plant Identification I (AS)</b> 3 credits (3 lecture hours)
<b>NUR 2943L</b>	<b>Nursing 4 Clinical Preceptorship (AS)</b> 4 credits (12 lab hours) Prerequisites: NUR2261/2261L, PSY2012; Corequisite: NUR 2712C	<b>ORH 2511</b>	<b>Introduction to Plants of South Florida Ecosystems (AS)</b> 3 credits (3 lecture hours)
<b>OCE 1001</b>	<b>Introduction to Oceanography (AA)</b> 3 credits (3 lecture hours) (*)	<b>ORH 2515</b>	<b>Plants of the South Florida Ecosystems - Grasses, Sedges, Rushes, and Grass-Like Native Plants (AS)</b> 3 credits (3 lecture hours)
		<b>ORH 2516</b>	<b>Annuals, Bedding Plants, Groundcovers, and Small Perennials (AS)</b> 3 credits (3 lecture hours)
		<b>ORH 2521</b>	<b>Horticultural Taxonomy (AS)</b> 3 credits (3 lecture hours)
		<b>ORH 2949C</b>	<b>Ornamental Horticulture Work Experience/Internship (AS)</b> 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
		<b>ORI 2000</b>	<b>Oral Interpretation of Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: Must meet placement requirements in English and reading to enroll in course
		<b>OST 1100C</b>	<b>Beginning Keyboarding (AS)</b> 3 credits (1 lecture hour, 4 lab hours)
		<b>OST 1108</b>	<b>Building Typing Speed and Accuracy (AS)</b> 1 credit (1 lecture hour)

<b>OST 110C</b>	<b>Intermediate Keyboarding (AS)</b> 3 credits (1 lecture hour, 4 lab hours) Prerequisite: OST 1100C	<b>PEO 2004</b>	<b>Theory and Practice of Coaching a Specific Sport (AA)</b> 3 credits (3 lecture hours)
<b>OST 1141L</b>	<b>Keyboarding for Microcomputer (AS)</b> 1 credit (2 lab hours)	<b>PEO 2005</b>	<b>Coaching Theory (AA)</b> 3 credits (3 lecture hours)
<b>OST 1355</b>	<b>Records Management (AS)</b> 3 credits (3 lecture hours)	<b>PEO 2351C</b>	<b>Fundamentals of Racquet Sports (AA)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>OST 1384</b>	<b>Customer Service (AS)</b> 3 credits (3 lecture hours)	<b>PEO 2621C</b>	<b>Fundamentals of Basketball (AA)</b> 2 credits (1 lecture hour, 2 lab hours)
<b>OST 1783</b>	<b>Workplace Technologies (AS)</b> 3 credits (3 lecture hours) Prerequisite: One of the following - CGS1030, CGS1100, OST1100C, or OST2714C	<b>PEP 2101</b>	<b>Essentials of Fitness (AA)</b> 3 credits (3 lecture hours)
<b>OST 1811</b>	<b>Desktop Publishing (AS)</b> 3 credits (3 lecture hours)	<b>PET 2622</b>	<b>Care and Prevention of Athletic Injuries (AA)</b> 3 credits (3 lecture hours)
<b>OST 1828</b>	<b>Presentation Graphics for Business (AS)</b> 3 credits (3 lecture hours)	<b>PGY 1110C</b>	<b>Color Photography I (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: PGY 1401C
<b>OST 1831</b>	<b>Microsoft Windows (AS)</b> 1 credit (1 lecture hour)	<b>PGY 1401C</b>	<b>Introduction to Photography (AA)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>OST 2335</b>	<b>Business Communications (AS)</b> 3 credits (3 lecture hours)	<b>PGY 2445C</b>	<b>Experimental Photography (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: PGY 1401C or instructor permission required
<b>OST 2339</b>	<b>Business English Review (AS)</b> 1 credit (1 lecture hour)	<b>PGY 2801C</b>	<b>Digital Photography I (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: PGY 1401C or permission of instructor
<b>OST 2402</b>	<b>Office Procedures and Technology (AS)</b> 3 credits (3 lecture hours) Prerequisites: CGS1100, OST1110C (or OST2714C)	<b>PGY 2802C</b>	<b>Digital Photography 2 (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: PGY 1401C, PGY 2801C or permission of instructor
<b>OST 2431</b>	<b>Legal Office Procedures (AS)</b> 3 credits (3 lecture hours)	<b>PHI 1010</b>	<b>Introduction to Philosophy (AA)</b> 3 credits (3 lecture hours) (*)
<b>OST 2501</b>	<b>Administrative Office Management (AS)</b> 3 credits (3 lecture hours) Prerequisite: CGS1100	<b>PHI 1100</b>	<b>Critical Reasoning (AA)</b> 3 credits (3 lecture hours)
<b>OST 2603C</b>	<b>Machine Transcription (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisite: OST 1100C	<b>PHI 1600</b>	<b>Ethics (AA)</b> 3 credits (3 lecture hours)
<b>OST 2621C</b>	<b>Legal Transcription (AS)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: OST 1100C and OST 2431	<b>PHY 1001</b>	<b>Applied Physics (AA)</b> 3 credits (3 lecture hours) Prerequisite: MAC 1105 (*)
<b>OST 2714C</b>	<b>Word Processing (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>PHY 2048</b>	<b>General Physics with Calculus I (AA)</b> 4 credits (4 lecture hours) Prerequisite: MAC 2311; Corequisite: PHY 2048L (*)
<b>OTA 0100</b>	<b>Introduction to Keyboarding/Word Processing (PSAV)</b> 60 clock hours	<b>PHY 2048L</b>	<b>General Physics I and General Physics with Calculus I Laboratory (AA)</b> 1 credit (2 lab hours) Corequisite: PHY 2053 or PHY 2048 (*)
<b>OTA 0131</b>	<b>Intermediate Keyboarding and Document Processing (PSAV)</b> 60 clock hours Prerequisite: OTA0100	<b>PHY 2049</b>	<b>General Physics with Calculus 2 (AA)</b> 4 credits (4 lecture hours) Prerequisites: PHY 2048; Corequisite: PHY 2049L and MAC 2312 (*)
<b>PCB 2350C</b>	<b>Tropical Ecology (AA)</b> 3 credits (2 lecture hours, 2 lab hours) Prerequisites: At least one college-level course in natural or physical sciences	<b>PHY 2049L</b>	<b>General Physics 2 and General Physics with Calculus 2 Laboratory (AA)</b> 1 credit (2 lab hours) Prerequisite: PHY2048L; Corequisite: PHY2049 or PHY2054 (*)
<b>PEO 1031C</b>	<b>Individual Sports (AA)</b> 3 credits (2 lecture hours, 2 lab hours)		
<b>PEO 1321C</b>	<b>Volleyball Fundamentals and Officiating (AA)</b> 3 credits (2 lecture hours, 2 lab hours)		

<b>PHY 2053</b>	<b>General Physics I (AA)</b> 4 credits (4 lecture hours) Prerequisite: MAC 1105; Corequisites: MAC 1114, PHY 2048L (*)	<b>PMT 0109</b>	<b>Introduction to Welding 2 (PSAV)</b> 120 clock hours Corequisites: PMT0108, VPI0100, VPI0200, VPI0300
<b>PHY 2053</b>	<b>Honors General Physics I (AA)</b> 4 credits (4 lecture hours) Prerequisite: MAC 1105 and Admission to the Honors College; Corequisites: MAC 1114, PHY 2048L (*)	<b>PMT 0126</b>	<b>Shielded Metal Arc Welding (PSAV)</b> 120 clock hours Corequisites: PMT0109, VPI0100, VPI0200, VPI0300
<b>PHY 2054</b>	<b>General Physics 2 (AA)</b> 4 credits (4 lecture hours) Prerequisites: PHY 2053 and PHY 2048L; Corequisite: PHY 2049L (*)	<b>PMT 0127</b>	<b>Shielded Metal Arc Welding Advanced (PSAV)</b> 120 clock hours Corequisites: PMT0126, VPI0100, VPI0200, VPI0300
<b>PLA 1003</b>	<b>Introduction to Paralegalism (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0143</b>	<b>Flux Cored Arc Welding (PSAV)</b> 120 clock hours Corequisites: PMT0147, VPI0100, VPI0200, VPI0300
<b>PLA 1104</b>	<b>Legal Writing and Research I (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0147</b>	<b>Gas Metal Arc Welding (PSAV)</b> 120 clock hours Corequisites: PMT0127, VPI0100, VPI0200, VPI0300
<b>PLA 1273</b>	<b>Tort Law (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0150</b>	<b>Gas Tungsten Arc Welding (PSAV)</b> 120 clock hours Corequisites: PMT0143, VPI0100, VPI0200, VPI0300
<b>PLA 1949C</b>	<b>Co-op Legal Assistant I (AS)</b> 3 credits (1 lecture hour, 10 lab hours)	<b>PMT 0151</b>	<b>Gas Tungsten Arc Welding - Advanced (PSAV)</b> 120 clock hours Corequisites: PMT0150, VPI0100, VPI0200, VPI0300
<b>PLA 2114</b>	<b>Legal Writing and Research 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite: PLA 1104	<b>PMT 0167</b>	<b>Pipe Welding (PSAV)</b> 120 clock hours Corequisites: PMT0151, VPI0100, VPI0200, VPI0300
<b>PLA 2209</b>	<b>Court System: Procedures and Pleadings I (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0168</b>	<b>Pipe Welding Advanced (PSAV)</b> 90 clock hours Corequisites: PMT0167, VPI0100, VPI0200, VPI0300
<b>PLA 2229</b>	<b>Court System: Procedures and Pleadings 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite or corequisite: PLA 2209	<b>PMT 0201</b>	<b>Shop Math, Blueprints and Measurements (PSAV)</b> 120 clock hours Corequisites: PMT0202, VPI0100, VPI0200, VPI0300
<b>PLA 2465</b>	<b>Bankruptcy Law and Procedure (AS)</b> 2 credits (2 lecture hours)	<b>PMT 0202</b>	<b>Introduction To Machining (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300
<b>PLA 2483</b>	<b>Administrative Law (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0211</b>	<b>Manual Machining (PSAV)</b> 120 clock hours Corequisites: PMT0201, VPI0100, VPI0200, VPI0300
<b>PLA 2600</b>	<b>Administration of Estates (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0228</b>	<b>Advanced CNC Concepts (PSAV)</b> 120 clock hours Corequisites: PMT0259, VPI0100, VPI0200, VPI0300
<b>PLA 2611</b>	<b>Real Estate Law and Property Transactions (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0229</b>	<b>Inspection Methods (PSAV)</b> 120 clock hours Corequisites: PMT0230, VPI0100, VPI0200, VPI0300
<b>PLA 2630</b>	<b>Real Estate Closing and Document Preparation (AS)</b> 3 credits (3 lecture hours) Prerequisite: PLA2611	<b>PMT 0230</b>	<b>Manual Machining - Advanced (PSAV)</b> 120 clock hours Corequisites: PMT0211, VPI0100, VPI0200, VPI0300
<b>PLA 2762</b>	<b>Paralegal Office Systems (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0251</b>	<b>Introduction to CNC Machining (PSAV)</b> 120 clock hours Corequisites: PMT0260, VPI0100, VPI0200, VPI0300
<b>PLA 2800</b>	<b>Family Law (AS)</b> 3 credits (3 lecture hours)	<b>PMT 0258</b>	<b>CNC Milling Methods (PSAV)</b> 120 clock hours Corequisites: PMT0251, VPI0100, VPI0200, VPI0300
<b>PLA 2841</b>	<b>Immigration Law &amp; Procedures (AS)</b> 2 credits (2 lecture hours)	<b>PMT 0259</b>	<b>CNC Lathe Methods (PSAV)</b> 120 clock hours Corequisites: PMT0258, VPI0100, VPI0200, VPI0300
<b>PLS 2220</b>	<b>Plant Propagation (AS)</b> 3 credits (3 lecture hours)		
<b>PMA 2213</b>	<b>Plant Pest Management (AS)</b> 3 credits (3 lecture hours)		
<b>PMT 0108</b>	<b>Introduction to Welding (PSAV)</b> 120 clock hours Corequisites: VPI0100, VPI0200, VPI0300		

<b>PMT 0260</b>	<b>Introduction to CAD/CAM Programming (PSAV)</b> 120 clock hours Corequisites: PMT0510, VPI0100, VPI0200, VPI0300	<b>PRN 0371</b>	<b>Introduction to Medical/Surgical Nursing I (PSAV)</b> 78 clock hours
<b>PMT 0265</b>	<b>Machining Technologies (PSAV)</b> 120 clock hours Corequisites: PMT0228 (or PMT0290), VPI0100, VPI0200, VPI0300	<b>PRN 0372</b>	<b>Introduction to Medical/Surgical Nursing 2 (PSAV)</b> 104 clock hours
<b>PMT 0290</b>	<b>Machining Field Experience I (PSAV)</b> 120 clock hours Corequisites: PMT0259, VPI0100, VPI0200, VPI0300	<b>PRN 0500</b>	<b>Principles of Basic Nursing Skills (PSAV)</b> 90 clock hours
<b>PMT 0291</b>	<b>Machining Field Experience 2 (PSAV)</b> 120 clock hours Corequisites: PMT0228 (or PMT0290), VPI0100, VPI0200, VPI0300	<b>PSC 1341</b>	<b>Physical Science for Today's World (AA)</b> 3 credits (3 lecture hours)
<b>PMT 0500</b>	<b>Manufacturing Methods (PSAV)</b> 120 clock hours Corequisites: PMT0229, VPI0100, VPI0200, VPI0300	<b>PSY 2012</b>	<b>General Psychology (AA)</b> 3 credits (3 lecture hours) (*)
<b>PMT 0510</b>	<b>Manufacturing Methods - Advanced (PSAV)</b> 120 clock hours Corequisites: PMT0500, VPI0100, VPI0200, VPI0300	<b>REA 0001</b>	<b>College Prep Reading I (Prep)</b> 3 institutional credits (3 lecture hours) Corequisite: SLS 1501
<b>POS 1001</b>	<b>Introduction to Political Science (AA)</b> 3 credits (3 lecture hours) (*)	<b>REA 0002</b>	<b>College Prep Reading 2 (Prep)</b> 3 institutional credits (3 lecture hours) Prerequisite: College Placement Score (CPT) of 61 or above or successful completion of REA 0001; Corequisite: SLS 1501
<b>POS 1041</b>	<b>Introduction to American Government (AA)</b> 3 credits (3 lecture hours) (*)	<b>REE 0042</b>	<b>Real Estate Broker (PSAV)</b> 72 clock hours Prerequisites: Must have a real estate license, completed a 45-Hour Post-Licensure Real Estate class and department permission
<b>POS 1041</b>	<b>Honors Introduction to American Government (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>REE 0047</b>	<b>Florida Real Estate Sales Agent (PSAV)</b> 63 clock hours
<b>POS 2112</b>	<b>American State and Local Government (AA)</b> 3 credits (3 lecture hours) Prerequisites: POS1001, POS1041 or permission of instructor (*)	<b>REL 1240</b>	<b>The New Testament (AA)</b> 3 credits (3 lecture hours)
<b>PRN 0005</b>	<b>Fundamentals of Nursing (PSAV)</b> 100 clock hours	<b>REL 2300</b>	<b>Introduction to the Major Religions of the World (AA)</b> 3 credits (3 lecture hours)
<b>PRN 0010</b>	<b>Comprehensive Nursing and Transitional Skills (PSAV)</b> 106 clock hours	<b>RET 1272</b>	<b>Fundamentals of Respiratory Care I (AS)</b> 9 credits (9 lecture hours) Corequisites: RET1272L, RET1874L
<b>PRN 0021</b>	<b>Growth/Development and Nutrition (PSAV)</b> 96 clock hours	<b>RET 1272L</b>	<b>Fundamentals of Respiratory Care I Lab (AS)</b> 3 credits (6 lab hours) Corequisites: RET1272, RET1874L
<b>PRN 0022</b>	<b>Body Structure and Function (PSAV)</b> 69 clock hours	<b>RET 1273</b>	<b>Fundamentals of Respiratory Care 2 (AS)</b> 6 credits (6 lecture hours) Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273L, RET 1875L
<b>PRN 0030</b>	<b>Introduction to Drug Therapy (PSAV)</b> 100 clock hours	<b>RET 1273L</b>	<b>Fundamentals of Respiratory Care 2 Lab (AS)</b> 2 credits (4 lab hours) Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273, RET 1875L
<b>PRN 0100</b>	<b>Maternal and Newborn Health (PSAV)</b> 86 clock hours	<b>RET 1874L</b>	<b>Clinical Internship I (AS)</b> 1 credit (8 lab hours) Corequisites: RET1272 and RET1272L
<b>PRN 0211</b>	<b>Medical-Surgical Nursing I (PSAV)</b> 104 clock hours	<b>RET 1875L</b>	<b>Clinical Internship 2 (AS)</b> 3 credits (24 lab hours) Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273/1273L
<b>PRN 0212</b>	<b>Medical-Surgical Nursing 2 (PSAV)</b> 115 clock hours	<b>RET 1876C</b>	<b>Clinical Internship 3 (AS)</b> 4 credits (3 lecture hours, 12 lab hours) Prerequisites: RET1273/1273L, RET1875L
<b>PRN 0213</b>	<b>Medical-Surgical Nursing 3 (PSAV)</b> 123 clock hours		
<b>PRN 0214</b>	<b>Medical-Surgical Nursing 4 Including Pediatrics (PSAV)</b> 101 clock hours		

<b>RET 2280C</b>	<b>Fundamentals of Respiratory Care Therapy 3 (AS)</b> 7 credits (6 lecture hours, 2 lab hours) Prerequisites: RET 1273/1273L, RET 1876C; Corequisite: RET 2877L	<b>RTE 1523L</b>	<b>Radiographic Procedures 3 Lab (AS)</b> 1 credit (2 lab hours) Prerequisite: RTE1513L; Corequisite: RTE1523
<b>RET 2534C</b>	<b>Fundamentals of Respiratory Care Therapy 4 (AS)</b> 7 credits (6 lecture hours, 2 lab hours) Prerequisites: RET 2280C, RET 2877L; Corequisite: RET 2878L	<b>RTE 1804</b>	<b>Radiographic Clinical Education I (AS)</b> 3 credits (24 clinical hours) Corequisite: RTE 1503
<b>RET 2877L</b>	<b>Clinical Internship 4 (AS)</b> 2 credits (16 lab hours) Prerequisite: RET1876C; Corequisite: RET2280C	<b>RTE 1814</b>	<b>Radiographic Clinical Education 2 (AS)</b> 2 credits (18 clinical hours) Prerequisite: RTE1804; Corequisite: RTE1513
<b>RET 2878L</b>	<b>Clinical Internship 5 (AS)</b> 2 credits (16 lab hours) Prerequisites: RET 2877L; Corequisite: RET 2534C	<b>RTE 1824</b>	<b>Radiographic Clinical Education 3 (AS)</b> 3 credits (24 clinical hours) Prerequisite: RTE1814; Corequisite: RTE1523
<b>RMI 0091</b>	<b>Property and Casualty/General Lines (PSAV)</b> 200 clock hours	<b>RTE 2130</b>	<b>Pharmacology for Medical Imaging (AS)</b> 3 credits (3 lecture hours) Prerequisites: RTE2563 or Registered Technologist; Corequisite: RTE2854
<b>RMI 0092</b>	<b>Life, Health and Variable Annuities (PSAV)</b> 40 clock hours	<b>RTE 2385</b>	<b>Radiobiology (AS)</b> 3 credits (3 lecture hours) Prerequisite: RTE2613
<b>RMI 0093</b>	<b>Insurance Customer Service Representative (PSAV)</b> 40 clock hours	<b>RTE 2473L</b>	<b>Radiography Seminar (AS)</b> 2 credits (4 lab hours) Corequisite: RTE2385
<b>RMI 0635</b>	<b>Insurance Claims Adjuster (PSAV)</b> 40 clock hours	<b>RTE 2533</b>	<b>Radiographic Procedures 4 (AS)</b> 3 credits (3 lecture hours) Prerequisite: RTE1523; Corequisites: RTE2533L and RTE2834
<b>RTE 1000</b>	<b>Introduction to Radiography (AS)</b> 3 credits (3 lecture hours) Prerequisite: Program Admission	<b>RTE 2533L</b>	<b>Radiographic Procedures 4 Lab (AS)</b> 1 credit (2 lab hours) Corequisite: RTE2533
<b>RTE 1401</b>	<b>Radiographic Imaging 1 (AS)</b> 2 credits (2 lecture hours) Prerequisite: RTE1000; Corequisite: RTE1401L	<b>RTE 2563</b>	<b>Advanced Medical Imaging (AS)</b> 3 credits (3 lecture hours) Prerequisite: RTE2533; Corequisite: RTE2844
<b>RTE 1401L</b>	<b>Radiographic Imaging 1 Lab (AS)</b> 1 credit (2 lab hours) Prerequisite: RTE1000; Corequisite: RTE1401	<b>RTE 2571</b>	<b>Computed Tomography I (ATC)</b> 3 credits (3 lecture hours) Pre or Corequisite: RTE 2762
<b>RTE 1457</b>	<b>Radiographic Imaging 2 (AS)</b> 2 credits (2 lecture hours) Prerequisite: RTE1401; Corequisite: RTE1457L	<b>RTE 2571L</b>	<b>Computed Tomography Clinical Education (ATC)</b> 3 credits (18 clinical hours)
<b>RTE 1457L</b>	<b>Radiographic Imaging 2 Lab (AS)</b> 1 credit (2 lab hours) Prerequisite: RTE1401L; Corequisite: RTE1457	<b>RTE 2575</b>	<b>Introduction to Magnetic Resonance Imaging (ATC)</b> 3 credits (3 lecture hours) Prerequisite: Must be ARRT(R) or registry eligible; Prerequisite or corequisite: RTE 2762
<b>RTE 1503</b>	<b>Radiographic Procedures 1 (AS)</b> 3 credits (3 lecture hours) Prerequisite: Program Admission; Corequisites: RTE1503L and RTE1804	<b>RTE 2576</b>	<b>Magnetic Resonance Imaging 2 (ATC)</b> 3 credits (3 lecture hours)
<b>RTE 1503L</b>	<b>Radiographic Procedures 1 Lab (AS)</b> 1 credit (2 lab hours) Prerequisite: Program Admission; Corequisite: RTE1503	<b>RTE 2576L</b>	<b>Magnetic Resonance Imaging Clinical Education 2 (ATC)</b> 3 credits (24 lab hours) Corequisite: RTE2575L
<b>RTE 1513</b>	<b>Radiographic Procedures 2 (AS)</b> 2 credits (2 lecture hours) Prerequisite: RTE1503; Corequisites: RTE1513L and RTE1814	<b>RTE 2577L</b>	<b>Magnetic Resonance Imaging Clinical Education 1 (ATC)</b> 3 credits (24 lab hours) Prerequisite: Instructor approval is required
<b>RTE 1513L</b>	<b>Radiographic Procedures 2 Lab (AS)</b> 1 credit (2 lab hours) Prerequisite: RTE1503L; Corequisite: RTE1513	<b>RTE 2613</b>	<b>Radiologic Physics (AS)</b> 3 credits (3 lecture hours) Prerequisite: RTE1457
<b>RTE 1523</b>	<b>Radiographic Procedures 3 (AS)</b> 3 credits (3 lecture hours) Prerequisite: RTE1513; Corequisites: RTE1523L and RTE1824	<b>RTE 2762</b>	<b>Cross Sectional Anatomy (AS)</b> 3 credits (3 lecture hours)

<b>RTE 2834</b>	<b>Radiographic Clinical Education 4 (AS)</b> 3 credits (24 clinical hours) Prerequisite: RTE1824; Corequisite: RTE2533	<b>SON 1121</b>	<b>Sonographic OB/GYN 1 (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1100 and SON1311; Corequisites: SON1000, SON1111, SON1614
<b>RTE 2844</b>	<b>Radiographic Clinical Education 5 (AS)</b> 2 credits (18 clinical hours) Prerequisite: RTE2834; Corequisite: RTE2563	<b>SON 1122</b>	<b>Sonographic OB/GYN 2 (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1111, SON1121, and SON1614; Corequisites: SON1112, SON1618, and SON1001
<b>RTE 2854</b>	<b>Radiographic Clinical Education 6 (AS)</b> 3 credits (24 clinical hours) Prerequisite: RTE2844; Corequisite: RTE2130	<b>SON 1170</b>	<b>Sonography of the Circulatory System (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1112, SON1122, SON1814L; Corequisite: SON1824L
<b>RTV 1100C</b>	<b>Writing for Broadcast and Documentary Production (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>SON 1311</b>	<b>Sonography Cross Sectional Anatomy (AS)</b> 2 credits (2 lecture hours) Corequisite: SON1100
<b>RTV 1201C</b>	<b>Videography (AS)</b> 3 credits (2 lecture hours, 2 lab hours)	<b>SON 1614</b>	<b>Medical Sonographic Physics 1 (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1100, SON1311; Corequisites: SON1000, SON1111 and SON1121
<b>RTV 2333C</b>	<b>Documentary Production (AS)</b> 4 credits (3 lecture hours, 2 lab hours)	<b>SON 1618</b>	<b>Medical Sonographic Physics 2 (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1111, SON1121 and SON1211; Corequisites: SON1112, SON1122 and SON1001
<b>RTV 2710</b>	<b>Freelance Producing for the Broadcast Industry (AS)</b> 3 credits (3 lecture hours)	<b>SON 1804L</b>	<b>Clinical Education 1 (AS)</b> 3 credits (24 clinical hours) Prerequisites: SON1100 and SON1311; Corequisites: SON1111, SON1121 and SON1614
<b>SBM 2000</b>	<b>Small Business Management (AS)</b> 3 credits (3 lecture hours)	<b>SON 1814L</b>	<b>Clinical Education 2 (AS)</b> 3 credits (24 clinical hours) Prerequisites: SON1111, SON1211 and SON1804L; Corequisites: SON1112, SON1122 and SON1618
<b>SLS 1300</b>	<b>Career Self-Assessment (AA)</b> 1 credit (1 lecture hour)	<b>SON 1824L</b>	<b>Clinical Education 3 (AS)</b> 4 credits (32 clinical hours) Prerequisites: SON1112, SON1122 and SON1814L
<b>SLS 1301</b>	<b>Career Development (AA)</b> 3 credits (3 lecture hours)	<b>SOP 2740</b>	<b>Feminist Psychology (AA)</b> 3 credits (3 lecture hours)
<b>SLS 1302</b>	<b>Career Information and Decision-Making (AA)</b> 1 credit (1 lecture hour)	<b>SPC 1017</b>	<b>Fundamentals of Speech Communication (AA)</b> 3 credits (3 lecture hours)(*)
<b>SLS 1303</b>	<b>Job Search (AA)</b> 1 credit (1 lecture hour)	<b>SPC 1017</b>	<b>Honors Fundamentals of Speech Communication (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
<b>SLS 1501</b>	<b>Strategies for College Success (AA)</b> 3 credits (3 lecture hours)	<b>SPC 2052</b>	<b>Voice and Diction (AA)</b> 3 credits (3 lecture hours)
<b>SLS 2261</b>	<b>Leadership Development (AA)</b> 3 credits (3 lecture hours) Prerequisites: ENC 1101 or ENC 1121, SPC 1017 (With permission of the instructor, any and/or all prerequisites may be waived)	<b>SPC 2300</b>	<b>Introduction to Interpersonal Communication (AA)</b> 3 credits (3 lecture hours)
<b>SON 1000</b>	<b>Practical Aspects of Sonography 1 (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1100 and SON1311; Corequisites: SON1111, SON1121 and SON1614	<b>SPC 2511</b>	<b>Argumentation and Debate (AA)</b> 3 credits (3 lecture hours) Prerequisite: SPC 1017 or permission of instructor
<b>SON 1001</b>	<b>Practical Aspects of Sonography 2 (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1111, SON1614, SON1000; Corequisites: SON 1112, SON 1618, SON 1814L	<b>SPC 2608</b>	<b>Public Speaking (AA)</b> 3 credits (3 lecture hours) Prerequisite: SPC 1017 or permission of instructor
<b>SON 1100</b>	<b>Principles and Protocols of Sonography (AS)</b> 3 credits (3 lecture hours) Corequisite: SON1311	<b>SPN 1120</b>	<b>Elementary Spanish I (AA)</b> 4 credits (4 lecture hours)(*)
<b>SON 1111</b>	<b>Abdominal Sonography 1 (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1100 and SON1311; Corequisites: SON1000, SON1121 and SON1614		
<b>SON 1112</b>	<b>Abdominal Sonography 2 (AS)</b> 3 credits (3 lecture hours) Prerequisites: SON1111, SON1121, and SON1614; Corequisites: SON1122, SON1618, and SON1001		

<b>SPN 1120</b>	<b>Honors Elementary Spanish I (AA)</b> 4 credits (4 lecture hours) Prerequisite: Admission to the Honors College (*)	<b>STS 0256L</b>	<b>Surgical Specialties 2 Clinical (PSAV)</b> 184 clock hours
<b>SPN 1121</b>	<b>Elementary Spanish 2 (AA)</b> 4 credits (4 lecture hours) Prerequisite: SPN 1120 or equivalent (*)	<b>STS 0805</b>	<b>Perioperative Anatomy and Medical Terminology (PSAV)</b> 48 clock hours
<b>SPN 1121</b>	<b>Honors Elementary Spanish II (AA)</b> 4 credits (4 lecture hours) Prerequisite: SPN 1120 or equivalent and admission to the Honors College (*)	<b>STS 0805L</b>	<b>Perioperative Anatomy Lab (PSAV)</b> 48 clock hours
<b>SPN 2200</b>	<b>Intermediate Spanish I (AA)</b> 3 credits (3 lecture hours) Prerequisite: SPN 1121 or equivalent (*)	<b>STS 0949C</b>	<b>Clinical Practicum (PSAV)</b> 185 clock hours
<b>SPN 2201</b>	<b>Intermediate Spanish 2 (AA)</b> 3 credits (3 lecture hours) Prerequisite: SPN 1121 or permission of department chair (*)	<b>SUR 1101C</b>	<b>Basic Surveying and Mapping (AS)</b> 3 credits (2 lecture hours, 2 lab hours)
<b>SPN 2240</b>	<b>Intermediate Conversational Spanish I (AA)</b> 3 credits (3 lecture hours) Prerequisite: SPN 1121 or equivalent	<b>SWS 1102</b>	<b>Soils and Fertilizers (AS)</b> 3 credits (3 lecture hours)
<b>SPN 2241</b>	<b>Intermediate Conversational Spanish 2 (AA)</b> 3 credits (3 lecture hours) Prerequisite: SPN 1121 or equivalent	<b>SYG 1230</b>	<b>American Minorities Today (AA)</b> 3 credits (3 lecture hours)
<b>STA 1021</b>	<b>Probability and Statistics (AA)</b> 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	<b>SYG 1251</b>	<b>Cross-Cultural Communication (AA)</b> 3 credits (3 lecture hours)
<b>STA 2023</b>	<b>Statistics (AA)</b> 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 (*)	<b>SYG 2000</b>	<b>Introduction to Sociology (AA)</b> 3 credits (3 lecture hours) (*)
<b>STA 2023</b>	<b>Honors Statistics (AA)</b> 3 credits (3 lecture hours) Prerequisite: A grade of C or better in MAT 1033 and admission to the Honors College (*)	<b>SYG 2000</b>	<b>Honors Introduction to Sociology (AA)</b> 3 credits (3 lecture hours) Prerequisite: Admission to the Honors College (*)
<b>STS 0003</b>	<b>Introduction to Surgical Technology (PSAV)</b> 96 clock hours	<b>SYG 2010</b>	<b>American Social Problems (AA)</b> 3 credits (3 lecture hours) (*)
<b>STS 0003L</b>	<b>Introduction to Clinical Practicum (PSAV)</b> 48 clock hours	<b>SYG 2361</b>	<b>Death and Dying (AA)</b> 3 credits (3 lecture hours)
<b>STS 0005C</b>	<b>Principles of Asepsis (PSAV)</b> 96 clock hours	<b>SYG 2430</b>	<b>Marriage and Family (AA)</b> 3 credits (3 lecture hours)
<b>STS 0008</b>	<b>Pharmacology for the Surgical Technologist (PSAV)</b> 48 clock hours	<b>TAX 2000</b>	<b>Federal Income Tax I (AS)</b> 3 credits (3 lecture hours) Prerequisite: ACG 2022 or instructor permission required
<b>STS 0120</b>	<b>Surgical Specialties I (PSAV)</b> 32 clock hours	<b>TAX 2010</b>	<b>Federal Income Tax 2 (AS)</b> 3 credits (3 lecture hours) Prerequisite: TAX 2000 or equivalent
<b>STS 0121</b>	<b>Surgical Specialties 2 (PSAV)</b> 32 clock hours	<b>THE 1000</b>	<b>Theatre Appreciation (AA)</b> 3 credits (3 lecture hours) (*)
<b>STS 0150C</b>	<b>Surgical Technology Procedures (PSAV)</b> 96 clock hours	<b>THE 2051</b>	<b>Theater for a Children's Audience (AA)</b> 3 credits (3 lecture hours)
<b>STS 0155L</b>	<b>Operating Room Technique (PSAV)</b> 96 clock hours	<b>THE 2300</b>	<b>Dramatic Literature (AA)</b> 3 credits (3 lecture hours) Prerequisite: THE 1000
<b>STS 0255L</b>	<b>Surgical Specialties I Clinical (PSAV)</b> 184 clock hours	<b>THE 2925 R</b>	<b>Play Production (AA)</b> 1 credit (2 lab hours)
		<b>TPA 1200</b>	<b>Stagecraft I (AA)</b> 3 credits (3 lecture hours)
		<b>TPA 1211</b>	<b>Advanced Stagecraft (AA)</b> 3 credits (3 lecture hours) Prerequisite: TPA 1200
		<b>TPA 2290 R</b>	<b>Technical Theater Lab I (AA)</b> 1 credit (2 lab hours)
		<b>TPP 1120 R</b>	<b>Improvisation for Actors (AA)</b> 1 credit (2 lab hours)

- TPP 1600** **Playwriting (AA)**  
*3 credits (3 lecture hours)*
- TPP 2100** **Acting I (AA)**  
*3 credits (3 lecture hours)*  
*Prerequisite: THE 1000 or special permission of the department chair*
- TPP 2111** **Acting 2 (AA)**  
*3 credits (3 lecture hours)*  
*Prerequisite: TPP 2100 or permission of department chair*
- TPP 2190 R** **Rehearsal and Performance I (AA)**  
*1 credit (2 lab hours)*
- TPP 2300** **Directing (AA)**  
*3 credits (3 lecture hours)*  
*Prerequisites: THE1000, TPP2100, TPA1200*
- 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)*
- VEC 1201** **Vegetable Growing and Edible Landscaping (AS)**  
*3 credits (3 lecture hours)*
- VPI 0100** **Vocational Preparatory Reading (PSAV PREP)**  
*20 clock hours*
- VPI 0200** **Vocational Preparatory Mathematics (PSAV PREP)**  
*30 clock hours*
- VPI 0300** **Vocational Preparatory Language (PSAV PREP)**  
*20 clock hours*
- WOH 1012** **Ancient and Medieval History (AA)**  
*3 credits (3 lecture hours)*
- WOH 1022** **Modern World History (AA)**  
*3 credits (3 lecture hours)*
- ZOO 2303** **Vertebrate Zoology (AA)**  
*3 credits (3 lecture hours)*  
*Prerequisites: BSC1011 and BSC1011L;*  
*Corequisite: ZOO2303L*
- ZOO 2303L** **Vertebrate Zoology Laboratory (AA)**  
*1 credit (3 lab hours)*  
*Prerequisites: BSC1011 and BSC1011L;*  
*Corequisite: ZOO2303*

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Ph.D., Florida Atlantic University  
Professor III, Geography

**MacMullen, Michael**

M.M., Arizona State University  
Associate Professor, Music

**Madson, Richard R.**

M.S., Brigham Young University  
Professor I, Health Education

**Manesh, Madjid (Mike)**

M.S., Nova Southeastern University  
Associate Professor, Mathematics

**Marshall, Deborah J.**

M.S.N., University of South Florida  
Professor I, Nursing

**Marshall, Richard A.**

M.S., University of Kansas  
Associate Professor, Student Success

**Martin, Sharon**

M.A., University of West Florida  
Associate Professor, Speech Communications

**Martin, Tommy**

M.S., Nova Southeastern University  
Associate Professor, Computer Science

**Martin, Victoria R.**

M.F.A., University of Miami  
Associate Professor, Art

**Marx, Lourdes I.**

M.A., University of Florida  
Associate Professor, English for Academic Purposes

**Mason-Egan, Pamela**

Ed.D., Hofstra University  
Professor I, Student Success

**Maxwell, Judy**

B.S., Embry-Riddle Aeronautical University  
Assistant Professor, Aviation

**McBrayer, Cheri**

B.S.N., Florida Atlantic University  
Instructor, Practical Nursing

**McCauley, Judith A.**

M.A., New York University  
Associate Professor, Dental Health Services

**McDermott, Rachel M.**

B.A., Florida Atlantic University  
Assistant Professor, English

**McDonald, Nancy**

M.A., Western Kentucky University  
Associate Professor, English

**McDonald, Patricia**

M.A., Florida Atlantic University  
Associate Professor, English

**McGaughey, Marilee**

M.A., University of Tennessee  
Associate Professor, Dental Hygiene

**McGavin, Daniel**

Ph.D., Michigan Technological University  
Professor III, English

**McKenna, Robert E.**

B.S., Temple University  
Instructor, Trade & Industry (Welding)

**McLaughlin, Idell W.**

M.A., Atlanta University  
Associate Professor, English

**Mears, Lisa A.**

M.Ed., University of Central Florida  
Associate Professor, Business

**Mendez-Hasselman, Wendy**

M.A., University of Colorado  
Professor I, Foreign Language

**Middleton, Sallie**

Ph.D., Florida International University  
Professor I, History

**Miles, Jessica**

M.S., Florida Atlantic University  
Professor II, Environmental Science

**Miles, Michael T.**

Ed.D., Nova Southeastern University  
Professor III, Psychology

**Millas, Joseph J.**

M.A., Louisiana State University  
Professor II, Speech Communications

**Miquel, Louise C.**

Certificate of Medical Transcription, Palm Beach State College  
Instructor, Medical Transcription

**Mkpong, Offiong E.**

Ph.D., Ohio State University  
Professor III, Biology

**Montalban, Juana**

Certificate of Cosmetology, Wilfred Academy Beauty School  
Instructor, Cosmetology

**Montalvo, Gladys B.**

Ed.D., Nova Southeastern University  
Professor III, Reading

**Montonen, Jane**

M.B.A., Florida Atlantic University  
Associate Professor, Business

**Moore, Diana**

M.S., Drexel University  
Associate Professor, Library Learning Resource Center

**Munro, Sophia I.**

M.S.O.T., Boston University  
Professor II, Reading

**Murcia, Jeanne A.**

M.S., Fairleigh Dickinson University  
Associate Professor, Computer Science

**Murphy, John A. D.**

Ph.D., Florida Atlantic University  
Professor III, Accounting

**Myers, Kenneth**

M.L.S., Florida State University  
Counselor/Associate Professor,  
Library Learning Resource Center

**Myslivecek, Paula**

M.S., Queen's University  
Associate Professor, Health Education

**Naylor, Heather**

M.A., New York University  
Professor I, Sociology

**Nguyen, Lam**

D.Mgt., Webster University  
Professor I, Supervision & Management

**Nixon, David H.**

M.A., Florida Atlantic University  
Associate Professor, English

- O'Brien, Gerald**  
M.S., Mississippi State University  
Associate Professor, Physical Science
- Osavio, June E.**  
M.S.N., University of Phoenix  
Associate Professor, Nursing
- Osterman, Patricia**  
M.A., Indiana University  
Professor I, English
- Pachter, Marcie**  
M.A., Indiana State University  
Associate Professor, Speech Communications
- Pacovsky, Raymond**  
Ph.D., Michigan State University  
Professor II, Biology
- Pain, Karen**  
M.S., Nova Southeastern University  
Associate Professor, Mathematics
- Panai, Carmen M.**  
B.S.N., University of Alberta  
Instructor, Practical Nursing
- Pannozzo, Pamela**  
J.D., University of South Carolina  
Professor I, Biology
- Pasapane, Lois**  
M.S., Nova Southeastern University  
Associate Professor, Social Science
- Pate, Glenn**  
M.S., University of Kentucky  
Associate Professor, Accounting
- Patel, Dharmesh**  
M.Arch., University of California  
Associate Professor, Architecture
- Peck, Edwin T.**  
M.A., New York University  
Associate Professor, English
- Peifer-Neil, Nancy M.**  
M.A., Walden University  
Associate Professor, Nursing
- Pena-Lopez, Jessica**  
M.S., Florida Atlantic University  
Professor I, Mathematics
- Perruso, Stacey**  
B.A., Oakland University  
Instructor, Cosmetology
- Peters, Jeffrey C.**  
M.A., Montclair State University  
Counselor/Associate Professor, Student Services
- Piccolino, Anthony**  
Ed.D., Columbia University  
Professor III, Mathematics
- Pleasant, Rebecca**  
M.S.N, University of Virginia  
Professor I, Nursing
- Policy, Carole**  
Ph.D., Florida State University  
Professor III, English
- Porro, Ana M.**  
Ed.S., Florida Atlantic University  
Professor II, Mathematics
- Proctor, Roberta**  
M.A., Purdue University  
Associate Professor, English
- Pryzby, Barbara J.**  
M.S.N., Florida Atlantic University  
Associate Professor, Nursing
- Rajcoomar, Bob**  
M.D., University of Saskatchewan  
Professor III, Health Education
- Randolph, Terrell H.**  
M.S., Auburn University at Montgomery  
Associate Professor, Political Science
- Ray, Charlie L.**  
Ph.D., Florida State University  
Professor III, Biology
- Ray, Magdala**  
Ed.D., Florida Atlantic University  
Professor I, Student Success
- Raza, Asif**  
Ph.D., Loyola University  
Professor III, Sociology
- Ribar, John E.**  
M.A., Rutgers University  
Associate Professor, English
- Richmond, Sandra S.**  
Ed.D., Florida Atlantic University  
Professor III, Education
- Rogers, Estaline**  
M.L.S., University of South Florida  
Counselor/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
- Rosenthal, Ira**  
M.S., University of South Carolina  
Associate Professor, Mathematics
- Rudayeva, Yelena**  
M.A., Odessa State University  
Associate Professor, Biology
- Rueda-De-Leon, Rolando**  
Ph.D., Nova Southeastern University  
Professor III, Information Management
- Ruffin, Derrick**  
Ed.D., Nova Southeastern University  
Professor III, Mathematics
- Russal, Barry K.**  
Ph.D., Kent State University  
Professor III, Speech Communications
- Salzinger, Samantha**  
M.F.A, Yale University  
Associate Professor, Art
- Scheffer, Barbara J.**  
J.D., Nova Southeastern University  
Professor III, Legal Assisting
- Scheurer, Vicki F.**  
M.A., Florida Atlantic University  
Associate Professor, English
- Schmidt, Wawiese J.**  
M.S., University of Delaware  
Associate Professor, Biology
- Seenath, Lystra**  
M.A., Florida Atlantic University  
Associate Professor, Sociology
- Sellars, Trineshia**  
M.S., Florida Agricultural & Mechanical University  
Associate Professor, Chemistry
- Seminario, Michael**  
M.F.A., Florida State University  
Associate Professor, Motion Picture & TV Technology
- Setterlund, Susan**  
M.A., University of South Florida  
Counselor/Associate Professor, Library Learning Resource Center
- Sfiropoulos, Mike**  
M.A., Florida Atlantic University  
Professor I, English for Academic Purposes
- Sharlin, Judith**  
Ph.D., Tufts University  
Professor I, Nutrition
- Sharp, Barbara**  
M.Ed., Florida Atlantic University  
Associate Professor, Mathematics
- Shaver, Vicki**  
Ed.D., Florida Atlantic University  
Professor III, Radiography
- Shepardson, Richard G.**  
Ph.D., Indiana University of Pennsylvania  
Professor II, English for Academic Purposes

**Shreve, Richard**  
Ph.D., Illinois Institute of Technology  
Associate Professor, Chemistry

**Siassi, Tony**  
M.S., Nova Southeastern University  
Associate Professor, Mathematics

**Simmons, Vanger A.**  
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Associate Professor, Student Success

**Singer, Doreen L.**  
B.A., Johnson and Wales University  
Instructor, Surgical Technology

**Siniscalchi, Timothy**  
M.S.T., Boston College  
Associate Professor, Mathematics

**Sipes, Ann M.**  
M.S.N., Florida Atlantic University  
Associate Professor, Nursing

**Slesinger, Victor**  
M.A., Pennsylvania State University  
Associate Professor, Foreign Language

**Smith, Sean P.**  
M.L.S., Mercer University  
Professor I, History

**Sooklall, Raywattie**  
M.S., City University of New York  
Associate Professor, Nursing

**Spencer, Stephen R**  
A.A.S., Excelsior College  
Instructor, Automotive Technology

**St. Pierre, Karin L.**  
M.A., Florida Atlantic University  
Professor II, English

**Steff, Julia A.**  
B.S., Stephens College  
Assistant Professor, Health Information  
Management

**Stemle, Steven**  
M.S., Southern Illinois University  
Associate Professor, Science,  
Earth/Physical

**Stephens, Sherry**  
M.F.A., Pratt Institute  
Associate Professor, Art

**Stonecipher, Melissa**  
M.A., City University of New York  
Associate Professor, English

**Streicher, Lee**  
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Associate Professor, Criminal Justice

**Stuart-Tuggle, Gracelyn V.**  
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University  
Professor I, Accounting

**Sullivan, Clark**  
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Associate Professor, Mathematics

**Sullivan, Jeannette C.**  
M.A., Institute of Transpersonal  
Psychology  
Associate Professor, Student Success

**Sundquist, Jeffrey J.**  
M.S., University of Wisconsin  
Associate Professor, Physical Science

**Talebi, Massoud (Mike)**  
M.S., Michigan State University  
Professor I, Mathematics

**Taylor, Kristy K.**  
M.S., Touro University International  
Professor I, Health Education

**Thomasson, Gary D.**  
M.S., University of Tennessee  
Associate Professor, Mathematics

**Thorsen, Deborah**  
M.S., University of Georgia  
Professor I, Economics

**Tierney, Patrick**  
M.A., Youngstown State University  
Associate Professor, English

**Tomei, Gail B.**  
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Counselor/Associate Professor,  
Student Services

**Toohey, Patricia**  
M.S., State University of New York  
at New Paltz  
Associate Professor, Mathematics

**Treanor, John**  
A.S., Palm Beach State College  
Assistant Professor, EMS/Paramedic

**Trezise, Lynn**  
M.A., University of Florida  
Associate Professor, Architecture

**Trupin, Andrew S.**  
Ph.D., University of Colorado  
Professor III, Physics

**Tuisku, Connie**  
M.L.S., University of Michigan  
Associate Professor, Library Learning  
Resource Center

**Urbanek, Susan**  
M.F.A., Vermont College  
of Norwich University  
Professor I, Art

**Venereo, Jesus**  
M.D., The Higher Institute of Medical  
Sciences of Havana  
Instructor, Medical Office (Medical  
Assistant)

**Vitrano, Mary**  
M.B.A., Adelphi University  
Associate Professor, Computer Science

**Walecki, Wojciech**  
Ph.D., Brown University  
Professor I, Physical Science

**Webber, Allen L.**  
M.M., Miami University  
Professor II, Music

**Weiss, Kerry**  
Instructor, Firefighter

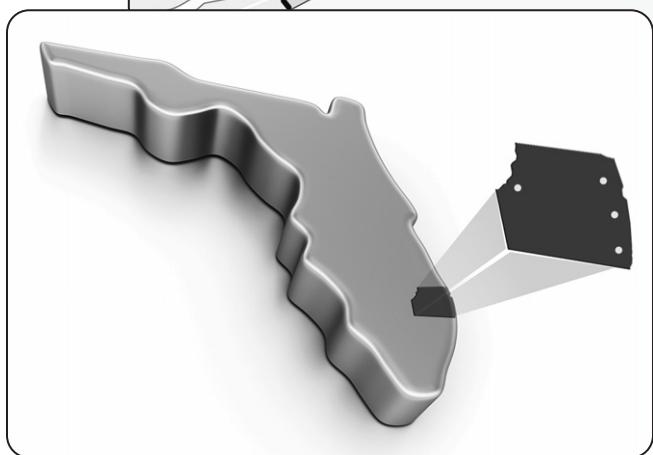
**Weissman, Nancy**  
Ph.D., Florida Atlantic University  
Professor II, Respiratory Therapy

**Williams, Sandra K.**  
M.S., Illinois State University  
Professor II, Art

**Wilson, Rose**  
M.A., Florida Atlantic University  
Associate Professor, Mathematics

**Wolesensky, Bobette**  
M.A., University of Nebraska-Lincoln  
Associate Professor, Speech  
Communications

**Yale, Mindy**  
Certificate of Massage Therapy,  
Boca Raton Institute  
Instructor, Massage Therapy



**Palm Beach State College**  
locations and centers throughout  
Palm Beach County

**Belle Glade**  
1977 College Drive

**Boca Raton**  
3000 Saint Lucie Avenue

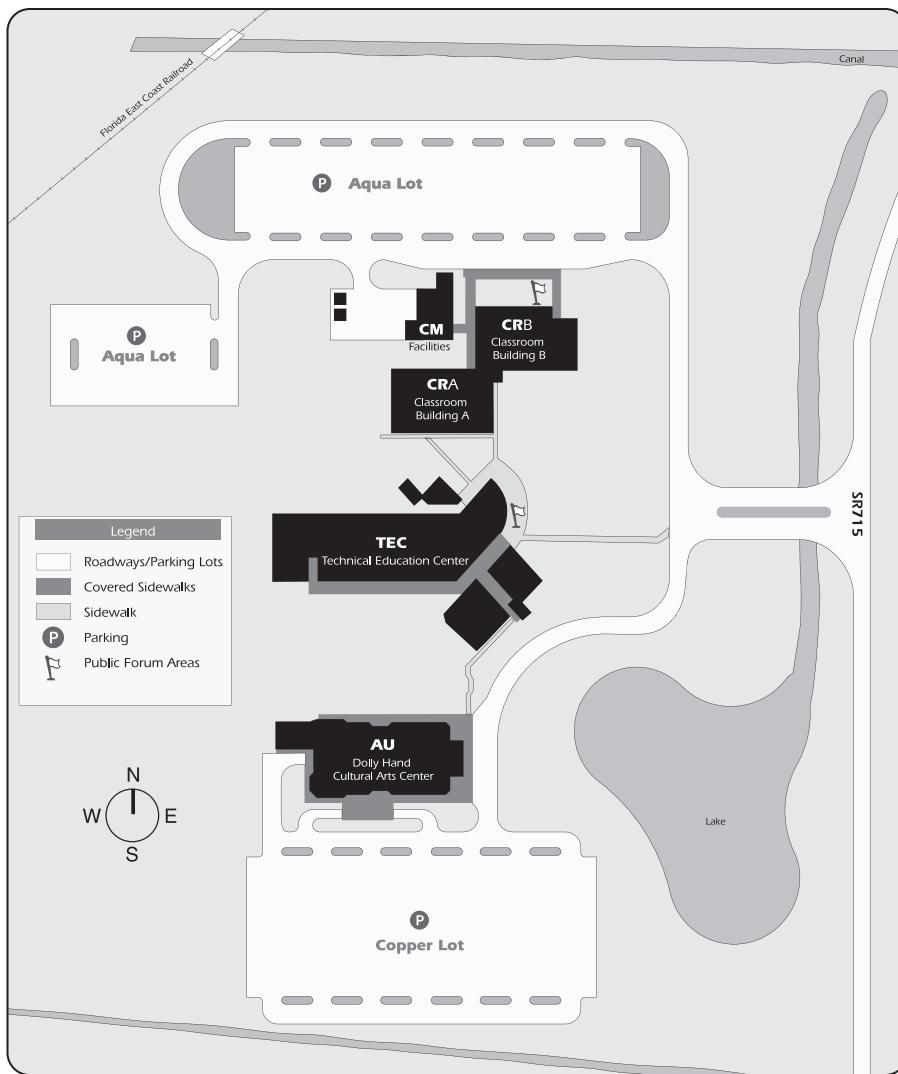
**Lake Worth**  
4200 Congress Avenue

**Palm Beach Gardens**  
3160 PGA Boulevard

**West Palm Beach**  
812 Fern Street

**College Information Center**

**561-967-7222**



**AU - Dolly Hand Cultural Arts Center**

**CRA - Registration & Classrooms**

Administration  
Testing Center  
Computer Center  
Financial Aid  
Cashier  
Prep Lab  
Provost's Office  
Security

**CRB - Classrooms**

Library Learning Resource Center  
Bookstore  
Student Lounge / Café

**CM - Facilities**

**TEC - Technical Education Center**

Construction Trades  
Cosmetology  
Criminal Justice  
Sugar Technology  
Welding



## DIRECTIONS

### From I-95:

Proceed west on Southern Blvd. (SR 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. The College is on the right.

### From the Florida Turnpike:

Exit at Southern Blvd. (SR 80). Proceed west on SR 80 approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto SR 715 and continue through the business area. The College is on the right.





**AD - Administration/District Offices**

G. TONY TATE BLDG.

1ST FLOOR:

College Relations & Marketing  
Human Resources

2ST FLOOR:

Advancement & Communications  
General Counsel  
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**

Dr. Kathryn W. Davis  
Global Education Center

**CM - Central Mechanical**

**CN - Concession Stand / Press Box**

**CJA - E Criminal Justice A - E**

**CRA - General Classrooms A**

Foundation  
Provost's Office

**CRB - General Classrooms B**

**CE - Continuing Education**

PAUL W. GRAHAM BLDG.

Early Childhood Education  
College Information Center  
Crossroads  
Dean of Academic Affairs  
Grants/Resource Development  
Institute of Teacher Education  
Multimedia Boardroom

**CS - College Wide Services**

College Registrar  
Graduation Office  
Outreach Services  
Student Support Services

**CT - Counseling & Testing**

STUDENT SERVICES CENTER

Academic Advisement  
Career Center  
Disability Support Services  
Testing Center

**DH - Dental Health**

**DW - Central Receiving/Facilities**

**ETA - Education and Training Center**

Dean of Business, Trade & Industry  
Dean of Health Sciences  
& Public Safety  
Business Applications  
Commercial HVAC  
Computer Applications  
Electrical  
Emergency Medical Services (EMS)  
Health (Corporate & Continuing Ed)  
Health Information Management  
Machining Technology  
Math Lab  
Medical Assistant  
Medical Coder/Biller  
Medical Transcription  
Plumbing  
Practical Nursing  
Professional Pilot  
Sheet Metal  
Surgical Technology  
Vocational Preparatory  
Instruction (VPI)

**ETB - Education and Training Center**

Automotive bays

**ETC - Education and Training Center**

Automotive Service Technology

**ETD - Education and Training Center**

Carpentry  
Cosmetology  
Diesel Mechanics  
Emergency Medical Tech. (EMT)  
Welding

**FAC - Fire Academy Complex**

**FC - Facilities Central**

**FD - Facilities District**

CLAUDE A. EDWARDS BLDG.

**FN - Finance**

\$ - Cashier

**FT - Wellness Center**

**HU - Humanities**

**IT - Information Technology**

**LLRC - Library**

HAROLD C. MANOR BLDG.  
Library Learning Resource Center  
Media Technology & Instructional  
Services (MTIS)

**NS - Natural Science**

Science Classrooms  
Science Labs

**OF - Office Building**

PantherCard

**PE/GYM - Gymnasium**

ELISABETH W. ERLING BLDG.

**PG - Student Services Center**

PAUL J. GLYNN BLDG.

Admissions/Registration

Dean of Student Services

Financial Aid

International Admissions

Limited Access Admissions

New Student Enrollment

Web Registration

**PS - Purchasing Dept/Print Shop**

**PSA - Public Safety Training Center**

**SAC - Student Activities Center**

Student Organizations

**SCA - Science A**

Center for Early Learning  
Fire Academy  
TRIO Educational Opportunity Center  
Talent Search  
Upward Bound  
Wattenbarger Conference Center

**SCC - Classrooms**

**SCE - Security**

**SB - Softball Field Box / Restrooms**

**SS - Social Science**

BRITTON G. SAYLES BLDG

**TC - Technology Center**

COUNT AND COUNTESS DE HOERNLE BLDG.

Academic Services  
CAD/Drafting Lab  
Computer Lab  
Dean of Curriculum, Planning  
& Research  
Emergency Management  
EMS/Fire (Corporate & Continuing Ed)  
Graphic Design Lab  
Honors College  
Institutional Research  
& Effectiveness

Student Learning Center:

EAP/English/Reading Labs

**TE - Technical Education**

Dean of Baccalaureate Studies  
Bachelor of Applied Science  
(BAS Degree)

**TL - Technical Laboratory**

**VL - Vocational Lab**

Patient Care Assistant

**DIRECTIONS**

*From I-95:*

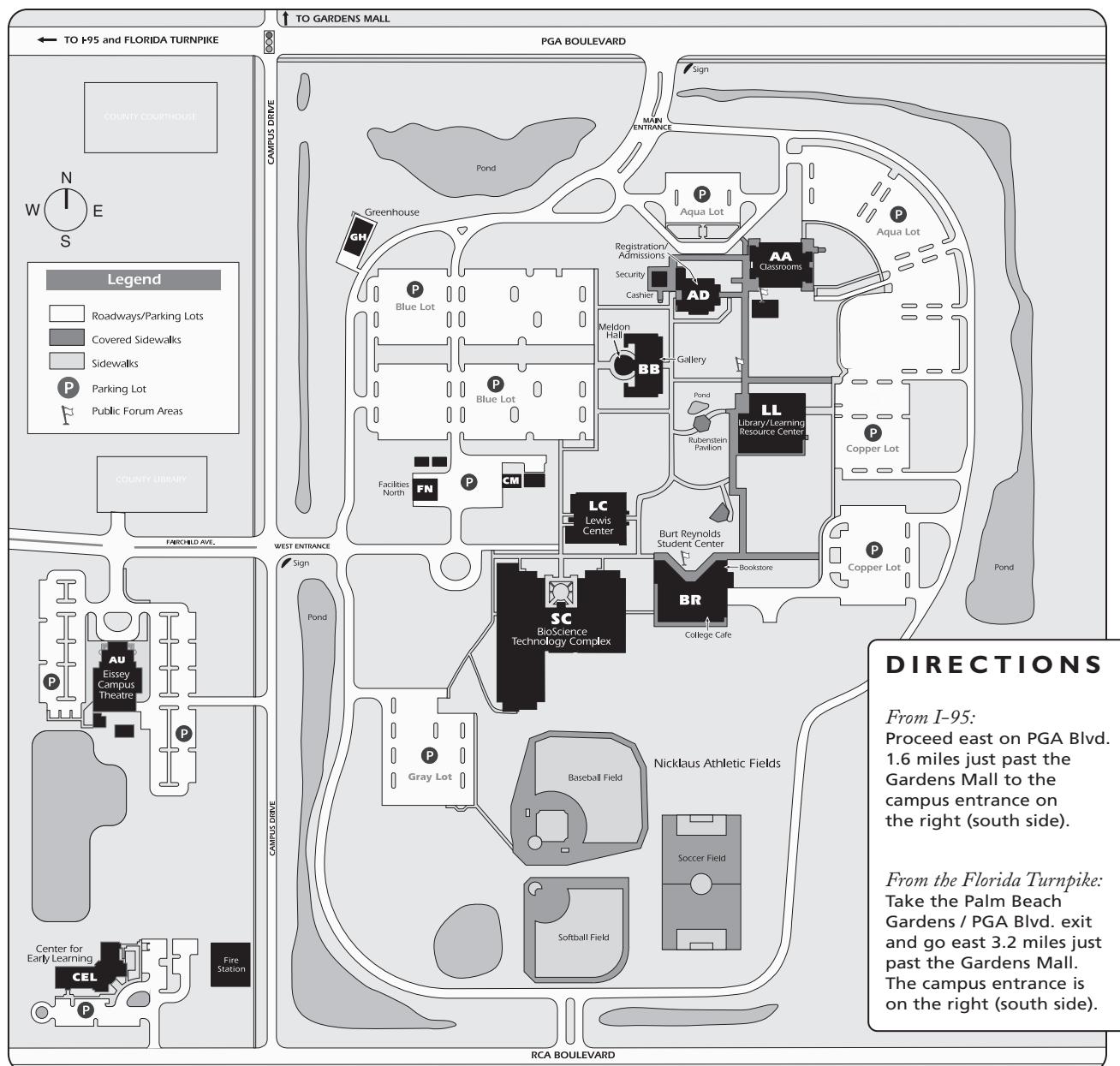
Proceed west on 6th Avenue South approximately 2 miles to the south entrance. Turn right (north) into the campus. Visitor parking is straight ahead.

*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, building descriptions or locations may have changed.

**AA - Classroom Building**

Classrooms

**AD - Administration****1st Floor:**

Admissions / Registration  
Cashier  
Dean of Student Services  
Financial Aid  
Security  
Student Services

**2nd Floor:**

Provost  
Academic Dean  
Corporate and Continuing  
Education (CCE)

**AU - Eissey Campus Theatre****BB - Classroom Building**

Art Gallery  
Art Labs  
Associate Dean  
Meldon Lecture Hall  
SLC - Math Lab  
SLC - Student Learning Ctr.  
English/Reading Lab

**BR - Burt Reynolds Student Center**

Advisement  
Bookstore  
Cafeteria  
Career Center  
Disabilities Services  
Student Activities  
Test Center

**CEL - Center for Early Learning**

Central Receiving

**LC - Phillip D. Lewis Center**

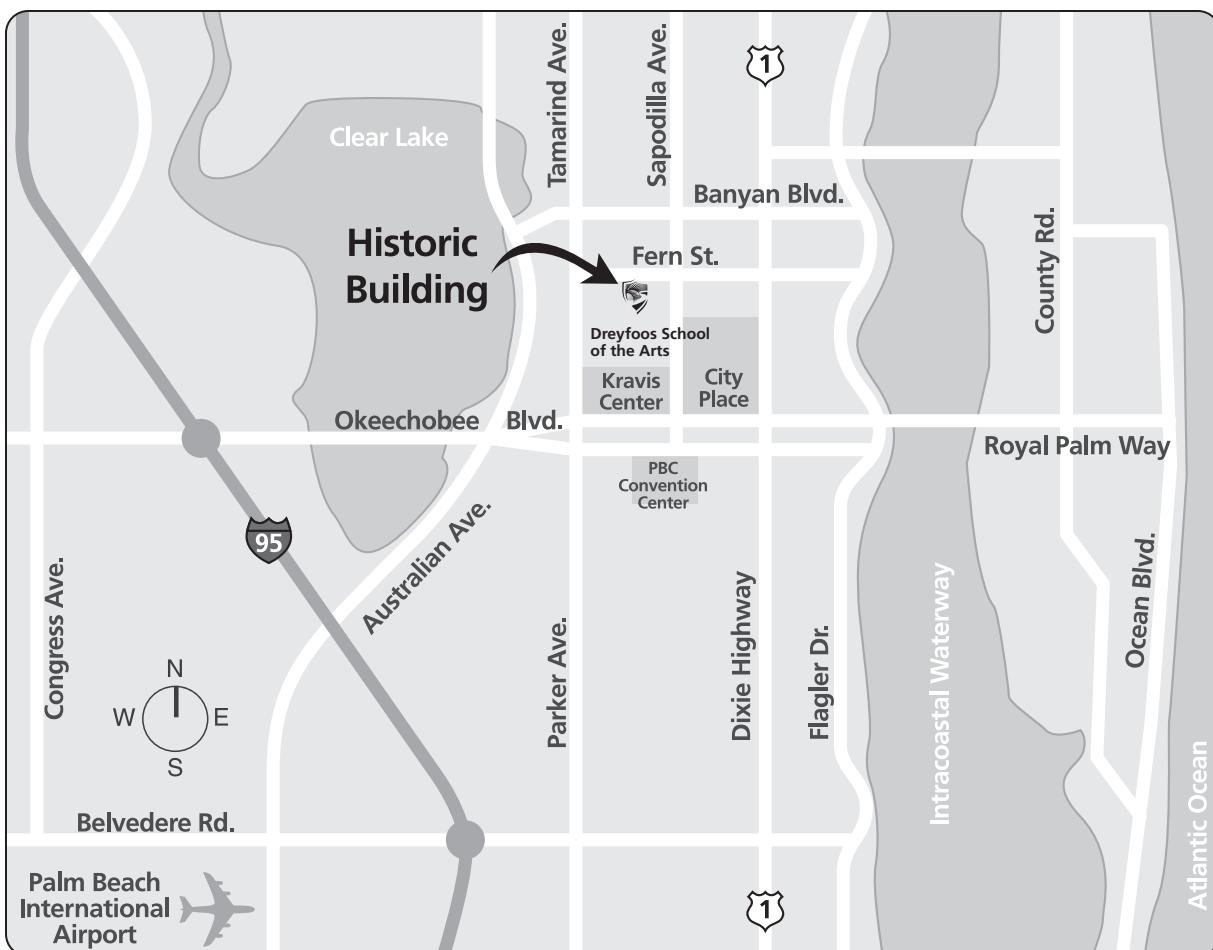
Computer Science  
EMT  
Radiography  
Respiratory Care  
Sonography

**LL - Library Learning Resource Center**

Instructional Support Center  
Law Library  
MTIS - Media Technology  
& Instructional Services  
PTLC - Professional Teaching  
& Learning Center

**SC - BioScience Technology Complex**

Associate Dean  
BioScience Multi-Media Lecture Hall  
Biotechnology  
Electrical Power Technology  
Environmental Science  
Landscape and Horticulture  
Science Labs  
Wellness Center



Named after Count Adolph and Countess Henrietta de Hoernle, the de Hoernle Historic Building has been renovated for use as an educational center.

Located in downtown West Palm Beach at the site of the old Twin Lakes High School, the 1927 building was the original home of Palm Beach Junior College.

The Mediterranean Revival-style building is listed on the National Register of Historic Places.

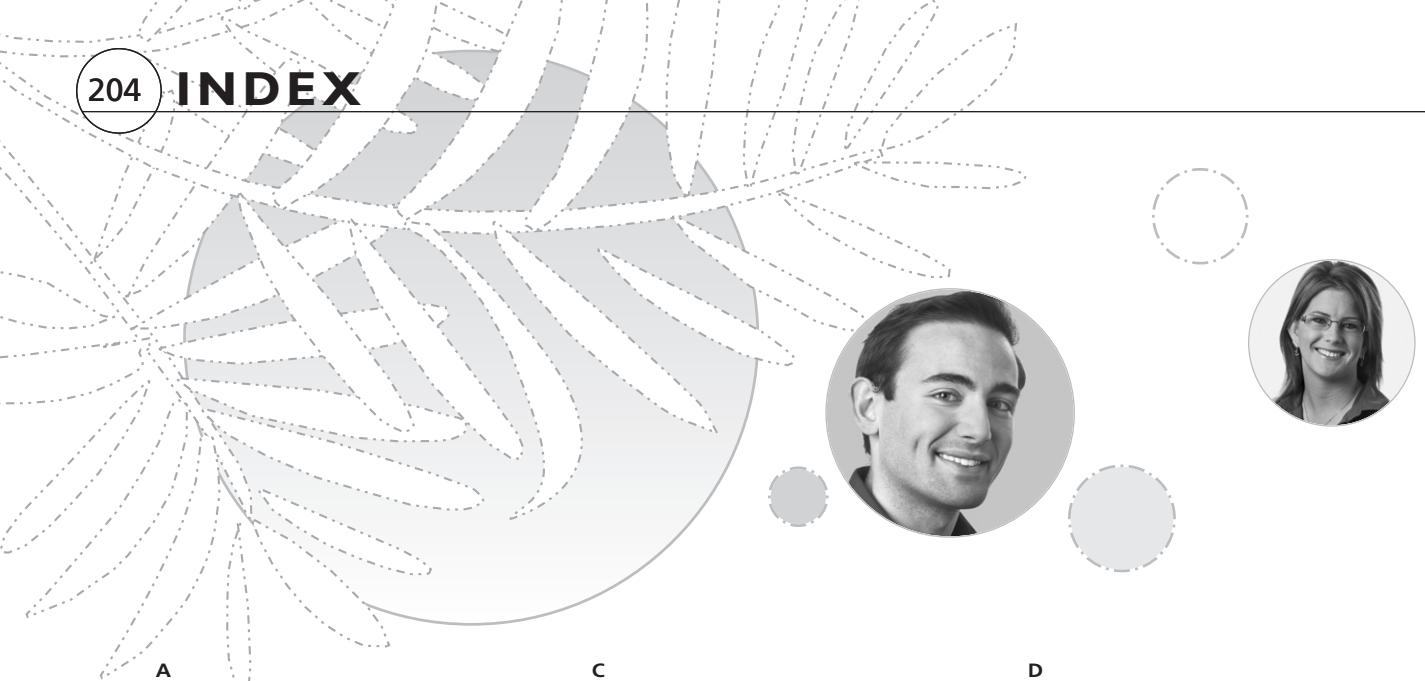
#### Count and Countess de Hoernle Historic Building

Classrooms  
Institute of Excellence in Early Care and Education

#### DIRECTIONS

##### From I-95:

Proceed east on Okeechobee Blvd. until you reach Tamarind Ave. At the traffic light turn left (north) and proceed past the Kravis Center and the School of the Arts. Turn right on Fern Street. The Historic Building is on the right.

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Creole Webpages	<a href="http://www.PalmBeachState.edu/WebCreole.xml">www.PalmBeachState.edu/WebCreole.xml</a>
Disability Services	<a href="http://www.PalmBeachState.edu/Disabilities.xml">www.PalmBeachState.edu/Disabilities.xml</a>
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International Students	<a href="http://www.PalmBeachState.edu/International.xml">www.PalmBeachState.edu/International.xml</a>
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Links for Current/ Returning Students	<a href="http://www.PalmBeachState.edu/Current.xml">www.PalmBeachState.edu/Current.xml</a>
Links for Prospective Students	<a href="http://www.PalmBeachState.edu/ProspectiveStudent.xml">www.PalmBeachState.edu/ProspectiveStudent.xml</a>
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## ADDENDUM TO CATALOG 2011-12

PALM BEACH STATE COLLEGE

July 1, 2011

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### Motion Picture Production Technology AS 2822

### Motion Picture Production Technology AS 2282

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### Heavy Equipment Mechanics PSAV 5456

REQUIRED COURSES	CLOCK HOURS
<b>Group A Diesel Engine Mechanic/Technician</b>	
DIM 0004 Introduction to Diesel technology	150
<b>Group B Diesel Electrical and Electronics Technician</b>	
DIM 0302 Electrical and Electronic Systems 1	150
DIM 0303 Electrical and Electronic Systems 2	150
<b>Group C Diesel Engine Preventive Maintenance Technician</b>	
DIM 0103 Preventive Maintenance Inspection	150
<b>Group D Diesel Engine Technician</b>	
DIM 0014 Diesel Engine Systems 1	150
DIM 0006 Diesel Engine Systems 2	150
<b>Group E Diesel Brakes Technician</b>	
DIM 0007 Heavy Truck Brake Systems 1	150
DIM 0008 Heavy Truck Brake Systems 2	150
<b>Group F Diesel Heating and Air Conditioning Technician</b>	
DIM 0610 Heating and Air Conditioning	150
<b>Group G Diesel Steering and Suspension</b>	
DIM 0500 Truck Steering and Suspension	150
<b>Group H Diesel Drive Train Technician</b>	
DIM 0201 Drive Train Systems 1	150
<b>Group I Diesel Power Train Technician</b>	
DIM 0110 Diesel Power Train	150

REQUIRED COURSES	CLOCK HOURS
<b>Group A Diesel Engine Mechanic/Technician Helper</b>	
DIM 0840 Introduction to Heavy Equipment Mechanic	150
<b>Group B Diesel Electrical and Electronics Technician</b>	
DIM 0843 Electrical/Electronic Systems in Heavy Equipment 1	150
DIM 0844 Electrical/Electronic Systems in Heavy Equipment 2	150
<b>Group C Diesel Engine Preventive Maintenance Technician</b>	
DIM 0845 Preventive Maintenance Inspection in Heavy Equipment	150
<b>Group D Diesel Engine Technician</b>	
DIM 0841 Heavy Equipment Mechanic Systems	150

DIM 0842	Heavy Equipment Engine Systems	150
<b>Group E Diesel Brakes Technician</b>		
DIM 0850	Heavy Equipment Brake Systems	150
DIM 0848	Drive Train Systems in Heavy Equipment 1	150
<b>Group F Diesel Heating and Air Conditioning Technician</b>		
DIM 0851	Heating and Air Conditioning Systems in Heavy Equipment	150
<b>Group G Diesel Steering and Suspension Technician</b>		
DIM 0847	Heavy Equipment Steering/Suspension	150
<b>Group H Diesel Drive Train Technician</b>		
DIM 0846	Hydraulic Systems in Heavy Equipment	150
<b>Group I Diesel Power Train Technician</b>		
DIM 0849	Drive Train Systems in Heavy Equipment 2	150

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## Commercial Pilot CCC 6164

CERTIFICATE CORE COURSES	CREDITS
ATF 1602 Flight Simulator	3
ATT 1100 Private Pilot Ground School	3
ATT 2120 Instrument Ground School	3
ATT 2110 Commercial Pilot Ground School	3
<b>Total Core Credits</b>	<b>12</b>
<b>SELECT ONE OPTION FROM BELOW TO COMPLETE THIS CERTIFICATE:</b>	
AIRPLANE OPTION COURSES	CREDITS
ATF 1100 Private Pilot Flight 1	2
ATF 1101 Private Pilot Flight 2	1
ATF 1120 Private Pilot Flight 3	1
ATF 1150 Flight Lab 1 (A-E)	1
ATF 2300 Instrument Rating Flight 1	1
ATF 2302 Instrument Rating Flight 2	1
ATF 2304 Instrument Rating Flight 3	1
ATF 2250 Flight Lab 2 (A-B)	1
ATF 2200 Commercial Pilot Flight 1	1
ATF 2210 Commercial Pilot Flight 2	1
ATF 2400 Multi-Engine Flight	1
<b>Total Airplane Option Credits</b>	<b>12</b>
HELICOPTER OPTION COURSES	CREDITS
ATF 1140 Flight - Private Helicopter	4
ATT 1105 Intermediate Flight Lab Helicopter	1
ATT 2340 Flight - Instrument Helicopter	3
ATT 2240 Advanced Flight Lab Helicopter	1
ATT 2241 Flight - Commercial Helicopter	2
Any course approved by the Department Chair	1
<b>Total Helicopter Option Credits</b>	<b>12</b>
<b>Total Program Credits</b>	<b>24</b>

## Commercial Pilot CCC

### COMMERCIAL PILOT-AIRPLANE CONCENTRATION CCC 6164A

CERTIFICATE CORE REQUIREMENTS	CREDITS
ATF 1602C Flight Simulator	3
ATT 1100 Private Pilot Ground School	3
ATT 2120 Instrument Ground School	3
ATT 2110 Commercial Pilot Ground School	3
<b>Total Required Core Credits</b>	<b>12</b>
REQUIRED COURSES	CREDITS
ATF 1100C Private Pilot Flight 1 – Airplane	2
ATF 1101C Private Pilot Flight 2 – Airplane	2
ATF 1150LA Flight Lab 1 – Airplane	1
ATF 2300 Instrument Rating Flight 1 – Airplane	2
ATF 2302L Instrument Rating Flight 2 – Airplane	1
ATF 2250L Flight Lab 2 – Airplane	1
ATF 2200C Commercial Pilot Flight – Airplane	2

<b>Total Required Course Credits</b>	<b>11</b>
<b>ELECTIVES</b>	<b>CREDITS</b>
<b>(1 Credit Required)</b>	
ATF 2400L Commercial Pilot Multi-Engine Flight – Airplane	1
ATT 2131 Flight Instructor Ground School	3
ATF 2500C Flight Instructor (Initial CFI) Flight – Airplane	2
ASC 1101 Aero-Navigation	3
ASC 1210 Aero-Meteorology	3
ASC 1310 Aero-Safety and Regulations	3
ASC 1640 Propulsion Systems	3
ASC 2550 Aerodynamics	3
<b>Total Required Elective Credits</b>	<b>1</b>
<b>TOTAL PROGRAM CREDITS</b>	<b>24</b>

#### **COMMERCIAL PILOT-HELICOPTER CONCENTRATION CCC 6164H**

<b>CERTIFICATE CORE REQUIREMENTS</b>	<b>CREDITS</b>
ATF 1602C Flight Simulator	3
ATT 1100 Private Pilot Ground School	3
ATT 2120 Instrument Ground School	3
ATT 2110 Commercial Pilot Ground School	3
<b>Total Required Core Credits</b>	<b>12</b>
<b>REQUIRED COURSES</b>	<b>CREDITS</b>
ATF 1140C Private Pilot Flight 1 – Helicopter	2
ATF 1142C Private Pilot Flight 2 – Helicopter	2
ATF 1141L Flight Lab 1 – Helicopter	1
ATF 2340 Instrument Rating Flight 1 – Helicopter	2
ATF 2341L Instrument Rating Flight 2 – Helicopter	1
ATF 2240L Flight Lab 2 – Helicopter	1
ATF 2241C Commercial Pilot Flight – Helicopter	2
<b>Total Required Course Credits</b>	<b>11</b>
<b>ELECTIVES</b>	<b>CREDITS</b>
<b>(1 Credit Required)</b>	
ATT 2131 Flight Instructor Ground School	3
ATF 2540L Flight Instructor (Initial CFI) Flight – Helicopter*	1
ATT 2244L Commercial Pilot Night Vision Goggles Flight – Helicopter	1
ATF 2242L Commercial Pilot External Load Flight – Helicopter	1
ATF 2243 Commercial Pilot Turbine Flight – Helicopter	1
ASC 1101 Aero-Navigation	3
ASC 1210 Aero-Meteorology	3
ASC 1310 Aero-Safety and Regulations	3
ASC 1640 Propulsion Systems	3
ASC 2550 Aerodynamics	3
<b>Total Required Elective Credits</b>	<b>1</b>
<b>TOTAL PROGRAM CREDITS</b>	<b>24</b>

**\*STUDENTS WISHING TO INSTRUCT IN ROBINSON HELICOPTERS  
MUST ALSO TAKE ATF2541L TO MEET THE REQUIREMENTS  
OF SFAR 73-2**

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## **Aeronautical Science AAS/AS**

### **PROFESSIONAL PILOT CONCENTRATION**

AAS A163 / AS 2197

<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>CREDITS</b>
Unless otherwise specified, select courses from each General Education category. See pages 42-43.	
ENC 1101 College Composition 1 (A.S. students)	3
ENC 1210 Technical Communications (A.A.S. students)	(3)
MAC 1105 College Algebra (A.S. students)	3
MTB 1103 Business Mathematics (A.A.S. students)	(3)
SPC 1017 Fundamentals of Speech Communication	3
PHY 1001 Applied Physics (A.S. students)	3
GEA 1000 Principles of Geography and Conservation (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	18

**REQUIRED COURSES**

ASC 1101 Aero Navigation	3
ASC 1210 Aero Meteorology	3
ASC 1310 Aero-Safety and Regulations	3
ASC 1640 Propulsion Systems (A.S. students)	3
ESC 1000 Earth Science (A.A.S. students)	(3)
ASC 2550 Aerodynamics	3
ATF 1602 Basic Flight Simulator	3
ATT 1100 Private Pilot Ground School	3
ATT 2120 Instrument Ground School	3
ATT 2110 Commercial Pilot Ground School	3
ATT 2131 Flight Instructor Ground School	3
Total Required Course Credits	30

**CHOOSE ONE OF THE FOLLOWING OPTIONS:**

AIRPLANE COURSES	CREDITS
ATF 1100 Private Pilot Flight 1	2
ATF 1101 Private Pilot Flight 2	1
ATF 1120 Private Pilot Flight 3	1
ATF1150A-E Flight Lab 1	1
<i>-or-</i>	
Any course approved by Professional Pilot Program Chair	(1)
ATF 2300 Instrument Rating Flight 1	1
ATF 2302 Instrument Rating Flight 2	1
ATF 2304 Instrument Rating Flight 3	1
ATF2250A-B Flight Lab 2	1
<i>-or-</i>	
Any course approved by Professional Pilot Program Chair	(1)
ATF 2200 Commercial Pilot Flight 1	1
ATF 2210 Commercial Pilot Flight 2	1
ATF 2400 Multi-Engine Flight	1
ATF 2500 Flight Instructor (Initial CFI) Flight	2
<i>-or-</i>	
Any course approved by Professional Pilot Program Chair	(1)
ATF 2530 Flight Instructor Instrument (CFI I) Flight	1
<i>-or-</i>	
Any course approved by Professional Pilot Program Chair	(1)
ATF 2510 Flight Instructor Multi-Engine (MEI) Flight	1
<i>-or-</i>	
Any course approved by Professional Pilot Program Chair	(1)
Total Airplane Credits	16

**OR**

HELICOPTER COURSES	CREDITS
ATF 1140 Flight - Private Helicopter	4
ATF 1105 Intermediate Flight Lab Helicopter	1
ATF 2240 Advanced Flight Lab Helicopter	1
ATF 2241 Flight - Commercial Helicopter	2
ATF 2340 Flight - Instrument Helicopter	3
ATF 2540 Certified Flight Instructor Helicopter	1
ATF 2541 Certified Flight Instructor Instrument Helicopter	1
Any course approved by Professional Pilot Program Chair	3
Total Helicopter Credits	16

**PROFESSIONAL PILOT CONCENTRATION**  
**AAS A163A / AS 2197A**

**GENERAL EDUCATION REQUIREMENTS**      **CREDITS**

Unless otherwise specified, select courses from each General Education category. See pages 42-43.

ENC 1101 College Composition 1 (A.S. students)      3

*-or-*

ENC 1210 Technical Communications (A.A.S. students)(3)

MAC 1105	College Algebra (A.S. students)	3
-or-		
MTB 1103	Business Mathematics (A.A.S. students) (3)	
SPC 1017	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics (A.S. students)	3
-or-		
GEA 1000	Principles of Geography and Conservation (A.A.S. students)	(3)
Any course from Humanities - Area II		3
Any course from Social Science - Area V		3
<b>Total Required General Education Credits</b>		<b>18</b>
<b>CORE PROGRAM REQUIREMENTS</b>		<b>CREDITS</b>
ASC 1101	Aero-Navigation	3
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	3
ASC 1640	Propulsion Systems (A.S. students)	3
-or-		
ESC 1000	Earth Science (A.A.S. students)	(3)
ASC 2550	Aerodynamics	3
ATF 1602C	Flight Simulator	3
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3
ATT 2131	Flight Instructor Ground School	3
<b>Total Required Core Credits</b>		<b>30</b>
<b>REQUIRED COURSES</b>		<b>CREDITS</b>
ATF 1100C	Private Pilot Flight 1 - Airplane	2
ATF 1101C	Private Pilot Flight 2 - Airplane	2
ATF1150LA	Flight Lab 1 - Airplane	1
ATF 2300	Instrument Rating Flight 1 - Airplane	2
ATF 2302L	Instrument Rating Flight 2 - Airplane	1
ATF2250L	Flight Lab 2 - Airplane	1
ATF 2200C	Commercial Pilot Flight - Airplane	2
<b>Total Required Courses</b>		<b>11</b>
<b>ELECTIVES</b>		<b>CREDITS</b>
<b>(5 Credits Required)</b>		
ATF 2400L	Commercial Pilot Multi-Engine Flight – Airplane	1
ATF 2500C	Flight Instructor (Initial CFI) Flight – Airplane	2
ATF 2530L	Flight Instructor Instrument (CFI-I) Flight – Airplane	1
ATF 2510L	Flight Instructor Multi-Engine (MEI) Flight – Airplane	1
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
MAN 2021	Principles of Management	3
POS 1001	Introduction to Political Science	3
<b>Total Elective Credits</b>		<b>5</b>
<b>TOTAL PROGRAM CREDITS</b>		<b>64</b>

## PROFESSIONAL PILOT CONCENTRATION AAS A163H / AS 2197H

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>CREDITS</b>
Unless otherwise specified, select courses from each General Education category. See pages 42-43.		
ENC 1101	College Composition 1 (A.S. students)	3
-or-		
ENC 1210	Technical Communications (A.A.S. students)	(3)
MAC 1105	College Algebra (A.S. students)	3
-or-		
MTB 1103	Business Mathematics (A.A.S. students) (3)	
SPC 1017	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics (A.S. students)	3
-or-		
GEA 1000	Principles of Geography and Conservation	

(A.A.S. students)	(3)
Any course from Humanities - Area II	3
Any course from Social Science - Area V	3
<b>Total Required General Education Credits</b>	<b>18</b>
<b>CORE PROGRAM REQUIREMENTS</b>	<b>CREDITS</b>
ASC 1101 Aero-Navigation	3
ASC 1210 Aero-Meteorology	3
ASC 1310 Aero-Safety and Regulations	3
ASC 1640 Propulsion Systems (A.S. students)	3
-or-	
ESC 1000 Earth Science (A.A.S. students)	(3)
ASC 2550 Aerodynamics	3
ATF 1602C Flight Simulator	3
ATT 1100 Private Pilot Ground School	3
ATT 2120 Instrument Ground School	3
ATT 2110 Commercial Pilot Ground School	3
ATT 2131 Flight Instructor Ground School	3
<b>Total Required Core Credits</b>	<b>30</b>
<b>REQUIRED COURSES</b>	<b>CREDITS</b>
ATF 1140C Private Pilot Flight 1 - Helicopter	2
ATF 1142C Private Pilot Flight 2 - Helicopter	2
ATF 1141L Flight Lab 1 - Helicopter	1
ATF 2340 Instrument Rating Flight 1 - Helicopter	2
ATF 2341L Instrument Rating Flight 2 - Helicopter	1
ATF 2240L Flight Lab 2 - Helicopter	1
ATF 2241C Commercial Pilot Flight - Helicopter	2
<b>Total Required Courses</b>	<b>11</b>
<b>ELECTIVES</b>	<b>CREDITS</b>
<b>(5 Credits Required)</b>	
ATF 2540L Flight Instructor (Initial CFI) Flight – Helicopter*	1
ATF 2541L Flight Instructor Instrument (CFI-I) Flight – Helicopter	1
ATF 2244L Commercial Pilot Night Vision Goggles Flight – Helicopter	1
ATF 2242L Commercial Pilot External Load Flight – Helicopter	1
ATF 2243 Commercial Pilot Turbine Flight – Helicopter	1
ECO 2013 Principles of Macroeconomics	3
ECO 2023 Principles of Microeconomics	3
MAN 2021 Principles of Management	3
POS 1001 Introduction to Political Science	3
<b>Total Elective Credits</b>	<b>5</b>
<b>TOTAL PROGRAM CREDITS</b>	<b>64</b>

**\*STUDENTS WISHING TO INSTRUCT IN ROBINSON HELICOPTERS MUST ALSO TAKE ATF2541L TO MEET THE REQUIREMENTS OF SFAR 73-2**

## ADDENDUM TO CATALOG 2011-12

PALM BEACH STATE COLLEGE

July 11, 2011

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### **Additional courses added as follows:**

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## AREA II

### HUMANITIES 6 CREDIT HOURS

#### **Select one of the following courses:**

- AML 2010 American Literature to 1865 (GR) (3)
- AML 2020 American Literature after 1865 , (GR) (3)
- AML 2600 African American Literature (GR) (3)
- AML 2631 Hispanic American Literature (GR) (3)
- AML 2660 Jewish American Literature (GR) (3)**
- ENL 2012 English Literature before 1800 (GR) (3)
- ENL 2022 English Literature after 1800 (GR) (3)
- FIL 2000 Film Appreciation (GR) (3)**
- LIT 1050 Survey of Literary Humor (GR) (3)**
- LIT 1370 The Bible as Literature (GR) (3)
- LIT 2090 Contemporary Literature (GR) (3)
- LIT 2110 World Literature before the Renaissance (GR) (3)
- LIT 2120 World Literature after the Renaissance (GR) (3)
- LIT 2190 Introduction to Afro-Caribbean Literature (GR) (3)
- LIT 2380 Women in Literature (GR) (3)

Approved Transfer Literature\*

\*(Verify course credit with an advisor.)

#### **Select one of the following courses:**

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

Approved Transfer Humanities\*

\*(Verify course credit with an advisor.)

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## AREA IV

### NATURAL SCIENCES 6 CREDIT HOURS

#### **Select two of the following courses:**

- AST 1002 Descriptive Astronomy  
(Lab AST 1002L optional) (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 2085/BSC 2085L Anatomy and Physiology 1 and Lab (4)  
BSC 2086/BSC 2086L Anatomy and Physiology 2 and Lab (4)  
**BSC 2421/BSC 2421L Introduction to Biotechnology (3)**  
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)  
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) (3)  
ECO 2013 Principles of Macroeconomics (GR) (3)  
GEA 1000 Principles of Geography & Conservation (GR) (3)  
**PHI 1010 Introduction to Philosophy (GR) (3)**  
PSY 2012 General Psychology (GR) (3)  
SYG 1230 American Minorities Today (GR) (3)  
SYG 2000 Introduction to Sociology (GR) (3)  
SYG 2010 American Social Problems (GR) (3)  
Approved Transfer Social Science\*  
(Verify course credit with an advisor.)

**Select one of the following courses:**

AMH 2010 US History to 1865 (GR) (3)  
AMH 2020 US History from 1865 to Present (GR) (3)  
POS 1001 Introduction to Political Science (GR) (3)  
POS 1041 Introduction to American Government (GR) (3)  
POS 2112 American State and Local Government (GR) (3)  
Approved Transfer Political Science\*  
(Verify course credit with an advisor.)

## ADDENDUM TO CATALOG 2011-12

PALM BEACH STATE COLLEGE

August 23, 2011

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### ADMISSIONS SECTION

Pages 18 - 19

### Residency Classification

A student's residency classification is determined at the time of admission to the College, in accordance with Section 1009.21, Florida Statutes. Students may petition to reclassify their status after having their legal domicile in 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. ~~The appeal process for residency reclassification can be found in the Student Handbook.~~

The appeal process for residency can be found at

[www.palmbeachstate.edu/documents/Admissions/ResidencyAppeal.pdf](http://www.palmbeachstate.edu/documents/Admissions/ResidencyAppeal.pdf) .

## ADDENDUM TO CATALOG 2011-12

PALM BEACH STATE COLLEGE

August 29, 2011

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### AREAS OF STUDY

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#### Caring for Children Birth to 3 Years PSAV 5390

##### **Admission Requirements**

Effective Fall term 2012-1, Childcare students are required to take the TABE (9D Survey). The student is not required to make a certain level on the TABE if they successfully complete the program requirements and pass the licensure tests (40 Hour competency exams).

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#### Early Childhood Professional Certificate – Preschool PSAV 5364

##### **Admission Requirements**

Effective Fall term 2012-1, Childcare students are required to take the TABE (9D Survey). The student is not required to make a certain level on the TABE if they successfully complete the program requirements and pass the licensure tests (40 Hour competency exams).

## ADDENDUM TO CATALOG 2011-12

PALM BEACH STATE COLLEGE

August 29, 2011

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### AREAS OF STUDY

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### Medical Transcription ATD B525

#### Admission Requirements

High school diploma (or equivalent) and college application submitted to Palm Beach State ([www.palmbeachstate.edu/admissions.xml](http://www.palmbeachstate.edu/admissions.xml)).

#### ADMISSION PRIOR TO FALL 2012:

~~The non-credit Applied Technology Diploma (ATD) program will be replaced by a new college credit ATD program effective Fall 2012. The last opportunity to begin the noncredit program will be in the Summer 2012 term. All prerequisite courses must be completed by the end of the Summer 2012 term. Please see the program website for tentative course schedule.~~

**The clock hour Applied Technology Diploma (ATD) program will be replaced by a new college credit ATD effective Fall 2012. The last opportunity to begin the clock hour ATD program will be in the Summer 2012 term. All prerequisite courses for the clock hour ATD program must be successfully completed by the end of Spring 2012 term. Please see the program website for tentative course schedule.**

# ADDENDUM TO CATALOG 2011-12

PALM BEACH STATE COLLEGE

November 3, 2011

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## ACADEMIC POLICIES

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## 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. The College has identified the following as directory information:~~

- 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 the College has designated student name, street and email addresses, phone number, and photographs/videos as nondirectory information, these will appear in College-generated information such as the commencement ceremony programs, the College publications, Student IDs (PantherCard), and news releases of awards. Date of birth is used for identification purposes within the College. 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.~~

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

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

The Federal Education Rights and Privacy Act (FERPA) requires each institution to determine "directory information" that may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released. Palm Beach State has classified the following as directory information:

- Student name
- Address
- Personal email address (non-institutional)
- Phone number
- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Educational institution attended

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