

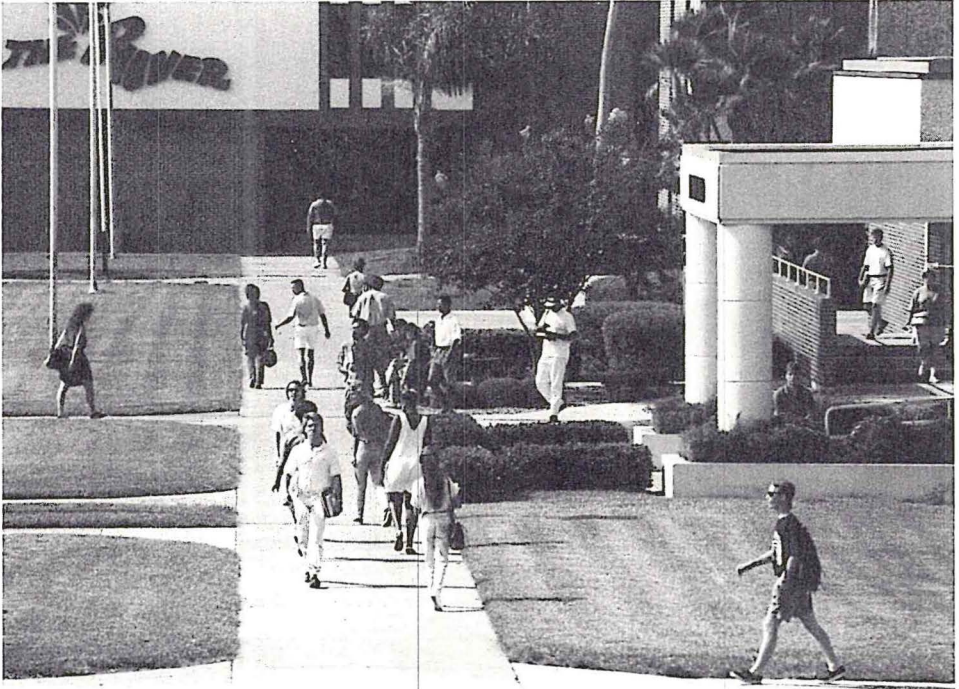
# Indian River Community College

1993 • 94 Catalog

The provisions of this publication are not to be construed as a contract between the student and Indian River Community College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College.

Students are responsible for meeting in full the requirements for graduation set forth in the College Catalog. The Educational Services Division assists in the planning of a program of study for each student but the final responsibility for meeting the requirements for graduation rests with the student. The catalog considered "in force" and binding on the student is (on the student's option):

1. The one under which he originally enrolled (if not more than four regular semesters prior to his graduation).
2. The current college catalog.



## INDIAN RIVER COMMUNITY COLLEGE

**Main Campus**  
3209 Virginia Ave.  
Fort Pierce, FL  
34981-5599  
(407) 462-4700

**Chastain Center**  
2400 S.E. Salerno Rd.  
Stuart, FL  
34997  
(407) 283-6550

**Dixon Hendry Center**  
2229 N.W. 9th Ave.  
Okeechobee, FL  
34972  
(813) 763-8017

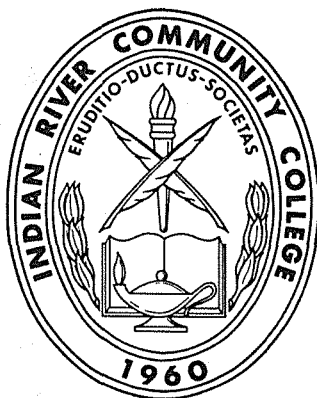
**St. Lucie West Center**  
520 N.W. California Blvd.  
Port St. Lucie, FL  
34986  
(407) 879-4199

**Mueller Center**  
5880 Lundberg Rd.  
Vero Beach, FL  
32966  
(407) 569-0333

**Port St. Lucie/Prima Vista Site**  
200 S.W. Prima Vista Blvd.  
Port St. Lucie, FL  
34983  
(407) 879-4199

**Indian River Academy**  
5900 Tedder Rd.  
Fort Pierce, FL  
34947  
(407) 464-7676

# INDIAN RIVER COMMUNITY COLLEGE FORT PIERCE, FLORIDA 1993-94 Catalog



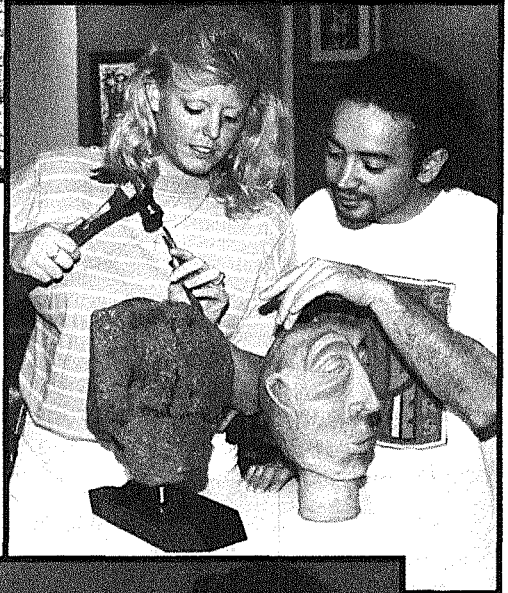
Indian River Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts and Associate in Science degrees.

**Also accredited by:**

National League for Nursing, Board of Review for Associate Degree Programs  
Joint Review Committee on Education in Radiologic Technology  
Council on Dental Accreditation – American Dental Association  
Dental Assisting, Dental Hygiene and Dental Technology  
Commission on Accreditation of Rehabilitation Facilities  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
Committee on Allied Health Education and Accreditation (CAHEA) of the  
American Medical Association

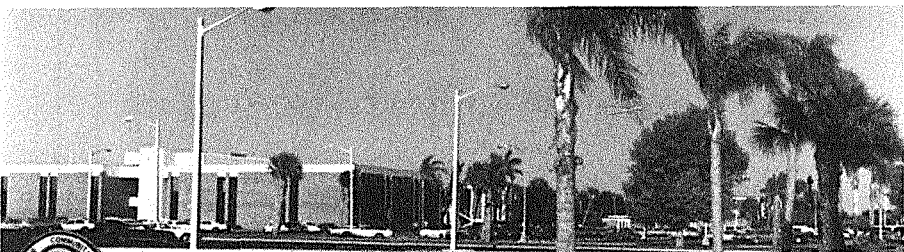
**And approved by:**

The Florida State Board of Nursing



## TABLE OF CONTENTS

District Board of Trustees .....	4
Message from IRCC President .....	7
Academic Calendar .....	8
Statement of Purpose .....	14
Overview of College .....	16
Educational Services Division .....	20
Admissions .....	20
Special Admissions .....	22
Fees .....	28
Financial Aid .....	34
Veterans .....	35
Career Planning and Placement .....	36
Drop/Add .....	37
CLAST .....	39
Learning Resources .....	49
Student Activities .....	50
Athletics .....	52
Access to Educational Records .....	54
Programs .....	60
Continuing Education .....	66
Degrees .....	72
Associate in Arts Degree .....	72
Associate in Science Degree .....	118
Technical Certificates .....	178
Career Training Programs .....	188
Course Descriptions .....	202
Administration and Faculty .....	334
Advisory Committees .....	348
Master Course Directory .....	354
Index .....	380
Maps of Campus and Center Locations .....	381
Statement of Nondiscriminatory Policies .....	Inside Back Cover
<b>Application for Admission .....</b>	<b>See Insert Inside Back Cover</b>



INDIAN RIVER COMMUNITY COLLEGE



## DISTRICT BOARD OF TRUSTEES

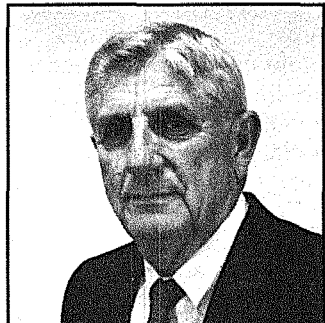
*The District Board of Trustees of Indian River Community College is appointed by the Governor of the State of Florida and serves Indian River, Martin, Okeechobee and St. Lucie Counties.*

- Harriett K. Crago, Chairman ..... Indian River County  
G. Gene Greenwood, Vice-Chairman ..... Martin County  
R. Patrick Beatty ..... Martin County  
Peggy W. Berg ..... St. Lucie County  
Karen M. Knapp ..... St. Lucie County  
Billie Jean Reynolds ..... Okeechobee County  
Gracia S. Rosslow ..... St. Lucie County  
Linda T. Syfrett ..... Okeechobee County  
Edwin R. Massey, Ph.D. .... Secretary to the  
Board of Trustees

## DISTRICT BOARD OF TRUSTEES



HARRIETT K. CRAGO  
Indian River County  
Chairman



G. GENE GREENWOOD  
Martin County  
Vice-Chairman



R. PATRICK BEATTY  
Martin County



PEGGY W. BERG  
St. Lucie County



KAREN M. KNAPP  
St. Lucie County



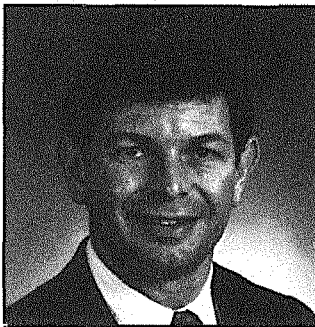
BILLIE JEAN REYNOLDS  
Okeechobee County



GRACIA S. ROSSLow  
St. Lucie County



LINDA T. SYFRETT  
Okeechobee County



EDWIN R. MASSEY, PH.D.  
President







## INDIAN RIVER COMMUNITY COLLEGE

OFFICE OF THE PRESIDENT

Welcome to Indian River Community College! Located on Florida's Treasure Coast, IRCC is a two-year college offering Associate in Arts degrees for transfer to senior universities, as well as Associate in Science technical degrees, certificates, and short-term training programs. As one of Florida's 28 community colleges, IRCC maintains a policy of "open door" admissions, which guarantees admission to any high school graduate. This policy makes college easily accessible to 98 percent of Florida's residents.

At IRCC, our priority is educational excellence. Our students consistently achieve the highest passing rates in the State on the College Level Academic Skills Test, the State-required sophomore exit exam. Our highly qualified faculty, strong programs, and effective counseling combine to create an atmosphere which is extremely conducive to student success.

The programs and policies described in this catalog have been carefully developed with one purpose in mind: to enable our students to achieve to their greatest potential and to lay a firm foundation for their future academic and career pursuits. The counselors in our Educational Services Division stand ready to answer your questions and assist you in any way possible.

We commend you on your decision to attend college and hope that IRCC will be a part of your plans for the future. We encourage you to visit with our students, faculty and administrators. You will find that we are, as our motto states, "IRCC PROUD."

Sincerely,

A handwritten signature in cursive script that reads "Edwin R. Massey".

Edwin R. Massey, Ph.D.  
President

3209 VIRGINIA AVENUE, FORT PIERCE, FLORIDA 34981-5599

## SUMMER I 1993 ACADEMIC CALENDAR

May 7, Friday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last day to pay without late fees.
May 10, Monday	Faculty Report. Classes begin – \$15 late fee on or after this date. Drop/Add begins.
May 14, Friday	Drop/Add ends. Last day to apply for Summer I and II, 1993 Graduation.
May 31, Monday	Last day to pay all fees. NO REFUNDS after this date.
June 1, Tuesday	*HOLIDAY – Memorial Day Last day to apply for Fall 1993 MLT Program. Last day to apply for Fall 1993 Paramedic Program. Last day to apply for Fall 1993 Dental Assisting Program.
June 4, Friday	Last day to withdraw from a class with a "W".
June 5, Saturday	CLAST Exam
June 21 & 22 Monday and Tuesday	Semester Exams
June 23, Wednesday	Grades due in the Record Center by 3:00 p.m.
June 24, Thursday	Last day to apply for August Cosmetology Program.
June 29, Tuesday	A.S. Degrees posted on Transcripts. A.A. Degrees posted approximately July 15th when CLAST results are received.

\*Official Holiday – All offices closed. No classes.

## SUMMER II 1993 ACADEMIC CALENDAR

June 25, Friday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last day to pay without late fees.
June 28, Monday	Faculty Report. Classes begin – \$15 late fee on or after this date. Drop/Add begins.
July 2, Friday	Drop/Add ends. Last day to pay all fees. NO REFUNDS after this date.
July 5, Monday	*HOLIDAY – Independence Day
July 23, Friday	Last day to withdraw from a class with a "W".
July 30, Friday	Last day to apply for Fall 1993 Dental Lab Technology Program.
August 9 & 10 Monday and Tuesday	Semester Exams
August 11, Wednesday	Grades due in the Record Center by 3:00 p.m.
August 17, Tuesday	Degrees posted on Transcripts.

\*Official Holiday – All offices closed. No classes.

## FALL 1993 ACADEMIC CALENDAR

August 13, Friday	New Faculty Report
August 16, Monday	Returning Faculty Report
August 18, Wednesday	New Student Orientation
August 20, Friday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last day to pay without late fees.
August 23, Monday	Classes begin – \$15 late fee on or after this date. Drop/Add begins.
August 27, Friday	Drop/Add ends. Last day to apply for Fall 1993 Graduation. Last day to pay all fees. NO REFUNDS after this date.
August 31, Tuesday	Last day to apply for January 1994 LPN Program.
September 6, Monday	*HOLIDAY – Labor Day
October 2, Saturday	CLAST Exam
October 14, Thursday	Last day to apply for January 1994 Cosmetology Program.
October 15, Friday	Mid-Term Grades due in the Record Center by 5:00 p.m.
October 29, Friday	Last day to withdraw from a course with a "W".
November 11, Thursday	*HOLIDAY – Veteran's Day
November 25 & 26 Thursday and Friday	*HOLIDAY – Thanksgiving
December 1, Wednesday	Last day to apply for Fall 1994 ADN and January 1995 LPN/ADN Transitional Programs.
December 13, 14 & 15 Monday, Tuesday, Wednesday	Semester Exams
December 16, Thursday	Grades due in the Record Center by 3:00 p.m.
December 21, Tuesday	Degrees posted on Transcripts.

\*Official Holiday – All offices closed. No classes.

## SPRING 1994 ACADEMIC CALENDAR

January 3, Monday	Faculty Report
January 4, Tuesday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last day to pay without late fees.
	New Student Orientation
January 5, Wednesday	Classes begin – \$15 late fee on or after this date. Drop/Add begins.
January 11, Tuesday	Drop/Add ends. Last day to apply for Spring 1994 Graduation. Last day to pay all fees. NO REFUNDS after this date.
January 17, Monday	*HOLIDAY – Martin Luther King Day
January 21, Friday	Last day to apply for May 1994 Radiography Technology Program.
February 19, Saturday	CLAST Exam
March 4, Friday	Mid-term Grades due in the Record Center by 5:00 p.m.
March 11, Friday	Last day to apply for Summer II 1994 Dental Hygiene and Fall 1994 Medical Laboratory Technology and Respiratory Care Programs.
April 1, Friday	Last day to withdraw from a class with a "W".
	Last day to apply for Fall 1994 Paramedic Program.
	Last day to apply for May 1994 Cosmetology Program.
TBA	*Holiday – Spring Break
Monday – Friday	
April 29, May 2 & 3	Semester Exams
Friday, Monday, Tuesday	
May 4, Wednesday	Grades due in the Record Center by 3:00 p.m.
May 8, Sunday	Commencement
May 9, Monday	Degrees posted on Transcripts.

\*Official Holiday – All offices closed. No classes.

## SUMMER I 1994 ACADEMIC CALENDAR

May 6, Friday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last day to pay without late fees.
May 9, Monday	Faculty Report. Classes begin – \$15 late fee on or after this date. Drop/Add begins.
May 12, Thursday	Drop/Add ends. Last day to apply for Summer I and II, 1994 Graduation. Last day to pay all fees. NO REFUNDS after this date.
May 30, Monday	*HOLIDAY – Memorial Day
June 2, Thursday	Last day to withdraw from a class with a "W".
June 4, Saturday	CLAST Exam
June 16, Thursday	Last day to apply for Fall 1994 Dental Assisting Program.
June 20 & 21 Monday and Tuesday	Semester Exams
June 22, Wednesday	Grades due in the Record Center by 3:00 p.m.
June 23, Thursday	Last day to apply for August 1994 Cosmetology Program.
June 27, Monday	A.S. Degrees posted on Transcripts. A.A. Degrees posted approximately July 15th when CLAST results are received.

\*Official Holiday – All offices closed. No classes.

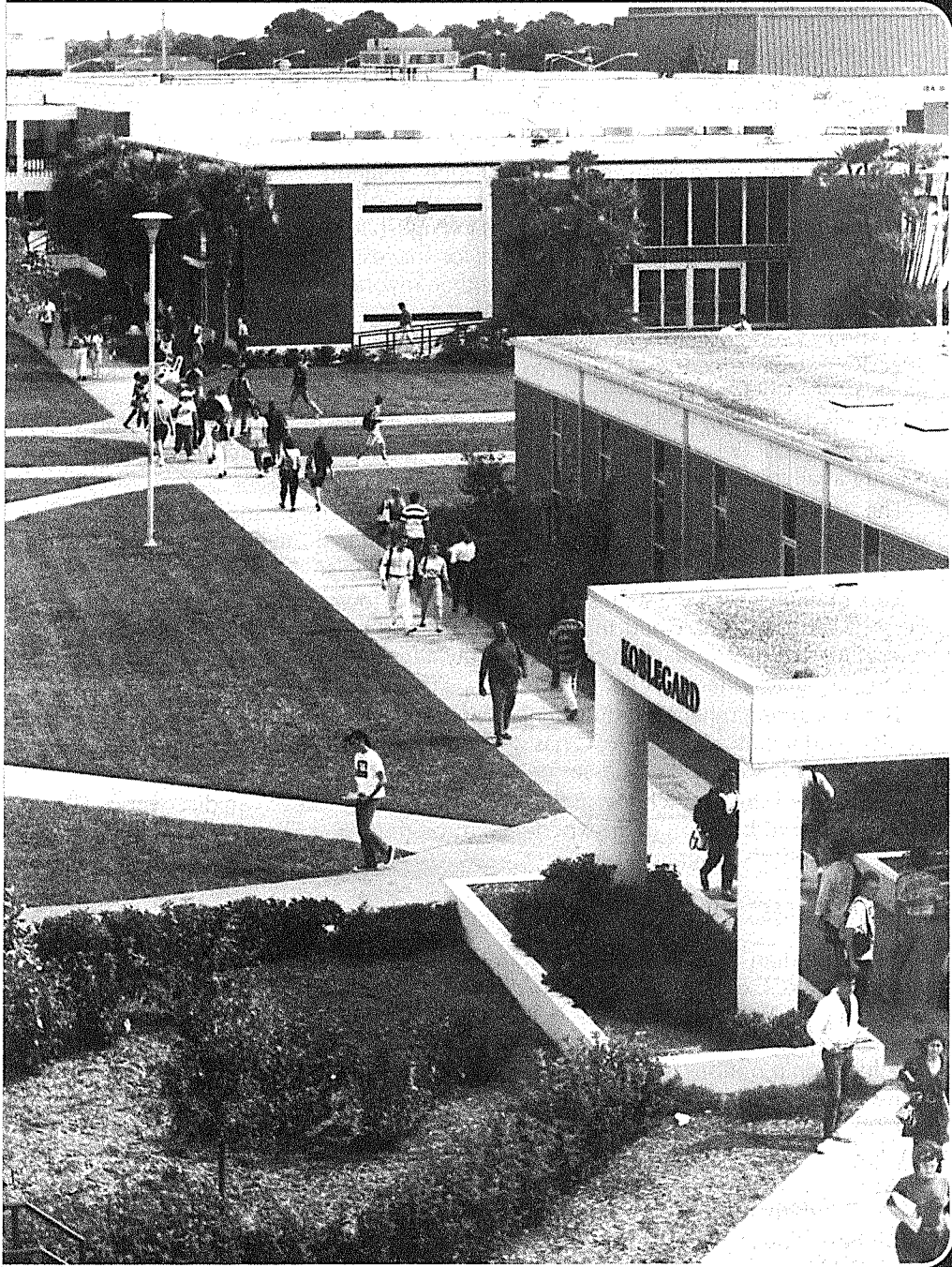
## SUMMER II 1994 ACADEMIC CALENDAR

June 23, Thursday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last day to pay without late fees.
June 27, Monday	Faculty Report. Classes begin – \$15 late fee on or after this date. Drop/Add begins.
June 30, Thursday	Drop/Add ends. Last day to pay all fees. NO REFUNDS after this date.
July 4, Monday	*HOLIDAY – Independence Day
July 21, Thursday	Last day to withdraw from a class with a "W".
July 28, Thursday	Last day to apply for Fall 1994 Dental Lab Technology Program.
August 8 & 9 Monday and Tuesday	Semester Exams
August 10, Wednesday	Grades due in the Record Center by 3:00 p.m.
August 15, Monday	Degrees posted on Transcripts.
*Official Holiday – All offices closed. No classes.	

## **The College Statement of Purpose:**

**Indian River Community College is a comprehensive community college dedicated to meeting the continuous and changing educational needs of all citizens of St. Lucie, Martin, Indian River and Okeechobee Counties. Indian River Community College leads as an innovative educational network and a partner in economic development in building a stronger community by providing college transfer programs, occupational and technical training, developmental studies, student services, professional and personal enrichment, public service, and cultural involvement.**





IRCC

## INDIAN RIVER COMMUNITY COLLEGE

Located on the tropical Treasure Coast of Florida, Indian River Community College stands out as a two-year public post-secondary institution dedicated to serving the educational and cultural needs of its surrounding area.

IRCC is truly an “equal access, equal opportunity educational institution.”

IRCC welcomes students of any age, race, religion, nationality, sex, and physical ability. Special adjustments within the College, such as architectural modifications for the disabled and classes in English for the foreign-born, ensure that all students have equal opportunities for success at IRCC. The “open-door policy” in force at the College guarantees that anyone who holds a high school or high school equivalency diploma will be admitted to the College. Every effort is made to keep costs to a minimum at IRCC without compromising academic excellence. Close cooperation between the administration and faculty and a general atmosphere of open communication and concern for the overall success of the student allow IRCC to give its students a high-quality education at a reasonable cost. In addition, many financial aid and scholarship programs are readily available to eligible students.

The “average” student at IRCC is 32 years of age, female and enrolled in a vocational program. In reality, however, this mythical “average” represents students of every age, either sex, with a myriad of goals.

Recent high school graduates take their first step toward future plans at IRCC. Persons already established in careers attend IRCC to expand their skills and retrain for new positions. Senior citizens stay attuned to the world around them through courses offered at IRCC.

The area’s comprehensive educational provider, designated vocational-technical center, and a cultural hub, IRCC has a reputation for quality that inspires some 48,000 people to enroll in classes each year.

High school students who wish to get a head start on college can discover new challenges and broaden their experience through IRCC’s Dual Enrollment and Early Admissions Programs.

## ACADEMIC PROGRAMS

Linking Indian River, Martin, Okeechobee and St. Lucie Counties with seven campuses, IRCC offers a wide range of degree and certificate programs, including Associate in Arts and Associate in Science Degrees, as well as shorter-term certificate programs. The College strives to provide its students with a maximum of educational options; programs are offered not only for students who plan to transfer to upper-level colleges or universities, but also for students who wish to pursue careers immediately upon completion of their IRCC programs.

With its community in mind, IRCC provides a full curriculum for students who want to take classes simply to expand their interests and enhance specific job skills. Programs covered by this blanket of Continuing Education include the Adult Basic Education Program, the General Educational Development Program, the Adult Vocational Credit Program, the Center for Personalized Instruction, the Adult High School for St. Lucie County, and the Women’s Program.

## ACCREDITATION

Indian River Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts and Associate in Science degrees. IRCC is also accredited by the National League for Nursing, Board of Review for Associate Degree Programs, the Joint Review Committee on Education in Radiologic Technology, the Commission on Dental Accreditation-American Dental Association, the Commission on Accreditation of Rehabilitation Facilities, the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association. IRCC is also approved by the Florida State Board of Nursing. IRCC is totally committed to supplying its students with the most modern facilities and most relevant program choices.

## FACILITIES

Twenty-six buildings on a lovely 130-acre campus compose IRCC's main facility in the coastal city of Fort Pierce; in addition, there are six convenient "satellite centers" located throughout the four-county district.

Reflecting the diversity of IRCC students and their interests, the Main Campus encompasses such specialized facilities as a state-of-the-art Science Center and Planetarium, sophisticated aquatic complex, a regional crime lab, a fire science training center, a modern child development center, a physical fitness lab, a fully-equipped dental lab, and a large, comfortable student center. The acquisition and renovation of the historic Coast Guard building in Fort Pierce has enabled IRCC to provide an oceanside setting for its environmental and marine sciences programs. The McAlpin Fine Arts Center emphasizes IRCC's commitment to the development of well-rounded students. With a professional 620-seat theatre, classrooms, and music and drama rehearsal rooms, the Fine Arts Center allows students to participate in the arts and enjoy cultural activities.

The College-sponsored Performing Arts Series annually brings outstanding professional musical productions and dramatic performances to the Treasure Coast.

Complementing the main campus are College centers in Stuart, Vero Beach, Okeechobee, Port St. Lucie, and St. Lucie West.

## HISTORY

Authorized by the Florida Legislature in 1959, Indian River Community College has grown in the past thirty years from a one-building structure to the dominant educational and cultural center in the community. The College moved to its present campus on Virginia Avenue in 1963 after the City of Fort Pierce donated 87 acres of land to IRCC. As the College grew in scope and role, the Board of Trustees felt that a name representative of the College's comprehensive service was appropriate, and, in 1970, changed its name to Indian River Community College. The past decades have been ones of notable growth at IRCC. Although students from nearly every state and many foreign countries now attend the College, it has maintained its primary commitment to providing academic, occupational, technical, cultural, and service programs that meet the needs of its four-county community.

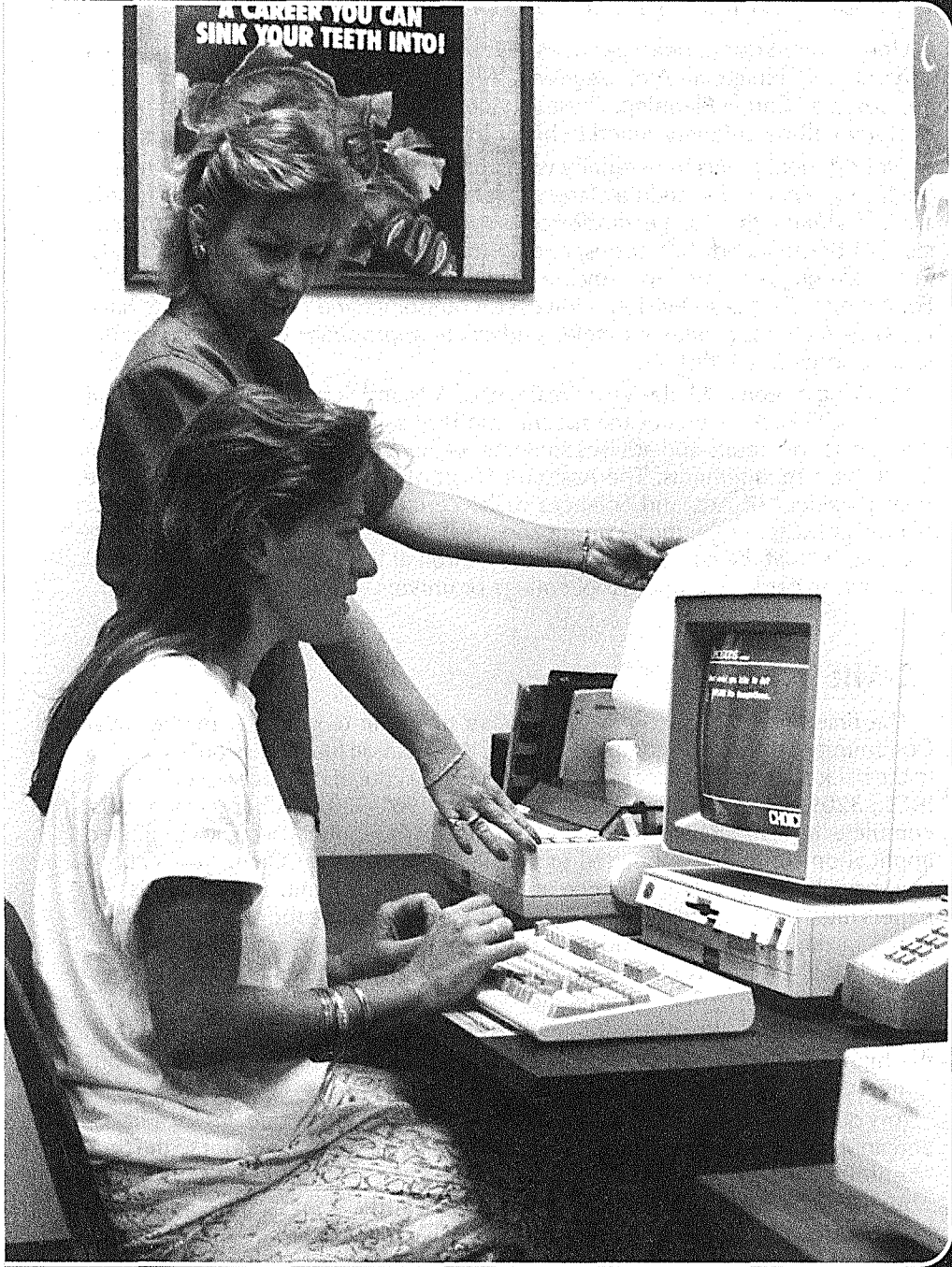
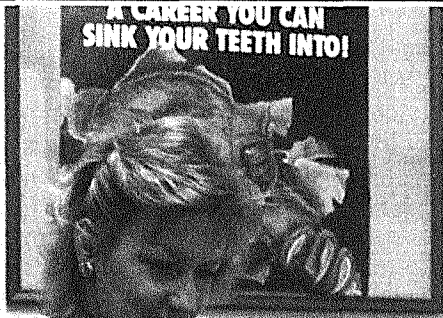
Administered by a District Board of Trustees representative of the four-county area, IRCC maintains an open, innovative administration, a dedicated staff, and concerned, well-qualified faculty. College faculty and staff members contribute to their community through involvement in many local organizations.

## **AREA HIGHLIGHTS**

As might be expected from a college located in an area of unsurpassed natural beauty, mild weather, and closeness to the sea, IRCC is oriented toward outdoor life. Open areas and courtyards on campus give students places to gather or study, and classes are sometimes conducted outdoors. With Lake Okeechobee to the west, the Indian River to the east, and the white sandy beaches of the Atlantic Ocean only minutes away from campus, activities such as swimming, surfing, fishing, SCUBA and snorkeling are always within easy access. The cities of Fort Pierce, Vero Beach, Stuart, Okeechobee, and Port St. Lucie offer an array of recreational and cultural events, and leisure time activities such as Jai-Alai, rodeos, professional baseball, shopping, restaurants, and night spots are also readily available.

Within an hour's drive on the Sunshine State Parkway or I-95 are the city of West Palm Beach, two senior universities, many natural attractions, Kennedy Space Center, and a multitude of job opportunities. Only a short distance farther are the Florida Keys, Orlando, Disney World, and by air or boat, the Bahamas.

On campus, an unlimited number of organizations, formal and informal gatherings, and stimulating special events ensure that IRCC students always have the opportunity to explore their interests, discover new ones, and make friends to share them with. Students find that challenges, work, research, study, service, discovery, and fun all have a place at IRCC.



EDUCATIONAL SERVICES

## EDUCATIONAL SERVICES DIVISION

Under the Educational Services Division “umbrella” are Instructional Advisement, Financial Aid, Veteran’s Affairs, Records, Testing, Curriculum Support, and Career Planning. These services ensure that each student’s program of study will be uniquely suited to his or her interests and abilities.

Every student meets individually with academic counselors before each term begins to select and schedule classes that meet the degree requirements for the student’s major, that can be transferred as part of an upper-division program if the student desires, and that correspond to the student’s future plans and goals. Personal counseling and therapy are not included in the services offered by the Educational Services Division. However, counselors and center provosts have resource manuals available to refer students to appropriate agencies within the four-county service district.

Working closely with the Vice President of Arts and Sciences, the Educational Services Division evaluates the specifications of senior universities concerning the transfer of credits and advises students on the courses available at IRCC that fulfill these requirements. The Assistant Dean of Educational Services and the Vice President of Arts and Sciences make certain that the programs of study offered at IRCC are the most current and relevant possible. In this way, students are assured that the courses in which they enroll at IRCC will be truly beneficial both in transfer to an upper-level college or university and in a chosen career.

## ADMISSIONS

The first step to be taken by any person planning to enroll at Indian River Community College is to complete an IRCC Application for Admission. (Attached to the back of this catalog, or available through the Educational Services Division, IRCC, 3209 Virginia Avenue, Fort Pierce, FL 34981-5599). All applicants must complete the Statement of Residency included on the application. The completed application should be submitted to the IRCC Admissions Office. Applications may be submitted well in advance of the term of enrollment, and all admission papers must be on file in the Admissions Office on or before the registration dates noted in the academic calendar near the front of this catalog. Special notice should be given to deadlines for programs such as Allied Health Education and Cosmetology.

It is the responsibility of the applicant to make sure that official transcripts from the high school and college previously attended are on file in the Admissions Office.

Any other required papers, such as references or Health Certificates for athletes and applicants to the health programs, should also be submitted prior to the time of enrollment.

Applicants who take these steps and who meet the admission requirements listed below will receive formal notification of acceptance to IRCC.

## ADMISSION REQUIREMENTS AND PROCEDURES

1. Under the "open door admissions policy" in effect at IRCC, any graduate of an accredited high school or any person who holds a high school equivalency diploma will be accepted as a student at IRCC.
2. According to state law, all degree-seeking students entering the community college or state university system are required to be tested for placement purposes. IRCC accepts the ACT, SAT or ASSET exam for appropriate placement in classes. Students are not permitted to register for any mathematics, English, reading or college-level professional coursework without these scores. Scores are valid for 3 years.
3. Transfer students, that is, all degree-seeking applicants who have previously attended or enrolled in another college or university, must supply official transcripts from all colleges and universities attended. The transcripts must be received prior to the end of the first academic term. Students will not be permitted to register a second term without satisfying this admission requirement. All students entering limited admissions programs and students receiving financial aid must have their transcripts on file prior to their first term of enrollment.
4. Applicants who are not graduates of accredited high schools or high school equivalency programs, or who do not have evidence of honorable withdrawal from colleges or universities previously attended will be considered on an individual basis by the IRCC Admissions Committee. If accepted into IRCC, students are expected to meet conditions specified by the Admissions Committee.
5. Academically superior students may be admitted to IRCC while still in high school after they have obtained the approval of their high school principals or others designated by their county's Superintendent of Schools. (See Dual Enrollment and Early Admissions.)
6. Certain specialized programs in IRCC have additional requirements for admission and different application deadlines. Applicants to the Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Lab Technology, Dental Hygiene, Emergency Medical Technician, Medical Lab Technology, LPN/RN Transitional, Paramedic, Practical Nursing, Radiologic Technology, and Respiratory Care Programs should contact the IRCC Educational Services Office for information about special requirements.
7.
  - (a) No Florida high school graduate shall be admitted to the Associate in Arts degree program if he has not successfully completed the requirements set forth in S.232.246 or unless he has been awarded a general education development diploma, provided the examination completed for such diploma was in the English language.
  - (b) Nonresident students may be admitted to the community college upon such terms as the college may establish. However, effective August 1, 1987, such terms for nonresidents admitted to the Associate in Arts degree program shall include, but shall not be limited to: completion of secondary school curriculum which includes 4 years of English and 3 years each of mathematics, science and social studies, or a high school equivalency diploma; however, in lieu of the English requirement, a foreign student may use 4 years of instruction in his native language or another language which was the language of instruction in the secondary school attended.

## PLACEMENT TESTING

Florida Statutes require applicants for admission to community colleges to be tested prior to completion of registration. IRCC will accept ACT, SAT or ASSET test scores for this purpose. Currently, IRCC administers the ASSET and the National ACT exam. The ASSET is frequently given during registration periods for a \$10.00 testing fee. Testing schedules are available in the Educational Services Office.

## CLASSIFICATION OF STUDENTS

Students may enroll at IRCC on a full-time or part-time basis. Students who enroll for 12 or more semester hours in the Fall and Spring Semester are classified as full-time, while those who enroll for fewer than 12 hours are part-time students. During the Summer Semesters, a student must be enrolled in 6 or more semester hours to be classified as a full-time student. The number of semester hours credit earned determines whether a student is classified as a freshman, sophomore, or special student. Freshmen have earned fewer than 30 semester hours credit; sophomores at least 30 but fewer than 64 semester hours credit; and special students have earned more than 64 semester hours credit or already hold a degree.

## ATTENDANCE

Class attendance policies at IRCC are set by individual instructors. Students are expected to adhere to the policies set by each instructor. (Students who receive financial aid or V.A. benefits should refer to the “Financial Aid” section of this catalog for further information on attendance.)

## SPECIAL ADMISSIONS

### DUAL ENROLLMENT

Dual enrollment is defined as a student receiving high school credit toward a high school diploma and college credit toward an associate degree or credit toward a vocational certificate for an eligible course. There are four types of dual enrollment:

1. **Academic**—Students in grades 9-12 qualify who are earning high school credit toward a high school diploma and college credit toward an associate or baccalaureate degree. Students may be part-time or full-time. Students enrolled in college credit mathematics or English must successfully complete any entry-level examination as required by Section 240.117, Florida Statutes. For the purpose of this agreement, ACT, SAT or ASSET scores are acceptable.
2. **Vocational**—Students in grades 9-12 qualify who are earning elective high school credit toward a high school diploma and college credit toward an associate degree or credit toward a vocational certificate from a complete job preparatory program, but not isolated vocational courses. Students may be part-time or full-time in vocational dual enrollment.



Students enrolled in vocational classes for vocational dual enrollment must complete the vocational entry-level exam as required by Section 240.117, Florida Statutes. For the purpose of this agreement, the TABE will be used.

3. **Early Admission**—Students qualify who are enrolled full-time in college, and are earning high school credits toward a high school diploma and college credit toward an associate or baccalaureate degree. Students must have completed, prior to early admission, a minimum of six semesters of full-time secondary enrollment (grades 9-11).

Eligibility criteria, as stated in paragraphs 1 and 2 above, will also apply to early admission.

4. **Advanced Placement/Dual Enrollment**—Students in grades 9-12 qualify who are enrolled in a dual enrollment/advanced placement course taught by a community college or state university. The course must integrate, at a minimum, the course structure recommended by the college board and the structure that corresponds to the common course number. The student may choose advanced placement credit or academic dual enrollment credit for the course, but not both. If the student elects advanced placement credit, the student must score a minimum of three on a five-point scale on the applicable advanced placement examination to receive college credit.

The following are ineligible to be counted as dual enrollment:

- A. Vocational preparatory instruction.
- B. College preparatory instruction.
- C. Other forms of pre-college instruction.
- D. Physical education and recreational studies that focus on physical execution of skills rather than the intellectual attributes of an activity.

## TRANSIENT STUDENTS

Students attending other colleges or universities who wish to earn credits for transfer to those institutions may be admitted to IRCC as transient students. These students must present an official statement from the institution they have been attending which certifies the credits they earn at IRCC will be accepted as part of their academic program. Such students are not required to file transcripts of their previous college credits. Transcripts are not automatically sent upon completion of a class. Written request for transcripts must be received by the Record Center in order for transcripts to be sent to another institution.

## FOREIGN STUDENTS

The admission of foreign students to IRCC is the same as American students except for these added criteria:

1. Official transcripts of completed high school and college work, including the dates of attendance, courses taken, and grades received, must accompany a notarized English translation. Both should be submitted with the application.

2. Official copy of scores attained on the Test of English as a Foreign Language (TOEFL) must be submitted. A minimum total score of 500 is required of foreign students whose native language is not English.
3. Foreign Students receive the Form I-20 (Immigration Certificate of Acceptance) upon approval of the application.
4. The Admissions Committee evaluates the student's application and transcripts to determine acceptance at IRCC.

## **INTERNATIONAL TRANSFER STUDENTS:**

Students who have attended college outside the United States and wish to have applicable credit transferred to Indian River Community College must have their academic credentials evaluated by **World Education Services, Inc.**, P.O. Box 745, Old Chelsea Station, New York, NY 10011, and provide the Admissions Office with this evaluation as well as official translated transcripts from each institution attended.

Students should be informed that this evaluation service will cost them \$75.00 to \$100.00 and there is **no** guarantee that anything **or** everything will transfer to IRCC. This fee is charged by the evaluation agency, **not** by IRCC.

## **ADMISSION TO HEALTH PROGRAMS**

Although the admission requirements for most of the programs at IRCC are minimal, the Allied Health Division requires that applicants to some of its programs meet additional "selective admission" conditions. These include appropriate academic preparation and acceptable scores on various aptitude tests. Students who need refresher or remedial help before being accepted into the health programs are referred to the CPI Health Lab, where individualized instruction is available on a one-to-one basis.

## **TRANSFER STUDENTS**

IRCC welcomes transfer students from other colleges and universities and provides academic advisement through the Educational Services Division to ensure that as many earned credit hours as possible will be applied toward their program of study at IRCC.

Official transcripts from regionally-accredited colleges and universities must be received by the Admissions Office and evaluated prior to the second term of enrollment for all degree-seeking students. A written evaluation of these credits will be mailed to the student.

The policy of IRCC concerning the transfer of credits from other institutions is to accept those credits of a grade of "D" or higher in freshman- and sophomore-level courses only from REGIONALLY ACCREDITED public and private colleges and universities. However, a "C" grade is required for Gordon Rule courses and some prerequisite courses. Please consult a counselor for further clarification. IRCC must offer an equivalent course in order to consider a course for transfer credit.

Credits earned at IRCC with those from all other institutions attended will be used to compute the student's grade point average (GPA) for graduation and for financial aid purposes. The student's last 20 semester hours (excluding College Preparatory instruction) must be taken at IRCC to meet graduation requirements.

Students should consult with Educational Services if they have any questions regarding transfer.

Transfer students with a 1.5 or below cumulative GPA will be admitted on a probationary status. Students in this category should refer to the section in this catalog that addresses Academic Probation for conditions of Probationary Status.

## REGISTRATION

Registration is not complete until all fees are paid. Although classes may be scheduled in advance, that schedule is not effective until all fees are paid. Registration deadlines are noted in the college calendar near the front of this catalog. Refunds will be mailed 3-4 weeks after the drop/add period ends.

## RESIDENCY

An applicant should be aware that a false statement regarding residency status is punishable as a misdemeanor under Section 837.06, Florida Statutes.

**240.1201 Determination of resident status for tuition purposes.** Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees in public community colleges and universities.

(1) As defined under this section:

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

(b) The term "institution of higher education" means any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.

(c) A "legal resident" or "resident" is a person who has maintained his residence in this state for the preceding year, has purchased a home which is occupied by him as his residence, or has established a domicile in this state pursuant to S.222.17.

(d) The term "parent" means the natural or adoptive parent or legal guardian of a dependent child.

(e) A "resident for tuition purposes" is a person who qualifies as provided in subsection (2) for the in-state tuition rate; a "nonresident for tuition purposes" is a person who does not qualify for the in-state tuition rate.

(2)(a) To qualify as a resident for tuition purposes:

1. A person or, if that person is a dependent child, his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to his qualification.

2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his length of residence in the state and, further, shall establish that his presence or, if he is a dependent child, the presence of his parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bonafide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(b) However, with respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the 5 years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3) An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until he has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he seeks the in-state tuition rate.

(4) With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.

(5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains his legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(6) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse's

immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(7) A person shall not lose his resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his parent's or parents' serving, in the Armed Forces outside this state.

(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his resident tuition status because he or, if he is a dependent child, his parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his domicile in this state shall be permitted to re-enroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has re-established his domicile in this state within 12 months of such abandonment and continuously maintains the re-established domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

(10) The following persons shall be classified as residents for tuition purposes:

(a) Active duty members of the armed services of the United States stationed in this state, their spouses, and dependent children.

(b) United States citizens living 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.

(c) Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education, as defined in s.228.041, and their spouses and dependent children.

(d) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

(e) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.

(f) Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

Once declared, Residency Status is established for the entire term and cannot be changed during that term. Changes in Residency Status may be made at the beginning of the next term.

## FEES

Every effort is made at IRCC to provide a high quality education at a reasonable cost. Many financial aid and scholarship programs are available to eligible students to assist with the financing of their college education at IRCC.

One dollar of each student's tuition fee per credit hour is applied toward scholarships.

The fee schedule in effect at IRCC as of Fall Semester, 1992 is as follows. These fees are subject to change within the academic year covered by this catalog.

	<b>In-State Matriculation</b>	<b>Out-of-State Tuition</b>
Advanced and Professional	\$30.00/cr. hr.	\$120.00/cr. hr.
Postsecondary Vocational	\$30.00/cr. hr.	\$120.00/cr. hr.
Postsecondary Adult		
Vocational	\$9.00/0-15 hrs.	\$36.00/0-15 hrs.
	\$10.00/16-18 hrs.	\$40.00/16-18 hrs.
	\$11.00/19-21 hrs.	\$44.00/19-21 hrs.
	\$12.00/22-24 hrs.	\$48.00/22-24 hrs.
	\$13.00/25-27 hrs.	\$52.00/25-27 hrs.
	\$14.00/28-30 hrs.	\$56.00/28-30 hrs.
Supplemental Vocational	\$8.00/0-10 hrs.	\$32.00/0-10 hrs.
	\$16.00/11-20 hrs.	\$64.00/11-20 hrs.
	\$24.00/21-30 hrs.	\$96.00/21-30 hrs.
Lifelong Learning	\$5.00/0-15 hrs.	\$20.00/0-15 hrs.
	\$10.00/16-30 hrs.	\$40.00/16-30 hrs.
College Preparatory	\$30.00/cr. hr.	\$120.00/cr. hr.
Vocational Preparatory	\$14.00/cr. hr.	\$ 56.00/cr. hr.
Adult Basic Skills and Adult	\$11.00/cr. hr.	\$ 44.00/cr. hr.
Secondary		
Adult Elementary & Secondary	NO FEE	NO FEE
Recreational and Leisure Time	\$1.00/contact hr.	\$1.00/contact hr.

## SPECIAL FEES

Special fees, in addition to matriculation, tuition and registration:

Late Registration	\$15.00
Commencement-Spring Semester (includes regalia)	\$30.00
Graduation Fee – Fall, Summer I & II Semesters	\$15.00
Graduation Late Fee	\$ 5.00

Internal Testing	\$ 5.00
ASSET Test	\$10.00
General Education Development Test (GED)	\$25.00
Nursing Assistants Performance Exam	\$75.00
Child Care (per child, per week)	\$50.00
Competency Validated Credit - Service Fee	\$5.00/cr.
Interlibrary Loan Fees - Photocopied	\$.05/pg.
Parking Violations	\$10.00

Additional fees may be charged for instruction incurring unusual costs and for special services to individuals or community or governmental agencies.

<b>COURSE TITLE</b>	<b>COURSE ID</b>	<b>AMOUNT</b>
<b>AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY</b>		
Basic Refrigeration	ACR 1000	\$ 20.00
Applied Electricity I	ACR 1101	20.00
Applied Electricity II	ACR 1102	20.00
Heat	ACR 1600	20.00
Heat Pump Systems	ACR 1601	20.00
Components of Refrigeration	ACR 1741	20.00
Basic Air Conditioning I	ACR V001	20.00
Basic Air Conditioning II	ACR V003	20.00
Basic Air Conditioning III	ACR V002	20.00
Basic Air Conditioning IV	ACR V301	20.00
Basic Air Conditioning V	ACR V600	20.00
Basic Air Conditioning VI	ACR V602	20.00
Fibrous Glass Duct Constr/Installation	ACR V935	50.00
<b>AUTOMOTIVE SERVICE TECHNOLOGY</b>		
Intro to Automotive Technology	AER 1010	20.00
Modern Automotive Technology	AER 1006	20.00
Intro to Auto Electrical Systems	AER 1310	20.00
Auto Engine Repair and Testing	AER 1111	20.00
Engine Tune-up	AER 1520	20.00
Auto Body I	ARR 1001	20.00
Automotive Transaxles	AER 1270	20.00
Auto Body II	AER 1264	20.00
Automotive Brake Systems	AER 1410	20.00
Suspension, Steering and Alignment	AER 1450	20.00
Automotive Alignment and Chassis	AER 1451	20.00
Automotive Maintenance	AER 1540	20.00
Introduction to Diesel Engine	DIM 1001	20.00
Diesel Engine Troubleshooting and Repair	DIM 1010	10.00
Automotive Engine Service and Repair	AER 1780	20.00
Adv. Auto Electrical System	AER 2311	20.00
Computer Controls and Electric Fuel	AER 2109	20.00
Automatic Transmissions	AER 2251	20.00
Automotive Power Trains	AER 2270	20.00

Auto AC and Heating	AER	2171	20.00
Engine Overhaul	AER	2113	20.00
Automotive Service I	AER	V051	10.00
Automotive Service II	AER	V052	10.00
Automotive Service III	AER	V053	10.00
Automotive Fundamentals	AER	V920	15.00
Small Engine Repair	SER	V110	10.00

### BIOLOGY

Biological Science with Lab	BSC	1005C	15.00
General Biology I	BSC	1010C	15.00
General Biology II	BSC	1011C	15.00
Anatomy and Physiology I	BSC	2093C	15.00
Anatomy and Physiology II	BSC	2094C	15.00
Microbiology	MCB	2010C	15.00
Intro to Marine Biology	OCB	2010C	15.00
Fundamentals of Mariculture	OCB	2721C	15.00

### BUILDING CONSTRUCTION TECHNOLOGY

Basic Woodworking	BCT	V111	15.00
Intro to Cabinet Making	BCV	V111	20.00
Residential Wiring I	EEV	V171	50.00
Woodworking Workshop	BCT	V121	20.00

### CHEMISTRY

General Chemistry I	CHM	1045C	15.00
General Chemistry II	CHM	1046C	15.00
Organic Chemistry I	CHM	2210C	15.00
Organic Chemistry II	CHM	2211C	15.00

### COSMETOLOGY

Introduction to Cosmetology	COS	V001C	50.00
Anatomy/Physiology/Chemistry of Cosmetology	COS	V080C	50.00
Review/Job Prep/Salon Management	COS	V081C	50.00
Cosmetology Review (in-state)	COS	V920	225.00
Cosmetology Extended Hours (in-state)	COS	V905	60.00
Adv. Haircutting Techniques (in-state)	COS	V925	10.00
Adv. Sys. Approach to Hair Color (in-state)	COS	V924	35.00
Tech. of Make-up Application (in-state)	CSP	V300	25.00
Fund. of Manicuring/Pedicuring w/Nail Extensions – 128 hrs (in-state)	CSP	V010	40.00
Electrolysis – 64 hrs (in-state)	COS	V103	150.00
Esthetics – 260 hrs (in-state)	CSP	V100	75.00
Cosmetology Specialist (in-state)	COS	V996	125.00
Permanent Wave Techniques (in-state)	COS	V922	35.00



**CRIMINAL JUSTICE**

Intoxilyzer Refresher	CDT	V048	5.00
First Responder to Medical Emergencies	CJD	1254	10.00
Basic Law Enforcement	CJD	V000	60.00
Law Enforcement Auxiliary	CJD	V001	20.00
Law Enforcement Cross Training	CJD	V002	60.00
Corrections Auxiliary	CJD	V003	10.00
Corrections Cross Training	CJD	V005	60.00
Corrections Supplemental (230 hrs)	CJD	V006	60.00
Law Enforcement Supplemental (290 hrs)	CJD	V008	60.00
Law Basic Enforcement for Reserve Offic.	CJD	V010	60.00
Basic Corrections Academy	CJD	V450	60.00
Security Guard Training	CJT	V810	5.00
Auto Pistol Transition	CJT	2320	10.00
Intoxilyzer Technician	CJT	2322	10.00
Law Enforcement Explorers Academy	CJT	V930	10.00
Firearms Familiarization	CJT	X312	10.00
Advanced Firearms	CJT	X311	10.00

**DENTAL SCIENCE**

Preclinical Orientation Lab	DEA	V025L	182.00
Expanded Functions I	DEA	V820L	40.00
Expanded Functions II	DEA	V821L	40.00
Clinical Practice I	DEA	V800L	212.00
Clinical Practice II	DEA	V850L	182.00
Dental Radiology Lab	DES	1200L	15.00
Elements of Dental Materials	DES	1100C	15.00
Tooth Physiology and Anatomy Lab	DTE	2020L	15.00
Complete Denture Theory Lab	DTE	1103L	15.00
Partial Denture Theory Lab	DTE	2107L	15.00
Occlusal Topography Lab	DTE	2030L	15.00
Orthodontic and Pedodontic Lab	DTE	1132L	15.00
Expanded Functions/Dental Auxiliary	DEA	P923	106.00
Infectious Diseases: Disinfection and Sterilization	DEA	P924	6.00
Ceramic Lab	DTE	2141L	15.00
Crown and Bridge Lab	DTE	2150L	15.00
Specialty in Adv. Prosthodontics Lab	DTE	2151L	15.00
Adv. Removable Prosthodontics Lab	DTE	2123L	15.00
Adv. Orthodontic and Pedodontic Lab	DTE	2133L	15.00
Expanded Functions for Dental Hygienist	DEH	2530L	15.00
Fabric. of Temporary Crowns/Bridges	DTE	P152	63.00
Adv. Dental Hygiene: Periodontics	DEH	P608	89.00

**ELECTRONICS ENGINEERING TECHNOLOGY**

DC Circuits	EET	1015C	10.00
AC Circuits	EET	1025C	10.00
Electronic Devices I	EET	2106C	10.00
Electronic Devices II	EET	2107C	10.00
Communication Circuits I	EET	2325C	10.00
Communication Circuits II	EET	2335C	10.00

**EMERGENCY MEDICAL SERVICES TECHNOLOGY**

First Responder	EMS	1059C	15.00
Fundamentals of Emergency Care	EMS	1119C	15.00
Paramedic I	EMS	2234C	15.00
Paramedic II	EMS	2235C	15.00
Paramedic Hospital/Field Experience I	EMS	2461	15.00
Paramedic Hospital/Field Experience II	EMS	2462	15.00
Paramedic Field Internship	EMS	2463	15.00

**FIRE SCIENCE TECHNOLOGY**

Basic Fire Recruit	FFP	V005	115.00
Basic Volunteer Fire Training	FFP	V081	10.00
Advanced Volunteer Fire Training	FFP	P085	10.00
Fire Service Special Topics	FFP	1930	5.00 to 20.00
Aircraft Rescue and Protection	FFP	1666	10.00
Adv. Aircraft Rescue and Protection	FFP	2667	10.00

**MARINE SCIENCE**

Intro to Marine Biology	OCB	2010C	15.00
-------------------------	-----	-------	-------

**MEDICAL LABORATORY TECHNOLOGY**

Hematology	MLT	1300C	30.00
Coagulation and Blood Banking	MLT	1335	30.00
Serology and Urinalysis	MLT	1542	30.00
Clinical Chemistry	MLT	2620	30.00
Clinical Microbiology	MLT	2400C	30.00
Advanced Clinical Microbiology	MLT	2937	30.00
Basic Concepts of Phlebotomy	MLT	1040C	10.00

**MUSIC (APPLIED)****PRINCIPAL APPLIED MUSIC**

All Principal Applied Music Courses			75.00
All Secondary Applied Music Courses			75.00
See pages 263-266 for specific courses			

**OFFICE SYSTEMS TECHNOLOGY**

Office Skills Training I	OFT	V010	73.00
Office Skills Training II	OFT	V011	73.00
Clerk Typist I	OST	V063	73.00
Clerk Typist II	OST	V064	73.00

**PHOTOGRAPHY**

Photography II	PGY	1103C	20.00
Beginning Darkroom Photography	PGY	1120C	20.00
Advanced Darkroom Photography	PGY	1121C	25.00
Beginning Color Darkroom Photography	PGY	1123C	20.00
Advanced Color Darkroom Photography	PGY	2124C	25.00

**PHYSICAL EDUCATION**

Scuba Additional Costs

**PHYSICAL SCIENCE**

Physical Science with Lab	PSC	1342C	15.00
---------------------------	-----	-------	-------

**PHYSICS**

General Physics I	PHY	2053C	20.00
General Physics II	PHY	2054C	20.00
Physics for Engineers I	PHY	2048C	20.00
Physics for Engineers II	PHY	2049C	20.00

**RADIO AND TELEVISION**

Broadcast Practicum I	RTV	1941	10.00
Broadcast Practicum II	RTV	1942	10.00

**RADIOGRAPHIC TECHNOLOGY**

Radiographic Procedures & Evaluation I	RTE	1504	37.50
Radiographic Procedures & Evaluation II	RTE	1514	37.50
Radiographic Procedures & Evaluation III	RTE	1523	37.50

**REAL ESTATE**

Real Estate Principles and Practices I	REE	1040	8.50
Real Estate Principles and Practices II	REE	2041	8.50

**RESPIRATORY CARE**

Intro to Respiratory Therapy w/Lab	RET	1024C	15.00
Respiratory Therapy Theory I w/Lab	RET	1274C	15.00
Mechanical Ventilation w/Lab	RET	2264C	15.00
Pulmonary Function Studies w/Lab	RET	2414C	15.00
Respiratory Therapy Theory III w/Lab	RET	2442C	15.00

**WELDING**

Combination Welding I	PMT	1123	25.00
Electric Welding I	PMT	1121	25.00
Electric Welding II	PMT	1122	25.00
Welding Fabrication Techniques	PMT	2930	25.00
Welding Design and Fabrication	PMT	2931	25.00
Welding Seminars	PMT	2932	25.00

**WOODWORKING**

Basic Woodworking	BCT	V111	15.00
-------------------	-----	------	-------

## REFUNDS

Students may not change their schedules and receive a refund after the drop/add period is over unless the class is a Special Registration. A Special Registration is defined as a class which has beginning and ending dates which do not coincide with the beginning and ending dates published for the regular term.

For Special Registration classes, the following drop deadlines **MUST** be met in order to qualify for a refund:

LENGTH OF CLASS	DROP DEADLINE
1 Calendar Day	Day before the class begins
2-7 Calendar Days	Up to 1 day after the class begins
7 or more Calendar Days	Up to 7 calendar days after the class begins

If a class meets during a time when registration offices are closed, the student must initiate a request for withdrawal/refund in person on the next regular work day.

Refunds will be processed and mailed after the drop/add period ends. No exceptions can be made to the refund deadlines.

## INSURANCE

The college does not currently offer a student insurance program, although all students are encouraged to contact their personal insurance carriers for coverage. Cosmetology, allied health, police, fire and corrections academy students are required to contract for liability insurance through the IRCC Business Office.

## FINANCIAL AID

Indian River Community College believes that no person should be denied a college education due to a lack of funds. The college makes available to eligible students a variety of scholarships, grants, work opportunities, and loans. Although students and their parents are expected to make every effort to meet the costs of education, many students do qualify for some form of financial aid and are encouraged to apply for aid through the IRCC Financial Aid Office.

Federal- and state-funded financial aid programs are offered to eligible students at IRCC. These include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Florida Student Assistance Grant (FSAG)
- Florida Undergraduate Scholars Program
- Florida Gold Seal Vocational Scholarship
- Federal Work Study Program (FWSP)
- Federal Family Education Loans

Applications and information on these programs are available to students through their high school guidance counselor or the IRCC Financial Aid Office. Since aid applications take 6 to 8 weeks to process, students are encouraged to apply early. Federal aid recipients must meet satisfactory academic progress guidelines. Aid recipients must maintain a minimum 2.0 grade point average (GPA) for all classes attempted each semester and must complete at least 70% of all credits attempted each semester. In general, students who have completed more than 92 credits will not be eligible to receive financial aid at IRCC. Selective admission allied health programs have specific higher credit limits. Certain aid programs may have more restrictive guidelines. Information sheets outlining

specific guidelines may be obtained from the Financial Aid Office. It is the student's responsibility to be aware of and to adhere to all satisfactory progress requirements for aid recipients.

## **SCHOLARSHIPS**

The IRCC Trustees Scholarship, which covers two years of tuition and books at IRCC, is offered each year to the high school valedictorians in the four-county area. Various discipline area scholarships are also available on a competitive basis. In addition, many organizations throughout the community offer scholarships to students who plan to attend IRCC. The IRCC Foundation also provides funding for many scholarships for IRCC students. Applications and information concerning all of the Foundation scholarships are available in the Financial Aid Office.

## **VETERANS**

Indian River Community College is approved by the State Approving Agency for Veterans Training to provide training under the various education laws administered by the Veterans Administration. It is important that veterans who plan to attend IRCC apply early through the Veterans Affairs Office on the IRCC Main Campus, so that certification of eligibility may be obtained from the State Regional Office (P.O. Box 1437, St. Petersburg FL 33731). It is the veteran's responsibility to make sure that he or she meets all of the veteran requirements, and reads and understands the regulations and policies that govern the V.A. benefit program. Veterans must enroll for at least 12 semester hours during the Fall and Spring Terms, and for at least 6\* semester hours during the Summer Terms to receive full benefits; if fewer semester hours are attempted, monthly allotments are generally reduced proportionately. Veterans must maintain a cumulative 2.0 grade point average to continue to be eligible for benefits. Every semester, the college reports the veteran's status and certifies his or her enrollment to the Veterans Administration. Veterans should report all changes in semester hours or any other change in status to the IRCC Veteran's Office. At least 45 to 60 days should be allowed for the paperwork to be processed before the veteran can expect his or her first payment.

Students in Vocational clock-hour programs are encouraged to attend all class sessions. Students receiving VA benefits should note that excessive absences will result in termination of benefits. Absences totaling more than the equivalent of ten percent (10%) of the total hours in the program are considered excessive. Students who miss more than 10% of the scheduled class sessions will be counseled individually to determine if it is possible to make-up the required coursework in a reasonable time frame. If it is determined the work cannot be completed within the typical time constraints, the student will be terminated from receipt of VA benefits due to unsatisfactory attendance.

\*Subject to change by the Veterans Administration.

## **FINANCIAL ASSISTANCE AND ATTENDANCE**

Students at IRCC who receive any federal financial assistance, including veterans benefits, are expected to attend all class sessions. Absences should be discussed with instructors. Also, students covered by any of these programs must make satisfactory educational progress to maintain their eligibility.

## **CAREER PLANNING**

One of the most important and difficult decisions facing any student is his or her choice of a career. With thousands of careers from which to choose, many students find the selection overwhelming. For this reason IRCC provides professional career counseling, interest surveys, and evaluation of talents and abilities through the Career Planning Office. An extensive library of books, magazines, and pamphlets informs students of the jobs that exist, the outlook for future employment, the qualifications and characteristics that each job demands, and the rewards and drawbacks of the various occupations. The CHOICES computer analyzes individual interests and preferences, then matches students to suitable careers. Linked into the Job Service of Florida, CHOICES also lets job-seekers know of positions available throughout the state. Career planning services are available to all students, alumni, and employees.

## **JOB PLACEMENT**

IRCC students are also encouraged to use the services of the College Placement Office for assistance in locating suitable jobs while enrolled as a student or upon graduation from IRCC. The Placement Office prepares and distributes bi-weekly JOBGrams, which list various positions open to qualified students.

Assisting IRCC students and alumni to obtain employment is the campus office of Job Service of Florida. The only extension of Job Service of Florida located on a college campus, IRCC's Job Service receives a daily computerized update of jobs available within the state.

On-campus interviews, advice on job-search techniques, and help in preparing resumés ensure that IRCC students are given every opportunity to pinpoint their interests and obtain a job which corresponds with those interests.

## **DISABLED STUDENT SERVICES**

Indian River Community College strives to provide all possible forms of assistance to disabled students. Reasonable substitutions of requirements for admission to programs or graduation shall be provided to eligible disabled students in accordance with Section 240.152, Florida Statutes. Each request for a substitution will be considered on an individual basis. Any student with a special need is encouraged to contact the Disabled Student Counselor in the Educational Services Division for additional information and assistance.

## **ORIENTATION**

After applicants complete and submit admission forms, are accepted into IRCC, schedule their classes through the Educational Services Division, and pay their fees, one preparatory step to enrollment remains. That recommended step, for new full-time students, is orientation. An excellent way to get acquainted with fellow students and the IRCC campus, orientation also familiarizes students with the policies and procedures of the college, the programs of study available, and other useful information. For their convenience, out-of-state students are invited to attend the orientation sessions scheduled just before the beginning of each term.

## DROP/ADD PROCEDURES

Students who wish to change their class schedules after registration has been completed should return to the Educational Services Division and again meet with an academic counselor to amend the schedule. A Drop/Add card will be filled out, signed and processed by the counselor. It is up to the student to make sure that the necessary fee adjustments are paid by the Drop/Add deadline. The Drop/Add period is noted in the calendar near the front of this catalog; state regulations prohibit IRCC from allowing changes after the deadline for Drop/Add has passed.

## WITHDRAWAL FROM A COURSE

Students may withdraw from any course and have a "W" recorded for that course provided certain conditions are met: the withdrawal must occur before the deadline noted in the calendar near the front of this catalog, and the withdrawal must be made in person and in writing through the Educational Services Division. Students who simply do not attend class and who do not officially withdraw from the course will receive a failing grade. Students may withdraw from a Special Registration course anytime prior to the last class meeting. A Special Registration is defined as a class which has beginning and ending dates which do not coincide with the beginning and ending dates published for the regular term.

## WITHDRAWAL FROM IRCC

Students who must withdraw from all classes at IRCC may do so prior to the first day of final examinations for that term. Again, the student must withdraw in person to receive a "W" rather than an "F" in the courses. Official Withdrawal Forms are available in the Educational Services Office, and a counselor will answer any questions the student may have.

## GRADING SYSTEM

Final grades are mailed to each student within a few days after the completion of each semester.

\*The following grading system is used:

- A Outstanding work (4 quality points per semester hour).
- B Very competent and effective work (3 quality points per semester hour).
- C Satisfactory work (2 quality points per semester hour).
- D Work sufficient to gain credit for the course and satisfy graduation requirements (1 quality point per semester hour).
- F Unsatisfactory work, failing grade (no quality points).
- I Incomplete work, grade arranged with instructor. **Student must register and pay tuition** to complete the course during the academic year that the "I" grade was received. Failure to do so will result in an "F" for the course.
- S Satisfactory (no quality points).
- U Unsatisfactory.

\*Some courses require a grade of "C" or better for graduation (e.g., Gordon Rule, Allied Health). Consult Educational Services.

The student's grade-point average is computed by dividing the total number of quality points earned by the total number of hours attempted. Students may repeat a course in which they have earned a "D" or "F". Only the final grade earned will be computed in the cumulative grade point average. Transfer without the A.A. degree may invalidate this policy at another school.

A student may take courses for "S" (Satisfactory) or "U" (Unsatisfactory) credit and count it for the degree given appropriate advisement. Courses taken for "S" or "U" credit **will not** convert subsequently to any other type of grade. With proper registration and payment of fees, "S" or "U" courses may be repeated sequentially or concurrently.

The following grading system is used for some non-credit courses, other non-credit courses receive letter grades.

P Pass (no quality points).

NP Not Pass

## **PRESIDENT'S LIST**

The President's List is posted at the end of the fall and spring semesters. All students who have completed a minimum of 16 credit hours or more with the letter grade of "A" and a cumulative GPA of 4.0 will be eligible.

## **DEAN'S LIST**

The Dean's List is posted at the end of each semester. All students who have earned an academic average of 3.5 or higher with no grade lower than "C", and who are carrying 12 or more semester hours in courses which carry letter grades of A, B, C (S/U courses ineligible), will be placed on the Dean's List.

(For summer terms, 6 or more semester hours must be completed).

## **ACADEMIC AWARDS**

Graduating students' academic achievements are recognized at the Spring commencement, based on the student's cumulative grade point average, as follows:

3.85 to 4.00 – Graduated with Highest Honors

3.70 to 3.84 – Graduated with High Honors

3.50 to 3.69 – Graduated with Honors

Students whose academic averages merit honors will have their transcripts so designated. Computation of Academic Awards is based on all course work attempted, including course work at previous institutions.

## **ACADEMIC PROBATION/SUSPENSION**

All students whose cumulative grade point average (GPA) is 1.5 or below will be placed on academic probation for the next semester in which they enroll. If they fail to improve their cumulative GPA to above 1.5 by the end of the probationary semester, they will be placed on probation for an additional semester. If by the end of the second probationary semester, students fail to improve their cumulative GPA to above 1.5, they will be placed on academic suspension. Academic suspension is action taken by the college to suspend a student because of poor academic progress. Students on academic suspension



will not be permitted to enroll in classes until they appeal to the Admissions Committee for re-admission to the College. If the appeal is approved, the student will be re-admitted under one additional probationary semester to obtain a 1.5 cumulative GPA.

This Probation/Suspension Policy is also applicable to transfer students. Therefore, it is possible for a transfer student to enter IRCC under first-term probationary status.

## **COLLEGE LEVEL ACADEMIC SKILLS TEST**

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

The CLAST is designed to test the communication and computation skills judged by state university and community college faculty to be essential for college students to have attained by the end of the sophomore year. The test is required by Florida Statutes and State Board of Education rules.

To be eligible to take the CLAST, a student must file an application to take the test on or before the established deadline.

Effective August 1, 1984, the State Board of Education requires attainment of minimum CLAST scores for the award of the A.A. and for admission to upper division status in state universities in Florida.

The Educational Services Office can tell you how and when to apply to take the CLAST and where the communication and computation skills are taught in the curriculum.

## **PROCEDURES FOR REGISTERING FOR CLAST**

To register for the CLAST exam, students must see a counselor and complete the CLAST application.

### **Test Administration Days**

October 2, 1993

February 19, 1994

June 4, 1994

### **College-Level Communication and Computation Skills Assessed By The College Level Academic Skills Test**

- (1) The following skills, by designated category, are defined as college-level communication skills:
- (a) Reading with literal comprehension includes all of the following skills:
    - 1. Recognizing main ideas in a given passage.
    - 2. Identifying supporting details.
    - 3. Determining meaning of words on the basis of context.
  - (b) Reading with critical comprehension includes all of the following skills:
    - 1. Recognizing the author's purpose.
    - 2. Identifying the author's overall organizational pattern.
    - 3. Distinguishing between statement of fact and statement of opinion.
    - 4. Detecting bias.

5. Recognizing author's tone.
  6. Recognizing explicit and implicit relationships within sentences.
  7. Recognizing explicit and implicit relationships between sentences.
  8. Recognizing valid arguments.
  9. Drawing logical inferences and conclusions.
- (c) Listening with literal comprehension includes all of the following skills:
1. Recognizing main ideas.
  2. Identifying supporting details.
  3. Recognizing explicit relationships among ideas.
  4. Recalling basic ideas, details, or arguments.
- (d) Listening with critical comprehension includes all of the following skills:
1. Perceiving the speaker's purpose.
  2. Perceiving the speaker's organization of ideas and information.
  3. Discriminating between statements of fact and statements of opinion.
  4. Discriminating between emotional and logical arguments.
  5. Detecting bias.
  6. Recognizing the speaker's attitude.
  7. Synthesizing by drawing logical inferences and conclusions.
  8. Evaluating objectively.
- (e) Composing units of discourse providing ideas and information suitable for purpose and audience includes all of the following skills:
1. Selecting a subject which lends itself to development.
  2. Determining the purpose and the audience for writing.
  3. Limiting the subject to a topic which can be developed within the requirements of time, purpose, and audience.
  4. Formulating a thesis or statement of main idea which focuses the essay.
  5. Developing the thesis or main idea statement by all of the following:
    - a. Providing adequate support which reflects the ability to distinguish between generalized and specific evidence.
    - b. Arranging the ideas and supporting details in a logical pattern appropriate to the purpose and the focus.
    - c. Writing unified prose in which all supporting material is relevant to the thesis or main idea statement.
    - d. Writing coherent prose and providing effective transitional devices which clearly reflect the organizational pattern and the relationships of the parts.
- (f) Transmitting ideas and information in effective written language which conforms to the conventions of standard American English includes all of the following skills:
1. Demonstrating effective word choice by all of the following:
    - a. Using words which convey the denotative and connotative meanings required by context.
    - b. Avoiding inappropriate use of slang, jargon, cliches, and pretentious expressions.
    - c. Avoiding wordiness.
  2. Employing conventional sentence structure by all of the following:
    - a. Placing modifiers correctly.
    - b. Coordinating and subordinating sentence elements according to their relative importance.

- c. Using parallel expressions for parallel ideas.
  - d. Avoiding fragments, comma splices, and fused sentences.
  3. Employing effective sentence structure by all of the following:
    - a. Using a variety of sentence patterns.
    - b. Avoiding overuse of passive construction.
  4. Observing the conventions of standard American English grammar and usage by all of the following:
    - a. Using standard verb forms.
    - b. Maintaining agreement between subject and verb, pronoun and antecedent.
    - c. Using proper case forms.
    - d. Maintaining a consistent point of view.
    - e. Using adjectives and adverbs correctly.
    - f. Avoiding inappropriate shifts in verb tenses.
    - g. Making logical comparisons.
  5. Using standard practice for spelling, punctuation, and capitalization.
  6. Revising, editing, and proofreading units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English.
- (g) Speaking involves composing the message, providing ideas and information suitable to topic, purpose, and audience which includes all of the following skills:
1. Determining the purpose of the oral discourse.
  2. Choosing a topic and restricting it according to purpose and audience.
  3. Fulfilling the purpose by the following:
    - a. Formulating a thesis or main idea statement.
    - b. Providing adequate support material.
    - c. Organizing suitably.
    - d. Using appropriate words.
    - e. Using effective transitions.
- (h) Speaking involves transmitting the message, using oral delivery skills suitable to the audience and the occasion by all of the following skills:
1. Employing vocal variety in rate, pitch, and intensity.
  2. Articulating clearly.
  3. Employing the level of American English appropriate to the designated audience.
  4. Demonstrating nonverbal behavior which supports the verbal message with eye contact and appropriate posture, gestures, facial expressions, and body movements.
- (2) The following skills, by designated category, are defined as college-level computation skills:
- (a) Demonstrating mastery of all of the following arithmetic algorithms:
1. Adding, subtracting, multiplying, and dividing rational numbers.
  2. Adding, subtracting, multiplying, and dividing rational numbers in decimal form.
  3. Calculating percent increase and percent decrease.
  4. Solving the sentence a percent of b is c, where values for two of the variables are given.

- (b) Demonstrating mastery of all of the following geometric and measurement algorithms:
  - 1. Rounding measurements to the nearest given unit of the measuring device used.
  - 2. Calculating distances, areas, and volumes.
- (c) Demonstrating mastery of all of the following algebraic algorithms.
  - 1. Adding, subtracting, multiplying, and dividing real numbers.
  - 2. Applying the order-of-operations agreement to computations involving numbers and variables.
  - 3. Using scientific notation in calculations involving very large or very small measurements.
  - 4. Solving linear equations.
  - 5. Solving linear inequalities.
  - 6. Using given formulas to compute results, when geometric measurements are not involved.
  - 7. Finding particular values of a function.
  - 8. Factoring a quadratic expression.
  - 9. Finding the roots of a quadratic equation.
  - 10. Solving a system of two (2) linear equations in two (2) unknowns.
- (d) Demonstrating mastery of all of the following statistical algorithms, including some from probability:
  - 1. Identifying information contained in bar, line, and circle graphs.
  - 2. Determining the mean, median, and mode of a set of numbers.
  - 3. Using the fundamental counting principle.
- (e) Demonstrating mastery of logical-reasoning algorithms by deducting facts of set inclusion of set non-inclusion from a diagram.
- (f) Demonstrating understanding of arithmetic concepts by all of the following skills:
  - 1. Recognizing the meaning of exponents.
  - 2. Recognizing the role of the base number in determining place value in the base-ten numeration system.
  - 3. Identifying equivalent forms of positive rational numbers involving decimals, percents, and fractions.
  - 4. Determining the order relation between real numbers.
  - 5. Identifying a reasonable estimate of a sum, average, or product of numbers.
- (g) Demonstrating understanding of geometric and measurement concepts by all of the following skills:
  - 1. Identifying relationships between angle measures.
  - 2. Classifying simple plane figures by recognizing their properties.
  - 3. Recognizing similar triangles and their properties.
  - 4. Identifying appropriate units of measurement for geometric objects.
- (h) Demonstrating understanding of algebraic concepts by all of the following skills:
  - 1. Using properties of operations correctly.
  - 2. Determining whether a particular number is among the solutions of a given equation or equality.
  - 3. Recognizing statements and conditions of proportionality and variation.
  - 4. Identifying regions of the coordinate plane which correspond to specified conditions and vice versa.

- (i) Demonstrating understanding of statistical concepts including probability by all of the following skills:
  - 1. Recognizing properties and interrelationships among the mean, median, and mode in a variety of distributions.
  - 2. Choosing the most appropriate procedure for selecting an unbiased sample from a target population.
  - 3. Identifying the probability of a specified outcome in an experiment.
- (j) Demonstrating understanding of logical-reasoning concepts by all of the following skills:
  - 1. Identifying statements equivalent to the negations of simple and compound statements.
  - 2. Determining equivalence of non-equivalence of statements.
  - 3. Drawing logical conclusions from data.
  - 4. Recognizing that an argument may not be valid even though its conclusion is true.
- (k) Inferring relations between numbers in general by examining particular number pairs.
- (l) Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills:
  - 1. Inferring formulas for measuring geometric figures.
  - 2. Selecting applicable formulas for computing measures of geometric figures.
- (m) Generalizing and selecting applicable generalizations in algebra by using applicable properties to select equivalent equations and inequalities.
- (n) Generalizing and selecting applicable generalizations in statistics, including probability, by inferring relations and making accurate predictions from studying statistical data.
- (o) Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills:
  - 1. Recognizing valid reasoning patterns as illustrated by valid arguments in everyday language.
  - 2. Selecting applicable rules for transforming statements without affecting their meaning.
- (p) Demonstrating proficiency for solving problems in the area of arithmetic by the following skills:
  - 1. Solving real-world problems which do not require the use of variables and which do not involve percent.
  - 2. Solving real-world problems which do not require the use of variables and which do require the use of percents.
  - 3. Solving problems that involve the structure and logic of arithmetic.
- (q) Demonstrating proficiency for solving problems in the area of geometry and measurement by both of the following skills:
  - 1. Solving real-world problems involving perimeters, areas, or volumes of geometric figures.
  - 2. Solving real-world problems involving Pythagorean property.
- (r) Demonstrating proficiency for solving problems in the area of algebra by both of the following skills:
  - 1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas.
  - 2. Solving problems that involve the structure and logic of algebra.

- (s) Demonstrating proficiency for solving problems in the area of statistics, including probability, for the following skills:
1. Interpreting real-world data involving frequency and cumulative frequency tables.
  2. Solving real-world problems involving probabilities.
- (t) Demonstrating awareness of the ways in which logical reasoning is used to solve problems by drawing logical conclusions when facts warrant them.
- (3) The Articulation Coordinating Committee shall file with the Commissioner and the State Board, on or before November 30 of each odd-numbered year, its recommendations for changes, if any, in the above definitions of college-level communication and computation skills.
- (4) This rule will take effect August 1, 1992. Specific Authority 229.053(1)(2)(d) FS. Law Implemented 229.053(2)(d), 229.551(3)(h) FS. History – New 8-1-92.

### Classes in which Essential Skills are taught:

ENC	1101	Communications I
ENC	1102	Communications II
REA	1205	Advanced College Reading I
MGF	2118	Essential Skills in Mathematics
MAC	1102	Basic College Algebra
MAC	1104	College Algebra
MGF	2202	Finite Mathematics
ENC	2092	Essential Skills in English
REA	1125	Essential Skills in Reading

## COMMUNICATIONS AND COMPUTATION REQUIREMENT (GORDON RULE)

The Gordon Rule became effective as of the Fall Semester, 1982, throughout the State of Florida. This rule states that prior to receipt of an A.A. degree from a public community college or university, or prior to entry into the upper division of a public university, a student shall successfully complete the following:

English/Humanities .....	12 semester hours
The student will demonstrate writing skills .....	24,000 words
Mathematics .....	6 semester hours
College Algebra Level or higher	

For the purpose of this rule, a grade of "C" or higher shall be considered successful completion.

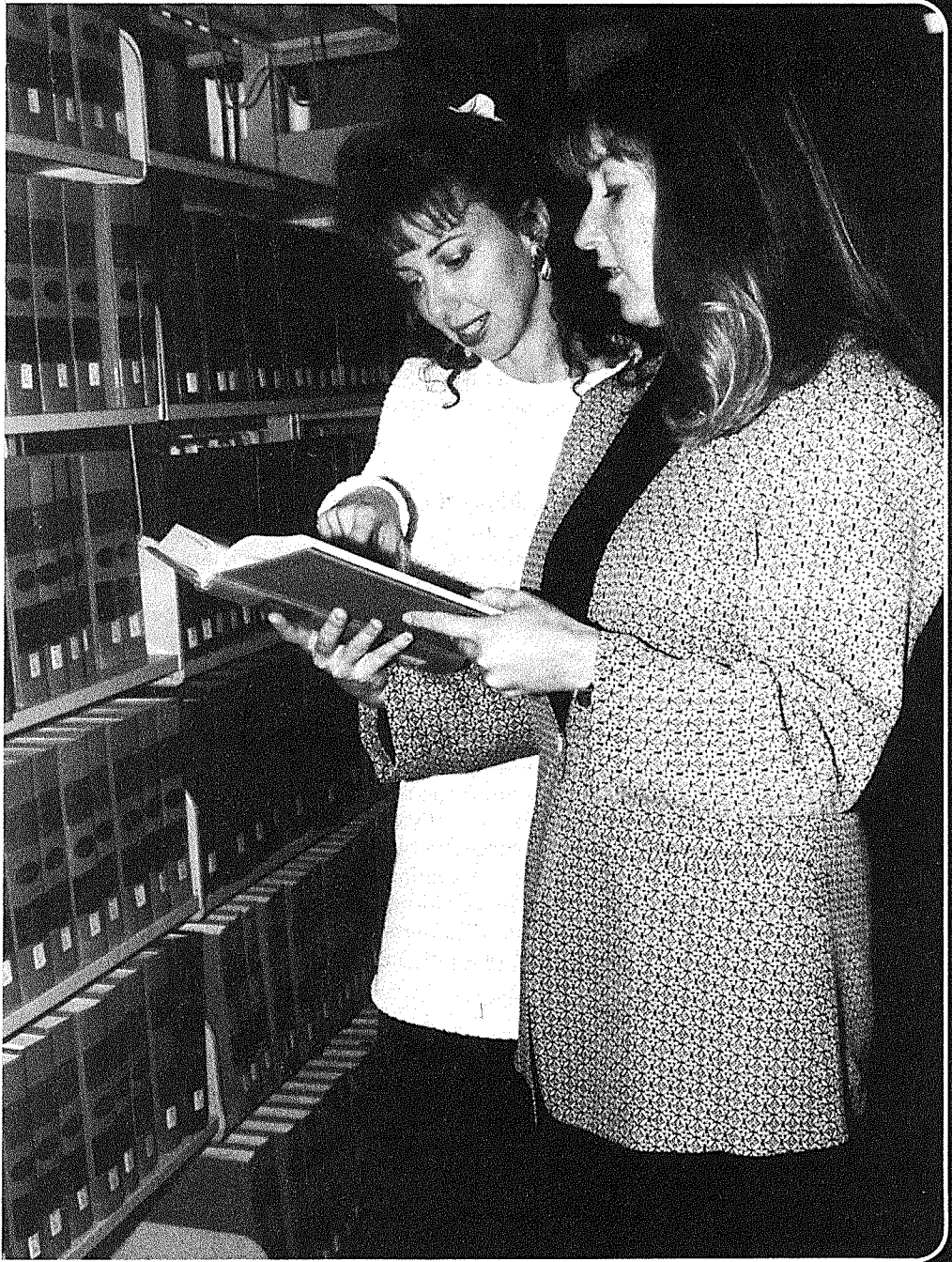
To meet the requirements of the Communications and Computations Requirement (Gordon Rule), all IRCC A.A. degree-seeking students will complete the following:

ENC	1101	Communications I (4,000 words) .....	3 credits
ENC	1102	Communications II (4,000 words) .....	3 credits

HUM	1541	Humanities Literature (4,000 words).....	3 credits
or			
HUM	1533	Humanities Philosophy (4,000 words).....	3 credits
SYG	2000	Introduction to Sociology (4,000) .....	3 credits
PSY	2012	Introduction to Psychology (4,000) .....	3 credits
EUH	1000	History of Western Civilization I (2,000) words).....	3 credits
EUH	1001	History of Western Civilization II (2,000) words).....	3 credits
MAC	1102	Basic College Algebra .....	3 credits
MAC	1104	College Algebra .....	3 credits
or			
MGF	2202	Finite Mathematics .....	3 credits

or higher level Mathematics. Pre-Calculus and Calculus are each 6 credit courses. A student satisfying CLEP requirements in math will be allowed to exempt 3 credits of math required by this rule.

Students must achieve a minimum grade of "C" in each of the above courses.



STUDENTS



## **STUDENTS**

Education at IRCC is enhanced for students who utilize the many services that are available to them. By the same token, there are certain regulations and responsibilities students are expected to accept while enrolled at IRCC.

### **KOBLEGARD STUDENT UNION**

The "hub" of the main campus, IRCC's Koblegard Student Union (KSU) houses a number of student-oriented activities. Located in this modern and comfortable student center are the cafeteria, a student lounge for relaxation and study, the Vice President of Student Affairs, Student Activities Office, the Campus Coalition Government Office, the Educational Services Division, and the Health and Wellness Center. In addition, the KSU serves as the information outlet for students: notices, activities bulletins, and student publications are distributed here, and bulletin boards are available for students' use.

### **PIONEER BOOKSTORE**

Conveniently situated in the F Building, the well-stocked Pioneer Bookstore sells new and used textbooks, classroom supplies and miscellaneous items to students and faculty. As part of a continuing effort to keep the cost of education at IRCC to a minimum, the bookstore buys and resells used books with two stipulations: that the books are in good condition and that they will be used in upcoming classes at IRCC.

### **HEALTH AND WELLNESS CENTER**

This Center, located in the Koblegard Student Union, provides a variety of services for students. It is staffed by a full-time Registered Nurse. Emergency medical care, first aid, medical information and referral, and crisis counseling are provided free of charge to all students currently enrolled at IRCC who possess a valid I.D. card. The promotion of personal well-being is the focus of the Center. Literature and audio-visual materials are available on a variety of health and wellness topics through this office. In addition, an individual assessment of overall well-being is provided to students upon request, along with assistance in the development and implementation of a personal plan of change designed to increase overall wellness.

### **STUDENT I.D. CARDS**

During registration, each student will be supplied with a College Identification Card, which may be used for free or reduced-rate admission to many activities held on campus, and which is needed to obtain a college library card.

### **HOUSING**

Because community colleges are within easy commuting distance for the majority of students, no provisions for on-campus housing have been made. For this reason, IRCC encourages students from out of this area to begin looking for suitable housing early, certainly before registration.

The Vice President of Student Affairs posts a listing of rental property available to students, but it is the student's responsibility to work out the arrangements for housing.

## **PIONEER POST**

A campus newspaper, The Pioneer Post, is produced by students enrolled in the College journalism courses. The Pioneer Post office is located in the F Building.

## **TRANSPORTATION AND PARKING**

Most students who attend IRCC travel to and from the campus in private vehicles, either driving or carpooling to class.

Student parking areas on campus are clearly designated and conveniently located. Students should get parking decals for every vehicle to be parked in campus parking lots. These decals are available at no expense to the student upon registration of the vehicle with the Vice President of Student Affairs Office. At the time of registration, each student is given a copy of the IRCC Traffic Regulations.

Certain regulations pertinent to parking and traffic have been set up for the safety and convenience of all. The individual must adhere to speed limits, parking decal rules, and restricted parking designations. Measures taken in parking infractions include tickets, fines, and having vehicles towed away at the owner's expense. Failure to pay traffic fines will result in withheld grades and prohibits registration.

## **LEARNING RESOURCES**

The library at Indian River Community College exists to teach students how to find information and reach knowledge not handed to them in class or prescribed by an expert.

Our mission is to provide access to information and to provide ways for students to become more effective learners in conventional classes, in independent study, and in the lifelong pursuit of learning. The Learning Resources Center also serves as a focal point for the accumulation of information.

To achieve this goal, the Learning Resources Center strives to accomplish these objectives:

1. To provide informational, instructional, and learning services for the college community.
2. To provide services and equipment for the college community to retrieve and use print and non-print materials.
3. To provide a comprehensive collection of print and non-print materials.
4. To provide instructional development and production services to members of the college community.
5. To engage in cooperative interactions with community and county agencies and groups and educational institutions.
6. To participate in the institutional planning and educational development of the college.

## **CHILD CARE**

Students who have children may utilize the services of the IRCC Child Care Center. Staffed by well-qualified and experienced teachers, as well as IRCC Child Care students, the Center maintains a structured, creative pre-kindergarten program for two-, three- and four-year olds. Offered at reasonable cost and open each day that college classes are scheduled, the Child Care Center provides worthwhile learning experiences and a caring environment for the young child while his or her parents attend classes at IRCC.

## **STUDENT ACTIVITIES**

Although classes and coursework are the primary concerns at IRCC, they are only one part of the student's education. Beyond academics are on-campus clubs for just about every imaginable interest, many opportunities to develop leadership skills, professional and honorary societies, and a well-respected intercollegiate and intramural-sports program. Campus activities exist to enhance and expand the total learning experience available to students at IRCC, and all students are encouraged to participate in the activities of their choice. The Student Activities Office is located in the Koblegard Student Union.

Held each year just before Fall Term begins, a Leadership Conference is conducted to encourage the development of student leadership skills. Incoming freshmen who have been recommended by their high school counselors and other interested students who plan to attend IRCC during the Fall Term are invited to participate in a weekend series of leadership workshops. Interesting lecturers and experts in a number of different fields give students practical advice on how they can use their talents and abilities to reach their potential. The cost of the Leadership Conference is largely underwritten by Student Activities, so that any interested student may attend, regardless of financial circumstance.

## **CAMPUS COALITION GOVERNMENT**

The Campus Coalition Government (CCG) is the official student government organization of Indian River Community College. The CCG is a member of the Florida Junior College Student Government Association.

Representatives serving as members of the Campus Coalition Government are selected by campus-wide election or by appointment as representatives of student clubs on campus.

Communication is a key purpose of the Campus Coalition Government. It serves as a coordinating board between the various groups of students on campus, as well as with the administration of the College. All student activities must have the approval of the Campus Coalition Government, which then places them on the campus activities calendar and ensures their coordination. CCG meets every Tuesday of "A" weeks at 12:40 p.m. in the KSU.

## CLUBS AND ORGANIZATIONS

Art Club	Golf (Men)
Auto Body	Human Services
Automotive Technology (VICA)	Interior Design
Bacchus Club	International Club
Baseball	Intramurals
Basketball (Men)	Math Club
Basketball (Women)	Marine Science Club
CCG	Medical Lab. Tech.
Cheerleaders	Music
Chess and Checkers Club	Phi Beta Lambda
Child Care Club	Phi Theta Kappa
Christian Friends	Philosophy Club
Circle K	Practical Nursing
Communications Club	Radiography
Compass	Stage Business
Cosmetology	Swimming & Diving (Men)
Cultural Exchange	Swimming & Diving (Women)
DECA (Delta Epsilon Chi)	Tennis (Men)
Dental Science Club	Tennis (Women)
EMT/Paramedic Club	VICA (Vocational International Clubs of America)
Fla. Nursing Students Assn. (FNSA)	Volleyball
Fla. Public Relations Student Assn.	Young Democrats Club
FLSATE	Young Republicans Club

### PHI THETA KAPPA

As a society which honors high academic achievement, the Nu Iota Chapter of the Phi Theta Kappa national scholastic fraternity promotes scholarship, encourages the development of character, and cultivates fellowship among students of community colleges. Students eligible for membership must be enrolled as degree-seeking students at IRCC and must be carrying at least 12 semester hours per term in courses which carry a letter grade of A, B, C, (S/U courses ineligible). In addition, the eligible student must meet the following levels of achievement:

- a. a 4.0 grade point average (GPA) for the first semester at IRCC.
- b. a 3.85 or higher cumulative GPA for two consecutive semesters.
- c. a 3.70 or higher cumulative GPA for three consecutive semesters.
- d. a 3.50 or higher cumulative GPA for four consecutive semesters.

If a member of Phi Theta Kappa allows his or her GPA to drop below 3.25 while enrolled as a student at IRCC, he or she will be given one semester in which to raise the GPA. If the GPA is not raised within one semester, that member will be dropped from the organization.

## **INTERCOLLEGIATE ATHLETICS**

As a member of the Florida Community College Activities Association and the National Junior College Athletic Association, IRCC competes on a state-wide and national level in men's and women's basketball, swimming and tennis, men's baseball and golf, and women's volleyball. Grants-in-aid are available in all sports.

Although academics never take a backseat to athletics at IRCC, the athletic teams are given the administrative support and backing necessary to perform to the best of their abilities.

Winners of the 1979 Florida Championship in baseball, holders for the past 17 years of the men's national swimming and diving championship as well as twelve time holders of the women's national swimming and diving title, and recognized every year at the district level in several sports, IRCC's athletic teams have accumulated an impressive record.

With superb athletic facilities, including two pools, racquetball and tennis courts, and a weight training room open for use by all students, IRCC encourages the all-around development of its students.

## **INTRAMURAL SPORTS**

Every student who attends IRCC has the option of participating in some type of recreational sport or activity through the Intramural Program. Intramural events are planned, administered, and carried out by students, and it is the students' friendly rivalry in many different forms of competition which makes the program fun.

A few extramural athletic events are held with other area community colleges and are separate from Inter-Collegiate Athletics.

## **PERFORMING ARTS & LECTURE SERIES**

Cultural enrichment is a vital part of every person's education, and students are provided with many cultural activities at IRCC. Music and drama students participate in the production of plays and musicals several times each year in the McAlpin Fine Arts Center, a professional-quality 620-seat theatre located on the main campus. Student performance groups include the song-and-dance troupe "Company," the Jazz Band, Symphonic Band, College Chorale, Theatre Program, and Theatre Touring Group.

The Performing Arts Series brings professional entertainers and lecturers to campus each year. Such notable and diverse performers and lecturers as Count Basie, the American Ballet Theatre II, Victor Borgé, undersea explorer Jean Michel Cousteau, comedian Steve Landesberg and political satirist Mark Russell have entertained IRCC students and the public.

## **WQCS-FM 88.9**

Classical music, jazz, in-depth public affairs analysis, and cultural programming are brought to the Treasure Coast by WQCS, IRCC's on-campus FM radio station. Staffed by professionals and students enrolled in broadcasting classes, WQCS is affiliated with National Public Radio.

## STUDENT RESPONSIBILITY

Indian River Community College resembles society as a whole. The students are treated as mature adults who are responsible for their own actions, there are rules and regulations that are followed for the benefit of all, and each person has a right to expect courtesy, integrity, and good citizenship in dealing with others. Upon enrollment at IRCC, all students assume the responsibility of compliance and cooperation with College and Campus Coalition Government policies, just as each student is responsible to the larger community, state, and nation in which he or she lives.

The College does not permit the possession or use of alcoholic beverages on campus or at any college function. Possession of illegal narcotics is not allowed and will result in suspension of the student from the College; gambling is also prohibited. Students who violate the College regulations or who display misconduct either on or off campus can expect appropriate disciplinary measures to be taken; these measures include disciplinary probation; suspension and expulsion. If the College finds it necessary to impose these measures for disruptive behavior or other forms of misconduct, such will be noted on the student's transcript and sent to any senior university requesting academic records. In all disciplinary matters, the decision of the President of IRCC is final.

The Florida Board of Regents, in 1970, directed all educational institutions under its control to consider the behavior and character of all applicants, as well as their academic ability, before accepting those applicants into the college or university.

## GRADUATION

### APPLYING FOR GRADUATION

Students nearing completion of required courses for their degree program should go to the Educational Services Division and file a "Request for Graduation Check" form. The graduation check should be completed one semester prior to the expected graduation date. Allow at least ONE WEEK for the completion of this request. The student then returns to Educational Services to review the graduation check with a counselor. When registering for the final classes needed for the degree, the student completes and submits a Graduation Application for preliminary approval.

In order to graduate with the A.A. Degree, the candidate must pass the required state exit (CLAST) examination. Students who have not already completed the CLAST must submit a request to take this exam. After the Application for Graduation is signed by a counselor, the student goes to the Business Office to pay the graduation fee. Finally, the validated application is returned to Educational Services. Students will not graduate unless they follow this procedure. It notifies the College that the student has completed all the course requirements for his or her major and qualifies for a degree.

## COMMENCEMENT

The student's graduation from college is a noteworthy event, and IRCC holds an annual Commencement Ceremony to mark this milestone. All Spring Semester candidates are required to attend the Spring Semester Commencement Ceremony, during which degrees are awarded by the College President. Although no official ceremony is held during the Fall and Summer, graduates from these semesters are welcome to participate in the Spring Commencement. Diplomas will be mailed to Fall and Summer graduates from the Records Center after final grades are submitted.

## ALUMNI RELATIONS

Affiliation with IRCC continues well after Commencement. In fact, graduation signifies the time in one's life when the title of student is exchanged for that of alumnus of Indian River Community College. Alumni are urged to keep the Office of Alumni Relations informed of their activities after graduation from IRCC. The Alumni Relations Office is located in the Ben L. Bryan Administration Building.

## TRANSCRIPTS

Transcripts of academic records are available at the IRCC Records Center upon the student's written request. Any transcript requested from IRCC will show the grades earned in all courses taken at IRCC and previously attended colleges. In repeated courses, however, only the final grade will be computed into the student's cumulative grade point average. No transcripts will be released until all financial obligations are paid. Consult the Records Center for further information.

## ACCESS TO EDUCATIONAL RECORDS

Every student has certain rights regarding access to his or her own educational records and the disclosure of information from those records to others. Under two rulings by the District Board of Trustees, the rights of IRCC students are clearly specified and protected by law. These Board Rules are: #6Hx11-5.13 entitled "Students Records-Directory Information" and #6Hx11-5.131 entitled "Students Rights Regarding Limited Access Records."

Board Rule #6Hx11-5.13, "Students Records-Directory Information", states:

Directory Information is described as follows: Name, Address, Telephone Number if it is a listed number, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of members of Athletic Teams, Dates of College Attendance, Degrees and Awards Received, and the Most Recent Previous Educational Agency or Institution Attended by the student.

Unless restricted through the procedure noted below, Directory Information will be subject to release in accordance with F.S. 119.07(1), F.S. 228.093, and F.S. 240.323.

Students who wish to prevent disclosure of their Directory Information must submit a written notice to that effect to the Records Center upon registration. Such written notice shall be maintained in each respective student's file.

All other student record data shall be considered "Limited Access Information," and as such will be released only under the conditions set forth in Board Rule #6Hx11-5.131 entitled "Students Rights Regarding Limited Access Records."

The Record Center shall maintain a record of all requests for directory information. Such records will consist of the date of the request, the identification of the requestor, the name of the student whose file is requested and the type of data requested. Such record will also be signed with the full name of the Record Center Employee releasing the information.

Board Rule #6Hx11-5.131, "Students Rights Regarding Limited Access Records" states:

"Limited Access Records" include health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcript or student permanent academic records, student permanent records, and other personally identifiable information except "Directory Information" as described in Board Rule #6Hx11-5.13.

Each student of this institution having reached the age of eighteen (18), or if not, the student's parent or guardian, shall have the following rights:

1. The right upon request, to be provided with a list of the types of data that this institution maintains for each student;
2. The right to be shown any of the records maintained in each student's own file;
3. The right to receive copies of such records at a fee not to exceed the actual cost of making such copies as limited by F.S. 119.07(1).
4. The right to waive limitation of access to confidential information in the student's own file, if done in writing.
5. The right to challenge the content of any record in the file. If the student and College officials cannot agree as to the correctness of such records, further hearings may be held pursuant to due process procedures established by the College in compliance with Florida Statute No. 228.093.
6. The right of privacy with respect to the student's educational records. No limited access information shall be released without the student's written consent, except to:
  - (a) Officials of educational institutions in which the student may be seeking to enroll;
  - (b) IRCC officials having a legitimate interest in the records;
  - (c) Certain U.S. Government and State of Florida officials having legitimate interest in such data;
  - (d) Other IRCC officials concerned with granting of financial aid if the student has filed an application;
  - (e) Individuals or organizations conducting studies for or on behalf of an institution or organization for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction, if such studies are conducted in such manner as will not permit the personal identification of students by persons other than representatives of such organizations, and if such information will be destroyed when no longer needed for the purpose of conducting such studies;
  - (f) Accrediting organizations, in order to carry out their functions;



- (g) For use as evidence in any due process hearings held in accordance with the Administrative Procedures Act;
- (h) Appropriate persons in connection with an emergency, if the knowledge of such records contents is necessary to protect the safety or health of the student or other individuals;
- (i) The student's parent or guardian, if the student has not yet reached the age of eighteen (18);
- (j) The student's parent or guardian if a student is a dependent as defined in Section No. 152 of the Internal Revenue Code;  
or
- (k) Upon order of a court of competent jurisdiction.

All universities are instructed to refuse admission to any applicant who has, in the past, shown disruptive behavior or misconduct that might not reflect well on the university. Each college was charged by the Board of Regents to implement this policy and to set up a procedure for appeals. (Student Responsibility.)

## **CHANGE OF ADDRESS**

Students should report any change of address to the Educational Services Office within 24 hours. Address records must be kept up to date since grades are sent through the mail.

## **SEXUAL HARASSMENT**

Indian River Community College's policy concerning sexual harassment is as follows:

### **Policy Statement:**

It is the policy of the District Board of Trustees that each employee and student be allowed to work and attend this institution in an environment free from any form of improper discrimination. Sexual harassment is a form of sex discrimination and is conduct unbecoming a college employee or student.

### **Definition of Sexual Harassment:**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature from any person when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, study habits and/or educational experiences, or creating an intimidating, hostile or offensive working/study environment.

### **Notification Requirements:**

This policy shall be included in all future publications of Student Handbooks, Full-Time and Part-Time Faculty Handbooks, and similar handbooks issued for Other Employees.

**Disciplinary Actions:**

Any employee or student of this institution who is found to have sexually harassed another employee or student will be subject to disciplinary action up to and including dismissal, suspension, and/or expulsion, within the provisions of applicable current Board Rules.

**Designation of Person to Receive Complaints:**

The President shall appoint a person as Intake Counselor, who will receive all alleged sexual harassment complaints.

**Procedure for Filing a Complaint:**

Any employee or student having a complaint concerning sexual harassment may discuss it with the Intake Counselor. Such a discussion should include as much information as possible, including names and positions of persons involved, identification of witnesses, if any, the time, place, and details of the allegation.

**Action by Intake Counselor:**

If, in the judgment of the Intake Counselor, further inquiry or investigation is warranted by the circumstances, the complainant shall be informed in writing to pursue the appropriate due process procedures already in place for processing grievances for employees and students.

The Intake Counselor will also submit a written report to the President summarizing details of the complaint and actions taken.

PROGRAMS



## PROGRAMS OF INSTRUCTION

There are four major programs of instruction available for high school graduates at Indian River Community College. These programs are organized as follows:

Associate in Arts Degree – College Transfer Program.

Associate in Science Degree – Applied Science/Technical Program.

Technical Certificate.

Post Secondary Adult Vocational Certificate – Non Credit Technical Program.

Indian River is on a two-semester schedule, Fall and Spring, and has two Summer Sessions, Terms I and II. This permits a student to enter at any time of the year and to complete the program in his or her own time frame.

## GENERAL EDUCATION

General Education is the combination of subjects and activities at the freshman and sophomore levels of college that are considered essential for effective participation of a citizen in the community. While providing these needed common understandings, skills, and competencies, general education also serves as a foundation for further studies. Therefore, a course of study should include appropriate academic subjects and supplementary activities whereby the student achieves citizenship, equipped not only with a vocation, but with a better understanding of himself or herself and a higher regard for others. One important and specific way to realize this philosophy is to guarantee teaching of the highest caliber. General Education has as its objectives: the increased understanding of cultural heritage, the development of citizenship, the broadening of the skills of communication, the encouragement of critical thinking, the stimulation of creativity, the enhancement of physical development, the development of moral and spiritual values, and comprehension of the total environment.

Students pursuing Associate Degrees satisfy General Education requirements by taking specified courses as well as elective courses which introduce the student to possible majors.

## COLLEGE PREPARATORY INSTRUCTION

Based on ACT/SAT or ASSET scores, a student may be placed in college preparatory classes in English, math, and/or reading. Students must earn a letter grade of "C" or better in college preparatory coursework in order to progress to the next level of instruction. A student must progress from college preparatory to college-level coursework within three attempts in each of these subject areas. Attempts are defined as a letter grade received or withdrawal from a course. College preparatory courses do not satisfy the General Education requirements in any degree program.

## VOCATIONAL PREPARATORY INSTRUCTION

Students who are enrolled in a postsecondary adult vocational program of 450 clock hours or more must complete a basic skills examination within the first 6 weeks after admission to the program. The Test of Adult Basic Education (TABE) is administered by the Adult Education Center (R212) and students are encouraged to test prior to the beginning of their program. Minimum basic skills grade levels in mathematics and language must be met. Any student scoring below the

acceptable levels must be provided with instruction to correct identified deficiencies. At the completion of preparatory instruction, the student will be retested.

**ELECTIVES**

The student must keep in mind that the Associate in Arts Degree program is a College Transfer Program. The Educational Services Division assists the student in selecting electives that fit the course of study which he or she intends to pursue upon transfer to a senior college or university.

All Associate Degree programs at IRCC provide for 3 credit hours of electives to be chosen from disciplines outside of the student's area of specialization.

**FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM**

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

**EXAMPLE OF COURSE IDENTIFIER**

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-Level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

## GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. The SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

## THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

## **AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES**

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

## **EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY**

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- A. Courses in the \_900-\_999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Assistant Dean of Educational Services or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida, 32399-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or Suncom 278-6402.

## **MULTIPLE DEGREES**

An additional or "second" degree may be earned provided the student completes all appropriate general education requirements for both degrees and, in the case of Associate of Science Degree programs, the required core courses. In all cases, the student must earn a minimum of 21 additional credit hours for the second degree. (Please consult Educational Services for specific credit hour requirements.)

## **TIME-SHORTENED DEGREE OPPORTUNITIES**

Credit is awarded only in courses which are included in the regular curricula offerings of the college, and must be appropriately related to the student's current educational goals.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Since many community college students are adults without an opportunity to enter an advanced-placement program, but with broad and varied backgrounds, Indian River Community College will consider results of the CLEP for credit by examination. This program, as described in CLEP's descriptive brochure, was developed "to provide a national program of examinations that can be used to evaluate nontraditional college-level education, specifically including independent study and correspondence work."

To assist members of the community in taking advantage of this opportunity, Indian River Community College is functioning as an area test center. Application to take the examination can be made directly to the Educational Services Division at IRCC.

College credit may be awarded for acceptable scores at or above 50 percentile on college sophomore norms of the College Level Examination Program (CLEP) of the College Entrance Examination Board. Official scores from Educational Testing Service must be presented to the Assistant Dean of Educational Services, who will determine the number of semester hours credit to be awarded. A maximum of 18 semester hours credit may be awarded based on the General Examination Scores.

To receive the maximum benefits, it is suggested that students take advantage of this program prior to their initial registration.

Credit cannot be awarded in an area covered by the CLEP General Examination when it would duplicate credit already awarded to the student for successful completion of college-level work.

Indian River Community College also participates in the CLEP subject examination program. Students must meet subject examination cut-off scores based on national norms at or above the 50 percentile.

A student may receive no more than 45 semester hours credit through all examination programs approved by IRCC.

Students receiving credit via CLEP for courses which are designated as Gordon Rule must fulfill the writing requirement. Consult Educational Services for additional information.

## PROFICIENCY EXAMINATION PROGRAM (PEP)

College credit may be awarded for acceptable scores from the Proficiency Examination Program (PEP) of the American College Testing Program. PEP cutoff scores are set by the Articulation Coordinating Committee of Florida.

PEP credit will be awarded for the following courses with the appropriate cutoff score.

<b>Examination</b>	<b>Credit</b>	<b>Cutoff Score</b>
Afro-American History	3	50
Microbiology	4	50
Physical Geology	3	50
Statistics	3	50



## ADVANCED PLACEMENT

IRCC participates in the Advanced Placement Program agreement administered by high schools through the College Entrance Examination Board (CEEB).

Under this system, a student entering the college presents a nationally-graded examination as evidence of his /her completion of a college-level course taken in high school. To be eligible for the award of credit, the student must present official score reports with a valid score of 3, 4, or 5. Consult Educational Services for specific credit awards.

## INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAM

IRCC awards credit for International Baccalaureate (IB) examinations provided the student earns a score of 4, 5 or above on a higher-level examination or a subsidiary-level examination. Consult Educational Services for specific credit awards. A maximum of 30 semester hours can be awarded.

## AWARD OF CREDIT FOR VOCATIONAL COMPETENCIES

IRCC may award credit for vocational competencies when validated by College Faculty members for students who are enrolled in specific programs.

**CHALLENGE EXAM**—procedures for award of credit for vocational competencies.

1. Student makes request in writing for specific course validation to the appropriate Department Chairperson. Support documents should be provided.
2. The Chairperson will arrange for validation of competencies.
3. The Chairperson will recommend to his or her Instructional Dean the courses corresponding to the competencies validated.
4. The Instructional Dean will then transmit recommendations to the Vice President of Applied Science and Technology for approval.
5. Once approved by the Vice President, the approval will be forwarded to the Assistant Dean of Educational Services who will notify the student regarding the service fee and arrange to have credit placed on the student transcript.

**ELIGIBILITY CRITERIA** for award of credit by validated competencies:

### CHALLENGE EXAM

1. Student must successfully complete a minimum of 18 credits at IRCC while maintaining at least a 2.0 cumulative grade point average (GPA).
2. Student may request up to 12 semester hours credit based on the attained competencies, validated by IRCC Faculty.
3. Student must pay a clerical service fee of \$5.00 per credit hour.

## DEFERRED CREDIT ENROLLMENT

An individual will be permitted, without formal admission, to register for college course work on a "deferred credit" basis. Said "deferred credit" may become "standard college credit" if, and only if, the student is formally admitted and/or pursues a degree program, and requests a change in the status of his or her "deferred credit" course work. The student will be responsible for seeking formal admission to the college when and if such action becomes warranted.

All individuals in the above category will be clearly designated "deferred credit." Regular registration procedures are required, including the statement of residency.

## **DIRECTED INDEPENDENT STUDY**

Students must have the Instructional Division Dean's approval for independent study.

The regular grading system applies to all students of independent study. Grades earned by independent study have the same status as those acquired through regular class attendance.

## **PROCEDURE FOR COMPLETION OF DIRECTED INDEPENDENT STUDY FORM**

1. Student obtains DIS Form from the Educational Services Division and has a counselor complete the course number, title, credit hours, and semester in which the course will be completed.
2. Student takes form to the Instructor for approval (obtain signature) and course requirements. The instructor will sign form **if, and only if**, he/she agrees to administer directed study.
3. Student returns form to the Assistant Dean/Chairman of Educational Services to determine the student's GPA (2.0 cumulative Grade Point Average is required.) The Educational Services Division then forwards the form to the Instructional Division Dean responsible for the Discipline for approval.
4. If approval is granted, the student then goes to the Educational Services Division to register for the course and pay fees at the Business Office. (Allow 3-5 work days for approval and processing.)

## **EXTENDED COURSE LOAD**

Academically superior students who are qualified may, with special permission, take up to 20 semester credits in the regular term (12 semester credits in the summer session), thus shortening the time required to earn a degree at Indian River Community College.

## **CONTINUING EDUCATION**

The Continuing Education Division at IRCC offers distinct choices in "lifelong learning" for students who want to enrich their lives through education.

## **ADULT BASIC EDUCATION**

The Adult Basic Education (ABE) Program exists for students who have less than a high school education or who need to review the basics before continuing with their education. The courses in this program will start the student on a path to the GED high school equivalency exam and diploma.

## ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) Program offers English language and literacy courses to a variety of immigrant groups at several locations in the community. Two literacy levels provide basic literacy skills in the students' native language and in English, respectively, while four ESL levels, ranging from Beginning to Advanced, address a broad spectrum of competencies and English language skills. Students may also study American history and government to meet the civics requirement established by the Immigration and Naturalization Service.

## ADULT HIGH SCHOOL

IRCC provides the Adult High School Program for St. Lucie County. The program is competency based. Offerings are open-entry and self-paced. Classes are held both day and evening on the main campus.

## GENERAL EDUCATION DEVELOPMENT

The General Education Development program provides individuals the opportunity to review high school subjects in preparation for the high school equivalency examination. The Adult Education Center offers individualized review in language, literature, mathematics, science, and social science. Upon successful completion of the GED exam, students are issued a high school diploma from the Florida State Department of Education.

## INDIVIDUALIZED STUDIES

Personalized open-entry, open-exit programs are available on the main campus, in Vero Beach, Stuart, and in Okeechobee to meet a variety of needs.

The Adult Education Center (Main Campus – R212) offers remediation in reading, mathematics, and English for GED, job-entry, college-entry, and self-improvement. Two special offerings include a beginning readers' program and conversational English classes for the foreign-born.

The Center for Personalized Instruction (W112-114) offers individualized instruction tied closely to college course requirements in reading, mathematics, and English, including Gordon Rule writing. It provides extra support including tutorial assistance, drill, and study techniques to help students be successful in the classroom.

Personalized basic skills upgrading is also available for special programs such as cosmetology, sheriff's department and public school aide, or simply for self-improvement.

An Allied Health component provides remediation in basic skills and science for allied health program entry.

Assistance in mathematics and English is provided at both the Mueller Center in Vero Beach and at the Chastain Center in Stuart.

The Center in Okeechobee offers, on a more limited basis, the same kinds of services provided in both the Adult Education Center and Center for Personalized Instruction on the main campus.

## **WOMEN'S PROGRAM**

Since 1979, the Women's Program at IRCC has been helping women to build the skills and gain the confidence necessary to enter the work force or to return to school, and offering programs and seminars of special interest.

A reflection of the Program's more diversified aim: to help both men and women realize the alternatives available in their lives, to provide interested adults access to experts in a number of fields, and to give any interested person practical and sound advice on how best to achieve his or her potential.

The Women's Program also offers the Displaced Homemaker and Single Parent Program under a Vocational Educational Grant. This program can provide tuition funds to students who qualify as displaced homemakers, single parents, and single pregnant women in greatest financial need.

The Equity for Non-Traditional Career Program provides support services such as counseling and referral, personal guidance, and, in some cases, tuition assistance, to individuals in the greatest financial need who are seeking the necessary education to pursue high-wage, non-traditional occupations. The Equity Counselor forms an informal partnership with the student as an advocate to ensure success in completing a vocational degree or technical certificate. Under the Federal Perkins Law, this grant is dedicated to fostering equality in gender in those high-wage occupations that have experienced a disparity in educational enrollment.

## **WOMEN'S CAREER DEVELOPMENT PROGRAM**

The Women's Career Development Program is a joint effort of the Women's Program and the Business and Information Technology Division of Indian River Community College. These departments have designed a special program to introduce working women with little or no college experience to a college program which will enhance their job skills and education for job satisfaction and promotion. Program participants take two courses each semester and receive an Award of Completion at the end of the program. To accommodate the working woman, classes are held one night a week and on Saturday mornings.

## **VOCATIONAL TRANSITION CENTER**

The mission of the Vocational Transition Center is to assist persons with disabilities by providing specialized services and resources necessary for entry or re-entry into competitive employment.

The mere presence of a physical, mental or emotional disability is not necessarily a vocationally handicapping condition. However, the nature of the disability may result in functional limitations which can present barriers to employment. Services offered by the Center address functional limitations such as:

- 1) No prior work history or an unsuccessful work history.
- 2) Inadequate job-seeking or job-keeping skills.
- 3) Mobility, communications, sensory, mental, or invisible limitations.
- 4) Environmental restrictions.

Vocational reassessment services are designed to identify vocational assets, target potential barriers to competitive employment and provide direction for appropriate vocational training or employment objectives.

Work adjustment services are designed to assist students in developing appropriate work behaviors; vocational coping skills; physical and emotional work tolerances; and realistic vocational training and employment goals. Daily interactions on and off campus with non-disabled students, co-workers and supervisors assist students with disabilities in making a successful transition into unsubsidized competitive employment.

Vocational Assessment and Work Adjustment Services are sponsored by the Division of Vocational Rehabilitation, State of Florida, Department of Labor and Employment Security.

Certain eligibility and fee sponsorship requirements must be met prior to enrollment.

Since 1980, the program has consistently received the highest level of accreditation status awarded by the Commission on Accreditation of Rehabilitation Facilities (CARF).

## **PROJECT INDEPENDENCE**

This program is a unique contractual relationship between Indian River Community College and the Department of Health and Rehabilitative Services (HRS) in which the College provides employment and training assistance for Welfare recipients.

To be eligible for services through Project Independence, an individual must be receiving Aid to Families with Dependent Children (AFDC). This includes single parents, unemployed parents and teenage parents.

Educational services available include assistance with basic literacy, General Education Development (GED), vocational training, and assistance in pursuit of an A.A. or A.S. degree.

The ultimate goal of this program is to assist those served to become independent through employment.

The program is able to serve its clients by providing counseling and guidance, assistance with child care, transportation, tuition, books and supplies, and other work-related expenses.

## **ADULT MIGRANT AND SEASONAL FARMWORKER PROGRAM**

The Adult Migrant Program at Indian River Community College began in 1973. It is funded through the Bureau of Business and Industry Services in the Division of Vocational, Adult and Community Education of the Florida Department of Education by a general grant from the U.S. Department of Labor. The major purpose of the Program is to provide the training and supportive services necessary for unemployed farmworkers to be able to obtain a full-time, year-round unsubsidized job at minimum wage or above.

Eligibility for participation in the program is limited to migrant and seasonal farmworkers and their dependents who have:

Been identified as a member of a family that receives public assistance or whose annual family income does not exceed either 70% of the lower-living standard income level, or the poverty level.

And, who have also during any consecutive 12-month period within the 24-month period preceding their application for enrollment:

- 1) Received at least 50% of their total earned income or have been employed at least 50% of their total work time in farmwork, and;
- 2) Been employed at least 25 days in farmwork or earned at least \$400 a year in farmwork. Farmwork must be on a seasonal basis, that is, without a constant year-round salary;
- 3) Be a citizen of the United States, Permanent Resident Alien, or other Alien who has been permitted to accept permanent employment in the United States by the Immigration and Naturalization Service.

A planned program of classroom training, remedial education, GED, English-as-a-Second Language, vocational training, on-the-job training, work experience supportive services, and job placement is provided for adult farmworkers.

The participants are in the program for a flexible period of time but average around 16 weeks. Participants are paid a stipend for the duration of their training.

## ASSOCIATE IN ARTS DEGREE PROGRAMS

Agriculture	Marine Science
Anthropology	Mathematics/Mathematics Education
Art/Art Education	Medicine/Dentistry
Biology/Biology Education	Music
Business Administration	Ocean Engineering
Business Education	Pharmacy w/Specialization in General Practice
Chemistry	Philosophy
Computer Science-Scientific and Business Options	Physical Education/Recreation
Criminal Justice	Physical Therapy
Drama/Theatre	Physics/Physics Education
Economics	Political Science
Education	Psychology
Engineering	Social Science Education
English/English Education	Social Welfare/Work
Foreign Language/Foreign Language Education	Sociology
History	Speech
Journalism-Public Relations	

**Note:** The programs listed above are a representative sample of the many A.A. program options available. If you wish to pursue a transfer major not listed above, please consult with a counselor in the Educational Services Division to plan an appropriate program of study.

**A.A. DEGREE**

## ASSOCIATE IN ARTS DEGREE

### COLLEGE TRANSFER PROGRAM

The Associate in Arts Degree program is designed for students who intend to transfer to senior colleges and universities.

The A.A. degree program certifies that the student has completed the first half (freshman and sophomore years) of a senior college program. With the A.A. degree, the student begins the junior year at the upper-division and may then begin programs leading to a baccalaureate degree.

The following is a partial listing of programs available at IRCC. Students are encouraged to consult with the Educational Services Division for areas of interest not listed and for specific requirements for university of choice.

Agriculture	Marine Science
Anthropology	Mathematics/Mathematics Education
Art/Art Education	Medicine/Dentistry
Biology/Biology Education	Music
Business Administration	Ocean Engineering
Business Education	Pharmacy w/Specialization in General Practice
Chemistry	Philosophy
Computer Science-Scientific and Business Options	Physical Education/Recreation
Criminal Justice	Physical Therapy
Drama/Theatre	Physics/Physics Education
Economics	Political Science
Education	Psychology
Engineering	Social Science Education
English/English Education	Social Welfare/Work
Foreign Language/Foreign Language Education	Sociology
History	Speech
Journalism-Public Relations	

### ASSOCIATE IN ARTS DEGREE REQUIREMENTS

As its primary function, the Associate in Arts Degree program gives the student an academic experience in preparation for continued success in his or her college career. A major component of the A.A. Degree program is the general education requirement.

To meet the requirements for the Associate in Arts Degree, the student must complete the required courses for graduation (38-41 semester hours of general education), as listed below, plus at least 23-26 semester hours of elective courses designed for the Associate in Arts Degree (excluding occupational courses). A minimum of 64 semester hours must be earned for the A.A. Degree. In addition to the above requirements, the student must:



1. Take the last 20 semester hours (excluding College Preparatory instruction) at this college unless written permission is authorized from the Office of the Vice President of Arts and Sciences.
2. Submit the required placement scores upon acceptance to IRCC and successfully complete, prior to graduation and the award of the degree, the College Level Academic Skills Test, known as the Exit Exam.
3. Achieve a grade point average of not less than 2.0 in all courses taken at IRCC, and all courses attempted (including transfer hours), and complete the requirements of the Communications and Computations rule (the Gordon Rule). Students may use up to 6 credit hours of S/U graded coursework for elective credit in the A.A. degree. All Associate Degree programs at IRCC provide for 3 credit hours of electives to be chosen from disciplines outside of the student's area of specialization. Students in the A.A. degree programs may choose electives from only those courses coded "P" or "D".
4. Apply for graduation at the beginning of the semester or term in which the student plans to graduate. This application must include the payment of the graduation fee. See calendars in this catalog for deadline dates.
5. Participate in all phases of graduation if graduating Spring Semester. (Those graduating in absentia will not receive the diploma.) Graduates from other semesters are welcome to take part in the Spring Commencement Ceremony.
6. Be recommended by the faculty to the President of the College for the confirmation of the degree.

It is the sole responsibility of the student to check his or her record to be sure that the above graduation requirements are satisfied. An Educational Services Counselor will assist the student at any time in checking course selections and graduation requirements.

## ARTICULATION

Articulation agreements have been developed between Indian River Community College, Public School Districts, other Community Colleges, and Universities to ensure equitable and efficient admission and transfer of students (Florida Statute #240.107 and State Board Rule #6A-10.024). Specialized articulated agreements in program majors such as education and nursing have also been established with selected universities. Students may obtain information regarding these agreements from the Educational Services Division.

## THE STUDENT BILL OF RIGHTS

Florida Community College Associate in Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024);

- 1) Admission to one of the nine (9) state universities, except to limited-access programs which have additional admission requirements.
- 2) Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
- 3) Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.

- 4) Transfer of equivalent courses under the Statewide Course Numbering System.
- 5) Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission, and International Baccalaureate).
- 6) No additional General Education Core requirements.
- 7) Advance knowledge of selection criteria for limited-access programs.
- 8) Equal opportunity with native university students to enter limited-access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

## **GENERAL EDUCATION REQUIRED COURSES FOR GRADUATION (A.A. DEGREE)**

### **ENGLISH**

**6 semester hours**

*ENC 1101, ENC 1102*

In each of the above courses, students must produce 4,000 words of acceptable written material and complete each course with a grade of "C" or higher.

### **SCIENCE**

**7-8 semester hours**

The Science requirement may be met through completion of 7-8 semester hours in biological and/or physical science courses. One course must be a laboratory course. Consult Educational Services about specific Science requirements for major and for university transfer.

### **HISTORY**

**6 semester hours**

*EUH 1000, EUH 1001*

In each of the above courses, students must produce 2,000 words of acceptable written material and complete each course with a grade of "C" or higher.

### **SOCIAL SCIENCE**

**6 semester hours**

*PSY 2012, SYG 2000*

In each of the above courses, students must produce 4,000 words of acceptable written material and complete each course with a grade of "C" or higher.

### **MATHEMATICS**

**6 semester hours**

*MAC 1102, MAC 1104 or MGF 2202, or higher*

Students must complete each course with a grade of "C" or higher.

### **HUMANITIES**

**3 semester hours**

*HUM 1541 or HUM 1533*

Students must produce 4,000 words of acceptable written material and complete this course with a grade of "C" or higher.

### **READING**

**Dependent on Placement Scores**

Depending on the student's ACT/ASSET or SAT score, a series of Reading classes may be required.

**ELECTIVES***maximum of 3 semester hours***PHYSICAL EDUCATION***4 semester hours*

The Physical Education requirement may be met by one of the following:

- 1) One 3-credit lecture course from the physical education department and a 1-credit swimming course.
- 2) Members of athletic team sports may repeat the sport up to 3 times for credit and select any other physical education activity course.
- 3) PEM 1101 Fitness for Physical Activity (1 credit), Swimming (1 credit), and 2 physical education activity courses. The activity courses may be fulfilled by 2 semesters of Stage Movement and Dance.
- 4) Completion of MUT 1241 and MUT 1242 Sight Singing and Ear Training I and II.

The swimming requirement may be met by taking PEN 1121, PEN 1122, PEN 1136, PEN 1138, or PEN 2114.

Students who cannot participate in regular physical education classes because of medical limitations, should obtain a written statement from their doctor. Upon review by the Assistant Dean of Educational Services, their participation will be modified accordingly. Physical education is required for all Associate in Arts degree-seeking students with the exception of students with medical limitations, students who are veterans, or students who are 26 years of age or older at the time of initial enrollment at IRCC.

**FOREIGN LANGUAGE***8-10 semester hours*

Effective August 1, 1991, students seeking admission to Florida's public universities must have completed two years of one foreign language at the high school level or the equivalent (8-10 semester hours) at the college level. Some majors and universities require additional foreign language competencies. Students should consult with Educational Services to determine their status.

The above 38-41 hours are required for the Associate in Arts Degree. In addition the student must take at least 23-26 semester hours of elective courses designed for an Associate in Arts Degree. Please refer to program guidelines and description of courses on the following pages.

*NOTE: No occupational courses are permitted in the Associate in Arts Degree programs.* In the catalog section on "Course Descriptions," courses are designated with code letters "P" for Professional/Academic, "O" for Occupational, and "D" for Dual. "D" courses are permitted in the A.A. degree only if applicable to the student's major field. This must be verified through the Educational Services Division.

**CHOOSING ELECTIVES**

To earn the Associate in Arts Degree, certain general education requirements and elective courses must be satisfactorily completed. Although students at Indian River Community College do not declare majors, students must select elective courses which will best prepare them for transfer into a particular major field at a specific college or university.

In planning the program of study of Indian River Community College, the student is advised to seek the aid of a counselor. A counselor can help you review selections of courses acceptable for meeting the general education requirements,

since specific general education courses may be recommended for a particular major, and anticipate prerequisites and sequences of courses in a major field. A counselor can also help you plan to enroll in courses that may not be offered each semester.

The following suggested programs meet the requirements for the Associate of Arts Degree and include electives generally recommended for certain majors at most of the state universities. You should check, however, that the suggested courses meet the requirement for the major field at the specific college or university that you plan to attend. Choice of program and selection of courses are your responsibility.

## AGRICULTURE

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1104	College Algebra .....	3 credits
BSC 1010C	General Biology I .....	4 credits
HOS 1010	Fundamentals of Horticulture .....	3 credits
Physical Education	.....	1 credit

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1114	Plane Trigonometry .....	3 credits
BSC 1011C	General Biology II .....	4 credits
SPC 1600	Intro to Speech Communications .....	3 credits
Physical Education	.....	1 credit

#### SUMMER I SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit

## SECOND YEAR

#### FALL SEMESTER

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
CHM 1045C	General Chemistry I .....	4 credits
PHY 2053C	General Physics I .....	4 credits
PSY 2012	Introduction to Psychology .....	3 credits
Physical Education	.....	1 credit

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Consult Educational Services for specific requirements for major and university of choice.

**SPRING SEMESTER**

CHM 1046C	General Chemistry II .....	4 credits
SYG 2000	Introduction to Sociology .....	3 credits
AEB 2104	Principles of Agriculture Economics .....	4 credits
Physical Education	.....	1 credit
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

**ANTHROPOLOGY****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
ANT 2511	Introduction to Physical Anthropology .....	3 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
MAC 1104	College Algebra .....	3 credits
ANT 2410	Introduction to Cultural Anthropology .....	3 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
EUH 1000	History of Western Civilization I .....	3 credits
ANT 2930	Anthropology and the Paranormal .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	3 credits

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	9 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

**MAJOR FIELD ELECTIVES**—Select 12 credits. Consult Educational Services for specific requirements for university of choice.

ANT 2402	Anthropology and Modern Life .....	3 credits
CPO 2002	Comparative Politics .....	3 credits
ECO 2013	Principles of Economics .....	3 credits
PHI 1010	Introduction to Philosophy .....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
PHI 2100	Introduction to Logic .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
Foreign Language .....		8 credits
Reading .....		Dependent on Placement Scores
Electives outside of Major Field .....		maximum of 3 credits

## ART/ART EDUCATION

### FIRST YEAR

#### FALL SEMESTER:

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MFG 2202	Finite Math .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
SYG 2000	Introduction to Sociology .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

ARH 2050	Introduction to the History of Art .....	3 credits
ARH 2051	History of Art .....	3 credits
ART 1205C	Color and Design I .....	3 credits
ART 1206C	Color and Design II .....	3 credits
ART 1300C	Introduction to Drawing .....	3 credits
ART 1301C	Drawing .....	3 credits
ART 2400C	Graphics .....	3 credits
ART 2510C	Introduction to Painting .....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

**RECOMMENDED ELECTIVES FOR ART EDUCATION MAJORS**

EDF 2020	Human Development .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
REA 1205	Advanced College Reading I .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits

**BIOLOGY/BIOLOGY EDUCATION****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1104	College Algebra .....	3 credits
BSC 1010C	General Biology I .....	4 credits
Physical Education .....		1 credit
Major Field Electives .....		3-4 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1114	Trigonometry .....	3 credits
BSC 1011C	General Biology II .....	4 credits
Physical Education .....		1 credit
Major Field Electives .....		3-4 credits

## SECOND YEAR

### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
PSY 2012	Introduction to Psychology .....	3 credits
	Physical Education .....	1 credit
	Major Field Electives .....	6 credits

### SPRING SEMESTER

SYG 2000	Introduction to Sociology .....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
	Physical Education .....	1 credit
	Major Field Electives .....	8-10 credits

**MAJOR FIELD ELECTIVES**—Select 20-24 credits. Consult Educational Services for specific requirements for university of choice.

MAC 2311	Calculus I .....	6 credits
CHM 1045C	General Chemistry I .....	4 credits
CHM 1046C	General Chemistry II .....	4 credits
CHM 2210C	Organic Chemistry I .....	5 credits
CHM 2211C	Organic Chemistry II .....	5 credits
EDF 2020	Human Development .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
	Reading .....	Dependent on Placement Scores
	Electives outside of Major Field .....	maximum of 3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

## BUSINESS ADMINISTRATION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1104	College Algebra .....	3 credits
ACG 2001	Principles of Accounting I .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
	Natural Science .....	3-4 credits
	Physical Education .....	1 credit



**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
ACG 2011	Principles of Accounting II .....	3 credits
ACG 2460	Microcomputers in Accounting II .....	1 credit
MAC 2233	Business Calculus I .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
PSY 2012	Introduction to Psychology .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		3 credits

**SPRING SEMESTER**

SYG 2000	Introduction to Sociology .....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
ECO 2023	Principles of Economics II .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

**MAJOR FIELD ELECTIVES**—Select 9 credits. Consult Educational Services for specific requirements for university of choice.

ACG 2071	Managerial Accounting .....	3 credits
BUL 2241	Business Law I .....	3 credits
CGS 1060	College Computing .....	3 credits
CIS 1000	Intro to Data Processing .....	3 credits
COP 2200	FORTRAN .....	3 credits
MAC 2234	Business Calculus II .....	3 credits
SPC 1600	Intro to Speech Communications .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

**BUSINESS EDUCATION****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit
Major Field Electives	.....	3 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1104	College Algebra .....	3 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit
Major Field Electives	.....	3 credits

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
PSY 2012	Introduction to Psychology .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	6 credits

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Major Field Electives	.....	9 credits
Physical Education	.....	1 credit

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

ACG 2001	Principles of Accounting I .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
ACG 2011	Principles of Accounting II .....	3 credits
ACG 2460	Microcomputers in Accounting II .....	1 credit

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

BUL 2241	Business Law I .....	3 credits
CIS 1000	Introduction to Data Processing .....	3 credits
CGS 1060	College Computing .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
ECO 2023	Principles of Economics II .....	3 credits
ENC 2200	Business Communications .....	3 credits
OST 1110	Intermediate Typewriting .....	3 credits
OST 1212	Intermediate Shorthand .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

## CHEMISTRY

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1135	Pre-Calculus .....	6 credits
CHM 1045C	General Chemistry I .....	4 credits
Physical Education .....		1 credit

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
CHM 1046C	General Chemistry II .....	4 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		8-10 credits

#### SPRING SEMESTER

EUH 1001	History of Western Civilization II .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		8-10 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

**MAJOR FIELD ELECTIVES**—Select 22-26 credits. Consult Educational Services for specific requirements for university of choice.

MAC 2311	Calculus I .....	6 credits
MAS 2103	Linear Algebra .....	3 credits
MAC 2312	Calculus II .....	3 credits
MAC 2313	Calculus III .....	5 credits
CHM 2210C	Organic Chemistry I .....	5 credits
CHM 2211C	Organic Chemistry II .....	5 credits
PHY 2048C	Physics for Engineers I .....	5 credits
PHY 2049C	Physics for Engineers II .....	5 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

## COMPUTER SCIENCE SCIENTIFIC AND BUSINESS OPTIONS

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1104	College Algebra .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Electives .....		3 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1114	Plane Trigonometry .....	3 credits
or		
MAC 2233	Business Calculus I .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Electives .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
PSY 2012	Introduction to Psychology .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

**SPRING SEMESTER**

SYG 2000	Introduction to Sociology .....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		9 credits

**SCIENTIFIC OPTION MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

COP 2212	FORTRAN Programming for Engineers .....	3 credits
CHM 1045C	General Chemistry I .....	4 credits
CHM 1046C	General Chemistry II .....	4 credits
COP 2000	Intro to Computer Programming I .....	3 credits
COP 2001	Intro to Computer Programming II .....	3 credits
MAC 2311	Calculus I .....	6 credits
MAC 2312	Calculus II .....	3 credits
MAP 2302	Differential Equations .....	3 credits
MAS 2103	Linear Algebra .....	3 credits
PHY 2048C	Physics for Engineers I .....	5 credits
PHY 2049C	Physics for Engineers II .....	5 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

**BUSINESS OPTION MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

ACG 2001	Principles of Accounting I .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
ACG 2011	Principles of Accounting II .....	3 credits
ACG 2460	Microcomputers in Accounting II .....	1 credit
CIS 1000	Introduction to Data Processing .....	3 credits
COP 2000	Introduction to Computer Programming I .....	3 credits
COP 2001	Introduction to Computer Programming II .....	3 credits
COP 2120	COBOL Programming I .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
ECO 2023	Principles of Economics II .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

**CRIMINAL JUSTICE****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	6 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1104	College Algebra .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	6 credits

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
SYG 2000	Introduction to Sociology .....	3 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit
Major Field Electives	.....	3 credits

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit
Major Field Electives	.....	6 credits

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

ACG 2001	Principles of Accounting I .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
ACG 2011	Principles of Accounting II .....	3 credits
ACG 2460	Microcomputers in Accounting II .....	1 credit
CCJ 2020	Introduction to Criminal Justice .....	3 credits
CCJ 2220	Criminal Law .....	3 credits
CCJ 2231	Criminal Procedure .....	3 credits
CCJ 2250	Constitutional Law .....	3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

ECO 2013	Principles of Economics I .....	3 credits
POS 1041	American Government .....	3 credits
POS 2112	American State and Local Government .....	3 credits
SYG 2010	Social Problems .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

## DRAMA/THEATRE

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
DAA 1010	Theatre Dance I .....	1 credit
Major Field Electives .....		6 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MGF 2202	Finite Algebra .....	3 credits
DAA 1011	Theatre Dance II .....	1 credit
Major Field Electives .....		6 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
SYG 2000	Introduction to Sociology .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

#### SPRING SEMESTER

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

TPP 1110	Acting I .....	3 credits
THE 1000	Introduction to Drama .....	3 credits
ORI 1001	Oral Interpretation .....	3 credits
MWA 1211	Secondary Applied Music – Voice I .....	1 credit
TPP 1190	Rehearsal/Performance Lab I .....	2 credits
TPP 2652	Play Analysis .....	3 credits
TPP 1111	Acting II .....	3 credits
TPP 1191	Rehearsal/Performance Lab II .....	2 credits
TPA 1210C	Beginning Stagecraft .....	3 credits
TPP 2300	Play Direction .....	3 credits
Reading .....		Dependent on Placement Scores
Electives outside of Major Field .....		maximum of 3 credits

## ECONOMICS

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1104	College Algebra .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Electives .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
ECO 2013	Principles of Economics I .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.



**SPRING SEMESTER**

ECO 2023	Principles of Economics II.....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy.....	3 credits
MAC 2233	Business Calculus I .....	3 credits
Physical Education .....		1 credit
Major Field Electives.....		6 credits

**MAJOR FIELD ELECTIVES** – Select 12 credits. Consult Educational Services for specific requirements for university of choice.

ACG 2001	Principles of Accounting I.....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
ACG 2011	Principles of Accounting II.....	3 credits
ACG 2460	Microcomputers in Accounting II.....	1 credit
MAC 2234	Business Calculus II .....	3 credits
PHI 1010	Introduction to Philosophy .....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
POS 1041	American Government .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
Foreign Language .....		8 credits
Reading.....		Dependent on Placement Scores
Electives outside of Major Field .....		maximum of 3 credits

## EDUCATION (ELEMENTARY/SECONDARY)

### FIRST YEAR

**FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
EUH 1000	History of Western Civilization I.....	3 credits
PSC 1311	Physical Science I .....	3 credits
or		
PSC 1341	Physical Science II .....	3 credits
PEN 1121	Swimming I .....	1 credit
Major Field Elective .....		3 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
MAC 1104	College Algebra .....	3 credits
EUH 1001	History of Western Civilization II.....	3 credits
BSC 1010C	General Biology I.....	4 credits
Major Field Elective .....		3 credits

## SECOND YEAR

### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
PSY 2012	Introduction to Psychology .....	3 credits
HLP 1081	Personal Wellness .....	3 credits
Major Field Elective .....		3 credits

### SPRING SEMESTER

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Major Field Electives .....		9 credits

**MAJOR FIELD ELECTIVES**—Select 18 credits. Consult Educational Services for specific requirements for university of choice.

ARH 2050	Introduction to the History of Art .....	3 credits
CGS 1060	College Computing .....	3 credits
EDP 2002	Educational Psychology .....	3 credits
EDF 2020	Human Development .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
GEO 2000	World Geography .....	3 credits
MUH 2111	Survey of Music History I .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

**SECONDARY EDUCATION** – Consult Educational Services for specific requirements for area of specialization and university of choice.

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

## ENGINEERING

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MAC 1135	Pre-Calculus .....	6 credits
EUH 1000	History of Western Civilization I .....	3 credits
CHM 1045C	General Chemistry I .....	4 credits
Physical Education .....		1 credit

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
CHM 1046C	General Chemistry II .....	4 credits
Physical Education	.....	1 credit
Major Field Electives	.....	6 credits

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
SYG 2000	Introduction to Sociology .....	3 credits
Major Field Electives	.....	6 credits
Physical Education	.....	1 credit

**SPRING SEMESTER**

HUM 1533	Humanities: Literature .....	3 credits
or		
HUM 1541	Humanities: Philosophy .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	9 credits

**SUMMER I SEMESTER**

MAP 2302	Differential Equations .....	3 credits
----------	------------------------------	-----------

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

MAC 2311	Calculus I .....	6 credits
MAC 2312	Calculus II .....	3 credits
MAC 2313	Calculus III .....	5 credits
MAS 2103	Linear Algebra .....	3 credits
APB 1150	Fundamentals of Biology I .....	3 credits
PHY 2048C	Physics for Engineers I .....	5 credits
PHY 2049C	Physics for Engineers II .....	5 credits
COP 2212	FORTTRAN Programming for Engineers .....	3 credits
EGS 1110C	Engineering Graphics .....	3 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

## ENGLISH/ENGLISH EDUCATION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I.....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II.....	3 credits
MAC 1104	College Algebra .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
SYG 2000	Introduction to Sociology .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

#### SPRING SEMESTER

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy.....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		9 credits

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

AML 2010	American Literature to 1865 .....	3 credits
AML 2022	American Literature after 1865 .....	3 credits
CRW 2001	Creative Writing I .....	3 credits
CRW 2002	Creative Writing II .....	3 credits
ENL 2010	English Literature I .....	3 credits
ENL 2020	English Literature II .....	3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

LIT 2110	World Literature I .....	3 credits
LIT 2120	World Literature II .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
Foreign Language .....		8-10 credits
Reading .....		Dependent on Placement Scores
Electives outside of Major Field .....		maximum of 3 credits

### RECOMMENDED ELECTIVES FOR ENGLISH EDUCATION MAJORS

EDF 2020	Human Development .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits

### FOREIGN LANGUAGE/FOREIGN LANGUAGE EDUCATION SPANISH and FRENCH

#### FIRST YEAR

##### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
Natural Science .....		3-4 credits
Elementary I Language .....		4 credits
Physical Education .....		1 credit

##### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MGF 2202	Finite Mathematics .....	3 credits
Natural Science .....		3-4 credits
Elementary II Language .....		4 credits
Physical Education .....		1 credit

#### SECOND YEAR

##### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
SYG 2000	Introduction to Sociology .....	3 credits
Intermediate I Language .....		4 credits
Elementary I Second Language .....		4 credits
Physical Education .....		1 credit

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
	Intermediate II Language .....	4 credits
	Elementary II Second Language .....	4 credits
	Physical Education .....	1 credit

**MAJOR FIELD ELECTIVES** – Consult Educational Services for specific requirements for university of choice. Most universities require foreign language majors to have a second foreign language as a minor.

**SPANISH LANGUAGE COURSES**

SPN 1120	Elementary Spanish I .....	4 credits
SPN 1121	Elementary Spanish II .....	4 credits
SPN 2200	Intermediate Spanish I .....	4 credits
SPN 2201	Intermediate Spanish II .....	4 credits

**FRENCH LANGUAGE COURSES**

FRE 1120	Elementary French I .....	4 credits
FRE 1121	Elementary French II .....	4 credits
FRE 2200	Intermediate French I .....	4 credits
FRE 2201	Intermediate French II .....	4 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

**RECOMMENDED ELECTIVES FOR FOREIGN LANGUAGE EDUCATION MAJORS**

EDF 2020	Human Development .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits

**HISTORY**

**FIRST YEAR**

**FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
	Major Field Electives .....	6 credits
	Physical Education .....	1 credit

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
MGF 2202	Finite Math .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits

Physical Education .....	1 credit
Major Field Elective .....	3 credits

## SECOND YEAR

### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
	1st Semester Foreign Language .....	4 credits
	Natural Science .....	3-4 credits
	Physical Education .....	1 credit
	Major Field Elective .....	3 credits

### SPRING SEMESTER

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
	2nd Semester Foreign Language .....	4 credits
	Natural Science .....	3-4 credits
	Physical Education .....	1 credit
	Major Field Elective .....	3 credits

**MAJOR FIELD ELECTIVES** – Select 15 credits. Consult Educational Services for specific requirements for university of choice.

AMH 2010	American History I .....	3 credits
AMH 2020	American History II .....	3 credits
POS 1041	American Government .....	3 credits
WOH 2040	The World in the 20th Century .....	3 credits
INR 2002	Introduction to International Politics .....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
POS 2112	American State and Local Government .....	3 credits
	Reading .....	Dependent on Placement Scores
	Electives outside of Major Field .....	maximum of 3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

## JOURNALISM – PUBLIC RELATIONS

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
	Natural Science .....	3-4 credits
	Physical Education .....	1 credit
	Major Field Elective .....	3 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II.....	3 credits
MAC 1104	College Algebra .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
PSY 2012	Introduction to Psychology .....	3 credits
1st Semester of Foreign Language .....		4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

**SPRING SEMESTER**

SYG 2000	Introduction to Sociology .....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
2nd Semester of Foreign Language .....		4 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

**MAJOR FIELD ELECTIVES**—Select 15 credits. Consult Educational Services for specific requirements for university of choice.

ACG 2001	Principles of Accounting I.....	3 credits
ACG 2450	Microcomputers in Accounting I.....	1 credit
AMH 2010	American History I.....	3 credits
AMH 2020	American History II.....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
JOU 1101	News Reporting and Writing .....	3 credits
JOU 1420L	Journalism Lab I .....	3 credits
JOU 2200	Editing .....	3 credits
MMC 1000	Survey of Mass Communications .....	3 credits
POS 2112	American State and Local Government .....	3 credits
PUR 2000	Introduction to Public Relations .....	3 credits
SPC 1600	Introduction to Speech Communications.....	3 credits
STA 2014	Elementary Statistics .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.



**MARINE SCIENCE****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1104	College Algebra .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
OCE 2001	Introduction to Oceanography.....	3 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
MAC 1114	Plane Trigonometry .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
BSC 1010C	General Biology I.....	4 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
EUH 1000	History of Western Civilization I.....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	6 credits

**SPRING SEMESTER**

EUH 1001	History of Western Civilization II.....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	8 credits

**MAJOR FIELD ELECTIVES**—Select 20 credits. Consult Educational Services for specific requirements for university of choice.

BSC 1011C	General Biology II.....	4 credits
OCB 2010C	Introduction to Marine Biology .....	4 credits
OCB 2721C	Fundamentals of Mariculture .....	3 credits
OCC 1001	Marine Geology .....	3 credits
CHM 1045C	General Chemistry I .....	4 credits
CHM 1046C	General Chemistry II .....	4 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

PEN 1136	SCUBA I .....	2 credits
PEN 1138	SCUBA/Advanced Rescue .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

## MATHEMATICS/MATHEMATICS EDUCATION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1135	Pre-Calculus .....	6 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
HUM 1533	Humanities: Literature .....	3 credits
or		
HUM 1541	Humanities: Philosophy .....	3 credits
PHY 2048C	Physics for Engineers I .....	5 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

#### SPRING SEMESTER

PHY 2049C	Physics for Engineers II .....	5 credits
PSY 2012	Introduction to Psychology .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

**SUMMER I**

MAP 2302	Differential Equations .....	3 credits
----------	------------------------------	-----------

**MAJOR FIELD ELECTIVES**—Select 18 credits. Consult Educational Services for specific requirements for university of choice.

CGS 2420	Computer Programming for Engineers .....	3 credits
MAC 2311	Calculus I .....	6 credits
MAC 2312	Calculus II .....	3 credits
MAC 2313	Calculus III .....	5 credits
MAS 2103	Linear Algebra .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

**RECOMMENDED ELECTIVES FOR MATH EDUCATION MAJORS**

COP 2200	FORTRAN .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits
STA 2014	Elementary Statistics .....	3 credits

**MEDICINE/DENTISTRY****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1104	College Algebra .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
BSC 1010C	General Biology I .....	4 credits
CHM 1045C	General Chemistry I .....	4 credits
Physical Education .....		1 credit

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
MAC 1114	Plane Trigonometry .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
BSC 1011C	General Biology II .....	4 credits
CHM 1046C	General Chemistry II .....	4 credits
Physical Education .....		1 credit

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
EUH 1000	History of Western Civilization I .....	3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

CHM 2210C	Organic Chemistry I .....	5 credits
PHY 2053C	General Physics I .....	4 credits
Physical Education	.....	1 credit

**SPRING SEMESTER**

EUH 1001	History of Western Civilization II .....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
CHM 2211C	Organic Chemistry II .....	5 credits
PHY 2054C	General Physics II .....	4 credits
Physical Education	.....	1 credit

**MAJOR FIELD ELECTIVES** – Consult Educational Services for specific requirements for university of choice.

MAC 2311	Calculus I .....	6 credits
MAC 2312	Calculus II .....	3 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

## MUSIC (EDUCATION, PERFORMANCE, THEORY)

**FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
+ MUT 1111	Theory of Music I .....	3 credits
+ MUK 1111	Class Piano I .....	1 credit
+ MUE 1450	Woodwind Techniques .....	1 credit
+ Principal Applied Music I	.....	1 credit
+ Performing Groups	.....	1-3 credits
Natural Science	.....	3-4 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
MAC 1104	College Algebra .....	3 credits
or		
MGF 2202	Finite Math .....	3 credits
+ MUT 1112	Theory of Music II .....	3 credits
+ MUK 1111	Class Piano II .....	1 credit
+ MUE 1460	Brass Techniques .....	1 credit
+ Principal Applied Music II	.....	1 credit
+ Performing Groups	.....	1-3 credits
Natural Science	.....	3-4 credits

+Recommended elective for major. Consult Educational Services for specific requirements for university of choice.

**SUMMER I OR II SEMESTER**

PSY 2012	Introduction to Psychology .....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
+Performing Group	.....	1 credit

**SECOND YEAR****FALL SEMESTER**

* ENC 2092	Essential Skills in English .....	2 credits
* MGF 2118	Essential Skills in Mathematics .....	2 credits
* REA 1125	Essential Skills in Reading .....	1 credit
EUH 1000	History of Western Civilization I .....	3 credits
+MUT 2116	Theory of Music III .....	3 credits
**+MUT 1241	Sight Singing and Ear Training I .....	2 credits
+MUK 2121	Class Piano III .....	1 credit
+MUE 1470	Percussion Techniques .....	1 credit
+Principal Applied Music III	.....	1 credit
+Performing Groups	.....	1-3 credits

**SPRING SEMESTER**

SYG 2000	Introduction to Sociology .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
+MUT 2117	Theory of Music IV .....	3 credits
**+MUT 1242	Sight Singing and Ear Training II .....	2 credits
+MUK 2121	Class Piano IV .....	1 credit
+Principal Applied Music IV	.....	1 credit
+Performing Groups	.....	1-3 credits

**SUMMER I SEMESTER**

+Performing Group	.....	1 credit
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

+Recommended elective for major. Consult Educational Services for specific requirements for university of choice.

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

\*\*Substitute for Physical Education Requirement.

## OCEAN ENGINEERING

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MAC 1135	Pre-Calculus .....	6 credits
PSY 2012	Introductory to Psychology .....	3 credits
CHM 1045C	General Chemistry I .....	4 credits
PEN 1136	SCUBA I .....	2 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
CHM 1046C	General Chemistry II .....	4 credits
PEM 1101	Fitness Through Physical Activity .....	1 credit
Major Field Electives .....		6 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
EUH 1000	History of Western Civilization I .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6-8 credits

#### SPRING SEMESTER

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		8-10 credits

#### SUMMER I SEMESTER

MAP 2302	Differential Equations .....	3 credits
----------	------------------------------	-----------

**MAJOR FIELD ELECTIVES**—Select 20-24 credits. Consult Educational Services for specific requirements for university of choice.

MAC 2311	Calculus I .....	6 credits
MAC 2312	Calculus II .....	3 credits
MAC 2313	Calculus III .....	5 credits
MAS 2103	Linear Algebra .....	3 credits
PHY 2048C	Physics for Engineers I .....	5 credits
PHY 2049C	Physics for Engineers II .....	5 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

COP 2212	FORTRAN Programming for Engineers .....	3 credits
EGS 1110C	Engineering Graphics .....	3 credits
Biological Science	.....	3-4 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

## PHARMACY WITH SPECIALIZATION IN GENERAL PRACTICE

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MAC 1104	College Algebra .....	3 credits
EUH 1000	History of Western Civilization I.....	3 credits
BSC 1010C	General Biology I.....	4 credits
CHM 1045C	General Chemistry I.....	4 credits
Physical Education	.....	1 credit

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
MAC 1114	Plane Trigonometry .....	3 credits
EUH 1001	History of Western Civilization II.....	3 credits
BSC 1011C	General Biology II.....	4 credits
CHM 1046C	General Chemistry II.....	4 credits
Physical Education	.....	1 credit

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
PSY 2012	Introduction to Psychology .....	3 credits
CHM 2210C	Organic Chemistry I.....	5 credits
PHY 2053C	General Physics I .....	4 credits
Physical Education	.....	1 credit

#### SPRING SEMESTER

SYG 2000	Introduction to Sociology .....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
CHM 2211C	Organic Chemistry II .....	5 credits

Consult Educational Services for specific requirements for university of choice.

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

PHY 2054C	General Physics II .....	4 credits
Physical Education	.....	1 credit
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

## PHILOSOPHY

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MAC 1104	College Algebra .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
1st Semester Foreign Language	.....	4 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

#### SPRING SEMESTER

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
2nd Semester Foreign Language	.....	4 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit
Major Field Electives	.....	6 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.



**MAJOR FIELD ELECTIVES**—Select 15 credits. Consult Educational Services for specific requirements for university of choice.

PHI 1010	Introduction to Philosophy .....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
PHI 2660	Introduction to Ethics .....	3 credits
HSC 1651	Ethical Issues in Health Care .....	3 credits
HUS 2500	Introduction to Ethics – Human Services .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits
PHI 2100	Introduction to Logic .....	3 credits
EDP 2002	Educational Psychology .....	3 credits
PHI 1450	Philosophy of Psychology .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....		maximum of 3 credits

## PHYSICAL EDUCATION/RECREATION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
BSC 1010C	General Biology I .....	4 credits
Major Field Elective .....		3 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
MAC 1104	College Algebra .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
BSC 1011C	General Biology II .....	4 credits
Major Field Elective .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
PSY 2012	Introduction to Psychology .....	3 credits
Major Field Elective .....		9 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Major Field Electives	.....	9 credits

**MAJOR FIELD ELECTIVES** – Select 24 credits. Consult Educational Services for specific requirements for university of choice.

EDF 2020	Human Development .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
HLP 1081	Personal Wellness.....	3 credits
HSC 2100	Personal and Community Health .....	3 credits
HSC 2400	First Aid and Safety .....	3 credits
LEI 2433	Organization & Admin. of Recreation .....	3 credits
PEL 1111	Bowling.....	1 credit
PEL 1121	Golf .....	1 credit
PEL 1341	Tennis I .....	1 credit
PEL 1441	Racquetball .....	1 credit
PEL 1620	Team Sports for Men and Women .....	1 credit
PEN 1122	Swimming II .....	1 credit
PEN 2114	Lifeguard Training.....	2 credits
PEO 2013	Sports Officiating .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

**PHYSICAL THERAPY****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1104	College Algebra .....	3 credits
EUH 1000	History of Western Civilization I.....	3 credits
BSC 1010C	General Biology I.....	4 credits
Physical Education	.....	1 credit
Major Field Electives	.....	3 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II.....	3 credits
BSC 1011C	General Biology II .....	4 credits
STA 2014	Elementary Statistics .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	3 credits

**SECOND YEAR****FALL SEMESTER**

* ENC 2092	Essential Skills in English .....	2 credits
* MGF 2118	Essential Skills in Mathematics .....	2 credits
* REA 1125	Essential Skills in Reading .....	1 credit
CHM 1045C	General Chemistry I .....	4 credits
PSY 2012	Introduction to Psychology .....	3 credits
PHY 2053C	General Physics I .....	4 credits
Physical Education	.....	1 credit

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
CHM 1046C	General Chemistry II .....	4 credits
PHY 2054C	General Physics II .....	4 credits
Physical Education	.....	1 credit

**MAJOR FIELD ELECTIVES** – Select 6 credits. Consult Educational Services for specific requirements for university of choice.

MCB 2010C	Microbiology .....	4 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
Foreign Language	.....	4 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

**PHYSICS/PHYSICS EDUCATION****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
MAC 1135	Pre-Calculus .....	6 credits
CHM 1045C	General Chemistry I .....	4 credits
Physical Education	.....	1 credit

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
CHM 1046C	General Chemistry II .....	4 credits
MAC 2311	Calculus I .....	6 credits
Physical Education	.....	1 credit

**SUMMER I SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit

**SECOND YEAR****FALL SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
MAC 2312	Calculus II .....	3 credits
MAS 2103	Linear Algebra .....	3 credits
PHY 2048C	Physics for Engineers I .....	5 credits
Physical Education	.....	1 credit

**SPRING SEMESTER**

PSY 2012	Introduction to Psychology .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
MAC 2313	Calculus III .....	5 credits
PHY 2049C	Physics for Engineers II .....	5 credits
Physical Education	.....	1 credit

**SUMMER I SEMESTER**

MAP 2302	Differential Equations .....	3 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

**RECOMMENDED ELECTIVES FOR PHYSICS EDUCATION MAJORS**

EDF 2020	Human Development .....	3 credits
EDG 2070	Foundations of Education .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

**POLITICAL SCIENCE****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits

Major Field Elective .....	3 credits
Physical Education .....	1 credit

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1104	College Algebra .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Major Field Elective .....	3 credits	
Physical Education .....	1 credit	

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
BSC 1010C	General Biology I .....	4 credits
Physical Education .....	1 credit	
Major Field Electives .....	6 credits	

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
BSC 1011C	General Biology II .....	4 credits
Major Field Elective .....	9 credits	
Physical Education .....	1 credit	

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

CPO 2002	Comparative Politics .....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
ANT 2511	Introduction to Physical Anthropology .....	3 credits
AMH 2020	American History II .....	3 credits
POS 1041	American Government .....	3 credits
POS 2112	American State and Local Government .....	3 credits
INR 2002	Introduction to International Relations .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
AMH 2010	American History I .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

**PSYCHOLOGY****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
BSC 1010C	General Biology I .....	4 credits
	Physical Education .....	1 credit

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1104	College Algebra .....	3 credits
BSC 1011C	General Biology II .....	4 credits
	Physical Education .....	1 credit
	Major Field Elective .....	3 credits

**SECOND YEAR****FALL SEMESTER**

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
SYG 2000	Introduction to Sociology .....	3 credits
	1st Semester Foreign Language .....	4 credits
	Physical Education .....	1 credit
	Major Field Elective .....	3 credits

**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
	2nd Semester Foreign Language .....	4 credits
	Major Field Electives .....	6 credits
	Physical Education .....	1 credit

**MAJOR FIELD ELECTIVES**—Select 12 credits. Consult Educational Services for specific requirements for university of choice.

PHI 1010	Introduction to Philosophy .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
EDP 2002	Educational Psychology .....	3 credits
STA 2014	Elementary Statistics .....	3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

PHI 1103	Critical and Creative Thinking .....	3 credits
EDF 2020	Human Development .....	3 credits
SYG 2010	Social Problems .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

## SOCIAL SCIENCE EDUCATION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
MAC 1104	College Algebra .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

* ENC 2092	Essential Skills in English .....	2 credits
* MGF 2118	Essential Skills in Mathematics .....	2 credits
* REA 1125	Essential Skills in Reading .....	1 credit
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

#### SPRING SEMESTER

SPC 1600	Introduction to Speech Communications .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Natural Science .....		3-4 credits
Physical Education .....		1 credit
Major Field Electives .....		6 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

Minimum ACT/SAT test scores and grade point averages are required for admission to majors in education. Consult Educational Services.

**MAJOR FIELD ELECTIVES**—Select 18 credits. Consult Educational Services for specific requirements for university of choice.

AMH 2010	American History I .....	3 credits
AMH 2020	American History II .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
EDF 2020	Human Development .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
EDP 2002	Educational Psychology .....	3 credits
GEO 2000	World Geography .....	3 credits
GEA 2000	Cultural Geography .....	3 credits
PHI 1103	Critical/Creative Thinking .....	3 credits
POS 1041	American Government .....	3 credits
SYG 2010	Social Problems .....	3 credits
SYG 2420	The Family .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

## SOCIAL WELFARE/WORK

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
BSC 1010C	General Biology I .....	4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
MAC 1104	College Algebra .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
BSC 1011C	General Biology II .....	4 credits
Physical Education .....		1 credit
Major Field Elective .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
EUH 1000	History of Western Civilization I .....	3 credits
Major Field Electives .....		6 credits
Physical Education .....		1 credit

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.



**SPRING SEMESTER**

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	9 credits

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

ANT 2410	Introduction to Cultural Anthropology .....	3 credits
ANT 2511	Principles of Physical Anthropology .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
EDF 2020	Human Development .....	3 credits
GEO 2000	World Geography .....	3 credits
GEA 2000	Cultural Geography .....	3 credits
POS 1041	American Government .....	3 credits
POS 2112	American State and Local Government .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
SYG 2010	Social Problems .....	3 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

**SOCIOLOGY****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
MAC 1104	College Algebra .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Natural Science	.....	3-4 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

## SECOND YEAR

### FALL SEMESTER

*ENC 2092	Essential Skills in English .....	2 credits
*MGF 2118	Essential Skills in Mathematics .....	2 credits
*REA 1125	Essential Skills in Reading .....	1 credit
EUH 1000	History of Western Civilization I .....	3 credits
Major Field Electives	.....	6 credits
Physical Education	.....	1 credit

### SPRING SEMESTER

HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
Physical Education	.....	1 credit
Major Field Electives	.....	9 credits

**MAJOR FIELD ELECTIVES**—Select 21 credits. Consult Educational Services for specific requirements for university of choice.

STA 2014	Elementary Statistics .....	3 credits
POS 1041	American Government .....	3 credits
PHI 1103	Critical/Creative Thinking .....	3 credits
ANT 2410	Introduction to Cultural Anthropology .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
ANT 2511	Introduction to Physical Anthropology .....	3 credits
PHI 2100	Introduction to Logic .....	3 credits
SYG 2420	The Family .....	3 credits
SYG 2010	Social Problems .....	3 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

## SPEECH

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
EUH 1000	History of Western Civilization I .....	3 credits
BSC 1010C	General Biology I .....	4 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
MAC 1104	College Algebra .....	3 credits
EUH 1001	History of Western Civilization II .....	3 credits
BSC 1011C	General Biology II .....	4 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

**SECOND YEAR****FALL SEMESTER**

* ENC 2092	Essential Skills in English .....	2 credits
* MGF 2118	Essential Skills in Mathematics .....	2 credits
* REA 1125	Essential Skills in Reading .....	1 credit
HUM 1541	Humanities: Literature .....	3 credits
or		
HUM 1533	Humanities: Philosophy .....	3 credits
1st Semester Foreign Language	.....	4 credits
Physical Education	.....	1 credit
Major Field Elective	.....	3 credits

**SPRING SEMESTER**

SYG 2000	Introduction to Sociology .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
2nd Semester Foreign Language	.....	4 credits
Physical Education	.....	1 credit
Major Field Electives	.....	6 credits

**MAJOR FIELD ELECTIVES**—Select 15 credits. Consult Educational Services for specific requirements for university of choice.

EDF 2020	Human Development .....	3 credits
EDP 2002	Educational Psychology .....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
SPC 1300	Interpersonal Communications .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits
Reading	.....	Dependent on Placement Scores
Electives outside of Major Field	.....	maximum of 3 credits

\*CLAST Preparation courses—recommended Summer I term or Fall Semester of the second year. All English, mathematics, and reading courses must be completed prior to enrollment in these courses.

## ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Accounting Technology  
Agricultural Business Technology  
Animal Science, Landscape,  
Pest Control, Citrus Options  
Air Conditioning, Heating &  
Refrigeration Technology  
Architectural Design & Construction  
Technology  
Associate Degree Nursing  
Automotive Service Technology  
Building Construction Technology  
Business Administration &  
Management  
Scuba Industry Administration  
& Supervision Option  
Child Development & Education  
Teacher Aide Option  
Computer Programming & Analysis  
Computer Applications Option  
Computer Aided Drafting  
Criminal Justice  
Dental Hygiene  
Dental Laboratory Technology  
Drafting & Design Technology –  
Civil, Commercial Art,  
Mechanical Options  
Electronics Engineering Technology  
Computer Electronics Option  
Emergency Medical Services  
Technology  
Fashion Marketing Management  
Financial Services  
Fire Science  
Health Service Management  
Human Services  
Industrial Management Technology  
Mechanical Option  
Instructional Services Technology  
Library Technical Assistant  
Option  
Interior Design Technology  
Land Surveying  
Legal Assisting  
LPN/ADN Transitional  
Marketing Management –  
Retail Management, Hospitality  
Management, Real Estate,  
Insurance, Comprehensive  
Options  
Medical Laboratory Technology  
Office Systems Technology –  
Office Systems Technology,  
Legal Secretarial, Medical  
Records/Transcription, Medical  
Secretarial, Health Office Coder,  
Office Management, Word  
Processing Options  
Power Distribution Technology  
Nuclear Power Option  
Radiography Technology  
Recreation Technology  
Respiratory Care  
Restaurant Management  
Institutional Food Service

A.S. DEGREE

## ASSOCIATE IN SCIENCE DEGREE

### COLLEGE PROGRAMS

Associate in Science Degree programs are designed for students wishing to develop technical skills with emphasis on middle-management employment opportunities. These two-year college degree programs focus on high technology careers and prepare students to compete effectively in the contemporary job market.

The A.S. Degree, typically consisting of 64 credit hours, includes a cluster of general education courses in the areas of Humanities/Fine Arts, Natural Science/Mathematics, and Social/Behavioral Science. Students complete approximately 30 semester hours of college credits in an area of specialty, and additional credits are earned in technical support classes.

Certain A.S. Degree Programs may be accepted to upper-division universities, dependent on special transfer agreements formulated between an upper-division institution and IRCC. Consult Educational Services to determine specific requirements.

Indian River Community College offers the Associate in Science Degree in the following technical specialties:

- |  |   |
|--|---|
| Accounting Technology  | Financial Services  |
| Agricultural Business Technology   | Fire Science  |
| Animal Science, Landscape,<br>Pest Control, Citrus Options                     | Health Service Management   |
| Air Conditioning, Heating &<br>Refrigeration Technology                        | Human Services  |
| Architectural Design & Construction<br>Technology                              | Industrial Management Technology<br>Mechanical Option   |
| Associate Degree Nursing   | Instructional Services Technology<br>Library Technical Assistant Option   |
| Automotive Service Technology  | Interior Design Technology  |
| Building Construction Technology   | Land Surveying  |
| Business Administration &<br>Management  | Legal Assisting   |
| Scuba Industry Administration<br>and Supervision Option                        | LPN/ADN Transitional  |
| Child Development & Education<br>Teacher Aide Option                           | Marketing Management –<br>Retail Management, Hospitality<br>Management, Real Estate,<br>Insurance, Comprehensive Options  |
| Computer Programming & Analysis<br>Computer Applications Option                | Medical Laboratory Technology   |
| Computer Aided Drafting  | Office Systems Technology –<br>Office Systems Technology,<br>Legal Secretarial, Medical<br>Records/Transcription, Medical<br>Secretarial, Health Office Coder,<br>Office Management, Word<br>Processing Options |
| Criminal Justice   | Power Distribution Technology<br>Nuclear Power Option   |
| Dental Hygiene   | Radiography Technology  |
| Dental Laboratory Technology   | Recreation Technology   |
| Drafting & Design Technology –<br>Civil, Commercial Art,<br>Mechanical Options | Respiratory Care  |
| Electronics Engineering Technology<br>Computer Electronics Option              | Restaurant Management<br>Institutional Food Service   |
| Emergency Medical Services<br>Technology                                       |   |
| Fashion Marketing Management   |   |

## ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

To meet the requirements of the Associate in Science Degree, the student must complete the required general education courses for graduation including 15 semester hours as listed below, plus at least 49 semester hours including those courses indicated as requirements or their equivalent in specific technical fields. A minimum of 64 semester hours must be earned for the A.S. Degree. In addition, the student must:

1. Submit the required placement scores upon acceptance to IRCC.
2. Achieve a grade point average of not less than 2.0 in all courses attempted (including transfer hours) and in all courses taken at Indian River Community College.
3. Meet the Communication and Computation Skills Requirement and successfully complete the College Level Academic Skills Test if intending to transfer to an upper division university. (Consult Educational Services)
4. Take the last 20 semester hours (excluding College Preparatory instruction) at this college unless written permission is granted by the Vice President of Arts and Sciences.
5. All Associate Degree programs at IRCC provide for 3 credit hours of electives to be chosen from disciplines outside of the student's area of specialization.
6. Apply for graduation at the beginning of the semester or term in which the student plans to graduate. This application must include the payment of the graduation fee. See calendars for deadline dates.
7. Participate in all phases of graduation if graduating Spring Semester. (Those graduating in absentia will not receive the diploma.) Graduates from other semesters are welcome to take part in the Spring Commencement Ceremony.
8. Be recommended by the faculty to the President of the College for the confirmation of the degree.

It is the responsibility of the student, not the College, to check his or her records to be sure that all of the above graduation requirements are met. An Educational Services Counselor will assist at any time with course selections and in determining status toward meeting the graduation requirements.

## SPECIAL REQUIREMENTS

In addition to specific prerequisites, applicants to the eight Health Education programs at IRCC are subject to special admission requirements and dates. Therefore, it is imperative that applicants who wish to enroll in the Associate Degree Nursing, Dental Assisting, Dental Lab Technology, Dental Hygiene, EMT/Paramedic, Medical Lab Technology, Radiography Technology and Respiratory Care Programs consult with an IRCC counselor well before the term of enrollment. Special application deadlines are noted in the Academic Calendar near the front of this catalog. Additional General Education credits may be required for specialized programs.

## ASSOCIATE IN SCIENCE DEGREE COURSES REQUIRED FOR GRADUATION

GENERAL EDUCATION – A minimum of 15 credits of general education courses is required. See Program Guides for specific requirements. At least 1 course from each of the following areas must be included.

### *Humanities/Fine Arts*

ENC 1101, ENC 1102, AML 2010, AML 2022, ARH 2050, ARH 2051, ART 1300, ART 1301, ART 2510, ART 2511, CRW 2001, CRW 2002, ENC 1135, ENL 2010, ENL 2020, HUM 1533, HUM 1541, LIT 2110, LIT 2120, LIT 2300, LIT 2330, MUH 2111, MUH 2112, THE 1000, ORI 1001, TPP 1800, TPP 2652, SPC 1050, SPC 1300, SPC 1600, FRE 1120, FRE 1121, FRE 2200, FRE 2201, GER 1100, GER 1101, GER 2200, GER 2201, SPN 1120, SPN 1121, SPN 2200, SPN 2201.

### *Natural Science/Mathematics*

Mathematics: MAC 1102, MAC 1104, MGF 2202, MAC 1114, MAC 2311 or higher

Natural Science: BSC 1501, BSC 1005, BSC 1005C, BSC 1006, AST 1002, BSC 1010C, BSC 1011C, CHM 1015, CHM 1045C, CHM 1046C, CHM 2210C, CHM 2211C, GLY 1010, GLY 1100, MCB 2010C, OCE 2010, OCE 2001, PHY 1002, PHY 1020, PHY 2048C, PHY 2049C, PHY 2053C, PHY 2054C, PSC 1311, PSC 1341, PSC 1342C.

### *Social/Behavioral Science*

AMH 2010, AMH 2020, ANT 2402, ANT 2410, ANT 2511, ANT 2930, ASH 1040, ASH 2041, ECO 2013, ECO 2023, EDP 2002, EUH 1000, EUH 1001, GEO 2000, INR 1332, INR 2002, PHI 1010, PHI 1103, PHI 1450, PHI 2101, PHI 2130, PHI 2300, PHI 2660, POS 1041, POS 2112, PSY 2012, SYG 1410, SYG 2000, SYG 2010

### *Reading*

Dependent on ACT/SAT or ASSET score, a series of reading classes may be required.

### *Electives*

All Associate Degree programs at IRCC provide for a maximum of 3 credit hours of electives to be chosen from disciplines outside of the student's area of specialization.

Additional hours must be taken in specific technical fields to complete the degree program. Technical course descriptions will be found in the Course Directory section of this catalog. Also refer to Program Guidelines on the following pages, which state specific program requirements.

The student should consult with the Educational Services Division in the selection of the electives required for each special area of interest.

## PROGRAM GUIDES

To earn the Associate in Science Degree, certain general education requirements and elective courses must be satisfactorily completed. It is in the elective area that the student must select courses which will best prepare him or her for the chosen

field. The following programs meet the requirements for the Associate in Science Degree and include the electives generally recommended for job preparedness.

In planning a program of study at Indian River Community College, the student is urged to consult frequently with an Educational Services Counselor; further, the student is advised to review the overall requirements of his or her chosen field of study before making selections from the courses acceptable for meeting general education requirements. The reason for this is that certain general education courses may be required for his or her particular field.

Final responsibility for choice of program and courses selected rests with the student.

## PRACTICAL TRAINING

An important component of many of the Associate in Science degree programs is the practical training experience. These courses are designed to complement and enhance the theoretical program requirements and are closely supervised by IRCC instructors. Specific training activities and assignments are included in course requirements and students in these classes meet at least weekly with instructors to discuss progress, goals and activities. The credit-hour assignment and grading systems used for these classes is consistent with all other resident college courses. Specific descriptions for these courses are included in the Course Description section of this catalog. Students are encouraged to contact department chairmen if they have questions regarding any of these classes.

## ACCOUNTING TECHNOLOGY

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
ECO 2013	Principles of Economics I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
ACG 2001	Principles of Accounting I .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
Major Field Electives .....		3 credits

#### SPRING SEMESTER

ENC 2200	Business Communications .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
ECO 2023	Principles of Economics II .....	3 credits
ACG 2011	Principles of Accounting II .....	3 credits
ACG 2460	Microcomputers in Accounting II .....	1 credit
* Computer Requirement .....		3 credits

#### SUMMER I AND/OR SUMMER II

Major Field Electives may be taken during summer semesters to ease course load during Fall and Spring Semesters.



**SECOND YEAR****FALL SEMESTER**

BUL 2241	Business Law I .....	3 credits
ACG 2071	Managerial Accounting .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits
Major Field Electives .....		6 credits

**SPRING SEMESTER**

ACG 2100	Intermediate Accounting I .....	3 credits
TAX 2000	Tax Accounting .....	3 credits
Major Field Electives .....		11 credits

**MAJOR FIELD ELECTIVES – Select 20 credits**

ACG 1002	Acctg. Applic. for Microcomputers .....	3 credits
BUL 2242	Business Law II .....	3 credits
CIS 1000	Intro to Data Processing .....	3 credits
ENC 2210	Technical Communications .....	3 credits
FIN 2001	Managerial Finance .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
MAN 2021	Principles of Management .....	3 credits
MAR 2011	Principles of Marketing .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
SPC 1600	Intro to Speech Communications .....	3 credits
Other Computer courses .....		maximum of 6 credits
Electives outside of Major Field .....		maximum of 3 credits
Other courses offered in Accounting Dept. ....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**\*COMPUTER REQUIREMENT – Select 3 credits**

CGS 1060	College Computing .....	3 credits
CGS 1530	LOTUS I .....	3 credits
COP 2000	Intro to Computer Programming .....	3 credits

**AGRICULTURAL BUSINESS TECHNOLOGY  
ANIMAL SCIENCE, LANDSCAPE, PEST CONTROL, AND CITRUS  
OPTIONS**

**ANIMAL SCIENCE OPTION****FIRST YEAR****FALL SEMESTER**

ANS 1003	Introduction to Animal Science .....	4 credits
AEB 1308	Agri-business Marketing .....	3 credits
AEB 1112	Intro to Agricultural Computing .....	3 credits
ENC 1101	Communications I .....	3 credits
Major Field Elective .....		3 credits

**SPRING SEMESTER**

BUL 2241	Business Law I .....	3 credits
MAN 2021	Principles of Management .....	3 credits
ANS 1310	Animal Reproduction .....	3 credits
VME 1104	Animal Health .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits

**SECOND YEAR****FALL SEMESTER**

ANS 1211	Farm and Ranch Management .....	3 credits
	Social/Behavioral Science .....	3 credits
	Natural Science .....	3-4 credits
	Major Field Electives .....	9 credits

**SPRING SEMESTER**

ASG 1253	Livestock Selection .....	3 credits
ANS 1401	Animal Nutrition .....	3 credits
AEB 2104	Principles of Agricultural Economics .....	4 credits
	Major Field Elective .....	3 credits
	Social/Behavioral Science or Humanities/Fine Arts .....	3 credits

**MAJOR FIELD ELECTIVES – Select 15 credits**

AEB 1113	Agricultural Computer Applications .....	1 credit
AGE 1230	Irrigation Systems I .....	3 credits
AGE 2234	Irrigation Systems II .....	3 credits
FRC 1210	Introduction to Citrus Culture .....	3 credits
FRC 2220	Citrus Culture .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
MAN 2300	Human Resources Management .....	3 credits
MAR 2011	Principles of Marketing .....	3 credits
ORH 1710	Environmental Landscape Management .....	1 credit
ORH 2851	Landscape and Design Maintenance .....	3 credits
SOS 2102	Soils and Fertilizer .....	3 credits
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

**LANDSCAPE OPTION****FIRST YEAR****FALL SEMESTER**

AEB 1112	Intro to Agricultural Computing .....	3 credits
MAR 2011	Principles of Marketing .....	3 credits
HOS 1010	Fundamentals of Horticulture .....	3 credits
SOS 2102	Soils and Fertilizers .....	3 credits
ENC 1101	Communications I .....	3 credits

**SPRING SEMESTER**

BUL 2241	Business Law I .....	3 credits
MAN 2021	Principles of Management .....	3 credits
PMA 2211	Insects and Diseases of Plants .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
AEB 1113	Agricultural Computer Applications .....	1 credit

**SECOND YEAR****FALL SEMESTER**

	Social/Behavioral Science .....	3 credits
	Natural Science .....	3-4 credits
ORH 1710	Environmental Landscape Management .....	1 credit
PLS 1221	Plant Propagation I .....	1 credit
FRC 1210	Introduction to Citrus Culture .....	3 credits
ORH 2510	Ornamental Plant Identification .....	3 credits
	Major Field Elective .....	3 credits

**SPRING SEMESTER**

ORH 2851	Landscape Design and Maintenance .....	3 credits
AEB 2104	Principles of Agricultural Economics .....	4 credits
	Social/Behavioral Science or Humanities/Fine Arts .....	3 credits
	Major Field Electives .....	6 credits

**MAJOR FIELD ELECTIVES – Select 9 credits**

ANS 1003	Introduction to Animal Science .....	3 credits
FRC 1225	Citrus Nursery Practices .....	3 credits
FRC 2220	Citrus Culture .....	3 credits
PMA 2201	Insects and Diseases of Citrus .....	3 credits
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

**PEST CONTROL OPTION****FIRST YEAR****FALL SEMESTER**

AEB 1112	Intro to Agricultural Computing .....	3 credits
MAR 2011	Principles of Marketing .....	3 credits
HOS 1010	Fundamentals of Horticulture .....	3 credits
SOS 2102	Soils and Fertilizers .....	3 credits
ENC 1101	Communications I .....	3 credits

**SPRING SEMESTER**

BUL 2241	Business Law I .....	3 credits
MAN 2021	Principles of Management .....	3 credits
PMA 2002	Insects and Diseases of Plants .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
	Major Field Electives .....	6 credits

**SECOND YEAR****FALL SEMESTER**

Social/Behavioral Science .....	3 credits
Natural Science .....	3-4 credits
ORH 2510 Ornamental Plant Identification .....	3 credits
FRC 1210 Introduction to Citrus Culture .....	3 credits
Major Field Elective .....	3 credits

**SPRING SEMESTER**

ORH 2851 Landscape Design and Maintenance .....	3 credits
AEB 1308 Agribusiness Marketing .....	3 credits
Social/Behavioral Science or Humanities/Fine Arts .....	3 credits
Major Field Elective .....	3 credits

**MAJOR FIELD ELECTIVES – Select 12 credits**

AEB 1113 Agricultural Computer Applications .....	1 credit
AEB 2104 Principles of Agricultural Economics .....	4 credits
FRC 2220 Citrus Culture .....	3 credits
ORH 1710 Environmental Landscape Management .....	1 credit
PLS 1221 Plant Propagation I .....	1 credit
Electives outside of Major Field .....	maximum of 3 credits
Reading .....	Dependent on Placement Scores

**CITRUS OPTION****FIRST YEAR****FALL SEMESTER**

AEB 1112 Intro to Agricultural Computing .....	3 credits
MAR 2011 Principles of Marketing .....	3 credits
FRC 1210 Introduction to Citrus Culture .....	3 credits
SOS 2102 Soils and Fertilizers .....	3 credits
ENC 1101 Communications I .....	3 credits

**SPRING SEMESTER**

BUL 2241 Business Law I .....	3 credits
MAN 2021 Principles of Management .....	3 credits
FRC 2220 Citrus Culture .....	3 credits
PMA 2201 Insects and Diseases of Citrus .....	3 credits
MAC 1102 Basic College Algebra .....	3 credits
Major Field Elective .....	3 credits

**SECOND YEAR****FALL SEMESTER**

Social/Behavioral Science .....	3 credits
HOS 1010 Fundamentals of Horticulture .....	3 credits
ANS 1211 Farm and Ranch Management .....	3 credits

AEB 2104	Principles of Agricultural Economics .....	4 credits
Major Field Elective .....		3 credits

**SPRING SEMESTER**

AEB 1113	Agricultural Computer Applications .....	1 credit
FRC 1222	Citrus Varieties and Rootstocks .....	3 credits
FRC 1225	Citrus Nursery Practices .....	3 credits
Natural Science .....		3-4 credits
Social/Behavioral Science or Humanities/Fine Arts .....		3 credits
Major Field Elective .....		3 credits

**MAJOR FIELD ELECTIVES – Select 9 credits**

AEB 1308	Agribusiness Marketing .....	3 credits
ANS 1003	Introduction to Animal Science .....	4 credits
ORH 1710	Environmental Landscape Management .....	1 credit
ORH 2510	Ornamental Plant Identification .....	3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

## AIR CONDITIONING, HEATING & REFRIGERATION TECHNOLOGY

**FIRST YEAR****FALL SEMESTER**

ACR 1000	Basic Refrigeration .....	3 credits
ACR 1100	Basic Electricity I .....	3 credits
ACR 1101	Applied Electricity I .....	3 credits
ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits

**SPRING SEMESTER**

ACR 1741	Components of Refrigeration .....	3 credits
ACR 1102	Applied Electricity II .....	3 credits
ACR 1103	Basic Electricity II .....	3 credits
Social/Behavioral Science .....		3 credits
Major Field Elective .....		3 credits

**SUMMER I SEMESTER**

ACR 1601	Heat Pump Systems .....	3 credits
ACR 2071	A/C and Heating Service Management .....	3 credits

**SECOND YEAR****FALL SEMESTER**

ACR 2062	Heating and Cooling Load Calculations .....	3 credits
ACR 2421	Duct Systems .....	3 credits
ACR 1600	Heat .....	3 credits
ETD 1503	Drafting for the A/C Industry .....	3 credits
Major Field Elective .....		3 credits

**SPRING SEMESTER**

ACR 1946	Cooperative Work Experience I .....	4 credits
ETM 1111	Energy and Building Design .....	3 credits
Natural Science .....		3-4 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits

**MAJOR FIELD ELECTIVE – Select 6 credits**

AER 2175	Automotive Air Conditioning .....	4 credits
ACR 1947	Cooperative Work Experience II .....	4 credits
ACR 1948	Cooperative Work Experience III .....	4 credits
ACR 1949	Cooperative Work Experience IV .....	4 credits
PMT 1123	Combination Welding I .....	3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**ARCHITECTURAL DESIGN & CONSTRUCTION TECHNOLOGY****FIRST YEAR****FALL SEMESTER**

EGS 1110	Engineering Graphics .....	3 credits
BCN 1250	Architectural Drafting Principles .....	3 credits
BCN 1210	Materials of Construction .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
ENC 1101	Communications I .....	3 credits

**SPRING SEMESTER**

BCN 2251	Architectural Drafting-Residential .....	3 credits
ETD 2820	Perspective Drafting .....	3 credits
ETD 1321	Introduction to AutoCAD .....	3 credits
CGS 1560	Disk Operating System I .....	1 credit
Social/Behavioral Science .....		3 credits
Natural Science .....		3-4 credits

**SECOND YEAR****FALL SEMESTER**

ETD 2320	Computer Aided Drafting .....	3 credits
BCN 2253	Architectural Drafting - Commercial .....	3 credits
HHD 1611	Survey of Architecture & Furniture .....	3 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits
Major Field Electives .....		6 credits

**SPRING SEMESTER**

ETD 2538	CAD - Architectural .....	4 credits
IND 1462C	Introduction to DataCAD .....	3 credits
BCN 1760	Building Codes, Ordinances, Specifications .....	3 credits
ETM 1111	Energy and Building Design .....	3 credits
Major Field Elective .....		3 credits

**MAJOR FIELD ELECTIVES – Select 9 credits**

ETD 2840	Pictorial Drafting .....	3 credits
SUR 1100C	Elementary Surveying Mathematics .....	3 credits
HOS 2025	Home Landscape & Management .....	3 credits
BCN 2616	Construction Estimating .....	3 credits
ETD 1544	Civil Drafting I .....	3 credits
HHD 1234	Design of Interior Space .....	3 credits
CGS 1561	Disk Operating System II .....	1 credit
ETD 1321	Introduction to VersaCAD .....	3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**ASSOCIATE DEGREE NURSING  
(SELECTIVE ADMISSION)**

**FIRST YEAR**

**FALL SEMESTER**

NUR 1020C	Nursing Fundamentals .....	8 credits
BSC 2093C	Anatomy & Physiology I .....	4 credits
*ENC 1101	Communications I .....	3 credits

**SPRING SEMESTER**

NUR 1210	Medical-Surgical Nursing I .....	4 credits
NUR 1210L	Medical-Surgical Nursing I Lab .....	4 credits
BSC 2094C	Anatomy & Physiology II .....	4 credits
*MCB 2010C	Microbiology .....	4 credits

**SUMMER I SEMESTER**

*DIE 2201	Nutrition and Diet Therapy .....	3 credits
NUR 2420C	Maternity Nursing .....	4 credits

**SUMMER II SEMESTER**

*EDF 2020	Human Development .....	3 credits
*PSY 2012	Introduction to Psychology .....	3 credits

**SECOND YEAR**

**FALL SEMESTER**

NUR 2520C	Mental Health-Psychiatric Nursing .....	5 credits
NUR 2310C	Pediatric Nursing .....	5 credits
*SYG 2000	Introduction to Sociology .....	3 credits

All core curriculum and natural science courses require a grade of "C" or higher.

\*May be taken prior to acceptance into the ADN Program.

**SPRING SEMESTER**

NUR 1211	Medical-Surgical Nursing II .....	4 credits
NUR 1211L	Medical-Surgical Nursing II Lab .....	4 credits
NUR 2823	Nursing Management .....	1 credit
NUR 2810	Nursing Practicum .....	3 credits
*ENC 1102	Communications II .....	3 credits
Electives outside of Major Field .....		maximum of 3 credits
*Reading .....		Dependent on Placement Scores

\*May be taken prior to acceptance into the ADN Program.

**AUTOMOTIVE SERVICE TECHNOLOGY****FIRST YEAR****FALL SEMESTER**

AER 1010	Introduction to Automotive Technology .....	3 credits
AER 1310	Introduction to Auto Electrical Systems .....	3 credits
AER 1111	Auto Engine Repair and Testing .....	4 credits
ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits

**SPRING SEMESTER**

AER 1410	Automotive Brake Systems .....	4 credits
AER 1450	Suspension, Steering and Alignment .....	4 credits
AER 2171	Automotive Air Conditioning .....	4 credits
Social/Behavioral Science .....		3 credits
Major Field Elective .....		3 credits

**SECOND YEAR****FALL SEMESTER**

AER 2311	Advanced Auto Electrical Systems .....	3 credits
AER 1520	Engine Performance .....	4 credits
AER 2881	Auto/Diesel Supervised Work Exp. I .....	4 credits
Natural Science .....		3-4 credits

**SPRING SEMESTER**

AER 2251	Automatic Transmissions and Transaxles .....	4 credits
AER 2270	Automotive Power Trains and Manual Transmissions .....	4 credits
AER 2882	Auto/Diesel Supervised Work Exp. II .....	4 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits

**MAJOR FIELD ELECTIVES** – Select 3 credits (Select 11 credits if Work Experience is not available)

AER 2520	Computer Control & Electronic Fuel Injection .....	3 credits
PMT 1123	Combination Welding I .....	3 credits
ARR 1001	Auto Body I .....	3 credits
DIM 1001	Introduction to Diesel Engines .....	4 credits



EGS 1110C	Engineering Graphics .....	3 credits
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

## BUILDING CONSTRUCTION TECHNOLOGY

### FIRST YEAR

#### FALL SEMESTER

BCN 1210	Materials of Construction .....	3 credits
BCN 1272	Plans Interpretation I .....	3 credits
BCN 1701	Construction Office Practices .....	3 credits
BCN 1250	Architectural Drafting Principles .....	3 credits
ENC 1101	Communications I .....	3 credits

#### SPRING SEMESTER

BCN 1610	Cost Estimating .....	3 credits
BCN 1760	Building Codes, Ordinances & Specifications .....	3 credits
BCN 2275	Plans Interpretation II .....	3 credits
BCN 2251	Architectural Drafting-Residential .....	3 credits
Mathematics	.....	3 credits

### SECOND YEAR

#### FALL SEMESTER

BCN 2561	Mechanical and Electrical Systems .....	3 credits
BCN 2616	Construction Estimating .....	3 credits
BCN 2703	Field Management .....	3 credits
ETM 1111	Energy and Building Design .....	3 credits
	Social/Behavioral Science .....	3 credits
	Humanities/Fine Arts or Social/Behavioral Science .....	3 credits

#### SPRING SEMESTER

BCN 1721	Construction Accounting & Cost Control .....	3 credits
BCN 1765	Contract Codes and Specifications .....	3 credits
BCN 2213	Concrete Constr. Materials & Methods .....	3 credits
BCN 2211	Commercial Construction Materials .....	3 credits
	Natural Science .....	3-4 credits
	Computer Science/Graphic Science Elective .....	1 credit
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

**BUSINESS ADMINISTRATION AND MANAGEMENT****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
CGS 1060	College Computing .....	3 credits
QMB 1001	Mathematics of Business.....	3 credits
ECO 2000	Introduction to Economics.....	3 credits

**SPRING SEMESTER**

ENC 2200	Business Communications .....	3 credits
or		
ENC 2210	Technical Communications .....	3 credits
APA 1211	College Accounting .....	3 credits
or		
ACG 2001	Principles of Accounting I.....	3 credits
and		
ACG 2450	Microcomputers in Accounting I.....	1 credit
MKA 1303	Mid-Management Seminar I .....	4 credits
MNA 2100	Interpersonal Relations in Business.....	3 credits
ECO 2013/ECO 2023/PSY 2012/SYG 2000 or SYG 2010	.....	3 credits

**SECOND YEAR****FALL SEMESTER**

MAR 2011	Principles of Marketing .....	3 credits
MKA 1313	Mid-Management Seminar II .....	4 credits
MAN 2021	Principles of Management .....	3 credits
or		
MNA 2345	Supervision .....	3 credits
BUL 2241	Business Law I .....	3 credits
Mathematics or Natural Science	.....	3-4 credits

**SPRING SEMESTER**

MAN 2300	Human Resources Management .....	3 credits
FIN 2003	Introduction to Finance .....	3 credits
Mathematics	.....	3 credits
Major Field Electives	.....	7-8 credits

**MAJOR FIELD ELECTIVE – Select 7-8 credits**

ADV 2201	Advertising and Sales Promotion .....	3 credits
BUL 2242	Business Law II .....	3 credits
HFT 1000	Intro to the Hospitality Industry .....	3 credits
HFT 2002	Management of the Hospitality Industry .....	3 credits
MKA 2041	Retail Management .....	3 credits
MKA 2021	Salesmanship .....	3 credits
MKA 2104	Principles of Visual Merchandising.....	3 credits

MKA 2323	Mid-Management Seminar III .....	4 credits
MKA 2333	Mid-Management Seminar IV .....	4 credits
MNA 1801	Entrepreneurship .....	3 credits
RMI 1001	Introduction to Insurance .....	3 credits
SLS 1101	Principles of Personal/Academic Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

## SCUBA INDUSTRY ADMINISTRATION AND SUPERVISION DEGREE OPTION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
OCB 2001	Introduction to Oceanography .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
BSC 1010C	General Biology I .....	4 credits
PEN 1136	Basic SCUBA .....	2 credits
PEQ 2140	Medic First Aid/SCUBA/Marine .....	1 credit

#### SPRING SEMESTER

ENC 2210	Technical Communications .....	3 credits
OCB 2010C	Introduction to Marine Biology .....	4 credits
PEN 1138	Advanced SCUBA Rescue .....	3 credits
PEQ 1131	Equipment Specialty Instructor .....	2 credits
QMB 1001	Mathematics of Business .....	3 credits
MKA 2041	Retail Management .....	3 credits

### SECOND YEAR

#### FALL SEMESTER

PEQ 1137	Dive Master Specialty .....	3 credits
PGY 1244	Underwater Photography .....	2 credits
PEQ 1139	Underwater Collecting Specialty .....	1 credit
PEQ 1134	Drift Diver Specialty .....	1 credit
BUL 2241	Business Law I .....	3 credits
MKA 1303	Mid-Management Seminar I .....	4 credits

#### SPRING SEMESTER

PEQ 1135	Night Diver Specialty .....	1 credit
PEN 2114	Advanced Life Saving .....	2 credits
MKA 2021	Salesmanship .....	3 credits
MAR 2011	Principles of Marketing .....	3 credits
MAN 2021	Principles of Management .....	3 credits
PEQ 1132	Instructor Development Prep Course .....	2 credits
Social/Behavioral Science .....		3 credits
Reading .....		Dependent on Placement Scores
Electives outside of Major Field .....		maximum of 3 credits

## CHILD DEVELOPMENT AND EDUCATION

### FIRST YEAR

#### FALL SEMESTER

*CHD 1220	Introduction to Child Development .....	3 credits
EEC 1946	Early Childhood Education Practicum I .....	4 credits
*EEC 1001	Princ. of Early Childhood Curriculum .....	3 credits
ENC 1101	Communications I .....	3 credits
Major Field Elective .....		3 credits

#### SPRING SEMESTER

EEC 1947	Early Childhood Education Practicum II .....	4 credits
EDF 1021	Social Elements in Early Childhood Ed .....	3 credits
*CHD 1332	Creative Exp. for the Young Child .....	3 credits
Mathematics .....		3 credits
Major Field Elective .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

EEC 2948	Early Childhood Education Practicum III .....	4 credits
EEC 1260	Program Designs for Young Children .....	3 credits
SLS 1421	Personal and Career Development .....	3 credits
Natural Science .....		3-4 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits

#### SPRING SEMESTER

EEC 2949	Early Childhood Education Practicum IV .....	4 credits
HUN 1410	Basic Childhood Nutrition .....	3 credits
HHD 2001	Creative Art and Design Techniques .....	3 credits
Social/Behavioral Science .....		3 credits
Major Field Elective .....		3 credits

#### MAJOR FIELD ELECTIVES – Select 9 credits

EDF 2005	Introduction to Education .....	3 credits
SPC 1050	Speech Improvement .....	3 credits
or		
SPC 1600	Introduction to Speech Communications.....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
HEV 1115	Statewide Training for Childcare Workers.....	1 credit
EEC 1313	Introduction to Preschool Practices .....	1 credit
Electives outside of Major Field .....		maximum of 3 credits
Reading .....	Dependent on Placement Scores	

\*These courses with a specific section of EEC 1946 complete the courses required for qualification for Child Development Associate (CDA) credentialing.

## CHILD DEVELOPMENT AND EDUCATION TEACHER AIDE OPTION

### FIRST YEAR

#### FALL SEMESTER

CHD 1220	Introduction to Child Development .....	3 credits
EEC 1946	Early Childhood Education Practicum I .....	4 credits
EEC 1001	Princ. of Early Childhood Curriculum .....	3 credits
ENC 1101	Communications I .....	3 credits
OST 1100	Elementary Typewriting .....	3 credits

#### SPRING SEMESTER

EEC 1947	Early Childhood Education Practicum II .....	4 credits
EDF 1021	Social Elements in Early Childhood Ed .....	3 credits
CHD 1332	Creative Exp. for the Young Child .....	3 credits
Mathematics	.....	3 credits
Major Field Elective	.....	3 credits

### SECOND YEAR

#### FALL SEMESTER

EEC 2948	Early Childhood Education Practicum III .....	4 credits
EEC 1260	Program Designs for Young Children .....	3 credits
SLS 1421	Personal and Career Development .....	3 credits
Natural Science	.....	3-4 credits
Humanities/Fine Arts or Social/Behavioral Science	.....	3 credits

#### SPRING SEMESTER

EEC 2949	Early Childhood Education Practicum IV .....	4 credits
HUN 1410	Basic Childhood Nutrition .....	3 credits
Social/Behavioral Science	.....	3 credits
Major Field Electives	.....	6 credits

#### MAJOR FIELD ELECTIVES – Select 9 credits

EDF 2005	Introduction to Education .....	3 credits
HHD 2001	Creative Art and Design Techniques .....	3 credits
OST 1110	Intermediate Typewriting .....	3 credits
HEV 1115	Statewide Training for Childcare Workers .....	1 credit
Electives outside of Major Field	.....	maximum of 3 credits
Reading	.....	Dependent on Placement Scores

## COMPUTER AIDED DRAFTING

### FIRST YEAR

#### FALL SEMESTER

EGS 1110	Engineering Graphics .....	3 credits
CGS 1000	Introduction to Computer Usage .....	3 credits

ETD 1321	Introduction to AutoCAD .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
CGS 1565	Disk Operating System .....	3 credits

**SPRING SEMESTER**

ETD 2320	Computer Aided Drafting .....	3 credits
OST 2021	Desktop Publishing .....	3 credits
COP 2000	Intro to Computer Programming .....	3 credits
ENC 1101	Communications I .....	3 credits
Major Field Elective	.....	4 credits

**SECOND YEAR****FALL SEMESTER**

ETD 2355	3-D Modeling & Surface Generation .....	3 credits
Major Field Electives	.....	8 credits
Social/Behavioral Science	.....	3 credits
Natural Science/Mathematics, Humanities/Fine Arts, or Social/Behavioral Science	.....	3 credits

**SPRING SEMESTER**

CET 1151	PC Service and Maintenance I .....	1 credit
Natural Science/Mathematics, Humanities/Fine Arts, or Social/Behavioral Science	.....	3 credits
Major Field Electives	.....	11 credits

**MAJOR FIELD ELECTIVES** Select 23 credits

ETD 2528	CAD Mechanical .....	4 credits
ETD 2538	CAD Architectural .....	4 credits
ETD 2548	CAD Civil .....	4 credits
ETD 2614	Electronic Drafting .....	3 credits
ETD 2332	AutoCAD Customization .....	3 credits
ETD 2370	AutoShade/Animator .....	3 credits
ETD 2240	Numerical Drafting .....	2 credits
Electives outside of Major Field	.....	maximum of 3 credits
Reading	.....	Dependent on Placement Scores

**COMPUTER PROGRAMMING AND ANALYSIS****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
or		
MAC 1104	College Algebra .....	3 credits
CIS 1000	Introduction to Data Processing .....	3 credits
COP 2000	Introduction to Computer Programming I .....	3 credits
CGS 1560	Disk Operating Systems I .....	1 credit
Social/Behavioral Science	.....	3 credits

**SPRING SEMESTER**

ENC 2210	Technical Communications .....	3 credits
STA 2014	Elementary Statistics .....	3 credits
ECO 2000	Introduction to Economics .....	3 credits
COP 2001	Introduction to Computer Programming II .....	3 credits
CGS 1530	LOTUS I .....	3 credits
or any Electronics Course	.....	3 credits
CGS 1561	Disk Operating Systems II .....	1 credit

**SECOND YEAR****FALL SEMESTER**

COP 2120	COBOL Programming I .....	3 credits
ACG 2001	Principles of Accounting I .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
CEN 2500	Data Communications .....	1 credit
COP 1170	BASIC Programming I .....	3 credits
CGS 1502/1504 or 1505	Microword Processing .....	1 credit
COP 2701	Database Programming .....	3 credits
* Computer Elective	.....	2-3 credits

**SPRING SEMESTER**

CIS 2321	Computer Systems Design .....	3 credits
COP 2121	COBOL Programming II .....	3 credits
or		
ETD 1321	Introduction to AutoCAD .....	3 credits
COP 2400	ASSEMBLER Programming I .....	3 credits
COP 2220	C Programming I .....	3 credits
or		
COP 2200	FORTRAN .....	3 credits
* Computer Elective	.....	3 credits
Electives outside of Major Field	.....	maximum of 3 credits
Reading	.....	Dependent on Placement Scores

**\*COMPUTER ELECTIVE – Select 5-6 credits**

Any course offered through Computer Science Department.

## COMPUTER PROGRAMMING AND ANALYSIS COMPUTER APPLICATIONS OPTION

**FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
or		
MAC 1104	College Algebra .....	3 credits
CIS 1000	Introduction to Data Processing .....	3 credits
OST 1766	WordPerfect I .....	3 credits

CGS 1564	Orientation to Windows .....	1 credit
Elective-Suggested SLS 1101 Princ of Academic/Personal Development .....		
		3 credits

**SPRING SEMESTER**

STA 2014	Elementary Statistics .....	3 credits
COP 2000	Introduction to Computer Programming I .....	3 credits
CGS 1565	Disk Operating System .....	3 credits
OST 1722	Introduction to Word Perfect II .....	3 credits
CGS 1530	LOTUS I.....	3 credits
COP 1700	Database Management.....	1 credit

**SECOND YEAR****FALL SEMESTER**

ACG 2001	Principles of Accounting I.....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
CGS 2535	LOTUS II.....	3 credits
COP 2701	Database Programming .....	3 credits
COP 2001	Introduction to Computer Programming II .....	3 credits
or		
Any Programming Language from Computer Science .....		3 credits
Social/Behavioral Science .....		3 credits

**SPRING SEMESTER**

ENC 2210	Technical Communications .....	3 credits
ETD 1321	Introduction to AutoCAD.....	3 credits
or		
CIS 2321	Computer Systems Design .....	3 credits
ECO 2013	Principles of Economics I.....	3 credits
CGS 1580	Orientation to Desktop Publishing .....	1 credit
CDA 2500	Data Communications .....	1 credit
CET 2173	Microcomputer Theory and Servicing.....	3 credits
CEN 1503	Orientation to Novell Netware.....	1 credit
Computer Elective.....		3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**CRIMINAL JUSTICE****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
Natural Science .....		3-4 credits
Social/Behavioral Science .....		3 credits
Major Field Electives.....		6 credits



**SPRING SEMESTER**

ENC 2210	Technical Communications .....	3 credits
Mathematics .....		3 credits
Social/Behavioral Science .....		3 credits
Major Field Electives .....		6 credits

**SECOND YEAR****FALL SEMESTER**

Major Field Electives .....	16 credits
-----------------------------	------------

**SPRING SEMESTER**

Major Field Electives .....	18 credits
-----------------------------	------------

**MAJOR FIELD ELECTIVES – Select 46 credits**

CCJ 2020	Intro to Criminal Justice .....	3 credits
CCJ 2200	Introduction to the Courts .....	3 credits
CCJ 2220	Criminal Law .....	3 credits
CCJ 2231	Criminal Procedure .....	3 credits
CCJ 2230	Rules of Evidence .....	3 credits
CCJ 2250	Constitutional Law .....	3 credits
CCJ 2281	Constitutional Rights of the Incarcerated .....	3 credits
CCJ 2300	Introduction to Corrections .....	3 credits
CCJ 2330	Probations, Pardons and Parole .....	3 credits
CCJ 2400	Police Organization and Administration .....	3 credits
CCJ 2440	Correctional Institution Administration and Organization .....	3 credits
CCJ 2500	The Juvenile and the Law .....	3 credits
CGS 1000	Intro to Computer Usage .....	3 credits
CJD 1009	Introduction to Police Procedures .....	3 credits
CJT 2100	Criminal Investigation .....	3 credits
CJT 2110	Intro to Criminalistics .....	3 credits
ECO 2013	Principles of Economics .....	3 credits
POS 1041	American Government .....	3 credits
SYG 2010	Social Problems .....	3 credits
SYG 2320	Deviant Behavior .....	3 credits
SYG 2323	Criminal & Delinquent Behavior .....	3 credits
Video Seminars .....		maximum of 6 credits
Electives outside Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

\* Certified Officers may substitute a maximum of 20 credits of Advanced Training Courses for Major Field Electives. Recruit Training is offered for vocational credit. Students who have earned a minimum of 21 credit hours at IRCC toward the A.S. Degree may be eligible to articulate additional credit hours for the completion of the CJSTC Minimum Standards Basic Law Enforcement of Corrections Training.

## DENTAL HYGIENE (SELECTIVE ADMISSION)

### PRIOR TO ENTRY INTO PROGRAM:

CHM 1015	Introduction to Chemistry (or higher) .....	3 credits
BSC 1005	Fundamentals of Biology I (or higher) .....	3 credits

### FIRST YEAR

#### SUMMER II SEMESTER

*ENC 1101	Communications I .....	3 credits
*PSY 2012	Introduction to Psychology .....	3 credits

#### FALL SEMESTER

*BSC 2093C	Anatomy and Physiology I .....	4 credits
DEH 1090C	Pre-Clinical Dental Hygiene .....	2 credits
**DES 1200	Dental Radiography .....	2 credits
**DES 1200L	Dental Radiography Lab .....	1 credit
**DES 1000	Head, Neck, and Dental Anatomy .....	3 credits
**DEA 1301	Preventive Dentistry .....	2 credits
**DEH 1001C	Introduction to Clinical Procedures .....	3 credits

#### SPRING SEMESTER

*BSC 2094C	Anatomy and Physiology II .....	4 credits
DEH 1800C	Clinical Dental Hygiene I .....	4 credits
DES 1030L	Oral Embryology and Histology .....	2 credits
DES 1050	Pharmacology .....	2 credits
**DEH 1820	Health Office Emergencies .....	2 credits
*CHM 1033	Biochemistry for Health Professionals .....	1 credit

#### SUMMER I SEMESTER

*MCB 2010C	Microbiology .....	4 credits
DEH 1802C	Clinical Dental Hygiene II .....	4 credits

### SECOND YEAR

#### SUMMER II SEMESTER

*ENC 1102	Communications II .....	3 credits
*SYG 2000	Introduction to Sociology .....	3 credits
DEH 2602	Periodontology .....	2 credits
DES 2051	Pain Control and Anesthesia .....	1 credit

#### FALL SEMESTER

*DIE 2201	Nutrition and Diet Therapy .....	3 credits
DEH 2804C	Clinical Dental Hygiene III .....	6 credits
DES 2044	General and Oral Pathology .....	2 credits
**DES 1100C	Elements of Dental Materials .....	3 credits
**DEH 2530L	Exp. Functions for the Dental Hygienist .....	1 credit

#### SPRING SEMESTER

*SPC 1600	Introduction to Speech Communications .....	3 credits
DEH 2806C	Clinical Dental Hygiene IV .....	7 credits
DEH 2702C	Community Dental Health .....	3 credits

**DEA 1200	Dental Office Management .....	2 credits
* Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

All core curriculum and natural science courses require a grade of "C" or higher.

\* May be taken prior to acceptance into the Dental Hygiene program

\*\*Denotes courses that transfer for credit from an accredited Dental Assisting Program to the Dental Hygiene Program.

## DENTAL LABORATORY TECHNOLOGY (SELECTIVE ADMISSION)

### FIRST YEAR

#### FALL SEMESTER

* CHM 1015	Introduction to Chemistry .....	3 credits
DTE 1000	Orientation and Terminology .....	1 credit
DTE 1010	Oral Anatomy .....	2 credits
DTE 1020	Theory of Tooth Physiology and Anatomy .....	2 credits
DTE 1020L	Theory of Tooth Physiology & Anatomy Lab .....	3 credits
DTE 1103	Complete Denture Theory .....	2 credits
DTE 1103L	Complete Denture Lab .....	3 credits

#### SPRING SEMESTER

* ENC 1101	Communications I .....	3 credits
* PHY 1020	Physics for Non-Science Majors .....	3 credits
or		
* PHY 1001C	Principles of Physics .....	3 credits
DTE 2107	Partial Denture Theory .....	2 credits
DTE 2107L	Partial Denture Lab .....	3 credits
DES 1140C	Dental Materials I .....	3 credits
* Social/Behavioral Science .....		3 credits

#### SUMMER I SEMESTER

* ENC 1102	Communications II .....	3 credits
or		
* ENC 2210	Technical Communications .....	3 credits
DTE 2030	Occlusal Topography .....	1 credit
DTE 2030L	Occlusal Topography Lab .....	2 credits
DTE 1132	Orthodontic & Pedodontic Theory .....	1 credit
DTE 1132L	Orthodontic & Pedodontic Lab .....	2 credits

### SECOND YEAR

#### FALL SEMESTER

DTE 2150	Crown and Bridge Theory .....	2 credits
DTE 2150L	Crown and Bridge Lab .....	3 credits
DTE 2141	Ceramic Theory .....	2 credits
DTE 2141L	Ceramic Lab .....	3 credits
DES 2141C	Dental Materials II .....	2 credits
* Humanities/Fine Arts or Social/Behavioral Science .....		3 credits

All core curriculum and natural science courses require a grade of "C" or higher.

\*May be taken prior to acceptance into Dental Lab Tech Program.

**SPRING SEMESTER**

DTE 2180	Dental Laboratory Operations .....	2 credits
DTE 2200	Ethics and Jurisprudence .....	1 credit
DTE 2191	Assimilation of Dental Technology .....	2 credits
DTE 2151	Advanced Fixed Prosthodontics .....	2 credits
DTE 2151L	Advanced Fixed Prosthodontics Lab .....	5 credits

\* Reading ..... Dependent on Placement Scores  
Electives outside of Major Field ..... maximum of 3 credits

\* May be taken prior to acceptance into the Dental Laboratory Technology program.

## DRAFTING AND DESIGN TECHNOLOGY CIVIL OPTION

**FIRST YEAR****FALL SEMESTER**

EGS 1110	Engineering Graphics .....	3 credits
ETD 1544	Civil Drafting I .....	3 credits
SUR 1100C	Elementary Surveying Mathematics .....	3 credits
ETD 1321	Introduction to AutoCAD .....	3 credits
ENC 1101	Communications I .....	3 credits

**SPRING SEMESTER**

EGS 1130	Descriptive Geometry .....	3 credits
ETD 2320	Computer Aided Drafting .....	3 credits
ETD 2540	Civil Drafting II .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
Major Field Elective .....		3 credits

**SECOND YEAR****FALL SEMESTER**

ETD 2541	Topographical Drafting .....	3 credits
ETD 2548	CAD – Civil .....	4 credits
ETD 1322	Introduction to DigiCAD .....	3 credits
Social/Behavioral Science .....		3 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits

**SPRING SEMESTER**

ETD 1830	Charts and Graphs .....	3 credits
SUR 1101C	Surveying I .....	4 credits
Natural Science .....		3-4 credits
Major Field Electives .....		6-7 credits

**MAJOR FIELD ELECTIVES – Select 9-10 credits**

GEB 1011	Introduction to Business .....	3 credits
ETD 2840	Pictorial Drafting .....	3 credits
ETD 1230	Intersections and Developments .....	2 credits

AST 1002	Astronomy .....	3 credits
CGS 1560	Disk Operating Systems I .....	1 credit
CGS 1561	Disk Operating Systems II .....	1 credit
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

## DRAFTING AND DESIGN TECHNOLOGY COMMERCIAL ART OPTION

### FIRST YEAR

#### FALL SEMESTER

EGS 1110	Engineering Graphics .....	3 credits
ETD 1321	Introduction to AutoCAD .....	3 credits
ART 1300C	Introduction to Drawing .....	3 credits
ART 1205C	Color and Design I .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits

#### SPRING SEMESTER

ETD 2320	Computer Aided Drafting .....	3 credits
ETD 2840	Pictorial Drafting .....	3 credits
ART 1301C	Drawing .....	3 credits
ART 1206C	Color and Design II .....	3 credits
ENC 1101	Communications I .....	3 credits

### SECOND YEAR

#### FALL SEMESTER

ETD 2801	Illustrations .....	3 credits
ART 2400C	Graphics .....	3 credits
OST 2821	Desktop Publishing .....	3 credits
ETD 2841	Airbrush Rendering .....	3 credits
Social/Behavioral Sciences .....		3 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits

#### SPRING SEMESTER

ETD 2820	Perspective Drafting .....	3 credits
MKA 2104	Principles of Visual Merchandising .....	3 credits
Natural Science .....		3-4 credits
Major Field Electives .....		6 credits

#### MAJOR FIELD ELECTIVES – Select 6 credits

ADV 2201	Advertising and Sales Promotion .....	3 credits
ETD 1830	Charts and Graphs .....	3 credits
ETD 1230	Intersections and Developments .....	2 credits
PGY 1100	Photography I .....	2 credits
PGY 1120C	Beginning Darkroom Photography .....	2 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

## DRAFTING AND DESIGN TECHNOLOGY MECHANICAL OPTION

### FIRST YEAR

#### FALL SEMESTER

EGS 1110	Engineering Graphics .....	3 credits
ETD 2707	Machine Drafting I .....	3 credits
ETD 1324	Introduction to CADKey .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
Major Field Elective .....		3 credits

#### SPRING SEMESTER

EGS 1130	Descriptive Geometry .....	3 credits
ETD 2712	Machine Drafting II .....	3 credits
ETD 1321	Introduction to AutoCAD .....	3 credits
ETD 2840	Pictorial Drafting .....	3 credits
ENC 1101	Communications I .....	3 credits

### SECOND YEAR

#### FALL SEMESTER

ETD 2320	Computer Aided Drafting .....	3 credits
ETD 2240	Numerical Drafting .....	2 credits
ETD 1830	Charts and Graphs .....	3 credits
Social/Behavioral Science .....		3 credits
Natural Science .....		3-4 credits
Major Field Elective .....		3 credits

#### SPRING SEMESTER

ETD 2528	CAD – Mechanical .....	4 credits
ETD 1230	Intersections and Developments .....	2 credits
Major Field Electives .....		7 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits

#### MAJOR FIELD ELECTIVES – Select 13 credits

ETD 2841	Airbrush Rendering .....	3 credits
ETD 2801	Illustrations .....	3 credits
ETD 2820	Perspective Drafting .....	3 credits
CGS 1560	Disk Operating Systems I .....	1 credit
CGS 1561	Disk Operating Systems II .....	1 credit
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

## ELECTRONICS ENGINEERING TECHNOLOGY

### FIRST YEAR

#### FALL SEMESTER

EET 1015C	DC Circuits .....	4 credits
CET 2114C	Digital Circuits .....	4 credits
EET 2215C	Electronic Instruments .....	3 credits
ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra (or higher) .....	3 credits

#### SPRING SEMESTER

EET 1025C	AC Circuits .....	4 credits
EET 2106C	Electronic Devices I .....	4 credits
CET 2123C	Microprocessors I .....	4 credits
CGS 1560	Disk Operating Systems I .....	1 credit
MTB 1322	Technical Math II or higher .....	3 credits

### SECOND YEAR

#### FALL SEMESTER

EET 2107C	Electronic Devices II .....	4 credits
CET 2131C	Microprocessors II .....	4 credits
ETD 2614C	Electronic Drafting .....	4 credits
CGS 1561	Disk Operating Systems II .....	1 credit
PHY 1001	Physics for Electronic Engineering .....	3 credits
CET 1151	PC Service & Maintenance I .....	1 credit

#### SPRING SEMESTER

Social/Behavioral Science .....	3 credits
Social/Behavioral Science, Humanities/Fine Arts, or Mathematics/Natural Science .....	6 credits
Major Field Electives .....	8 credits

#### MAJOR FIELD ELECTIVES – Select 8 credits

CET 2173	Microcomputer Theory & Servicing .....	3 credits
EET 2325C	Communication Circuits I .....	4 credits
EET 2335C	Communication Circuits II .....	4 credits
EET 2214C	Electronic Instrumentation I .....	3 credits
COP 2000	Introduction to Computer Programming I .....	3 credits
Electives outside of Major Field .....	maximum of 3 credits	
Reading .....	Dependent on Placement Scores	

## ELECTRONICS ENGINEERING TECHNOLOGY COMPUTER ELECTRONICS OPTION

### FIRST YEAR

#### FALL SEMESTER

EET 1015C	DC Circuits .....	4 credits
CET 2114C	Digital Circuits .....	4 credits
EET 2215C	Electronic Instruments .....	3 credits
ENC 1101	Communications I .....	3 credits
MAC 1102	Basic College Algebra (or higher) .....	3 credits

#### SPRING SEMESTER

EET 1025C	AC Circuits .....	4 credits
EET 2106C	Electronic Devices I .....	4 credits
CET 2123C	Microprocessors I .....	4 credits
CGS 1560	Disk Operating Systems I .....	1 credit
Mathematics .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

EET 2107C	Electronic Devices II .....	4 credits
CET 2131C	Microprocessors II .....	4 credits
ETD 2614C	Electronic Drafting .....	4 credits
CGS 1561	Disk Operating Systems II .....	1 credit
CET 1151	PC Service & Maintenance I .....	1 credit
COP 2000	Introduction to Programming I .....	3 credits

#### SPRING SEMESTER

COP 2400	Assembler Programming .....	3 credits
CET 2173	Microcomputer Theory & Servicing .....	3 credits
Social/Behavioral Science .....		3 credits
Social/Behavioral Science, Natural Science/Mathematics or Humanities/Fine Arts .....		3 credits
Major Field Electives .....		3 credits

#### MAJOR FIELD ELECTIVES – Select 3 credits

EET 2325C	Communication Circuits I .....	4 credits
EET 2335C	Communication Circuits II .....	4 credits
EET 2214C	Electronic Instrumentation I .....	3 credits
ETD 1321	Introduction to AutoCAD .....	3 credits
Electives outside of Major Field .....	maximum of 3 credits	
Reading .....	Dependent on Placement Scores	



## ELECTRONICS ENGINEERING TECHNOLOGY INSTRUMENT AND CONTROL OPTION

### FIRST YEAR

#### FALL SEMESTER

EET 1015C	DC Circuits .....	4 credits
CET 2114C	Digital Circuits .....	4 credits
EET 2215C	Electronic Instruments .....	3 credits
EST 1572	Power Plant Fundamentals .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits

#### SPRING SEMESTER

EET 1025C	AC Circuits .....	4 credits
EET 2106C	Electronic Devices I .....	4 credits
EST 1520	Process Measurement Fundamentals .....	3 credits
ENC 1101	Communications I .....	3 credits
	Mathematics/Natural Science .....	3-4 credits

### SECOND YEAR

#### FALL SEMESTER

EET 2107C	Electronic Devices II .....	4 credits
CET 2123C	Microprocessors I .....	4 credits
EST 2530	Process Control Technology .....	3 credits
CGS 1560	Disk Operating Systems I .....	1 credit
	Social/Behavioral Science .....	3 credits

#### SPRING SEMESTER

EET 2203	Fluid/Pneumatic Instruments.....	3 credits
CET 2131C	Microprocessors II .....	4 credits
ENU 2613	Instrument and Control Theory .....	3 credits
	Social/Behavioral Science, Natural Science/Mathematics or Humanities/Fine Arts .....	3 credits
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

## EMERGENCY MEDICAL SERVICES TECHNOLOGY (SELECTIVE ADMISSION)

### PRIOR TO ENTRY INTO PROGRAM:

EMS 1119C Fundamentals of Emergency Care ..... 8 credits

### FIRST YEAR

#### FALL SEMESTER

\*ENC 1101 Communications I ..... 3 credits  
 \*SYG 2000 Introduction to Sociology ..... 3 credits  
 BSC 1005 Fundamentals of Biology I ..... 3 credits  
 Reading ..... Dependent on Placement Scores

#### SPRING SEMESTER

\*PSY 2012 Introduction to Psychology ..... 3 credits  
 \*ENC 1102 Communications II ..... 3 credits  
 or  
 \*ENC 2210 Technical Communications ..... 3 credits  
 \*BSC 2093C Anatomy and Physiology I ..... 4 credits  
 Electives outside of Major Field ..... maximum of 3 credits

#### SUMMER I OR SUMMER II SEMESTER

\*BSC 2094C Anatomy and Physiology II ..... 4 credits

### SECOND YEAR

#### FALL SEMESTER

EMS 2234C Paramedic I ..... 10 credits  
 EMS 2461 Paramedic Hospital/Field Experience I ..... 8 credits

#### SPRING SEMESTER

EMS 2235C Paramedic II ..... 10 credits  
 EMS 2462 Paramedic Hospital/Field Experience II ..... 8 credits

#### SUMMER I SEMESTER

EMS 2463 Paramedic Field Internship ..... 5 credits

#### SUMMER II SEMESTER

\*\*EMS 2375 Paramedic State Exam Review ..... 1 credit

\*May be taken prior to acceptance into the Emergency Medical Services Technology program.

\*\*Elective Course.

All core curriculum and natural science courses require a grade of "C" or higher.

## FASHION MARKETING MANAGEMENT

### FIRST YEAR

#### FALL SEMESTER

CTE 1401	Introduction to Textiles .....	3 credits
MKA 1361	Seminar in Fashion Merch. I .....	4 credits
CTE 1300C	Clothing Selection and Construction .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
ENC 1101	Communications I .....	3 credits

#### SPRING SEMESTER

MKA 1362	Seminar in Fashion Merch. II .....	4 credits
CTE 2220	Visual Design in Fashion .....	3 credits
QMB 1001	Mathematics of Business .....	3 credits
	Natural Science .....	3-4 credits
	Social/Behavioral Science .....	3 credits

### SECOND YEAR

#### FALL SEMESTER

SLS 1421	Personal and Career Development .....	3 credits
MKA 2041	Retail Management .....	3 credits
ADV 2201	Advertising and Sales Promotion .....	3 credits
MKA 1721	Marketing Applications of Computer Software .....	1 credit
	Major Field Elective .....	3 credits
	Humanities/Fine Arts or Social/Behavioral Science .....	3 credits

#### SPRING SEMESTER

MKA 2021	Salesmanship .....	3 credits
MKA 2103	Principles of Visual Merchandising .....	3 credits
	Mathematics .....	3 credits
	Major Field Electives .....	7 credits

#### MAJOR FIELD ELECTIVES – Select 10 credits

CTE 1743	Pattern Design .....	3 credits
CTE 2340	Advanced Clothing Construction .....	3 credits
MKA 2363	Seminar in Fashion Merchandising III .....	4 credits
MKA 2364	Seminar in Fashion Merchandising IV .....	4 credits
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

## FINANCIAL SERVICES

The FINANCIAL SERVICES degree is available to employees of financial institutions who are members of either the American Institute of Banking (AIB) or the Institute of Financial Education (IFE).

**American Institute of Banking (AIB)**

The following courses are required for those students associated with AIB. The first five courses may be applied to both the Financial Services degree and the General Banking Diploma from AIB.

BAN 2004	Principles of Banking .....	3 credits
BAN 2500	Economics for Bankers .....	3 credits
ACG 2001	Principles of Accounting I .....	3 credits
BAN 1800	Law and Banking Principles.....	3 credits
BAN 2511	Marketing for Bankers .....	3 credits
ACG 2011	Principles of Accounting II .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
MNA 2100	Interpersonal Relations in Business .....	3 credits
BAN 1801	Law and Banking: Applications .....	3 credits
Computer Class	.....	3 credits

**Institute of Financial Education (IFE)**

The following sequencing is suggested for those students associated with IFE. The first five courses may be applied to the Financial Services degree and the first certificate of achievement from IFE.

SVL 2001	Introduction to Savings Association Business .....	3 credits
SVL 2521	Human Relations in Business.....	3 credits
And Select one of the following:		
SVL 2113	Deposits Accounts and Services .....	3 credits
SVL 2101	Savings Institution Operations .....	3 credits
SVL 2121	Managing Deposit Accounts and Services .....	3 credits

And any two electives – SVL courses .....

As you proceed toward your degree, it is strongly suggested the remaining courses be alternated between banking classes and general education courses.

English .....	6 credits
ENC 1101 and choose one of the following: BAN 1605, ENC 2210, ENC 2200	
Natural Science/Mathematics .....	6 credits
Social/Behavioral Science .....	6 credits

In addition to the above listed courses, students must select 18 credits (AIB) or 31 credits (IFE) from the Financial Services degree courses which are listed in the course description section of this catalog. You may also locate these courses in the financial services degree pamphlet available from your AIB or IFE representative.

**FIRE SCIENCE**

**FIRST YEAR**

**FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
PHY 1020	Physics for Non-Science Majors .....	3 credits
FFP 1000	Introduction to Fire Science .....	3 credits
FFP 1200	Fire Inspection Practices .....	3 credits
Major Field Elective .....	.....	3 credits

**SPRING SEMESTER**

ENC 2210	Technical Communications .....	3 credits
CHM 1015	Introduction to Chemistry .....	3 credits
FFP 2500	Hazardous Materials I .....	3 credits
FFP 1420	Engine and Truck Company Operations .....	3 credits
Major Field Elective	.....	3 credits

**SECOND YEAR****FALL SEMESTER**

FFP 2410	Firefighting Tactics and Strategy .....	3 credits
Mathematics	.....	3 credits
Social/Behavioral Science	.....	3 credits
Major Field Electives	.....	6 credits

**SPRING SEMESTER**

Social/Behavioral Science	.....	3 credits
Major Field Electives	.....	16 credits

**MAJOR FIELD ELECTIVES – Select 28 credits**

CCJ 2231	Criminal Procedure .....	3 credits
CJT 2100	Criminal Investigation .....	3 credits
EMS 1119C	Fundamentals of Emergency Care .....	8 credits
EMS 1335	Emergency Vehicle Driving .....	1 credit
FFP 1040	Intro to Marine Fire Protection .....	3 credits
FFP 1130	Fire Supervision .....	3 credits
FFP 1320	Characteristics of Building Construction .....	3 credits
FFP 1093	Fire Department Pumping Apparatus .....	3 credits
FFP 1326	Plans Examination and Blueprint Reading .....	3 credits
FFP 1410	Multiple Alarm Response .....	3 credits
FFP 1530	Private Fire Brigade .....	3 credits
FFP 1620	Fire Protection and Detection Systems.....	3 credits
FFP 1666	Aircraft Rescue and Protection .....	3 credits
FFP 1930	Fire Science Special Topics .....	1-3 credits
FFP 2100	Municipal Fire Administration .....	3 credits
FFP 2130	Company Officer Leadership .....	3 credits
FFP 2150	Methods and Techniques of Instruction .....	3 credits
FFP 2240	Fire Investigation and Arson Detection .....	3 credits
FFP 2300	Building and Fire Codes I .....	3 credits
FFP 2501	Hazardous Materials II .....	3 credits
FFP 2527	Electrical Hazards for Firefighters .....	3 credits
FFP 2640	Fire Hydraulics for Pump Operators .....	3 credits
FFP 2949	Work Experience Internship .....	3 credits
FFP 2667	Advanced Aircraft Rescue & Protection .....	3 credits
Electives outside Major Field	.....	maximum of 3 credits
Reading	.....	Dependent on Placement Scores

The following courses will satisfy the curriculum required for the Bureau of Fire Standards and Training for the Fire Officer I Certificate Examination: FFP 2130, FFP, 1620, FFP 2150, FFP 2400, FFP 1200, FFP 2500, and FFP 2501.

The following courses will satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Inspector Certification Examination: FFP 1200, FFP 1326, FFP 1620, FFP 2300, and FFP 1320.

**HEALTH SERVICE MANAGEMENT****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
HSA 1107	Intro to Health Care Management .....	3 credits
MAC 1102	Basic College Algebra or higher .....	3 credits
CGS 1060	College Computing .....	3 credits
COP 1700	Data Base Management .....	1 credit
Major Field Elective .....		3 credits

**SPRING SEMESTER**

SPC 1600	Introduction to Speech Communications .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
MAN 2021	Principles of Management .....	3 credits
HSA 1174	Financial Issues in Health Care .....	3 credits
Major Field Elective .....		3 credits

**SECOND YEAR****FALL SEMESTER**

SYG 2000	Introduction to Sociology .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits
HSC 2531	Medical Terminology I .....	3 credits
HSC 1651	Ethical Issues in Health Care .....	3 credits
Major Field Elective .....		3 credits

**SPRING SEMESTER**

HSC 2420	Legal Aspects in Health Care .....	3 credits
ENC 2210	Technical Communications .....	3 credits
PHI 1130	Critical and Creative Thinking .....	3 credits
PUR 2000	Introduction to Public Relations .....	3 credits
MNA 2312	Professional Development Seminar I .....	3 credits
Major Field Electives .....		3 credits

**MAJOR FIELD ELECTIVES – Select 12 credits**

MNA 2313	Professional Development Seminar II .....	3 credits
MRE 1434	Fundamentals of Medical Science .....	4 credits
MRE 1003	Medical Records .....	3 credits
HSC 2532	Medical Terminology II .....	3 credits
OST 1201	ABC Shorthand (Speedwriting) .....	3 credits
MAN 2300	Human Resource Management .....	3 credits
APA 1211	College Accounting .....	3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

## HUMAN SERVICES

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
HUS 2025	Introduction to Interpersonal Behavior .....	3 credits
HUS 1506	Introduction to Drugs of Abuse .....	3 credits
Natural Science	.....	3-4 credits

#### SPRING SEMESTER

ENC 2210	Technical Communications .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
SYG 1410	Family Relations .....	3 credits
Mathematics	.....	3 credits
Major Field Elective	.....	3 credits

### SECOND YEAR

#### FALL SEMESTER

HUS 2102	Intro to Techniques of Interviewing and Intervention .....	3 credits
HUS 2110	Counseling Techniques .....	3 credits
CLP 2140	Abnormal Psychology .....	3 credits
HUS 2500	Intro to Ethics in Human Services .....	3 credits
Major Field Electives	.....	6 credits

#### SPRING SEMESTER

HUS 1200	Group Dynamics .....	3 credits
HUS 2531	Substance Abuse and Treatment .....	3 credits
Major Field Electives	.....	10 credits

#### MAJOR FIELD ELECTIVES – Select 19 credits

DEP 1001	Child and Adolescent Psychology .....	3 credits
GEY 1000	Introduction to Gerontology .....	3 credits
HUS 1001	Introduction to Human Services .....	3 credits
HSC 2400	First Aid and Safety .....	3 credits
PHI 1450	Philosophy of Psychology .....	3 credits
PPE 2000	Person and Personality Development .....	3 credits
SYG 2010	Social Problems .....	3 credits
SYG 2320	Deviant Behavior .....	3 credits
Electives outside Major Field	.....	maximum of 3 credits
Reading	.....	Dependent on Placement Scores

## INDUSTRIAL MANAGEMENT TECHNOLOGY MECHANICAL OPTION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
ETI 1500	Introduction to Industrial Management .....	3 credits
CGS 2100	Business Computer Applications .....	3 credits
EST 1572	Power Plant Fundamentals .....	3 credits
Major Field Elective .....		3 credits

#### SPRING SEMESTER

MAC 1102	Basic College Algebra .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits
ETE 1518	Lift Equipment/Rigging .....	3 credits
EET 1516	Mechanical Maintenance Fundamentals .....	3 credits
Social/Behavioral Science or Humanities/Fine Arts .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

MNA 2345	Supervision .....	3 credits
ENC 2210	Technical Communications .....	3 credits
ETE 2512	Power Plant Valves .....	3 credits
ETE 2517	Pumps: Theory, Troubleshooting, Maint .....	3 credits
Natural Science/Mathematics .....		3-4 credits
Major Field Electives .....		3 credits

#### SPRING SEMESTER

ETI 1110	Introduction to Quality Control .....	3 credits
ENU 2171	Nuclear Reactor Maintenance .....	3 credits
HSC 2400	First Aid and Safety .....	3 credits
Social/Behavioral Science .....		3 credits
Major Field Electives .....		6 credits

#### MAJOR FIELD ELECTIVES – Select 12 credits

EET 1015C	DC Circuits .....	4 credits
ETD 1321	Introduction to AutoCAD .....	3 credits
ETI 1430	Production Planning and Tool Design .....	3 credits
PMT 1104	Manufacturing & Metallurgical Process .....	3 credits
PMT 1123	Combination Welding I .....	3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores



## INSTRUCTIONAL SERVICES TECHNOLOGY LIBRARY TECHNICAL ASSISTANT OPTION

### FIRST YEAR

#### FALL SEMESTER

LIS 1016	Introduction to Libraries .....	3 credits
CGS 1052	Intro to Electronic Access to Information. ....	3 credits
CGS 1000	Introduction to Computer Usage .....	3 credits
ENC 1101	Communications I .....	3 credits
Major Field Elective .....		3 credits

#### SPRING SEMESTER

LIS 1010	Introduction to Library Operations .....	3 credits
LIS 1017	Special Library Programs .....	3 credits
OST 1766	WordPerfect I .....	3 credits
CGS 1262	Electronic Access – Medical Profession .....	1 credit
ENC 2210	Technical Writing .....	3 credits
Major Field Electives .....		4 credits

### SECOND YEAR

#### FALL SEMESTER

LIS 1012	Technology in the Library .....	3 credits
CGS 1130	Electronic Access – Legal Profession .....	1 credit
EDF 2020	Human Development .....	3 credits
Natural Science .....		3-4 credits
Major Field Electives .....		5 credits

#### SPRING SEMESTER

LIS 2956	Library Practicum .....	4 credits
MAC 1102	Basic College Algebra or Higher .....	3 credits
HUM 1541	Humanities: Literature .....	3 credits
Major Field Electives .....		7 credits

#### MAJOR FIELD ELECTIVES – Select 19 credits

APA 1211	College Accounting .....	3 credits
CGS 1510	Electronic Spreadsheet .....	1 credit
CGS 1560	Disk Operating System I .....	1 credit
CGS 1561	Disk Operating System II .....	1 credit
COP 1700	Data Base Management .....	1 credit
CIS 2321	Computer Systems Design .....	3 credits
EDF 2070	Foundations of Education .....	3 credits
LIS 1013	Audiovisual Education .....	2 credits
MNA 2345	Supervision .....	3 credits
SPC 1300	Interpersonal Communications .....	3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

## INTERIOR DESIGN TECHNOLOGY

### FIRST YEAR

#### FALL SEMESTER

HHD 1321	Introduction to Interior Design .....	3 credits
CTE 1401	Introduction to Textiles .....	3 credits
IND 2420	Materials & Sources of Interior Design .....	3 credits
BCN 1250C	Architectural Drafting – Principles .....	3 credits
ENC 1101	Communications I .....	3 credits

#### SPRING SEMESTER

HHD 1614	Survey of Arch. Designs & Furniture Styles .....	3 credits
BCN 2251	Architectural Drafting – Residential .....	3 credits
IND 2940	Interior Design Practicum I .....	4 credits
HHD 2001	Creative Art and Design Techniques .....	3 credits
MAC 1102	Basic College Algebra (or higher) .....	3 credits

### SECOND YEAR

#### FALL SEMESTER

ART 1300C	Drawing I .....	3 credits
HHD 1234	Design of Interior Space .....	3 credits
IND 2941	Interior Design Practicum II .....	4 credits
	Major Field Elective .....	3 credits
	Social/Behavioral Science .....	3 credits

#### SPRING SEMESTER

IND 2942	Interior Design Practicum III .....	4 credits
ETD 2831C	Perspective Drafting .....	3 credits
IND 1462	Introduction to DataCAD .....	3 credits
IND 2100	History of Interiors .....	3 credits
PSC 1311	Physical Science .....	3 credits
	Major Field Electives .....	3 credits

#### MAJOR FIELD ELECTIVES – Select 6 credits

SLS 1421	Personal and Career Development .....	3 credits
ARH 2051	History of Art .....	3 credits
ART 1205C	Color and Design I .....	3 credits
	Other courses offered by Interior Design Department .....	various
	Electives outside Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

## LAND SURVEYING

### FIRST YEAR

#### FALL SEMESTER

SUR 2402	Legal Descriptions .....	3 credits
SUR 1321	Survey Drafting .....	3 credits
SUR 1100	Elementary Surveying Mathematics .....	3 credits
ETD 1322	Introduction to AutoCAD .....	3 credits
ENC 1101	Communications I .....	3 credits

#### SPRING SEMESTER

SUR 1101C	Surveying I .....	4 credits
SUR 2400	Legal Aspects of Surveying .....	3 credits
SUR 2462C	Subdivision Layout and Platting .....	3 credits
MAC 1102	Basic College Algebra .....	3 credits
Natural Science	.....	3-4 credits

### SECOND YEAR

#### FALL SEMESTER

SUR 1610	Surveying II .....	4 credits
SUR 2500	Electronic & Geodetic Surveying .....	4 credits
SUR 1300	Topo Mapping .....	3 credits
Major Field Elective	.....	3 credits
Social/Behavioral Science	.....	3 credits

#### SPRING SEMESTER

SUR 2200	Surveying III .....	4 credits
SUR 2330	Photogrammetry .....	3 credits
Natural Science	.....	3-4 credits
Major Field Electives	.....	6 credits

#### MAJOR FIELD ELECTIVES – Select 9 credits

COP 1170	Basic Programming I .....	3 credits
ETD 1322	Introduction to DigiCAD .....	3 credits
ETD 2320C	Computer Aided Drafting .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
BUL 2241	Business Law I .....	3 credits
ENC 2210	Technical Communications .....	3 credits
Electives outside of Major Field	.....	maximum of 3 credits
Reading	.....	Dependent on Placement Scores

**LEGAL ASSISTING****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
PLA 2003	Introduction to Legal Assisting .....	3 credits
PLA 2059	Survey of Law .....	3 credits
Natural Science .....		3-4 credits
Social/Behavioral Science .....		3 credits

**SPRING SEMESTER**

ENC 1102	Communications II .....	3 credits
PLA 1104	Legal Research and Writing I .....	3 credits
PLA 2203	Civil Litigation I .....	3 credits
Mathematics .....		3 credits
Major Field Elective .....		3 credits

**SECOND YEAR****FALL SEMESTER**

PLA 2114	Legal Research and Writing II .....	3 credits
PLA 1504	Real Estate and Property Law .....	3 credits
PLA 2223	Civil Litigation II .....	3 credits
* Word Processing Elective .....		3 credits
Major Field Electives .....		6 credits

**SPRING SEMESTER**

PLA 2433	Corporate and Business Law .....	3 credits
Major Field Electives .....		13 credits

**MAJOR FIELD ELECTIVE – Select 22 credits**

ACG 2001	Principles of Accounting I .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
CGS 1152	Electronic Access to Information – Legal .....	1 credit
PLA 1763	Law Office Management Practice .....	3 credits
PLA 2302	Criminal Law and Procedure .....	3 credits
PLA 2465	Bankruptcy Law .....	3 credits
PLA 2483	Administrative Law .....	3 credits
PLA 2626	Estate Planning and Probate Administration .....	3 credits
PLA 2663	Federal Income Tax Law .....	3 credits
PLA 2671	Federal Estate and Gift Tax Law .....	3 credits
PLA 2803	Family Law .....	3 credits
PLA 2873	Intro to Court Administration Procedure .....	3 credits
PLA 2949	Internship in Legal Assisting .....	3 credits
Electives outside Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**\*WORD PROCESSING ELECTIVE – Select 3 credits**

OST 1711	Word Processing I .....	3 credits
OST 1766	Introduction to WordPerfect .....	3 credits

**LPN/ADN TRANSITIONAL  
(SELECTIVE ADMISSION)**

**PRIOR TO ENTRY INTO PROGRAM:**

BSC 2093C	Anatomy & Physiology I .....	4 credits
BSC 2094C	Anatomy & Physiology II .....	4 credits
MCB 2010C	Microbiology .....	4 credits
ENC 1101	Communications I .....	3 credits
ENC 1102	Communications II .....	3 credits
EDF 2020	Human Development .....	3 credits
DIE 2201	Nutrition and Diet Therapy .....	3 credits
PSY 2012	Introduction to Psychology .....	3 credits
SYG 2000	Introduction to Sociology .....	3 credits
Reading .....	Dependent on Placement Scores	
Electives outside of Major Field .....	maximum of 3 credits	

**OPTION I – CREDITS EARNED THROUGH CHALLENGE TESTS:**

NUR 1020C	Nursing Fundamentals .....	8 credits
	Maternity Nursing .....	4 credits
	Pediatric Nursing .....	5 credits

**FIRST YEAR**

**SPRING SEMESTER**

NUR 1000C	Nursing Transition .....	2 credits
NUR 1210	Medical-Surgical Nursing I .....	4 credits
NUR 1202L	Transition Lab I .....	3 credits

**SUMMER I SEMESTER**

NUR 1404C	Transition Lab – Maternity .....	1 credit
-----------	----------------------------------	----------

**SECOND YEAR**

**FALL SEMESTER**

NUR 1304L	Transition Lab – Pediatrics .....	1 credit
NUR 2520C	Mental Health-Psychiatric Nursing .....	5 credits

**SPRING SEMESTER**

NUR 1211	Medical-Surgical Nursing II .....	4 credits
NUR 1203L	Transition Lab II .....	3 credits
NUR 2823	Nursing Management .....	1 credit
NUR 2810	Nursing Practicum .....	3 credits

**OPTION II – CREDITS EARNED THROUGH CHALLENGE TEST:**

NUR 1020C Nursing Fundamentals ..... 8 credits

**FIRST YEAR****SPRING SEMESTER**

NUR 1000C Nursing Transition ..... 2 credits  
 NUR 1210 Medical-Surgical Nursing I ..... 4 credits  
 NUR 1202L Transition Lab I ..... 3 credits

**SUMMER I SEMESTER**

NUR 2420C Maternity Nursing ..... 4 credits

**SECOND YEAR****FALL SEMESTER**

NUR 2520C Mental Health-Psychiatric Nursing ..... 5 credits  
 NUR 2310C Pediatric Nursing ..... 5 credits

**SPRING SEMESTER**

NUR 1211 Medical-Surgical Nursing II ..... 4 credits  
 NUR 1203L Transition Lab II ..... 3 credits  
 NUR 2823 Nursing Management ..... 1 credit  
 NUR 2810 Nursing Practicum ..... 3 credits

All core curriculum and natural science courses require a grade of "C" or higher.

**MARKETING MANAGEMENT****RETAIL MANAGEMENT, HOSPITALITY MANAGEMENT, REAL ESTATE, INSURANCE, COMPREHENSIVE OPTIONS****FIRST YEAR****FALL SEMESTER**

ENC 1101 Communications I ..... 3 credits  
 GEB 1011 Introduction to Business ..... 3 credits  
 QMB 1001 Mathematics of Business ..... 3 credits  
 ECO 2000 Introduction to Economics ..... 3 credits  
 MKA 1303 Mid-Management Seminar I ..... 4 credits

**SPRING SEMESTER**

ENC 2200 Business Communications ..... 3 credits  
 or  
 ENC 2210 Technical Communications ..... 3 credits  
 ECO 2013/ECO 2023/PSY 2012/SYG 2000 or SYG 2010 ..... 3 credits  
 MAR 2011 Principles of Marketing ..... 3 credits  
 MKA 2021 Salesmanship ..... 3 credits  
 APA 1211 College Accounting ..... 3 credits  
 or

ACG 2001	Principles of Accounting I .....	3 credits
and		
ACG 2450	Microcomputers in Accounting I .....	1 credit

## SECOND YEAR

### FALL SEMESTER

Mathematics or Natural Science .....	3-4 credits
Major Field Options Required/Electives .....	13-15 credits

### SPRING SEMESTER

Mathematics .....	3 credits
Major Field Options Required/Electives .....	12-14 credits

### RETAIL MANAGEMENT OPTION (REQUIRED) – 15 credits

MKA 2041	Retail Management .....	3 credits
MKA 2104	Principles of Visual Merchandising .....	3 credits
BUL 2241	Business Law I .....	3 credits
MAN 2021	Principles of Management .....	3 credits
or		
MNA 2345	Supervision .....	3 credits
ADV 2201	Advertising and Sales Promotion .....	3 credits

### MAJOR FIELD ELECTIVES – Select 12 credits

MAN 2300	Human Resources Management .....	3 credits
MKA 2045	Customer Relations .....	1 credit
MNA 1801	Entrepreneurship .....	3 credits
FIN 2003	Introduction to Finance .....	3 credits
CGS 1060	College Computing .....	3 credits
MKA 1313	Mid-Management Seminar II .....	4 credits
SLS 1101	Principles of Academic/Personal Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

### HOSPITALITY MANAGEMENT OPTION (REQUIRED) – 15 credits

HFT 1000	Intro to the Hospitality Industry .....	3 credits
HFT 2002	Management of the Hospitality Industry .....	3 credits
BUL 2241	Business Law I .....	3 credits
MAN 2021	Principles of Management .....	3 credits
or		
MNA 2345	Supervision .....	3 credits
ADV 2201	Advertising and Sales Promotion .....	3 credits

### MAJOR FIELD ELECTIVES – Select 12 credits

MKA 2041	Retail Management .....	3 credits
MAN 2300	Human Resources Management .....	3 credits
MKA 2045	Customer Relations .....	1 credit
FSS 2300	Food Service Supervision & Management .....	3 credits
CGS 1060	College Computing .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits

**REAL ESTATE OPTION (REQUIRED) – 9 credits**

BUL 2241	Business Law I .....	3 credits
MAN 2021	Principles of Management .....	3 credits
or		
MNA 2345	Supervision .....	3 credits
ADV 2201	Advertising and Sales Promotion .....	3 credits

**MAJOR FIELD ELECTIVES – Select 18 credits**

REE 1040	Real Estate Principles & Practices I .....	4 credits
REE 1100	Real Estate Appraising .....	4 credits
REE 1932	Condo Living & Association Management .....	1 credit
REE 2541	Condo and Property Management .....	1 credit
REE 2041	Real Estate Principles & Practices II .....	5 credits
REE 2102	Appraising Income Property .....	4 credits
REE 2036	Real Estate Sales Review .....	1 credit
REE 2801	Real Estate Broker's Review .....	1 credit
FIN 2003	Introduction to Finance .....	3 credits
MNA 1801	Entrepreneurship .....	3 credits
SLS 1101	Principles of Academic/Personal Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**INSURANCE OPTION (REQUIRED) – Select 19 or 27 credits**

MNA 2100	Interpersonal Relations in Business .....	3 credits
RMI 1001	Introduction to Insurance .....	3 credits
RMI 2500	Life and Health Insurance .....	3 credits
RMI 2600	Property and Casualty Insurance .....	15 credits
or		
RMI 1093	Insurance Customer Service Rep .....	7 credits
CGS 1060	College Computing .....	3 credits

**MAJOR FIELD OPTION ELECTIVES – For those taking RMI 1093 select 8 credits**

MKA 2045	Customer Relations .....	1 credit
BUL 2241	Business Law I .....	3 credits
FIN 1100	Principles of Financial Planning .....	3 credits
ADV 2201	Advertising and Sales Promotion .....	3 credits
SLS 1101	Principles of Academic/Personal Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit
Other 1 credit hour courses offered through Business Management Depart.		
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**COMPREHENSIVE OPTION (REQUIRED) – 22 credits**

MKA 2041	Retail Management .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits
MAN 2300	Human Resources Management .....	3 credits
MKA 1313	Mid-Management Seminar II .....	4 credits
BUL 2241	Business Law I .....	3 credits



MAN 2021	Principles of Management .....	3 credits
or		
MNA 2345	Supervision .....	3 credits
ADV 2201	Advertising and Sales Promotion .....	3 credits

**MAJOR FIELD ELECTIVES – Select 5 credits**

FIN 2003	Introduction to Finance .....	3 credits
BUL 2242	Business Law II .....	3 credits
MNA 1801	Entrepreneurship.....	3 credits
CGS 1060	College Computing .....	3 credits
RMI 1001	Introduction to Insurance.....	3 credits
SLS 1101	Principles of Academic/Personal Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

## MEDICAL LABORATORY TECHNOLOGY (SELECTIVE ADMISSION)

**FIRST YEAR****FALL SEMESTER**

+MLT 1040C	Basic Concepts of Phlebotomy .....	3 credits
+MAC 1102	Basic College Algebra .....	3 credits
+CHM 1015	Introduction to Chemistry .....	3 credits
MLT 1000C	Introduction to MLT .....	2 credits
MLT 1300C	Hematology .....	6 credits

**SPRING SEMESTER**

+CHM 1045C	General Chemistry I .....	4 credits
+CHM 1033	Biochemistry for Health Professionals .....	1 credit
+* Biological Science	.....	4 credits
+ENC 1101	Communications I .....	3 credits
MLT 1335C	Coagulation and Blood Banking .....	6 credits

**SUMMER I SEMESTER**

MLT 1542C	Serology & Urinalysis .....	4 credits
+*Biological Science	.....	4 credits

**SUMMER II SEMESTER**

+ENC 1102	Communications II .....	3 credits
+PSY 2012	Introduction to Psychology .....	3 credits
or		
+SYG 2000	Introduction to Sociology .....	3 credits
+**Chemistry	.....	1 credit

**\* BIOLOGICAL SCIENCE – Select 8 credits**

BSC 1010C, BSC 1011C, BSC 2093C, BSC 2094C, MCB 2010C

+ May be taken prior to acceptance into the Medical Laboratory Technology Program.

**SECOND YEAR****FALL SEMESTER**

+ Humanities/Fine Arts or Social/Behavioral Science .....	3 credits
MLT 2620C Clinical Chemistry .....	7 credits

**SPRING SEMESTER**

MLT 2033 Medical Lab Career Orientation .....	1 credit
MLT 2400C Clinical Microbiology .....	7 credits

**SUMMER I SEMESTER**

MLT 2800C Clinical Practicum I .....	6 credits
--------------------------------------	-----------

**SUMMER II SEMESTER**

MLT 2801C Clinical Practicum II .....	6 credits
Electives outside of Major Field .....	maximum of 3 credits
+ Reading .....	Dependent on Placement Scores

All core curriculum and natural science courses require a grade of "C" or higher.

+ May be taken prior to acceptance into the Medical Laboratory Technology Program.

**OFFICE SYSTEMS TECHNOLOGY  
OFFICE SYSTEMS TECHNOLOGY, LEGAL SECRETARIAL,  
MEDICAL RECORDS/TRANSCRIPTION,  
MEDICAL SECRETARIAL, HEALTH OFFICE CODER,  
OFFICE MANAGEMENT,  
AND WORD PROCESSING OPTIONS**

**OFFICE SYSTEMS TECHNOLOGY OPTION****FIRST YEAR****FALL SEMESTER**

ENC 1101 Communications I .....	3 credits
*OST 1110 Intermediate Typewriting .....	3 credits
OST 1711 Word Processing I.....	3 credits
OST 2320 Business Machines.....	3 credits
Mathematics .....	3 credits

**SPRING SEMESTER**

**OST 1212 Intermediate Shorthand .....	3 credits
OST 2401 Office Practice .....	3 credits
OST 2601 Machine Transcription I.....	3 credits
QMB 1001 Mathematics of Business .....	3 credits
OST 1712 Word Processing II.....	3 credits

\*Students who have satisfactorily completed one year of high school typewriting/keyboarding should enroll in OST 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in OST 1120. Students who have no typing/keyboarding skills should enroll in OST 1100, Elementary Typewriting (Office Systems elective).

\*\*Prerequisite OST 1211 or students who have satisfactorily completed one year of high school shorthand. OST 1211, Introductory Shorthand can be used as an Office Systems elective.

## SECOND YEAR

### FALL SEMESTER

ENC 2200	Business Communications .....	3 credits
*OST 1120	Advanced Typewriting .....	3 credits
APA 1211	College Accounting .....	3 credits
OST 2821	Desktop Publishing .....	3 credits
	Humanities/Fine Arts or Social/Behavioral Science .....	3 credits
***Office Systems Electives .....		3 credits

### SPRING SEMESTER

MNA 2345	Supervision .....	3 credits
or		
MAN 2021	Principles of Management .....	3 credits
OST 2491	Office Seminar and Supervised Work Exp .....	4 credits
	Social/Behavioral Science .....	3 credits
	Natural Science/Mathematics .....	3-4 credits
***Office Systems Electives .....		3 credits
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

## LEGAL SECRETARIAL OPTION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
OST 2621	Legal Terminology & Transcription I.....	3 credits
OST 2431	Legal Sec. Practices & Procedures I .....	3 credits
OST 1711	Word Processing I.....	3 credits
*OST 1110	Intermediate Typewriting .....	3 credits

#### SPRING SEMESTER

OST 2622	Legal Terminology & Transcription II.....	3 credits
OST 2432	Legal Sec. Practices & Procedures II .....	3 credits
OST 2421	Legal Office Practice I .....	3 credits
**OST 1212	Intermediate Shorthand .....	3 credits
	Mathematics .....	3 credits

#### SUMMER I SEMESTER

OST 2422	Legal Office Practice II .....	3 credits
----------	--------------------------------	-----------

\*Students who have satisfactorily completed one year of high school typewriting/keyboarding should enroll in OST 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in OST 1120. Students who have no typing/keyboarding skills should enroll in OST 1100, Elementary Typewriting (Office Systems elective).

\*\*Prerequisite OST 1211 or students who have satisfactorily completed one year of high school shorthand. OST 1211, Introductory Shorthand can be used as an Office Systems elective.

\*\*\*Any Course offered through the Office Systems Technology Department.

**SECOND YEAR****FALL SEMESTER**

ENC 2200	Business Communications .....	3 credits
QMB 1001	Mathematics of Business .....	3 credits
BUL 2241	Business Law I .....	3 credits
MNA 2345	Supervision .....	3 credits
or		
MAN 2021	Principles of Management .....	3 credits
	Humanities/Fine Arts or Social/Behavioral Science .....	3 credits
***Office Systems Electives .....		3 credits

**SPRING SEMESTER**

OST 2491	Office Seminar and Supervised Work Exp .....	4 credits
APA 1211	College Accounting .....	3 credits
	Social/Behavioral Science .....	3 credits
	Natural Science/Mathematics .....	3-4 credits
	Electives outside of Major Field .....	maximum of 3 credits
Reading .....	Dependent on Placement Scores	

**MEDICAL RECORDS/TRANSCRIPTION OPTION****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
HSC 2531	Medical Terminology I .....	3 credits
MRE 1003	Medical Records I .....	3 credits
MRE 1434	Fundamentals of Medical Science .....	4 credits
OST 2461	Medical Office Practice I .....	3 credits

**SPRING SEMESTER**

HSC 2532	Medical Terminology II .....	3 credits
MRE 1005	Medical Records II .....	3 credits
OST 2611	Medical Transcription I .....	3 credits
OST 1711	Word Processing I .....	3 credits
Mathematics .....		3 credits

**SUMMER I SEMESTER**

OST 2612	Medical Transcription II .....	3 credits
----------	--------------------------------	-----------

**SECOND YEAR****FALL SEMESTER**

ENC 2200	Business Communications .....	3 credits
MNA 2345	Supervision .....	3 credits
or		
MAN 2021	Principles of Management .....	3 credits
MRE 2825	Medical Office Internship .....	4 credits

\*\*\*Any Course offered through the Office Systems Technology Department.

OST 2613	Medical Transcription III .....	3 credits
	Humanities/Fine Arts or Social/Behavioral Science .....	3 credits

**SPRING SEMESTER**

MRE 2826	Medical Office Externship .....	4 credits
OST 2604	Central Information Mgmt. Systems .....	3 credits
	Natural Science/Mathematics .....	3-4 credits
	Social/Behavioral Science .....	3 credits
***Office Systems Elective .....		1 credit
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

**MEDICAL SECRETARIAL MANAGEMENT OPTION****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
HSC 2531	Medical Terminology I .....	3 credits
MRE 1003	Medical Records I (ICD-9-CM) .....	3 credits
MRE 1434	Fundamentals of Medical Science .....	4 credits
OST 2461	Medical Office Practice I .....	3 credits
*OST 1110	Intermediate Typewriting .....	3 credits

**SPRING SEMESTER**

OST 2462	Medical Office Practice II (CPT Coding) .....	3 credits
OST 2611	Medical Transcription I .....	3 credits
OST 1711	Word Processing I .....	3 credits
ENC 2200	Business Communications .....	3 credits
	Mathematics .....	3 credits

**SECOND YEAR****FALL SEMESTER**

QMB 1001	Mathematics of Business .....	3 credits
MNA 2345	Supervision .....	3 credits
or		
MAN 2021	Principles of Management .....	3 credits
MRE 2825	Medical Office Internship .....	4 credits
	Humanities/Fine Arts or Social/Behavioral Science .....	3 credits
***Office Systems Elective .....		1 credit

\* Students who have satisfactorily completed one year of high school typewriting/keyboarding should enroll in OST 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in OST 1120. Students who have no typing/keyboarding skills should enroll in OST 1100, Elementary Typewriting (Office Systems elective).

\*\*\* Any Course offered through the Office Systems Technology Department.

**SPRING SEMESTER**

APA 1211	College Accounting .....	3 credits
MRE 2826	Medical Office Externship .....	4 credits
DEH 1820	Health Office Emergencies .....	2 credits
Natural Science/Mathematics .....		3-4 credits
Social/Behavioral Science .....		3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**HEALTH OFFICE CODER OPTION****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
HSC 2531	Medical Terminology I .....	3 credits
MRE 1003	Medical Records I (ICD-9-CM) .....	3 credits
MRE 1434	Fundamentals of Medical Science .....	4 credits
OST 1146	Keyboarding for Information Processing .....	3 credits
or		
OST 1100	Elementary Typewriting .....	3 credits

**SPRING SEMESTER**

HSC 2532	Medical Terminology II .....	3 credits
MRE 1005	Medical Records II (DRG'S) .....	3 credits
OST 2462	Medical Office Practice II (CPT Coding) .....	3 credits
DEH 1820	Health Office Emergencies .....	2 credits
OST 1711	Word Processing I .....	3 credits

**SECOND YEAR****FALL SEMESTER**

MRE 2825	Medical Office Internship .....	4 credits
OST 1712	Word Processing II .....	3 credits
ENC 2200	Business Communications .....	3 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits
Mathematics .....		3 credits

**SPRING SEMESTER**

MRE 2826	Medical Office Externship .....	4 credits
OST 2611	Medical Transcription I .....	3 credits
CGS 1505	Orientation to WordPerfect .....	1 credit
MNA 2345	Supervision .....	3 credits
or		
MAN 2021	Principles of Management .....	3 credits
Natural Science/Mathematics .....		3-4 credits
Social/Behavioral Science .....		3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

**OFFICE MANAGEMENT OPTION****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
OST 1100	Elementary Typewriting .....	3 credits
or		
OST 1146	Keyboarding for Information Processing .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
MAN 2300	Human Resources Management .....	3 credits
or		
MNA 2100	Interpersonal Relations in Business .....	3 credits
Mathematics .....		3 credits

**SPRING SEMESTER**

ENC 2200	Business Communications .....	3 credits
MNA 2345	Supervision .....	3 credits
or		
MAN 2021	Principles of Management .....	3 credits
OST 1711	Word Processing I .....	3 credits
QMB 1001	Mathematics of Business .....	3 credits
OST 2401	Office Practice .....	3 credits

**SECOND YEAR****FALL SEMESTER**

BUL 2241	Business Law I .....	3 credits
APA 1211	College Accounting .....	3 credits
OST 2821	Desktop Publishing .....	3 credits
OST 1712	Word Processing II .....	3 credits
	Humanities/Fine Arts or Social/Behavioral Science .....	3 credits
***	Office Systems Electives .....	3 credits

**SPRING SEMESTER**

OST 2491	Office Seminar & Supervised Work Exp .....	4 credits
OST 2604	Central Information Mgmt. Systems .....	3 credits
***	Office Systems Electives .....	3 credits
	Natural Science/Mathematics .....	3-4 credits
	Social/Behavioral Science .....	3 credits
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

\*\*\* Any Course offered through the Office Systems Technology Department.

**WORD PROCESSING OPTION****FIRST YEAR****FALL SEMESTER**

ENC 1101	Communications I .....	3 credits
*OST 1110	Intermediate Typewriting .....	3 credits
OST 1711	Word Processing I .....	3 credits
OST 2821	Desktop Publishing .....	3 credits
Mathematics .....		3 credits

**SPRING SEMESTER**

QMB 1001	Mathematics of Business .....	3 credits
OST 2601	Machine Transcription I .....	3 credits
OST 1712	Word Processing II .....	3 credits
OST 1766	WordPerfect I .....	3 credits
OST 2401	Office Practice .....	3 credits
OST 2822	Advanced Desktop Publishing .....	3 credits

**SECOND YEAR****FALL SEMESTER**

APA 1211	College Accounting .....	3 credits
ENC 2200	Business Communications .....	3 credits
*OST 1120	Advanced Typewriting .....	3 credits
Humanities/Fine Arts or Social/Behavioral Science .....		3 credits
***Office Systems Electives .....		3 credits

**SPRING SEMESTER**

MNA 2345	Supervision .....	3 credits
or		
MAN 2021	Principles of Management .....	3 credits
OST 2491	Office Seminar & Supervised Work Exp.....	4 credits
Natural Science/Mathematics .....		3-4 credits
Social/Behavioral Science .....		3 credits
OST 2604	Central Information Management Systems .....	3 credits
Electives outside of Major Field .....		maximum of 3 credits
Reading .....		Dependent on Placement Scores

\*Students who have satisfactorily completed one year of high school typewriting/keyboarding should enroll in OST 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in OST 1120. Students who have no typing/keyboarding skills should enroll in OST 1100, Elementary Typewriting (Office Systems elective).

\*\*\*Any Course offered through the Office Systems Technology Department.



## POWER DISTRIBUTION TECHNOLOGY NUCLEAR POWER OPTION

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits
ROT 1211	Nuclear Power Systems .....	3 credits
MAC 1102	Basic College Algebra or higher .....	3 credits
	Social/Behavioral Science .....	3 credits

#### SPRING SEMESTER

ENC 1102	Communications II .....	3 credits
CET 2114C	Digital Circuits .....	4 credits
ROT 1111	Nuclear Reactor Engineering and Physics .....	4 credits
ROT 1016	Thermodynamics, Heat Transfer and Fluid Flows .....	3 credits
ROT 1013	Principles of Radiation Protection.....	2 credits

### SECOND YEAR

#### FALL SEMESTER

MAN 2021	Principles of Management .....	3 credits
PHI 1103	Critical and Creative Thinking .....	3 credits
CET 2123C	Microprocessors I .....	3 credits
EST 2521	Instrument and Control Theory .....	3 credits
EET 2075	Fundamentals of Electrical Science .....	2 credits
	Computer Course .....	2-3 credits

#### SPRING SEMESTER

CET 2131C	Microprocessors II .....	4 credits
ROT 2315	Nuclear Technology Secondary Systems .....	4 credits
ROT 2311	Nuclear Plant Support Systems .....	3 credits
ETI 2714	Nuclear Engineering Safeguards .....	3 credits
	Electives outside of Major Field .....	maximum of 3 credits
	Reading .....	Dependent on Placement Scores

## RADIOGRAPHY TECHNOLOGY (SELECTIVE ADMISSION)

### FIRST YEAR

#### SUMMER I SEMESTER

RTE 1000C	Introduction to Radiography .....	1 credit
RTE 1111	Methods of Patient Care I .....	2 credits
RTE 1040	Medical Ethics and Law .....	1 credit

**SUMMER II SEMESTER**

*ENC 1101	Communications I .....	3 credits
*BSC 1005	Fundamentals of Biology .....	3 credits

**FALL SEMESTER**

RTE 1385	Radiation Protection and Biology .....	2 credits
RTE 1503C	Radiographic Procedures & Evaluation I .....	2 credits
RTE 1702C	Radiographic Anatomy and Sectional Anatomy I ..	2 credits
RTE 1000	Radiographic Film Processing .....	3 credits
RTE 1113	Methods of Patient Care II .....	2 credits
RTE 1804C	Radiographic Clinic I .....	4 credits
*BSC 2093C	Anatomy and Physiology I .....	4 credits

**SPRING SEMESTER**

RTE 1473	Introduction to Quality Assurance .....	1 credit
RTE 1513C	Radiographic Procedures & Evaluation II .....	2 credits
RTE 1712C	Radiographic Anatomy and Sectional Anatomy II .....	2 credits
RTE 1411	Principles of Radiographic Exposure .....	3 credits
RTE 1001	Radiographic Terminology .....	1 credit
RTE 1814	Radiographic Clinic II .....	4 credits
*BSC 2094C	Anatomy and Physiology II .....	4 credits

**SECOND YEAR****SUMMER I SEMESTER**

RTE 1523	Radiographic Procedures & Evaluation III .....	1 credit
RTE 2722C	Radiographic Anatomy and Sectional Anatomy III .....	1 credit
RTE 1824	Radiographic Clinic III .....	2 credits

**SUMMER II SEMESTER**

*MAC 1102	Basic College Algebra or higher .....	3 credits
*PSY 2012	Introduction to Psychology .....	3 credits

**FALL SEMESTER**

RTE 2533	Radiographic Procedures & Evaluation IV .....	2 credits
RTE 2732C	Radiographic Anatomy and Sectional Anatomy IV .....	2 credits
RTE 2613	Radiation Physics .....	3 credits
RTE 2834	Radiographic Clinic IV .....	5 credits

**SPRING SEMESTER**

RTE 1203	Radiographic Professional Development .....	1 credit
RTE 1936	Pharmacology in Radiography .....	1 credit
RTE 2563	Special Radiographic Procedures and Imaging Equipment .....	2 credits
RTE 2780	Radiographic Pathology .....	1 credit
RTE 2844	Radiographic Clinic V .....	5 credits

\* May be taken prior to acceptance into the Radiography Technology program.

* ENC 2210	Technical Communications .....	3 credits
** RTE 2933	Radiography Seminar and AIDS Update .....	2 credits
	Electives outside of Major Field .....	maximum of 3 credits
* Reading .....	Dependent on Placement Scores	

All core curriculum and natural science courses require a grade of "C" or higher.

\* May be taken prior to acceptance into the Radiography Technology program.

\*\* Elective Course

## RECREATION TECHNOLOGY

### FIRST YEAR

#### FALL SEMESTER

ENC 1101	Communications I .....	3 credits
HSC 2400	First Aid and Safety .....	3 credits
HLP 1081	Personal Wellness .....	3 credits
LEI 1000	Introduction to Recreation .....	3 credits
CGS 1060	College Computing .....	3 credits
* Physical Education Activity Course .....		1 credit

#### SPRING SEMESTER

ENC 2210	Technical Communications .....	3 credits
SPC 1600	Introduction to Speech Communications .....	3 credits
LEI 2433	Organization and Administration of Recreation Programs .....	3 credits
PET 2760	Principles of Coaching .....	3 credits
PEM 1140	Aerobic Conditioning .....	1 credit
Social/Behavioral Science .....		3 credits

### SECOND YEAR

#### FALL SEMESTER

PEO 2013	Sports Officiating .....	3 credits
HSC 2100	Personal and Community Health .....	3 credits
PET 2351	Sports and Exercise Physiology .....	3 credits
PEN 1121	Swimming I .....	1 credit
QMB 1001	Mathematics of Business .....	3 credits
BSC 1005	Fundamentals of Biology I .....	3 credits

#### SPRING SEMESTER

BSC 1006	Fundamentals of Biology II .....	3 credits
DIE 2201	Nutrition and Diet Therapy .....	3 credits
LEI 2940	Recreation Practicum-Field Study .....	3 credits
Social/Behavioral Science .....		3 credits
* Physical Education Activity Course .....		1 credit
Electives outside of Major Field .....		maximum of 3 credits
Reading .....	Dependent on Placement Scores	

\* Student may select any 1 credit Physical Education Activity Course.

## RESPIRATORY CARE (SELECTIVE ADMISSION)

### PRIOR TO ENTRY INTO PROGRAM:

BSC 1005	Fundamentals of Biology I .....	3 credits
or		
BSC 1010C	General Biology I .....	4 credits
CHM 1015	Introduction to Chemistry .....	3 credits
or		
CHM 1045C	General Chemistry I .....	4 credits
ENC 1101	Communications I .....	3 credits
Electives outside of Major Field	.....	maximum of 3 credits
Reading	.....	Dependent on Placement Scores

### FIRST YEAR

#### FALL SEMESTER

RET 1024C	Introduction to Respiratory Care w/Lab .....	3 credits
RET 1007	Cardiopulmonary Pharmacology.....	1 credit
RET 1274C	Respiratory Care Theory I .....	3 credits
*BSC 2093C	Anatomy and Physiology I .....	4 credits
RET 1485	Cardiopulmonary Anatomy & Physiology.....	3 credits
Prep Course for MAC 1102 may also be required this semester, dependent on ACT/SAT/ASSET scores.		

#### SPRING SEMESTER

RET 2275C	Respiratory Care Theory II w/Lab .....	3 credits
RET 2503	Cardiopulmonary Diseases .....	2 credits
RET 2832	Respiratory Care Clinic I .....	5 credits
*MAC 1102	Basic College Algebra .....	3 credits
*BSC 2094C	Anatomy and Physiology II .....	4 credits

#### SUMMER I SEMESTER

RET 2442C	Respiratory Care Theory III w/Lab.....	3 credits
RET 2833	Respiratory Care Clinic II .....	3 credits

#### SUMMER II SEMESTER

RET 2414C	Pulmonary Function Studies w/Lab .....	3 credits
*PSY 2012	Introduction to Psychology .....	3 credits

### SECOND YEAR

#### FALL SEMESTER

RET 2264C	Mechanical Ventilation w/Lab .....	3 credits
RET 2834	Respiratory Care Clinic III .....	5 credits
*MCB 2010C	Microbiology .....	4 credits

\*May be taken prior to acceptance into the Respiratory Care Program.

**SPRING SEMESTER**

RET	2280	Critical Respiratory Care .....	2 credits
RET	2835	Respiratory Care Clinic IV .....	7 credits
RET	2714	Pediatric/Neonatal Respiratory Care .....	1 credit
*PHY	1020	Physics for Non-Science Majors .....	3 credits
		or	
*PHY	1001C	Principles of Physics .....	3 credits
*ENC	2210	Technical Communications .....	3 credits
		or	
*ENC	1102	Communications II .....	3 credits
RET	2934	Professional Development in Respiratory Care ....	2 credits

All core curriculum and natural science courses require a grade of "C" or higher.

\*May be taken prior to acceptance into the Respiratory Care Program.

## RESTAURANT MANAGEMENT INSTITUTIONAL FOOD SERVICE

**FIRST YEAR****FALL SEMESTER**

FSS	2303	Food Service Practicum I .....	4 credits
FOS	2201	Sanitation and Safety .....	3 credits
HUN	1410	Basic Childhood Nutrition .....	3 credits
		or	
DIE	2201	Nutrition and Diet Therapy .....	3 credits
ENC	1101	Communications I .....	3 credits
		Major Field Elective .....	3 credits

**SPRING SEMESTER**

FSS	2304	Food Service Practicum II .....	4 credits
FSS	2401	Use and Care of Kitchen Equipment .....	3 credits
FSS	2221	Food Preparation I .....	3 credits
		Mathematics .....	3 credits
		Social/Behavioral Sciences .....	3 credits

**SECOND YEAR****FALL SEMESTER**

FSS	2305	Food Service Practicum III .....	4 credits
FSS	2284	Food Service Special .....	3 credits
FSS	2300	Food Service Supervision and Management .....	3 credits
FSS	2222	Food Preparation II .....	3 credits
		Humanities/Fine Arts or Social/Behavioral Science .....	3 credits

**SPRING SEMESTER**

FSS	2306	Food Service Practicum IV .....	4 credits
FSS	2246	Quantity Baking .....	3 credits
FSS	2263	Food Merchandising and Service .....	3 credits
SLS	1421	Personal and Career Development .....	3 credits
		Natural Science .....	3-4 credits

**MAJOR FIELD ELECTIVES – Select 3 credits**

- DIE 2201 Nutrition and Diet Therapy.....3 credits
- CGS 1000 Introduction to Computer Usage .....3 credits
- Electives outside of Major Field .....maximum of 3 credits
- Reading .....Dependent on Placement Scores

## **TECHNICAL CERTIFICATE PROGRAMS**

Accounting Applications

Business Data Processing

Emergency Medical Technology

Office Systems Technology

Paramedic

Small Business Management

**TECHNICAL CERTIFICATE  
PROGRAMS**

## TECHNICAL CERTIFICATE

The Technical Certificate is awarded to a student who has completed a required number of college credit hours of a two-year A.S. Degree program with a cumulative GPA of 2.0 or higher. It is designed to prepare the student to obtain employment as a skilled/para-professional worker after one year of full-time study. The student may then complete the remaining requirements for the Associate in Science Degree program while employed.

The Technical Certificate can be earned in the following technical specialities.

### CERTIFICATE IN ACCOUNTING

A minimum of 30 credits must be selected from the following:

#### COURSES FOR MAJOR FIELD (REQUIRED)

ACG 2001	Principles of Accounting I – Financial .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit
ACG 2011	Principles of Accounting II – Financial .....	3 credits
ACG 2460	Microcomputers in Accounting II .....	1 credit
ACG 2071	Managerial Accounting .....	3 credits
ACG 2100	Intermediate Accounting I .....	3 credits
CGS 1530	LOTUS I .....	3 credits
TAX 2000	Tax Accounting .....	3 credits

#### COURSES FOR MAJOR FIELD – Select 10 credits

ACG 2110	Intermediate Accounting II .....	3 credits
COP 2000	Introduction to Computer Programming .....	3 credits
COP 2120	COBOL Programming I .....	3 credits
COP 2121	COBOL Programming II .....	3 credits
COP 1170	BASIC Programming I .....	3 credits
COP 1171	BASIC Programming II .....	3 credits
BUL 2241	Business Law I .....	3 credits
ECO 2013	Principles of Economics I – Macro .....	3 credits
ENC 2200	Business Communications .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits

### CERTIFICATE IN BUSINESS DATA PROCESSING

#### (SPECIALITY IN COMPUTER PROGRAMMING)

A minimum of 30 credits must be selected from the following:

COP 2000	Introduction to Computer Programming .....	3 credits
CIS 1000	Introduction to Data Processing .....	3 credits
COP 1170	BASIC Programming I .....	3 credits
COP 2120	COBOL Programming I .....	3 credits
CIS 2321	Computer Systems Design .....	3 credits
CGS 1561	Disk Operating System II .....	1 credit
COP 2121	COBOL Programming II .....	3 credits
or		
ETD 1321	Introduction to AutoCAD .....	3 credits
COP 2001	Intro to Computer Programming II .....	3 credits



COP 2701	Database Programming .....	3 credits
CGS 1502, 1504, or 1505	Microword Processing .....	1 credit
CDA 2500	Data Communications .....	1 credit
CGS 1530	LOTUS I .....	3 credits
or		
Any Electronics Course .....		3 credits
COP 2200	Fortran .....	3 credits
or		
COP 2220	C Programming I .....	3 credits

**(SPECIALTY IN COMPUTER APPLICATIONS)**

A minimum of 30 credits must be selected from the following:

**REQUIRED:**

CIS 1000	Introduction to Data Processing .....	3 credits
CGS 1500	Micro-Word Processing .....	1 credit
COP 2701	Data Base Programming .....	3 credits
CGS 1530	LOTUS I .....	3 credits
CGS 1561	Disk Operating System II .....	1 credit
CEN 2500	Data Communications .....	1 credit
COP 2000	Introduction to Computer Programming .....	3 credits
COP 1170	BASIC Programming I .....	3 credits
ACG 2001	Principles of Accounting I .....	3 credits
ACG 2450	Microcomputers in Accounting I .....	1 credit

**Electives**

Any other courses offered in the Department of Computer Programming and Analysis.

Students should not take CGS 1510 Electronic Spreadsheet **after** having taken CGS 1530 LOTUS I.

Credit may not be given for both CGS 2100 Computer Applications and either CGS 1510 Electronic Spreadsheet or COP 1700 Introduction to Data Base Management.

**CERTIFICATE IN EMERGENCY MEDICAL TECHNOLOGY**

EMS 1119C	Fundamentals of Emergency Care .....	8 credits
-----------	--------------------------------------	-----------

**CERTIFICATE IN OFFICE SYSTEMS TECHNOLOGY**

**OFFICE SYSTEMS TECHNOLOGY OPTION**

**FIRST YEAR**

**FALL SEMESTER**

ENC 2200	Business Communications .....	3 credits
*OST 1110	Intermediate Typewriting .....	3 credits
QMB 1001	Mathematics of Business .....	3 credits
OST 1711	Word Processing I .....	3 credits
OST 2320	Business Machines .....	3 credits

\*Students who have satisfactorily completed one year of high school typewriting/keyboarding should enroll in OST 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in OST 1120.

**SPRING SEMESTER**

**OST	1212	Intermediate Shorthand .....	3 credits
OST	2401	Office Practice .....	3 credits
APA	1211	College Accounting .....	3 credits
OST	2601	Machine Transcription I .....	3 credits
OST	2821	Desktop Publishing .....	3 credits

**LEGAL SECRETARIAL OPTION****SECOND YEAR****FALL SEMESTER**

OST	2621	Legal Terminology & Transcription I .....	3 credits
OST	2431	Legal Sec. Practices & Procedures I .....	3 credits
OST	1711	Word Processing I .....	3 credits
ENC	2200	Business Communications .....	3 credits

**SPRING SEMESTER**

OST	2622	Legal Terminology & Transcription II .....	3 credits
OST	2432	Legal Sec. Practices & Procedures II .....	3 credits
OST	2421	Legal Office Practice I .....	3 credits
**OST	1212	Intermediate Shorthand .....	3 credits
APA	1211	College Accounting .....	3 credits

**SUMMER I SEMESTER**

OST	2422	Legal Office Practice II .....	3 credits
-----	------	--------------------------------	-----------

\*\*Prerequisite OST 1211 or students who have satisfactorily completed one year of high school shorthand.

**MEDICAL RECORDS AND TRANSCRIPTION OPTION****FIRST YEAR****FALL SEMESTER**

HSC	2531	Medical Terminology I .....	3 credits
MRE	1003	Medical Records I (ICD-9-CM) .....	3 credits
MRE	1434	Fundamentals of Medical Science .....	4 credits
OST	2461	Medical Office Practice I .....	3 credits
OST	2611	Medical Transcription I .....	3 credits

**SPRING SEMESTER**

HSC	2532	Medical Terminology II .....	3 credits
OST	2612	Medical Transcription II .....	3 credits
OST	1711	Word Processing I .....	3 credits
ENC	2200	Business Communications .....	3 credits

**SUMMER I SEMESTER**

OST	2613	Medical Transcription III .....	3 credits
-----	------	---------------------------------	-----------

**MEDICAL SECRETARIAL MANAGEMENT OPTION**

**FIRST YEAR**

**FALL SEMESTER**

HSC 2531	Medical Terminology I .....	3 credits
MRE 1003	Medical Records I (ICD-9-CM) .....	3 credits
MRE 1434	Fundamentals of Medical Science .....	4 credits
OST 2461	Medical Office Practice I .....	3 credits
* OST 1110	Intermediate Typewriting .....	3 credits

**SPRING SEMESTER**

OST 2462	Medical Office Practice II (CPT Coding) .....	3 credits
APA 1211	College Accounting .....	3 credits
OST 2611	Medical Transcription I .....	3 credits
OST 1711	Word Processing I .....	3 credits
ENC 2200	Business Communications .....	3 credits

**HEALTH OFFICE CODER OPTION**

**FIRST YEAR**

**FALL SEMESTER**

HSC 2531	Medical Terminology I .....	3 credits
MRE 1003	Medical Records I (ICD-9-CM) .....	3 credits
MRE 1434	Fundamentals of Medical Science .....	4 credits
ENC 2200	Business Communications .....	3 credits
OST 1711	Word Processing I .....	3 credits

**SPRING SEMESTER**

HSC 2532	Medical Terminology II .....	3 credits
MRE 1005	Medical Records II (DRG'S) .....	3 credits
OST 2462	Medical Office Practice II (CPT Coding) .....	3 credits
DEH 1820	Health Office Emergencies .....	2 credits
OST 1711	Word Processing II .....	3 credits

\*Students who have satisfactorily completed one year of high school typewriting/keyboarding should enroll in OST 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in OST 1120.

**WORD PROCESSING OPTION**

**FIRST YEAR**

**FALL SEMESTER**

ENC 2200	Business Communications .....	3 credits
* OST 1110	Intermediate Typewriting .....	3 credits
OST 1711	Word Processing I .....	3 credits
OST 2821	Desktop Publishing .....	3 credits
APA 1211	College Accounting .....	3 credits

**SPRING SEMESTER**

OST 2601	Machine Transcription I .....	3 credits
OST 1712	Word Processing II .....	3 credits
OST 1766	WordPerfect I .....	3 credits
OST 2822	Advanced Desktop Publishing .....	3 credits
OST 2401	Office Practice .....	3 credits

\*Students who have satisfactorily completed one year of high school typewriting/keyboarding should enroll in OST 1110. Students who have satisfactorily completed two years of high school typewriting should enroll in OST 1120.

## CERTIFICATE IN PARAMEDIC PROGRAM (SELECTIVE ADMISSION)

**FALL SEMESTER**

EMS 2234C	Paramedic I .....	10 credits
EMS 2461	Paramedic Hospital/Field Experience I .....	8 credits

**SPRING SEMESTER**

EMS 2235C	Paramedic II .....	10 credits
EMS 2462	Paramedic Hospital/Field Experience II .....	8 credits

**SUMMER I SEMESTER**

EMS 2463	Paramedic Field Internship .....	5 credits
----------	----------------------------------	-----------

**SUMMER II SEMESTER**

* EMS 2375	Paramedic State Exam Review .....	1 credit
------------	-----------------------------------	----------

\*Elective Course.

All courses require a grade of "C" or higher.

## CERTIFICATE IN SMALL BUSINESS MANAGEMENT

A minimum of 30 credits must be selected from the following:

**MANAGEMENT OPTION****CORE COURSES FOR MAJOR FIELD (REQUIRED)**

CGS 1060	College Computing .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
MAN 2021	Principles of Management .....	3 credits
or		
MNA 2345	Supervision .....	3 credits
APA 1211	College Accounting .....	3 credits
or		
ACG 2001	Principles of Accounting I .....	3 credits
and		
ACG 2450	Microcomputers in Accounting I .....	1 credit
QMB 1001	Mathematics of Business .....	3 credits
MAN 2300	Human Resources Management .....	3 credits
BUL 2241	Business Law I .....	3 credits

**COURSES FOR MAJOR FIELD – Select 9 credits**

FIN 2003	Introduction to Finance .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits
MNA 1801	Entrepreneurship .....	3 credits
MKA 2041	Retail Management .....	3 credits
BUL 2242	Business Law II .....	3 credits
MKA 1303	Mid-Management Seminar I .....	4 credits
MAR 2011	Principles of Marketing .....	3 credits
ECO 2000	Introduction to Economics .....	3 credits
or		
ECO 2013	Principles of Economics .....	3 credits
RMI 1001	Introduction to Insurance .....	3 credits
ENC 2200	Business Communications .....	3 credits
ENC 2210	Technical Communications .....	3 credits
SLS 1101	Principles of Academic/Personal Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit
Additional computer class .....		3 credits
One-credit courses offered through Business Administration & Marketing Management .....		
		up to 3 credits

**MARKETING OPTION**

**CORE COURSES FOR MAJOR FIELD (REQUIRED)**

GEB 1011	Introduction to Business .....	3 credits
MAR 2011	Principles of Marketing .....	3 credits
BUL 2241	Business Law I .....	3 credits
APA 1211	College Accounting .....	3 credits
or		
ACG 2001	Principles of Accounting I .....	3 credits
and		
ACG 2450	Microcomputers in Accounting I .....	1 credit
CGS 1060	College Computing .....	3 credits
ADV 2201	Advertising and Sales Promotion .....	3 credits
MKA 2021	Salesmanship .....	3 credits

**COURSES FOR MAJOR FIELD – Select 9 credits**

HFT 1000	Introduction to Hospitality Industry .....	3 credits
MAN 2021	Principles of Management .....	3 credits
QMB 1001	Mathematics of Business .....	3 credits
MKA 1303	Mid-Management Seminar I .....	4 credits
MAN 2300	Human Resource Management .....	3 credits
MKA 2041	Retail Management .....	3 credits
HFT 2002	Management of Hospitality Industry .....	3 credits
SLS 1101	Principles of Academic/Personal Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit
One-credit courses offered through Business Administration & Marketing Management .....		up to 3 credits

**RETAILING OPTION****CORE COURSES FOR MAJOR FIELD (REQUIRED)**

GEB 1011	Introduction to Business .....	3 credits
QMB 1001	Mathematics of Business .....	3 credits
MKA 2041	Retail Management .....	3 credits
MKA 2021	Salesmanship .....	3 credits
MAN 2021	Principles of Management .....	3 credits
or		
MNA 2345	Supervision .....	3 credits
MKA 2104	Principles of Visual Merchandising .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits

**COURSES FOR MAJOR FIELD – Select 9 credits**

CGS 1060	College Computing .....	3 credits
BUL 2241	Business Law I .....	3 credits
ADV 2201	Advertising and Sales Promotion .....	3 credits
MKA 1303	Mid-Management Seminar I .....	4 credits
APA 1211	College Accounting .....	3 credits
or		
ACG 2001	Principles of Accounting I .....	3 credits
and		
ACG 2450	Microcomputers in Accounting I .....	1 credit
MNA 1801	Entrepreneurship .....	3 credits
FIN 2003	Introduction to Finance .....	3 credits
SLS 1101	Principles of Personal/Academic Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit
One-credit courses offered through Business Administration & Marketing Management ..... up to 3 credits		

**INSURANCE OPTION****COURSES FOR MAJOR FIELD (REQUIRED)**

RMI 1001	Introduction to Insurance .....	3 credits
RMI 2500	Individual Life and Health Insurance .....	3 credits
RMI 2600	Property and Casualty Insurance .....	15 credits
or		
RMI 1093	Customer Service Representative .....	7 credits

**COURSES FOR MAJOR FIELD – Select 9 credits with RMI 2600 or 17 credits with RMI 1093**

ADV 2201	Advertising and Sales Promotion .....	3 credits
BUL 2241	Business Law I .....	3 credits
CGS 1060	College Computing .....	3 credits
FIN 1100	Basic Financial Planning .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
MAN 2021	Principles of Management .....	3 credits
MAR 2011	Principles of Marketing .....	3 credits
MKA 1303	Mid-Management Seminar .....	4 credits
MKA 2021	Salesmanship .....	3 credits
MNA 2100	Interpersonal Relations in Business .....	3 credits

**REAL ESTATE OPTION**

**COURSES FOR MAJOR FIELD (REQUIRED)**

ADV 2201	Advertising and Sales Promotion .....	3 credits
CGS 1060	College Computing .....	3 credits
GEB 1011	Introduction to Business .....	3 credits
MAR 2011	Principles of Marketing .....	3 credits
MKA 1303	Mid-Management Seminar I .....	4 credits
MKA 2021	Salesmanship .....	3 credits

**COURSES FOR MAJOR FIELD – Select 11 credits**

REE 1040	Real Estate Principles and Practices I .....	4 credits
REE 2041	Real Estate Principles and Practices II .....	5 credits
REE 1100	Real Estate Residential Appraising .....	4 credits
REE 2102	Commercial Appraising .....	5 credits
REE 2036	Real Estate Sales License Review .....	1 credit
REE 2541	Condominium and Property Management .....	1 credit
REE 2801	Real Estate Broker’s Review .....	1 credit
SLS 1101	Principles of Personal/Academic Development ...	3 credits
SLS 1215	Self Awareness .....	1 credit

## CAREER TRAINING PROGRAMS

Air Conditioning, Heating and Refrigeration

Cashiering

Clerk Typist

Correctional Officers

Cosmetology

Dental Assisting

Fire Fighting

General Office Clerk

Home Health Aide

Law Enforcement

Licensed Practical Nursing

Nursing Assistant

Patient Care Assistant

Residential Carpentry

Volunteer Fire Fighting

Water Treatment Plant Operations

Wastewater Treatment Plant Operations

CAREER TRAINING  
PROGRAMS



## CAREER TRAINING PROGRAMS

A Career Training Program is a selective admission program with a specific number of clock hours, designed to lead to licensure or certification.

Indian River Community College offers Career Training Programs in the following areas:

### AIR CONDITIONING, HEATING & REFRIGERATION

**(900 clock hours)**

This is a 900-clock hour open-entry program which is divided into six (6) 150-clock hour courses which allow students to enter during the semester. See instructor for additional information.

#### REQUIRED PROGRAM:

ACR	V001	Basic Air Conditioning I .....	150 hours
ACR	V003	Basic Air Conditioning II .....	150 hours
ACR	V002	Basic Air Conditioning III .....	150 hours
ACR	V301	Basic Air Conditioning IV .....	150 hours
ACR	V600C	Basic Air Conditioning V .....	150 hours
ACR	V602	Basic Air Conditioning VI .....	150 hours

### CASHIERING

**(120 clock hours)**

This is a 120-clock hour program. This will prepare the student for employment as a cashier.

#### REQUIRED PROGRAM:

MKA	V095	Cash Register Checker Training .....	90 hours
SLS	V341	Employability Skills .....	30 hours
	or		
SLS	V347	Occupational Skills .....	30 hours

### CLERK TYPIST

**(150 clock hours)**

This is a 150-clock hour open-entry program which follows the General Office Clerk Certificate Program and is divided into two 75-clock hour courses. This will prepare the student for a clerical/typing office position.

#### REQUIRED PROGRAM:

OST	V063	Clerk Typist I .....	75 hours
OST	V064	Clerk Typist II .....	75 hours

**CORRECTIONS – BASIC RECRUIT TRAINING**

**(520 clock hours)**

This program prepares the student to meet the Criminal Justice Standards and Training Commission minimum requirements to be eligible for certification as a Correctional Officer in the State of Florida.

**REQUIRED PROGRAM:**

CJD	V450	Basic Corrections Training .....	480 hours
CCJ	2300	Introduction to Corrections .....	3 credits

**COSMETOLOGY**

**(1260 clock hours)**

This is a 1260-clock hour program. Students who successfully complete this course will be eligible to become licensed cosmetologists.

**REQUIRED PROGRAM:**

COS	V001C	Introduction to Cosmetology .....	501 hours
COS	V080C	Anatomy/Physiology/Chemistry .....	501 hours
COS	V081C	Review/Job Preparation & Salon Management ..	258 hours

**COSMETOLOGY REFRESHER COURSE**

**(40 clock hours)**

**REQUIRED PROGRAM:**

COS	V920	Cosmetology Refresher .....	40 hours
-----	------	-----------------------------	----------

**COSMETOLOGY ESTHETICS**

**(260 clock hours)**

**REQUIRED PROGRAM:**

CSP	V100	Esthetics .....	260 hours
-----	------	-----------------	-----------

**COSMETOLOGY**

**MANICURING/PEDICURING WITH NAIL EXTENSIONS**

**(128 clock hours)**

**REQUIRED PROGRAM:**

CSP	V010	Manicure/Pedicure/Nail Extensions .....	128 hours
-----	------	---	-----------

**COSMETOLOGY**  
**ADVANCED TECHNIQUES OF HAIR SHAPING**  
**(FOR LICENSED COSMETOLOGISTS ONLY)**  
**(24 clock hours)**

**REQUIRED PROGRAM:**

COS V925      Advanced Haircutting Techniques ..... 24 hours

**COSMETOLOGY**  
**PERMANENT WAVE TECHNIQUES**  
**(FOR LICENSED COSMETOLOGISTS ONLY)**  
**(24 clock hours)**

**REQUIRED PROGRAM:**

COS V922      Permanent Wave Techniques ..... 24 hours

**COSMETOLOGY**  
**TECHNIQUES OF MAKE-UP APPLICATION**  
**(60 clock hours)**

**REQUIRED PROGRAM:**

CSP V300      Techniques of Make-up Application ..... 60 hours

**COSMETOLOGY**  
**ADVANCED SYSTEMATIC APPROACH TO HAIR COLORING**  
**(FOR LICENSED COSMETOLOGISTS ONLY)**  
**(24 clock hours)**

**REQUIRED PROGRAM:**

COS V924      Adv Systematic Approach to Hair Color ..... 24 hours

**COSMETOLOGY**  
**FULL SPECIALIST**  
**(500 clock hours)**

**REQUIRED PROGRAM:**

COS V996      Cosmetology Full Specialist..... 500 hours

**DENTAL ASSISTING**  
**(SELECTIVE ADMISSION)**  
**(904 clock hours)**

This is a ten-month certificate program to prepare students for a career as an Expanded Functions Dental Assistant.

**FIRST YEAR**

**FALL SEMESTER**

+ DEA	V025	Preclinical Orientation .....	48 hours
+ DEA	V025L	Preclinical Orientation Lab .....	144 hours
+ DEA	V820	Expanded Functions I .....	16 hours
+ DEA	V820L	Expanded Functions I Lab .....	32 hours
+ DES	1000	Head, Neck, and Dental Anatomy .....	3 credits
+ DES	1100C	Dental Materials .....	3 credits
+ DES	1200	Dental Radiography .....	2 credits
+ DES	1200L	Dental Radiography Lab .....	1 credit
+ DEA	1301	Preventive Dentistry .....	2 credits

**SPRING SEMESTER**

DEA	V800	Clinical Practice I .....	32 hours
DEA	V800L	Clinical Practice I Lab .....	216 hours
+ DEA	V821	Expanded Functions II .....	32 hours
+ DEA	V821L	Expanded Functions II Lab .....	32 hours
DEA	V130	Related Dental Theory .....	64 hours
+ DEA	V820	Health Office Emergencies .....	32 hours
+ DEA	V200	Office Management .....	48 hours

**SUMMER I SEMESTER**

DEA	V850	Clinical Practice II .....	16 hours
DEA	V850L	Clinical Practice II Lab .....	192 hours

Students must maintain a minimum of a "C" average in each course to remain in the program.

+Courses may be articulated into the Dental Hygiene Program.

**FIREFIGHTING – BASIC RECRUIT TRAINING**  
**(360 clock hours)**

This program prepares the student to meet the Bureau of Fire Standards and Training Commission minimum requirements to be eligible for certification as a Firefighter in the State of Florida.

**REQUIRED PROGRAMS:**

FFP	V005	Basic Fire Recruit Training .....	280 hours
FFP	1000	Intro & Orientation to Firefighting .....	3 credits
FFP	1530	Private Fire Brigades .....	3 credits

## VOLUNTEER FIREFIGHTING

(40 clock hours)

This program prepares the student for the written exam administered by the Bureau of Fire Standards and Training Commission to be certified in the State of Florida as a Volunteer Firefighter.

### REQUIRED PROGRAM:

FFP V081 Basic Volunteer Fire Training ..... 40 hours

## ADVANCED VOLUNTEER FIREFIGHTING

(80 clock hours)

This program prepares the student for the written exam administered by the Bureau of Fire Standards and Training Commission to be certified in the State of Florida as an Advanced Volunteer Firefighter.

### REQUIRED PROGRAM:

FFP P085 Advanced Volunteer Fire Training ..... 80 hours

## GENERAL OFFICE CLERK

(150 clock hours)

This is a 150-clock hour open-entry program which is divided into two 75-clock hour courses. This will prepare the student for an entry-level office clerk position.

### REQUIRED PROGRAM:

OFT V010 Office Skills Training I ..... 75 hours  
OFT V011 Office Skills Training II ..... 75 hours

## HOME HEALTH AIDE

(40 clock hours)

### REQUIRED PROGRAM:

HCP V315 Home Health Aide ..... 40 hours

## LAW ENFORCEMENT – BASIC RECRUIT TRAINING

(720 clock hours)

This program prepares the student to meet the Criminal Justice Standards and Training Commission minimum requirements to be eligible for certification as a Law Enforcement Officer in the State of Florida.

### REQUIRED PROGRAM:

CJD V001 Basic Law Enforcement Recruit Training ..... 640 hours  
CJD 1009 Police Procedures ..... 3 credits  
CCJ 2020 Introduction to Criminal Justice ..... 3 credits

## LAW ENFORCEMENT AUXILIARY TRAINING

(160 clock hours)

This program prepares the student to meet the Criminal Justice Standards and Training Commission minimum requirements to be eligible for certification as a Law Enforcement Auxiliary Officer in the State of Florida.

### REQUIRED PROGRAM:

CJD	V001	Basic Law Enforcement Recruit Training .....	97 hours
CCJ	2020	Introduction to Criminal Justice .....	3 credits

## LICENSED PRACTICAL NURSING

(1376 clock hours)

(SELECTIVE ADMISSION)

This is a 12-month program designed to prepare students for a career as a Licensed Practical Nurse.

### SPRING SEMESTER

PRN	V000C	Practical Nursing Fundamentals .....	440 hours
PRN	V022	Body Structure and Function .....	60 hours

### SUMMER I and II SEMESTER

PRN	V100C	Practical Nursing Maternal-Child .....	376 hours
-----	-------	--	-----------

### FALL SEMESTER

PRN	V200C	Practical Nursing Medical-Surgical .....	500 hours
-----	-------	--	-----------

## NURSING ASSISTANT

(120 clock hours)

This is a 120-clock hour program leading to a certificate as a Nursing Assistant. The program prepares the student to work in a Long-Term Care Facility.

### REQUIRED PROGRAM:

HCP	V500	Nursing Assistant .....	120 hours
-----	------	-------------------------	-----------

## PATIENT CARE ASSISTANT

(300 clock hours)

This is a 300-clock hour program in basic nursing leading to a certificate as a Patient Care Assistant. The program prepares the student to work in a Long-Term Care Facility, Hospital, and in Home Health Care.

### REQUIRED PROGRAM:

HCP	V600	Patient Care Assistant .....	300 hours
-----	------	------------------------------	-----------

## RESIDENTIAL CARPENTRY

(900 clock hours)

This is a 900-clock hour program in Residential Carpentry. This program prepares high-quality entry-level carpenters for the building construction industry.

### REQUIRED PROGRAM:

BCT	V131	Residential Carpentry I .....	300 hours
BCT	V133	Residential Carpentry II .....	300 hours
BCT	V170	Residential Carpentry III .....	300 hours

## WASTEWATER TREATMENT PLANT OPERATIONS

(160 clock hours)

This program prepares the student to meet the Department of Professional Regulation educational requirements to apply for the State examination to become certified in wastewater operation.

### REQUIRED PROGRAM PER LEVEL:

EVS	V333	Wastewater Management C Certification .....	160 hours
EVS	V343	Wastewater Management B Certification .....	160 hours
EVS	V353	Wastewater Management A Certification .....	160 hours

## WATER TREATMENT PLANT OPERATIONS

(160 clock hours)

This program prepares the student to meet the Department of Professional Regulation educational requirements to apply for the State examination to become certified in water operation.

### REQUIRED PROGRAM PER LEVEL:

EVS	V133	Water Management C Certification .....	160 hours
EVS	V143	Water Management B Certification .....	160 hours
EVS	V153	Water Management A Certification .....	160 hours

**AWARD OF ACHIEVEMENT**

Automotive Service Technology  
Auto Service Technology (Diesel)  
Child Care Center Management  
Human Services Technology  
Restaurant Management  
Human Environmental Management  
Fashion Marketing Management  
Fashion Production Management  
Small Business Management  
for the Scuba Industry  
Women's Career Development

**AWARD OF ACHIEVEMENT**



## AWARD OF ACHIEVEMENT

The Award of Achievement is designed to prepare the student for employment opportunities. The student may complete the remaining requirements for the Associate in Science Degree program while employed.

The Award of Achievement can be earned in the following areas:

### AWARD OF ACHIEVEMENT AUTOMOTIVE SERVICES TECHNOLOGY

#### REQUIRED COURSES

AER	1010	Intro to Automotive Technology .....	3 credits
AER	1310	Intro to Automotive Electrical Systems .....	3 credits

#### COURSES FOR MAJOR FIELD – Select 24 credits

AER	1151	Engine Performance .....	4 credits
AER	1111	Auto Engine Repair and Testing .....	4 credits
AER	1410	Automotive Brake Systems .....	4 credits
AER	1450	Suspension, Steering and Alignment .....	4 credits
AER	2171	Automotive Air Conditioning .....	4 credits
AER	2311	Advanced Auto Electrical Systems .....	3 credits
AER	2251	Automatic Transmissions and Transaxles .....	4 credits
AER	2270	Automotive Power Trains and Manual Transmissions .....	4 credits

### AWARD OF ACHIEVEMENT IN AUTOMOTIVE SERVICE TECHNOLOGY DIESEL OPTION

A minimum of 30 credits must be selected from the following:

#### REQUIRED COURSES

DIM	1001	Intro to Diesel Engines .....	4 credits
DIM	1010	Diesel Engines Troubleshooting & Repair .....	4 credits

#### COURSES FOR MAJOR FIELD – Select 22 credits

AER	1010	Intro to Automotive Technology .....	3 credits
AER	1310	Intro to Automotive Electrical Systems .....	3 credits
AER	2311	Advanced Automotive Electrical Systems .....	3 credits
AER	2270	Automotive Power Trains and Manual Transmissions .....	4 credits
AER	2171	Auto AC and Heating .....	4 credits
PMT	1121	Electrical Welding .....	3 credits
or			
PMT	1123	Combination Welding I .....	3 credits
AER	2881	Auto/Diesel Supervised Work Experience I .....	4 credits
AER	2882	Auto/Diesel Supervised Work Experience II .....	4 credits

A maximum of 8 credit hours may be transferred in from an approved high school program, provided competency test is mastered.

## AWARD OF ACHIEVEMENT IN CHILD CARE CENTER MANAGEMENT

A minimum of 30 credits must be selected from the following:

CHD 1220	Introduction to Child Development .....	3 credits
EEC 1001	Principles of Early Childhood Curriculum .....	3 credits
CHD 1332	Creative Experiences for the Young Child .....	3 credits
EDF 1031	Social Elements in Early Childhood Education .....	3 credits
EEC 1946	Early Childhood Education Practicum I .....	4 credits
EEC 1947	Early Childhood Education Practicum II .....	4 credits
HUN 1410	Basic Childhood Nutrition .....	3 credits
EEC 2948	Early Childhood Education Practicum III .....	4 credits
EEC 2949	Early Childhood Education Practicum IV .....	4 credits
SLS 1421	Personal and Career Development .....	3 credits
EEC 1260	Program Designs for Young Children .....	3 credits

## AWARD OF ACHIEVEMENT IN HUMAN SERVICES TECHNOLOGY

A minimum of 30 credits must be selected from the following:

### REQUIRED COURSES

HUS 1506	Introduction to Drugs of Abuse .....	3 credits
HUS 2025	Introduction to Interpersonal Behavior .....	3 credits
HUS 2102	Introduction to Techniques of Interviewing and Intervention .....	3 credits
HUS 2500	Introduction to Ethics in Human Services .....	3 credits

### COURSES FOR MAJOR FIELD – Select 18 credits

CLP 2140	Abnormal Psychology .....	3 credits
DEP 1001	Child and Adolescent Psychology .....	3 credits
GEY 1000	Introduction to Gerontology .....	3 credits
HUS 1200	Group Dynamics .....	3 credits
HUS 2110	Counseling Techniques .....	3 credits
HUS 2531	Substance Abuse and Treatment .....	3 credits
PPE 2000	Person and Personality Development .....	3 credits
SYG 1410	Family Relations .....	3 credits
SYG 2320	Deviant Behavior .....	3 credits
PHI 1450	Philosophy of Psychology .....	3 credits

## AWARD OF ACHIEVEMENT IN RESTAURANT MANAGEMENT

A minimum of 30 credits must be selected from the following:

FSS 2221	Food Preparation I .....	3 credits
FSS 2222	Food Preparation II .....	3 credits
FOS 2201	Sanitation & Safety .....	3 credits
FSS 2300	Food Service Supervision & Management .....	3 credits
FSS 2303	Food Service Practicum I .....	4 credits

FSS	2304	Food Service Practicum II .....	4 credits
FSS	2401	Use and Care of Kitchen Equipment .....	3 credits
FSS	2263	Food Merchandising & Service .....	3 credits
FSS	2246	Quantity Baking.....	3 credits
HUN	1410	Basic Childhood Nutrition .....	3 credits
or			
DIE	2201	Nutrition and Diet Therapy .....	3 credits

### **AWARD OF ACHIEVEMENT IN HUMAN ENVIRONMENTAL MANAGEMENT**

A minimum of 30 credits must be selected from the following:

CTE	1300C	Clothing Selection and Construction .....	3 credits
CTE	1743	Pattern Design .....	4 credits
HUN	1410	Basic Childhood Nutrition .....	3 credits
CTE	1401	Introduction to Textiles .....	3 credits
EEC	1001	Principles of Early Childhood Curriculum .....	3 credits
FSS	2202C	Food for the Family .....	4 credits
HHD	2001	Creative Art and Design Techniques .....	3 credits
EEC	1946	Early Childhood Education Practicum I .....	4 credits
SLS	1421	Personal & Career Development.....	3 credits
CTE	2340	Advanced Clothing Construction .....	4 credits
CTE	2220	Visual Design in Fashion .....	3 credits

### **AWARD OF ACHIEVEMENT IN FASHION MARKETING MANAGEMENT**

A minimum of 30 credits must be selected from the following:

QMB	1001	Mathematics of Business.....	3 credits
MKA	1491	Seminar in Fashion Merchandising I .....	4 credits
MKA	1492	Seminar in Fashion Merchandising II .....	4 credits
CTE	1300C	Clothing Selection and Construction .....	3 credits
CTE	1401	Introduction to Textiles .....	3 credits
CTE	2220	Visual Design in Fashion .....	3 credits
MKA	2104	Visual Merchandising .....	3 credits
GEB	1011	Introduction to Business .....	3 credits
MKA	2041	Retail Management .....	3 credits
MKA	2021	Salesmanship .....	3 credits
SLS	1421	Personal & Career Development.....	3 credits

### **AWARD OF ACHIEVEMENT IN FASHION PRODUCTION MANAGEMENT**

A minimum of 30 credits must be selected from the following:

CTE	1300C	Clothing Selection and Construction .....	3 credits
-----	-------	---	-----------

CTE 1743	Pattern Design .....	4 credits
CTE 1401	Introduction to Textiles .....	3 credits
CTE 2340	Advanced Clothing Construction .....	4 credits
CTE 2220	Visual Design in Fashion .....	3 credits
MKA 1491	Seminar in Fashion Merchandising I .....	4 credits
MKA 1492	Seminar in Fashion Merchandising II .....	4 credits
MKA 2493	Seminar in Fashion Merchandising III .....	4 credits
MKA 2494	Seminar in Fashion Merchandising IV .....	4 credits

**AWARD OF ACHIEVEMENT IN SMALL BUSINESS  
MANAGEMENT FOR THE SCUBA INDUSTRY**

A minimum of 30 credits must be selected from the following:

**Order in which courses should be scheduled:**

PEN 1136	Scuba I .....	2 credits
PEN 1138	Rescue Advanced Scuba .....	3 credits
PEQ 1137	Dive Master .....	3 credits

**Specialty Courses – prerequisite PEQ 1137 – may be taken in any order**

PEQ 1131	Equipment Specialist .....	2 credits
PEQ 1139	Underwater Collecting .....	1 credit
PEQ 1134	Drift Diving .....	1 credit
PEQ 1135	Night Diving .....	1 credit
PGY 1244	Underwater Photography .....	2 credits

**Final Courses – must be taken in this sequence:**

PEQ 1132	Instructor Development Preparatory Course .....	2 credits
PEQ 1133	Instructor Development Course .....	3 credits
PEQ 1138	Instructor Evaluation Course .....	2 credits

**Additional courses required:**

PEQ 2140	Medic First Aid/SCUBA/Marine .....	1 credit
PEN 2114	Lifeguard Training .....	2 credits
MKA 1303	Mid-Management Seminar I .....	4 credits
Courses offered through Business Administration and Marketing Management .....		3 credits

**AWARD OF ACHIEVEMENT  
WOMEN’S CAREER DEVELOPMENT PROGRAM**

The twelve (12) credits earned may be applied towards an A.S. Degree in Business or the Certificate in Small Business Management.

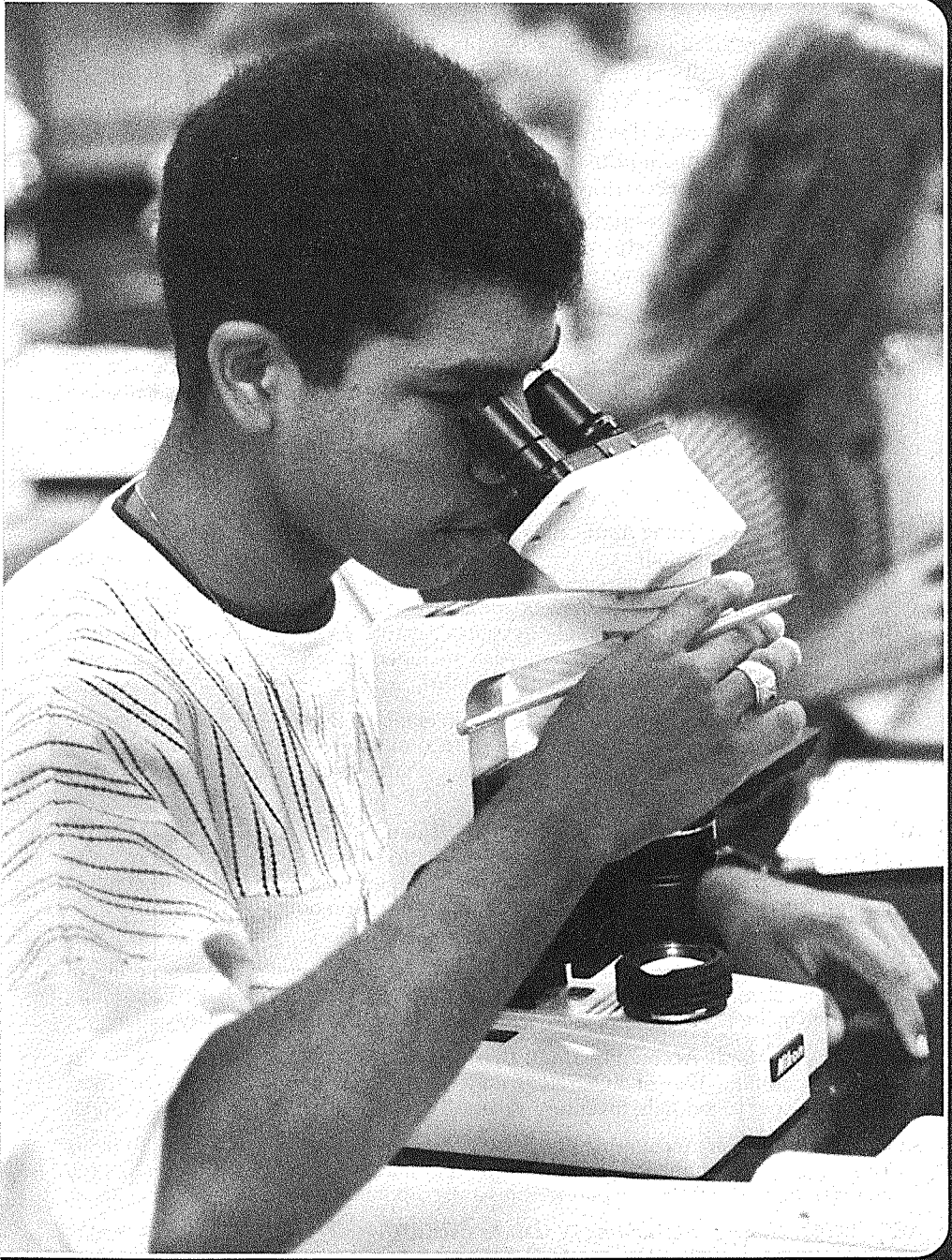
**First Semester**

SLS 1215	Self Awareness .....	1 credit
MNA 2772	Human Relations in Business .....	1 credit

MNA 2781 Communications in the Workplace ..... 1 credit  
QMB 1001 Mathematics of Business ..... 3 credits

**Second Semester**

ENC 2210 Technical Communications ..... 3 credits  
GEB 1011 Introduction to Business ..... 3 credits



COURSES

## COURSE DESCRIPTIONS

All college credit courses can be used for degree purposes. The Educational Services Division will counsel each student to determine specific needs and the appropriate required and elective courses for individual degree-seeking purposes.

The term "credit" as used in this catalog refers to semester hours. Generally, one class hour per week throughout the semester is equal to one semester hour. A two- or three-hour laboratory period is equivalent to one semester hour.

The code letter "P" designates professional or academic courses. Dual or "D" courses are permitted in the Associate in Arts Degree only if required for the student's major field of study. Occupational or "O" courses are designed for A.S. Degree programs only.

Following the code letter, in parenthesis, is the semester identifier — "F" designates the Fall Semester, "S" designates the Spring Semester, "SI" designates the Summer I Semester, and "SII" designates the Summer II Semester. This will indicate which semester the college administration anticipates offering the course, dependent on sufficient enrollment.

## ACCOUNTING TECHNOLOGY

- ACG 1002 Accounting Applications for the Microcomputer (O) (As needed) 3 credits**  
 This course offers an overview of microcomputer accounting in the business environment. The student will work through a complete accounting cycle using general ledger, accounts receivable, accounts payable, payroll, and inventory control software packages on a computer. Also included is a preparation of financial statements and reports. Prerequisite: ACG 2001.
- ACG 2001 Principles of Accounting I (D) (Financial) (F/S/SI/SII) 3 credits**  
 Fundamental principles and procedures of recording, classifying, and summarizing financial data. Includes accruals and deferrals, depreciation, inventory, payroll, cash control, and notes payable. Corequisite: ACG 2450.
- ACG 2011 Principles of Accounting II (D) (Financial) (F/S/SI) 3 credits**  
 The study of special systems for internal control, long-term asset analysis, the equity structure of partnerships, and corporations. Includes cost and statement analysis. Prerequisite: ACG 2001 with a grade of C or higher. Corequisite: ACG 2460.
- ACG 2003 Basic Accounting I (O) (As needed) 3 credits**  
 This course provides the student with the fundamental principles and procedures of recording, classifying, and summarizing financial data. It covers the basic accounting cycle and includes cash, notes, sales, purchases, payments, and elementary statements.
- ACG 2004 Basic Accounting II (O) (As needed) 3 credits**  
 This is a continuation of ACG 2003 and will emphasize asset control, payrolls, vouchers, special journals, inventory, deferrals and accruals. Prerequisite: ACG 2003.
- ACG 2013 Basic Accounting III (O) (As needed) 3 credits**  
 This course is a continuation of ACG 2004 and studies concepts, long-term liability analysis, equity structures of partnerships and corporations. Prerequisite: ACG 2004.
- ACG 2014 Basic Accounting IV (O) (As needed) 3 credits**  
 This course is a continuation of ACG 2013 and studies cost and statement analysis, budgeting, and cash flow analysis. Prerequisite: ACG 2013.

- ACG 2071 Managerial Accounting (D) (As needed) 3 credits**  
This course prepares the student for practical analysis and usage of accounting data by management in the areas of financial statement, budgeting, responsibility accounting, and cost and profit analysis. Prerequisite: ACG 2011.
- ACG 2100 Intermediate Accounting I (O) (F) 3 credits**  
This course is a continuation of accounting principles with emphasis on theory and concepts involving a deeper inspection of balance sheet and income statement topics. Some of the added discussions include decisions by management, creditors, and stockholders. Prerequisite: ACG 2011.
- ACG 2110 Intermediate Accounting II (O) (S) 3 credits**  
This course is a continuation of Intermediate Accounting I with emphasis on long-term assets and liabilities, statement of changes, corporation capital, and pensions. Prerequisite: ACG 2100.
- ACG 2360 Cost Accounting (O) (As needed) 3 credits**  
A concentrated study of costs and relationships in businesses. Involves budgeting, job-order, standard cost, systems design, overhead control, absorption costing, and inventory planning. Prerequisite: ACG 2011.
- ACG 2500 Government Accounting (O) (As needed) 3 credits**  
This course is a study of problems and methods of applying accounting concepts to governmental organizations. Prerequisite: ACG 2001.
- TAX 1020 Personal Income Tax Accounting (O) (As needed) 2 credits**  
This course will assist the student in keeping adequate records and in preparation of personal income tax forms, includes basic basic tax laws.
- TAX 1930 Taxation for Enrolled Agents (O) 3 credits**  
This course prepares students to pass the Enrolled Agents Examination for the Internal Revenue Service. Major aspects of the IRS Code will be addressed.
- TAX V021 Tax Preparation (O) 40 hours**  
This course assists individuals in understanding current tax forms and current tax revisions. Participants are tax advisors/counselors to the general public.
- TAX 2000 Tax Accounting (O) (F/S) 3 credits**  
A review of new tax laws, comprehensive study of individual tax structure, and preparation of individual return: (1040).
- FIN 2001 Managerial Finance (D) (As needed) 3 credits**  
This course examines the process of acquiring, allocating, and supervising use of resources with special emphasis on the tools and instruments for managing the finances of the firm, including solvency, liquidity, profitability, and capital budgeting. Prerequisite: ACG 2011.
- ACG 2450 Microcomputers in Accounting I (D) (F/S/SI/SII) 1 credit**  
Accounting applications are studied by actual use of microcomputers and simulated business situations. Corequisite: ACG 2001.
- ACG 2460 Microcomputers in Accounting II (D) (F/S/SI) 1 credit**  
Continuation of Microcomputers in Accounting I. Corequisite: ACG 2011.
- APA 1211 College Accounting (O) (F/S/SI/SII) 3 credits**  
This is the application of the collating of figures for reports. The course includes analyzing, journalizing, posting, adjusting and closing entries, straight-line depreciation, and payroll. Prerequisite: QMB 1001 or permission of instructor. Knowledge of business mathematics proceedings essential. Corequisite: CGS V361.



- APA 1812 Small Business Tax (O) (As needed) 2 credits**  
This course explains the tax implications affecting small businesses. Topics include payroll, income, sales, and other relevant taxes, record keeping, and depreciation.

## **AGRIBUSINESS TECHNOLOGY**

- ANS 1211 Farm and Ranch Management (O) 3 credits**  
This course provides an analysis of agricultural resources, including land, labor, capital, management, and governmental controls. Emphasis will be on record keeping, budgeting, and analysis for more efficient use of resources.
- ANS 1310 Animal Reproduction (O) 3 credits**  
This course presents the physiological processes controlling animal reproduction. The course will emphasize the application of basic concepts to the management of reproduction in livestock.
- ANS 1401 Animal Nutrition (O) 3 credits**  
This course provides study on the feeds and feeding of ruminant and non-ruminant animals.
- ASG 1253 Livestock Selection (O) 3 credits**  
This course presents visual and scientific techniques in selecting livestock for this regional area. Major emphasis is on dairy and beef cattle with minor emphasis on horses, bovines, and sheep.
- FRC 1210 Introduction to Citrus Culture (D) 3 credits**  
This course provides an introduction to various areas of citrus culture, including, history, taxonomy and botany, growth and development, fruit quality and standards, site selection, nursery operations, rootstocks, virus diseases, as well as grove design and management.
- FRC 1222 Citrus Varieties and Rootstocks (O) 3 credits**  
This course includes a short history of citrus origins, common varieties of citrus fruit and rootstocks, and testing for fruit maturity.
- FRC 1225 Citrus Nursery Practices (O) 3 credits**  
This course provides a review of citrus history and of varieties and rootstocks. The course will cover principles of citrus propagation and the growing practices required for citrus nursery operation.
- FRC 2220 Citrus Culture (O) 3 credits**  
This course studies the care and maintenance of a citrus nursery and a mature grove, including cultivation, fertilization, spraying, irrigation, and water.
- HOS 1010 Fundamentals of Horticulture (D) 3 credits**  
This course presents principles of commercial horticulture crop production.
- SOS 2102 Soils and Fertilizers (O) 3 credits**  
This course studies soil usage and fertility including fertilizing practices.
- VME 1104 Animal Health (O) 3 credits**  
This course introduces preventive animal health care, treatment and control of common animal diseases, and internal and external pests found in animals.
- ORH 1520 Plant Identification (O) 3 credits**  
This course presents the basic principles of plant identification.
- PMA 2211 Insect and Diseases of Plants (O) 3 credits**  
An analysis of the major plant insects and diseases that affect the agricultural industry in Florida.

- ANS 1003 Introduction to Animal Science (D) 3 credits**  
 This course is an introduction to the production, classification, and marketing of farm animals.
- AEB 2304 Agricultural Marketing, Processing and Management (O) 3 credits**  
 Marketing, processing, and management of agricultural products and firms. Students will have an opportunity to become familiar with problems of local marketing, processing and management operations. The basic principles of budgeting and success/ failure in farming and ranching will be analyzed.
- PLS 1221 Plant Propagation I (O) 1 credit**  
 This course presents the general aspects of propagation, seedling propagation, and vegetative propagation, along with recent developments and discoveries in the scientific, technical, and commercial fields of plant propagation.
- PMA 2001 Insects and Diseases of Ornamental Plants (O) 3 credits**  
 This course presents an overview of the major insects and diseases that affect the ornamental plant industry.
- PMA 2201 Insects and Diseases of Citrus (O) 3 credits**  
 An analysis of the major citrus insects and diseases that affect the agricultural industry in Florida.
- ORH 1710 Environmental Landscape Management (O) 1 credit**  
 This course teaches the student how to design and modify a landscape for water and energy conservation, determine shade patterns, recycle yard waste, and select plants for maximum energy savings.
- ORH 2260 Greenhouse Operation and Management (O) 3 credits**  
 This course introduces students to the principles of greenhouse operation and management, which includes: site selection, greenhouse types, heating systems, and cooling systems.
- ORH 2510 Ornamental Plant Identification (O) 3 credits**  
 Identification and use of plants in the landscape of South Florida.
- ORH 2601 Retail Nursery Operations (O) 3 credits**  
 This course introduces students to retail nursery operations.
- ORH 2851 Landscape Design and Maintenance (O) 3 credits**  
 Facets of effective and profitable landscape maintenance techniques. Public relations, motivation, efficiency, plant growth management, turfgrass management, pest management, proper selection and safe use of equipment, first aid and many other areas of information.
- ORH 2255 Nursery Sales and Management (O) 3 credits**  
 Studies in the field of horticultural services and sales. Includes management of the nursery and sales functions.
- AEB 2104 Principles of Agricultural Economics (D) 4 credits**  
 A study of the principles of economics as they apply to agriculture; basic production problems of agriculture and agricultural policy.
- AGE 1230 Irrigation Systems I (O) 3 credits**  
 This course presents the general aspects of fieldcrop, turf, and landscape irrigation.
- AGE 2234 Irrigation Systems II (O) 3 credits**  
 This course introduces the student to advanced design concepts, complex pumping situations, hydraulic flow control systems, computer-assisted functions, and the business of specifications and contracting to foster the technical knowledge and practical understanding essential for students seeking careers as irrigation contractors,

system designers, or system operators. Prerequisite: AGE 1230 or permission of instructor.

**AEB 1112 Introduction to Agricultural Computer Applications (D) 3 credits**  
This course broadens a student's skills and concepts of word processing, electronic spreadsheet, disk operating system and agriculture specific programs with the use of professional quality software and applications.

**AEB 1113 Agricultural Computer Applications (O) 1 credit**  
This course consists of "hands-on" training in the use of agricultural software developed by the University of Florida for: Citrus Expense Recordkeeping, Beef Cattle Recordkeeping, Dairy Operation Recordkeeping, and Ornamental Horticulture Recordkeeping.

**AEB 1114 Agribusiness Computer Technology (O) 1 credit**  
This course consists of training application of readily available commercial software to the needs of agribusiness.

**AEB 1308 Agribusiness Marketing (O) 3 credits**  
This course focuses on all vital activities performed both on and off the farm that contribute to the agribusiness marketing system. The relationship among the agriculture input sector, the production sector, and the processing-manufacturing sector and how they function as a whole will be discussed. Special emphasis will be placed on livestock and citrus marketing systems in South Florida.

**ORH V041C Floral Design and Marketing I (O) 30 hours**  
This course teaches basic knowledge of floral design, including terminology and techniques, using demonstrations and hands-on experiences.

**ORH V042C Floral Design and Marketing II (O) 30 hours**  
This course teaches advanced designs with a greater variety of flowers, using demonstrations and hands-on experiences. Prerequisite: ORH V041C or equivalent.

**ORH V043 Floral Design and Marketing III (O) 30 hours**  
This course teaches more advanced forms of floral design and marketing. Prerequisite: ORH V042C or equivalent.

**ORH V090 Gardening in South Florida (O) 16 hours**  
This course presents the general aspects of gardening under South Florida conditions.

**ORH V850 Landscape Design and Maintenance (O) 15 hours**  
This course presents the benefits of a well-designed landscape, as well as the skills needed to design a landscape.

**ORH V080 Turf Management (O) 15 hours**  
This course introduces the basic principles of turf management.

**MAG V305 John Deere Tractor Specialized Training (O) 8 hours**  
This course provides instruction in the special features, component location, testing and troubleshooting of John Deere's latest small tractors and mowers.

## **AIR CONDITIONING, REFRIGERATION AND HEATING SYSTEMS TECHNOLOGY**

**ACR 1000 Basic Refrigeration (O) 3 credits**  
Introduction to refrigeration - the history, refrigeration cycle, tools of the trade, tubing skills, charging techniques, safety, and principles of service management. 5 class hours per week.

- ACR 1100 Basic Electricity I (Air Conditioning) (O) 3 credits**  
Introduction to electricity covering sources, measure devices, Ohm's law, circuits, and service management. 3 class hours per week. Corequisite: ACR 1101 and ACR V812.
- ACR 1103 Basic Electricity II (Air Conditioning) (O) 3 credits**  
Covers the 3 basic types of electrical devices. Also covers electric motors, relays solenoids, heat strips, capacitors, thermostats, solid state controls, and service management. 3 class hours per week. Corequisite: ACR V812.
- ACR 1601 Heat Pump Systems (O) 3 credits**  
This course gives the student an understanding of the principles of heat pump and their applications. The course will also give the student installation, service, and maintenance skills on heat pumps. Prerequisites: ACR 1100, ACR 1000, ACR 1101.
- ACR 1101 Applied Electricity I (Air Conditioning) (O) 3 credits**  
Introduction to test equipment and circuit protection-practical circuits and power, energy, motors, controls, and service management. 5 class hours per week. Corequisite: ACR 1100.
- ACR 1102 Applied Electricity II (Air Conditioning) (O) 3 credits**  
Advanced history of electrical motors, transformers, control devices, circuit reading, and service management. 5 class hours per week.
- ACR 1741 Components of Refrigeration (O) 3 credits**  
Introduction to compressors, condensers, evaporators, metering devices, service procedures, and service management. 5 class hours per week.
- ACR 2062 Heating and Cooling Load Calculation (O) 3 credits**  
Calculating of heating and cooling loads and service management. 3 class hours per week. Corequisite: ACR V812.
- ACR 2421 Duct Systems (Air Conditioning and Heating) (O) 3 credits**  
Introduction to the construction layout, balancing to a duct system and service management. Corequisite: ACR V812.
- ACR 1600 Heat (O) 3 credits**  
Introduction to electrical gas, oil heating systems, and service management. 5 class hours per week.
- ETD 1503 Drafting for the Air Conditioning Industry (O) 3 credits**  
Basic drafting and applications to the HVAC trades including house plan layouts, sections, details, and isometrics. Corequisite: ETD V040.
- ACR 2071 Air Conditioning and Heating Service Management (O) 3 credits**  
Principles and theory of business, customer, employer, and employee relations.
- ACR 1946 Refrigeration and Air Conditioning Cooperative Work Experience I (O) 4 credits**  
This course provides for a cooperative agreement between the student, the employer, and IRCC. The student is provided with a training plan that covers his course of study during the semester to help meet his career objectives. The employer, coordinator, and instructor work together to guide the student's learning experiences on the job and in school. Special emphasis will be placed on instructional areas found necessary for continued advancement in the place of employment. This is the first in a series of four courses. Corequisite: ACR V812.

- ACR 1947 Refrigeration and Air Conditioning Cooperative Work Experience II (O) 4 credits**  
 This is the second in a series of four courses and provides for a cooperative agreement between the student, the employer, and IRCC. The student is provided with a training plan that covers his course of study to help meet his career objectives. Emphasis will be placed on skills to enhance job advancement. Prerequisite: ACR 1946 Corequisite: ACR V812.
- ACR 1948 Refrigeration and Air Conditioning Cooperative Work Experience III (O) 4 credits**  
 This is the third in a series of four courses and provides for a cooperative agreement between the student, the employer, and IRCC. The student is provided with a training plan that covers his course of study to help meet his career objectives. Special emphasis will be placed on instructional areas necessary for continued advancement on the job. Prerequisite: ACR 1947 Corequisite: ACR V812.
- ACR 1949 Refrigeration and Air Conditioning Cooperative Work Experience IV (O) 4 credits**  
 This is last in a series designed to provide a cooperative agreement between the student, the employer, and IRCC. The student is provided work experiences through the development of a training plan designed by the instructor, coordinator, and employer. Advancement in employment is one of the primary objectives of this course. Prerequisite: ACR 1948 Corequisite: ACR V812.
- ACR 2931 Air Conditioning - Special (O) various credits**  
 Special courses or seminars as developed to meet the needs of the community.
- ACR 2932 Air Conditioning - Special (O) various credits**  
 Special course or seminar as developed to meet the needs of the community.
- ACR 2933 Air Conditioning - Special (O) various credits**  
 Special course or seminar as developed to meet the needs of the community.
- ACR 2934 Air Conditioning - Special (O) various credits**  
 Special course or seminar as developed to meet the needs of the community.
- ACR V001 Basic Air Conditioning I (O) 150 hours**  
 This course is an introduction to refrigeration: the history, tools of the trade, refrigeration cycle, installation and service procedures, safety and service management.
- ACR V151 Basic Air Conditioning II (O) 150 hours**  
 This course covers electric motors and various electrical components. The student will wire, test, install, and service motors and various electrical components used in the air conditioning, heating, and refrigeration industry.
- ACR V002 Basic Air Conditioning III (O) 150 hours**  
 This course covers the refrigeration side components used in various types of refrigeration systems. Installation, service procedures, and troubleshooting are emphasized.
- ACR V301 Basic Air Conditioning IV (O) 150 hours**  
 This course is designed to continue skills introduced in Basic Air Conditioning I-III. Students will gain more extensive knowledge of Air Conditioning troubleshooting.
- ACR V600C Basic Air Conditioning V (O) 150 hours**  
 This course is a comprehensive study of gas, electric and oil heating systems covering history, fuels, installations, service, controls and safety of heating systems.

**ACR V602 Basic Air Conditioning VI (O) 150 hours**  
 This course provides a basic understanding of heat pumps, covering components, refrigeration cycles, controls and defrost systems.

**ACR V812 Air Conditioning, Refrigeration and Heating Lab (O) 30 hours**  
 This course provides hands-on experiences in performing tasks and completing projects assigned from the framework of various other corequisite courses. Corequisite: ACR 1100, ACR 1946, ACR 1947, ACR 1948, ACR 1949, ACR 2421, ACR 1103, ACR 2062.

## ANTHROPOLOGY

**ANT 2402 Anthropology and Modern Life (P) (SI or SII) 3 credits**  
 This course examines contemporary American culture from a holistic and comparative perspective. Topics include race, sex, religion, language, politics, and popular culture. Corequisite: ENC 1101 or permission of instructor.

**ANT 2930 Anthropology and the Paranormal (P) (F) 3 credits**  
 This is a critical, scientific examination of paranormal beliefs in contemporary American culture. Topics include ESP, psychokinesis, disembodied spirits, astrology, UFO's, and cryptozoology. Corequisite: ENC 1101 or permission of instructor.

**ANT 2410 Introduction to Cultural Anthropology (P) (F/S) 3 credits**  
 This course focuses on culture as the human system of adaptation, with special attention to language, subsistence, political and economic structures, and ideological systems. Corequisite: ENC 1101 or permission of instructor.

**ANT 2511 Introduction to Physical Anthropology (P) (F/S) 3 credits**  
 An introduction to biological anthropology and archaeology, this course examines the principles of biological evolution, the evolution of the human species, the evolution of culture, and human prehistory. Corequisite: ENC 1101 or permission of instructor.

## ART

**ART V150C Metalsmithing I (O) 30 hours**  
 This course prepares the student for employment in the jewelry industry and is an introduction to metal fabrication, the production of jewelry items by permanently bonding metal fragments with a hot soldering process.

**ART V151C Metalsmithing II (O) 30 hours**  
 This course prepares the students for employment in jewelry fabrication and repair. The student will concentrate on perfecting skills and developing creativity in designing jewelry. Prerequisite: ART V150C.

**ART V170C Metal Casting (O) 30 hours**  
 This course prepares the student for employment in the jewelry manufacturing industry by fabricating jewelry articles with the lost-wax or centrifugal casting process.

**ART V180 Stained Glass and Art Design (O) 45 hours**  
 This course offers a basic knowledge of glass cutting including areas such as: leading, foiling, soldering, patina finishing, and glass selection. Instruction in installation, theory and hands-on experience is given.

**ART 1181C Beginning Stained Glass (P) 1 credit**  
 This is an introductory course which will develop use of basic tools, materials and techniques for constructing stained glass panels.

- ART 1182C Intermediate Stained Glass (P) 1 credit**  
This course presents a historical perspective on glass cutting and staining, instruction in the safe and proper use of tools, and the construction and completion of entire glass work. Prerequisite: ART 1181C.
- ARH 1000 Art Appreciation (P) 2 credits**  
This course is an introduction to major periods of art history. Emphasis is on evaluation and interpretation of various art media.
- ARH 1410 History of Modern Art (P) 1 credit**  
This course is a study of modern artistic styles and artists with emphasis on contemporary architecture, sculpture and painting relationships.
- ART 1931 Women Artists (P) 1 credit**  
This course provides study and discussion of the history of American and European women artists from the Renaissance to the present.
- ARH 2010 Issues in Contemporary Art (P) 3 credits**  
This course emphasizes current historical issues in the contemporary art world.
- ARH 2050 Introduction to the History of Art (Prehistoric through Renaissance) (P) 3 credits**  
This course gives a detailed, in-depth study of art as it relates to cultures, individual artists, and comparative relationships.
- ARH 2051 History of Art (Baroque Through Modern) (P) 3 credits**  
This course provides a survey of each period's styles and artists with emphasis on architecture, sculpture, and painting relationships.
- ART 1591C Mixed Media Painting (P) 2 credits**  
This course develops expertise in two or more art mediums. Prerequisite: Drawing background.
- ART 1173C Beginning Costume Jewelry (P) 1 credit**  
This is an introductory course on the making of costume jewelry. How to select materials, use tools, and how to design jewelry pieces are emphasized. Materials used are those which are found around the house or which may be easily purchased in a store.
- ART 1174C Intermediate Costume Jewelry (P) 1 credit**  
This is a continuation of Beginning Costume Jewelry. In this course, more emphasis is placed on the creative design of costume jewelry, and on the use of semi-precious stones and metals.
- ART 1175C Advanced Costume Jewelry (P) 1 credit**  
This is a continuation of Intermediate Costume Jewelry. The course emphasizes personal creativity and the use of non-standard materials. Design and composition with color and material combinations are emphasized.
- ART 1190C Beginning Ceramics (P) 1 credit**  
This is an introductory course on handling, preparing, glazing, joining, and decorating ceramics. It emphasizes separate techniques featuring various types of glazes.
- ART 1191C Intermediate Ceramics (P) 1 credit**  
This is a continuation of Beginning Ceramics. The course emphasizes decorating of ceramics through the use of stains and glazes, including both opaque and translucent stains and glazes. Special effects such as Mother of Pearl and Marbelizer are studied.

- ART 1194C Beginning Basketry (P) 1 credit**  
This is an introductory course on basket weaving and emphasizes Appalachian style basket forms. Styles included are the Fanny basket, Hen basket, Key basket, and the Potato basket.
- ART 1195C Intermediate Basketry (P) 1 credit**  
This is a continuation of Beginning Basketry. This course emphasizes materials rather than a particular style. Included are round basketry materials, flat materials, and flexible materials.
- ART 1196C Advanced Basketry (P) 1 credit**  
This is a continuation of Intermediate Basketry. The course emphasizes personal creativity and the design of specialty baskets. Students are assumed to be proficient at basic techniques of handling basketry materials.
- ART 1201C Color and Design I (P) 5 hours-3 credits**  
This course presents the fundamentals of design (visual composition) with emphasis on the art elements, media, and creativity. The course provides an analytical approach to problem solving using materials and methods.
- ART 1202C Color and Design II (P) 5 hours-3 credits**  
This course is a continuation of Color and Design I and emphasizes independent design projects. Prerequisite: ART 1201C.
- ART 1300C Introduction to Drawing (P) 5 hours-3 credits**  
This course presents in an introductory manner the basic techniques used in drawing including contour, gesture, and modeling. Emphasis is on seeing and utilization of various media.
- ART 1301C Drawing (P) 5 hours-3 credits**  
This course is a continuation of Introduction to Drawing with more emphasis on personal creativity. The course includes figure drawing using live models. Prerequisite: ART 1300C.
- ART 1304C Basic Drawing (P) 2 credits**  
This course offers basic drawing instruction covering all subject matter, black and white drawing, color work in pastel, pencil, pen, ink, and charcoal.
- ART 1305C Beginning Landscape Drawing (P) 1 credit**  
This course uses different landscape locations to develop perspective, sighting, and measuring with the goal of increasing the artist's observation and interpretation of nature.
- ART 1306C Intermediate Landscape Drawing (P) 1 credit**  
This course, for the intermediate-level student, provides a continuation of Beginning Landscape Drawing. Skills required for sighting, perspective, and measuring the environment will be developed. Prerequisite: ART 1305C.
- ART 1307C Advanced Landscape Drawing (P) 1 credit**  
This course for the advanced student provides a continuation of Intermediate Landscape Drawing. The course will refine skills in observation and interpretation of natural landscape scenes on location in the area. Prerequisite: ART 1306C.
- ART 1309C Landscape Drawing III (P) 1 credit**  
This course for the advanced student provides for refining skills in observation and interpretation of natural landscape scenes on location in the area. Exhibition required. Prerequisite: ART 1307C.



- ART 1308C Beginning Pastel Drawing (P) 1 credit**  
This course is an introduction to the basics of the art of pastels. Still life, landscape and figure studies are included.
- ART 1310C Intermediate Pastel Drawing (P) 1 credit**  
This course for the intermediate student provides a continuation of Beginning Pastel Drawing. Emphasis is on refining techniques in use of material and subject in the art of pastels. Prerequisite: ART 1308C.
- ART 1325C Beginning Portrait Drawing (P) 1 credit**  
This course is an introduction to the basic skills of rendering the portrait head in pencil and charcoal.
- ART 1327C Portrait Sketching and Painting (P) 2 credits**  
This course is a study on the human head and how it is represented on paper or canvas. Instruction will show the student how to get a good likeness of the subject. Prerequisite: ART 1304C or permission of instructor.
- ART 1330C Beginning Life Drawing (P) 1 credit**  
This is an introductory-level course and the first in a series of drawing courses in the methods needed to properly execute the human figure in a classical manner.
- ART 1331C Intermediate Life Drawing (P) 1 credit**  
A continuation of a series, this course emphasizes techniques of drawing proportion and perspective of the human figure. Prerequisite: ART 1330C.
- ART 1332C Advanced Figure Drawing (P) 1 credit**  
This course presents drawing as basis for artistic expression of the human figure with studies in construction, line, value, technique, and anatomy. Prerequisite: Beginning Drawing is recommended.
- ART 1350C Beginning Drawing (P) 1 credit**  
This is the first in a series of drawing courses which emphasize the elements of composition and the materials and methods used in drawing, as well as critiquing techniques.
- ART 1351C Intermediate Drawing (P) 1 credit**  
This is a continuation of Beginning Drawing and emphasizes composition through the use of negative and positive shapes and value studies with knowledge of critiquing. Prerequisite: ART 1350C.
- ART 1352C Advanced Drawing (P) 1 credit**  
This course is a continuation of a series and involves the introduction of the gesture and contour methods of drawing using critique methods. Prerequisite: ART 1351C.
- ART 1551C Introduction to Airbrush (P) 1 credit**  
This introductory course is designed for the beginning study of airbrush application and techniques. Topics include basic function of the airbrush, color, and material. Course projects include freehanding, stencils, and fine arts application methods.
- ART 1540C Beginning Watercolor (P) 1 credit**  
This introductory-level art course emphasizes the principles of composition, basic elements of drawing, and fundamental techniques of watercolor. Included in the course are paper techniques, consisting of wet and dry methods.
- ART 1560C Intermediate Watercolor (P) 1 credit**  
This is the second in a series of introductory art classes. This course, which emphasizes the study of artistic composition, includes attention to shapes, angles, and perspective. Specialized techniques associated with watercolor painting are developed, along with the production of three-dimensional appearance and design.

- ART 1561C Advanced Watercolor (P) 1 credit**  
This is the third in a series of introductory art classes. This course emphasizes painting techniques associated with outdoor scenes or of real items indoors. Although traditional drawing and perspective will be covered, loose non-photographic methods will also be included.
- ART 1562C Painting: Synthetic Media (P) 2 credits**  
This course presents basic art concepts and techniques applied to the use of fabric as support. The use of dyes is taught.
- ART 1590C Beginning Painting (P) 1 credit**  
This introductory course in painting emphasizes materials and equipment and their use in producing compositions of still life and landscape.
- ART 1591C Intermediate Painting (P) 1 credit**  
This is a continuation of Beginning Painting which emphasizes composition through the use of perspective and gradation.
- ART 1592C Advanced Painting (P) 1 credit**  
This course is a continuation of Intermediate Painting and emphasizes the use of the color wheel and its applications to painting. These applications may be either direct or indirect.
- ART 1593C Beginning Collage Painting (P) 1 credit**  
This introductory-level course emphasizes the techniques and ideas of collage, including color, composition, texture, and design.
- ART 1594C Intermediate Collage Painting (P) 1 credit**  
This intermediate-level course is the continuation of Beginning Collage Painting. It emphasizes development of personal style and more advanced techniques than those employed in Beginning Collage Painting. Prerequisite: ART 1593C.
- ART 1595C Advanced Collage Painting (P) 1 credit**  
This advanced-level course emphasizes contemporary materials and creativity in collage painting. Imagery, abstraction, and surrealism are included. Prerequisite: ART 1594C.
- ART 1596C Beginning Porcelain Painting (P) 1 credit**  
This introductory course develops the following skills: analysis of physical objects into design elements, esthetic evaluation of potential design elements, and elaboration of chosen design elements using overglaze paints on fired porcelain.
- ART 1597C Intermediate Porcelain Painting (P) 1 credit**  
This is a continuation of Beginning Porcelain Painting. This course stresses design and assumes the china items will be fired. Emphasis is placed on technique with backgrounds, brush strokes, and design modification. Included are the use of gold, lustre, enamels, and raised paste.
- ART 1598C Advanced Porcelain Painting (P) 1 credit**  
This is a continuation of Intermediate Porcelain Painting. This course emphasizes development of personal creativity and style. Also included is the study of such motifs as roses, various fruits, pine cones, and small birds. Included is a study of the point system used for judging painted china.
- ART 1701C Introduction to Sculpture (P) 5 hours-3 credits**  
This course is designed as an introduction into materials and techniques of three-dimensional sculpture using additive, subtractive, and assemblage methods.

- ART 1712C Sculpture: Decorative Ironwork (P)** **1 credit**  
This course teaches old and new blacksmithing techniques using a gas forge. Techniques in heat bending, welding, and brazing are used to make sculpture, decorative gates, and handmade art furniture.
- ART 1717C Metal Casting Studio I (P)** **1 credit**  
This introductory course presents the technique of lost wax casting procedures. The class is intended for beginners and includes preparation of the model, molding, and foundry procedures.
- ART 1718C Metal Casting Studio II (P)** **1 credit**  
This intermediate course in sculpting using lost wax casting procedures emphasizes the technical details necessary for successful bronze casting. Also, design concepts for statues are stressed. Prerequisite: ART 1717C.
- ART 1719C Metal Casting Studio III (P)** **1 credit**  
This advanced course in sculpting using lost wax casting procedures emphasizes design of statues and assumes basic knowledge in the use of lost wax casting procedures. Prerequisite: ART 1718C.
- ART 1750C Beginning Sculpture (P)** **1 credit**  
This introductory-level course in sculpture emphasizes a basic beginning approach to sculptural possibilities using both the additive and subtractive methods.
- ART 1751C Intermediate Sculpture (P)** **1 credit**  
This is a continuation of Beginning Sculpture. It is a course in sculpture from the perspective of ceramics. The hand building of creative sculptures with the slab, coil, or combination methods is emphasized. Prerequisite: ART 1750C.
- ART 1752C Advanced Sculpture (P)** **1 credit**  
This advanced course in sculpture emphasizes experimentation with creative methods using such materials as fibers, fabrics, and dough. Prerequisite: ART 1751C.
- ARH 1835 Living the Life of an Artist (P)** **3 credits**  
This introduction to the educational, operational and production techniques used by people working in Art-related businesses or institutions includes visits to special places, i.e. businesses, art galleries, or schools.
- ART 1920 Chinese Bamboo Brush Painting (P)** **1 credit**  
This is an introduction to the classical and modern approach to Oriental art. Study of "Koule" and "Moku" brush styles, is included.
- ART 2110C Ceramics I (P)** **2 credits**  
This introductory course focuses on the production of finished ceramic items from "slip", liquid clay. Fundamentals taught include: the use of molds in the production of greenware; cleaning and handling greenware; glazing, staining, and special decoration techniques; and the use of the kiln in firing.
- ART 2112C Ceramics II (P)** **2 credits**  
This intermediate course in ceramics focuses primarily on the use of the potter's wheel to mold block clay into a variety of useful items such as bottles, pots, bowls, plates, and vases. Course content also includes instruction in the techniques of using liquid clay (slip) to form greenware through the use of molds. Painting, glazing, and kiln-firing are also taught. Prerequisite: ART 2110C.
- ART 2113C Ceramics III (P)** **2 credits**  
Intended for the advanced ceramics student, this course requires the skillful handling of fragile greenware. Methods of sculpting and carving directly on greenware are taught, as well as special methods of decorating which are applied to the delicate,

unfired pieces. Advanced students are also taught appropriate kiln loading and firing, and creative mixing of glazes is reviewed.

**ART 2114C Ceramics Studio I (P) 1 credit**

This course is designed for the advanced student as a studio opportunity to develop handbuilding and wheel techniques on an individual basis with the instructor. Prerequisite: ART 2113C.

**ART 2198C Ceramics Studio II (P) 1 credit**

This course is a continuation of Ceramics Studio I and provides concentrated practical experience in throwing on the wheel. Prerequisite: ART 2114C.

**ART 2199C Ceramics Studio III (P) 1 credit**

This course is a continuation of Ceramics Studio II and is designed for the advanced student. In addition to the handbuilding and wheel techniques, advanced levels of wheel throwing are included. Prerequisite: ART 2198C.

**ART 2306C Drawing I (P) 2 credits**

This intermediate course teaches drawing methods including cartooning, realism, and abstraction through form analysis. Prerequisite: Any drawing course.

**ART 2316C Drawing II (P) 1 credit**

This course emphasizes figure and portrait studies through the study of right and left brain techniques using critiques of techniques. Prerequisite: ART 2306C.

**ART 2353C Drawing Studio I (P) 1 credit**

This course is a continuation of Advanced Drawing and requires composition through the use of negative and positive shapes and values with enhanced knowledge of critiquing. Prerequisite: ART 1352C.

**ART 2390C Pastel Drawing Studio I (P) 1 credit**

This course presents advanced technical skills needed to work with soft pastels. A thorough examination of the medium will be made through the work with personal styles of the student. Prerequisite: Permission of Instructor.

**ART 2391C Pastel Studio II (P) 1 credit**

This course allows intermediate and advanced art students to continue the study of the pastel medium, working to enhance personal style. Prerequisite: ART 2390C or permission of instructor.

**ART 2399C Drawing with Pen and Ink (P) 2 credits**

Primarily intended to develop the student's skillful use of pen-and-ink techniques, this course emphasizes line-drawing, hatching and cross-hatching, stipple-shading, etching, and scratchboard techniques. As a drawing course, some art fundamentals are also included, such as: composition (balance, unity, variety), perspective, design, shape and form. Special instruction in the use of mixed media through the application of watercolors, pastels, and colored pencils and inks is included, as well as instruction in mat-cutting and framing.

**ART 2321C Portrait Drawing I (P) 1 credit**

This course is a continuation of Advanced Drawing and includes rendering the portrait head in pencil and charcoal. The student will be able to render the full face from life or a photograph. Prerequisite: ART 1352C or permission of instructor.

**ART 2322C Portrait Drawing II (P) 1 credit**

This course is a continuation of Portrait Drawing I. Greater emphasis will be placed on profile representations. Exhibitions are required in two mediums. Prerequisite: ART 2321C.

- ART 2400C Graphics (P)** **5 hours-3 credits**  
This course introduces the student to printing techniques with emphasis on the layout process.
- ART 2510C Introduction to Painting (P)** **5 hours-3 credits**  
This course teaches basic painting techniques in acrylic and oil with instruction in composition, technique, and exhibition included.
- ART 2520C Painting (P)** **3 credits**  
This course teaches more personal creativity and emphasizes individual styles and problems. Exhibition required. Prerequisite: ART 2510C.
- ART 2511C Painting I (P)** **2 credits**  
This introductory-level course in oil painting reinforces the art fundamentals of composition, color harmony, perspective, line, and form in their application to the medium of oils. The practical skills of color-mixing, underpainting, and overpainting with the use of brush or palette knife are of primary significance in classroom and on-location sessions. Development of personal style is encouraged. In addition, preservation and framing techniques, and some art history are taught.
- ART 2523C Painting II (P)** **2 credits**  
This course is a continuation of Painting I and emphasizes more personal creativity and more advanced use of composition. Prerequisite: ART 2511C.
- ART 2533C Painting III (P)** **2 credits**  
This course emphasizes painting styles, as expressed by specific artists, and history of art. Included are such styles as cubism, expressionism, etc. Prerequisite: ART 2523C.
- ART 2543C Oil and Acrylics I (P)** **2 credits**  
This introductory-level course offers an opportunity to explore the properties and possibilities of both fast-drying acrylics and slow-drying oils. The student will learn paint-surface preparation, color-mixing, and painting techniques appropriate for each medium, as well as finishing and framing methods. Art fundamentals such as composition, perspective, form, design, and color theory are emphasized throughout the course.
- ART 2544C Oil and Acrylics II (P)** **2 credits**  
This intermediate-level course builds on the student's previous experience in controlling oils and acrylics. Already familiar with surface-preparation techniques, the student is now encouraged to develop creativity and personal style with improved composition and a more skillful use of brush and palette knife. Classroom critiquing, in which art fundamentals are reviewed, is an important part of the course. Students will publicly exhibit completed works. Prerequisite: ART 2543C.
- ART 2545C Oil and Acrylics III (P)** **2 credits**  
For the student who has already experimented with the properties of both oils and acrylics, and who already possess a fundamental control of each medium, this course concentrates on the creative possibilities of both mediums for advanced personal expression. Student focus is on the creative application of art principles, an endeavor in which both instructor and classmate critiquing remain important learning tools. Finished works will be publicly exhibited. Prerequisite: ART 2544C.
- ART 2568C Watercolor Studio I (P)** **1 credit**  
This course is designed for students with some experience in watercolor painting. Advanced techniques and compositional studies are used to develop personal style. Prerequisite: ART 1561C.

- ART 2563C Watercolor Studio II (P) 1 credit**  
This course is for the intermediate student and is a continuation of Watercolor Studio I. Instruction and exercises will strengthen the skills necessary for creating a successful watercolor painting. Prerequisite: ART 2568C.
- ART 2564C Watercolor Studio III (P) 1 credit**  
This course is for students with advanced experience in watercolor painting. Advanced techniques and composition are used to prepare for presenting an exhibit of all watercolor paintings. Prerequisite: ART 2563C.
- ART 2566C Watercolor Portrait Painting Studio I (P) 1 credit**  
This course is for the intermediate-level student and covers value, color, and form in painting portraits in watercolor. Work is from posed models wearing accessories. Prerequisite: Permission of Instructor.
- ART 2565C Painting Studio I (P) 1 credit**  
This course is a continuation of Advanced Painting with more emphasis on practicing through problem solving, the concept of design and expression with a special independent project. Prerequisite: ART 1592C or permission of instructor.
- ART 2595C Painting Studio II (P) 1 credit**  
This course is a continuation of Painting Studio I, for the intermediate-level student. Emphasis is on the analysis of physical objects into design elements. Special emphasis will be on an independent project. Prerequisite: ART 2565C.
- ART 2599C Painting Studio III (P) 1 credit**  
This continuation of Painting Studio II emphasizes the esthetic evaluation of the elements involved in composition and design of painting required for exhibition. Prerequisite: ART 2595C.
- ART 2550C Watercolor I (P) 2 credits**  
In this introductory course, the student will become familiar with the composition and stability of pigments and their reactions on a variety of papers. Experimenting with this rapidly-drying and less-flexible medium, the student will learn the importance of advanced planning and will attempt to control, rather than master, the medium. The course focuses on the wash, glaze, and alla prima techniques of transparent watercolors, the use of opaque gouache colors, and the wash, opaque, and impasto techniques of synthetic acrylics. Art fundamentals are stressed throughout, and a brief history of watercolors is included as well.
- ART 2569C Watercolor II (P) 2 credits**  
This course gives instruction on compositional studies and advanced techniques designed to help students develop their own personal style. Prerequisite: Experience in watercolor painting or permission of the instructor.
- ART 2012C Mixed Media Watercolor Studio I (P) 1 credit**  
This advanced course for students with experience in watercolor emphasizes specific lessons to inspire creative use of materials and mediums to combine with watercolor.
- ART 2700C Sculpture I (P) 2 credits**  
In this course, the student is introduced to the three-dimensional art of sculpting, learning the distinction between intaglio, bas-relief, and sculpture in the round. Using "relatively impermanent" materials, the student experiments with three methods: the additive method, using clay; the cutting-away technique, using wax; and the molding technique, using plaster of paris. The art fundamentals of form, proportion, rhythm, and design are emphasized throughout the course and studied in the works of the Masters. In addition, the fundamentals of human anatomy are discussed for the purpose of figure-sculpting.

- ART 2703C Sculpture III (P) 2 credits**  
This advanced-level sculpture class emphasizes creativity in the use of various media such as clay, wax, wood, and plaster of paris.
- ART 2704C Welded Metal Studio I (P) 1 credit**  
This course is an introduction to welding techniques for metal sculpture. Prerequisite: ART 1752C.
- ART 2713C Wood Sculpture (P) 2 credits**  
This course permits students of varying degrees of skill to proceed at their own paces. Some history of wood-sculpting is offered, but primary emphasis is placed on: types of wood suitable for carving, proper handling and care of tools, and varying finishing techniques. The student may complete a sculptured piece from either a pre-cut or individually-designed blank. Pyro-carving and methods of pattern-enlarging are also taught.
- ART 1287C Beginning Calligraphy (P) 1 credit**  
The primary focus of this introductory course is the skillful execution of Chancery-style lettering. Students are taught how to choose and use appropriate tools and materials; how to achieve good spacing, word-arrangement, and letter-formation; how to add serifs, exaggerate or shorten letters; and how to critique a finished work. A brief history of calligraphy is also included in course content.
- ART 1288C Intermediate Calligraphy (P) 1 credit**  
This intermediate course emphasizes pen and ink drawing techniques as applied to calligraphy. Italic forms in a drawing context are studied extensively and basic layout and production are introduced. Prerequisite: ART 1287C.
- ART 1289C Advanced Calligraphy (P) 1 credit**  
This course teaches forms of lettering such as Gothic, Script, or Descriptive. Also, uses of calligraphy such as personal greetings, invitation cards, posters, catalogs, and manuscripts are taught. Prerequisite: ART 1288C.
- ART 2753C Sculpture Studio I (P) 1 credit**  
This comprehensive course encompasses full-figure sculpture from line in clay or wax with emphasis on studies resulting in a finished figure ready for casting. Prerequisite: ART 1752C.
- ART 2754C Sculpture Studio II (P) 1 credit**  
This course for the intermediate student is a continuation of Sculpture Studio I. Emphasis is on the history and techniques of casting forms using the mediums of clay and wax. Prerequisite: ART 2753C.
- ART 2755C Sculpture Studio III (P) 1 credit**  
This course for the advanced student is a continuation of Sculpture Studio II. Students will be required to complete an individual project illustrating creative techniques presented in sculpture courses. Prerequisite: ART 2754C.
- ART 2933C Antique Porcelain Doll Reproduction I (P) 2 credits**  
This course takes the student from slip to showpiece on reproductions of Antique Porcelain Dolls. This course will also cover the history of antique dolls and familiarize students with the techniques necessary for replication.
- BCT V203 Picture Framing (O) 15 hours**  
This course prepares the student for employment in the commercial photography industry or for entrepreneurship in the field of professional framing. Students learn to select, size, measure, cut, and assemble a variety of frames; mount and seal the framed piece; and install hangers correctly. Customer relations skills are also included.

- PMT V810 Jewelry Manufacturing I (O) 30 hours**  
 This course prepares students for employment in retail sales, repairs, production, or entrepreneurship in the jewelry manufacturing business. Topics in the course include the history of jewelry manufacturing, basic weighing and measuring skills, workshops, tools, geological processes and hands-on experiences with metalsmithing, casting, cutting and polishing, faceting and setting, wirewrapping and/or beadstringing.
- PMT V811 Jewelry Manufacturing II (O) 30 hours**  
 This course begins with a discussion of the geological formation of rocks and focuses on testing and identifying a variety of rocks, minerals, and crystals. The student will learn to distinguish natural stones from synthetic stones, as well as study rock collecting. Prerequisite: PMT V810.
- ART V711C Jewelry Manufacturing III (O) 30 hours**  
 The primary focus of this course is cabbing, the lapidary art of cutting and polishing gem-rough into stones suitable for use in jewelry production. Prerequisite: PMT V811.
- ART V712C Jewelry Manufacturing IV (O) 30 hours**  
 This course is designed to prepare the student for employment or entrepreneurship in jewelry fabrication and repair, particularly in designing or restringing necklaces, bracelets, and pendants. Prerequisite: ART V711C.
- ART V176C Jewelry Manufacturing V (O) 30 hours**  
 This course prepares the student for employment in jewelry fabrication. It focuses on wirecraft, design and production of bracelets, rings, necklaces, and earrings, using wire. Prerequisite: ART V712C.

## AUTOMOTIVE SERVICE TECHNOLOGY

- AER 1010 Introduction to Automotive Technology (O) 3 credits**  
 This course presents a short overview of modern automotive systems, outlines important safety practices, and describes the uses of common shop tools and diagnostic equipment.
- AER 1310 Introduction to Automotive Electrical Systems (O) 3 credits**  
 This course provides an introduction to the theory and application of electricity and electronics as applied to the modern automobile electrical systems.
- AER 1111 Auto Engine Repair Testing (O) 4 credits**  
 This course provides instruction on the testing and repair of automotive engine mechanical problems.
- AER 1151 Engine Performance (O) 4 credits**  
 This course introduces the student to the theory, adjustment, and repair procedures for automotive engine performance related systems including; electronic fuel injection, solid state ignition, emission controls, turbo chargers and malfunctions in computer-controlled systems.
- ARR 1001 Auto Body I (O) 4 credits**  
 This course introduces the student to Auto Body Shop operations, procedures, and equipment. This will include metal surface preparation, abrasives, plastics, primers, topcoats, and their applications.
- AER 1410 Automotive Brake Systems (O) 4 credits**  
 Fundamental principles, operation, diagnosis, repair, and rebuild of modern automotive manual and power brake systems. Brake service to include troubleshooting, minor repair through rebuilding, drum and disk resurfacing.



- AER 1450 Suspension, Steering and Alignment (O) 4 credits**  
Diagnosis, repair, overhaul and adjustment of suspension and steering systems as used in modern automobiles. Tire balancing, steering component rebuild, shock absorbers, suspension systems, wheel bearings, two- and four-wheel alignment will be covered.
- AER 2251 Automatic Transmissions and Transaxles (O) 4 credits**  
This course provides instruction on the theory, operation, maintenance, diagnosis, and repair of automatic transmissions/transaxles, and their hydraulic, mechanical, and electronic components. Prerequisite: AER 1010 or Permission of Instructor.
- DIM 1001 Introduction to Diesel Engines (O) 4 credits**  
This course introduces the student to the theory, operation, troubleshooting, and repair of a diesel engine. This will include the fuel injection, lubrication, cooling, electrical, intake and exhaust systems.
- DIM 1010 Diesel Engines Troubleshooting & Repair (O) 4 credits**  
This course presents troubleshooting, repair and rebuild techniques for modern diesel engines as used in automotive, industrial, agricultural and marine service.
- AER 2311 Advanced Automotive Electrical Systems (O) 3 credits**  
This course enables the student to diagnose and repair automotive electrical and electronic systems and their components including; batteries, charging systems, starting systems, lighting circuits, driver information systems, and electrical accessories. Prerequisite: AER 1310 or Permission of Instructor.
- AER 2520 Computer Controls and Fuel Injection (O) 4 credits**  
This course provides the student with theory, operation, diagnostic and repair procedures for computer-controlled engine performance-related systems and electronic fuel injection as used by G.M., Ford, Chrysler and Bosch.
- AER 2270 Automotive Power Trains (O) (Manual Transmission) 4 credits**  
This course provides instruction for diagnosis, repair and rebuild of automotive power trains and components, including; drivelines, u-joints, clutches, linkages, axles and bearings, differentials, and manual transmissions. Prerequisite: AER 1010 or Permission of Instructor.
- SER V110 Small Engine Repair (O) 16 hours**  
This course provides the student with a basic introduction to the 4-stroke cycle engine. Emphasis will be placed on industrial safety. Lab exercises will be provided.
- SER V150 Small Engine Rebuild (O) 16 hours**  
This course provides instruction in the rebuilding and repairing of small, two- and four-cycle engines commonly used on lawn mowers, string trimmers, and blowers. Prerequisite: SER V010.
- AER 2171 Automotive, Air Conditioning, and Heating 4 credits**  
This course enables the student to diagnose and repair automotive air conditioning and heating systems, performance test air conditioning, heating, vacuum, and electrical control systems and components, operate and service air conditioning reclaiming machines. Prerequisite: AER 1010, AER 1310 or Permission of Instructor.
- AER 2881 Auto/Diesel Seminar & Supervised Work Experience I (O) 3 credits**  
This course provides the student with an Automotive Technology training plan that matches career objectives and industry requirements. Supervision, classroom instruction and employer consultation will be employed to achieve the objectives. Prerequisite: completion of a minimum of 5 Automotive Technology courses.

**AER 2882 Auto/Diesel Seminar & Supervised Work Experience II (O) 4 credits**  
Seminar for students enrolled in the automotive service technology program. The seminars meet a minimum of one hour each week for discussions and reports concerning the supervised work experience. A minimum of fifteen hours of supervised on-the-job training required in the automotive/diesel industry per week.

## BIOLOGY

**BSC 2093C Anatomy and Physiology I (P) (F/S) 3 hrs. lecture-2 hrs. lab-4 credits**  
The first semester of a two-semester sequence, this course studies regional and systemic anatomy and physiology of the human body. Emphasis will be placed on histology and the integumentary, skeletal, muscular, and nervous systems. During the first two weeks of class, students will be tested in prerequisite materials such as simple chemistry, cell structure, biochemistry, metabolism, and molecular genetics. Prerequisite: BSC 1005 or BSC 1010C. Corequisite: BSC 2093L.

**BSC 2094C Anatomy and Physiology II (P) (S/SI) 3 hrs. lecture-2 hrs. lab-4 credits**  
A continuation of BSC 2093C, studying the anatomy and physiology of human systems. Topics to be covered are the circulatory, digestive, respiratory, excretory, endocrine, and reproductive systems. Prerequisite: BSC 2093C. Corequisite: BSC 2094L.

**BSC 1005 Fundamentals of Biology I (P) (F/S/SI/SII) 3 credits**  
An introductory-level biology course for non-science majors seeking a general education. Topics will include an introduction to scientific thinking, cell theory, the chemistry of life, cell division, animal tissues, and the integumentary, digestive, circulatory, immune, and respiratory systems of the human body. It is recommended that students taking this course continue in BSC 1006. Corequisite: ENC 1101.

**BSC 1006 Fundamentals of Biology II (P) (S/SI) 3 credits**  
Continuation of BSC 1005. Emphasis will be placed on the human excretory, nervous musculoskeletal, endocrine, and reproductive systems. Also studied are topics in human genetics and the principles of ecology. Prerequisite: BSC 1005 or permission of instructor.

**BSC 1005C Biological Science with Lab (P) (F/S) 4 credits**  
This course is an introductory-level biology course with lab for non-science majors seeking to meet their laboratory course requirement needed at most universities. The application of the scientific method will be emphasized in problem-solving of daily concerns and biological research. Major topics include: cell structure and function, cardiovascular system, immunity, inheritance, plant structure and function, and ecological principles. Corequisite: ENC 1101. This course must be paired with a physical science course to meet the A.A. Degree requirements.

**\*BSC 1010C General Biology I (P) (F/S) 3 hrs. lecture-1 hr. lab-4 credits**  
An introductory-level biology course designed for students needing a lab science for transfer to a university. The first semester will cover cell structure and function, the chemical basis for life, cell metabolism, cell reproduction and inheritance, and a survey of viruses, bacteria, and fungi. Laboratory exercises are designed to give the student "hands-on" experiences concerning topics presented in lectures. It is recommended that students taking this course continue in BSC 1011C. Corequisite: ENC 1101, BSC 1010L.

\*Students who have completed BSC 1005 cannot meet their science requirement for graduation by taking BSC 1010C or BSC 1005C. If BSC 1010C is needed, BSC 1005 will count only as an elective.

**BSC 1011C General Biology II (P) (S/SI) 3 hrs. lecture- 1 hr. lab-4 credits**  
Continuation of BSC 1010C. Topics include a survey of the plant and animal kingdoms, comparative physiology of vertebrate systems, plant and animal development, and ecology. Laboratory exercises are designed to give students "hands-on" experiences concerning topics presented in lectures. Prerequisite: BSC 1010C or permission of instructor. Corequisite: BSC 1011L.

**PCB 1051 Human Genetics (P) (S-As needed) 3 credits**  
Human Genetics will emphasize the underlying biology of the human condition. By relating principles of inheritance to the human condition the course will prepare students to consider some controversial issues involving the science of genetics in contemporary society.

**BSC 1501 Introduction to Ecology (P) 3 credits**  
A survey of the interrelationships between living organisms and their physical environment, including an overview of animal and plant physiology, chemical cycles, and the various ecosystems on earth. Present day ecological problems are discussed, along with ecological aspects of humans and implications for the future.

**MCB 2010C Microbiology (P) (F/S/SI) 3 hrs. lecture-1 hr. lab-4 credits**  
A survey of the structure, physiology, genetics, and control of microorganisms, including an overview of the medical importance of viruses, bacteria, protozoans, and multicellular parasites. Immunological reactions are discussed. Prerequisite: BSC 1010C or BSC 2093C, or permission of the instructor. Corequisite: MCB 2010L.

**OCB 2010C Introduction to Marine Biology (P) (S) 3 hrs. lecture-2 hrs. lab-4 credits**  
This course is an introductory study of marine and estuarine waters as biological environments. Emphasis will be placed on locally occurring flora and fauna, and the interrelationship existing between these organisms and the physical, chemical, geological, and biological aspects of their environments. Field trips to local marine and estuarine areas will be required. Prerequisites: BSC 1010C, with OCE 2001 recommended, or permission of instructor.

**BSC 2910L Natural Science Directed Research Studies (P) 1-3 credits**  
The student in this class engages in a basic research project under the guidance of a professional scientist or faculty member of the science department. The student should be a second year science major. Permission of instructor required.

## **BROADCAST COMMUNICATIONS**

**RTV 1000 Introduction to Broadcasting (D) 3 credits**  
This course provides composite study of radio history, theory, law, news preparation and presentation, editorial comment, and copy preparation. Attention is given to the requirements for work in an industry regulated by the Federal Communications Commission. Prerequisite: ENC 1101.

**RTV 1941 Broadcast Practicum I (D) (F/S) 10 hours lab, 2 credits**  
In this course, the student will become familiar with all equipment and basic operations of a small FM radio station. Prerequisite: RTV 1000.

**RTV 1942 Broadcast Practicum II (D) (F/S) 10 hours lab, 2 credits**  
In this course, the student will prepare specially taped programs for use on a small FM radio station as well as assist in remote broadcasts when applicable. Practice time in control and production rooms of a radio station will be provided. Prerequisite: RTV 1941.

- RTV 2300 Introduction to Radio News (D) 3 credits**  
 This course will provide for the planning, organization, and writing of various broadcast announcements and news. Program continuity will be stressed. Prerequisite: RTV 1000.

## **BUILDING CONSTRUCTION TECHNOLOGY**

- BCV V011 Introduction to Construction (O) 90 hours**  
 This course prepares students with construction skills that will enable them to obtain permanent employment.

- BCT V131 Residential Carpentry I (O) 300 hours**  
 This course prepares students to be employed as skilled frame carpenters. The first in a series of three, students will learn safety; introductory blueprint reading; care, use, and identification of hand and portable power tools; methods and techniques of framing walls; and installation of roof trusses.

- BCT V133 Residential Carpentry II (O) 300 hours**  
 This course prepares students to be employed as skilled frame carpenters. The second in a series of three, students will learn first aid and emergency procedures, precautions with job-related materials, utilize stationary power tools, construction of roof rafters, and perform other intermediate framing tasks such as stairs. Prerequisite: BCT V131.

- BCT V170 Residential Carpentry III (O) 300 hours**  
 This course prepares students to be employed as skilled frame carpenters. The last in a series of three, students will learn proper procedures for use of hazardous materials, construction layout, and methods and techniques of finished carpentry. Prerequisite: BCT V133.

- BCN 1272 Plans Interpretation I (O) 3 credits**  
 The student will master the terminology currently used in the construction trade, meanings of symbols, abbreviations and line weight. The student will demonstrate the ability to use architect's scales efficiently, and will learn basic methods employed in residential construction. The student will locate specific information contained in blueprints, and will learn to produce basic architectural sketching.

- BCN 1701 Construction Office Practices (O) 3 credits**  
 The student will study the systems and operations found in construction offices. This includes code restrictions, standards, specifications, legal documents, CPM schedules, project scheduling, planning, and other aspects of running a construction office. The student will study the general laws pertaining to contracts, warranties, guarantees, setting up a business, bonds, business licenses, joint ventures, qualifying agents, partnerships, corporations, expressed and implied warranties, Federal and State Tax Laws, Federal and State Labor Laws, and laws regulating certification of contractors.

- BCN 1721 Construction Accounting and Cost Control (O) 3 credits**  
 The student will plot job progress, draw schedules, and study cash flow, billing, financing, job ledgers, inventory, collection methods, payroll, overhead, financial statements, balance sheets, income statements, net worth, equipment and property purchases, credit and borrowing, principles, term interest, points and closing cost, depreciation, and financial ratios. The student will study the effects on pricing of variation in delivery time, quantities, payment terms, purchase orders, sub-contracting, inventory and other aspects of cost control.

- BCN 1210 Materials of Construction (D) 3 credits**  
 A study of the materials used in the building construction industry. The production, composition, properties and available forms of wood, wood products, concrete,

ceramic products, steel, non-ferrous materials, gypsum, glass, bituminous products, composite materials and plastics.

**BCN 1610 Cost Estimating (O) 3 credits**

The determination of the methods, materials and labor involved in construction in order to arrive at an accurate and profitable estimate of total project costs.

**BCN 1765 Contract Codes and Specifications (O) 3 credits**

The student will receive an overview of the construction industry including: type of businesses and forms of ownership, contracts and contract bonds, insurance, business methods, labor laws, and O.S.H.A. regulations. The student will become familiar with the various forms and documents used in construction, legal and contractual requirements, and insurance for construction projects.

**BCN 2616 Construction Estimating (O) 3 credits**

The student will be given sets of plans and price sheets, and will estimate the amounts of materials and costs for different jobs. The student will use the appropriate forms to record take-offs and prices. The type of plans employed will be similar to those used on the Florida State Contractor Exam. The student will study earthwork, evacuation, surveying principles and types of carpentry dealing with wood structures.

**BCN 1760 Building Codes and Specifications (O) 3 credits**

The student will study the Standard Building Code. Subjects addressed will include basic definitions, fire zones, construction types, construction regulations, signs, electrical, wood, sanitation regulations, and selected specialized subjects. The student will learn how to locate needed information in the building codes and O.S.H.A. regulations. The student will also be exposed to questions similar to the ones appearing on the Florida State Certification Exams.

**BCN 2213 Concrete Construction Materials and Methods (O) 3 credits**

Students will conduct comparative analysis of selected equipment as to effectiveness in job performance. The student will also solve problems relating to equipment usage, as well as shore and form capacities and pile capacities. Students will solve problems similar to those on the Florida State Contractor Exam. The student will study the various types of concrete forms and will develop and design systems to meet the needs of projects assigned to them. The student will prepare designs in accordance to codes similar to those found on the Florida State Contractor Exam.

**BCN 2211 Commercial Construction Materials (O) 3 credits**

The student will study steel, concrete, concrete panels, and other elements found in the construction of multi-story buildings. The student will learn to take quantities of these items from blueprints. The student will also study questions similar to those found on the Florida State Certification Exam.

**BCN 2275 Plans Interpretation II (O) 3 credits**

The student will move forward from residential to commercial construction drawings. The student will interpret symbols, abbreviations and other pertinent information found on a set of blueprints. The student will determine dimensions and figure areas of various structural components.

**BCN 2561 Mechanical and Electrical Systems (O) 3 credits**

The student will receive an overview of the plumbing, electrical and mechanical systems found in the construction industry. The student will study code requirements, working principles, and terminology of the specific trades.

**BCN 2703 Field Management (O) 3 credits**

The student will study critical path method, job cost accounting, O.S.H.A. requirements, draw schedules, percentage of completion, record keeping, inventory control,

scheduling, organization, and management theory. The student will also study elements of leadership and human relations.

**ETM 1111 Energy and Building Design (O) 3 credits**

The student will study the Florida Energy Codes, and will learn to do energy calculations required for permitting a structure.

**BCT P610 Preparation for Journeyman Exam (O) 48 hours**

This course prepares the apprentice electrician for the Block Examination which is required to obtain a Journeyman's License. Among topics scheduled for discussion are: installation, maintenance, and repair of residential electrical systems; safe and efficient work practices; and factors affecting efficiency and power.

**BCT P699 Preparation for Master Electrician Exam (O) 45 hours**

This course prepares the Journeyman Electrician for the Master Electrician examination which is required to obtain a Master Electrician License. Beginning with a review of basic electrical theory, the course upgrades the Journeyman's working knowledge with heavy reliance on data from the latest edition of the *National Electrical Code* for most classroom discussion. Prerequisite: BCT P610.

## BUSINESS ADMINISTRATION AND MANAGEMENT

**ADV 2201 Advertising and Sales Promotion (D) 3 credits**

This course provides students with an understanding of basic advertising terminology and strategy. It focuses on target analysis, media analysis, ad development, scheduling and budgets, resulting in the individual development of an advertising campaign.

**BUL 2241 Business Law I (D) 3 credits**

This course provides students with an understanding of American Law, Contract Law and Article II of the Uniform Commercial Code, which deals with the sale of goods. Through study of content and cases, the course teaches the fundamentals of preventive law, tort law, criminal law, the court system, and legal terminology.

**BUL 2242 Business Law II (D) 3 credits**

This course for business students is a continuation of Business Law I. It focuses on commercial paper, debtor-creditor relations, agency law, business organizations, insurance, wills, estates, and trusts.

**GEB 1011 Introduction to Business (D) 3 credits**

This course provides students an overview of the various disciplines within business, including marketing, management, banking, human relations, business law, human resource management, and accounting. Students are exposed to career considerations existent within the major areas of business. This course should be completed before more specialized and advanced courses are attempted.

**HFT 1000 Introduction to the Hospitality Industry (O) 3 credits**

This course provides a basic understanding of the lodging and tourism industry by tracing the industry's growth and development, reviewing the organization of operations, and by focusing on industry opportunities and future trends. Prerequisite: MAN 201 or permission of instructor.

**HFT 2002 Management of the Hospitality Industry (O) 3 credits**

This course analyzes hospitality management's functions and responsibilities in such areas as administration, organization, communications, marketing, and human relations. Prerequisite: HFT 1000, or permission of instructor.

**MAN 2021 Principles of Management (D) 3 credits**

This course introduces business students to management theories and processes needed by managers in nearly any modern organization. A variety of techniques are utilized to aid students in developing practical management skills.

- MAN 2300 Human Resource Management (D) 3 credits**  
This course emphasizes the functions of a modern Personnel/Human Resources Department, and helps students gain the knowledge and interpersonal skills needed to succeed in this setting. Content includes sound hiring and termination decisions, understanding of applicable Federal and State employment legislation, labor relations, employee discipline, performance appraisals, as well as wages and benefits.
- MNA 1330 Basic Training Workshop (O) 1 credit**  
This course develops the skills necessary to write competency-based training objectives, design methods of achieving those objectives, and obtain measures of the achievement of those objectives. Training tools and paperwork associated with training will be demonstrated.
- MAN 1571 Professional Purchasing (O) 1 credit**  
This course introduces students to the key functions and control methods involved in the procurement process.
- MAR 2011 Principles of Marketing (D) 3 credits**  
This course presents basic marketing concepts by focusing on the market mix, target marketing, primary marketing functions, and implementation of marketing strategies in a modern organization.
- MKA 1721 Marketing Applications of Computer Software (O) 1 credit**  
This course presents practical application and hands-on experience with microcomputer software programs currently in use in business. Topics will include analysis of business performance, POS transactions, and inventory analysis. Prerequisite: Computer literacy.
- MKA 2045 Customer Relations (O) 1 credit**  
This course increases awareness of quality customer service and develops an appreciation for its vital importance in today's marketing businesses. The content includes customer service techniques, customer communication skills, dealing with challenging customers, and the development and implementation of a quality customer service philosophy.
- MKA 2104 Principles of Visual Merchandising (D) 3 credits**  
This course provides students with the skills necessary to create effective interior and window merchandise displays and create point of purchase promotional materials.
- MKA 2501 Sales Promotion (O) 1 credit**  
This course focuses on those activities which support a marketing firm's personal selling, advertising and publicity efforts, including development of sales aids, contests and premiums which are often fundamental in the customer's decision to buy.
- MKA 2701 Market Development (O) 1 credit**  
This course examines effective procedures for systematically collecting and analyzing data about the current and future market, in order to facilitate predicting of buying patterns and solving a variety of marketing problems.
- MKA 1303 Mid-Management Seminar I (O) 4 credits**  
This course provides students with an opportunity to immediately apply fundamental management and marketing concepts. Topics for each seminar rotate through a two-year cycle and include communications, promotional strategies, career development, retail merchandising, and others.
- MKA 1313 Mid-Management Seminar II (O) 4 credits**  
This course is the second of four and provides students with an opportunity to immediately apply fundamental management and marketing concepts. Topics for each seminar rotate through a two-year cycle and include communications, promotional strategies, career development, retail merchandising, and others.

- MKA 2323 Mid-Management Seminar III (O) 4 credits**  
This course is the third of four and provides students with an opportunity to immediately apply fundamental management and marketing concepts. Topics for each seminar rotate through a two-year cycle and include communications, promotional strategies, career development, real estate merchandising and others.
- MKA 2333 Mid-Management Seminar IV (O) 4 credits**  
This course is the last of four and provides students with an opportunity to immediately apply fundamental management and marketing concepts. Topics for each seminar rotate through a two-year cycle and include communications, promotional strategies, career development, retail merchandising, and others.
- MKA 1351 Business Seminar & Supervised Work Experience I (O) 2 credits**  
This course is an introductory seminar which provides business students with an opportunity to learn fundamental management and marketing concepts. Topics for each seminar rotate through a cycle and contribute to the student's understanding of the workplace.
- MKA 1352 Business Seminar & Supervised Work Experience II (O) 2 credits**  
This course is the second in a series of seminars designed to grant an opportunity for business students to apply integral management and marketing theories. This seminar concentrates on the practical application of concepts. Topics rotate through a cycle. Prerequisite: MKA 1351.
- MKA 2353 Business Seminar & Supervised Work Experience III (O) 2 credits**  
This course is the third in a series of business seminars and concentrates on the application of current theories in business into the situations in the workplace. Basic management and marketing concepts are developed through the investigation of a prevailing topic in business. Topics will rotate through a cycle. Prerequisite: MKA 1352.
- MKA 2354 Business Seminar & Supervised Work Experience IV (O) 2 credits**  
This course is the final in the series and synthesizes the theories and concepts presented into the practical application in the workplace. A current topic is explored and translated into practice. Topics rotate through a cycle. Prerequisite: MKA 2353.
- MKA 2021 Salesmanship (O) 3 credits**  
This course for marketing and management students emphasizes the development of effective sales qualifying, presentation and follow-up skills fundamental to success in any career in today's complex marketplace.
- MKA 2041 Retail Management (D) 3 credits**  
This course focuses on the development, present status and opportunities of the retailing structure and aids the student in developing analytical skills in the major store functions: buying, promotion, selling, store operations, accounting, and control.
- MNA 1394 Postal Finance I (O) 3 credits**  
This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of the three major sources of postal revenue.
- MNA 1801 Entrepreneurship (O) 3 credits**  
This course for students interested in starting or buying their own business focuses on research and development of the various elements of a business plan, including financing, marketing, and bookkeeping.



- MNA 2100 Interpersonal Relations in Business (D) 3 credits**  
This course helps business management students build their awareness of the major interpersonal challenges facing modern managers. Through theory and experimental activities, the student develops skills in leadership, communications and motivation.
- MNA 2345 Supervision (O) 3 credits**  
This course is primarily for practicing or aspiring supervisors who hold or will hold first-line or middle-level management positions. Topics include goal setting, giving effective praise/reprimands, and practical, low-cost methods of motivation.
- MNA 2767 Contemporary Techniques of Supervision (O) 1 credit**  
This short course provides practicing or aspiring supervisors with the skills necessary to increase their effectiveness in first-line or middle-management positions.
- MNA 2932 Professional Development (O) 1 credit**  
This course develops and refines skills and traits necessary to increase their promotion potential, including time and stress management, decision making, motivation and techniques of networking.
- MNA 2787 Decision Making (O) 1 credit**  
This short course helps students develop and refine efficient and effective decision making skills. It emphasizes a systematic approach to problem solving and explores the strengths and weaknesses of various techniques, including group decision making.
- MNA 2765 Staffing (O) 1 credit**  
This short course for students having a present or future need for information in personnel/human resource management focuses on effective screening and hiring decisions, consistent with current Federal and State employment legislation.
- MNA 2761 Strategic Planning (O) 1 credit**  
This course focuses on the enterprise's need to engage in systematic long-term planning. The course emphasizes thorough environmental analysis, extensive internal analysis, overall strategy development, implementation and control.
- MNA 2772 Human Relations in the Workplace (O) 1 credit**  
This short course provides students with skills necessary to improve the quality of their interpersonal relationships, emphasizing, through an experiential approach, the development of a personal sense of positive self image and control.
- MNA 2775 Productivity (O) 1 credit**  
This course covers issues important in business such as: controlling through performance standards, setting performance standards, and quality control in all industries.
- MNA 2781 Communications in the Workplace (O) 1 credit**  
This course develops and refines skills and traits necessary in effective organizational communications. The class focuses in developing and understanding important skills such as: oral, written, nonverbal, and formal communications.
- QMB 1001 Mathematics of Business (O) 3 credits**  
This course seeks to develop those mathematical concepts required for success in a variety of business careers, including, payroll calculations, markups and markdowns, discounts, commissions, and profit calculations.
- SLS 1227 Managing Anger (O) 1 credit**  
This course explores the causes and effects of anger. The student will explore personal responses to anger and be given appropriate methods of dealing with angry behavior.

**SLS 1406 General Skills Training (O) (As needed) 3 credits**  
This course prepares participants to be successful with materials related to job requirements in the telecommunication industry.

**SLS 1420 Career Transition (O) 1 credit**  
This course leads participants through self-assessment exercises in order to match accomplishments, skills, and preferences with both idealistic and realistic alternative occupational possibilities. Participants will learn proven and practical marketing strategies, resumé drafting, and interview techniques, and will be prepared to conduct a job search campaign based on a realistic job objective.

**MAN 1932 Sexual Harassment in the Workplace (O) 1 credit**  
This course informs and sensitizes participants to characteristics and ramifications of sexual harassment behavior in the workplace, with particular emphasis placed on the legal environment and liabilities. Course content also trains the participants to conduct an investigation of a complaint, using group participation and role play.

**MKA V095 Cash Register Checker Training (O) 90 hours**  
This introductory-level course teaches the skills needed for employment in the retail business area as a cashier/clerk. Students will gain experience in the use of the cash register, as well as learning about Food Stamps, charge accounts, and check cashing. Students are taught the basics of applying for a job, interviewing and applications.

## CHEMISTRY

**CHM 1015 Introduction to Chemistry (P) (F/S/SI/SII) 3 credits**  
This is a study of the elementary principles of general chemistry for the non-science major.

**CHM 1033 Biochemistry for Health Professionals (O) (SII) 1 credit**  
This course covers the essentials of chemistry and biochemistry for students in health-related fields. Emphasis will be placed on chemical and biochemical applications to the health-related fields, and on understanding the structure and function of lipids, carbohydrates and proteins.

**CHM 1045C General Chemistry I (P) (F/S) 3 hrs. lecture-3 hrs. lab-4 credits**  
A study of the principles of chemistry, atomic and molecular structure, chemical bonding, properties of gases, stoichiometry, liquids and solids. Prerequisite: MAC 1102 or high school Algebra II. Corequisite: CHM 1045L.

**CHM 1046C General Chemistry II (P) (S/SI) 3 hrs. lecture-3 hrs. lab-4 credits**  
A continuation of CHM 1045C including equilibrium, kinetics, electrochemistry and descriptive chemistry of some elements. Prerequisite: CHM 1045C. Corequisite: CHM 1046L.

**CHM 2210C Organic Chemistry I (P) (F) 3 hrs. lecture-6 hrs. lab-5 credits**  
A study of the nomenclature, preparations, reactions, mechanisms and electronic and structural features of carbon-containing compounds. Prerequisite: CHM 1046C. Corequisite: CHM 2210L.

**CHM 2211C Organic Chemistry II (P) (S) 3 hrs. lecture-6 hrs. lab-5 credits**  
A continuation of CHM 2210C. Prerequisite: CHM 2210C. Corequisite: CHM 2211L.

## CHILD DEVELOPMENT AND EDUCATION

**CHD 1220 Introduction to Child Development (D) 3 credits**  
This course is a study of approaches to understanding and guiding the young child. Principles of growth and development are applied to the child in various settings. Emphasis of instruction is for potential employees in a child care situation.

- EEC 1001 Principles of Early Childhood Curriculum (D) 3 credits**  
This course is a study of the techniques used to develop effective teaching-learning situations with preschool children. The teacher's role in determining these learning experiences and implementing them in a classroom is identified.
- CHD 1332C Creative Experiences for the Young Child (O) 2 hrs. lecture-2 hrs. lab-3 credits**  
This course is an in-depth study of the creative activities enjoyed by preschool children in language arts, math, science, social studies, art, music, and P.E. Techniques the teacher can use to stimulate creativity are identified.
- CHD 1532 Effective Parenting Skills (O) 1 credit**  
This course teaches parents how to guide their children's behavior in a positive manner to re-direct their children's goals, to help children with development of self-esteem, and how to provide encouragement to their children.
- EEC 1260 Program Designs for Young Children (O) 3 credits**  
This course is a study of principles and practices of programs for young children, current research in early childhood education, the role of the teacher, and selection of equipment and materials for use in the early childhood education program.
- HEV 1115 Statewide Child Care Training (O) 3 credits**  
The four major areas of the child day care standards will be emphasized.
- EDF 1021 Social Elements in Early Childhood Education (D) 3 credits**  
This course is a study of the sociocultural elements of society and how these influence the child, the family, and the educational program. Emphasis is on 0-to-8 year-old children.
- EEC 1313 Introduction to Preschool Practices (D) 2 credits**  
This course introduces early childhood education and explores all facets of early childhood teaching.
- EEC 1946C Early Childhood Education Practicum I (D) 2 hrs. lecture-4 hrs. lab-4 credits**  
This course allows the student an opportunity for supervised participation in the Child Development Center. The student will plan and carry out specific activities providing experiences in working with preschool children individually and in groups.
- EEC 1947C Early Childhood Education Practicum II (D) 2 hrs. lecture-4 hrs. lab-4 credits**  
This course is the second in a series of four courses giving the student an opportunity for supervised participation in the Child Development Center. The student will plan and carry out specific activities providing experiences in working with preschool children individually and in groups. Prerequisite: EEC 1946C.
- EEC 2948C Early Childhood Education Practicum III (D) 2 hrs. lecture-4 hrs. lab-4 credits**  
This course is the third in a series of four courses giving the student an opportunity for supervised participation in the Child Development Center. The student will plan and carry out specific activities providing experiences in working with preschool children individually and in groups. Prerequisite: EEC 1947C.
- EEC 2949C Early Childhood Education Practicum IV (D) 2 hrs. lecture-4 hrs. lab-4 credits**  
This course is the last in a series of four courses giving the student an opportunity for supervised participation in the Child Development Center. The student will plan and carry out specific activities providing experiences in working with preschool children individually and in groups. Prerequisite: EEC 2948C.

**HEV V118 Family Day Care Worker Training (O) 3 hours**

This course introduces the rules and regulations of operating a licensed home day care, including emergency safety procedures, nutrition, identification and reporting of child abuse, and principles of child growth and development.

**EEC V302 Introduction to Preschool Practices (O) 10 hours**

This course presents skills necessary to implement a developmentally-appropriate, anti-biased program for children ages birth to five. Prerequisite: HEV 1115.

**COLLEGE PREPARATORY – Placement Testing Required**

See the following sections under descriptions in this catalog:

- \*1. English: ENC 0080 Basic English Review; ENC 0001 Fundamentals of Writing
- \*2. Mathematics: MAT 0002 Basic Mathematics Review; MAT 0024 Introductory Algebra
- \*3. Reading: REA 0001 College Prep Reading I; REA 0002 College Prep Reading II

**\*ESL 0081 College Preparatory English for Non-Native Speakers (P) 3 credits**

This course offers comprehensive skills to non-native students of English who have been admitted for college-preparatory study. The course emphasizes reading skills in the academic content areas, such as computer science, business, and social science, and will provide a comprehensive review of study, test-taking, and basic writing skills as well.

**COLLEGE ORIENTATION****SLS 1101 Principles of Academic/Personal Development (P) 3 credits**

The course provides an extensive orientation to the college, helps students develop a more positive attitude toward learning, and offers instruction in learning skills and strategies.

**COMMERCIAL DRIVER TRAINING****TRA P081 Commercial Driver License Training (O) (F/S/SI/SII) 20 hours**

This course prepares individuals for a Commercial Driver License as mandated by Florida Law. Students will be provided instruction in the various topics required for the State General Knowledge Test. Safe driving practices will be emphasized.

**COMPUTER PROGRAMMING AND ANALYSIS****CEN 1503 Orientation to Novell Netware (O) 1 credit**

This course is an introduction to networks and networking. The course content will include network components, data passing schemes, Network Systems, installing and using netware to create user access programs.

**CEN 1504 Orientation to Novell Networking II (O) 3 credits**

This course introduces the intermediate applications and benefits of the Novell Local Area Network. Emphasis is on options, troubleshooting, and monitoring network performance. Prerequisite: CEN 1503.

\*In addition to class time, these courses require two (2) hours per week in the Center for Personalized Instruction.

- CEN 2500 Data Communications (O) 1 credit**  
This course gives a "hands-on" introduction to data communications on the IBM personal computer. The student will be introduced to the fundamentals of telecommunications using communications software and digital communications equipment. Several electronic data banks will be explored.
- CGS 1000 Introduction to Computer Usage (O) 3 credits**  
This course develops introductory-level skills on operating a microcomputer. The course includes hands-on instruction with beginning software. Students are introduced to the basics of DOS, a word processor, data file program, an electronic spreadsheet, and to the process of operating a simple program in BASIC. Corequisite: CGS V361.
- CGS 1001 Introduction to Computer Usage II (O) 3 credits**  
This course is a continuation of Introduction to Computer Usage. It is designed to sharpen introductory-level skills of operating a microcomputer and includes hands-on instruction with word processing, database, and electronic spreadsheet software. The student will learn how to create, design, edit, and print computer documents, and graphs. Prerequisite: CGS 1000 or permission of instructor.
- CGS 1160 Basic Computer Applications (O) 3 credits**  
This course develops skills for use of microcomputers. The course includes hands-on instruction with popular software. Students will learn to personalize set-up of software, computer programs and file storage, with applications of full-featured word processing, spreadsheet, and data base programs.
- CGS 1041 Electronic Access for the Medical Professional (O) 1 credit**  
This course emphasizes electronic access to medical literature. Students will learn to develop effective search strategies to locate desired information. Electronic sources will include GPO, Medline and Dialog.
- CGS 1050 Electronic Access to Information (P) 1 credit**  
This course examines access to books, databases, library holdings, newspapers, and several indexes through computer linkages to electronic databases and compact disks.
- CGS 1052 Introduction to Electronic Access to Information (P) 3 credits**  
This course examines access to books, journals, library holdings, newspapers, and databases through technology-information resources. Information analysis and data manipulation will be emphasized.
- CGS 1060 College Computing (P) 3 credits**  
This course teaches how to use a computer as a college student. Extensive study is made of a word processor, an electronic spreadsheet, and of a graphics generating program. Coursework is designed around the production of student papers as assigned in other courses.
- CGS 1064 College Computing II (P) 3 credits**  
This course teaches how to use a computer as a college student and is an extension of College Computing. Topics include: graphic generation, introductory use of computer statistics, data base management, and interaction of these for production of reports in science and math classes. Prerequisite: CGS 1060.
- CGS 1061 Orientation to the Computer (O) 1 credit**  
This course covers concepts fundamental to the use of the Operating System (DOS), and also demonstrates word processing. This is an entry-level course requiring no previous computer knowledge.

- CGS 1101 Personal Computer Finance (O) 3 credits**  
This course teaches the student to operate such common financial programs as home accounting and income tax software.
- CGS 1102 Computer Usage for the Real Estate Agent (O) 1 credit**  
This course develops computer skills needed in the real estate industry. It includes hands-on instruction with software that will enable agents to utilize computers in their areas.
- CGS 1110 Computer Literacy I (O) 3 credits**  
This introduction to the fundamentals of operating computer equipment includes the basics of beginning word processing, data base management, and an electronic spreadsheet. Instruction will include lecture, demonstration, and personalized instruction.
- CGS 1130 Electronic Access for the Legal Profession (O) 1 credit**  
This course emphasizes electronic access to the literature of the legal profession. Students will learn to develop effective search strategies to locate desired information pertaining to legal issues. Electronic sources will include Florida Statutes, Index to Legal Periodicals, Florida Rules of Procedure and Evidence Code, Federal Register, Newsbank, Westlaw, and PC-SIG.
- CGS 1261 Orientation to Laser Printing (O) 1 credit**  
This course introduces the HP LaserJet and IBM Laser printer. Topics include: manual selection of features, use of fonts, and procedures for accessing features through software.
- CGS 1300 Computer Literacy II (O) 3 credits**  
This extension of Computer Literacy I includes the basics of special purpose software, calendars, graphics, tutorial software and shareware. Instruction will include lecture, demonstration, and personalized instruction.
- CGS 1370 Choosing Your Microcomputer (O) 1 credit**  
This course provides a functional overview of computer hardware, software, terminology and other factors necessary in making an educated decision on the choice of a computer. This includes how to identify and obtain resources necessary to install and support an effective computer system.
- CGS 1412 LOGO Usage Workshop (O) 2 credits**  
This course teaches LOGO to students in grades 3-12.
- CGS 1500 Micro-Word Processing (O) 1 credit**  
This course introduces a student to the use of professional-quality word processing on a microcomputer. Emphasis is given to learning commands and applying them to production of documents.
- CGS 1503 Orientation to Microsoft Word (O) 1 credit**  
This course develops introductory-level skills for word processing using a microcomputer with the software Microsoft Word.
- CGS 1504 Orientation to Wordstar (O) 1 credit**  
This course develops introductory-level skills for word processing using a microcomputer with the software Wordstar.
- CGS 1505 Orientation to WordPerfect (O) 1 credit**  
This course develops introductory-level skills for word processing using a microcomputer with the software WordPerfect.



- CGS 1565 Disk Operating System (O) 3 credits**  
 This course is an in-depth study of Microsoft Disk Operating System. Topics covered include disk preparation, managing files and subdirectories, using the DOS editor, batch file programming, and configuring a computer system. Many new DOS features will be examined.
- CGS 1571 Overview of Computer Usage I (O) 2 credits**  
 This course develops introductory-level skills for operating a microcomputer. The course includes hands-on instruction with beginning software. Students learn to use a word processor and an electronic spreadsheet. In addition, the student learns to perform simple operations in DOS.
- CGS 1572 Overview of Computer Usage II (O) 2 credits**  
 This course develops introductory-level skills for operating a microcomputer. The course includes hands-on instruction with beginning software. Students learn to use a data file program and a word processor interactively with a data file program. In addition, the student learns to perform batch operations in DOS and to write a simple program in BASIC.
- CGS 1580 Orientation to Desktop Publishing (O) 1 credit**  
 This course provides an overview of desktop publishing concepts. The student will learn to use a personal computer, mouse and laser printer for initial instruction in assembling documents with graphics, illustrations and text.
- CGS 2100 Integrated Computer Applications (O) 3 credits**  
 This course provides instruction in the use of software directed through a graphical user interface. A variety of computer applications including graphics text generation, spreadsheet, and data files along with set up of the GUI will be studied.
- COP 2212 FORTRAN Programming for Engineers (D) (S) 3 credits**  
 This course is an introduction to computer programming using the scientific oriented computer language FORTRAN. Emphasis will be placed on solving mathematical and engineering problems similar to those solved in Calculus I. Corequisite: MAC 2311 and CGS V361, COP 2000 recommended.
- COP 2220 C Programming I (D) 3 credits**  
 This course is a study of the "C" Programming language for students with a prior working knowledge of a computer language. The course is taught on an IBM PC or compatible micro-computer, using the Microsoft Quick C compiler. Lab assignments and projects are designed to reinforce classroom lecture and to emulate practical programming applications. Prerequisite: A working knowledge of a computer language and data file handling. Corequisite: CGS V361.
- CGS 2501 Advanced WordPerfect (O) 1 credit**  
 This course is an extension of Introduction to Micro Word Processing - WordPerfect. Students taking this course will be introduced to the intermediate and advanced features of WordPerfect including, but not limited to the integration of text and graphics, macros, formatting styles, and font attributes. Prerequisite: Introduction to Micro Word Processing-WordPerfect, or equivalent experience.
- CGS 2512 LOTUS II (P) 3 credits**  
 This course is intended for experienced users of LOTUS 123. It covers advanced features of the program, such as special numeric and string functions, macro programming, advanced data base management, and techniques for converting non-LOTUS data to and from the LOTUS data language. Prerequisite: CGS 1530 or equivalent.
- CGS 2570 Introduction to Appleworks (O) 3 credits**  
 This course is intended to familiarize students with the Appleworks program and the use of the Apple computer. Emphasis is placed on using the menu driven program to create documents for word processing, data files, and electronic spreadsheet.



- CIS 1000 Introduction to Data Processing (D) 3 credits**  
Establishes an understanding of the fundamentals required for further study in the field through a general survey of the methods and techniques of processing data. Emphasis is on the general purpose computer and its use in business and industry.
- CIS 2321 Computer Systems Design (D) (S) 3 credits**  
A discussion with case studies and class problems of how business procedures can be applied most effectively to the computer.
- COP 1006 Orientation to Programming (O) 1 credit**  
This course teaches the student the very beginning of writing programs in a high-level computer language such as BASIC, LOGO, or PASCAL. Topics include program design, input, output, and fundamental structures.
- COP 1170 BASIC Programming I (D) 3 credits**  
This is a beginning course in the BASIC programming language stressing programming logic and techniques. Includes assignment statements, input and output, control statements, arrays, subscriptive variables, editing and debugging programs. Prerequisite: COP 2000. Corequisite: CGS V361.
- COP 1171 Business Programming in BASIC (D) 3 credits**  
A continuation of COP 1170 using more advanced coding techniques. Includes disk operations, disk files, multi-dimensional arrays, test files, and advanced algorithms. Prerequisite: COP 1170. Corequisite: CGS V361.
- COP 1700 Data Base Management (O) 1 credit**  
This course introduces the use of a relational data base management program on a microcomputer. Emphasis is toward business application.
- COP 2000 Introduction to Computer Programming (P) 3 credits**  
This course provides the beginning programming student with the techniques necessary to write well-documented structured computer programs. The course is intended to emphasize the planning process using examples involving sequence, decision, and iteration. Although the emphasis is on algorithm development, programs will be coded and implemented using PASCAL. The course is designed to promote good programming practices for further study of other programming languages. Recommended Prerequisite or Corequisite: MAC 1102 and CGS V361.
- COP 2001 Introduction to Computer Programming II (D) 3 credits**  
This course is a continuation of COP 2000. The course will focus on the design and analysis of simple algorithms and data structures. Assignments will be given in the PASCAL programming language. Topics shall include arrays, stack, queues, linked lists, tree structures, sorting and searching. Prerequisite: COP 2000. Corequisite: CGS V361.
- COP 2120 COBOL Programming I (D) 3 credits**  
A beginning course in the COBOL programming language stressing efficient programming logic and techniques. Includes the solution of elemental commercial computer programs using the Common Business Oriented Language. (COBOL). Prerequisite: COP 2000. Corequisite: CGS V361.
- COP 2121 COBOL Programming II (D) 3 credits**  
A continuation of COP 2120 using more advanced coding techniques. Emphasizes the use of COBOL in file maintenance and report writing. Prerequisite: COP 2120. Corequisite: CGS V361.
- COP 2123 Introduction to CICS (O) 3 credits**  
This course presents an overview and detailed study of the different CICS management modules and tables. In addition, the course will teach the student a basic subset of

CICS command-level COBOL programming. Prerequisite: COP 2120. Corequisite: CGS V361.

**COP 2200 FORTRAN (D) 3 credits**

Computer programming and application using FORTRAN. Emphasis on scientific and business oriented problems. Prerequisite: MAC 1102 or MGF 2202 and COP 2000. Corequisite: CGS V361.

**COP 2210 PASCAL I (D) 3 credits**

Introduces the principles and concepts of structured program design algorithm development and documentation using the standard PASCAL language. Topics include sequences, decisions, loops, procedures and functions, arrays, records, and sets. Corequisite: CGS V361.

**COP 2334 C Programming II (C++) (D) 3 credits**

This course is a study of the C++ Programming language for students with a prior working knowledge of C Programming language. The course is taught on an IBM PC or compatible microcomputer, using the Turbo C++ (or equivalent) compiler. Lab assignments and projects are designed to reinforce classroom lecture and to emulate practical programming applications. Prerequisite: COP 2220.

**COP 2400 ASSEMBLER Programming I (D) 3 credits**

This course teaches the fundamental instruction set of the 8088 microprocessor, as well as the fundamental design and execution of ASSEMBLER. Corequisite: CGS V361.

**COP 2701 Data Base Programming (O) 3 credits**

This course teaches the fundamentals of using dBase III+ and the programming language available with dBase III+. Corequisite: CGS V361.

**Micro-Word Processing (O) 1 credit**

A number of different courses are offered which introduce the student to the use of a professional quality word processor on a microcomputer. Emphasis is given to learning commands and applying them to production of documents. CGS 1505 Orientation to WordPerfect, CGS 1504 Orientation to WordStar, CGS 1503 Orientation to Microsoft Word, CGS 2501 Advanced WordPerfect.

**CGS V361 Computer Usage (O) 30 hours**

This course is the laboratory component of those courses requiring out-of-class projects on the computer. Its purpose is to provide the student with hands-on computer experiences which are designed to expose the student to the actual application of the material covered in the classroom.

## COSMETOLOGY

**COS V001C Introduction to Cosmetology (O) 501 hours**

This course provides instruction in safety rules and procedures, school, as well as basic cosmetology classroom/laboratory procedures. Instruction includes information on selection of techniques, equipment, and supplies. Basic skills are practiced on manikins, students, and patrons in the college laboratory. Prerequisite: Permission of instructor.

**COS V080C Anatomy, Physiology & Chemistry of Cosmetology (O) 501 hours**

This course is a continuation of Introduction to Cosmetology. Topics presented will include: chemistry and structure of hair and skin; anatomy, histology, and physiology as related to cosmetology; chemistry of products and their effects on the body, skin, and hair. Prerequisite: COS V001C.

- COS V081C Cosmetology Review, Job Prep and Salon Management (O) 258 hours**  
This course is the final segment of the 1260-hour Cosmetology program. The course will provide a review of competencies required by the State Board of Cosmetology. The student will receive instruction in salon management, job search and preparation, and Florida Law, Rules and Regulations related to Cosmetology. Prerequisite: COS V080C.
- COS V801 Management Techniques for Salon Owners (O) 18 hours**  
This course presents management techniques for salon owners and managers.
- COS V920 Cosmetology Refresher (O) 40 hours**  
This course is designed for out-of-state licensed cosmetologists wanting to obtain Florida licensure. Prerequisite: Current Cosmetology license.
- COS V922 Permanent Wave Techniques (O) 24 hours**  
This course provides instruction in permanent waving. Along with instruction in analysis of hair and selection of appropriate solutions, the course includes proper steps to be taken to avoid bad permanent wave results, chemistry of permanent wave and a hands-on workshop. Prerequisite: Current Cosmetology license.
- COS V924 Advanced Systematic Approach to Hair Coloring (O) 24 hours**  
This course presents advanced theory and techniques in hair coloring, formulating colors and hair color techniques. Prerequisite: Current Cosmetology license.
- COS V925 Advanced Hair Cutting Techniques (O) 24 hours**  
This course includes instruction in methods and techniques of advanced haircutting needed in producing various contemporary hair styles. Prerequisite: Current Cosmetology license.
- COS P932 Aids Update for Cosmetologists (O) 4 hours**  
This course presents information on the transmission, control, treatment, and prevention of HIV and AIDS with emphasis on behavior, attitudes, and impact on the Cosmetology industry.
- COS V996 Full Specialist (O) 500 hours**  
This course prepares the student to take the Florida Full Specialist Examination. Upon completion of coursework and passing the State examination, the student will be prepared to work in a salon as a skin care specialist (esthetician), makeup artist, manicurist, pedicurist, nail extensionist, and shampooist. Prerequisite: Permission of Instructor.
- CSP V010 Manicuring, Pedicuring, and Nail Extensions (O) 128 hours**  
This course prepares the student to obtain employment as a Florida registered Nail Technician.
- CSP V100 Esthetics (O) 260 hours**  
This course prepares the student to obtain employment as a Florida Licensed Esthetician.
- CSP V300 Techniques of Makeup Application (O) 60 hours**  
This course offers experience in technique for personal makeup application and design. Students will use the latest beauty products.

## **CRIMINAL JUSTICE TECHNOLOGY**

- CJT 2101 Advanced Criminal Investigations (O) 3 credits**  
This course acquaints the student with the advanced techniques of criminal investigations. This course will allow the student the opportunity to become familiar with investigative procedures that are beyond the scope of basic techniques. Prerequisite: CJT 2100. Corequisite: Florida Certified Law Enforcement, Correction, or Probation/Parole Officers.

- CJD 2607      Advanced Narcotics Investigation (O)      3 credits**  
 This course adds expertise to the current narcotics officer's portfolio of knowledge. New and ever-expanding equipment in the field of surveillance will be demonstrated and utilized. Short- and long-term investigative techniques will be presented by experts in the field. Prerequisite: CJD 2602.
- \*CJD 1608      Advanced Traffic Accident Investigation (O) (As needed)      5 credits**  
 This course provides the police accident investigators with additional skills and abilities to perform in-depth accident investigations, and to gain an insight into how to interpret the physical evidence at the scene of an accident.
- CJT 2121      Arson Investigation (O) (As needed)      3 credits**  
 Instruction in determination of cause and origin in the investigation of suspicious fires. This includes evidence collection and examination of arson statutes.
- CJT 2322      Auto Pistol Transition (O)      1 credit**  
 This course examines the origins, physical description, functioning characteristics, and technical information associated with the semi-automatic pistol. Prerequisite: Certified Law Enforcement or Correctional Officers.
- \*CJD 1630      Basic Firearms Instructor Training (O) (As needed)      3 credits**  
 This course is designed to provide specific skills to those officers who will instruct recruit-level trainees and in-service officers in the skills and judgement to do whatever is required of them in the lawful use of firearms. Prerequisite: CJD 2501.
- CJT 2312      Basic Firearms for Probation & Parole Officers (O)      3 credits**  
 This course provides students with basic firearms skills and sufficient knowledge to operate firearms safely. Prerequisite: Certified State of Florida Probation/Parole Officers.
- \*CJD 1681      Case Preparation and Court Presentation (O) (As needed)      3 credits**  
 Fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer to include case files, pre-trial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies, and practical exercise.
- \*CJT 2230      Intoxilyzer 5,000 Technician (O) (As needed)      3 credits**  
 This course evaluates and qualifies chemical tests technicians. The course covers: history of alcohol, alcohol tolerance, scientific laws affecting chemical test, scientific measurement procedures for determination of alcohol in the body, preventive maintenance of chemical test instruments or devices, case preparation and coursework incidental to enforcement of the provisions of the law, and the provisions of the Implied Consent Law. Prerequisite: Must be a Certified Law Enforcement Officer.
- CJD 1682      Civil Liabilities and Legal Issues (O) (As needed)      1 credit**  
 The examination of civil liability and legal issues related to law enforcement agencies. These include vicarious liability, negligence in training and legal issues in personnel matters.
- \*CJD 1665      Computer Applications For Law Enforcement (O)      3 credits**  
**(As needed)**  
 Provides instruction for the use of the computer in criminal justice operations. The student will be introduced to prepackaged software and the process used to modify the package to criminal justice usage. This will include an electronic filing system designed to store, review, and update data which can be manipulated into printed reports for daily or periodic usage.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- CCJ 2250 Constitutional Law (D) (As needed) 3 credits**  
A study of the history of the United States Supreme Court and its philosophy; a review of the appellate courts of the United States and Florida; the history, scope, purpose, and application of the Constitutions of the United States and Florida, as related primarily to the law enforcement officer.
- CCJ 2281 Constitutional Rights of the Incarcerated (O) (As needed) 3 credits**  
This course will give students a basic understanding of the constitutional rights of incarcerated individuals, including the historical perspective, the evolution of judicial thought and standards, and the contemporary requirements imposed on correctional authorities. It will illuminate the issues still incompletely defined by the courts, as well as the procedures advisable pending a definitive judicial ruling.
- CCJ 2440 Correctional Institution Administration and Organization (O) (As needed) 3 credits**  
An analysis of the problems encountered by the corrections system relating to principles of management, supervision, and administration. The supervisor's role in rehabilitation will be examined in depth.
- CCJ 2441 Correctional Supervision (O) 3 credits**  
This course teaches leadership and supervisory roles in corrections. It includes concepts of supervision, supervisory and leadership styles, stress awareness, personal styles inventory, decision making, communications and work, dealing effectively with employees, staff relations, civil liabilities for correctional supervisors, discipline and grievances. Prerequisite: Certified Correctional Officer.
- \*CJT 2120 Crime Scene Procedures (O) (As needed) 3 credits**  
Course emphasizes preliminary investigation techniques, crime scene protection, recording, processing, collection and preservation of evidence, fingerprint technology and legal aspects of evidence.
- CJT 2100 Criminal Investigation (D) (As needed) 3 credits**  
Fundamentals of investigation; duties and responsibilities of the detective's interrogation techniques; search and techniques of protecting the crime scene; collection and preservation of evidence; modus operandi systems; scientific aids and other sources of information; court preparation and case followup.
- CJT 2110 Introduction to Criminalistics (O) (As needed) 3 credits**  
Basic scientific techniques of collection, identification, preservation and transportation of physical evidence. Familiarization with, demonstration of, and work experience in laboratory criminalistics emphasized while demonstrating the capabilities and limitations of the laboratory. Prerequisite: CJT 2100.
- CCJ 2220 Criminal Law (D) (As needed) 3 credits**  
This course provides law enforcement personnel and other students of the Criminal Justice System with a framework of criminal law and how it has developed, its basic concepts and how they apply in our society today. Emphasis will be given to Florida criminal law.
- CCJ 2231 Criminal Procedure (D) (As needed) 3 credits**  
Fundamentals of constitutional, criminal and civil law. Principles, duties and mechanics of criminal procedures in Florida as applied to arrest, search, seizure, and court processing. A functional analysis of the rules of evidence in court procedures is presented.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- \*CJD 1255     Defensive Tactics Instructor Training (O) (As needed)     3 credits**  
 This course prepares the participant to teach the basic controlling techniques and self defense course that is offered in the Basic Corrections Academy. It is primarily on the very gentle Japanese Martial Art of Akido. This will also prepare the trainee to teach the Advanced Self Defense/Use of Force Course for Corrections. Prerequisite: CJD 1253.
- CJD 2251     Detective Academy (Investigations) (O) (As needed)     5 credits**  
 This course trains the new criminal investigator and to enhance the knowledge of the veteran investigator in various skills, such as: crime scene analysis, interviews and interrogations, death and injury investigations, developing informants, white-collar crime, cults, case preparation, search and seizure, legal aspects, case management, and criminal profiling.
- \*CJD 1471     Discipline and Special Confinement Techniques (O) (As needed)     3 credits**  
 The student is introduced to the essentials of discipline and special confinement techniques necessary for the corrections profession. The topics to be introduced include physical operation, physical force, recognizing abnormal behavior, verbal and nonverbal communication.
- \*CJD 2697     Domestic Intervention (O) (As needed)     3 credits**  
 This course provides officers with an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems.
- \*CJD 1667     Driver Instructor Training (O) (As needed)     3 credits**  
 This course covers basic instructional techniques used to train law enforcement personnel as driving instructors.
- \*CJD 1677     Drug Awareness and Education (O) (As needed)     3 credits**  
 Provides the informed law enforcement officer with the methodologies necessary to educate members of the community. This is achieved through various modes of presentation on current and critical issues relevant to drug abuse.
- \*CCJ 2403     Executive Leadership (O)     6 credits**  
 This course gives focused and intensive instruction on some of the most fundamental, but difficult, issues about modern day policing and the leadership it requires. It will explore the mission of the police and teach police discretion, the relationship of the police to the public, police impact on crime and professional ethics. Prerequisite: CJSTC Florida Certified/Higher Echelon Officer.
- \*CJD 1632     Field Training Officer Techniques (O) (As needed)     3 credits**  
 Designed to introduce the criminal justice student (law enforcement and corrections) to all aspects of field training and evaluation programs to include adult learning and instruction, evaluation, role responsibilities and characteristics of the Field Training Officer (F.T.O.), communication techniques, counseling techniques, legal and ethical issues, and human motivation.
- \*CJD 1254     First Responder to Medical Emergencies (O) (As needed)     3 credits**  
 This course acquaints the officer with effective medical procedures and life-saving techniques for handling emergency illness or injury should he/she be the first to arrive at a scene where such aid is required.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- CJD 1510 Foreign Language Skills for Criminal Justice (O) (As needed) 3 credits**  
This course is designed for criminal justice officers at all levels to enhance and build basic skills and abilities to communicate in a foreign language. The course will equip the officer with the skills necessary in order to communicate during emergency services, and in life-threatening or potentially life-threatening situations. The course will provide 80-hours of intensive language training. Prerequisite: Basic Law Enforcement/ Corrections Training.
- \*CJD 1256 Handgun Retention Instructor (O) (As needed) 1 credit**  
To develop the student's skill and teaching ability to train others on how to safely prevent attempts on handgun disarming.
- \*CJD 1696 Human and Community Relations (O) (As needed) 3 credits**  
This course introduces the criminal justice officer to the effects of stress, morale, and communication skills on his/her relationships with different citizens groups within the community, and to provide training on techniques relating to effective community relations procedures.
- \*CJD 2604 Injury and Death Investigation (O) (As needed) 3 credits**  
Gives the patrol officer and investigator with limited experience in injury and death investigation a general insight into investigative, legal and evidentiary compounds.
- CJD 1501 Instructor Techniques (O) (As needed) 5 credits**  
This course enhances the criminal justice officer's knowledge, skills, and abilities to provide efficient and effective training to fellow criminal justice personnel in skill or subject area dictated by local need.
- CCJ 2426 Internal Investigations (O) (As needed) 3 credits**  
This course acquaints the student with laws, interview and interrogation techniques, and procedures needed in an Internal Affairs Investigation. Also included are procedures determined by the Florida Department of Law Enforcement for background investigations, State and federal laws, interviews, and documentation.
- CCJ 2300 Introduction to Corrections (D) (As needed) 3 credits**  
This is an overview of the American corrections system. Correctional theories, history, problems and procedures will be examined. Special emphasis will be given to Florida's correction system.
- CCJ 2200 Introduction to the Courts (O) (As needed) 3 credits**  
Examination of the functions, organization, and management of U.S. courts with special emphasis on Florida's courts.
- CCJ 2020 Introduction to Criminal Justice (D) (As needed) 3 credits**  
This course presents the historical and philosophical background of criminal justice and agencies involved with the administration of criminal justice. Development and objectives of criminal system together with organization, administration, and technical problems of local, state, and federal agencies will be emphasized. The student will be oriented to the purposes, requirements, and opportunities of the criminal justice career field.
- \*CCJ 2602 Investigations of Cults and Deviant Groups (O) (As needed) 3 credits**  
This course acquaints the student with the complexities of investigating crimes involving cults and other deviant groups. Topics covered include: signs of a cult-related crime, crimes involving cults and deviant groups, and ritual sexual abuse.
- \*CJD 2250 Investigative Interviews (O) (As needed) 3 credits**  
This advanced course covers the techniques, methods, principles, and issues of interviewing and interrogations.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- CCJ 2500 The Juvenile and the Law (O) (As needed) 3 credits**  
 The course deals with the effects of contemporary cultural environment on adolescents and juvenile offenders. An in-depth study of the causes, classifications and interpersonal relationships of delinquency as seen by the family, school, police officer, youth services and courts. This course, while presenting a highly intellectual approach with the analysis of the societal factors that influence juvenile behavior, will also answer the questions of those who encounter juvenile offenders as part of their careers, in criminal justice, education, social services and related fields.
- \*CJD 1310 Line Supervision (O) (As needed) 5 credits**  
 This course introduces law enforcement and correctional officers to the concept and key components for effective and successful supervision in the jobs they perform. This will enhance both productivity and morale. Prerequisite: CJD 1314 or CCJ 2441.
- \*CJD 2320 Middle Management (O) (As needed) 5 credits**  
 This course was designed for the law enforcement or correctional officer in a management or supervisory position to enhance and build on basic skills, knowledge and abilities and to develop leadership skills which are necessary for successful performance in the criminal justice field. Prerequisite: CJD 1310.
- \*CJD 2602 Narcotics Identification and Investigation (O) (As needed) 3 credits**  
 This introductory course in narcotics investigation and identification provides an overview of narcotics and the role of the investigative agencies, drug traffic flow patterns, major classes of drugs and drug profit traffic. Instruction will cover techniques of investigative observation, patrol and case development, physical identification of drugs, symptoms of abuse, methods of abuse and appropriate Florida Statutes.
- CCJ 2400 Police Organization and Administration (O) (As needed) 3 credits**  
 Principles of organization and administration in law enforcement; fundamentals of police planning; budget analysis, recruitment, training, and assignments; disciplinary problems and methods of control; cooperation with other agencies; public relations; records and inspection.
- CJD 1009 Police Procedures (O) (As needed) 3 credits**  
 This course provides knowledge required in handling ordinary police procedures. Fundamentals of police procedures including, but not limited to, methods of handling the various types of services, traffic control, juvenile procedures, community relations, firearms, investigation, patrol procedures, legal aspects and communications. Prerequisite: Permission of Department Chairman, Criminal Justice.
- CCJ 2330 Probation and Parole (O) (As needed) 3 credits**  
 The principles and methods of parole and probation systems at federal, state and local levels; court procedures, the role of the probation and parole officers and their associates in the rehabilitation process; and the procedures for granting pardons.
- CJD 1520 Public Safety Dispatcher (O) (As needed) 3 credits**  
 This course is an introductory-level offering for public safety communications personnel or students interested in the field.
- \*CJD 1615 RADAR Operators (O) (As needed) 3 credits**  
 This course provides the law enforcement officer with the fundamental concepts of radar. The student will learn all radar operating procedures, courtroom testimony, and qualify as a law enforcement radar operator.
- \*CJD 2663 Report Writing Development (O) (As needed) 3 credits**  
 To provide a focused review and practice of the basic elements necessary for effective writing in any situation or any type of report.

\*Prerequisite: Florida State Certified Law Enforcement Corrections and Probation Officers only or Permission of Criminal Justice Department.



- CCJ 2230 Rules of Evidence (D) (As needed) 3 credits**  
An examination of the rules governing the admissibility of evidence, specifically as they affect the Law Enforcement officer, in the processes of arrest, force, search, seizure, preservation, custody, testimony, and courtroom procedure.
- \*CJD 1672 School Resource Officer (O) (As needed) 3 credits**  
This course provides the participant with the history, philosophy and basic skills necessary to serve as a School Resource Officer. Participants will receive instruction in juvenile law, counseling skills, the development of a referral network, identification and ways to handle exceptional students, and classroom instruction techniques.
- \*CJD 1650 Selective Patrol Drug Enforcement (O) (As needed) 3 credits**  
The administration, orientation and overview of illicit drugs - to include evidence collection, patrol procedures and drug recognition.
- \*CJD 1253 Self Defense and Use of Force (O) (As needed) 3 credits**  
This course is designed to qualify students and in-service law enforcement and correctional officers in the art of defensive tactics and self-defense; to include the legal aspects of the use of force; pre-conditioning, defense and injury protection, defenses to unarmed attack, defenses against armed attacks, and the regulations, laws and techniques relating to the use of force.
- \*CJD 2603 Sex Crimes Investigation (O) (As needed) 3 credits**  
An overview of sex crimes investigation for the patrol officer and investigator with limited experience in this field. Provides an understanding of the problematic, legal, investigative and evidentiary aspects of sex crimes.
- \*CJD 1614 Standardized Field Sobriety Testing (O) (As needed) 1 credit**  
This program provides Law Enforcement Officers with the techniques used in standardized field sobriety testing. Course also consists of D.U.I. detection, enforcement, video procedures and courtroom testimony. Prerequisite: Current employment as Police Officer.
- \*CJD 1691 Stress Awareness and Resolution (O) (As needed) 3 credits**  
This course enhances the officer's ability to deal with stressful situations that may be inherent to the criminal justice profession. A general awareness of the causes of stress, types of stress, and solutions to stress, if applied properly, should provide for more effective job performance.
- CJD 1314 Supervisory Techniques for Law Enforcement (O) 2 credits**  
This course will outline the common problems encountered by the criminal justice supervisor; the solutions for same, along with the law guidelines pertaining to the solutions. The course will point out the leadership traits to be developed by the supervisor in order to be effective. Prerequisite: Certified State of Florida Law Enforcement Officer.
- \*CJD 1662 Tactical Police Driving (O) (As needed) 3 credits**  
This course enhances the officer's knowledge, skill and ability in tactical vehicle operation. This will include pursuit and emergency driving, fleet accident awareness and liability. A portion of the course will be devoted to practical driving skills development.
- \*CJD 1601 Traffic Accident Investigation (O) (As needed) 3 credits**  
This course is designed as a basic presentation of traffic accident investigation for the patrol officer and investigator with limited expertise in this area. Traffic laws and arrest procedures will be examined as well as accident investigation and traffic accident reports.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- \*CJD 2609 Traffic Accident Reconstruction (O) (As needed) 5 credits**  
 Designed to provide the police accident reconstructionist with the skills needed to reconstruct serious injury and fatal accidents. The student will gain an understanding of how to analyze data collected at the scene and use it to reconstruct the accident. Also, the required training, when combined with the experience, will allow the student to be qualified as an expert witness in judicial proceedings.
- \*CJD 2605 Traffic Homicide Investigation (O) (As needed) 3 credits**  
 Provides specific insight into traffic homicide investigation for the law enforcement patrol officer and investigator. The course is designed to develop existing skills and abilities of traffic homicide and accident reconstruction.
- \*CJD 2664 Underwater Police Science and Technology (O) (As needed) 5 credits**  
 Organized and developed to enhance the law enforcement officer's knowledge. Skills and abilities to effectively and efficiently contribute to under water investigation or recoveries and other law enforcement related activities which may occur in areas of ocean or inland waterways.
- CJD 2616 Violent Crime Investigation (O) 3 credits**  
 This course trains the investigator with the proper procedures for investigating violent crime. Emphasis is placed on investigative techniques and specialized investigative functions. Prerequisite: Certified State of Florida Law Enforcement Officer. Corequisite: Must be assigned to an investigative unit.
- \*CJD 1468 Youthful Offenders (O) (As needed) 3 credits**  
 This course provides the student with an overview and awareness of Florida youthful offender programs to include: facilities and specialized programs, staff-inmate relations, one-way/two-way communications and effective communications skills, positive characteristics for staff working with youthful offenders; the helping relationship inventory, local treatment programs, opportunities and alternatives, treatment, problem solving and other techniques relating to youthful offenders.
- CJD V450 Basic Corrections Training (O) (F/S) 480 hours**  
 This course provides the Florida minimum standards education for entrance into the corrections profession in the State of Florida. The curriculum includes Florida Criminal Law, operational procedures, principles of supervision, inmate behavior, and technical skills. Prerequisite: Permission of Department Chairman, Criminal Justice.
- CJD V000 Basic Law Enforcement Recruit Training (O) (F/S) 640 hours**  
 This course provides the Florida minimum standards education for entrance into the police profession in the State of Florida. The curriculum includes Florida Criminal Law, Criminal Investigation, Patrol Procedures, Traffic Control, Human Skills, Defensive Tactics, Physical Conditioning, and Firearms Training. Prerequisite: Permission of Department Chairman, Criminal Justice.
- CJD V003 Correctional Auxiliary (O) 144 hours**  
 This course prepares students for employment as correctional auxiliary officers. The content includes introduction to the criminal justice system, basic law for corrections, operational procedures, firearms, mechanics of search, controlling techniques, institutional disturbances, emergency medical techniques, communications, and human behavior skills.
- CJD V480 Correctional Probation Officer Basic Recruit (O) 366 hours**  
 The training program is an overview of the Criminal Justice System and provides training in operations, criminal investigations, basic law, legal procedures, human skills and proficiency skills to train Probation and Parole officers for the skills and responsibilities required in the performance of their duties.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- CJD V006 Corrections Supplemental Training (O) (4-6) (As needed) 250 hours**  
This course is for previously certified Corrections Officers to reactivate their certification in the State of Florida. Prerequisite: Previous certification.
- CJD V012 Basic Law Enforcement for Reserve Officers (O) 560 hours**  
This course provides job-related training to Reserve Police Officers. Students completing this course are eligible for Criminal Justice Standards and Training Commission certification in the State of Florida as certified law enforcement personnel.
- CJD P626 Hostage Negotiations (O) (As needed) 40 hours**  
This course teaches the Law Enforcement or Correctional Officer how to respond when confronting a hostage situation. Prerequisite: Law Enforcement or Correctional Officer.
- CJD V001 Law Enforcement Auxiliary (O) (As needed) 97 hours**  
Course designed to impart basic policing skills to potential police auxiliary officers. State mandated for certification as an auxiliary officer. Prerequisite: Auxiliary Officer Candidate.
- CJD V002 Law Enforcement - Cross Training (O) (As needed) 450 hours**  
Course is designed for certified correctional officers who desire to be cross trained in law enforcement and become certified. Prerequisite: Correctional Officer.
- CJD V008 Law Enforcement Supplemental Training (O) (As needed) 300 hours**  
Course designed for previously certified law enforcement officers to help reactivate their certification. Prerequisites: Previous certification.
- CJD V007 Law Enforcement Supplemental Training (O) (0-4) (As needed) 140 hours**  
Course designed for those who were previously certified who desire to reactivate their certificates. Prerequisites: Previous certification.
- CJT V431 Enforcement Specialist (O) 30 hours**  
This course provides for the development of knowledge and skills required to fulfill the responsibilities and duties of an Enforcement Specialist (non-sworn) who are employed or sponsored by municipal and county agencies for traffic and code enforcement.
- CJT V810 Security Guard Training (O) (As needed) 16 hours**  
This course prepares students as entry-level security officers. The content includes, but is not limited to, criminal and civil law, security officer duties, patrol techniques, traffic control and loss prevention, investigation procedures, corporate and business security concerns, first responder techniques, interpersonal skills, security duties in special circumstances.
- CJT V930 Law Enforcement Explorer's Academy (O) 80 hours**  
This course provides experiences to acquaint students with the law enforcement profession. Students will be exposed to the role and responsibility law enforcement serves in our communities and receive basic training applicable to serve as a volunteer within a criminal justice agency. Prerequisite: Must be sponsored by a Law Enforcement Agency.

## DENTAL ASSISTING

- DEA V025 Preclinical Orientation (O) (F) 48 hours**  
This course introduces the dental assisting student to the practice of dental assisting. The dental health team, educational requirements, and professional associations are discussed. Medical/dental history, operation/maintenance of dental equipment microbiology, sterilization/asepsis, psychology in dentistry, operative and fixed prosthodontics.

- DEA V025L Preclinical Orientation Lab (O) (F) 144 hours**  
 This course is designed for the dental assistant to participate in clinical experience involving patient and dentists performing functions required of a dental assistant in an office/clinic setting.
- DEA V820 Expanded Functions I (O) (F) 16 hours**  
 This course is designed to provide knowledge necessary for the dental assistant to perform expanded functions permitted by the Florida State Board of Dentistry.
- DEA V820L Expanded Functions I Lab (O) (F) 32 hours**  
 This course is designed to provide clinical practice necessary for the dental assistant to perform expanded functions permitted by the Florida State Board of Dentistry.
- DES 1000 Head, Neck, and Dental Anatomy (O) (F) 3 credits**  
 This course is the study of tooth morphology and the relationship of teeth to one another and to their surrounding structure. Coverage is given to bones of the skull, muscles, nerves, blood vessels, and occlusion of the teeth.
- DES 1100C Elements of Dental Materials (O) (F) 2 hrs. lecture-1 hr. lab-3 credits**  
 This course is a series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, and application of the materials used in the laboratory and clinical practice of dentistry. Laboratory procedures will include manipulation of these materials.
- DES 1200 Dental Radiography (O) (F) 2 credits**  
 This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, and safety precautions utilized when exposing dental radiographs. Technique theory is presented.
- DES 1200L Dental Radiography Lab (O) (F) 2 hrs. lab-1 credit**  
 The student applies the principles learned in DES 1200 in the clinical setting. Techniques for obtaining periapical, bitewing, occlusal, panoramic, and lateral-jaw radiographs are covered.
- DEA 1301 Preventive Dentistry (O) (F) 2 credits**  
 This course introduces the student to the practice of preventive dentistry. The dental auxiliary's role in patient care is introduced. The philosophy of preventive dentistry and methods of plaque control are emphasized, patient education, tooth stains and discolorations, hypersensitive teeth and fluoride are also discussed.
- DEA V800 Clinical Practice I (O) (S) 32 hours**  
 This course is a continuation and further development of the knowledge, skill, and competencies developed in Preclinical Orientation. Prerequisite: DEA V025.
- DEA V800L Clinical Practice I Lab (O) (S) 216 hours**  
 This course is a continuation and further development of the knowledge, skill, and competencies developed in Preclinical Orientation Lab. Prerequisite: DEA V025L.
- DEA V821 Expanded Functions II (O) (S) 32 hours**  
 This course is a continuation of Expanded Functions I. Course content will include additional intraoral functions delegated by the Florida State Board of Dentistry. Prerequisite: DEA V820.
- DEA V821L Expanded Functions II Lab (O) (S) 32 hours**  
 This course is a continuation of Expanded Functions I Lab. Course content will include additional intraoral functions delegated by the Florida State Board of Dentistry. Prerequisite: DEA V820L.

**DEA V130 Related Dental Theory (O) (S) 64 hours**

This course will present materials from scientific areas related to the field of dentistry, including Embryology/Histology, Microbiology, Pathology, Human Anatomy and Physiology, Nutrition, and Pharmacology.

**DEA V820 Health Office Emergencies (O) (S) 32 hours**

This course will present information in dealing with medical emergencies that may occur in a dental office/clinic. This course is designed for Dental Assisting Students.

**DEA V200C Office Management (O) (S) 48 hours**

This course acquaints the student with telephone techniques, appointment control, records management, accounting and business procedures associated with the dental office, inventory and purchasing control of dental office supplies, as well as written communication skills and resume writing.

**DEA V850 Clinical Practice II (O) (SI) 16 hours**

This course is designed for the dental assisting student to receive instruction in all phases of chairside assisting. Prerequisite: DEA V800.

**DEA V850L Clinical Practice II Lab (O) (SI) 192 hours**

This course is designed for the dental assisting student to receive individual instruction in all phases of chairside assisting, including a closely supervised internship program utilizing dental offices. Prerequisite: DEA V800L.

**DENTAL HYGIENE****DEH 1090C Pre-Clinical Dental Hygiene (O) (F) 1 hr. lecture-5 hrs. clinic-2 credits**

This course introduces the dental hygiene student to the theory and practical skills necessary for instrumentation. Clinical sessions are included to demonstrate proficiency in utilizing dental hygiene instruments, performing extra- and intraoral exams on patients. Emphasis is placed on beginning instrumentation skills.

**DES 1200 Dental Radiography (O) (F) 2 credits**

This course acquaints the student with the nature, physical behavior, biological effects, methods of control, and safety precautions utilized when exposing dental radiographs. Technique theory is presented.

**DES 1200L Dental Radiography Lab (O) (F) 2 hrs. lab-1 credit**

A continuation of DES 1200. The student applies those principles learned in DES 1200 in the clinical setting. Techniques for obtaining periapical, bitewing, occlusal, panoramic, and lateral-jaw radiographs are covered.

**DES 1000 Head, Neck, and Dental Anatomy (O) (F) 3 credits**

This course is the study of tooth morphology and the relationship of teeth to one another and to their surrounding structure. Coverage is given to bones of the skull, muscles, nerves, blood vessels, and occlusion of the teeth.

**DEA 1301 Preventive Dentistry (O) (F) 2 credits**

This course introduces the student to the practice of preventive dentistry. The dental auxiliary's role in patient care is introduced. The philosophy of preventive dentistry and methods of plaque control are emphasized, patient education, tooth stains and discolorations, hypersensitive teeth, and fluoride are also discussed.

**DEH 1001C Introduction to Clinical Procedures (O) (F) 2 hrs. lecture-4 hrs. clinic-3 credits**

This course introduces the dental hygiene student to the practice of dental hygiene. The dental health team, educational requirements, and professional associations are discussed. Medical/dental history, operation/maintenance of dental equipment, sterilization and sepsis techniques, operator/patient positioning, dental charting and polishing skills are also included.

**DEH 1800C Clinical Dental Hygiene I (O) (S) 2 hrs. lecture-9 hrs. clinic-4 credits**

This course is a continuation of Pre-clinical Dental Hygiene. The student will continue to progressively develop instrumentation skills. Beginning patient care is emphasized. Instrument sharpening, root planing and plaque control procedures are included. Prerequisite: DEH 1090C.

**DES 1030 Oral Embryology and Histology (O) (S) 2 credits**

This course is a study of the early embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic structure and morphology of the tissues of the teeth and supporting structures. Prerequisite: DES 1000.

**DES 1050 Pharmacology (O) (S) 2 credits**

This course is a study of the usage, administration, indications, contraindications, adverse reactions, and precautions of pharmaceutical preparations. Special consideration is given to the therapeutic agents used in the treatment of dental disease. Prerequisite: BSC 2093C. Corequisite: BSC 2094C.

**DEH 1802C Clinical Dental Hygiene II (O) (SI) 2 hrs. lecture-8 hrs. clinic-4 credits**

This course is a continuation of Clinical Dental Hygiene I. A continued development of clinical skills will enable the student to provide increasingly comprehensive service to the patient, including recall motivation, and patient education. Care for the special patient is also included. Prerequisite: DEH 1800C.

**DES 2044 General and Oral Pathology (O) (SII) 2 credits**

This course is a study of the principles of general pathology with consideration of the more common diseases affecting the human body. Major emphasis is given to the study of pathological conditions of the teeth, soft tissues, and supporting structures of the oral cavity. Prerequisite(s): BSC 2093C, BSC 2094C, MCB 2010C, DES 1030.

**DEH 2804C Clinical Dental Hygiene III (O) (F) 2 hrs. lecture-12 hrs. clinic-6 credits**

The course is a continuation of Clinical Dental Hygiene II. The course will enable the student to demonstrate independence and to use judgement learned in previous clinical instruction for planning patient services. Proficiency in all areas of dental hygiene will be stressed. Case documentation, dental hygiene treatment planning, ultrasonic sealing, gingival curettage, nutritional counseling and intraoral photography are included. Prerequisite: DEH 1802C and DIE 2201.

**DEH 2602 Periodontology (O) (F) 2 credits**

This course is a study of the characteristics, etiology, prognosis, and treatment of periodontal disease. Periodontal examination, treatment planning, and the dental hygienist's role in periodontal therapy are emphasized. Prerequisite: DES 1030, DES 2044.

**DES 2051 Pain Control and Anesthesia (O) (F) 1 credit**

This course is a study of pain perception, pain reaction, methods of pain control, and the use of nitrous oxide-oxygen conscious sedation in dentistry. The relevancy of psychosomatic pain control and topical and local anesthesia to dental hygiene practice is emphasized. Prerequisite: DES 1050. Corequisite: DEH 1820C.

**DES 1100C Elements of Dental Materials (O) (F) 2 hrs. lecture, 2 hrs. lab-3 credits**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, and application of the materials used in the laboratory and clinical practice of dentistry. Laboratory procedures will include manipulation of these materials.

**DEH 2530L Expanded Functions for Dental Hygienists (O) (F)****1 hr. lecture-2 hrs. lab-1 credit**

This course is designed to provide the basic knowledge and clinical practice necessary for the dental hygienist to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

**DEH 2806C Clinical Dental Hygiene IV (O) (S)****2 hrs. lecture-16 hrs. clinic-7 credits**

This final course in the Clinical Dental Hygiene series will enable the student to demonstrate independence and to use judgement learned in previous clinical instruction for planning patient services. Proficiency in all areas of dental hygiene will be stressed. Care for the special patient, myofunctional therapy, ethics and jurisprudence and the Florida State Dental Practice Act is included. Prerequisite: DEH 2804C.

**DEH 2702 Community Dental Health (O) (S)****3 credits**

This course is a study of the essential concepts of community and public health dentistry. Basic statistical concepts, program development, implementation, research, and evaluation are included. The role of the dental hygienist in community dental programs and dental health education is emphasized. Prerequisite(s): SPC 1600, DIE 2201.

**DEA 1200 Dental Office Management (O) (S)****2 credits**

A course to acquaint students with telephone techniques, appointment book control, records management, inventory control, and purchasing associated with the dental office.

**DEH 1820 Health Office Emergencies (O) (S)****2 credits**

This course will present information in dealing with medical emergencies that may occur in a dental office/clinic. The course is designed for Dental Hygiene students.

**DENTAL LABORATORY TECHNOLOGY****DTE 1000 Orientation and Terminology (O) (F)****1 credit**

This course teaches the student the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession. It will include familiarization with the dental practice act, dental work authorizations, and current trends in dental lab technology.

**DTE 1010 Oral Anatomy (O) (F)****2 credits**

This course emphasizes identification of anatomical features of the head and oral cavity. Topics include: nerve and blood supply, origins and insertions of muscles of mastication, anatomical features of the Alveolar process, and movements of the temporal-mandibular joint.

**DTE 1020 Tooth Physiology and Anatomy Theory (O) (F)****2 credits**

This course emphasizes the theory of teeth and their supporting structures. Topics include: written definitions of relevant nomenclature, dental occlusion, and function.

**DTE 1020L Tooth Physiology and Anatomy Lab (O) (F)****8 hrs. lab-3 credits**

Student will draw different peripheral views of Maxillary and Mandibular teeth and will carve natural size teeth in wax medium.

**DTE 1103 Complete Denture Theory (O) (F)****2 credits**

This course emphasizes the steps of denture construction. Topics include: identification of lab stone and plaster, acrylic resins and the descriptions of the theory inherent in denture construction, investing, finishing, rebasing, relining, and repair of dentures.

- DTE 1103L Complete Denture Theory Lab (O) (F) 8 hrs. lab-3 credits**  
The student will use lab stone and plaster, acrylic resins and articulators and will construct individual casts, trays, baseplates, and Occlusal rims. The student will work with the theory inherent in denture construction and will set up teeth for different classes of arch forms. Included will be: investing, finishing, rebasing, relining and repair of dentures. Course will emphasize steps of denture construction.
- DTE 2107 Partial Denture Theory (O) (S) 2 credits**  
This course emphasizes the theory and nomenclature of partial denture construction.
- DTE 2107L Partial Denture Theory Lab (O) (S) 8 hrs. lab-3 credits**  
Laboratory application of the theory of partial dental construction in which the student will identify and use plaster, stone, waxes, and acrylic resins. The student will describe and plan, design and survey partial dentures. The student will construct a refractory cast, set up teeth with partial frames, and repair partial dentures.
- DTE 2030 Occlusal Topography (O) (SI) 1 credit**  
This course emphasizes the theory of dental occlusion, including surfaces of teeth.
- DTE 2030L Occlusal Topography Lab (O) (SI) 4 hrs. lab-2 credits**  
Laboratory application of the theory of topography.
- DES 1140C Dental Materials I (O) (S) 2 credits**  
This course emphasizes the identification of physical and mechanical properties of dental materials. Topics include: waxes, acrylics, and other materials used in the laboratory.
- DTE 1132 Orthodontics and Pedodontic Theory (O) (SI) 1 credit**  
This course emphasizes theory in the fabrication of removable orthodontic appliances. Topics include Hawley retainers, tooth movement appliances, functional appliances and orthodontic study models.
- DTE 1132L Orthodontic and Pedodontic Lab (O) (SI) 4 hrs. lab-2 credits**  
Laboratory application of orthodontic and pedodontic theory.
- DTE 2141 Ceramic Theory (O) (F) 2 credits**  
This course emphasizes the theory and nomenclature of dental ceramics. A study of the basic principles of metal ceramic crowns and bridges.
- DTE 2141L Ceramic Lab (O) (F) 8 hrs. lab-3 credits**  
Students will construct substructures for single and multiple unit ceramic restorations. The student will use porcelain and equipment in the fabrication of fixed appliances.
- DTE 2150 Crown and Bridge Theory (O) (F) 2 credits**  
This course will emphasize the theory and nomenclature of elementary crown and bridge construction.
- DTE 2150L Crown and Bridge Lab (O) (F) 8 hrs. lab-3 credits**  
The student will construct stone dies, acrylic, veneers, inlays, onlays, three-quarter crowns, full crowns and bridges. The student will operate and become familiar with crown and bridge equipment.
- DTE 2151 Advanced Fixed Prosthodontics Theory (O) (S) 2 credits**  
This is a study of advanced techniques in the construction of prosthetics. Precision and semiprecision attachments and current restorative techniques will be covered.
- DTE 2151L Advanced Prosthodontics Lab (O) (S) 14 hrs. lab-5 credits**  
The student will construct more complex prosthetics with an emphasis on developing proficiency. The student will also gain practical clinical experience four hours per week in a commercial dental laboratory.



**DES 2141C Dental Materials II (O) (F) 2 credits**  
This is a study of various materials enabling the student to achieve desired results in the fabrication of dental prosthetics. This course will cover recently developed materials, techniques and equipment.

**DTE 2180 Dental Laboratory Operations (O) (S) 2 credits**  
This course emphasizes the study of day-to-day operation of a dental laboratory. Topics include: accounting principles, ordering supplies, maintaining inventory, effective professional behavior, and dental laboratory layout and design.

**DTE 2191 Assimilation of Dental Technology (O) (S) 2 credits**  
This course emphasizes a complete review of the topics of the dental technology curriculum. Topics include: comprehension of diagnostic terms and techniques of construction of oral appliances. The student will be called upon to demonstrate mastery of materials and topics of the dental technology field through successful completion of a certified dental technology exam.

**DTE 2200 Ethics and Jurisprudence (O) (S) 1 credit**  
This course emphasizes the ethics and jurisprudence of the dental technology profession. Topics include: ethical standards of the dental profession, legal requirements of the dental technician, and the responsibility of the technician to the patient. The course will also cover infection control in the dental laboratory.

## DRAFTING AND DESIGN TECHNOLOGY

**EGS 1110 Engineering Graphics (D) 3 credits**  
Basic graphical communications. Use of instruments; lettering, scales including metrics, engineering geometry; orthographic projection; sections; pictorials; dimensioning and tolerancing; and working drawings. Corequisite: ETD V040.

**EGS 1130 Descriptive Geometry (D) 3 credits**  
Continues spatial relationship of points, lines and planes; primary and successive auxiliary views; revolutions; intersections, and vector graphics. Prerequisite: EGS 1110. Corequisite: ETD V040.

**ETD 1230 Intersections and Developments (O) 2 credits**  
Determination of intersecting solids and their surface developments. Prerequisite: EGS 1110. Corequisite: ETD V040.

**ETD 1544 Civil Drafting I (O) 3 credits**  
Basic land measurements of scales, angles, bearing and azimuth; traverse layout by deflection angles, rectangular ordinate, etc.; legal descriptions; interpreting field notes; and basic plan profile sheets. Corequisite: ETD V040.

**ETD 1830 Charts and Graphs (O) 3 credits**  
Graphical analysis of tabular data. Includes inking paste-ups and CAD. Corequisite: ETD V040.

**ETD 2541 Topographical Drafting (O) 3 credits**  
Plotting of contours, map and contour reading; stereoairial photographic reading; contour revisions; cuts and fill; cross and profile sections. Prerequisite: ETD 1544. Corequisite: ETD V040.

**ETD 2240 Numerical Drafting (O) 2 credits**  
Study of numerical controlled machine tools and their required drafting procedures. Prerequisite: EGS 1110. Corequisite: ETD V040.

**ETD 2320 Computer Aided Drafting (O) 3 credits**  
A thorough review of CAD systems used in the industry, the individual operation of each unit in the production of drawings. Generation of a variety of drawings using the

CAD system. Prerequisite: Basic drafting courses or industrial experience in drafting or individual CAD experience. Corequisite: ETD V040.

**ETD 2538 CAD—Architectural (O) 4 credits**

Completion of a full set of architectural plans via a computer aided drafting system. Prerequisite: ETD 2320 and BCN 2251. Corequisite: ETD V040.

**BCN 1250 Architectural Drafting Principles (D) 3 credits**

Basic architectural drafting principles, including lettering, dimensioning symbols, door and window details, other architectural details, foundation and wall sections, elevations, framing plans, landscape and site drawings, plot and plan details. Corequisite: ETD V040.

**BCN 2251 Architectural Drafting - Residential (O) 3 credits**

Architectural drafting for a residential home. Architectural design and floor plan layout is emphasized. Prerequisite: BCN 1250 or high school Architectural Drafting. Corequisite: ETD V040.

**ETD 2528 CAD—Mechanical (O) 4 credits**

Completion of a series of mechanical drawings via a computer aided drafting system. Prerequisites: ETD 2320 or instructor permission. Corequisite: ETD V040.

**ETD 2540 Civil Drafting II (O) 3 credits**

Site plan development including contour revisions, grading, drainage, utilities, street and road layout. Pipe drawings, both flat and pictorial, utility and working drawings, limited CAD use. Prerequisite: ETD 1544. Corequisite: ETD V040.

**ETD 2548 CAD—Civil (O) 4 credits**

Completion of a series of civil and surveying type drawings via a computer aided drafting system. Prerequisites: ETD 2320 and ETD 1544. Corequisite: ETD V040.

**ETD 1312 Orientation to DigiCAD (O) 1 credit**

This course teaches DigiCAD startup procedures and menu applications used in the construction of a graphic display. Limited hands-on operation of DigiCAD software is provided.

**ETD 1313 Orientation to VersaCAD (O) 1 credit**

This course teaches VersaCAD startup procedures and menu applications used in the construction of a graphic display. Limited hands-on operation of VersaCAD software is provided.

**ETD 1314 Orientation to CADKey (O) 1 credit**

This course teaches CADKey startup procedures and menu applications used in the construction of a graphic display. Limited hands-on operation of CADKey software is provided.

**ETD 1315 Orientation to AutoCAD (O) 1 credit**

This course teaches AutoCAD startup procedures and menu applications used in the construction of a graphic display. Limited hands-on operation of AutoCAD software is provided.

**ETD V040 Design Technology Usage (O) 45 hours**

This course provides hands-on practice of applications for devices used in various areas of design. Included are drafting equipment, CAD software and equipment, reproduction media, and graphics arts media.

**ETD 1322 Introduction to DigiCAD (O) 3 credits**

This course provides instruction on DigiCAD software. Startup procedures and menu applications used for construction of a graphic display and extensive "hands-on" experience on DigiCAD software is provided. Corequisite: ETD V040.

- ETD 1323 Introduction to VersaCAD (O) 3 credits**  
This course provides instruction on VersaCAD software. Startup procedures and menu applications used for construction of a graphic display and extensive “hands-on” experience on VersaCAD software is provided. Corequisite: ETD V040.
- ETD 1321 Introduction to AutoCAD (O) 3 credits**  
This course provides instruction on AutoCAD software. Startup procedures and menu applications used for construction of a graphic display and extensive “hands-on” experience on AutoCAD software is provided. Corequisite: ETD V040.
- ETD 1324 Introduction to CADKey (O) 3 credits**  
This course provides instruction on CADKey software. Startup procedures and menu applications used for construction of a graphic display and extensive “hands-on” experience on CADKey software is provided. Corequisite: ETD V040.
- ETD 1350 Orientation to 3-D Modeling (O) 1 credit**  
This course is an introduction to the advanced topic of 3-Dimensional Graphics in Mechanical Design, using AutoCAD’s advanced computer techniques. Fundamentals of 3-Dimensional construction and surface generation techniques will be among the topics covered.
- ETD 2332 AutoCAD Customization (O) 3 credits**  
This course provides instruction in the fundamentals of customization using AutoCAD’s programming techniques. Topics include: use of DOS for increased performance, menu construction, tablet programming, and beginning AutoLISP. Prerequisite: ETD 2320.
- ETD 2355 3-D Modeling and Surface Generation (O) 3 credits**  
This is an advanced course in mechanical design, utilizing advanced computer aided drafting techniques. 3-Dimensional coordinate systems, wire framing modeling, surface generation, and multiple-part construction techniques will be among the topics covered. Prerequisites: ETD 1321 and ETD 2320.
- ETD 2370 AutoShade/Animator (O) 3 credits**  
This is an advanced course in computer graphics to produce rendered images of 3-dimensional models and animated script files with rendered images. The operation of AutoShade, Renderman, and Auto Animator will be among the topics covered. Prerequisites: ETD 1321 and ETD 2320.
- ETD 2707 Machine Drafting I (O) 3 credits**  
Assembly and detail drawings of threads and fasteners, cams, and welded or machined parts. Prerequisite: EGS 1110. Corequisite: ETD V040.
- ETD 2712 Machine Drafting II (O) 3 credits**  
Continuation of ETD 2707. Including linkage mechanisms, gears, jig and fixtures, vector analysis and Kenematics. Prerequisite: ETD 2707. Corequisite: ETD V040.
- ETD 2801 Illustrations (O) 3 credits**  
Methods of preparing illustrations for reproduction. Line and area shading; coquille and scratch board; direct copy methods; lettering; desk-top publishing. Corequisite: ETD V040.
- ETD 2820 Perspective Drafting (O) 3 credits**  
Illustrative layout using parallel and angular perspective with emphasis to architectural details. Parallel and oblique shadow casting visual effect. Prerequisite: BCN 1250 or basic drafting skills. Corequisite: ETD V040.
- ETD 2840 Pictorial Drafting (O) 3 credits**  
Pictorial layout of axonometric and oblique. Parallel and oblique shadow casting. Prerequisite: EGS 1110. Corequisite: ETD V040.

**ETD 2841 Airbrush Rendering (O) 3 credits**  
 Basic techniques in the use of airbrush for illustrations to emphasize three-dimensional characteristics. Corequisite: ETD V040.

**DRAMA**

**THE 1000 Introduction to Drama (P) 3 credits**  
 This course is an introduction to the form, purpose, and development of the dramatic arts through the survey and study of representative dramatic literature. The students read plays selected from different historical periods, discuss each play's significance to the society for which it was written, and evaluate the relevance of each play to contemporary audiences. The students do not perform in class.

**ORI 1001 Oral Interpretation (P) 3 credits**  
 This course studies literature by preparing literature for oral performance to an audience. The students identify, practice, and select appropriate vocal techniques to effectively communicate the literature to the listener. The students do perform in class.

**THE 1950L Theatre Workshop I (P) 1-5 credits**  
 Three dramatic performances, one musical and an outside twilight cabaret before each of the dramatic performances.

**THE 1951L Theatre Workshop II (P) 1-5 credits**  
 Continued growth in dramatic and music performances from Theatre Workshop I. Includes participation in three dramatic performances, some directing dramatically/musically.

**DAA 1010 Stage Movement and Theatre Dance I (P) 1 credit**  
 This course is an introduction to basic dance technique and movement for the theatre. Class study includes warm-up conditioning, execution of steps and combinations, with emphasis on body isolation and placement technique.

**TPP 1110 Acting I (P) 3 credits**  
 This course provides the study and practice of basic acting skills and script analysis. The students study the job of the actor. Students perform short scenes and improvisation exercises in class.

**TPP 1111 Acting II (P) 3 credits**  
 A continuation of TPP 1110. Prerequisite: TPP 1110.

**TPP 2652 Play Analysis (P) 3 credits**  
 This course examines the form, content, and style of representative modern playwrights. The students read plays, research playwright and production information, and participate in critical discussions of the representative plays. Students do not perform in class.

**TPP 1190 Rehearsal and Performance Lab I (D) 5 hrs. lab-2 credits**  
 Practical application of performance techniques including production of scenes and complete plays. Audition required.

**TPP 1191 Rehearsal and Performance Lab II (D) 5 hrs. lab-2 credits**  
 Practical application of performance techniques including production of scenes and complete plays. Prerequisite: TPP 1190. Audition required.

**TPP 1192 Rehearsal and Performance Lab III (D) 5 hrs. lab-2 credits**  
 Practical application of performance techniques including production of scenes and complete plays. Prerequisite: TPP 1191. Audition required.

- TPP 1193 Rehearsal and Performance Lab IV (D) 5 hrs. lab-2 credits**  
Practical application of performance techniques including production of scenes and complete plays. Prerequisite: TPP 1192. Audition required.
- TPP 2300 Play Direction (P) 2 hrs. lecture-2 hrs. lab-3 credits**  
This course includes lecture and discussions of directing for the stage followed by practical application and procedures. Students are assigned directional roles. May be repeated for credit. Prerequisite: Permission of instructor.
- TPA 1200 Beginning Stagecraft (D) 3 credits**  
This course provides an introduction to and an application of the basic principles of stagecraft. The students study the basic materials, tools, and equipment used in the construction of stage properties and study basic scenery construction. The students participate in the backstage technical crews of IRCC Fine Arts mainstage productions.
- TPA 1930 Directing Seminar (P) 1 credit**  
This course provides an overview of the theater directing process. The seminar outlines the director's relationship with the production staff and performers and discusses the use and function of the theater components.
- TPP 1930 Acting Seminar (P) 1 credit**  
This course provides an introduction to the theory and skills of acting and serves as a refresher course for experienced performers. The course examines the use of the body, mind, and script analysis in the art of acting.

## ECONOMICS

- ECO 2000 Introduction to Economics (P) (F/S/SI) 3 credits**  
This survey course in current economic problems focuses attention on the determination of prices in a market economy and on the role of monetary and fiscal policies in achieving full employment and stable prices.
- ECO 2013 Principles of Economics I (P) (Macroeconomics) (F/S/SI/SII) 3 credits**  
This course examines the modern theories of income and employment determination with emphasis on stabilization policies (monetary and fiscal) can be employed to achieve the macroeconomic goals of full employment and stable prices. Topics discussed include Great Depression, Keynesian Revolution, types and measures of employment and inflation, stabilization policies, the national debt and the Keynesian (activist) and Monetarist (nonactivist) debate. Corequisite: ENC 1101 or permission of instructor.
- ECO 2023 Principles of Economics II (P) (Microeconomics) (F/S/SI/SII) 3 credits**  
This course presents the modern theory of price determination and the role prices play in allocating resources, rationing goods and services, and determining the distribution of income. Attention is devoted to supply, demand and elasticity, production functions, market structures, international trade and finance, and public policy as it affects the organization and decision making of regulated and unregulated industries. Prerequisite: ECO 2013 or permission of instructor.

## EDUCATION

- EDF 2005 Introduction to Education (P) 3 credits**  
This course examines the principles of classroom teaching, the preparation of instructional objectives, and the dual role of the instructor as a counselor and a teacher. Some field experience is required.

- EDF 2070 Foundations of Education (P) (F/S/SI/SII) 3 credits**  
This course examines the social structures, forces, and values affecting education in the U.S. as well as the historical and philosophical bases for the educational system. Corequisite: ENC 1101 or permission of instructor.
- EDF 2020 Human Development (P) (F/S/SI/SII) 3 credits**  
This introductory course on the human life span integrates basic concepts of physical, intellectual, social, and emotional development at each major stage. Theoretical viewpoints and recent developmental research are considered in respect to their practical applications. Corequisite: ENC 1101 or permission of instructor.
- EDG 2930 Introduction to Classroom Management (P) 3 credits**  
This is a specialized course for IRCC adjunct faculty and may be used for recertification of adjunct faculty. The course will introduce, review, and encourage teaching methods applicable to the adult learner. Procedures associated with teaching—at IRCC—such as starting a class, registration, pay forms, attendance and evaluations will be discussed.
- EDG 2001 Teacher Capability Development (P) 3 credits**  
This course develops skills in asking creative, evaluation, comprehension, and memory questions. It helps prepare teachers to understand student's non-verbal communication and to build a symmetry of classroom rewards and penalties.
- EDG 1932 Enhancing Teacher Effectiveness (P) 1 credit**  
This course provides educators an opportunity to enhance teaching techniques that promote student success and improve teacher effectiveness.
- EDG 1934 Community College Teaching (P) 1 credit**  
This course introduces faculty to the history, philosophy, vision, and evolution of community colleges, to enhance college instruction, and to facilitate student learning.

## ELECTRONIC ENGINEERING TECHNOLOGY

- EET 1015C DC Circuits (D) 3 hrs. lecture-2 hrs. lab-4 credits**  
This course will provide the student with the basic electrical knowledge to analyze D.C. circuits. Topics include current and voltage, resistance, Ohm's Law, power, energy, series and parallel circuits, methods of analysis, network theorems and capacitors. LAB: Identification of components, measuring voltage and current of circuits constructed in the lab and the use of test instruments and power supplies. Corequisite: MAC 1102.
- EET 1025C AC Circuits (D) 3 hrs. lecture-2 hrs. lab-4 credits**  
Magnetic circuits, inductance, AC generation, phasors, series and parallel impedances, AC Power, transformers, and polyphase are topics under study. LAB: the oalloscope and signal generator are introduced to analyze circuits constructed in the lab dealing with inductors and capacitors. Prerequisite: EET 1015C. Corequisite: MTB 1322.
- EET 2106C Electronic Devices I (O) 3 hrs. lecture-2 hrs. lab-4 credits**  
Diodes, bipolar and field effect transistors are studied in this course. The theory, characteristics and application of solid state devices are examined. Selected topics include h-parameters, AC and DC load lines and biasing, thermal stability, construction, specifications and performance. LAB: Determine volt-ampere characteristics of diodes and transistors and experiment with different transistor base, emitter, collector, configurations. Corequisite: EET 1025C. Prerequisite: EET 1015C.
- EET 2107C Electronic Devices II (O) 3 hrs. lecture-2 hrs. lab-4 credits**  
SCR's, TRIAC's, opto-electronic devices, operational amplifiers and integrated circuits are covered in theory and usage. An introduction to feedback amplifiers and oscillators

are included. LAB: Bread boarding of circuits involving the above devices and analysis of these circuits utilizing various testing techniques. Prerequisite: EET 2106C.

- EET 2325C    Communication Circuits I (O)                    3 hrs. lecture-2 hrs. lab-4 credits**  
Topics covered are - AM transmission and reception, single sideband, FM transmission and reception. LAB experiments covering resonant circuits, oscillators, frequency response and receivers. Prerequisite: EET 2106C.
- EET 2335C    Communication Circuits II (O)                    3 hrs. lecture-2 hrs. lab-4 credits**  
This course is a continuation of EET 2325C going on to cover Digital Communications, transmission lines, wave propagation, antennas, waveguides, fiber optics, microwaves and lasers, and lab work on practical equipment. Prerequisite: EET 2325C.
- CET 1151      PC Service and Maintenance I (O)                    1 credit**  
This course teaches students basic skills for servicing an IBM PC or PC compatibles. Various test equipment such as multimeters, logic probes and oscilloscopes will be used in analyzing dysfunctions.
- CET 2173      Microcomputer Theory and Servicing                    3 credits**  
This course presents the theory of and provides hands-on experience in troubleshooting and servicing microcomputers. Extensive microcomputer theory and subsystems functions will be covered. The course will also include instruction on the use of DOS from a technician's viewpoint, the use of hard disk directory structures, and the use of software diagnostics, test equipment, and schematics. Prerequisites: CET 2114 and EET 1015.
- CET 2114C    Digital Circuits (D)    3 hrs. lecture-2 hrs. lab-4 credits**  
This course is a study of the logic concepts and circuits used in digital systems. Topics covered include logic gates, truth tables, timing diagrams and boolean equations. From these topics the theory of flip flops, registers, counters and latches is developed. LAB: A digital logic trainer is utilized to allow the student to experiment with the various devices and construct working digital circuits. Corequisite: MAC 1102.
- EET 2215C    Electronic Instruments (O)                                2 hrs. lecture-3 hrs. lab-3 credits**  
Included in this course are the theory and operation of the oscilloscope, volt-ohm-amp meters, signal generators, frequency counters, and other common test equipment.
- ETD 2614      Electronic Drafting (O)                                    3 credits**  
Basic graphical communications as applied to the electronics industry. Electronic topics include symbols, schematic diagrams, circuit layouts, block diagrams, printed circuitry, and production drawings. LAB: The student will complete drawing projects and make blueprints utilizing various techniques common to the electronics field.
- CET 2123      Microprocessors I (D)                                      4 credits**  
This is an introduction to the microcomputer and the study of the microprocessor hardware and software. Microprocessor trainers are utilized to allow the student to program and operate the circuits of the microprocessor. Subjects include microprocessor architecture, programming in assembly language and input-output interfacing. Corequisite: CET 2114C.
- CET 2131      Microprocessors II (O)                                    4 credits**  
This course will continue the study of microprocessors and include interfacing concepts with emphasis on the peripheral interface adapter (PIA), digital to analog and analog to digital converters. Prerequisite: CET 2123.
- EEV V252      Basic Electronic Assembly - OJT (O)                    120 hours**  
This course is an on-the-job training component to Basic Electronic Assembly. Hands-on practice in an electronic business is provided.

**PHY 1001      Physics for Electronics Engineering Technology (O)                      3 credits**  
 Topics covered are Properties, of Solids, Liquids, and Gases, System of Measurements, Mechanics, Heat, Light and Sound (No Electricity). Prerequisite: MTB 1322.

**EST 1520      Process Measurement Fundamentals (O)                                      3 credits**  
 This course familiarizes the student with the typical measurements made in industrial measurement and control loops. The basic physics involved in the measurements is covered, as well as the common types of sensor used in industry. Pressure, temperature, flow, level, and analytical measurement theory is emphasized.

**EST 1572      Power Plant Fundamentals (O)    3 credits**  
 This course provides the student with the theory of operation of power plants. Additionally, the student is presented with instruction in industrial safety and general administrative procedures for completing routine tasks.

**EST 2530      Process Control Technology (O)    3 credits**  
 The course provides the student with theory and applications in industrial process control loops. Common process loops are developed, the math and physics are covered, and loop tuning methods are used to analyze process response. Process control models are used to show the advantages and disadvantages of the common types of control and the methodology used to tune them. Prerequisite: EST 1520.

**EET 2203      Fluid/Pneumatic Instrumentation (O)    3 credits**  
 This course familiarizes the student with the typical pneumatic indication and control loops encountered in industry. Transmitter, indicator, positioner, controller, and actuator theory are covered in depth. The operation, arrangement, and calibration methodology are also covered. Prerequisite: EST 1572.

## **EMERGENCY MEDICAL SERVICES TECHNOLOGY**

**EMS 1059C      First Responder (O) (F/S/SI/SII)    3 credits**  
 This course presents the skills necessary to begin assessing and caring for patients at the scene of injury or illness until professional medical help arrives.

**EMS 1119C      Fundamentals of Emergency Care (O) (F/S)    6 hrs. lecture-4 hrs. lab-8 credits**  
 Instruction in the basic theory and skills of emergency care with practical training in ambulance and hospital emergencies. Medical terminology is integrated throughout the course. Successful completion will qualify the student for the state certification examination for Emergency Medical Technician.

**EMS 2234C      Paramedic I (O) (F)    10 credits**  
 The initial course of study leading to state certification as a Paramedic. This course provides didactic information and lab practice relating to the materials covered in the DOT curriculum Division I; Pre-hospital Environment Division 11; Preparatory and Division IV Medical Sections One thru Ten. Topics such as roles and responsibilities, medical terminology, assessment, respiratory, pharmacology, medical emergencies with an introduction to cardiovascular. Prerequisites: EMS 1119C and recent experience as a state certified EMT.

**EMS 2461      Paramedic Hospital/Field Experience I (O) (F)    8 credits**  
 This course will provide hospital observation and training in the emergency room, operating room, respiratory therapy department, intensive care unit, pediatrics, nursery, medical examiners office, laboratory and Advanced Life Support Ambulance. Corequisite: EMS 2234C.



- EMS 2235C Paramedic II (O) (S) 10 credits**  
This course is a continuation of EMS 2234C, with an emphasis on DOT Division IV, V, VI, Cardiovascular/ACLS. Additional topics will be Division III trauma and pediatrics, OB/GYN/neonatal and behavioral emergencies.
- EMS 2462 Paramedic Hospital/Field Experience II (O) (S) 8 credits**  
Students will perform clinical rotations through ALS ambulance units, emergency departments, CCU, PCU, Pediatric, Labor and Delivery, and Mental Health.
- EMS 2463 Paramedic Field Internship (O) (SI) 5 credits**  
Student will perform clinical rotations on ALS ambulance units.
- EMS 1335 Ambulance Emergency Vehicle Operators Course (F/S) 1 credit**  
This 16-hour course certifies EMT/Paramedics, First Aiders, etc., to meet Florida State HRS/EMS requirements to operate an emergency vehicle.
- EMS 2375 Paramedic State Exam Review (O) (SI or SII) 1 credit**  
This course is a comprehensive review of Paramedic curriculum, preparing students to successfully complete the Paramedic State Certification examination. This is also open to certified paramedics and other interested allied health professionals. Prerequisites: Complete the Paramedic Program or current certification as a paramedic or allied health professional.
- EMS 1321 Advanced Life Support For EMT's (O) (F/S/SI/SII) 1 credit**  
This course prepares the Emergency Medical Technician to work with the Paramedic in an advanced Life Support Ambulance System. Prerequisite: EMS 1119C.
- EMS 2936 EMT Review (O) (S/SI) 1 credit**  
This course prepares the student to successfully complete the EMT State Certification Examination. Prerequisite: EMS 1119C or current certification as EMT.
- EMS 2930 Intro to Advanced Cardiac Life Support (O) 1 credit**  
This course introduces the core curriculum of the Advanced Life Support Course. Prerequisite: Basic cardiac knowledge.

## ENGLISH

- \*ENC 0080 Basic English Review \*3 credits**  
This course is a detailed consideration of the basics of grammar and such related elements as punctuation, capitalization, and allied mechanics of writing with an emphasis on drill and individualized instruction. Placement testing required for admission.
- \*ENC 0001 Fundamentals of Writing \*3 credits**  
The relationship of sentence structure to ideas: theory, practicum, and application. Placement testing required for admission.
- \*\*ENC 1101 Communications I (P) 3 credits**  
This course presents analysis through critical and creative discussion of the modern essay and the writing of short units of composition, with an emphasis on methods, relevancy, logic, and adequacy of organization and development, and especially the relationship of content to form. Student must produce 4000 words of acceptable written material. Placement testing required for admission.

\*College preparatory. Credit not applied toward degree. In addition to classroom time, this course requires two (2) hours per week in the Center for Personalized Instruction. Students must obtain a grade of "C" or better in college preparatory work to progress to the next level of instruction.

\*\*GORDON RULE COURSE—Student must achieve a grade of "C" or higher in this course for the A.A. Degree.



- LIT 1932 Literature: Special Authors (P) 1 credit**  
This course introduces various authors of literature. Students will study the style of writing, history of the time period, biographical information, and will read selected pieces from the author studies.
- LIT 1933 Literature by Women (P) 1 credit**  
This course provides study and discussion of the literature written by English-speaking women from the 14th century to the present.
- LIT 1934 Drama: Special Authors (P) 1 credit**  
This course explores various playwrights and their plays. Students will read and discuss plays as assigned.
- CRW 1300 Beginning Writing: Poetry (P) 1 credit**  
This course presents an opportunity to explore various poetry forms, the work of other poets, and learning about and writing better poetry.
- CRW 2001 Creative Writing I (P) 3 credits**  
This course develops creative writing skills under workshop-lab conditions of group analysis and discussions. Specific techniques in both prose and poetry. Prerequisite: ENC 1101 or permission of instructor.
- CRW 2002 Creative Writing II (P) 3 credits**  
This course is an extension of CRW 2001. A significant writing project is required for class presentation and class evaluation. Each student will submit at least two additional written works of high quality during the semester. Prerequisite: CRW 2001 or permission of instructor.
- CRW 1501 Beginning Writing and Marketing Children's Literature (P) 1 credit**  
This course introduces the craft of writing for children. Topics include: literature for children, choosing age-appropriate subject matter, and marketing techniques and vendors.
- CRW 2100 Creative Writing Studio I (P) 1 credit**  
This course stresses the techniques of strong writing through the development of fiction plot lines and character development. Prerequisite: Permission of instructor.
- AML 2010 American Literature to 1865 (P) 3 credits**  
This course introduces the motivating ideas of American literature through a study of American verse and prose to 1865. Prerequisite: ENC 1101 or permission of instructor.
- AML 2022 American Literature after 1865 (P) 3 credits**  
Continuation of AML 2010 through a study of American verse and prose from 1865 to the present. Prerequisite: ENC 1101 or permission of the instructor.
- ENC 1930 Beginning Creative Writing (P) 1 credit**  
The intent of this introductory-level course is to familiarize the student with three literary genres: short fiction, poetry, and drama. Subsequent to a review of the history and essential elements of each genre, the student is encouraged to develop his/her own creative writing ability through assigned exercises. Minimal basic English grammar is also taught as needed.
- ENC 1931 Intermediate Creative Writing (P) 1 credit**  
The intent of this course is to introduce the student to non-fiction writing. The course focuses on journal-keeping as a way of recording personal life-experiences to be used in biographical and autobiographical works. In addition, the student will review newspaper and magazine writing learning to collect facts, conduct interviews, and prepare articles for publication. Basic English grammar is discussed throughout as is revising, editing, and proofreading. Prerequisite: ENC 1930.

**ENC 1932      Advanced Creative Writing (P)      1 credit**

This course is the third course in a series. This course is designed to develop skills in creative writing by composing units of poetry and/or drama. A study in the elements of poetry and understanding imagery, as well as the basics of a one-act play, will be described. Prerequisite: ENC 1931.

**ENC 2200      Business Communications (D)      3 credits**

This course is a comprehensive study of the various areas of business communication with emphasis on the writing of business letters and reports. The course is designed for business administration and pre-business education students.

**ENVIRONMENTAL CONTROL****OCB 1652      Pollution of Coastal Waters (O)      3 credits**

A description of physical, chemical, and biological characteristics, discussion of biodegradable, non-degradable, and thermal pollutants, turbidity and their impact, and specific analyses of small structures and related activities on the coastal marine environment.

**EVS 2600      Introduction to Environmental Services (O)      3 credits**

Designed to acquaint the student with the major concerns of environmental health in relation to the environment that comes under the influence of the sanitarian. A general presentation to the origin and progress of the environmental health field is included.

**FASHION MARKETING MANAGEMENT****CTE 1300      Clothing Selection and Construction (D)      3 credits**

This course is a study of design, color, and fabric as they apply to the selection of clothing. Fundamental, commercial, and domestic sewing techniques are taught, while planning and constructing garments. A variety of commercial and domestic machines are used during clothing construction. Corequisite: HEV V210.

**CTE 1401      Introduction to Textiles (D)      3 credits**

This course covers the generic textile families, fibers, methods of fabric construction, finishes, and government textile regulations. Textile merchandise in the fields of fashion marketing and interior design is studied with emphasis placed on textile product knowledge.

**CTE 1743      Pattern Design (D)      3 credits**

This course is an introductory study of the flat pattern method of fashion design. After reviewing principles of good fit in clothing, patterns are created and garments constructed. Prerequisite: CTE 1300 or advanced sewing skills. Corequisite: HEV V210.

**CTE 2220      Visual Design in Fashion (D)      3 credits**

This course is an introduction to visual design in clothing and textiles. Principles and elements of design are presented and applied to fashion. Corequisite: HEV V210.

**CTE 2340      Advanced Clothing Construction (D)      3 credits**

This course is a study and application of advanced commercial and domestic construction techniques. Emphasis is placed on problem solving and skill perfection. Fundamentals of the seamstress/clothing production business are covered. Corequisite: HEV V210.

**MKA 1361      Seminar in Fashion Merchandising I (D)      4 credits**

This course is a survey of the world of fashion. The student is given an opportunity to apply fashion merchandising techniques in the workplace. Topics of the seminar rotate and may include: fashion history, cycles and trends, promotional techniques, planning a fashion inventory and buying practices, and career development. Production of a fashion show and on-the-job training are included.

- MKA 1362 Seminar in Fashion Merchandising II (D) 4 credits**  
This course is the second of four and provides the A.S. degree student with an opportunity to apply fashion merchandising techniques in the workplace. Topics of the seminar rotate and may include: fashion history, cycles and trends, promotional techniques, planning a fashion inventory and buying practices, and career development. Production of a fashion show and on-the-job training are included.
- MKA 2363 Seminar in Fashion Merchandising III (D) 4 credits**  
This course is the third of four and provides the A.S. degree student with an opportunity to apply fashion merchandising techniques in the workplace. Topics of the seminar rotate and may include: fashion history, cycles and trends, promotional techniques, planning a fashion inventory and buying practices, and career development. Production of a fashion show and on-the-job training are included.
- MKA 2364 Seminar in Fashion Merchandising IV (D) 4 credits**  
This course is the last of four and provides the A.S. degree student with an opportunity to apply fashion merchandising techniques in the workplace. Topics of the seminar rotate and may include: fashion history, cycles and trends, promotional techniques, planning a fashion inventory and buying practices, and career development. Production of a fashion show and on-the-job training are included.
- HEV V210 Clothing Construction Lab (O) 30 hours**  
This course prepares students for initial employment as sample makers, clothes designers, pattern makers, sample stitchers, or to provide supplemental training for persons previously or currently employed in these occupations. Instruction and learning activities are provided in a laboratory setting using hands-on experiences. Corequisites: CTE 1300, CTE 1743, CTE 2340, CTE 2220, or any fashion class.
- HEV V202 Clothing Construction I (O) 45 hours**  
This course develops the basic sewing competencies. Curriculum content concentrates on basic construction techniques using both domestic and commercial machines. Students will also explore career options in the industry.
- HEV V204 Clothing Construction II (O) 60 hours**  
This course develops the basic sewing competencies of the student wishing to remain or advance in the garment industry. Curriculum content concentrates on improving basic construction techniques using both domestic and commercial machines. Students will also explore career options in the industry. Prerequisite: Basic sewing skills.
- HEV V206 Advanced Clothing Construction I (O) 45 hours**  
This course encourages job advancement in the garment industry by refining the student's sewing techniques, with both domestic and industrial machines. The course focuses on creativity and design as well as advanced sewing and finishing techniques. Completed items will be exhibited in a public fashion demonstration. Prerequisite: Basic sewing skills.
- HEV V208 Advanced Clothing Construction II (O) 60 hours**  
This course is for students desiring a mastery of advanced clothing construction skills. Students will perfect techniques utilized in difficult garment production, personalized pattern-making, creative serging projects, complicated alteration work, garment embellishment, and the solving of unusual construction problems. Job advancement and entrepreneurship will be reviewed as well. Prerequisite: Sewing skills.
- HEV V251 Machine Embroidery and Monogramming (O) 30 hours**  
This course prepares students for a more advanced form of machine embroidery or monogramming on an industrial sewing machine. Instruction includes use and care of domestic and commercial sewing machines, the industrial monogrammer and

zigzag machines, basic machine embroidery and monogramming techniques, terms, and materials. Prerequisite: Applique skills are recommended.

## FINANCIAL SERVICES

- BRC V100 Basic Teller Training (O) 60 hours**  
This course will cover operations, security, and customer service fundamentals of bank tellers. The instruction is geared to primarily hands-on training.
- BRC 1610 Wills, Trusts, and Estates (O) 1 credit**  
This course teaches the layman the rudiments of basic Florida estate planning as it relates to their economic situation, giving them a basic working knowledge of wills, trusts, and tax law. This knowledge is designed to facilitate the transfer of their estate in the least amount of time at the least cost.
- BAN 1605 Communications for Bankers (O) 3 credits**  
This course provides the student with the elements for effective communication through oral and written communication skills.
- BAN 1800 Law and Banking: Principles (O) 3 credits**  
This course is a guide to law and legal issues with special emphasis on the Uniform Commercial Code and includes summaries of law pertaining to contracts, real estate and bankruptcy.
- BAN 1801 Law and Banking: Applications (O) 3 credits**  
This course addresses laws pertaining to secured transactions, letters of credit, the bank collection process, and check losses and legal issues related to processing checks.
- BAN 2004 Principles of Banking (O) 3 credits**  
This course provides an understanding of the basic functions of banking and a working knowledge of the operations of a bank.
- BAN 2005 Contemporary Issues in Banking (O) 3 credits**  
This course investigates contemporary problems and issues that confront the banking industry today, focusing on the latest competitive, regulatory, technological, and market-related developments that continue to alter the nature of commercial banking. Prerequisite: BAN 2004 and BAN 2500 or BAN 2501.
- BAN 2142 Professional Teller Training (O) 3 credits**  
This course provides the basic skills and information needed to perform effectively as a bank teller.
- BAN 2210 Analyzing Financial Statements (O) 3 credits**  
This course focuses on the basic analytical techniques of analyzing financial statements to provide the framework for financial performance evaluation.
- BAN 2231 Introduction to Commercial Lending (O) 3 credits**  
This class provides entry-level commercial lending personnel and trainees with the knowledge to effectively service the needs of the bank's corporate clients.
- BAN 2240 Consumer Lending (O) 3 credits**  
This course provides a thorough presentation of the consumer credit function.
- BAN 2252 Real Estate Finance (O) 3 credits**  
This course gives the student an overview of real estate finance-covering appraisals for residential and commercial loans, real estate law, and non-residential lending.
- BAN 2500 Economics for Bankers (O) 3 credits**  
This course provides bankers with an introduction to the fundamental principles of economics relating to the financial industry.

- BAN 2501 Money and Banking (O) 3 credits**  
This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by banking students to apply their knowledge to a particular job.
- BAN 2511 Marketing for Bankers (O) 3 credits**  
This course looks at marketing, motivation, integration of public relations with advertising and sales promotion, and discusses service distribution functions at the bank.
- BAN 2936 Banking Supervision (O) 3 credits**  
This course helps new or potential supervisors become better managers by developing the broad perspective and fresh insight into interpersonal relations required by today's successful managers.
- BAN 2742 Bank Management (O) 3 credits**  
This course explains management strategies used by senior and lower level management needed to operate successful financial institutions. Prerequisite: BAN 2004.
- BAN 2935 Service and Sales in Banking (O) 3 credits**  
This course develops an awareness of customer service and sales as an integral part of the banking industry. Students will study the uniqueness of an intangible sales industry, examining the elements of a sales-oriented culture. Prerequisite: BAN 2004.
- FIN 1100 Principles of Financial Planning (O) 3 credits**  
This course provides the framework for financial planning. Emphasis will be on the process of financial management for the individual, on the institutional resources with which it is accomplished, and on detailed guidelines for practical application.
- FIN 1101 Basic Financial Planning (O) 1 credit**  
This course provides instruction on financial planning. Content will include: insurance, annuities, fixed income, equities, mutual funds, taxes, and estate planning.
- FIN 1102 Basic Investing I (O) 1 credit**  
This course provides information on basic investment planning. Content will include: interest products and institutions, charitable gifts, insurance company products, tax planning, and retirement planning.
- FIN 1106 Basic Investing II (O) 1 credit**  
This course is a follow-up course to Basic Investing I, for the student with a desire to gain in-depth knowledge in the field of investments. Prerequisite: FIN 1102.
- FIN 2003 Principles of Finance (O) 3 credits**  
This course is an introduction to the theory and practice of financial management that focuses on the practitioner, with particular emphasis for the small- to medium-size business owner, as well as one who will perform in a middle-management capacity in a large firm. The course is designed to prepare students for employment in areas such as business development, installment, credit, commercial loans, or public relations.
- SVL 2001 Introduction to the Savings Institution Business (O) 3 credits**  
This course explores the role of savings institutions in the modern business world, covering historical development of savings institutions, present day dynamics and trends in the business.
- SVL 2015 Commercial Banking (O) 3 credits**  
This course supplies knowledge of other financial institutions to allow them to provide valuable help to customers who seek information.

- SVL 2101 Savings Institution Operations (O) 3 credits**  
This course provides an overview of the internal operations of savings institutions with emphasis on the functions of various departments.
- SVL 2113 Deposit Accounts and Services (O) 3 credits**  
This course describes all forms of deposit accounts, the laws and regulations governing these accounts and how accounts are enhanced by new services offered by savings institutions.
- SVL 2121 Managing Deposit Accounts and Services (O) 3 credits**  
This class provides an overview of all aspects of administering deposit accounts with emphasis on governmental regulations.
- SVL 2122 Accounting Principles for Savings Institutions (O) 3 credits**  
This course introduces basic accounting principles as they apply to savings institutions.
- SVL 2201 Financial Statement Analysis (O) 3 credits**  
This course provides basic skills needed to analyze financial statements for loan approval.
- SVL 2221 Residential Mortgage Lending (O) 3 credits**  
This course provides the student an overview of all aspects of making a residential mortgage loan.
- SVL 2241 Mortgage Loan Servicing (O) 3 credits**  
This course focuses on the procedures used in the daily operations of loan servicing departments from the time the loan is closed until the final payment is made.
- SVL 2251 Real Estate Principles I (O) 3 credits**  
This course provides the basic principles of real estate administration with emphasis on the physical, legal and economic aspects of real estate.
- SVL 2401 Personal Money Management (O) 3 credits**  
This course offers information in making financial decisions and developing sound judgments necessary for wise financial alternatives.
- SVL 2411 Techniques for Customer Counseling (O) 3 credits**  
This course for financial counselors covers customer needs, financial services that can satisfy those needs, and the relationship between the customer and the financial institution.
- SVL 2501 Economics I (O) 3 credits**  
This course presents a basic usable picture of how our modern economy operates by providing the necessary analytical tools with which to properly evaluate fundamental economic behavior.
- SVL 2511 Marketing for Financial Institutions (O) 3 credits**  
This course introduces fundamental concepts of marketing and explores applications of these concepts in a financial institution setting.
- SVL 2521 Human Relations in Business (O) 3 credits**  
This course introduces behavioral concepts and techniques that they can use to improve their business relationships with customers and co-workers.
- SVL 2532 Supervisory Personnel Management I (O) 3 credits**  
This course provides potential supervisors with the basic knowledge and concepts necessary to be effective supervisors.
- SVL 2533 Supervisory Personnel Management II (O) 3 credits**  
This course provides the basic knowledge and concepts necessary to be effective supervisors with experience in supervisory skills through classroom situations.



- SVL 2601 Effective Business Writing (O) 3 credits**  
A comprehensive study of the various areas of business communication with emphasis on the writing of business letters and reports. Designed for business administration and pre-business education students.
- SVL 2761 Branch Management (O) 3 credits**  
This course covers management issues and responsibilities from the special perspective of managing a semi-autonomous unit operating within a larger business organization. It covers the roles of branch management as leader, recruiter, staff trainer, performance manager, community relations financial manager, marketing manager, resource manager, security manager, and change agent.
- SVL 2811 Real Estate Law I (O) 3 credits**  
This course provides savings institution's personnel with a working knowledge of real estate laws and regulations.
- SVL 2812 Real Estate Law II (O) 3 credits**  
This course is a continuation of Real Estate Law I and will expand saving institution's personnel knowledge of real estate laws and regulations. Prerequisite: SVL 2811.
- SVL 2930 Selling Financial Services (O) 2 credits**  
This course presents basic sales skills necessary for financial business professionals.
- SVL 2931 Basic Bookkeeping (O) 2 credits**  
This course introduces basic bookkeeping and accounting concepts.

## **FIRE SCIENCE TECHNOLOGY**

- FFP 2667 Advanced Aircraft Rescue and Protection (O) (As needed) 3 credits**  
This advanced course ensures knowledge regarding roles and responsibilities during complex and hazardous aircraft and aviation accidents and incidents. The course will emphasize the management of the incident. Prerequisite: FFP 1666.
- FFP 1666 Aircraft Fire Protection and Rescue (O) (As Needed) 3 credits**  
This course prepares students mentally and physically for confrontation with an aircraft accident or incident occurring where fire and rescue services are required. Prerequisite: Basic firefighting skills.
- \*FFP 2300 Building and Fire Codes I (O) (As needed) 3 credits**  
This course studies and compares national, State, and local building and fire codes emphasizing local laws and ordinances pertaining to building construction and design.
- \*FFP 1320 Characteristics of Building Construction (O) (As needed) 3 credits**  
This course presents information about construction as it relates to the spread of fire and/or inspection. The course contains general information about most types of structures.
- \*\*FFP 2130 Company Officer Leadership (O) (As needed) 3 credits**  
This course presents leadership skills including the topics of management systems and theories, motivation, communication, and individual behavior for firefighters, soon to be Fire Officers.
- FFP 1420 Engine and Truck Company Operations (O) As needed) 3 credits**  
This course reviews operations of the Engine and Truck Company on the firegrounds. Students will study the objectives of firegrounds operations, duties of company personnel, apparatus positioning, and building coverage related to occupancy.

\*One of five courses for Fire Inspector.

\*\*One of seven courses for Fire Officer I.

- FFP 2527 Electrical Hazards (O) (As needed) 3 credits**  
This course familiarizes firefighters with the National Electrical Code. Students will study recognition of electrical hazards in building inspection tours and in buildings involved in a fire, methods to protect fire personnel from electrical hazards, and ways to correct faulty electrical conditions.
- FFP 2240 Fire and Arson Detection (O) (As needed) 3 credits**  
This course surveys arson law and incendiary fires, determining the cause of fires, recognizing and preserving evidence, interviewing witnesses, handling juveniles, presentation of court testimony, court procedures, and pathology of fire setters.
- \*\*FFP 2410 Firefighting Tactics and Strategy I (O) (As needed) 3 credits**  
This course teaches efficient use of manpower, apparatus placement, and effective use of available equipment. Emphasis is on pre-fire planning, fire ground decisions, and problem solving.
- FFP 2640 Fire Hydraulics (O) (As needed) 3 credits**  
This course presents the theory of hydraulics as applied to fire service with emphasis on the mathematics and formula related to fire streams, master streams, and pump operations.
- \*\*FFP 1200 Fire Inspection Practices (O) (As needed) 3 credits**  
This course familiarizes students with state and local statutes and ordinances relating to fire prevention, survey national fire codes, Underwriters Laboratories, South Florida Building codes, and N.F.P.A. manuals. The course will present inspections, surveys, and report findings.
- \*\*FFP 1620 Fire Protection and Detection Systems (O) (As needed) 3 credits**  
This course explains the various types of private fire protection systems, including automatic sprinklers and standpipes. This course is part of the State Inspectors program.
- FFP 1130 Fire Supervision (O) (As needed) 3 credits**  
This course provides information and skills necessary for an effective supervisor. The basic principles of management will be covered in this course.
- \*\*FFP 2500 Hazardous Materials I (O) (As needed) 3 credits**  
This course studies chemical and physical properties of matter and their possible reactions related to storage, handling, and transportation. Topics include: flammable liquids, combustible solid oxidizing corrosives, and radioactive materials.
- \*\*FFP 2501 Hazardous Materials II (O) (As needed) 3 credits**  
This course provides current information on hazardous materials incidents and procedures for handling these incidents. Prerequisite: FFP 2500.
- FFP 1000 Introduction to Fire Sciences (O) (As needed) 3 credits**  
This course introduces the history of fire services in the United States, including philosophy and traditions of the fire service, and also, career orientation.
- FFP 1040 Introduction to Marine Fire Protection (O) (As needed) 3 credits**  
This course presents a survey of agencies involved in marine safety, fire protection and cargo handling, and Federal, State, and local fire protection ordinances. The student will learn methods for fire control aboard ships at sea and in port.
- \*\*FFP 2150 Methods and Techniques of Instruction (O) (As needed) 3 credits**  
This course emphasizes techniques having wide applications to teaching situations, as well as teaching devices for specific areas. The course stresses measuring teaching effectiveness, communication of ideas, and methods of strengthening retention of knowledge and skills.

\*\*One of seven courses for Fire Officer I.

**FFP 1600 Multiple Alarm Operations (O) (As needed) 3 credits**

This course emphasizes proper handling of multiple alarm fires and other disasters which engage fire department units from other departments.

**\*FFP 1326 Plans Examination and Blueprint Reading (O) (As needed) 3 credits**

This course presents plans-examination process and blueprint reading as it pertains to the prospective Fire Inspector.

**FFP 1530 Private Fire Brigade (O) (As needed) 3 credits**

This course contains basic firefighting principles for the industrial worker, including: fire behavior, hose lines and nozzles, protective breathing apparatuses, ladders, ventilation, water distribution systems, and extinguishers.

**FFP V005 Basic Fire Recruit Training (O) (F/S) 280 hours**

This course provides an indoctrination to fire sciences and enables the recruit to perform the duties of a firefighter. The student must meet the requirements of the Bureau of Fire Standards and Training Commission. Prerequisite: Permission of the Fire Sciences Coordinator.

**FFP V081 Basic Volunteer Firefighter Training (O) (As needed) 40 hours**

This course is the first in a series of certification courses offered to the volunteer services. Upon successful completion, including a written examination, the student will be certified by the Bureau of Fire Standards and Training Commission. Prerequisite: Permission of the Fire Sciences Coordinator.

**FFP P085 Advanced Volunteer Firefighter (O) (As needed) 80 hours**

This course for the volunteer firefighter provides an in-depth review of fire department procedures and application. Prerequisite: FFP V081.

**FRENCH****FRE 1000 French for Daily Use I (P) 2 credits**

This course is for non-French speaking students. The student will be introduced to the French alphabet, basic vocabulary, expressions, set phrases, and simple sentences.

**FRE 1001 French for Daily Use II (P) 2 credits**

This course is for beginning students and is a continuation of FRE 1000. Students gain experience in basic vocabulary from areas of daily living. Students will begin to read French materials. Grammar will be taught only as needed in connection with conversation being studied. Prerequisite: FRE 1000 or equivalent.

**FRE 1010 Applied Conversational French I (P) 2 credits**

This course is for the student who has an existing basic knowledge of French. It focuses primarily on conversational skills within the family and community, emphasizing articulation and listening techniques for effective communication. Reading, composition, and elementary math skills are also taught, as well as elements of French history, geography, and culture. Prerequisite: FRE 1001 or equivalent.

**FRE 1011 Applied Conversational French II (P) 2 credits**

This course is for the student with a working knowledge of French. The student will gain conversational experience in subjects dealing with functioning in a community situation. Conversational fluency is practiced. French culture is studied. Correct grammatical form is taught in conversational context. Prerequisite: FRE 1010 or equivalent.

\*One of five courses for Fire Inspector.

- FRE 1012 Applied Conversational French III (P) 2 credits**  
 This course focuses on conversation and information needed in preparing for a trip and getting along in a French-speaking country. Correct conversational grammar, comprehension of written materials and fluency in oral communication will be stressed. Prerequisite: FRE 1011 or equivalent.
- \*FRE 1120 Elementary French I (P) 4 credits**  
 This course teaches fundamentals of speaking, reading, and writing. The course is for students who have had less than 2 years of high school French - no native speakers. Corequisite: ENC 1101 or permission of instructor.
- \*FRE 1121 Elementary French II (P) 4 credits**  
 This course is a continuation of FRE 1120. It is a beginning college level for students who have had 2 years of high school French - no native speakers. Prerequisite: FRE 1120 or equivalent.
- \*FRE 2200 Intermediate French I (P) 4 credits**  
 This course is a continuation of FRE 1121, with review of first-year grammar included. The course includes several short reading selections. It is designed for beginning students who have had at least 3 years of high school French and is open to native speakers. Prerequisite: FRE 1121 or equivalent.
- \*FRE 2201 Intermediate French II (P) 4 credits**  
 This course is a continuation of FRE 2200. It is for beginning college-level students who have had at least 3 years of high school French and is open to native speakers. Prerequisite: FRE 2200 or equivalent.

## GEOGRAPHY

- GEO 2000 World Geography (P) 3 credits**  
 This course is a descriptive survey of the countries of the world, emphasizing locations, geographic and demographic sizes, and political and economic systems.
- GEA 2000 Cultural Geography (P) 3 credits**  
 This course provides a basic knowledge of world geography that enables the student to develop a global perspective. This course is devoted to a descriptive survey of the world's cultures, emphasizing the principal geographic, demographic, linguistic, political, and economic features of contemporary state societies.

## GEOLOGY

- GLY 1010 Introduction to Physical Geology (P) 3 credits**  
 Basic principles of geology relating to sedimentation, structural deformations, erosions, and weathering. The practical applications of geology as a profession and in research. Study of volcanism, earthquakes, and varieties of rocks. Study of geological theories.
- GLY 1100 Historical Geology (P) 3 credits**  
 Evolution of life and the earth. Study of the growth of mountains, and the physiographic development of continents. Study of the development of North American stratigraphy and structure during different eras and periods, and record of life forms. Study of the origins of ores and petroleum.

## GERMAN

- GER 1000 German for Daily Use I (P) 2 credits**  
 This course is a course for non-German speaking students. The student will be introduced to the German alphabet, basic vocabulary, expressions, set phrases, and simple sentences.

\*These courses meet Foreign Language requirement for university admission.

**GER 1001 German for Daily Use II (P) 2 credits**

This course is for beginning students and is a continuation of GER 1000. Students gain experience in basic vocabulary from areas of daily living. Students will begin reading German material. Grammar will be taught only as needed in connection with conversation being studied. Prerequisite: GER 1000 or equivalent.

**GER 1010 Applied Conversational German I (P) 2 credits**

This course is for the student with an existing basic knowledge of German. Some grammar will be taught in a conversational context. The course focuses on conversation dealing with the person and moves outward to include home and community. The student will gain experience in conversation and in understanding written communication. German culture will be introduced. Prerequisite: GER 1001 or equivalent.

**GER 1011 Applied Conversational German II (P) 2 credits**

This course is for the student with a working knowledge of German. The student will gain conversational experience in subjects dealing with functioning in a community situation. Conversational fluency is practiced. German culture is studied. Correct grammatical form is taught in a conversational context. Prerequisite: GER 1010 or equivalent.

**GER 1012 Applied Conversational German III (P) 2 credits**

This course focuses on conversation and information needed in preparing for and embarking on travel to a German-speaking country. Correct conversational grammar, fluency in oral communication and comprehension of written materials will be stressed. Prerequisite: GER 1011 or equivalent.

**\*GER 1100 Elementary German I (P) 4 credits**

Audio-lingual German. Fundamentals of speaking, reading, and writing.

**\*GER 1101 Elementary German II (P) 4 credits**

Continuation of GER 1100. Prerequisites: GER 1100 or equivalent.

First-year language courses are intended for students who have no previous formal instruction in the language. Students with two years of high school German normally enter the second year courses.

**\*GER 2200 Intermediate German I (P) 4 credits**

Continuation of GER 1101, with review of first-year grammar. Reading and discussion of several short reading selections. Prerequisite: GER 1101 or equivalent.

**\*GER 2201 Intermediate German II (P) 4 credits**

Continuation of GER 2200. Prerequisite: GER 2200 or equivalent.

**HAITIAN****HAI 1070 Haitian Creole for Daily Use I (P) 2 credits**

This course is for non-Creole speaking students. The student will be introduced to the Creole alphabet, basic vocabulary, expressions, set phrases and simple sentences.

**HEALTH SERVICES MANAGEMENT****HSA 1107 Introduction to Health Care Management (O) 3 credits**

This course introduces the health care delivery system including the history, philosophy, and trends, and an overview of the legal, political, and financial relationships in the health care delivery is also covered.

\*These courses meet Foreign Language requirement for university admission.

**HSA 1174 Financial Issues in Health Care (O) 3 credits**  
 This course examines economic issues of current concern to health care delivery systems. Topics include health care programs, third-party payments systems, and fiscal policies in health care. Prerequisite: HSA 1107.

**HSC 2420 Legal Aspects of Health Care (O) 3 credits**  
 This course covers the legal aspects of health care and includes health care financing, elder abuse, involuntary commitment, guardianship, power of attorney, informed consents, and issues affecting the care of the elderly. Insurance legal protection, federal and state regulations, and legislative issues are also included. Prerequisite: HSA 1107.

**MNA 2312 Professional Development Seminar I (O) 3 credits**  
 This course is an introductory seminar that provides fundamental leadership and procedural concepts. The seminar concentrates on the practical application of current topics in management. Topics will rotate through a cycle.

**MNA 2313 Professional Development Seminar II (O) 3 credits**  
 This course is the second in a series of seminars that synthesizes the theories and concepts of management/leadership into the practical applications of the workplace. Basic management theories will be explored around a current topic which will rotate through a cycle. Prerequisite: MNA 2312.

## HEALTH AND SAFETY

**HSC 1130 Holistic and Preventive Health Care I (D) 1 credit**  
 This course examines the historical background of current trends in holistic health care, the achievement of both physiological and psychological wellness by way of behavior modification. In comparing the conventional medical approach with the holistic approach to health maintenance and disease prevention, the student will learn the value of good nutrition, vitamins, exercise, relaxation, positive mental attitude, and improved self-perception.

**HSC 2100 Personal and Community Health (D) (S) 3 credits**  
 The physiological and psychological bases for health, health hazards, fitness, and family living.

**HSC 2400 First Aid and Safety (D) (S) 3 credits**  
 Basic and advanced instruction in principles and skills which will enable the individual to act in emergency situations.

**HLP 1081 Personal Wellness (D) (F/S/SI/SII) 3 credits**  
 This course will establish in students a lifestyle conducive to total wellness which involves an awareness and appreciation for all the concomitant values of holistic health and physical fitness.

**HSC 1101 Developing Personal Well-Being (P) 1 credit**  
 This course introduces students to a holistic approach to personal health and well-being. Self-assessment will be an integral part of the course and positive behavior change will be encouraged.

**HSC 1651 Ethical Issues in Health Care (P) 3 credits**  
 This course provides the student with the intellectual machinery for formulating his/her own informed perspectives on the serious moral and legal issues arising in medical contexts. Among those issues discussed are euthanasia, abortion, death and dying, the allocation of scarce medical resources, human experimentation, psychosurgery, and genetic engineering.

- WST 1321 Women's Wellness (D) 1 credit**  
 Focusing primarily on women's health issues, this course reviews the wellness movement: its history, its impact on today's health, and its future. In addition to the discussion of specific health problems such as osteoporosis, premenstrual syndrome, cancer, arthritis, and heart disease, this course delineates techniques for measuring wellness, as well as strategies for preserving wellness through personal responsibility.

## HISTORY

- \*\*EUH 1000 History of Western Civilization I (P) (F/S/SI/SII) 3 credits**  
 This course traces the development of Western Civilization from the Paleolithic Period through the Middle Ages. This course requires 2,000 words of written material. Prerequisite or Corequisite: ENC 1101.
- \*\*EUH 1001 History of Western Civilization II (P) (F/S/SI/SII) 3 credits**  
 This course traces the development of Western Civilization from the Renaissance through the modern era. Placement testing is required. This course requires 2,000 words of written material. Prerequisite or Corequisite: ENC 1101; EUH 1000 is recommended.
- EUH 2906 History Writing 4,000 (P) 1 credit**  
 This course is for students transferring into Indian River Community College without the History written component required by the Gordon Rule. This course provides the total 4,000 words of the History requirement. Students will meet with staff of the CPI Lab on an individual basis. Prerequisite: Lecture course(s) that correspond to History of Western Civilization I and II.
- EUH 2907 History Writing 2,000 (P) 1 credit**  
 This course is for students transferring into Indian River Community College without the History written component required by the Gordon Rule. This course provides the 2,000 words of the 4,000-word History requirement. Students will meet with staff of the CPI Lab on an individual basis. Prerequisite: Lecture course that corresponds to the appropriate History of Western Civilization.
- AMH 2010 American History to 1877 (P) (F) 3 credits**  
 This course examines the political, economic, social, and intellectual development of the United States from the discovery of North America through the Reconstruction. Prerequisite: EUH 1000; EUH 1001 is recommended.
- AMH 2020 American History since 1877 (P) (S) 3 credits**  
 This course examines the political, economic, social, and intellectual development of the United States from the Reconstruction to the present. Prerequisites: EUH 1000, EUH 1001; AMH 2010 is recommended.
- ASH 2041 Modern Chinese History (P) 3 credits**  
 This course surveys Chinese relations with European expansion in the 19th and 20th centuries.
- WOH 2040 The World in the Twentieth Century (P) 3 credits**  
 Emphasis is placed on the causes and effects of World War I and II and the rise of communism and Fascism; followed by examination of contemporary areas of crisis throughout the world.

**\*\*GORDON RULE COURSE**—Student must achieve a grade of "C" or higher in this course for the A.A. Degree.

**HUMAN ENVIRONMENTAL MANAGEMENT****HUN 1410 Basic Childhood-Nutrition (O) 3 credits**

This course explains nutrition for teachers and others concerned with child health. The course consists of basic nutrition information: recommended dietary allowances, U.S. RDA's, metabolic functions of selected nutrients, and consumer information. Procedures for presenting nutritional information creatively to children are covered.

**SLS 1421 Personal and Career Development (O) 3 credits**

This course is a survey of factors influencing the modern person today: career choices, adjustment of changes in lifestyles, combining homemaking with career, human relations, and advancement into leadership positions.

**HUMANITIES****\*\*HUM 1541 Humanities: Literature (P) 3 credits**

This course examines the nature of Man as seen by representative writings through the ages that we may learn what thinking has preceded us, so that we may better understand our present, and may better actualize our potential for the future. This course requires 4,000 words of written material. Prerequisite or Corequisite: ENC 1101.

**\*\*HUM 2905 Humanities Literature Writing 4,000 (P) 1 credit**

This course is for students transferring into Indian River Community College without the Humanities Literature written component required by the Gordon Rule. This course provides the total 4,000 words of the Humanities Literature requirement. Students will meet with the staff of the CPI Lab on an individual basis. Prerequisite: Student must have completed the Lecture course that corresponds to Humanities Literature.

**\*\*HUM 1533 Humanities: Philosophy (P) 3 credits**

This course examines traditional philosophical problems in ethics, social philosophy, political philosophy, epistemology, philosophy of mind and philosophy of religion; and shows how these problems arise in business, medicine, government, education, psychology, art, historiography, social services, criminal justice, and religion. This course requires 4,000 words of written material. Prerequisite or Corequisite: ENC 1101.

**\*\*HUM 2906 Humanities Philosophy Writing 4,000 (P) 1 credit**

This course is for students transferring into Indian River Community College without the Humanities Philosophy written component required by the Gordon Rule. This course provides the total 4,000 words of the Humanities Philosophy requirement. Students will meet with the staff of the CPI Lab on an individual basis. Prerequisite: Student must have completed the Lecture course that corresponds to Humanities Philosophy.

**HUMAN SERVICES TECHNOLOGY****CLP 2140 Abnormal Psychology (P) (As needed) 3 credits**

This course provides a review of psychological disorders. Common psychopathological conditions are described in terms of theoretical foundations and etiology. Current treatment approaches are reviewed with emphasis on identification using DMS-III-R criteria. Prerequisite: PSY 2012 is recommended.

\*\*GORDON RULE COURSE—Student must achieve a grade of "C" or higher in this course for the A.A. Degree.



- DEP 1001 Child and Adolescent Psychology (P) (As needed) 3 credits**  
The mental, emotional and social development of children from infancy through adolescence is discussed. The course stresses identification of problems in this group and methods of effectively dealing with these problems.
- GEY 1000 Introduction to Gerontology (D) (As needed) 3 credits**  
This course provides a broad review of issues that affect the elderly. Medical, psychological, and social problems of the elderly will be discussed. Relevant community and social services will be described. A holistic approach to the overall wellbeing of the elderly will be presented.
- HUS 1001 Introduction to Human Services (D) (As needed) 3 credits**  
This course provides an overview of the human services system. The history, funding, purpose and role of various federal, state, regional and local services are presented. Roles of personnel employed in the system will be described and the procedure for referral delineated.
- HUS 1200 Group Dynamics (D) (As needed) 3 credits**  
This course provides a basic overview of the group experience. Its purpose, roles played, and essential characteristics of the effective group will be presented as well as the tasks and techniques of the group facilitator. Dynamics of the group experience will be stressed.
- HUS 2500 Introduction to Ethics in Human Services (P) (As needed) 3 credits**  
This course explores ethical decision making, responsibility, the therapist-client relationship, confidentiality, suicide and intervention, involuntary institutionalization, the insanity defense, the ethics of behavior control, ethical problems in marriage, professional and legal regulations, ethical theory and counseling approaches, and the place of values in counseling and psychotherapy.
- HUS 2110 Counseling Techniques (D) (As needed) 3 credits**  
This course provides a more in-depth knowledge of individual, group, and family counseling skills to prepare for roles as paraprofessionals in the human services delivery system. Theoretical, ethical and practical issues of counseling will be addressed and skill development will be encouraged through role play. Prerequisite: HUS 2102 is recommended.
- HUS 1506 Introduction to Drugs of Abuse (D) (As needed) 3 credits**  
The nature of drug addiction and dependence; classification of drugs, their origins, average dosages, short and long term effects, risk or dependence, and medical uses. Drug education, laws, treatment, and rehabilitation.
- HUS 2531 Substance Abuse and Treatment (D) (As needed) 3 credits**  
This course is an introduction to the field of substance abuse. It deals with the addicted person, his/her family, etiology of addiction and treatment approaches. Treatment emphasis will be based on the concept that addiction is a disease that affects the identified addict and family. Prerequisite: HUS 1506 or permission of instructor.
- HUS 2025 Introduction to Interpersonal Behavior (P) (As needed) 3 credits**  
Man's needs and fulfillment of these needs for personal and social adjustment and happiness; fundamental theories concerning mental health as applied to counseling and rehabilitation of the chemically dependent.
- HUS 2102 Techniques of Interviewing and Intervention (D) (As needed) 3 credits**  
Review of basic psychological definitions of person, self-image; heredity and environmental influences in the development of self-image and personality and as causes of emotional problems and neurotic behavior. Basic techniques of interviewing, evaluation and intervention in general; specifically, application of the above to the chemically dependent.

**PPE 2000 Person and Personality Development (P) (As needed) 3 credits**

This course reviews the major theories of personality development. The major theorists include Freud, Erikson, Jung, Adler, Laing, Fromm, Maslow, Skinner and Bowen. Introspection as a means of improving one's self-image and the relationship to others is studied.

**HUS V930 Crisis Line Training (O) 30 hours**

This course teaches concepts of non-directive telephone counseling. Basic techniques of "Tune-in", "Focus", "Master", and "Contract" are presented, as well as personal attitudes and values, and listening skills.

**INTERDISCIPLINARY STUDIES****IDS 2905 Individual Problems (P) (Specify Subject Area by Title) 1,2,3,4 credits**

This is a special course designed to offer work of an advanced nature, in any major field, that is not offered in a course listed in the catalog. Prerequisite: permission of instructor.

**IDS 2930 Special Issues in Arts & Sciences (P) 1 credit**

This course is a lecture/Socratic method review of special issues in humanities, social science, natural science, and mathematics for academically talented students. Prerequisite: 3.25 GPA and instructor recommendation, or 3.5 GPA.

**INDUSTRIAL MANAGEMENT TECHNOLOGY****EET 1516 Mechanical Maintenance Fundamentals (O) 3 credits**

This course presents the mechanical maintenance fundamentals required to function at a Nuclear Power Plant. Prerequisite: EST 1572.

**ENU 2171 Nuclear Reactor Maintenance (O) 3 credits**

This course presents mechanical maintenance fundamentals required in maintaining a Nuclear Reactor. Prerequisite: EST 1572 and ETE 1518.

**ETE 1518 Lift Equipment/Rigging (O) 3 credits**

This course presents the skills and knowledge required in operating different types of lift equipment and in determining the rigging for lifts. Prerequisite: EST 1572.

**ETE 2512 Power Plant Valves (O) 3 credits**

This course presents the steps involved in dis-assembly, inspection, repair, and re-assembly of valves. The student must identify valve components as well as demonstrate an understanding of valve maintenance. Prerequisite: EST 1572 and EET 1516.

**ETE 2517 Pumps: Theory, Troubleshooting & Maintenance (O) 3 credits**

This course presents types of pumps in operation at a nuclear power plant, as well as instruction in troubleshooting and maintaining nuclear power plant pumps. Prerequisite: EET 1516.

**ETI 1332 Manufacturing Quality Control (O) 3 credits**

This course studies various theoretical concepts of manufacturing quality control and applying these concepts to practical manufacturing operators and processes.

**ETI 1446 Introduction to Production Management (O) 3 credits**

This course presents the principles, techniques, and applications of management for the purpose of maintaining high productivity at optimum cost in an industrial enterprise.

**PMT 1104      Manufacturing and Metallurgical Processes (O)      3 credits**

This course explores manufacturing and metallurgical processes such as metal fastening, metal coating and electro-plating, foundry practices, and heat treating.

**INSURANCE****RMI 1001      Introduction to Insurance (O)      3 credits**

This course presents an overview of the insurance industry. Topics include property and casualty lines, life and health lines, financial planning, legal and ethical issues in insurance, selling insurance, and insurance office operations.

**RMI 1093      Customer Service Representative (O)      7 credits**

This course is required for pre-licensing by the Florida Department of Insurance for individuals preparing to sit for the State Licensing exam for Customer Service Representatives employed by property and casualty insurance providers.

**RMI 2500      Individual Life and Health Insurance (O)      3 credits**

The role of life and health insurance in meeting economic security needs, types of individual and special life annuity contracts, individual health insurance contracts including disability and medical expense insurance as related to premiums, reserves, non-forfeiture values, surplus and dividends.

**RMI 2600      Property and Casualty Insurance (O)      15 credits**

This is a course for students interested in obtaining a state of Florida Property and Casualty sales license. This is the state required "220" pre-licensing class. Topics include: auto, fire, liability, property, workman's comp, security bonds and other casualty insurance topics.

The following courses have been approved by the Florida Department of Insurance for insurance continuing education credit:

**RMI P632      Property & Casualty Continuing Education Part I (O)      14 hours**

This course satisfies one-half of the State mandated continuing education requirement for licensed property and casualty insurance salespeople. This course focuses on personal insurance lines.

**RMI P633      Property & Casualty Continuing Education Part II (O)      14 hours**

This course satisfies one-half of the State mandated continuing education requirement for licensed property and casualty insurance salespeople. This course focuses on commercial insurance lines.

**RMI P642      Life & Health Continuing Education Part I (O)      14 hours**

This course satisfies one-half of the State mandated continuing education requirement for licensed life and health salespeople. This course focuses on an update of the life and health insurance industry.

**RMI P643      Life & Health Continuing Education Part II (O)      14 hours**

This course satisfies one-half of the State mandated continuing education requirement for licensed life and health salespeople. This course focuses on disability income, annuities, estate planning, and contract law.

**INTERIOR DESIGN****HHD 1234      Design of Interior Space (O)      3 credits**

This is a study of developing interior space for esthetically pleasing, efficient, safe, flexible usage. Principles of interior space planning are presented with emphasis placed on residential design, zones of activities and interior components. Prerequisite: BCN 1250.

- HHD 1321 Introduction to Interior Design (O) 3 credits**  
This course is an overview of the professional field of interior design. All phases of interior design are introduced with career requirements and opportunities stressed.
- HHD 1614 Survey of Architectural Design and Furniture Style (O) 3 credits**  
This course is a study of the historical periods of architecture, furniture, and interiors. Emphasis is on style recognition and application to the present.
- IND 2420 Materials and Sources (O) 3 credits**  
This course covers the non-textile construction materials of interior design. Wood, plastic, stone, masonry, glass, paint, wallcoverings, and marble are a few of the materials studied. Also studied are appliances and bathroom fixtures. Applications of materials are covered and specifications recommended by professional trade associations reviewed. The completion of a vendor resource file and a visit to a design center are integral parts of the course.
- IND 1462C Introduction to DataCAD (O) 3 credits**  
This course is an introduction to CAD focusing on using the computer as a drafting and design tool. DataCAD software is used with microcomputers; focus is architectural. Basic CAD drafting, 3-dimension viewing, detail drawings, and creation of templates and symbols are covered.
- HHD 2001 Creative Art and Design (O) 3 credits**  
This course applies the principles and elements of design to the field of Interior Design. A variety of projects are completed using an analytical approach, and focusing on client needs.
- IND 2100 History of Interiors (O) 3 credits**  
This course gives a survey of historic interiors from the early American periods through contemporary interior design. Current trends in interior furnishings are examined. Prerequisite: HHD 1614 or permission of instructor.
- IND 1432C Lighting for Interior Design (O) 1 credit**  
This course provides an introduction to the fundamentals of residential, commercial, and landscape lighting.
- IND 2940 Interior Design Practicum I (O) 4 credits**  
This course is a practical application in an interior design business situation of knowledge acquired in the classroom. Business principles and practices, promotional techniques and career development are practicum topics.
- IND 2941 Interior Design Practicum II (O) 4 credits**  
This course is a practical application in an interior design business situation of knowledge acquired in the classroom. The student increases proficiency in the field by benefiting from on-the-job experiences. Prerequisite: IND 2940.
- IND 2942 Interior Design Practicum III (O) 4 credits**  
This course provides a practical application of interior design principles in an interior design business situation. The student increases proficiency in the field and moves toward employment in the interior design industry. Topics for this practicum rotate through a two-year cycle. Prerequisite: IND 2941.
- HEV V451 Wallpaper Hanging as a Business (O) 15 hours**  
This course prepares students for employment in the interior design industry. The course focuses specifically on wallpapering, with a view towards entrepreneurship in the trade.

**HEV V931 Decorating with Accents (O) 15 hours**  
This course focuses on the design, production, and marketing of individually crafted accessories for the home. Students learn to use and maintain a variety of tools, how to identify fabrics, and the application of design principles while developing home accessories.

## JAPANESE

**JPN 1000 Japanese for Daily Use I (P) 2 credits**  
This course is for the non-Japanese speaking student. The student will be introduced to the Japanese alphabet, basic vocabulary and expressions, set phrases, and simple sentences. Japanese customs, history, and culture will be introduced.

## JOURNALISM – PUBLIC RELATIONS

**JOU 1101 News Reporting and Writing (D)(F/S) 3 credits**  
Instruction and practice in news writing, for newspaper and/or broadcast media. Functions of media, media organization, news standards, visits to communications media. Reporting techniques, interviewing and basic process of news production are covered. Corequisite: ENC 1101.

**JOU 1420L Journalism Lab I (D) (F) 3 credits**  
Journalism Lab emphasizes development skills through practical experience by reporting and editing for the college paper and/or magazine. This includes workshop assignments with area newspapers, dailies and weeklies. Prerequisites; JOU 1101 or permission of instructor.

**JOU 1421L Journalism Lab II (D) (S) 3 credits**  
This course provides hands-on work to write, report, take photographs, edit, write headlines for and lay out the student newspaper and/or magazine. Students get assignments and meet deadlines in order to produce *The Post*. They report to editors and are responsible for the practice of good journalism principles, learned in courses and honed in JOU 1420L. Prerequisite: JOU 1101 or permission of instructor.

**JOU 1422L Journalism Lab III (D)(SII) 3 credits**  
This is the third of a series of individual-based Journalism Labs featuring workshop assignments (story ideas, reporting, editing, layout and photography) for the college newspaper with emphasis on accuracy, deadline and principles. This course gives specialized instruction in newspaper work, stressing editorial responsibilities. Prerequisite: JOU 1421L.

**JOU 1423L Journalism Lab IV (D) 3 credits**  
This course is the last in a series of Journalism Labs that given practical “hands-on” experience in Newspaper Journalism. The focus of this lab is the practice of appropriate journalism techniques in all phases of newspaper reporting, editing, and production. Prerequisite: JOU 1422L.

**JOU 2200 Editing (D) 3 credits**  
This course provides instruction in editing and rewriting of copy for publication, headline writing and development of news judgement. Students will gain experience in laboratory work in newspapers, and will study newspaper audiences and news placement. Prerequisite: JOU 1101.

**MMC 1000 Survey of Mass Communication (D) (F/S) 3 credits**  
This course is an introduction to the various media of mass communication with special emphasis on the roles and responsibilities to society and the public served.

**PUR 2000 Introduction to Public Relations (D) 3 credits**  
This course explores the nature and role of public relations, activities of PR Professionals, major influences that affect organizational behavior and the ethics and professional development of PR professionals.

## **LEGAL ASSISTANT**

**PLA 2003 Introduction to Legal Assisting (O) (As needed) 3 credits**  
This course provides an overview of the training and purpose of legal assistants and examines the role of the lawyer and legal assistant in modern society, the ethical and professional practice standards applicable to both lawyer and assistant, and surveys the various fields of law that will be covered by the student during the program. College level reading and writing skills recommended.

**PLA 2873 Introduction to Court Administration Procedure (O) (As needed) 3 credits**  
This course provides a working knowledge of the functions of the Clerk of the Court's Office. Included will be contact with court-promulgated forms and applicable rules of procedures.

**PLA 2626 Estate Planning and Probate Administration (O) (As needed) 3 credits**  
This course offers a general understanding of the techniques and procedures involved in preparation of wills and trusts; estate planning; income, gift and inheritance taxes; probating of estates; and estate accounting. Prerequisite: PLA 2059 or permission of instructor.

**PLA 2203 Civil Litigation I (O) (As needed) 3 credits**  
This course prepares the legal assistant trainee to assist the trial attorney in preparing for civil litigation in the Florida and Federal courts. The course covers the Florida and Federal Rules of Civil Procedure, drafting of pleadings, motion process and document organization.

**PLA 2223 Civil Litigation II (O) (As needed) 3 credits**  
This course is a continuation of Civil Litigation I. The student will become familiar with discovery, pre-trial preparation, trial practice, and appellate procedure (Federal and Florida). The student will obtain skills in drafting motions and requests for discovery. Prerequisite: PLA 2203.

**PLA 2302 Criminal Law and Procedure (O) (As needed) 3 credits**  
This course presents topics including: the criminal justice system, common law crimes, statutory criminal provisions, and criminal procedure.

**PLA 2433 Corporate and Business Law (O) (As needed) 3 credits**  
This course offers instruction in all phases and aspects of corporation law and practice stressing procedure in corporations and organizations; dissolution, merger, rights, liabilities, duties and obligation of stockholders, directors and officers; amendments of Articles of Incorporation; a study of partnerships; and business organization.

**PLA 1763 Law Office Management Practice (O) (As needed) 3 credits**  
This course acquaints the student with fundamentals of management in general and their appreciation to the law office including a study of office equipment, filing system, library management, accounting and billing procedures to reflect sound business principles and practices.

**PLA 2803 Family Law (O) (As needed) 3 credits**  
This course familiarizes the student with the fundamental principles and rules relating to Family Law involving a study of marriage relationships; legal problems affecting minor children; dissolution of marriage; custody; adoption, support provisions; separation agreements; property disposition; and foreign divorces.

- PLA 2663 Federal Income Tax Law (O) (As needed) 3 credits**  
The student will become familiar with specialized sections of the Internal Revenue Code and the legal ramifications which arise therefrom. State Laws regarding taxes will be presented.
- PLA 2671 Federal Estate and Gift Tax Law (O) (As needed) 3 credits**  
This course covers the Federal Code Sections 2033-2054 and 2503 et al, involving any and all interests includable in the gross estate and subject to federal gift taxation. Discussion on marital deduction, charitable remainder trusts, and estate planning techniques will be included. Prerequisite: PLA 2626.
- PLA 2465 Bankruptcy Law (O) (As needed) 3 credits**  
This course examines the principles and procedure for filing bankruptcy and reorganizations under the bankruptcy laws, including preparation of bankruptcy forms.
- PLA 2059 Survey of Law (O) (As needed) 3 credits**  
This course provides an understanding of various areas of law; property law, tort law, contract law, and constitutional law. The student will be exposed to an overview of the court system.
- PLA 1104 Legal Research and Writing I (O) (As needed) 3 credits**  
This course provides a familiarity of the tools of legal research. The student will locate and utilize treatises, encyclopedias, digests, cases reporters, statutes, and *Shepard's Citations*. The knowledge obtained from these sources of law will be applied to writing legal documents. Prerequisite: PLA 2059 Corequisite: ENC 1101 or permission of instructor.
- PLA 2114 Legal Research and Writing II (O) (As needed) 3 credits**  
This course provides the advanced research and writing skills that will be needed in the legal assistant profession. This course is a continuation of PLA 1104. Prerequisite: PLA 1104.
- PLA 1504 Real Estate Law and Property (O) (As needed) 3 credits**  
This course provides an in-depth knowledge of real property and a survey of the more common types of real estate transactions. Major topics include deeds, contracts, leases, deeds of trust, and the procedures and problems in drafting these conveyances.
- PLA 2483 Administrative Law (O) 3 credits**  
This course will emphasize administrative law as it relates to the Administrative Procedure Act and to public agencies in federal and Florida governments.
- PLA 2949 Internship in Legal Assisting (O) 3 credits**  
This is a cooperative education course which reinforces the educational and professional growth of the student through experience in the student's chosen career. The student and instructor determine a training plan, with the instructor evaluating the student's performance by communication with the student's supervisor. Prerequisite: Permission of instructor.

## LIBRARY TECHNICAL ASSISTANT

- LIS 1016 Introduction to Libraries (O) 3 credits**  
This course provides a general overview of libraries and their role in today's society.
- LIS 1013 Audio-Visual Education (O) 2 credits**  
This course provides hands-on experience in the use of audiovisual equipment and the preparation of display materials. Emphasis is upon enhancing presentations.

- LIS 1012 Technology in the Library (O) 3 credits**  
 This course provides an overview of the applications of technology to library operations and emphasizes practical skills using technology to deal with library situations. Prerequisite: LIS 1016.
- LIS 1010 Library Operations (O) 3 credits**  
 This course provides an overview of the library infrastructure which makes information resources and services available to its patrons. Prerequisite: LIS 1016.
- LIS 1017 Special Library Programs and Collections (O) 3 credits**  
 This course provides a review of special programs offered by libraries to meet the information needs of distinctive groups. Corequisite: LIS 1016.
- LIS 2946 Library Practicum (O) 4 credits**  
 This course is an on-the-job experience to reinforce knowledge acquired in the classroom in a practical application setting. Prerequisites: LIS 1013, LIS 1012, LIS 1010, LIS 1017.
- CGS 1052 Introduction to Electronic Access to Information (P) 3 credits**  
 This course examines access to books, journals, library holdings, newspapers, and databases through technology-information resources. Information analysis and data manipulation will be emphasized.

## LITERACY CORPS

- RED 2941 Internship in Literacy Training (P) 1 credit**  
 This course provides for supervised tutoring of reading to adults for a minimum of 25 clock hours. The course includes training in techniques of instruction, lesson planning and evaluation. Courses in this series may be repeated for a series total of 5 credit hours over two or more semesters. A maximum of 3 credits may be earned in any semester. Prerequisite: Permission of instructor.
- RED 2942 Internship in Literacy Training (P) 2 credits**  
 This course provides for supervised tutoring of reading to adults for a minimum of 50 clock hours. The course includes training in techniques of instruction, lesson planning and evaluation. Courses in this series may be repeated for a series total of 5 credit hours over two or more semesters. A maximum of 3 credits may be earned in any semester. Prerequisite: Permission of instructor.
- RED 2943 Internship in Literacy Training (P) 3 credits**  
 This course provides for supervised tutoring of reading to adults for a minimum of 75 clock hours. The course includes training in techniques of instruction, lesson planning and evaluation. Courses in this series may be repeated for a series total of 5 credit hours over two or more semesters. A maximum of 3 credits may be earned in any semester. Prerequisite: Permission of instructor.

## MARINE SCIENCE

- OCE 2001 Introduction to Oceanography (P) (F) 3 credits**  
 Fundamentals, principles, and procedures of physical, geological, chemical, and biological oceanography.
- OCB 2010C Introduction to Marine Biology (P) (S) 3 hrs. lecture-2 hrs.lab-4 credits**  
 This is an introductory study of marine and estuarine waters as biological environments. Emphasis will be placed on locally occurring flora and fauna and the interrelationship existing between these organisms and the physical, chemical, geological, and biological aspects of their environments. Field trips to local marine and estuarine areas



will be required. Prerequisites: BSC 1010C, BSC 1011 C with OCE 2001 recommended, or permission of the instructor. Corequisite: OCB 2010L.

**OCG 1001 Marine Geology (P) (SI) 3 credits**

This is a broad overview of the relationship of ocean basins and the continental margin to plate tectonics, sedimentary processes active on the sea floor, and a comparison with the environments of deposition in developing ancient rock deposits. The course also includes a survey of natural resources of the sea.

**OCB 1019 Life on the Seashore (P) 2 credits**

This is a field study of wild-life along the eastern coast of Florida and the Florida Keys. Major emphasis is placed on the marine fauna and flora.

**OCE 1921 Marine Science Workshop (P) 2 credits**

This course provides hands-on instruction in the field and laboratory exercises in marine science. Methods of collecting specimens, measuring and recording data are learned. Field trips to various marine ecosystems are required.

**ISC 2091 Science and the Scientific Method (P) 3 credits**

This course is for school teachers of science or anyone who would like to increase their knowledge about the process of scientific investigation. The differences between basic and applied research are discussed along with the practical application of the scientific method. Field and laboratory work are required. Prerequisites: College biology, chemistry or physics.

**OCB 2603 Marine and Island Ecology (P) 2 credits**

This course teaches the students about tropical marine organisms, the physical environment associated with those organisms and the inter-relationships between the organisms. Students explore various habitats and maintain a journal.

**OCB 2721C Fundamentals of Mariculture (P) 2 hrs. lecture-2 hrs. lab-3 credits**

This course takes a close look at the natural environment as a place to grow natural marine organisms. It explores the technology, techniques, and the future of mariculture. Students are required to work on individual projects and to participate in local field trips. Prerequisites: OCB 2010C recommended.

## MATHEMATICS

**\*MAT0002 Basic Mathematics Review (P) (F/S/SI/SII) 3 credits**

This course prepares students in the fundamentals of arithmetic and to provide an introduction to algebra. Major topics include fractions, decimals, signed numbers and percents.

**\*MAT0024 Introductory Algebra (P) (F/S/SI/SII) 3 credits**

This course prepares students for MAC 1102. Major topics include properties of integers and rational numbers, integer exponents, simple linear equations and inequalities, operations on polynomials including beginning techniques of factoring, introduction to graphing and introduction to operations on rational expressions.

**MTB 1321 Technical Mathematics I (D) 3 credits**

The content of this course includes solving linear equations and solving systems of equations. Functions and relations, polynomials and rational applications, exponents and roots, solutions of quadratic equations and their application to real world problems will be studied.

\*College Prep Courses. Placement testing for admission. Credit not applied toward degree. In addition to classroom time, this course requires two (2) hours per week in the Center for Personalized Instruction. Students must obtain a grade of "C" or better in college preparatory work to progress to the next level of instruction.

- MTB 1322 Technical Mathematics II (D) 3 credits**  
 This course focuses on right triangle trigonometry, circular functions, graphs of the trig functions, trig identities, exponents and logarithms, complex numbers and their application to real world problems. Prerequisite: MAC 1102 or MTB 1321.
- MGF 2118 Essential Skills in Mathematics (P) (F/S/SI) 2 credits**  
 This course meets the needs of students who must attain acceptable performance levels with regard to a specific set of required competencies in mathematics. Recommended for students taking the CLAST Exam.
- MAE 2810 Mathematics for Elementary Educators (P) (As Needed) 3 credits**  
 The major topics are whole numbers, integers and rationals, numeration systems, decimals, ratios, number theory, and informal geometry.
- \*\*MAC 1102 Basic College Algebra (P) (F/S/SI/SII) 3 credits**  
 Topics in this course include solving linear, quadratic, rational, absolute value, and radical equations and inequalities, graphs of equations in two variables, operations on polynomials including factoring, rational exponents, rational expressions and radical expressions.
- \*\*MAC 1104 College Algebra (P) (F/S/SI/SII) 3 credits**  
 Topics in this course include: techniques for solving equations and inequalities, polynomial, rational, exponential, and logarithmic functions and their graphs, systems of equations, the rational root and factor theorems, and the binomial theorem. Prerequisite: MAC 1102 or equivalent.
- \*\*MAC 1114 Plane Trigonometry (P) (F/S/SI/SII) 3 credits**  
 A study of trigonometric and inverse trigonometric functions, solutions of trigonometric equations, trigonometric identities, complex numbers and DeMoivre's theorem, graphing trigonometric and inverse trigonometric functions, applications of trigonometric functions and conic sections. Prerequisite: MAC 1104.
- \*\*MAC 1135 Pre-Calculus (P) (F) 6 credits**  
 This course is a combination of MAC 1104 and MAC 1114 and is for well-prepared students intending to take calculus. A person receiving credit for either MAC 1104 or MAC 1114 may not take MAC 1135 for credit. Prerequisite: Three years of college preparatory high school math and appropriate Placement Scores.
- \*\*MAC 2233 Business Calculus I (P)(F/S) 3 credits**  
 This course is for business students. Major topics include limits, differentiation and integration of algebraic functions, exponential and logarithmic functions, areas and volumes, and applications of the preceding topics to problems in business. Prerequisite: MAC 1104.
- \*\*MAC 2234 Business Calculus II (P) (As needed) 3 credits**  
 Topics of this course include special integration techniques, systems of equations, matrices and determinants, partial differentiation, multiple integrals, applications to marginal analysis, LaGrange multipliers and differential equations. Prerequisite: MAC 2233 or MAC 2311.
- MAC 1253 Technical Calculus (D) (As needed) 3 credits**  
 This is a one-semester course in which the basic concepts of the derivative and the integral are developed. These concepts are then applied in solving a variety of problems encountered in technical areas. Prerequisite: MTB 1322.

**\*\*GORDON RULE COURSE**—Student must achieve a grade of "C" or higher in this course for the A.A. Degree. Placement testing is required for admission.

- \*\*STA2014 Elementary Statistics (P) (F/S/SI) 3 credits**  
This course introduces the following topics: measures of central tendency and variability, introduction to probability including permutations and combinations, random variables, normal and binomial distributions, confidence intervals and tests of hypothesis. Prerequisite: MAC 1102. MAC 1104 is strongly recommended.
- STA 2100 Statistical Simulation and Computation (P) (F/S) 1 credit**  
Enter and update statistical data, operate a statistical program, plot frequency distributions and histograms, compute the mean and standard deviation of a given data set, compute the statistic for a data set, create and graph a random data set from a normal distribution and from a binomial distribution, use Venn diagrams to illustrate and compute the probability of certain events. Prerequisite or Corequisite: STA 2014.
- \*\*MAC 2311 Calculus I (P) (F/S) 6 credits**  
This course is for students who need calculus for engineering, math, and science programs. Major topics include limits, differentiation of algebraic, exponential, logarithmic and trigonometric functions, and applications of derivatives. The definite integral is developed and its applications are investigated. Prerequisites: MAC 1104 and MAC 1114 or MAC 1135.
- \*\*MAC 2312 Calculus II (P) (F/S) 3 credits**  
Techniques of integration, polar coordinates, indeterminate forms, improper integrals, sequences and series. Prerequisite: MAC 2311, Co-requisite: MAS 2103.
- \*\*MAS 2103 Linear Algebra (P) (F/S) 3 credits**  
Systems of linear equations, matrices, linear transformations, determinants, eigenvalues, spectral theorem, and geometric applications of vectors. Prerequisite: MAC 2311 Co-requisite: MAC 2312
- \*\*MAC 2313 Calculus III (P) (S) 5 credits**  
Calculus of several variables including limits, partial derivatives, multiple integrals, vector functions, line integrals, cylindrical and spherical coordinates. Prerequisite: MAC 2312 and MAS 2103.
- MAE 2800 Basic Mathematics for Educators I (P) 1 credit**  
This course is for elementary educators. All topics are presented with an emphasis on concrete models. Major topics include: Base-ten numeration and properties of whole numbers and problem-solving strategies.
- MAE 2812 Basic Mathematics for Educators II (P) 1 credit**  
This course is for educators. All topics are presented with an emphasis on concrete models. Major topics include: base-ten numerations, properties of whole numbers, fractions and decimals, and problem-solving strategies.
- MAE 2803 Basic Mathematics for Educators III (P) 1 credit**  
This course is for educators. All topics are presented with an emphasis on concrete models. Major topics include: properties of whole numbers, fractions and decimals, and problem-solving strategies, integers, and polynomials.
- \*\*MGF 2202 Finite Mathematics (P) (F/S/SI/SII) 3 credits**  
Major topics of this course are logic, geometry, probability and counting, descriptive statistics, sets and venn diagrams, and fundamental concepts of modern mathematics such as equations and inequalities, exponents and functions. Prerequisite: MAC 1102 or MAC 1104.

**\*\*GORDON RULE COURSE**—Student must achieve a minimum grade of “C” in this course. Placement testing is required for admission.

**MAC 1501 Problem Solving Using a Graphics Calculator (P) 1 credit**

This course gives the student a working knowledge of the graphing features of a graphics calculator. Problems are set up and their solutions are approximated by graphical techniques. Prerequisite: MAC 1104.

**MAC 1502 Problem Solving Using a Graphics Calc II (P) 1 credit**

This course is a continuation of MAC 1501. A graphics calculator will be used to investigate maximum-minimum problems, descriptive statistics, curve fitting, and matrix applications. Prerequisites: MAC 1104 and MAC 1501. Corequisite: MAC 1114.

**MAC 1503 Modeling and Problem Solving (P) 2 credits**

This course covers the topics in MAC 1501 and MAC 1502. The graphics calculator is used to solve problems involving equation solving, finding minimum and maximum, descriptive statistics, curve fitting, and elementary matrix algebra. Prerequisite: MAC 1104. Corequisite: MAC 1114.

**\*\*MAP 2302 Differential Equations (P) (SI) 3 credits**

Solutions of first order differential equations and applications, solutions of second order linear differential equations and applications, series solutions and numerical methods, the Laplace transform. Prerequisite: MAC 2312.

**MEDICAL LABORATORY TECHNOLOGY****MLT 1040C Basic Concepts in Phlebotomy (O) 3 credits**

This course provides a general overview and update on those techniques, procedures, and issues pertaining to the proper collection of blood specimens for routine clinical laboratory testing, in order to develop well-trained, proficient and professional phlebotomists. This course meets the 4 hours of AIDS education required for health professionals.

**MLT 1000C Introduction to MLT (O) 2 credits**

This is an introduction to medical laboratory science and principles and skills common to all laboratory departments including lab math, computers, and safety rules. This course is open to general college students who are interested in a career in Medical Laboratory Technology.

**MLT 1300C Hematology (O) 4 hrs. lecture-7 hrs. lab-6 credits**

This is a study of basic hematological techniques and includes an in-depth study of normal hematology, blood cell disorders, and recognition of abnormal cells. Six hours of on-campus lab per week required. Required clinical time is 3 hours per week.

**MLT 1335C Coagulation and Blood Banking (O) 4 hrs. lecture-7 hrs. lab-6 credits**

This is an analysis of plasma coagulation components and associated disorders and includes the study of immunohematological principles and standard techniques in blood banks. Six hours of on-campus lab per week required. Required clinical time is 3 hours per week. Prerequisite: MLT 1000C and MLT 1300C.

**MLT 1542C Serology and Urinalysis (O) 6 hrs. lecture-6 hrs. lab-4 credits**

This is a study of the formation, structure and action of antigen-antibody reactions with performances of sero-diagnostic test procedures and includes principles of kidney function, chemical and microscopic examination of urine. Required clinical time is 3 hours per week. Prerequisite: MLT 1335C.

**\*\*GORDON RULE COURSE**—Student must achieve a minimum grade of "C" in this course. Placement testing is required for admission.

**MLT 2400C Clinical Microbiology (O) 6 hrs. lecture-11 hrs. lab-7 credits**

This is an introduction to the general characteristics and classification of clinically important bacteria and the etiology of other microbial diseases including protozoans, fungi, and viruses. Six hours of on-campus lab per week. Additional required clinical time is 8 hours per week. Prerequisites: BSC 2094C, MLT 1000C.

**MLT 2620C Clinical Chemistry (O) 6 hrs. lecture-11 hrs. lab-7 credits**

This course presents principles of chemical analysis of blood and body fluids with emphasis on basic manual procedures, including automated procedures and specialized techniques. Six hours of on-campus lab per week. Additional required clinical time is 8 hours per week. Prerequisites: CHM 1045C, MLT 1000C.

**MLT 2800C Clinical Laboratory Practicum I (O) 6 credits**

This course provides practical clinical experience for a summer semester, 32 hours per week at one of three affiliated hospitals, plus 5 hours of lecture on campus to review information for State of Florida Licensure and National ASC Registry exam.

**MLT 2801C Clinical Practicum II (O) 6 credits**

This course provides clinical experience for a summer semester, 32 hours per week at one of three affiliated hospitals, plus 5 hours of lecture on campus to review information for the State of Florida Licensure and National ASC Registry Exam.

**MLT 2931 Medical Technology Review for State Exam (O) 2 credits**

This course prepares lab personnel for the State of Florida HRS licensure exam. The student will review the principles and techniques of lab tests performed in Hematology, Blood Banking, Serology, Chemistry, and Microbiology.

**MLT 2033 Medical Laboratory Career Orientation (O) 1 credit**

This is a seminar course in the responsibilities and ethics of MLT, review of publications, human relations, unusual case histories. Prerequisite: Permission of instructor.

**MLT 2935 Advanced Hematology (O) 1 credit**

This course is an update and review of disorders of red and white blood cells, such as anemia and leukemia with emphasis on the coulter 3 part histograms and Kodachrome slides. Prerequisite: MLT 1300C.

**MLT 2937 Advanced Clinical Microbiology (O) 1 credit**

This course is for 2nd year MLT students and lab personnel familiar with Clinical Microbiology, who want an update in current trends and theories of Clinical Microbiology.

**MLS 1252 Special Stains for Histotechnology (O) 1 credit**

This course introduces the basic theory of special stains for histotechnology. Topics to be covered are: basic chemistry, fixation and processing of tissue samples, hemotoxylin and eosin, special tissues and corresponding stains, special stains, and troubleshooting.

**MLT 1195 Tissue Identification (O) 1 credit**

Identification of tissue structure, cell components, and their staining characteristics, and relating them to physiological functions. Recognizing errors and their sources, and learning what corrective action is needed. The student will learn to make judgments concerning the results of quality control measures and institute proper procedures to maintain accuracy and precision.

**MCB 1000 Introduction to Microbiology (P) 1 credit**

This course introduces students to the microbial world including viruses, bacteria, fungi, and parasites. Emphasis will be placed on terminology, bacterial structures, enzymes, toxins, and virulence mechanisms.

**MUSIC****MUE 1450 Woodwind Techniques (P) 1 credit**

This course enables the student to become familiar with concepts and procedures in various aspects of woodwind performance. Prerequisite: Permission of Instructor.

**MUE 1460 Brass Techniques (P) 1 credit**

This course enables the student to become familiar with concepts and procedures in various aspects of brass performance. Prerequisite: Permission of Instructor.

**MUE 1470 Percussion Techniques (P) 1 credit**

This course enables the student to become familiar with concepts and procedures in various aspects of percussion performance. Prerequisite: Permission of Instructor.

**MUG 1101 Basic Conducting (P) 2 credits**

This course teaches basic techniques for directing a vocal and/or instrumental ensemble. Prerequisite: Permission of Instructor.

**MUH 2111 Survey of Music History I (P) 3 credits**

This course provides students with the opportunity to survey the history of Western Music from 1600 to the present, while developing their analytical and interpretive skills in the subject.

**MUH 2112 Survey of Music History II (P) 3 credits**

The development of various styles, forms, and historical knowledge of the composers and their compositions from the late 18th Century to the present.

**MUM1623 Introduction to Electronic Music (P) 3 credits**

Those interested in M.I.D.I. (Musical Instrumental Digital Interface) technology and techniques of modern sound synthesis will benefit from this class. It is a survey course covering the basic aspects of a new and legitimate means of expressing musical ideas through a combination of lectures and hands-on experience. The student will learn the basic processes involved in setting up MIDI systems. No previous experience is necessary.

**MUNA 1130 Symphonic Band I (P) 1 credit**

This course provides students with the opportunity to study, analyze, and perform works representative of a broad spectrum of instrumental literature. Prerequisite: Permission of Instructor.

**MUNB 1130 Symphonic Band II (P) 1 credit**

This is a continuation of Symphonic Band I and provides additional instruction in analysis and performance for band students. Prerequisite: MUNA 1130.

**MUNA 2130 Symphonic Band III (P) 1 credit**

This course is a continuation of Symphonic Band II and is designed to further students' abilities through the opportunity to study, analyze, and perform additional works representative of a broad spectrum of instrumental literature. Prerequisite: MUNB 1130.

**MUNB 2130 Symphonic Band IV (P) 1 credit**

This course is a continuation of Symphonic Band III and provides advanced work in music written for symphonic band. Prerequisite: MUNA 2130.

- MUN 1270 Community Orchestra I (P)** **1 credit**  
This course is a study and performance of works representative of a broad spectrum of orchestral literature.
- MUN 1271 Community Orchestra II (P)** **1 credit**  
A continuation of MUN 1270.
- MUN 1272 Community Orchestra III (P)** **1 credit**  
A continuation of MUN 1271.
- MUN 1273 Community Orchestra IV (P)** **1 credit**  
A continuation of MUN 1272.
- MUNA 1310 College Chorale I (P)** **1 credit**  
Students are exposed to choral literature from all musical eras and appropriate vocal technique for performance application.
- MUNB 1310 College Chorale II (P)** **1 credit**  
Continuation of above course.
- MUNA 2310 College Chorale III (P)** **1 credit**  
Continuation of MUN 1310.
- MUNB 2310 College Chorale IV (P)** **1 credit**  
Continuation of the above course.
- MUN 1440 Percussion Ensemble I (P)** **1 credit**  
This is the first in a series of courses designed to provide reading and performing experience in an ensemble situation with a view toward public performance. The ensemble repertoire will include pieces from a variety of styles. Permission of instructor is required.
- MUN 1442 Percussion Ensemble II (P)** **1 credit**  
This is the second in a series of courses designed to provide additional reading and performing experience in an ensemble situation with a view toward public performance. The ensemble repertoire will include pieces from a variety of styles. Prerequisite: MUN 1440 and Permission of Instructor.
- MUN 2440 Percussion Ensemble III (P)** **1 credit**  
This is the third in a series of courses. Students will continue to gain expertise on their instruments while performing within an ensemble. Students will study pieces from a variety of styles. Prerequisites: MUN 1442 and Permission of Instructor.
- MUN 2442 Percussion Ensemble IV (P)** **1 credit**  
This is the fourth in a series of courses. Students will continue to gain expertise on their instruments while performing within an ensemble. Students will study pieces from a variety of styles. Prerequisite: MUN 2440 and Permission of Instructor.
- MUN 1480 Guitar Ensemble I (P)** **1 credit**  
This course is open to guitarists at all levels. The focus of the course is to provide reading and performing experience in an ensemble situation with a view toward public performance. The ensembles' repertoire will include pieces from a variety of styles. Prerequisite: Ability to read music for guitar.
- MUN 1481 Guitar Ensemble II (P)** **1 credit**  
This is the second in a series of courses for guitar ensemble. The course is designed to provide continued reading and performing experience in an ensemble situation with a view toward public performance. The student will gain experience with guitar pieces from a variety of styles (classic, jazz, rock). Prerequisite: MUN 1480 and Permission of Instructor.

- MUN 2480 Guitar Ensemble III (P) 1 credit**  
This is the third in a series of courses for guitar ensemble. Students will continue to develop expertise on their instruments while performing within an ensemble. Students will study guitar pieces from a variety of styles. Prerequisite: MUN 1481 and Permission of Instructor.
- MUN 2481 Guitar Ensemble IV (P) 1 credit**  
This is the fourth in a series of courses for guitar ensemble. Students will continue to gain expertise on their instruments while performing within an ensemble. Students will study pieces from a variety of styles. Prerequisite: MUN 2480 and Permission of Instructor.
- MUN 1490 Instrumental Ensemble I (P) 1 credit**  
The student will study all musical literature for the small ensemble through all historic periods with practical application in ensemble performance.
- MUN 1491 Instrumental Ensemble II (P) 1 credit**  
A continuation of MUN 1490.
- MUN 2492 Instrumental Ensemble III (P) 1 credit**  
A continuation of MUN 1491.
- MUN 2493 Instrumental Ensemble IV (P) 1 credit**  
A continuation of MUN 2492.
- MUNA 1700 Jazz/Rock Instrumental Ensemble I (P) 1 credit**  
This course offers students experience through the study, analysis, and performance of today's popular music idiom and expose students to the many facets of this musical field. Prerequisite: Permission of Instructor.
- MUNB 1700 Jazz/Rock Instrumental Ensemble II (P) 1 credit**  
This is a continuation of Jazz/Rock Instrumental Ensemble I, and provides additional instruction and practice in performing popular music with an instrumental ensemble. Prerequisite: MUNA 1700.
- MUNA 2700 Jazz/Rock Instrumental Ensemble "Company" III (P) 1 credit**  
Continuation of MUN 1700.
- MUNB 2700 Jazz/Rock Instrumental Ensemble "Company" IV (P) 1 credit**  
Continuation of above course.
- MUNA 1710 Stage/Jazz Band I (P) 1 credit**  
This course offers students experience through the study, analysis, and performance of works representative of the jazz idiom. Prerequisite: Permission of Instructor.
- MUNB 1710 Stage/Jazz Band II (P) 1 credit**  
This course is a continuation of Stage/Jazz Band I and provides additional study and performance in the jazz idiom. Prerequisite: MUNA 1710.
- MUNA 2710 Stage/Jazz Band III (P) 1 credit**  
This course is a continuation of Stage/Jazz Band II and is designed to enable students to acquire further ability through the study, analysis, and performance of additional works representative of the jazz idiom. Prerequisite: MUNB 1170.
- MUNB 2710 Stage/Jazz Band IV (P) 1 credit**  
This course is a continuation of Stage/Jazz Band III and allows for continued experience in the jazz idiom. Prerequisite: MUNA 2711.
- MUNA 1711 Jazz Combo I (P) 1 credit**  
This course is the first in a series of four courses designed to provide performing experience for the instrumental ensemble. Permission of instructor required.



<b>MUNB 1711</b>	<b>Jazz Combo II (P)</b>	<b>1 credit</b>
	A continuation of the above course.	
<b>MUNA 2711</b>	<b>Jazz Combo III (P)</b>	<b>1 credit</b>
	A continuation of MUN 1711.	
<b>MUNB 2711</b>	<b>Jazz Combo IV (P)</b>	<b>1 credit</b>
	A continuation of the above course.	
<b>MUNA 1720</b>	<b>Jazz/Rock Vocal Ensemble "Company" I (P)</b>	<b>1 credit</b>
	Students are exposed to solo and ensemble literature of various jazz and popular styles. Appropriate popular vocal technique is introduced in addition to choreography for performance application. Prerequisite: Audition.	
<b>MUNB 1720</b>	<b>Jazz/Rock Vocal Ensemble "Company" II (P)</b>	<b>1 credit</b>
	A continuation of the above course.	
<b>MUNA 2720</b>	<b>Jazz/Rock Vocal Ensemble "Company" III (P)</b>	<b>1 credit</b>
	A continuation of MUN 1720.	
<b>MUNB 2720</b>	<b>Jazz/Rock Vocal Ensemble "Company" IV (P)</b>	<b>1 credit</b>
	A continuation of the above course.	
<b>MUNA 2290</b>	<b>Theatre Orchestra I (P)</b>	<b>1 credit</b>
	This course is the first in a series of four courses designed to provide performing experience for the instrumental ensemble used for musical theatre. Emphasis will be on American Broadway musicals. Permission of instructor required.	
<b>MUNB 2290</b>	<b>Theatre Orchestra II (P)</b>	<b>1 credit</b>
	A continuation of MUNA 2290.	
<b>MUNC 2290</b>	<b>Theatre Orchestra III (P)</b>	<b>1 credit</b>
	A continuation of MUNB 2290.	
<b>MUND 2290</b>	<b>Theatre Orchestra IV (P)</b>	<b>1 credit</b>
	A continuation of MUNC 2290.	
<b>MUO 1020</b>	<b>Music Theatre I (P)</b>	<b>1 credit</b>
	Drama from the performer's point of view. A course covering acting, vocal response, dance, technical production, and experience in performing a complete musical. Audition required.	
<b>MUO 1021</b>	<b>Music Theatre II (P)</b>	<b>1 credit</b>
	A continuation of MUO 1020. Prerequisite: MUO 1020. Audition required.	
<b>MUO 2022</b>	<b>Music Theatre III (P)</b>	<b>1 credit</b>
	A continuation of MUO 1021. Prerequisite: MUO 1021. Audition required.	
<b>MUO 2023</b>	<b>Music Theatre IV (P)</b>	<b>1 credit</b>
	A continuation of MUO 2022. Prerequisite: MUO 2022. Audition required.	
<b>MUO 2220</b>	<b>Projects for Musical Theatre (P)</b>	<b>1 credit</b>
	This course is designed to allow the student to prepare and execute a variety of performance-related projects usually in direct application to regularly scheduled IRCC mainstage productions. Permission of instructor is required.	
<b>MUT 1001</b>	<b>Fundamentals of Theory (P)</b>	<b>3 credits</b>
	This course provides students with the opportunity to study basic music fundamentals; including notation, rhythm, scales and chords, and intervals.	
<b>MUT 1111</b>	<b>Theory of Music I (P)</b>	<b>3 credits</b>
	This course improves performance and compositional skills by providing an understanding of musical concepts, techniques, and symbols. Prerequisite: Ability to read music.	

- MUT 1112 Theory of Music II (P) 3 credits**  
This course enables the student to write music which effectively demonstrates an understanding of theoretical terms, symbols, or concepts, and be able to solve specific, compositional problems. Prerequisite: MUT 1111.
- MUT 2116 Theory of Music III (P) 3 credits**  
This course is an analysis of advanced structural materials and designs of music with emphasis on 19th century concepts and part-writing. Prerequisite: MUT 1112.
- MUT 2117 Theory of Music IV (P) 3 credits**  
The course is a study of advanced structural materials of music with emphasis on 20th century styles and compositional systems. Prerequisite: MUT 2116.
- MUT 1238 Jazz Keyboard Fundamentals I (P) 2 credits**  
In this course the student learns to use the keyboard to express diatonic jazz harmonies, bass lines, and melodic ideas. Students can pursue the keyboard further to develop performance skills in various types of contemporary progressions.
- MUT 1239 Jazz Keyboard Fundamentals II (P) 2 credits**  
From this course the student will acquire the ability to analyze and construct interesting, contemporary progressions, and to read and write rhythmic syncopations found in modern styles. Prerequisite: MUT 1238.
- MUT 1241 Sight Singing and Ear Training I (P) 2 credits**  
This course is a drill in aural and visual recognition of structural components in music, especially melody, rhythm, and harmony.
- MUT 1242 Sight Singing and Ear Training II (P) 2 credits**  
This course is a continuation of MUT 1241.
- MUT 1361 Jazz Harmony and Theory (P) 3 credits**  
Here the student acquires a strong working knowledge of the principles of contemporary music theory. By writing, reading, and reciting basic concepts of rhythm, melody, and harmony, the student also achieves basic music literacy. Modern conventions of notation and harmonization are thoroughly explored, as well as formal analysis of contemporary progression types.
- MUT 1640 Intro to Jazz Improvisation (P) 1 credit**  
This course is designed to prepare the student for the successful study of college-level improvisation. Scale and arpeggio patterns are played by the class to improve instrumental technique. Basic elements of jazz theory are discussed and analyzed. This course is recommended for students who wish to perform instrumental jazz at the college level.
- MUT 1641 Jazz Improvisation I (P) 2 credits**  
This course takes a "hands-on" approach to the mastery of instrumental techniques required for effective improvisation. The majority of each class hour is spent drilling exercises to strengthen the student's knowledge of various scales, arpeggios, and melodic patterns in all keys. Permission of Instructor required.
- MUT 1642 Jazz Improvisation II (P) 2 credits**  
The student will play and memorize examples of classic jazz improvisations to assimilate proven ideas into his/her collection of "motifs". The result of this type of study is an increased awareness of the instrument, which allows the student to become more confident and aware when improvising in a group situation. Prerequisite: MUT 1641.

- MUT 1932 Rhythmic Skills (P) 3 credits**  
 This course develops the ability to transform visual symbols of rhythmic notation into time-dividing sounds; develop and train the ability to read and perform musical rhythms accurately; and improve sight-reading.
- MVKA 1111 Class Piano I (P) 1 credit**  
 This course is designed for music majors as a fundamental class in keyboard techniques. Emphasis is on specific skills such as sight-reading, transposition, and harmonization.
- MVKB 1111 Class Piano II (P) 1 credit**  
 This course is a continuation of the above course.
- MVKA 2121 Class Piano III (P) 1 credit**  
 This course is a continuation of MVK 1111.
- MVKB 2121 Class Piano IV (P) 1 credit**  
 This course is a continuation of the above course.

## MUSIC – APPLIED

- Applied Music Principal Instruments (P) 1 credit**  
 Private instruction designed for music majors needing maximum proficiency on their principal instrument. One half-hour lesson is required each week in addition to five hours of practice. Recital is required. \$75 lab fee.
- MVBA 1311 Principal Applied Music Trumpet I  
 MVBB 1311 Principal Applied Music Trumpet II  
 MVBA 2321 Principal Applied Music Trumpet III  
 MVBB 2321 Principal Applied Music Trumpet IV  
 MVBA 1312 Principal Applied Music French Horn I  
 MVBB 1312 Principal Applied Music French Horn II  
 MVBA 2322 Principal Applied Music French Horn III  
 MVBB 2322 Principal Applied Music French Horn IV  
 MVBA 1313 Principal Applied Music Trombone I  
 MVBB 1313 Principal Applied Music Trombone II  
 MVBA 2323 Principal Applied Music Trombone III  
 MVBB 2323 Principal Applied Music Trombone IV  
 MVBA 1314 Principal Applied Music Baritone Horn I  
 MVBB 1314 Principal Applied Music Baritone Horn II  
 MVBA 2324 Principal Applied Music Baritone Horn III  
 MVBB 2324 Principal Applied Music Baritone Horn IV  
 MVBA 1315 Principal Applied Music Tuba I  
 MVBB 1315 Principal Applied Music Tuba II  
 MVBA 2325 Principal Applied Music Tuba III  
 MVBB 2325 Principal Applied Music Tuba IV  
 MVKA 1311 Principal Applied Music Piano I  
 MVKB 1311 Principal Applied Music Piano II  
 MVKA 2321 Principal Applied Music Piano III  
 MVKB 2321 Principal Applied Music Piano IV  
 MVKA 1313 Principal Applied Music Organ I  
 MVKB 1313 Principal Applied Music Organ II  
 MVKA 2323 Principal Applied Music Organ III  
 MVKB 2323 Principal Applied Music Organ IV  
 MVPA 1311 Principal Applied Music Percussion I  
 MVPB 1311 Principal Applied Music Percussion II  
 MVPA 2321 Principal Applied Music Percussion III

MVPB 2321	Principal Applied Music Percussion IV
MVSA 1311	Principal Applied Music Violin I
MVSB 1311	Principal Applied Music Violin II
MVSA 2321	Principal Applied Music Violin III
MVSB 2321	Principal Applied Music Violin IV
MVSA 1312	Principal Applied Music Viola I
MVSB 1312	Principal Applied Music Viola II
MVSA 2322	Principal Applied Music Viola III
MVSB 2322	Principal Applied Music Viola IV
MVSA 1313	Principal Applied Music Cello I
MVSB 1313	Principal Applied Music Cello II
MVSA 2323	Principal Applied Music Cello III
MVSB 2323	Principal Applied Music Cello IV
MVSA 1314	Principal Applied Music String Bass I
MVSB 1314	Principal Applied Music String Bass II
MVSA 2324	Principal Applied Music String Bass III
MVSB 2324	Principal Applied Music String Bass IV
MVSA 1316	Principal Applied Music Guitar I
MVSB 1316	Principal Applied Music Guitar II
MVSA 2326	Principal Applied Music Guitar III
MVSB 2326	Principal Applied Music Guitar IV
MVVA 1311	Principal Applied Music Voice I
MVVB 1311	Principal Applied Music Voice II
MVVA 2321	Principal Applied Music Voice III
MVVB 2321	Principal Applied Music Voice IV
MVWA 1311	Principal Applied Music Flute I
MVWB 1311	Principal Applied Music Flute II
MVWA 2321	Principal Applied Music Flute III
MVWB 2321	Principal Applied Music Flute IV
MVWA 1312	Principal Applied Music Oboe I
MVWB 1312	Principal Applied Music Oboe II
MVWA 2322	Principal Applied Music Oboe III
MVWB 2322	Principal Applied Music Oboe IV
MVWA 1313	Principal Applied Music Clarinet I
MVWB 1313	Principal Applied Music Clarinet II
MVWA 2323	Principal Applied Music Clarinet III
MVWB 2323	Principal Applied Music Clarinet IV
MVWA 1314	Principal Applied Music Bassoon I
MVWB 1314	Principal Applied Music Bassoon II
MVWA 2324	Principal Applied Music Bassoon III
MVWB 2324	Principal Applied Music Bassoon IV
MVWA 1315	Principal Applied Music Saxophone I
MVWB 1315	Principal Applied Music Saxophone II
MVWA 2325	Principal Applied Music Saxophone III
MVWB 2325	Principal Applied Music Saxophone IV

**Applied Music Secondary Instruments (P)****1 credit**

Private instruction designed for music majors needing maximum proficiency on an instrument other than their principal instrument. One half-hour lesson is required each week in addition to five hours of practice. Recital is optional. \$75 lab fee.

MVBA 1211	Secondary Applied Music Trumpet I
MVBB 1211	Secondary Applied Music Trumpet II
MVBA 2221	Secondary Applied Music Trumpet III
MVBB 2221	Secondary Applied Music Trumpet IV

MVBA 1212	Secondary Applied Music French Horn I
MVBB 1212	Secondary Applied Music French Horn II
MVBA 2222	Secondary Applied Music French Horn III
MVBB 2222	Secondary Applied Music French Horn IV
MVBA 1213	Secondary Applied Music Trombone I
MVBB 1213	Secondary Applied Music Trombone II
MVBA 2223	Secondary Applied Music Trombone III
MVBB 2223	Secondary Applied Music Trombone IV
MVBA 1214	Secondary Applied Music Baritone Horn I
MVBB 1214	Secondary Applied Music Baritone Horn II
MVBA 2224	Secondary Applied Music Baritone Horn III
MVBB 2224	Secondary Applied Music Baritone Horn IV
MVBA 1215	Secondary Applied Music Tuba I
MVBB 1215	Secondary Applied Music Tuba II
MVBA 2225	Secondary Applied Music Tuba III
MVBB 2225	Secondary Applied Music Tuba IV
MVKA 1211	Secondary Applied Music Piano I
MVKB 1211	Secondary Applied Music Piano II
MVKA 2221	Secondary Applied Music Piano III
MVKB 2221	Secondary Applied Music Piano IV
MVKA 1213	Secondary Applied Music Organ I
MVKB 1213	Secondary Applied Music Organ II
MVKA 2223	Secondary Applied Music Organ III
MVKB 2223	Secondary Applied Music Organ IV
MVPA 1211	Secondary Applied Music Percussion I
MVPB 1211	Secondary Applied Music Percussion II
MVPA 2221	Secondary Applied Music Percussion III
MVPB 2221	Secondary Applied Music Percussion IV
MVSA 1211	Secondary Applied Music Violin I
MVSB 1211	Secondary Applied Music Violin II
MVSA 2221	Secondary Applied Music Violin III
MVSB 2221	Secondary Applied Music Violin IV
MVSA 1212	Secondary Applied Music Viola I
MVSB 1212	Secondary Applied Music Viola II
MVSA 2222	Secondary Applied Music Viola III
MVSB 2222	Secondary Applied Music Viola IV
MVSA 1213	Secondary Applied Music Cello I
MVSB 1213	Secondary Applied Music Cello II
MVSA 2223	Secondary Applied Music Cello III
MVSB 2223	Secondary Applied Music Cello IV
MVSA 1214	Secondary Applied Music String Bass I
MVSB 1214	Secondary Applied Music String Bass II
MVSA 2224	Secondary Applied Music String Bass III
MVSB 2224	Secondary Applied Music String Bass IV
MVSA 1216	Secondary Applied Music Guitar I
MVSB 1216	Secondary Applied Music Guitar II
MVSA 2226	Secondary Applied Music Guitar III
MVSB 2226	Secondary Applied Music Guitar IV
MVVA 1211	Secondary Applied Music Voice I
MVVB 1211	Secondary Applied Music Voice II
MVVA 2221	Secondary Applied Music Voice III
MVVB 2221	Secondary Applied Music Voice IV
MVWA 1211	Secondary Applied Music Flute I
MVWB 1211	Secondary Applied Music Flute II

MVWA 2221	Secondary Applied Music Flute III
MVWB 2221	Secondary Applied Music Flute IV
MVWA 1212	Secondary Applied Music Oboe I
MVWB 1212	Secondary Applied Music Oboe II
MVWA 2222	Secondary Applied Music Oboe III
MVWB 2222	Secondary Applied Music Oboe IV
MVWA 1213	Secondary Applied Music Clarinet I
MVWB 1213	Secondary Applied Music Clarinet II
MVWA 2223	Secondary Applied Music Clarinet III
MVWB 2223	Secondary Applied Music Clarinet IV
MVWA 1214	Secondary Applied Music Bassoon I
MVWB 1214	Secondary Applied Music Bassoon II
MVWA 2324	Secondary Applied Music Bassoon III
MVWB 2324	Secondary Applied Music Bassoon IV
MVWA 1315	Secondary Applied Music Saxophone I
MVWB 1315	Secondary Applied Music Saxophone II
MVWA 2325	Secondary Applied Music Saxophone III
MVWB 2325	Secondary Applied Music Saxophone IV

## MUSIC – CONTINUING EDUCATION

<b>MUH 1011</b>	<b>Introduction to Classical Music Appreciation (P)</b>	<b>2 credits</b>
This course will explore music from the Middle Ages to the 20th century, but will focus on the Baroque, Classical, and Romantic periods. The major premise of this course is that understanding the elements and forms that make up the music will greatly enhance one's enjoyment of it.		
<b>MUH 1501</b>	<b>The Symphony (P)</b>	<b>1 credit</b>
This course studies the development and evolution of the musical form known as the symphony. The emphasis will be on selected masterpieces and the composers who significantly furthered the development of the form from the 18th through the 20th century.		
<b>MUH 1951</b>	<b>Origins of Classical Music (P)</b>	<b>2 credits</b>
This course allows the student to experience the historical development of a composer's contribution to music by gaining an understanding of the culture and environment in which he or she lived. The various theories and styles of music are examined in relation to the historical and geographic influences.		
<b>MUL 1010</b>	<b>Masterpieces of Music: 18th/19th/20th Centuries (P)</b>	<b>1 credit</b>
This course surveys musical literature from the Baroque to the modern period. The emphasis will be upon selected masterpieces and composers whose significance furthered the development of the art of music.		
<b>MUN 1270</b>	<b>Community Orchestra I (P)</b>	<b>1 credit</b>
This course is a study and performance of works representative of a broad spectrum of orchestral literature.		
<b>MUN 1271</b>	<b>Community Orchestra II (P)</b>	<b>1 credit</b>
A continuation of MUN 1270.		
<b>MUN 1272</b>	<b>Community Orchestra III (P)</b>	<b>1 credit</b>
A continuation of MUN 1271.		
<b>MUN 1273</b>	<b>Community Orchestra IV (P)</b>	<b>1 credit</b>
A continuation of MUN 1272.		

- MUN 1380 Community Chorus I (P) 1 credit**  
This course is a study and performance of works representative of a broad spectrum of choral literature.
- MUN 1381 Community Chorus II (P) 1 credit**  
A continuation of MUN 1380.
- MUN 2380 Community Chorus III (P) 1 credit**  
A continuation of MUN 1381.
- MUN 2381 Community Chorus IV (P) 1 credit**  
A continuation of MUN 2380.
- MVK 1003 Class Organ I (P) 1 credit**  
This course is designed to teach students basic organ playing and reading music. The course will touch upon basic music fundamentals including: notation, time and rhythm, scale building, chord structure, and intervals.
- MVK 1113 Class Organ II (P) 1 credit**  
This is a continuation of MVK 1003. Students will progress to more advanced levels of reading music and will apply that knowledge to actual playing of pieces on the organ. Prerequisite: MVK 1003 or comparable experience.
- MVK 1114 Class Organ III (P) 1 credit**  
This is a continuation of MVK 1113. Students will experience more advanced levels of playing the organ, reading music, understanding chords, and progressions. Prerequisite: MVK 1113 or comparable experience.

## **NURSING – ASSOCIATE DEGREE NURSING**

- NUR 1020C Nursing Fundamentals (O) (F) 8 credits**  
This course includes history and trends in nursing, legal and ethical responsibilities for nurses, and the communicative, observational and technical skills used in nursing. Patients with the following special needs are studied: the elderly, patients with proliferative diseases and surgical interferences. Clinical experiences are provided.
- NUR 1210 Medical and Surgical Nursing I (O) (S) 4 credits**  
This course provides a study of infectious diseases and conditions of the digestive, endocrine, genito-urinary, reproductive, and respiratory systems. Prerequisite: NUR 1020C. Corequisite: NUR 1210L.
- NUR 1210L Medical and Surgical Nursing I Lab (O) (S) 4 credits**  
This course provides clinical experiences in the care and management of patients with conditions described in Medical and Surgical Nursing I. Corequisite: NUR 1210.
- NUR 2420C Maternity Nursing (O) (SI) 4 credits**  
This course in maternity nursing is concerned with the biologic, psychosocial and cultural forces influencing child-bearing, beginning with human sexuality and family planning, following thorough to pregnancy, birth, and the post-natal period. The nursing process is utilized in the assessment of the family during the child-bearing stage, the diagnosis of family problems, and the planning, implementation, and evaluation of nursing care. Prerequisite: NUR 1210. Corequisite: DIE 2201.
- NUR 2520C Mental Health-Psychiatric Nursing (O) (F) 5 credits**  
This course is an eight-week study of the communication and assessment skills required in caring for clients with behavioral problems. Emphasis is on the normal and psychopathological mental processes, the nurse's role in prevention of mental health problems, and the promotion of mental health in primary, secondary, and tertiary settings. Clinical experiences in a mental health center and field trips to other types of psychiatric facilities are provided. Prerequisite: PSY 2012, NUR 1210, and NUR 1210L.

**NUR 2310C Pediatric Nursing (O) (F) 5 credits**

This course is an eight-week study of the child from infancy through adolescence, designed to give the student an understanding of normal growth and development, and the child-rearing process. Emphasis is on the nursing process as a means of assessing the needs of the child in health and pathophysiological situations which may occur. Attention is given to the diagnosis of problems, and the planning, implementation and evaluation of nursing care for the child and his family. Prerequisites: NUR 1210, NUR 1210L, and EDF 2020.

**NUR 1211 Medical and Surgical Nursing II (O) (S) 4 credits**

This course provides a study of allergic and autoimmune conditions and conditions of the hematological, cardiovascular, sensory, and integumentary systems. Nursing of patients in complex situations, such as: emergency and disaster situations, critical care units, and the community. Prerequisite: NUR 1210 and Nur 1210L. Corequisite: NUR 1211L.

**NUR 1211L Medical and Surgical Nursing II Lab (O) (S) 4 credits**

This course provides clinical experiences in the care and management of patients with conditions described in Medical and Surgical Nursing II. Corequisite: NUR 1211.

**NUR 2822 Nursing Management (O) (S) 1 credit**

This course assists students in assuming leadership and management roles. It includes concepts of leadership and management, hospital and nursing organizational structure, and management skills required of staff nurses.

**NUR 2810 Nursing Practicum (O) (S) 3 credits**

This course is a culmination of all courses in the ADN program. It provides experiences in the clinical setting for managing and administering care to patients. These experiences approximate those required of a beginning associate degree nurse. This course is to be taken in the last semester of the program.

**NUR 1142 Pharmacology for Nurses (O) 1 credit**

This course provides information on the newest drugs available. The student will review psychodynamics of drug therapy, major drug classifications, trade names, and average doses of drugs. Prerequisite: BSC 2093C.

**NURSING – LPN/ADN TRANSITIONAL****NUR 1000C Nursing Transition (O) (S) 2 credits**

This is an introductory course for LPN/ADN transitional students. It expands the foundation of nursing knowledge acquired during the practical nursing process into a broader understanding of nursing. Emphasis is on the legal and ethical aspects of nursing, the nursing process, refinement of assessment skills, and expanded technical skills. Prerequisites: BSC 2093C, MCB 2010C, ENC 1102, EDF 2020, DIE 2202, PSY 2012, SYG 2000, NUR 1020C.

**NUR 1210 Medical and Surgical Nursing I (O) (S) 4 credits**

This course provides a study of infectious diseases and conditions of the digestive, endocrine, genito-urinary, reproductive, and respiratory systems. Prerequisite: NUR 1020C. Corequisite: NUR 1202L.

**NUR 1202L Transition Lab I (O) (S) 3 credits**

This course is for LPN/ADN transitional students and will utilize the independent study and case study methods in the study of patients with conditions described in Medical and Surgical Nursing I. Independent study is individually arranged in the acute hospital setting, and hands-on experiences are under the supervision of the clinical instructor, Corequisite: NUR 1210.



**NUR 1404C Transition Lab - Maternity (O) (SI or SII) 1 credit**

This course is for LPN/ADN transitional students who have satisfactorily passed the challenge test in maternity nursing. Clinical experiences in antepartal clinics, labor and delivery, post-partum and the newborn nursery are provided. Emphasis is on the normal, as well as, common recurring health problems for women, neonates, and the family. Prerequisite: Satisfactory scores on the Nursing Mobility Profile Test.

**NUR 1211 Medical and Surgical Nursing II (O) (SI or SII) 4 credits**

This course provides a study of allergic and autoimmune conditions and conditions of the hematological, cardiovascular, sensorineural, and integumentary systems. Nursing of patients in complex situations, such as: emergency and disaster situations, critical care units, and the community. Prerequisite: NUR 1210. Corequisite: NUR 1203L.

**NUR 1203L Transition Lab II (O) (SI or SII) 3 credits**

This course is a continuation of Transition Lab I and will utilize the independent study and case study methods in the study of patients with conditions described in Medical and Surgical Nursing II. Independent study is individually arranged in the acute hospital setting, including emergency room, nursing units, and critical care units. Hands-on experiences are under the supervision of the clinical instructor. Corequisite: NUR 1211.

**NUR 1304L Transition Laboratory- Pediatrics (O) (F) 1 credit**

This course is for LPN/ADN transitional students who have satisfactorily passed the challenge test in pediatric nursing. Clinical experiences in care of children from infancy to adolescence are provided. Emphasis is on well children as well as children with special needs and health problems. Prerequisite: Satisfactory scores on the Nursing Mobility Test I.

**NUR 2520C Mental Health - Psychiatric Nursing (O)(F) 5 credits**

This course is a study of the assessment skills and therapeutic communication techniques required in caring for people with psychosocial problems. Emphasis is on the study of the normal and psychopathological/mental/emotional process, and the role of the nursing process in assisting people in attaining, maintaining, and promoting psychosocial integrity. The course focuses on a person's holistic nature by responding to all of the basic human needs. Clinical experiences in psychiatric facilities are provided. Prerequisites: PSY 2012 and NUR 1210C.

**NUR 2810 Nursing Practicum (O)(S) 3 credits**

This course is a culmination of all courses in the ADN program. It provides experiences in the clinical setting for managing and administering care to patients. These experiences approximate those required of a beginning associate degree nurse. This course is to be taken in the last semester of the program.

**NURSING – LICENSED PRACTICAL NURSING****PRN V000C Practical Nursing Fundamentals (O) 440 hours**

This classroom and clinical course assists practical nursing students to develop fundamental knowledge and technical skills as a basis for nursing care. Legal and ethical responsibilities of the practical nurse are included. The course also provides an introduction to nursing process, health, nutrition, behavior and growth, with special emphasis on the gerian. Prerequisite: Permission of instructor. Corequisite: PRN V022.

**PRN V022 Body Structure and Function (O) 60 hours**

This course provides instruction on the structure and function of the normal human body. Prerequisite: Permission of instructor. Corequisite: PRN V000C.

**PRN V100C Practical Nursing Maternal-Child (O) 376 hours**  
 This classroom and clinical course assists students to develop knowledge and skill in the care of the maternity, newborn, and pediatric patient. The course includes aspects of home health and community-based nursing care. Prerequisite: PRN V000C and PRN V022.

**PRN V200C Practical Nursing Medical-Surgical (O) 500 hours**  
 This classroom and clinical course assists students in caring for patients with selected medical-surgical conditions, including circulatory, respiratory, musculo-skeletal, digestive, metabolic, neuro-sensory, urinary, and reproductive. A component of this course focuses on the transition from student to practitioner. Prerequisite: PRN V100C.

## **NURSING – HOME HEALTH AIDE**

**HCP V315 Home Health Aide (O) (F/S/SI/SII) 40 hours**  
 This program prepares student for employment as Home Health Aides. It includes instruction in legal and ethical responsibilities, communication skills, basic human needs, the home environment, the developmental process, nutritional needs, personal care, special care and rehabilitation of clients, household management, record keeping, and employability skills.

## **NURSING – NURSING ASSISTANT**

**HCP V500 Nursing Assistant (O) (F/S/SI/SII) 120 hours**  
 This course prepares students for certification and employment as nursing assistants in long-term care facilities. Students will learn to identify and meet patient needs for safety and comfort, and to assist the patient with personal hygiene, nutrition, elimination, rehabilitation, remotivation, and social interaction.

## **NURSING – PATIENT CARE ASSISTANT**

**HCP V600 Patient Care Assistant (O) (F/S/SI/SII) 300 hours**  
 This course expands on the traditional training of the nursing assistant preparing the student for certification and employment not only in a nursing home, but in a hospital, private residence or home health agency as well. Medical terminology is stressed throughout the course.

## **NURSING – SPECIAL TOPIC COURSES**

**NUR 1090 Medical Terminology for Nurses (O) 2 credits**  
 This course provides an opportunity for those studying nursing to become familiar with key medical terminology, their derivatives, and the formation of related terms. Emphasis is on terminology associated with charting and diagnostic data.

**NUR 1001C Care of the Adult Patient I (O) 5 credits**  
 This course includes information on the roles and responsibilities of the registered nurse. The conditions which interfere with physical functioning and self-care are studied. Prerequisite: LPN.

**NUR 1203C Care of the Adult Patient II (O) 5 credits**  
 This course is a continuation of Care of the Adult Patient I and will include the following topics: patients with allergic and autoimmune conditions, nursing of patients in complex situations, and patients with conditions of the respiratory, hemotologic, circulatory, endocrine, and integumentary systems. Prerequisite: NUR 1001C.

- NUR 1142 Pharmacology for Nurses (O) 1 credit**  
This course provides information on the newest drugs available. In this class the student will review the psychodynamics of drug therapy, major drug classifications, generic and trade names, and average doses of drugs.

## **OFFICE SYSTEMS TECHNOLOGY**

- OST 1100 Elementary Typewriting (D) (F/S) 3 credits**  
Initial instruction in keyboard control, personal correspondence, business correspondence, centering and tabulation, outlines, and manuscripts. Corequisite: OST V322.
- OST 1110 Intermediate Typewriting (D) (F/S) 3 credits**  
Development of skill in the typing of business correspondence, tables, manuscripts, and other business forms. Prerequisites: OST 1100 or equivalent. Corequisite: OST V322.
- OST 1120 Advanced Typewriting (D) (F/S) 3 credits**  
This course applies typewriting/keyboarding skills to specialized office situations, e.g., technical office, accounting office, professional office. Prerequisite: OST 1110. Corequisite: OST V322.
- OST 1139 Orientation to Keyboarding (O) 1 credit**  
This course orients the student to the alphanumeric Qwerty typewriter/computer keyboard. Initial instruction on keyboarding skills, A-Z, as well as numeric keys.
- OST 1146 Keyboarding for Information Processing (O) (F) 3 credits**  
Initial instruction in the alpha-numeric QWERTY typewriter keyboard as well as initial instruction in the ten-key data entry pad using microcomputers. Specialized data entry exercises in BASIC and COBOL are included.
- OST 1211 Introductory Shorthand (D) (F/S) 3 credits**  
Initial instruction in Gregg Shorthand theory through speed-building dictation and typewritten transcription. Prerequisites: OST 1100 or equivalent.
- OST 1212 Intermediate Shorthand (D) (S) 3 credits**  
Application of Gregg Shorthand theory through speed-building dictation and typewritten transcription. Prerequisites: OST 1211 or equivalent.
- OST 1201 ABC Shorthand I (Speedwriting) (O) 3 credits**  
This course provides initial instruction in ABC alphabet shorthand theory and introduction to dictation and transcription.
- OST 1202 ABC Shorthand II (Speedwriting) (O) 3 credits**  
This course applies principles of ABC alphabet shorthand through speed building dictation and typewritten transcription. Prerequisite: OST 1201.
- OST 1221 Machine Shorthand I (O) 3 credits**  
Through touch control of 23 keys, machine shorthand operators write phonetically all sounds that make up the English language. Machine Shorthand I permits the attainment of writing skills from 60-80 words a minute or more. Prerequisite: one year of typing or completion of OST 1100.
- OST 2222 Machine Shorthand II (O) 3 credits**  
This course is a continuation of OST 1221. By the end of the semester, the student's speed skills will be built up to 120 words a minute or more, a marketable skill in machine shorthand. Prerequisite: OST 1221.

- OST 2401 Office Practice (O) (S) 3 credits**  
Principles of filing and the typing of letters and business forms at business production rates. For secretarial and career business students. Prerequisites: OST 1110.
- OST 2821 Desktop Publishing (O) 3 credits**  
This course emphasizes assembling and designing publications, such as brochures, flyers, newsletters, and business reports, using full-features electronic publishing software. The student learns to use the personal computer, mouse, laser printer, and scanner as the primary workstation for preparing documents that include text with a variety of typefaces, graphics, and illustrations. Corequisite: CGS V361.
- OST 2822 Advanced Desktop Publishing (O) 3 credits**  
This course emphasizes advanced desktop publishing computer functions, design and layout of original publications. Clip art and scanned images will also be used in the preparation of the documents. Prerequisite: OST 2821.
- OST 2320 Business Machines (O) (F) 3 credits**  
This course teaches students the operation of ten-key adding machines, printing calculators, and electronic calculators. The course includes application of machine functions to various business computations.
- OST 2601 Machine Transcription I (O) (S) 3 credits**  
Transcription of mailable copy from a variety of office dictating machines. Provides opportunity for specialization in general, legal, and medical transcription. Designed for both the secretarial and clerical office student. Prerequisite: OST 1100 or equivalent. Corequisite: CGS V361.
- OST 2602 Machine Transcription II (O) 3 credits**  
This course increases development of machine transcription skills to the level where it may be used in place of manual shorthand in offices preferring machine dictation and transcription methods. Students will qualify for the same civil service rating as students with manual shorthand skills. The course is designed for both the secretarial and clerical office student. Prerequisite: OST 2601. Corequisite: CGS V361.
- OST 1711 Word Processing I (O) (F/S) 3 credits**  
Emphasizes word/information processing concepts and terminology. Develops proficiency in keyboard operations, diskette handling, document formatting, and printer operations. Computer application includes creating, revising, paginating, and merging documents. Corequisite: CGS V361.
- OST 1712 Word Processing II (O) (F/S) 3 credits**  
Continuation of OST 1711. Computer application includes file design and management, merge/file tasks, records processing, lists and reports, repetitive letters, and business graphics. Prerequisite: OST 1711. Corequisite: CGS V361.
- OST 1741 Overview of WordPerfect (O) 2 credits**  
This course is an overview of word processing using WordPerfect software on the microcomputer. WordPerfect is a full-feature word processing applications program.
- OST 1742 Overview of DisplayWrite (O) 2 credits**  
This course is an overview of word processing using DisplayWrite software on the microcomputer. DisplayWrite is user friendly and has advanced word processing features.
- OST 1766 WordPerfect I (O) (F/S) 3 credits**  
This course is an introduction to word processing using WordPerfect software on the microcomputer. WordPerfect is a full-feature word processing applications program.

- OST 1736 Introduction to DisplayWrite (O) 3 credits**  
This course is an introduction to word processing using DisplayWrite software on the microcomputer. DisplayWrite is user friendly and has advanced word processing features.
- OST 2604 Central Information Management Systems (O) (S) 3 credits**  
This course prepares students to function and manage a central transcription system in terms of delegation of tasks, training and managing subordinates, meeting priority deadlines, information storage, retrieval and retention.
- OST 2389 CPS Review and Supervised Work Experience Seminar (O) 4 credits**  
To prepare students for the Certified Professional Secretary Examination through a combination of study and on-the-job training. On-the-job training will be constituted by 15 hours employment per week. Prerequisite: OST 2491 or permission of instructor.
- OST 2491 Office Seminar and Supervised Work Experience (O) (S) 4 credits**  
This course is a culmination of secretarial knowledge and skills as they apply to on-the-job training. A minimum of 15 hours of supervised office internship is required each week. Seminar discussion includes topics relevant to office experiences. Prerequisite: Permission of instructor.
- OST 2421 Legal Office Practice I (O) (S) 3 credits**  
Instruction and application in typing non-court documents (real estate and property transfer; wills, estates and guardianships; partnerships and corporations). Emphasis on proper client relationships and the role and responsibilities of the legal secretary. Prerequisites: OST 1100 or equivalent.
- OST 2422 Legal Office Practice II (O) (S/SI) 3 credits**  
Continuation of OST 2421. Instruction and application in typing a variety of court documents (summons, complaints, answers and counterclaims, interrogatories, depositions, notices and motions, subpoenas). Continued emphasis on proper client relationships and the roles and responsibilities of the legal secretary through simulated office experiences. Prerequisite: OST 2421.
- OFT V010 Office Skills Training I (O) (F/S/SI/SII) 75 hours**  
This course includes basic typing, filing, communications, ten-key calculator touch, transcription, word processing, and office etiquette skills. This course also provides supplemental training for persons previously or currently employed.
- OFT V011 Office Skills Training II (O) (F/S/SI/SII) 75 hours**  
This course prepares students for employment as general office clerks, typists, file clerks, office systems clerks, government record clerks, clerical office trainees or to provide supplemental training for persons previously or currently employed in these occupations. Prerequisite: OFT V010 or permission of instructor.
- OFT V015 General Office Clerk (O) 150 hours**  
This course prepares students for employment as general office clerks, typists, file clerks, office systems clerks, government records clerks, and clerical office trainees. Topics include typing, filing, calculation skills, telephone skills, and word processing.
- OST V063 Clerk Typist I (O) (F/S/SI/SII) 75 hours**  
This course includes intermediate typing, filing, communications, ten-key calculator touch, transcription, word processing, and office etiquette skills. This course also provides supplemental training for persons previously or currently employed. Prerequisite: OFT V011 or permission of instructor.
- OST V064 Clerk Typist II (O) (F/S/SI/SII) 75 hours**  
This course prepares students for employment as general office clerks, typists, file clerks, office systems clerks, government record clerks, clerical office trainees, or to

provide supplemental training for persons previously or currently employed in these occupations. Prerequisite: OST V063 or permission of instructor.

**OST 2431 Legal Secretarial Practices and Procedures I (O) (F) 3 credits**

The practices and procedures of the legal office. Designed for the student now in training for a career as a legal secretary, the general secretary whose goal is a legal office position, and the legal secretary who would like more background in law office procedures. Prerequisite: one year of typing or completion of OST 1100.

**OST 2432 Legal Secretarial Practices and Procedures II (O) (S) 3 credits**

Continuation of OST 2431. Prerequisite: one year of typing or completion of OST 1100.

**OST 2621 Legal Terminology and Transcription I (O) (F/S) 3 credits**

A specialized terminology and transcription course for the beginning legal secretarial student. Legal transcription and terminology skills will be measured by transcription production tests. Prerequisite: OST 1100 or equivalent. Corequisite: CGS V361.

**OST 2622 Legal Terminology and Transcription II (O) (F/S) 3 credits**

Advanced transcription course for legal secretary majors. Develops proficiency in preparing a variety of legal correspondence and documents. Specific emphasis on transcription of documents in litigation, real estate, probate, and corporate law. Prerequisite: OST 2621. Corequisite: CGS V361.

**OST 2611 Medical Transcription I (O) (F/S) 3 credits**

A specialized transcription course for the beginning medical transcriptionist, receptionist, and insurance clerk. Exposes the student to the structure and content of the standard medical history and physical report. Students learn to prepare patient histories, physical reports, and format for office chart notes. Prerequisite: HSC 2531 and OST 1100 or equivalent. Corequisite: CGS V361.

**OST 2612 Medical Transcription II (O) (F/S) 3 credits**

Familiarizes the student with the phraseology and language of the various medical specialties. In addition, the student will understand the structure of a discharge summary, a death summary and a consultation report, and be able to transcribe these with a degree of accuracy consistent with employment standards. Prerequisite: OST 2611. Corequisite: CGS V361.

**OST 2613 Medical Transcription III (O) (F/S) 3 credits**

Stresses form and content of operative reports, including various methods of administration of anesthesia, surgical positions, types of incisions, suture materials and techniques. The student will understand the need for relating words to the content of the surgery being performed because of similarity in sound of many anatomical structures dictated. Prerequisite: OST 2612. Corequisite: CGS V361.

**MRE 1003 Medical Records I (O) (F) 3 credits  
(ICD-9-CM CODING)**

This course is an introduction to the development, analysis, and use of the medical record. The types of numbering systems and filing of health records are studied. This course provides the student with overall concepts vital to an acceptable medical record and ICD-9-CM coding and indexing of diseases and operations.

**MRE 1005 Medical Records II (O) (S) 3 credits  
(ICD-9-CM and DRG CODING)**

This course is a study of the health record's use in medical legal applications, accreditation, interdepartmental relationships, and financial reimbursement. Medical ethics and current biomedical issues are introduced. The students extend their knowledge of coding diseases and operations by learning advanced coding techniques. Prerequisite: MRE 1003.

- MRE 1434      Fundamentals of Medical Science (O) (F)      4 credits**  
This is a course for students in medical business programs. Stresses the classification of the organs of the body, bones, glands, nervous system, muscles, etc., and how they function.
- OST 2461      Medical Office Practice I (O) (F)      3 credits**  
Provides students with a background in professional etiquette and medical ethics. The study of privileged communication, telephone appointment techniques, peg-board accounting and day sheets, billing, medical business forms, and general correspondence.
- OST 2462      Medical Office Practice II (O) (S)      3 credits**  
Using simulated patient charts and ledgers (CPT Coding), the student learns the applications of relative value units, conversion factors and the categories of medical, surgical, radiological, and pathological services, includes CPT coding. OST 2461 is not a prerequisite.
- HSC 2531      Medical Terminology I (O) (F/SI)      3 credits**  
The foundation for understanding of the language of medicine. By beginning with roots, suffixes, and prefixes, the student learns to interpret and recognize medical terminology by system.
- HSC 2532      Medical Terminology II (O) (S)      3 credits**  
This course expands the student's knowledge of medical terminology into specialized areas. The advanced topics covered include: Radiography, Clinical Laboratory, Pathology, Anesthesiology, Dental, Operative Terminology, and Pharmacology. Prerequisite: HSC 2531.
- WCL 1940      Ward Clerk Practicum (O) (F/S)      6 credits**  
A specialized health related course to prepare the student to operate the hospital nursing unit communications systems; to order diets and laboratory tests by transcribing doctors' orders; to perform nonclinical tasks for patient admission, transfer, discharge, preoperative and postoperative procedures; and to maintain patients' charts and nursing unit supplies. Students will be able to assume the nonclinical management of a hospital based nursing unit.
- MRE 2825      Medical Office Internship (O) (F)      4 credits**  
This course provides medical office experience in an on-campus or off-campus allied health facility. The student must rotate through eight different health offices during the semester. In each rotation, the student's job training and course instruction are correlated for maximum learning. Prerequisite: OST 1100 and permission of instructor.
- MRE 2826      Medical Office Externship (O) (S)      4 credits**  
This course establishes cooperative job experience in a health facility in the community, 15 hours of work per week is required. The coordinator works closely with the employing facility to insure that equipment, skills, and tasks performed by the student are relevant to the occupation which the student has chosen as a career goal. Prerequisite: MRE 2825.

## **PHILOSOPHY**

- PHI 1010      Introduction to Philosophy (P) (Every other year)      3 credits**  
This course is a survey of the history of philosophy and addresses the enduring problems of knowledge, reality, science, religion, politics, and ethics as they arise in the thought of great Western philosophers. Ideas of representative thinkers from ancient, medieval, modern and contemporary periods are chronologically examined and related.

- PHI 1103 Critical and Creative Thinking (P) (F/S/SI/SII) 3 credits**  
 This course is an introduction to logic which stresses practice and application. The course provides practice in recognizing and avoiding inaccurate or fallacious thinking and promotes correct and creative thinking. Theory and theoretical principles are kept to a minimum.
- PHI 2100 Introduction to Logic (P) (Every other year) 3 credits**  
 This course studies the methods and principles philosophers use to distinguish intelligent from unintelligent thinking. The study is divided into two parts: deductive logic and inductive logic. Most of the semester will be concerned with deductive logic and will center around techniques for describing logical validity. Prerequisite: PHI 1103 is recommended.
- PHI 2102 Applied Logic (P) (As needed) 3 credits**  
 This course applies the techniques of deductive and inductive logic to ordinary language arguments. Topics include informal fallacies, Aristotelian logic, symbolic logic, inductive logic, and probability calculus. Prerequisite: PHI 1103 is recommended.
- PHI 1450 Philosophy of Psychology (P) (S) 3 credits**  
 This course investigates key philosophical assumptions, theories and concepts underlying psychotherapy and psychology. Items investigated include the nature of mental illness, perception and mental activity, consciousness, and emotions and values.
- PHI 2130 Symbolic Logic (P) (As needed) 3 credits**  
 This course systematically develops a symbolic language suitable for formalization or ordinary language arguments and proof construction. Both sentential and predicate logics will be developed. Prerequisites: PHI 2100 and PHI 1103 are recommended.
- PHI 2660 Introduction to Ethics (P) (As needed) 3 credits**  
 This course introduces the student to philosophical concerns with human value and commitment. Special emphasis is placed on moral values and actions and on distinguishing moral from immoral, right from wrong, and good from bad.
- PHI 1603 Philosophical Concepts (P) 1 credit**  
 This course serves as a critical inquiry into the development and application of cultural, societal, and inter-personal values and ethics.
- HSC 1651 Ethical Issues in Health Care (P) (Every other year) 3 credits**  
 This course provides the student with the intellectual machinery for formulating informed perspectives on the serious moral and legal issues arising in medical contexts. Among the issues discussed are euthanasia, abortion, death and dying, the allocation of scarce medical resources, human experimentation, psychosurgery, and genetic engineering.
- HUS 2500 Introduction to Ethics in Human Services (P) (As needed) 3 credits**  
 This course explores ethical decision making, responsibility, the therapist-client relationship, confidentiality, suicide and intervention, involuntary institutionalization, the sanity defense, the ethics of behavior control, ethical problems in marriage, professional and legal regulations, ethical theory and counseling approaches, and the place of values in counseling and psychotherapy.

## PHOTOGRAPHY

- PGY 1001C Beginning Photography (O) 1 credit**  
 This course focuses on the anatomy and basic operation of the 35mm adjustable-control SRL (Single Lens Reflex) camera. Topics include aperture and shutter-speed combinations; camera care and handling; film, lenses, and filter type; flash photography; lighting; and elements of composition.



**PGY 1100 Photography I (D) 2 credits**

This course teaches basic technical and esthetic skills relative to photography. The course is suitable for all levels of photographic skill. Subjects such as depth of field, shutter speeds, and flash will be mixed with lessons on composition and creativity.

**PGY 1103C Photography II (D) 2 hrs. lecture-1 hr. lab-3 credits**

This course continues development of expertise in camera skills and basic studio lighting. The course will also include an introduction to black and white darkroom. Prerequisite: PGY 1100.

**PGY 1110C Intermediate Photography (P) 1 credit**

This course is a study of color and lighting, as an introduction to basic color photography. It also includes basic elements of composition.

**PGY 1102C Advanced Photography (P) 1 credit**

This course assumes that the student is familiar with the operation of a camera, and ready to address more complicated issues in composition, including perspective controls, tonal contrasts, and various types of action. Prerequisite: PGY 1110C.

**PGY 1120C Beginning Darkroom Photography (D) 2 credits**

This course teaches comprehensive black and white photography, including; proper film exposure and processing, enlarging, processing, and finishing prints with emphasis on quality control. Prerequisite: PGY 1100, with PGY 1103C recommended.

**PGY 1121C Advanced Darkroom Photography (D) 1 hr. lecture-1 hr. lab-3 credits**

This course includes specialization in black/white darkroom methods including film and exposure manipulation, tonal control, archival print processing, toning, and advanced enlarging techniques. Prerequisite: PGY 1120C.

**PGY 1123C Beginning Color Darkroom Photography (D) 3 credits**

This course introduces students to the science and art of making color photographs. Color theory and application are practiced through exposing, processing, and printing color negative materials. Prerequisite: PGY 1100, with Beginning Darkroom recommended.

**PGY 2124C Advanced Color Darkroom Photography (D) 3 credits**

This course broadens students' understanding and expertise in modern color photographic media. Precise exposure color control is practiced through exposing and processing color transparency films and making direct positive prints from them. Prerequisite: PGY 1123C.

**PGY 1410 Intermediate Landscape Photography (P) 1 credit**

This course is for the intermediate-level photographer. The student will photograph Florida's natural environment on location with their instructor. Prerequisite: PGY 1101C.

**PHYSICAL EDUCATION****PEM 1101 Fitness through Physical Activity (P) (F/S/SI/SII) 2 hours-1 credit**

This course provides an understanding of and an appreciation for the contribution of conditioning exercises, physical fitness, and combines lectures with emphasis on the body systems and participation in a variety of vigorous activities.

**PEM 1141 Aerobics Conditioning (P) 1 credit**

In this course, the student will achieve personal body fitness by using the body's large muscle groups in choreographed dance exercises. With this sustained, rhythmic activity, the student will increase cardiorespiratory endurance and muscle tone, reduce fat, strengthen tendons and ligaments, and maintain bone mass. In addition,

the student will participate in a series of floor exercises and will learn the elements of proper nutrition.

- PEM 1142 Step Aerobics (P) 1 credit**  
This course is designed to increase cardiovascular health through low-impact aerobic exercises, using step platforms, rhythmic exercise routine accompanied by music.
- PEN 1121 Swimming I (P) (F/S/SI/SII) 2 hours-1 credit**  
Instruction and participation for the beginner or non-swimmer in the basic swimming strokes and skills, safety skills, and survival techniques including "drown proofing," and elementary forms of rescue and mouth-to-mouth resuscitation.
- PEL 1341 Tennis I (P) (F/S/SI/SII) 2 hours-1 credit**  
Instruction and participation in the basic skills, strategy, techniques, and rules of tennis.
- PEL 1342 Tennis II (P) (S) 2 hours-1 credit**  
Instruction and participation in the basic skills, strategy, techniques, and rules of tennis.
- DAA 1010 Stage Movement and Theatre Dance (P) 1 credit**  
An introduction to basic dance technique and movement. Class study includes warm-up conditioning, execution of steps and combinations, with emphasis on body isolation and placement technique.
- DAA 1370 Country and Social Dance (P) 1 credit**  
This course introduces the student to the basic techniques and movement used in social and country-style dancing. The various steps will be shared in practical exercises to encourage physical conditioning and exercise.
- PEL 1111 Bowling (P) 2 hours-1 credit**  
Instruction and participation in the basic skills, strategy, techniques, and rules of bowling.
- PEL 1620 Team Sports for Women and Men I (P) 2 hours-1 credit**  
Instruction and participation in the basic skills, strategy, officiating techniques, and rules of basketball and volleyball.
- PEN 1122 Swimming II (P) 2 hours-1 credit**  
Instruction and participation in intermediate skills and techniques of swimming with emphasis on survival techniques.
- PEL 1441 Racquetball (P) 2 hours-1 credit**  
Instruction and participation in the basic skills, strategy, techniques, and rules of racquetball.
- PEL 1442 Racquetball II (P) 2 hours-1 credit**  
A continuation of PEL 1441, this course provides further instruction and participation in the skills, strategy, techniques and rules of racquetball.
- PEL 1121 Golf (P) 2 hours-1 credit**  
Instruction and participation in the basic skills, strategy, techniques, and rules of golf.
- PEL 1511 Soccer (P) 2 hours-1 credit**  
Instruction and participation in the basic skills, strategy, officiating techniques, and rules of soccer.
- PEN 2114 Lifeguard Training (P) 2 credits**  
The course will provide the following:  
1. regular participation in physical activity.  
2. learning self-survival and safety skills in and around the water.

3. learning to save others and prevent emergencies in and around the water.
4. obtaining the Red Cross Life Saving Certificate which qualifies an individual for position of lifeguard and is a prerequisite for water safety instructor.

- PEN 1136 SCUBA – Basic (P) 2 credits**  
Instruction and participation in the basic skills and techniques of SCUBA diving including scientific principles, study of marine life, and principles of water safety. Students must provide their own equipment.
- PEQ 1137 Dive Master Specialty (O) 2 credits**  
This course is an introductory-level course in the management and structure of PADI courses. The course contains watermanship skills, knowledge of diving and teaching techniques and practical application of all diving skills. Prerequisite: PEN 1136.
- PEQ 1131 Equipment Specialty (O) 2 credits**  
This course trains qualified divers in the philosophy and development of specialized diving equipment. Prerequisite: PEN 1136.
- PEQ 1139 Underwater Collecting Specialty (O) 1 credit**  
This course trains qualified divers in the philosophy and development of underwater hunting. This course is necessary for Master certification. Prerequisite: PEN 1136.
- PEQ 1134 Drift Diver (O) 1 credit**  
This is a performance-based course to train certified divers in the philosophy and development of drift diving. This course provides the required training for certification as a Drift Diver. Prerequisite: PEN 1138.
- PEQ 1135 Night Diver (O) 1 credit**  
This course trains qualified divers in the philosophy and development of night diving. This course is required for certification as a Master Diver. Prerequisite: PEN 1136.
- PGY 1244 Underwater Photography (O) 2 credits**  
This course is a performance-based course to train qualified divers in the philosophy and development of underwater photography. Prerequisite: PEN 1136.
- PEQ 1132 Instructor Development Prep Course (O) 2 credits**  
This course provides qualified Dive Masters with an indepth knowledge of diving theory, diving skills and teaching of those skills. Prerequisite: PEQ 1137.
- PEQ 1133 Instructor Development Course (O) 2 credits**  
This course is a preparatory course. It includes 26 segments which include lectures, workshops and practice sessions in the classroom and open water diving requirements and techniques. Prerequisite: PEQ 1132.
- PEQ 1138 Instructor Evaluation Prep Course (O) 2 credits**  
This course is a performance-based course to prepare instructor candidates for certification as an Open Water Scuba Instructor. Major topics include pool skill assessment, rescueskills, demonstrations and practice for diving instructor. Prerequisite: PEQ 1133.
- PEQ 2140 Medic First Aid/SCUBA/Marine (O) 1 credit**  
This course meets the Professional Association of Diving Instructors requirements for emergency training for rescue divers.
- PEN 1138 SCUBA – Advance Rescue (P) (F/S/SI/SII) 2 credits**  
Instruction and participation in the advanced skills and techniques of SCUBA diving, including scientific principles, study of marine life, and principles and application of water safety. Prerequisite: PEN 1136.

- PET 1920 Sports Psychology Workshop (P) (F) 1 credit**  
This course includes the basic of Applied Sports Psychology. Topics to be covered include: Handling competitive pressures, concentrating and blocking out distractions, rebounding from mistakes and setbacks, developing self-confidence, effective goal setting, imagery and mental rehearsal, overcoming fears, performance blocks and motivation.
- PEO 2013 Sports Officiating (D) (F) 3 credits**  
Theory and practice of officiating football, basketball, and baseball.
- PEL 2620 Team Sports for Women and Men (P) 2 hours-1 credit**  
Instruction and participation in the basic skills, strategy, officiating techniques, and rules of basketball and softball.
- LEI 2433 Organization and Administration of Recreation Programs (D) 3 credits**  
This course provides the student with the knowledge and expertise necessary to plan, establish, supervise, and assess a successful recreation program. Emphasis is on management techniques used in recreational programs. Prerequisite: LEI 1000.
- HLP 1081 Personal Wellness (D) 3 credits**  
This course will establish in students a lifestyle conducive to total wellness which involves an awareness and appreciation for all the concomitant values of holistic health and physical fitness.

## PHYSICAL EDUCATION—RECREATION

- PEM 1953 Cheerleading (P) (F/S) 1 credit**  
Training and instruction for the mastering of skills necessary for varsity cheerleading. May be repeated for credit.
- PEL 2219 Baseball (P) (F/S) 1 credit**  
Fundamental skills, techniques of participation, strategy, and rules of baseball. Permission of instructor only. May be repeated for credit.
- PEL 2624 Basketball (P) (F/S) 1 credit**  
Fundamental skills, techniques of participation, strategy, and rules of basketball. Permission of instructor only. May be repeated for credit.
- PEN 2124 Swimming (P) (F/S) 1 credit**  
Fundamental skills, techniques of participation, strategy, and rules of swimming. Permission of instructor only. May be repeated for credit.
- PEL 2124 Golf (P) (F/S) 1 credit**  
Fundamental skills, techniques of participation, strategy, and rules of golf. Permission of instructor only. May be repeated for credit.
- PEL 2344 Tennis for Men and Women (P) (F/S) 1 credit**  
Fundamental skills, techniques of participation, strategy, and rules of tennis. Permission of instructor only. May be repeated for credit.
- PEL 2324 Volleyball (P) (F/S) 1 credit**  
Fundamental skills, techniques, and rules of volleyball. Permission of instructor only. May be repeated for credit.
- PEN 2151 Springboard Diving (P) (F/S) 1 credit**  
Coaching, training, and instruction in the skills necessary to achieve a high level of proficiency in springboard diving. Permission of instructor only. May be repeated for credit.

**PHYSICAL SCIENCES**

- AST 1002 Astronomy (P) 3 credits**  
The methods and instruments used by astronomers; understanding the earth as an astronomical body; the solar system and its relation to the galaxy. Corequisite: ENC 1101.
- PSC 1311 Physical Science I (P) (F/S/SI) 3 credits**  
Basic principles of astronomy, geology, and meteorology. Includes various rock types, sedimentations, geologic structure, the earth and its origins, the solar system, the universe including modern theories, weather systems and how weather is predicted. Corequisite: ENC 1101.
- PSC 1341 Physical Science II (P) (F/S/SI) 3 credits**  
Basic principles of physics and chemistry, with practical application of the laws of science in problems. Includes Newton's law of motion, forces, work, energy, Periodic Law, chemical elements, compounds, and mixtures. Prerequisite: MAC 1102.
- PSC 1342C Physical Science with Lab (F/S/SI) 4 credits**  
This course is a study of the basic principles of physics and chemistry. Topics include: Newton's laws of motion, forces, work, energy, electricity, magnetism, the periodic table, atomic structure, and chemical reactions. Lab work will enable the student to collect and analyze data and verify the physical and chemical principles covered in class. Prerequisite: MAC 1102. (This course must be paired with a biological science course to meet A.A. degree requirements.)

**PHYSICS**

- PHY 1001C Principles of Physics (D) 3 credits**  
This course examines general principles in physics and their application to mechanical, fluid, thermal, and electrical systems.
- PHY 1020 Physics for Non-Science Majors (P) (S) 3 credits**  
A one-semester course dealing with the major concepts of physics and their impact on our society, developed from a historical viewpoint using a minimum amount of mathematics.
- PHY 2053C General Physics I (P) (F) 3 hrs. lecture-3 hrs lab-4 credits**  
This course meets the needs of those students needing a background in basic physics as a part of their curriculum. This is a non-calculus course which will meet the needs of those students seeking professional degrees. This course covers mechanics, heat, and sound. Prerequisite: MAC 1104. Corequisite: PHY 2053L and MAC 1114.
- PHY 2054C General Physics II (P) (S) 3 hrs. lecture-3 hrs. lab-4 credits**  
A continuation of PHY 2053C. Prerequisite: PHY 2053C. Corequisite: PHY 2054L.
- PHY 2048C Physics for Engineers I (P) (F) 4 hrs. lecture-6 hrs. lab-5 credits**  
This course meets the needs of those students who are seeking degrees in Engineering and Physics. This is an intense calculus-based course covering mechanics, heat, and sound. Prerequisite: MAC 1114. Corequisite: PHY 2048L and MAC 2311.
- PHY 2049C Physics for Engineers II (P) (S) 4 hrs. lecture-6 hrs. lab-5 credits**  
A continuation of PHY 2048C including electricity, magnetism, and radiation. Prerequisite: PHY 2048C. Corequisite: PHY 2049L.

**POLITICAL SCIENCE****POS 1041 American Government (P) (F/S/SI/SII) 3 credits**

This course provides the basic principles of the U.S. Constitution, civil rights, political parties, and the electoral process. The structure and machinery of the federal government including the Congress, Presidency, and Judiciary will be covered in detail.

**INR 2002 Intro to International Relations (P) (F) 3 credits**

This survey course provides a working knowledge of international relations to include the history of international relations, nationalism, foreign policy, imperialism, militarism, economics, international organizations, and the United Nations.

**CPO 2002 Comparative Politics (P) (S) 3 credits**

This course provides information about various political systems by comparing and contrasting selected systems historical backgrounds, principal actors, and performances. Causes and costs of political instability will also be covered.

**POS 2112 American State and Local Government (P) (F/S/SI/SII) 3 credits**

This course provides information concerning state constitutions, political parties, interest groups, politics, and elections. State legislatures, courts, the executive and state bureaucracies will be covered along with county and city governments.

**INR 1332 U.S. Foreign Policy and Intelligence (P) (F/S/SI/SII) 3 credits**

This course will introduce the world of intelligence gathering and its impact on world events. Covert and overt techniques will be examined along with countries' espionage activities. The world's major intelligence organizations including the KGB, CIA M15 and others will be examined.

**POWER DISTRIBUTION TECHNOLOGY****EET 2075 Fundamentals of Electrical Science (D) 2 credits**

This course covers the fundamentals of electricity theory including electric forces, current, voltage, governing relationships, magnetic properties, inductance, capacitance, and reactance. Applications of electrical theory are examined. Single- and Three-phase power systems are also discussed. Prerequisite: ROT 1211, MAC 1102 or higher, and permission of instructor.

**EST 2521 Instrument and Control Theory (D) 3 credits**

This course covers the fundamentals of control theory including measurement, units of measure and control diagrams. The underlying principles of measurement are introduced including pressure, temperature, level and flow. An introduction to process control theory is given including open- and closed-loop systems, transmitter, and controller operation. Prerequisite: ROT 1211, MAC 1102 or higher, and permission of instructor.

**ETI 2714 Nuclear Engineering Safeguards (D) 3 credits**

This course provides the student with detailed instruction on the Engineered Safety Features Actuation System, the Reactor Protection System, and associated supporting systems such as the Containment, Containment and Shield Building Ventilation, Diesel Generator, Main Power Distribution, and Emergency AC and DC power supplies. Prerequisite: ROT 1211, MAC 1102 or higher, and permission of instructor.

**ROT 1013 Principles of Radiation Protection (D) 3 credits**

This course explains the various forms of ionizing and non-ionizing radiation, external and internal doses to humans, dose rates, and the use of shielding materials. Various methodologies for the localization and qualification of radioactive materials are presented along with the plant instrumentation employed for measuring radiation field strength. Prerequisite: ROT 1211, MAC 1102 or higher, and permission of instructor.

**ROT 1016 Thermodynamics, Heat Transfer & Fluid Flow (D) 3 credits**

This course introduces the fundamental and advanced laws of thermodynamics as they apply to nuclear reactor cooling, heat transfer, and steam supply systems. Continued emphasis is placed upon applying theoretical concepts to actual plant components and systems. Students are expected to predict overall plant response to single parameter or component modifications. Prerequisite: ROT 1211, MAC 1102 or higher, and permission of instructor.

**ROT 1111 Nuclear Reactor Engineering & Physics (D) 3 credits**

This course is an in-depth presentation of the time-dependent nuclear reactor and the equations which govern it. Topics covered include; basic properties of matter and energy, nuclear physics, reactor physics, reactor kinetics, neutron physics, neutron kinetics, and subcritical/critical reactor theory. Prerequisite: ROT 1211, MAC 1102 or higher, and permission of instructor.

**ROT 1211 Nuclear Power Systems (D) 3 credits**

This course provides the student with detailed instruction on the Nuclear Reactor Coolant System. The Associated components, instrumentation, operating procedures, and Technical Specifications are addressed. Prerequisite: Permission of instructor.

**ROT 2311 Nuclear Plant Support Systems (D) 3 credits**

This course provides an understanding of Plant Support Systems and demonstrates interfacing methods between associated plant systems including: Component Cooling Water, Instrument and Service Air, Reactor Auxiliary Building Ventilation, Fire and Domestic Water, and other support systems. Prerequisite: ROT 1211, MAC 1102 or higher, and permission of instructor.

**ROT 2315 Nuclear Technology Secondary Systems (D) 3 credits**

This course provides a detailed introduction to the Main Steam System, Auxiliary Steam System, Steam Generators, Steam Generator Blowdown System. Open and Closed Blowdown Cooling Stem, Steam Bypass Control System, and the Steam Extraction System. The interrelationships of the various systems is explained along with the functions of the multiple associated subsystems. Prerequisite: ROT 1211, MAC 1102 or higher, and permission of instructor.

**PSYCHOLOGY****\*\*PSY2012 Introduction to Psychology (P) (F/S/SI/SII) 3 credits**

Fundamentals, facts, and laws of psychology and their applications to understanding human behavior, the relation of psychology to other fields, and the various problems and fields of psychology are provided without laboratory experiments. This course requires 4,000 words of written materials. Prerequisite or corequisite: ENC 1101.

**\*\*PSY2905 Psychology Writing 4,000 1 credit**

This course is designed for students transferring into Indian River Community College without the Psychology written component required by the Gordon Rule. This course provides the total 4,000 words of the Psychology requirement. Students will meet with the staff of the CPI Lab on an individual basis. Prerequisite: Student must have completed the Lecture course that corresponds to Introduction to Psychology.

**EDP 2002 Educational Psychology (P) (F/S/SI/SII) 3 credits**

This course presents theories of learning and the literature dealing with education from pre-school to college level, including principles of development, learning, motivation, problem solving, individual differences, adjustment, guidance, and measurement. Corequisite: ENC 1101 or permission of instructor.

**\*\*GORDON RULE COURSE**—Student must achieve a grade of “C” or higher in this course for the A.A. Degree.

- SLS 1212 Self Development (O) 1 credit**  
This course improves relationships and allows for "self-discovery" through a personal growth experience. The course will stress the development of a positive self-image, goal-setting, and using mental secrets that provide energy, drive, and motivation.
- SLS 1224 Coping With Loneliness and Grief (D) 1 credit**  
This class will teach reactions during a loss, how to help others through grief, and to know what to expect.
- SLS 1227 Managing Anger (O) 1 credit**  
The student will be able to identify causes of hostility in a group or in interpersonal relationships. The student will learn to use hostility in a positive way in dealing with people as well as within, thus creating better self-esteem and better relationships with others.
- CLP 1930 Therapeutic Use of Photography, Imagery, and Laughter (O) 1 credit**  
This course presents a survey of literature demonstrating the use of photography, imagery, and laughter in a therapeutic context. Course content includes a workshop in which students will construct therapeutic scripts, slide shows, video tapes, guided imagery tapes, and laughter-inducing scenarios to be used in the therapeutic situation.
- PPE 1930 Type E Syndrome (O) 1 credit**  
This course introduces the Type E (Everything-to-Everybody) Syndrome experienced by high-achieving women. The course will examine the psychological causes, definition in terms of cognitive and behavioral components, and strategies for building resistance to Type E stress.

## RADIOGRAPHY TECHNOLOGY

- RTE 1001 Radiographic Terminology (O) (S) 1 credit**  
This course covers the origins of words, word building, the common medical terms, and Radiologic terms of positioning.
- RTE 1000 Radiographic Film Processing (O) (F) 3 credits**  
This course is an introduction to the history and hospital organization (administration) of Radiography. The course is designed to familiarize the student with radiographic factors in formulating radiographic technique. Darkroom techniques are taught.
- RTE 1000C Introduction to Radiography (O) (SI) 1 credit**  
This course provides the student with an overview of radiography and its role in health care delivery. Student responsibilities will be outlined. Student will be oriented to academic and administrative structure, key department and personnel, and to the profession as a whole.
- RTE 1130 Pharmacology in Radiography (O) (S) 1 credit**  
This course introduces the student to basic concepts of pharmacology. The various categories of drugs, their expected actions and reactions will be identified.
- RTE 1112 Methods of Patient Care I (O) (SI) 2 credits**  
This course provides the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Body mechanics and vital signs will be included.



- RTE 1113      Methods of Patient Care II (O) (F)      2 credits**  
This course provides the student with concepts of patient care. Routine and emergency patient care will be described, as well as infection-control procedures utilizing Universal Precaution. The role of the radiographer in patient education will be identified. Prerequisite: RTE 1112.
- RTE 1040      Medical Ethics and Law (O) (SI)      1 credit**  
This course provides the student with an understanding of the parameters of professional practice. It will include a discussion of the radiographer's major areas of responsibility in the delivery of health care.
- RTE 1203      Radiographic Professional Development (O) (S)      1 credit**  
This course provides the student with employability skills information. Interviewing techniques, job-search skills, and employee work habits are discussed. This course will also incorporate the fundamental principles of computer technology. Computer concepts and terminology will be discussed, as well as computer application in Radiography. Each student will be responsible for designing their own curriculum vitae from the computer.
- RTE 1385      Radiation Protection & Biology (O) (F)      2 credits**  
This course covers the need for radiation protection, the basic interactions of radiation with matter, quantities and units, biological effects, patient protection, personnel protection, maximum permissible dosage, and personnel exposure monitoring. Corequisite: RTE 1000.
- RTE 1411      Principles of Radiographic Exposure (O) (S)      3 credits**  
This course is a continuation of RTE 1002, with emphasis on the qualities produced by a combination of radiographic factors to familiarize the student with the use and application of accessory devices used in radiographic technique. Prerequisite: RTE 1000.
- RTE 1473      Introduction to Quality Assurance (O) (S)      1 credit**  
This course provides the student with an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. State and federal impacts will be described.
- RTE 1503C      Radiographic Procedures and Evaluation I (O) (F)      2 credits**  
This course provides the student with the knowledge and skill necessary to perform standard radiographic procedures and studies of the extremities, and the upper and lower girdles. Consideration will be given to the production of radiographs and optimal diagnostic quality. Lab experience will be utilized to complement the classroom portion of the class. Corequisite: RTE 1702C.
- RTE 1513C      Radiographic Procedures and Evaluation II (O) (S)      2 credits**  
This course provides the student with the knowledge and skill necessary to perform standard radiographic fluoroscopic procedures and studies. Consideration will be given to the production of radiographs of optimal diagnostic quality. Lab experience will be utilized to complement the classroom portion of the class. Prerequisite: RTE 1503C. Corequisite: RTE 1712C.
- RTE 1523      Radiographic Procedures and Evaluation III (O) (SI)      1 credit**  
This course provides the student with the knowledge and skill necessary to perform standard radiographic procedures and studies of the thorax. Consideration will be given to the production of radiographs of optimal diagnostic quality. Lab experience will be utilized to complement the classroom portion of the class. Prerequisite: RTE 1513C. Corequisite: RTE 2722C.

**RTE 2533 Radiographic Procedures and Evaluation IV (O) (SI) 2 credits**

This course provides the student with the knowledge and skill necessary to perform standard radiographic procedures and studies of the skull and vertebral column. Consideration will be given to the production of radiographs of optimal diagnostic quality. Lab experience will be utilized to complement the classroom portion of the class. Prerequisite: RTE 1523. Corequisite: RTE 2732C.

**RTE 1702C Radiographic Anatomy and Sectional Anatomy I (O) (F) 2 credits**

This course provides the student with the knowledge of the structure and function of the extremities. Sectional anatomy of the extremities will also be demonstrated. Corequisite: RTE 1503C.

**RTE 1712C Radiographic Anatomy and Sectional Anatomy II (O) (S) 2 credits**

This course provides the student with the knowledge of the structure and function of the organs of the abdomen and pelvis. Sectional anatomy will also be included. Prerequisite: RTE 1702C. Corequisite: RTE 1513C.

**RTE 2722C Radiographic Anatomy and Sectional Anatomy III (O) (SI) 1 credit**

This course provides the student with the knowledge of the structure and function of the bony thorax and soft tissue structures. Sectional anatomy of these areas will also be included. Prerequisite: RTE 1712C. Corequisite: RTE 1523.

**RTE 2732C Radiographic Anatomy and Sectional Anatomy IV (O) (F) 2 credits**

This course provides the student with the knowledge of the structure and function of the skull and vertebral column. Sectional anatomy of these areas will also be included. Prerequisite: RTE 2722C. Corequisite: RTE 2533.

**RTE 1804 Radiographic Clinic I (O) (F) 4 credits**

Through this course, the student will learn patient care, ethics, and the basic duties of the technologist in their role as a member of the health care team. All activity will take place under direct supervision of a Registered Radiographer.

**RTE 1814 Radiographic Clinic II (O) (S) 4 credits**

This course provides hospital-clinic experience within a department of Radiography. Students will meet competencies correlated with on-campus lecture and lab assignments. Competency testing will include upper and lower extremities. Classroom correlation will cover areas of general contrast studies. Prerequisite: RTE 1804. Corequisite: RTE 1513C.

**RTE 1824 Radiographic Clinic III (O) (SI) 2 credits**

This course provides hospital-clinic experience within a department of Radiography. Students will meet competencies correlated with on-campus lecture and lab assignments. Competency testing will include general contrast studies. Classroom correlation will cover areas of the thorax, bony and soft tissue. Prerequisite: RTE 1814. Corequisite: RTE 1523.

**RTE 2834 Radiographic Clinic IV (O) (F) 5 credits**

This course provides hospital-clinic experience within a department of Radiography. Students will meet competencies correlated with on-campus lecture and lab assignments. Competency testing will include radiography of the urinary tract and of the thorax. Classroom correlation will cover areas of the skull and vertebral column. Prerequisite: RTE 1824. Corequisite: RTE 2533.

**RTE 2844 Radiographic Clinic V (O) (S) 5 credits**

This course provides the final phase of hospital-clinic based education. The students will be competency tested on the skull and vertebral column. Final competency evaluation will be reviewed at this time. Prerequisite: RTE 2834.

- RTE 2563 Special Radiographic Procedures and Imaging Equipment (O) (S) 2 credits**  
 This course involves the more complex and advanced procedures such as vascular and arterial radiographs. Positioning, technical factors, and film critique are held on each special procedure. Corequisite: RTE 2844.
- RTE 2613 Radiation Physics (O) (F) 3 credits**  
 This course presents the fundamentals of electrical and radiation physics with a review of radiation hazards and protection. Prerequisite: RTE 1411 or permission of instructor.
- RTE 2780 Radiographic Pathology (O) (S) 1 credit**  
 This course provides a survey of medical and surgical diseases and the changes that occur in disease and injury with application of x-ray technology.

## READING

- \*REA 0001 College Prep Reading I (F/S/SI/SII) 3 credits**  
 This course provides the student with individualized and group instruction in reading skills through diagnostic/prescriptive techniques. All aspects of the reading process are taught: word analysis skills, sight vocabulary, word meaning, spelling, study skills, comprehension skills, and reading fluency. The instructor determines student progress by means of mastery tests at each skill level and by nationally-normed reading tests. Students must achieve a score of 10.0 grade level on these tests to be eligible for a passing grade.
- REA 0002 College Prep Reading II (F/S/SI/SII) 3 credits**  
 The course improves a student's reading comprehension skills and reading rate. Learning activities include individualized and group instruction. Study skills are taught and applied as well. Students must achieve a score of 13.0 grade level (College Level) on Standardized Reading Tests to be eligible for a passing grade.
- REA 1205 Advanced College Reading I (P) (F/S/SI/SII) 3 credits**  
 Major topics in this course include vocabulary expansion, test-taking techniques, rapid reading, rate flexibility, and critical reading skills. Expected outcomes are to show improvement in all areas listed above and to demonstrate analytical thinking skills such as determining valid arguments, drawing logical conclusions and inferences, detecting bias and prejudice, and finding the author's purpose and tone. Placement testing is required.
- REA 1208 Advanced College Reading II (P) (S) 3 credits**  
 This course provides a review of literal comprehension skills and emphasizes critical and affective comprehension skills. Instruction includes such areas as author's intent and attitude, critical judgments, author's tone or mood, recognizing figurative language, and reading imaginative literature. Rapid reading techniques are also taught. Placement testing is required.
- REA 1125 Essential Skills in Reading (P) (F/S/SI) 1 credit**  
 The course prepares students for the Reading Section of the College-Level Academic Skills Test. In-depth instruction centers on development of rate flexibility and of comprehension skills in both the literal and critical areas. Test-taking strategies are emphasized to help reduce anxiety and to increase test-wisness.

\*College Preparatory Course. Credit not applied toward degree. Placement testing required for admission. In addition to classroom time, this course requires two (2) hours per week in the Center for Personalized Instruction. Students must obtain a grade of "C" or better in college preparatory work to progress to the next level of instruction

**REAL ESTATE**

- REE 1010 Residential Property Financing (O) 1 credit**  
 This course provides an introduction to the field of real estate and mortgage lending. The course will create an awareness of the processes and resources available from local, state, and federal government programs, and the private sector.
- REE 1040 Real Estate Principles and Practices (O) 4 credits**  
 This course is designed specifically for students wishing to comply with the Florida Real Estate Commission's requirements for licensing as a Florida Real Estate Sales Associate. Passing the course's final exam with at least 70% is a prerequisite for the student to apply to take the State license exam.
- REE 1180 Real Estate Residential Appraisal (O) 5 credits**  
 This course teaches students the proper way to complete an appraisal on a single-family residential property, focusing on the completion of the uniform residential appraisal report form. Successful completion of this course will satisfy the educational requirements for a state-registered or state-licensed real estate appraiser.
- REE 1181 Certified Residential Appraisal Course II (O) 2 credits**  
 This course provides the licensee with advanced knowledge of residential real estate appraisal. Successful completion of this course and the Florida Real Estate Appraisal Board's Licensed Appraiser Course I, are necessary to obtain a certification as a Certified Residential Appraiser in Florida. Prerequisite: REE 1180.
- REE 2183 Certified General Appraisal Course III (O) 4 credits**  
 This course provides the licensee with advanced knowledge of commercial real estate appraisal. Successful completion of this course and the Florida Real Estate Appraisal Board's certified Residential Appraiser Course II, are necessary to obtain a certification as a Certified General Appraiser in Florida. Prerequisite: REE 1181.
- REE 1932 Condominium Living and Association Management (O) 1 credit**  
 This course for entry-level managers, board members, and unit owners, introduces the student to condominium operations and lifestyles. Definitions of pertinent aspects of condominiums, financial operations, and board responsibilities are stressed.
- REE 1802 Mortgage Broker License Course (O) 2 credits**  
 This course fulfills the educational requirements for pre-licensing as a Florida Mortgage Broker. The course will focus on primary and subordinate financing transactions and the laws of Chapter 494, Florida Statutes.
- REE 2036 Real Estate Sales Review (O) 1 credit**  
 This course is for students planning to sit for the State sales licensure examination. Prerequisite: REE 1040 or equivalent.
- REE 2041 Real Estate Principles, Practices and Law (O) 5 credits**  
 This course prepares students wishing to satisfy the State of Florida's pre-licensing requirements to obtain a Real Estate Broker's license. The class focuses on appraising, management, law, closing statements, and other critical aspects of the industry. Prerequisite: REE 1040 and Florida Real Estate Sales License.
- REE 2102 Commercial Appraising (O) 4 credits**  
 This course teaches the proper way to complete an appraisal on commercial property. The course satisfies the Florida Real Estate Commission's pre-licensing CA II requirement. Prerequisite: REE 1100 recommended.

- REE 2541 Condominium and Property Management (O) 1 credit**  
This course prepares students interested in becoming Florida licensed Condominium and Property Managers to take the state exam, by focusing on State law, budgets, contracts, insurance, regulations, and licensing.
- REE 2801 Real Estate Broker's Review (O) 1 credit**  
This course is for students who have successfully completed REE 2041 and are planning to sit for the Florida Real Estate Broker's Exam. This course reviews the material covered in REE 2041 and presents practice questions to help the student prepare for the state exam. Prerequisite: REE 2041.
- CGS 1102 Computer Usage for the Real Estate Agent 1 credit**  
This course is for the purpose of developing computer skills that are needed in the real estate industry. It includes hands-on instruction with software that will enable agents to utilize computers in their area.
- REE P081 Real Estate Continuing Education for License Renewal (O) 14 hours**  
This course satisfies the Florida Real Estate Commission's mandated continuing education requirement for salespersons and brokers licensed prior to January 1, 1989. Those salespeople licensed after that date must complete REE P930, while brokers must complete REE P086 and REE P087, within two years of their licensing, then REE P081 each two years thereafter.
- REE P086 Real Estate Post-licensing for Brokers I (O) 30 hours**  
This course satisfies the first-half of the 60-hour Florida Real Estate Commission mandated post-licensing requirement for real estate brokers licensed since January 1, 1989. The course focuses on techniques of brokerage management.
- REE P087 Real Estate Post-licensing for Brokers II (O) 30 hours**  
This course satisfies the second-half of the 60-hour Florida Real Estate Commission mandated post-licensing requirement for real estate brokers licensed since January 1, 1989. The course focuses on essentials of real estate investment.
- REE P930 Real Estate Post-licensing for Salespeople (O) 45 hours**  
This is the Florida Real Estate Commission mandated post-licensing course for students who received their sales license since January 1, 1989. Must be completed within two years of licensing.

## RECREATION TECHNOLOGY

- LEI 1000 Introduction to Recreation (O) 3 credits**  
This course provides an introduction into the nature, extent, and significance of leisure-time services in which the student gains an appreciation of the role of recreation in our society. Both indoor and outdoor leisure-time activities will be studied.
- LEI 2433 Organization and Administration of Recreation Programs (D) 3 credits**  
This course provides the student with the knowledge and expertise necessary to plan, establish, supervise, and assess a successful recreation program. Emphasis is on management techniques used in recreational programs. Prerequisite: LEI 1000.
- LEI 2940 Recreation Practicum-Field Study (O) 3 credits**  
This course provides an on-the-job learning experience in which the student can work with a professional recreational or sports director in the administration and supervision of various types of recreational programs. Prerequisite: LEI 2433.
- PET 2351 Sports and Exercise Physiology (O) 3 credits**  
This course provides the knowledge of the basic principles of anatomy and physiology that are inherently important to the training and conditioning of competitive athletes. Prerequisite: HLP 1081.

**PET 2760 Principles of Coaching (O) 3 credits**

This course provides knowledge of the characteristics, principles, ethics, and theories related to coaching sports in the educational and recreational setting. Emphasis is placed on preparing coaches to train athletes to achieve maximal levels of performance.

**RESPIRATORY CARE****RET 1007 Cardiopulmonary Pharmacology (O) (F) 1 credit**

This course is an introduction to general pharmacological classifications of medications including dosage calculations along with an in-depth study of drugs administered by Respiratory Care Practitioners.

**RET 1024C Introduction to Respiratory Care (O) (F) 2 hour lecture/2 hours lab-3 credits**

This course is an introduction to the field of Respiratory Therapy including terminology, patient care techniques, CPR, and professional ethics. A lab setting is utilized to reinforce lecture and enable the student to develop the necessary skills prior to performance in a clinical rotation.

**RET 1274C Respiratory Therapy Theory I with Lab (O) (F) 2 hour lecture/2 hour lab-3 credits**

This course teaches the theory of medical gas, humidity, and aerosol therapy along with the equipment associated with their administration. A lab setting is utilized to reinforce lecture and enable the student to develop the skills necessary to perform in a clinical setting.

**RET 1485 Cardiopulmonary Anatomy and Physiology (O) (F) 3 credits**

This course offers an in-depth study of the anatomy, physiology, and pathology of the pulmonary and cardiovascular systems and their application to the basics of pulmonary disease.

**RET 2264C Mechanical Ventilation with Lab (O) (F) 2 hour lecture/2 hour lab-3 credits**

This course teaches the theory of operation, application, and evaluation of mechanical ventilators. A lab setting is utilized to reinforce lecture and enable the student to develop the skills necessary to function competently in clinic. Prerequisite: RET 2242C.

**RET 2275C Respiratory Therapy Theory II with Lab (O) (S) 2 hour lecture/2 hour lab-3 credits**

This course teaches the theory and application of positive pressure breathing, chest physiotherapy, airway care, and adjunctive breathing therapies, and their role in the treatment of general medical, surgical, and pulmonary patients. A lab setting is utilized for mastery of skills prior to clinic. Prerequisite: RET 1274C.

**RET 2280 Critical Respiratory Therapy (O) (S) 2 credits**

This course is a study of advanced theories and methods of critical care procedures. Emphasis on hemodynamic monitoring, EKG interpretation, and pulmonary related emergencies will be discussed. Current concepts in cardiopulmonary rehabilitation and home care will also be covered. Prerequisite: RET 2264C.

**RET 2414C Pulmonary Function Studies with Lab (O) (SII) 2 hour lecture/2 hour lab-3 credits**

This course is an in-depth study of diagnostic techniques in the field of pulmonary function which includes spirometry, lung volumes, static and dynamic mechanics, ventilation, and distribution of gases. A lab setting is utilized to reinforce lecture and enable the student to develop the skills necessary to perform in a clinical setting. Prerequisite: MAC 1102.

- RET 2442C Respiratory Therapy Theory III with Lab (O) (SI) 2 hour lecture/2 hour lab-3 credits**  
This course is a study of artificial airway management, theories associated with blood gas analysis, non-invasive patient monitoring techniques, along with an introduction to mechanical ventilation. A lab setting is utilized to reinforce lecture and enable the student to develop the skills necessary to perform in a clinical setting. Prerequisite: RET 2275C.
- RET 2503 Cardiopulmonary Disease (O) (S) 2 credits**  
This course is an in-depth study of cardiopulmonary diseases including etiology, diagnosis, and treatment. Prerequisite: RET 1485.
- RET 2714 Pediatric/Neonatal Respiratory Therapy (O) (S) 1 credit**  
This course is a study of the significant anatomic, physiologic, and pharmacologic differences of the pediatric/neonatal patient as compared to the adult. This course will also cover disease entities unique to newborns and infants. Prerequisite: RET 2264C.
- RET 2832 Respiratory Therapy Clinic I (O) (S) 5 credits**  
This course provides supervised operation and clinical practice of oxygen and aerosol therapy and associated procedures are presented in Intro to Respiratory Therapy and Respiratory Therapy Theory I. Clinic will meet two days per week (16 hours.) Prerequisite: RET 1024C and RET 1274C.
- RET 2833 Respiratory Therapy Clinic II (O) (SI) 3 credits**  
This course provides supervised observation and clinical practice of IPPB, CPT, and airway management as presented in Respiratory Therapy Theory II and III. Prerequisite: RET 2275C.
- RET 2834 Respiratory Therapy Clinic III (O) (F) 5 credits**  
This course provides supervised operation and clinical practice of diagnostic techniques utilized in the evaluation of pulmonary function, including arterial punctures and analysis. Students will also be oriented to the Intensive Care Unit. Prerequisite: RET 2414C.
- RET 2835 Respiratory Therapy Clinic IV (O) (S) 7 credits**  
This course provides supervised observation and clinical practice of mechanical ventilation on adult and pediatric/neonatal patients. Clinic will meet an average of 20 hours per week. Prerequisite: RET 2264C and RET 2834C.
- RET 2934 Professional Development in Respiratory Care (O) (S) 2 credits**  
This course prepares students for employment in the field of Respiratory Care. Employability skills, registry preparation, and computer literacy will be discussed. Prerequisites: RET 2264C and RET 2834.

## RESTAURANT MANAGEMENT

- HUN 1201 Nutrition (O) 3 credits**  
This course is a study of nutrients, their digestion and absorption, and the relationship of food to the development and maintenance of health. Includes a study of nutritional needs of all age groups and interpretation of the National Council's recommended dietary allowance.
- FSS 2221C Food Preparation I (O) 3 credits**  
This course is a study of safety sanitation, and quality involved in food preparation, including procedures and techniques in quantity food preparation with emphasis on quality and retention of nutritive values. Kitchen organization and planning of quantity production are included. Practice is provided in the production and service of meals, including evaluation and controls.

**FSS 2222C Food Preparation II (O) 3 credits**

This course is the second of a series of courses and deals with procedures, safety sanitation, and quality involved in food preparation with emphasis on quality and retention of nutritive values. Kitchen organization and planning of quantity production are included. Practice is provided in the production and service of meals, including evaluation and controls. Prerequisite: FSS 2221C.

**FOS 2201 Sanitation and Safety (O) 3 credits**

This course offers a study of sanitation relating to the preparation, storage, and service of food. It includes a study of food-borne diseases, food poisoning, and diseases transmitted by food and food handlers, including safety practices in the food service department.

**FSS 2401 Use and Care of Kitchen Equipment (O) 3 credits**

In this course students will study proper use of food service equipment in the easiest, safest, and most effective way. It includes proper care of equipment, simple repair techniques, and preventive maintenance.

**FSS 2246C Quantity Baking (O) 3 credits**

This course is a study of procedures and techniques used in quantity baking. Emphasis upon manipulation of recipes for the quantity baking of all types of breads, cakes, and pies.

**FSS 2263 Food Merchandising and Service (O) 3 credits**

This course is a study of theory and practice in acceptable procedures in serving foods. It includes how to display and merchandise foods in an attractive manner and how to evaluate the food service operation.

**FSS 2284C Food Services Special (O) 3 credits**

This course includes the planning, preparation of, and presentation of special food functions such as buffets, banquets, receptions, etc. Emphasis will be on decorating and display of food.

**FSS 2300 Food Service Supervision and Management (O) 3 credits**

This course is a study of principles of management particularly as they apply to the food service industry. The role of the supervisor or manager in organizing and directing the work of his employees, his responsibility for planning and coordinating their activities are included.

**DIE 1124 Dietary Management Operations (O) 3 credits**

This course provides a broad base of knowledge of the management of food service operations and an understanding of a systems approach for health care and other institutions. Management responsibilities as well as nutrition and diet therapy educational activities are included.

**DIE 2201 Nutrition and Diet Therapy (D) 3 credits**

This course is an introductory course in the science of nutrition and principles of diet therapy. Fundamental principles of nutrition are studied and application of these principles to diet planning are covered.

**HUN 1410 Basic Childhood Nutrition (O) 3 credits**

This course explains nutrition for teachers and others concerned with children's health. The course consists of basic nutrition information: recommended dietary allowances U.S. RDA's, metabolic functions of selected nutrients, and consumer information. Procedures for presenting nutritional information creatively to children are covered.



**FSS 2303 Food Service Practicum I (O) 4 credits**

This course is a seminar for students enrolled in the Food Service program. The seminars meet a minimum of one hour each week for discussions and reports concerning the supervised work experience. A minimum of fifteen hours of supervised on-the-job training required in the food industry per week. Prerequisite: permission of food services coordinator.

**FSS 2304 Food Service Practicum II (O) 4 credits**

This course is the second in a series of seminars for students enrolled in the Food Service program. The seminars meet a minimum of one hour each week for discussions and reports concerning the supervised work experience. A minimum of fifteen hours of supervised on-the-job training required in the food industry per week.

**FSS 2305 Food Service Practicum III (O) 4 credits**

This course is the third of a series of four courses for students enrolled in the Food Service Program. The seminars meet a minimum of one hour each week for discussion and reports concerning the supervised work experience. A minimum of fifteen hours of supervised on-the-job training in the food industry is required per week.

**FSS 2306 Food Service Practicum IV (O) 4 credits**

This course is the fourth in a series of four courses for students enrolled in the Food Service Program. The seminars meet a minimum of one hour each week for discussions and reports concerning the supervised work experience. A minimum of fifteen hours of supervised on-the-job training in the food industry is required per week.

**HFT V171 Waiter/Waitress Training (O) 12 hours**

This course will cover all aspects of the waiter/waitress job. Topics of discussion will include the meaning of service and the value of a customer, the correct way to serve cocktails and wine, taking and serving the order, cleaning the table, presenting the check, and handling unusual situations and complaints.

**FSS V290 Microwave Food Preparation I (O) 15 hours**

This course provides part of the student's preparation for initial employment in the food service industry. The primary focus of the course is the use of the microwave oven in meal planning and preparation. The student will begin by examining the features of the microwave oven and will learn special techniques, timing, and important safety measures pertaining to microwave oven use. Then, in hands-on experiences, the student will prepare a variety of foods and will learn to adapt standardized recipes for microwave cooking.

**SIGN LANGUAGE****SPA 1332 Sign Language I (P) 2 credits**

Intended to enable educators, family members, and friends to communicate more effectively with the hearing impaired, this introductory course focuses primarily on the practice of the "Amslan" functional sign language, the American manual alphabet and elementary vocabulary. Also included are discussions of the hearing mechanism, the psycho-social impact of hearing loss, social and educational organizations which aid the deaf, and mechanical communication devices.

**SPA 1334 Sign Language II (P) 1-3 credits**

This course is a continuation of SPA 1332, with an emphasis on added vocabulary and ability to communicate with sign. Prerequisite: SPA 1332 or equivalent.

**SPA 2335 Conversational Sign Language (P) 2 credits**

Designed for the student who is already familiar with the American Manual Alphabet and fingerspelling, this course focuses on conversational signing, communicating clearly and fluently by combining fingerspelling with bodily gestures and facial

expressions. Topics include: the manual and non-manual elements of signing; fingerspelled loan signs; conceptual signs; the expression of idioms; sentence structure and sign order; positive and negative statements; and interrogative, imperative, and exclamatory expressions. Taught primarily in sign (without voice), the course encourages the development of the student's receptive and expressive skills through group interaction. Prerequisite: Minimum of one previous sign language course.

## SOCIOLOGY

### **\*\*SYG 2000 Introduction to Sociology (P) (F/S/SI/SII) 3 credits**

This course is an introduction to the concepts, principles, perspectives, methods, and findings of sociology. The course seeks to integrate social reality and individual life experiences, with particular emphasis on contemporary American society. This course requires 4000 words of written material. Prerequisite or Corequisite: ENC 1101.

### **\*\*SYG 2908 Sociology Writing 4,000 1 credit**

This course is for students transferring into Indian River Community College without the Sociology written component required by the Gordon Rule. This course provides the total 4,000 words of the Sociology requirement. Students will meet with the staff of the CPI Lab on an individual basis. Prerequisite: Student must have completed the Lecture course that corresponds to Introduction to Sociology.

### **SYG 2010 Social Problems (P) (F/S/SI/SII) 3 credits**

This course examines the causes and proposed solutions of contemporary social problems: poverty, the economy, alienation, delinquency and crime, family changes, minority groups, war, health, aging, education, and population growth.

### **SLS 1215 Self Awareness (O) 1 credit**

In recognition of the necessity that individuals utilize their unique talents in an increasingly competitive world, this course assists in the identification of personal strengths and values while encouraging the development of positive self-esteem. Describing techniques of goal-setting and decision-making, this course also identifies common obstruction to success and advocates goal-achievement through assertive behavior.

### **SLS 1220 Assertiveness (O) 1 credit**

This course differentiates between the three behavioral styles of passivity, aggression, and assertion. Based on the principle that every individual possesses fundamental human rights, this course advocates the use of assertive behavior as the most appropriate way of meeting needs, achieving goals, and maintaining self-respect. Students are taught the types and techniques of assertive behavior as well as common blocks and negative reactions to assertion.

### **SLS 1223 Stress Management (O) 1 credit**

This course enables the student to identify stress and its physical, mental, emotional, and behavioral effects. Personal and environmental stressors are related to personality type and stress reaction. In addition, students learn methods of stress avoidance as well as physical and psychological skills for coping with stress. Inappropriate methods for reducing stress are also identified.

### **SYG 1410 Family Relations (P) (As needed) 3 credits**

This course examines the nature and functions of marriage, considerations prior to marriage, marriage problems, children, interfamily relationships, and marriage and contemporary society.

**\*\*GORDON RULE COURSE—Student must achieve a grade of "C" or higher in this course for the A.A. Degree.**

- SYG 1412 Marriage Enrichment (P) 1 credit**  
This course identifies divisive factors within relationships then formulates measures designed to prevent the destruction of those relationships. The course is aimed at strengthening the marital bond. Topics include the value of positive self-concept, conflict styles, positive communication, constructive patterns for dealing with negative emotions, and a model for "growth fighting" is presented.
- SYG 2320 Deviant Behavior (D) (As needed) 3 credits**  
Types of deviant behavior in our society (for example, mental illness, marginally illegal activities, occupational deviance, crime and delinquency) are examined and their causes as rooted in the society and ways in which our society attempts to control them are investigated.
- SYG 2323 Criminal and Delinquent Behavior (D) (As needed) 3 credits**  
This course examines sociological issues in defining crime and delinquency. Theories of criminal and delinquent behavior, and approaches to prevention and control are discussed.
- SLS 1216 Inner Awareness (Depression) (O) 1 credit**  
This course concentrates on a variety of productive coping behaviors for overcoming depression. The student will learn to distinguish depression-amplifying and prolonging behavior from practical actions designed to prevent and reduce depression.
- SYG 1411 Family Communication (O) 1 credit**  
This course identifies problematic types of family relationships, their roots in childhood patterns, and common blocks to communication. Assertive behavior is distinguished from aggressive behavior, healthy listening and sharing techniques are practiced, and patterns of skillful communication are related to appropriate developmental stages of the family.
- WST 1270 Contemporary Women in the U.S. (P) 1 credit**  
This course identifies the contemporary image of women as gender-stereotypical, deeply rooted in history, and reinforced by contemporary social influences such as television, advertising, and education. The course examines economic inequity of limited occupational choices, the impact of divorce, obstacles to political success, violence against women, and the lack of adequate child care.
- FAD 1233 Work and Family Issues (P) 1 credit**  
This course presents some of the major issues concerning the balance of work and family pressures and demands, both the employer and employee perspectives. Topics will include "mommy tracking", work scheduling, sex discrimination, and child care.
- FAD 1234 Families in Transition: Effective Communication (P) 1 credit**  
This course focuses on changing trends in American families, tools for effective communication, coping skills, limit-setting, and defining parent/adult-child issues, utilizing available resources in the community and other relevant issues that may be raised as the course progresses.
- GEY 1253 Stages and Transitions in Retirement (P) 1 credit**  
This course presents information regarding retirement. Topics will include: health, financial planning, self-concept, and goals, all in relation to retirement.

## SPANISH

- SPN 1000 Spanish for Daily Use I (P) 2 credits**  
This course introduces the non-Spanish speaking student to the Spanish language. The course concentrates on the Spanish alphabet, basic vocabulary, common expressions, and simple sentences. Students practice pronunciation, communicate basic needs and wishes, and begin to develop skills in grammar usage and reading comprehension.

- SPN 1001 Spanish for Daily Use II (P) 2 credits**  
This course improves basic vocabulary skills of the student who has had some Spanish language instruction. The student will address and respond to others, read and comprehend elementary Spanish materials, begin to write correctly in Spanish, and learn some elements of Spanish culture. Prerequisite: SPN 1000 or equivalent.
- SPN 1010 Applied Conversational Spanish I (P) 2 credits**  
This course is for the student who has an existing basic knowledge of Spanish. It focuses primarily on conversational skills within the family and community, emphasizing articulation and listening techniques for effective communication. Reading, composition, and elementary math skills are also taught, as well as elements of Hispanic history, geography, and culture. Prerequisite: SPN 1001 or equivalent.
- SPN 1011 Applied Conversational Spanish II (P) 2 credits**  
The primary intent of this course is to give the student practice and, thus, fluency in the conversational Spanish within everyday community situations. Already possessing some conversational skills, the student will concentrate on mastering articulation and communication techniques, studying correct grammatical form only as it applies in the conversational context. Additionally, the student will further expand his awareness of Spanish culture and customs. Prerequisite: SPN 1010 or equivalent.
- SPN 1012 Applied Conversational Spanish III (P) 2 credits**  
Designed for the advanced Spanish student who is already well-versed in Spanish vocabulary and sentence structuring, and already fluent in Spanish conversation, this course focuses on the skills and information needed to prepare for and travel in a Hispanic country. Oral communication, ready comprehension of written materials, and cultural expectations are emphasized. In addition, practical matters such as monetary exchange, sight-seeing, accommodations, cuisine, travel, and emergency assistance are also topics of discussion. Prerequisite: SPN 1011 or equivalent.
- \*SPN 1120 Elementary Spanish I (P) 4 credits**  
This course is audio-lingual Spanish and includes fundamentals of listening, speaking, reading, and writing. The course is for students who have had less than 2 years of high school Spanish – no native speakers. Corequisite: ENC 1101 or permission of instructor.
- \*SPN 1121 Elementary Spanish II (P) 4 credits**  
This course is a continuation of SPN 1120. It is designed at a beginning college level for students who have had 2 years of high school Spanish - no native speakers. Prerequisite: SPN 1120 or equivalent.
- \*SPN 2200 Intermediate Spanish I (P) 4 credits**  
This course is a continuation of SPN 1121, with review of first-year grammar included. The course includes several short reading selections. It is designed for beginning students who have had at least 3 years of high school Spanish and is open to native speakers. Prerequisite: SPN 1121 or equivalent.
- \*SPN 2201 Intermediate Spanish II (P) 4 credits**  
This course is a continuation of SPN 2200. It is designed for beginning college-level students who have had at least 3 years of high school Spanish and is open to native speakers. Prerequisite: SPN 2200 or equivalent.

## SPEECH

- SPC 1011 Public Speaking (P) 1 credit**  
This course develops the student's poise and confidence in public speaking by learning and practicing the skills necessary for an effective preparation and presentation of ideas.

\*These courses meet Foreign Language requirements for university admission.

- SPC 1050 Speech Improvement (P) 3 credits**  
Designed to improve vocal quality, pronunciation and articulation, and to give instruction and practice in using the International Phonetic Alphabet (systems of internationally accepted sounds and symbols) for speech improvement.
- SPC 1300 Interpersonal Communications (P) (F/S) 3 credits**  
A study of basic theories of human communication. Focus on the nature of verbal and non-verbal signals, face-to-face communication systems, and analysis of human interpersonal communication at individual and societal levels.
- SPC 1600 Introduction to Speech Communications (P) (F/S/SI) 3 credits**  
The nature and basic principles of speech; emphasis on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public speaking.

## **SURVEYING**

- SUR 1100C Elementary Surveying Mathematics (O) 3 credits**  
This course includes mathematical computations using compass (bearing and agimuth); surveyor's chain, rods, level and Transit; angles; basic geometry; running, closing and calculating areas.
- SUR 1101C Surveying I (O) 3 credits**  
This course includes field surveying measurements techniques, taping corrections, angles by repetition, differential leveling, note reduction, instrument adjustments, traverse closure and area computations.
- SUR 1321 Survey Drafting (O) 3 credits**  
This course includes familiarization with basic drafting equipment; plotting technique, basic surveying understanding; plotting of traverses, plotting from legal descriptions; 21HH standards; plotting of contours; x-sections; plotting of topographic surveys.
- SUR 1300 Topo Mapping (O) 3 credits**  
This course is a study of field and drafting techniques used in map construction; control and detail surveys; contour construction; cross section work (field and drafting); earthwork computations; and map reproduction techniques. Prerequisite: SUR 1101C.
- SUR 1610 Surveying II (O) 4 credits**  
This course is a continuation of Surveying I. This course teaches advanced field surveying measurement techniques, error adjustments, intersection, horizontal curves, and computer familiarization. Prerequisite: SUR 1101C.
- SUR 2200 Surveying III (O) 4 credits**  
This course is a continuation of Surveying II. The course is designed to teach route surveying including horizontal and vertical curves; cross sections and earthwork computations; preparation of plans profiles, sections, and slope staking. Prerequisite: SUR 1610.
- SUR 2330L Photogrammetry (O) 3 credits**  
This course is a study of geometrical characteristics of photographs and photogrammetric equipment and control; photogrammetric measurements; land use and land planning applications. Prerequisite: SUR 1101C.
- SUR 2400 Legal Aspects of Land Surveying (O) 3 credits**  
This course is a study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys system; property transfer; evidence and procedure for boundary location; water boundaries; minimum technical standards; chapter 177 and 42 (Florida Statutes).

**SUR 2402 Legal Descriptions (O) 3 credits**

This course is a study of the construction of land descriptions and the techniques of surveying the boundaries of a described parcel of land; sectional breakdown descriptions and surveys, meters and bounds descriptions and surveys; lot and block descriptions and surveys; water boundary descriptions (including associated calculations). Prerequisite: SUR 2400 and SUR 1101C.

**SUR 2462L Subdivision Layout and Plotting (O) 3 credits**

This course is a study of the legal framework involved in the division of real property and airspace; concepts include the development process, zoning, restrictions, easements, setbacks, land planning, relative, state and federal statutes, subdivision concepts, practices and plotting. Prerequisites: SUR 2400 and SUR 2402.

**SUR 2500L Electronic and Geodetic Surveying (O) 4 credits**

This course teaches EDM Theory, calibration distance measurement and reductions; state plane coordinates; practical astronomy; spherical trigonometry; observation for time, latitude, azimuth, and line of position. Prerequisite: SUR 1610.

**SWEDISH****SCA 1010 Applied Conversational Swedish I (P) 2 credits**

This course is for beginning students. Grammar and pronunciation will be covered in a conversational context. The student will also gain experience in conversation and in understanding written communication. Swedish culture will be introduced.

**SCA 1011 Applied Conversational Swedish II (P) 2 credits**

This course is for students with a working knowledge of Swedish. The student will gain conversational experience in subjects dealing with functioning in a community situation. Conversational fluency is practiced. Swedish culture is studied. Correct grammatical form is taught in a conversational context. Prerequisite: SCA 1010.

**VOCATIONAL PREPARATORY INSTRUCTION****VPI K539 Basic Skills for Vocational Students 30 hours**

This course is for individuals enrolled in a post-secondary vocational-technical program who lack the required minimal level of academic basic skills.

**VOCATIONAL REHABILITATION****SLS V301 Vocational Work Evaluation (O) various hours**

This course is a systematic program designed to determine individual vocational needs assets, barriers, functional limitations, behaviors, aptitudes, interests, and personality preferences in order to develop specific vocational recommendations.

**SLS V341 Practical Employability Skills (O) various hours**

This course presents skills in increasing professional impact through improving communication, recognizing office politics, managing the boss, and preparing pathways to good positions.

**SLS V342 Work Adjustment Training (O) various hours**

This course is a transitional, time-limited program of services including individual and group counseling, work, and work-related instruction designed to assist students in understanding the meaning, value, and demands of employment. Emphasis is on development of attitudes, work behaviors, physical tolerances, and employability skills necessary for entering and maintaining competitive employment.

**WATER/WASTEWATER TREATMENT****EVS V333 Wastewater "C" Certification (As needed) 160 hours**

This is an entry-level course to provide students with basic knowledge and skills necessary to operate treatment plants. The development of treatment process control skills will be emphasized. This training course meets the minimum training requirements for certification at the "C" level.

**EVS P343 Wastewater "B" Certification (As needed) 160 hours**

This course provides an in-depth look at the wastewater process that was begun in wastewater "C" level. It covers treatment systems typical of larger operations, and because of their more complex nature, places a greater concentration on the biological aspects of treatment. This course also stresses the study of issues and techniques that small plant managers and first-line supervisors need to become familiar with. The course will provide the instruction required for the State of Florida "B" Level Wastewater Treatment educational component. Prerequisite: "C" level certification.

**EVS P353 Wastewater "A" Certification (As needed) 160 hours**

This course provides information in advance wastewater treatment. It will cover treatment of large operations along with advanced effluent disposal and sludge treatment handling. This course will stress the importance of proper supervisory techniques in personnel, budget preparations and the setting and conducting of training programs. The course will provide the instruction required for the State of Florida "A" Level Wastewater Treatment educational component. Prerequisite: "B" level certification.

**EVS V133 Water "C" Certification (As needed) 160 hours**

This is an entry-level course to provide students with basic knowledge and skills necessary to operate treatment plants. The development of treatment process control skills of lime softening plants will be emphasized. This training course meets the minimum training requirement for certification at the "C" level.

**EVS P143 Water "B" Certification (As needed) 160 hours**

This course provides an in-depth look at the water treatment process that was begun in Water "C" Certification. It covers treatment systems typical of larger operations, and because of their more complex nature, places a greater concentration on the chemical and biological aspects of treatment. Intermediate Treatment Plant Operations also stress the study of issues and techniques that small plant managers and first-line supervisors need to become familiar with. This course will provide the instruction required for the State of Florida "B" Level Water Treatment educational component. Prerequisite: "C" level certification.

**EVS P153 Water "A" Certification (As needed) 160 hours**

This course provides the student with the theoretical and technical knowledge to become a licensed "A" Drinking Water Treatment Plant Operator. It is directed towards the individual that has achieved "C" and "B" level Florida certifications and concentrates on two main areas; managing treatment plant operations and advanced and innovative techniques. The material will be offered using a problem-solving approach, where students will find their own solutions to problems and critique them as to practicality in cost, labor, materials and safety. This course will provide instruction required for Florida "A" Level Water Treatment educational component. Prerequisite: "B" level certification.

**WELDING****PMT 1121 Electric Welding I (O) 3 credits**

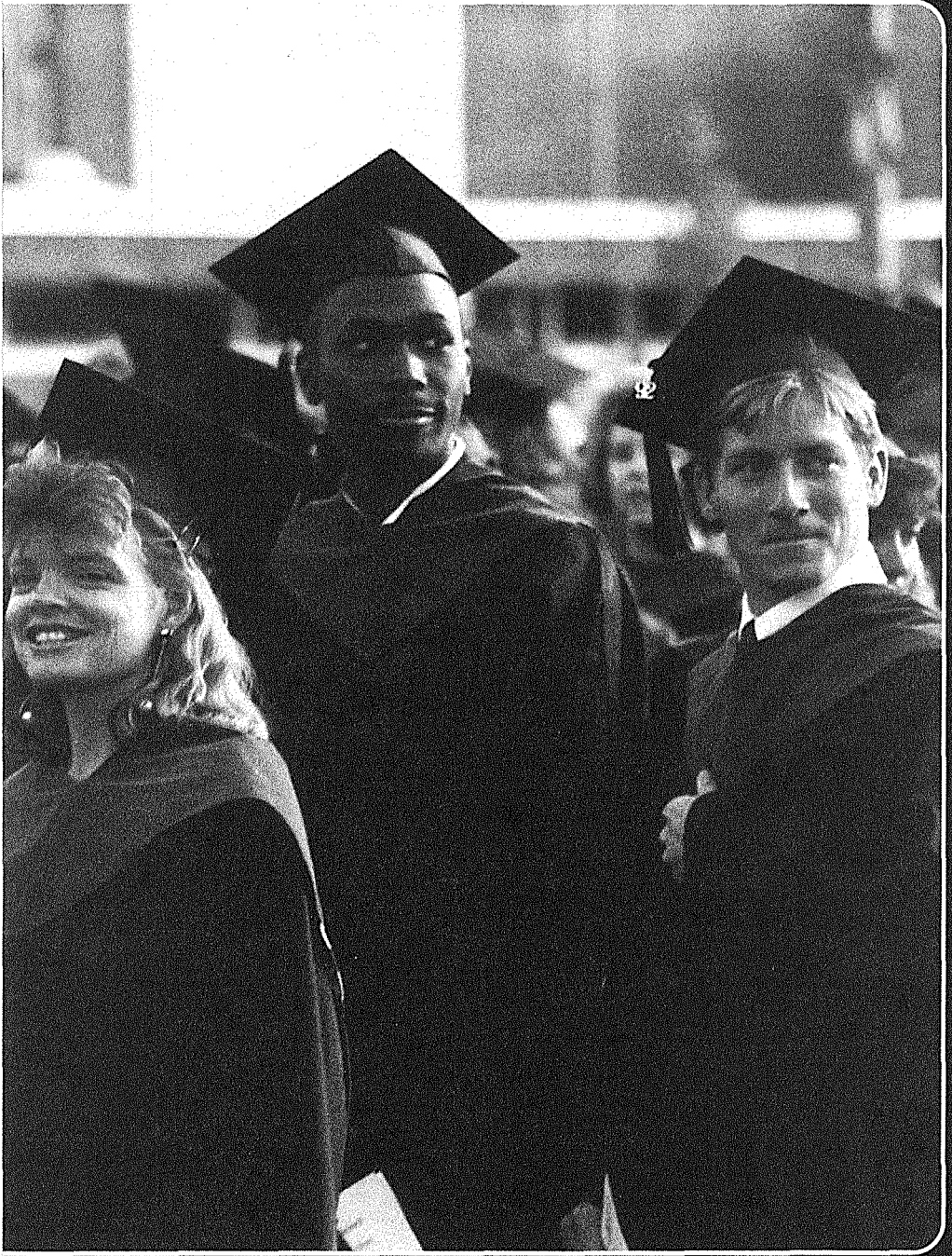
Shielded metal arc welding safety, equipment, basic joint configurations, codes and standards. Extensive practice in the flat position and beginning work in the vertical position.

- PMT 1122 Electric Welding II (O)** **3 credits**  
Advanced Electric Welding Techniques. Shielded metal arc welding (SMA) in the vertical position. Theory, set-up and practice in molybdenum inert gas (MIG) and tungsten inert gas (TIG) welding of ferrous and non-ferrous metals. Prerequisite: PMT 1121 or permission of instructor.
- PMT 1123 Combination Welding I (O)** **3 credits**  
Fundamental theory of all types of conventional welding. The welding industry and its many career offerings. Theory and laboratory exercises to develop proficiency in oxyfuel welding, cutting, brazing and soldering.
- PMT 1101 Blueprint Reading for Welders (O)** **3 credits**  
This course teaches welding symbols and application of these symbols used on blueprints. Design and structural layout in relation to stress and materials will be introduced.
- PMT 2930 Welding Fabrication Techniques (O)** **3 credits**  
This course expands the skills and competencies gained in past welding curriculum. Basic layout and material usage, material identification, and welding process selection will be taught. Prerequisite: PMT 1121.
- PMT 2931 Welding Design and Fabrication (O)** **3 credits**  
This course teaches advanced techniques in metal fabrication. Advanced layout and blueprint interpretation will be taught. Prerequisite: PMT 1121.
- PMT 2932 Welding - Special (O)** **various credits**  
Special course or seminar developed to meet the needs of the community.

## WOODWORKING

- BCT V111 Basic Woodworking (O)** **45 hours**  
This course provides an overview of basic woodworking process. It covers materials, tools, and machine forming techniques of fastening, finishing and related technical information and safety skills.
- BCT V121 Woodworking Workshop (O)** **45 hours**  
The workshop gives students the opportunity to improve and refine techniques learned in Basic Woodworking. Prerequisite: BCT V111.





COLLEGE ORGANIZATION

# INDIAN RIVER COMMUNITY COLLEGE

## ADMINISTRATION

- Edwin R. Massey** ..... *President*  
 B.S., Millsaps College  
 M.S., University of Southern Mississippi  
 Ph.D., University of Southern Mississippi
- John W. Muir** ..... *Vice President/Provost—Fort Pierce*  
 A.A., St. Petersburg Junior College  
 B.A., University of Florida  
 M.A.T., University of Florida  
 Ph.D., University of Georgia
- David L. Anderson** ..... *Vice President of Student Affairs*  
 B.A., Florida Atlantic University  
 B.S., Florida Atlantic University  
 M.Ed., Florida Atlantic University  
 Ed.D., Florida Atlantic University
- Thomas C. Deal** ..... *Vice President of Instructional Services*  
 B.S., Appalachian State Teachers College  
 M.A., Appalachian State Teachers College  
 Ed.D., Florida Atlantic University
- Raymond Isenburg** ..... *Vice President of Applied Science and Technology*  
 B.S., University of Tennessee  
 M.S., University of Tennessee  
 Ed.D., University of Tennessee
- Barry A. Keim** ..... *Vice President of Administration and Finance*  
 B.A., Muskingum College  
 M.S., Rollins College
- Charles R. Lunceford** ..... *Vice President of Arts and Sciences*  
 B.M., Western Kentucky State University  
 M.Ed., University of Florida  
 Ed.D., Florida Atlantic University
- Robert W. Moses** ..... *Dean of Planning and Program Development*  
 B.S., Maryville College  
 M.S., University of Tennessee
- Kathleen J. Allen** ..... *Provost—St. Lucie West*  
 B.S., University of Massachusetts  
 M.Ed., Florida Atlantic University
- Wendell Martin** ..... *Provost—Stuart*  
 B.S., Fort Valley State College  
 M.S., Fort Valley State College
- Kay Mullins** ..... *Provost—Okeechobee*  
 B.A., Concord College  
 M.A., Florida Atlantic University
- Susan M. Taggart** ..... *Provost—Vero Beach*  
 B.A., St. Bonaventure University  
 M.S., State University of New York  
 Ph.D., Florida State University

- Karl V. Guettler** ..... *Associate Dean of Auxiliary and Facility Services*  
 A.A., Indian River Community College  
 B.A., University of South Florida  
 M.B.A., Florida Institute of Technology
- Andre Hawkins** ..... *Associate Dean of Vocational Education*  
 B.A., University of Southern California  
 M.Ed., Florida Atlantic University  
 Ed.S., Florida Atlantic University
- Katherine M. Johnson** ..... *Associate Dean of Development and Alumni Relations*  
 B.A., University of West Florida  
 M.Ed., University of Montavello  
 Ed.S., Florida Atlantic University  
 Ed.D., Florida Atlantic University
- Dan E. Callahan** ..... *Assistant Dean of Human Resources*  
 B.A., Wooster College
- Raymond H. Considine** ..... *Assistant Dean of Arts and Sciences*  
 A.B., Boston College  
 M.A., Lehigh University  
 Ph.D., University of Tennessee
- Lois W. Gordy** ..... *Assistant Dean of Public Service Education*  
 A.A., Indian River Community College  
 B.S., Florida State University  
 M.Ed., Florida Atlantic University
- Linda W. Hays** ..... *Assistant Dean of Educational Services*  
 A.A., Indian River Community College  
 B.S., Florida State University  
 M.Ed., Florida Atlantic University
- Albert P. Little, Jr** ..... *Assistant Dean of Accounting Services*  
 B.S., David Lipscomb University  
 M.S., Middle Tennessee State University  
 C.P.A., State of Tennessee
- Stephen J. Maxwell** ..... *Assistant Dean of Business and Information Technology*  
 B.A., University of South Florida  
 M.A., University of South Florida  
 Ph.D., University of Florida
- Patricia D. Pfeiffer** ..... *Assistant Dean of Data Processing*  
 B.S., University of Central Florida
- Glen W. Power** ..... *Assistant Dean of Vocational and Industrial Education*  
 B.S., Western Illinois University  
 M.S., University of South Carolina
- Jane P. Cebelak** ..... *Director of Nursing*  
 B.S.N., Michigan State University  
 M.S.N., University of Michigan
- Michael E. Easom** ..... *Athletic Director*  
 B.S., Florida State University  
 M.S., Florida State University
- Dorothy L. Vandegrift** ..... *Director of Developmental Education*  
 B.A., Florida Atlantic University  
 M.Ed., Florida Atlantic University

- Rudolph P. Widman** ..... *Director of Learning Resources*  
 B.A., Eastern Nazarene College  
 M.S., Northeastern University  
 M.B.A., Florida Institute of Technology  
 Ph.D., Northeastern University
- Mary G. Locke** ..... *Assistant to the President*  
 B.A., Florida Atlantic University  
 M.P.A., Florida Atlantic University
- Gerald L. Mock** ..... *Coordinator of Research and Reports*  
 B.S., University of Florida

## ALLIED HEALTH MEDICAL DIRECTORS

- Thomas J. Calvert** ..... *EMT/Paramedic*  
 B.A., Wright State University  
 M.D., Wright State University of Medicine
- Donald B. Hoffman** ..... *Respiratory Care*  
 B.S., Muhlenberg College  
 M.S., Yale University  
 Ph.D., Yale University  
 M.D., University of Miami
- John L. Rodgers** ..... *Medical Laboratory Technology*  
 B.S., Georgetown College  
 M.D., University of Miami
- Paul Skaggs** ..... *Radiography Technology*  
 B.A., University of Florida  
 M.D., University of Miami

## INSTRUCTIONAL DEPARTMENT CHAIRMAN

- Karen G. Allen** ..... *Dental Assisting*  
 B.S., Baptist College at Charleston  
 M.Ed., Florida Atlantic University
- Anthony J. Allo** ..... *Fine Arts*  
 B.A., Morehead State University  
 M.A., Morehead State University
- Frank Amato** ..... *Paramedic/EMT*  
 B.S., Brooklyn College  
 B.S., Long Island University
- M. Susan Archer** ..... *Instructional Advisement*  
 B.A., Western Michigan University  
 M.A., Western Michigan University
- Robert W. Arthur** ..... *Mathematics*  
 B.S., Western Illinois University  
 M.S., Western Illinois University
- Mary H. Butler** ..... *Cosmetology*  
 A.A., Indian River Community College  
 B.A., University of South Florida
- John Conway** ..... *Industrial Technology*  
 A.A., Miami Dade Community College  
 B.A., University of Northern Colorado

- Carol W. Daniels** ..... *Medical Laboratory Technology*  
 B.S., Merrimack College  
 M.Ed., Florida Atlantic University
- June Eastmond** ..... *Licensed Practical Nursing*  
 R.N., Kings County Hospital at Brooklyn  
 B.S., New York University  
 M.S., Long Island University
- Marta G. Ferguson** ..... *Dental Hygiene*  
 A.A., Brevard Community College  
 B.S., Medical College of Georgia  
 M.S., Nova University
- James S. Garber** ..... *Criminal Justice Technology*  
 B.A., Ohio Dominican College  
 M.S., Xavier University
- Rose M. Haywood** ..... *Learning Assistance*  
 B.A., Morris Brown College  
 M.S., Fort Valley State College  
 Ed. S., Georgia State University
- Kim M. Klaus** ..... *Radiography*  
 A.S., Indian River Community College  
 B.S., University of the State of New York
- John E. Klett** ..... *Accounting and Financial Services*  
 B.S., Syracuse University  
 M.B.A., Syracuse University
- Michael Leatherwood** ..... *Physical Education*  
 B.S., University of Florida  
 M.S., University of Florida
- Richard E. Lyons** ..... *Business Administration and Marketing Management*  
 B.S., Western Kentucky University  
 M.A., Western Kentucky University
- Elizabeth E. Mayer** ..... *Adult Education*  
 B.A., University of Tennessee  
 M.A., California State University of Los Angeles  
 Ed.D., Florida Atlantic University
- T. Terry Miller** ..... *English and Modern Languages*  
 B.A., Western Kentucky University  
 M.A., Western Kentucky University  
 Ed.D., University of Georgia
- Jimmie Anne Nourse** ..... *Library*  
 B.S., Florida State University  
 M.S., Florida State University
- Doris Marie Presley** ..... *Natural Sciences*  
 B.S., East Tennessee State University  
 M.S., East Tennessee State University  
 Ph.D., University of Tennessee
- Georgette Rosenfeld** ..... *Respiratory Care*  
 A.S., Miami Dade Community College  
 B.P.S., Barry University

- Alice Serey** ..... *Nursing*  
B.S.N., Eastern Kentucky University
- Gay Spooner** ..... *Patient Care Assistant*  
B.S.N., University of the Phillipines  
M.A., University of the Phillipines
- Daniel Strumas** ..... *Communications*  
B.A., Gordon College  
M.Ed., Florida Atlantic University
- Anthony P. Valvano** ..... *Dental Laboratoty Technology*  
B.S., State University College at Buffalo
- Jimmie B. Vandegrift** ..... *Computer Programming and Analysis*  
B.A., University of Florida  
M.R.C., University of Florida  
M.P.A., Georgia State University
- Peter Webb** ..... *Social Sciences*  
B.S., Memphis State University  
M.A., Memphis State University
- Sara Whitacre** ..... *Human Environmental Sciences*  
B.S., Florida State University  
M.S., Florida State University
- Judith J. Wright** ..... *Office Systems Technology*  
B.S., East Carolina University  
M.A., East Carolina University  
Ph.D., Georgia State University
- Dean Zirwas** ..... *Graphics Design Technology*  
B.S., Western Illinois University

## FINANCIAL AID

- Mary Cauley** ..... *Financial Aid Officer*  
B.A., Marymount Manhattan College  
M.B.A., Florida Institute of Technology

## WQCS

- James Holmes** ..... *Station Manager/WQCS*  
B.L.S., Barry University

## COUNSELING FACULTY

- M. Susan Archer** ..... B.A., Western Michigan University  
M.A., Western Michigan University
- Margaret A. Armstrong** ..... B.S., Bloomsburg State College  
M.S., Shippensburg University
- Angela C. Bayer** ..... A.B., West Virginia University  
M.A., West Virginia Uiniversity
- Rhoda J. Brant** ..... B.S., Western Michigan University  
M.A., Western Michigan University
- Charlotte U. Dean** ..... B.A., University of Florida  
M.S., Florida State University

<b>Madeline K. Hinton</b> .....	B.S., Florida State University
<b>L. Dale Hayes</b> .....	B.A., Florida Atlantic University M.Ed., Florida Atlantic University
<b>Sarah T. Montgomery</b> .....	B.A., Erskine College M.Ed., Hampton Institute
<b>Patrica A. Presley</b> .....	B.S., Fort Valley State College M.S., Fort Valley State College
<b>Tommy B. Spivey</b> .....	B.S., North Carolina A&T State University

## FACULTY

<b>Karen G. Allen</b> .....	B.S., Baptist College at Charleston M.Ed., Florida Atlantic University
<b>Anthony J. Allo</b> .....	B.A., Morehead State University M.A., Morehead State University
<b>Frank Amato</b> .....	B.S., Brooklyn College B.S., Long Island University
<b>Carol C. Amole</b> .....	R.N., Alderson-Broaddus College B.S.N., Alderson-Broaddus College
<b>Donna F. Arnold</b> .....	B.A., Florida State University M.B.A., Florida State University
<b>Harvey E. Arnold</b> .....	B.A., University of West Florida M.A., University of West Florida Ph.D., Florida State University
<b>Robert W. Arthur</b> .....	B.S., Western Illinois University M.S., Western Illinois University
<b>Marilyn J. Barbour</b> .....	B.S., California State University
<b>Teresa G. Beatty</b> .....	B.S., University of South Florida M.S., University of South Florida
<b>Daniel F. Bird</b> .....	A.A., Montcalm Community College B.A., Hope College M.S.W., University of Michigan M.A., University of Michigan
<b>Margaret J. Borland</b> .....	La France Beauty School
<b>Marjorie A. Bowers</b> .....	B.S., Upsala College M.Ed., Florida Atlantic University Ed.D., Florida State University
<b>Nancy R. Bredemeyer</b> .....	B.S., Florida State University M.S., Florida State University
<b>Mary H. Butler</b> .....	A.A., Indian River Community College B.A., University of South Florida
<b>Henri Sue Bynum</b> .....	B.A., University of Southern Mississippi M.Ed., University of Southern Mississippi Ph.D., University of Southern Mississippi
<b>Marilyn B. Cannon</b> .....	B.S.N., University of Tennessee M.Ed., Memphis State University

- Deborah A. Capozzoli** .....A.S., Indian River Community College  
B.A., Florida Atlantic University
- Robert C. Cogliano** .....B.S., University of the South  
Ph.D., University of Florida
- Elliot D. Cohen** ..... B.A., Fairleigh Dickinson University  
M.A., Brown University  
Ph.D., Brown University
- Dale P. Coleman** .....R.N., Florida A&M University  
B.S.N., Florida A&M University
- John Conway** .....A.A., Miami Dade Community College  
B.A., University of Northern Colorado
- Roberta P. Cook** .....B.A., Queens College  
M.Ed., Florida Atlantic University  
Ed.S., Florida Atlantic University
- Sister Barbara E. Cooper** .....A.A.S., Maria College  
B.S., Barry University  
B.S.N., University of South Florida  
M.A., University of South Florida  
M.S., Texas Women's University
- Darcy A. Cooper** .....B.A., Wheaton College  
M.A., Barry University
- Crystene L. Corrin** .....A.A., Indian River Community College  
A.A.S., Indian River Community College
- Fontley R. Corrodus** ..... B.S., Tuskegee University  
M.Ed., Tuskegee University  
M.A., Auburn University  
Ed. S., Alabama State University
- Neil W. Crenshaw** ..... B.S., Northwestern Oklahoma State University  
M.Ed., University of North Florida  
Ed.S., Florida Institute of Technology  
Ph.D., Florida Institute of Technology
- Charles R. Croghan, Jr** .....B.A., College of Wooster  
M.A., New York University  
M.A.Th., Union Theological Seminary  
Ed.D., Columbia University and Union Theological Seminary
- Carol W. Daniels** ..... B.S., Merrimack College  
M.Ed., Florida Atlantic University
- Joyce A. Dayton** .....A.A., Auburn Community College  
B.A., SUNY at Albany  
M.A., SUNY at Albany  
D. A., SUNY at Albany
- Harriet D. Diamond** .....A.A.S., Brookdale Community College  
B.P.S., Barry University  
M.S., College of St. Francis
- Eugene C. Dickson** ..... Tri-County Tech
- Jennifer A. Doak** .....A.A., University of Florida  
B.S.N., Florida State University
- Christina M. Drumm** .....B.A., University of Central Florida  
M.A., University of Central Florida



- Ellen J. DuPre** ..... B.S., Mankato State University  
Ph.D., Wright State University
- June P. Eastmond** ..... R.N., Kings County Hospital at Brooklyn  
B.S., New York University  
M.S., Long Island University
- Diane M. Ebling** ..... B.S., Florida Atlantic University  
M.S., Nova University
- Thomas D. Embry** ..... B.S., Murray State University  
M.S., New Mexico Highlands University
- Bernadette M. Emerick** ..... R.N., Jackson Memorial Hospital School of Nursing  
B.S.N., Florida International University
- Charlene Erlandson** ..... B.A., University of Wisconsin
- Tobi S. Erts** ..... A.S., Indian River Community College  
A.A., Indian River Community College
- Robert R. Farley** ..... B.A., Villanova University  
M.A., Georgetown University  
M.A., University of Pennsylvania
- Virginia L. Farrell** ..... B.A., Central Michigan University  
M.B.A., Florida Institute of Technology
- Marta G. Ferguson** ..... A.A., Brevard Community College  
B.S., Medical College of Georgia  
M.S., Nova University
- Richard J. Foster** ..... BA., East Carolina University  
D.D.M., University of Florida
- Delaine C. Furst** ..... B.S., West Virginia University  
M.S., West Virginia University  
Ed.S., Nova University
- James S. Garber** ..... B.A., Ohio Dominican College  
M.S., Xavier University
- Randolph U. Gibson** ..... B.S., University of Florida  
M.F.A., Yale University
- Douglas F. Glover** ..... B.A., West Virginia University  
M.S., West Virginia University
- James C. Graves** ..... A.A., Saint Leo College  
B.S., University of Southern Mississippi
- Joseph Haislip** ..... B.A., East Carolina University  
M.S., New Mexico Highlands University
- Christina T. Hart** ..... B.S., Florida State University  
M.Ed., Florida Atlantic University
- Teresa P. Hasenauer** ..... B.S., Wake Forest University  
M.S.T., Florida Atlantic University
- Rose M. Haywood** ..... B.A., Morris Brown College  
M.S., Fort Valley State College  
Ed.S., Georgia State University
- Pinkie W. Hendley** ..... B.S., Florida A&M University  
M.Ed., Florida Atlantic University

- Carl L. Hensley** ..... B.S., Western Illinois University  
M.S., Western Illinois University
- David W. Herbert** ..... A.A., Broward Community College  
B.A., University of Florida  
M.Ed., Florida Atlantic University
- Bette L. Hill** ..... B.A., University of Wisconsin  
M.Ed., University of Guam
- Roderick C. Hofer** ..... B.A., Pace College  
M.A., Kansas State University  
Ph.D., Kansas State University
- Kenneth L. Holden** ..... B.S., West Virginia State College
- Mary Jane Hopkins** ..... B.S.N., Hunter College
- Jane B. Howard** ..... B.S., Murray State University  
M.A., Murray State University
- Christopher Ip** ..... B.A., East Stroudsburg State College  
M.S., Springfield College
- Dale M. Irwin** ..... B.S., University of Delaware  
M.S., University of Central Florida
- Katherine H. Isenburg** ..... B.S., University of Tennessee  
M.Ed., Florida Atlantic University
- Ella K. Jackson** ..... B.S.N., Florida A&M University  
M.S., Southwest Texas State University
- Adriene B. Jefferson** ..... B.S., Florida A&M University  
M.Ed., Florida A&M University
- Suzanne Johnson** ..... B.S.N., Wright State University  
M.S.N., Wright State University
- Donna K. Jurenas** ..... B.S., Illinois State University  
M.S., University of Illinois
- Claudia L. Keating** ..... B.S., Mercy College of Detroit  
M.Ed., Florida Atlantic University
- John D. Kennedy** ..... B.A., Villanova University  
M.A., University of Maryland  
Ph.D., University of Florida
- Charles C. Kitzmiller** ..... B.A., University of Akron  
M.S., Kent State University
- Kim M. Klaus** ..... A.S., Indian River Community College  
B.S., University of the State of New York
- John E. Klett** ..... B.S., Syracuse University  
M.B.A., Syracuse University
- Elaine W. Kromhout** ..... A.B., University of Chattanooga  
M.A., University of Georgia
- Michael Leatherwood** ..... B.S., University of Florida  
M.S., University of Florida
- James W. Lett** ..... B.A., College of William and Mary  
M.A., University of Florida  
Ph.D., University of Florida

- Dennis T. Loehr** ..... B.S., Virginia Tech.  
Ph.D., University of California Santa Barbara
- Richard E. Lyons** ..... B.S., Western Kentucky University  
M.A., Western Kentucky University
- Judith A. Martin** ..... A.A., Hillsborough Community College  
B.A., University of South Florida  
M.A., University of South Florida
- Verna C. Mason** ..... B.S., Tuskegee Institute  
M.Ed., Tuskegee Institute
- John H. Matthews** ..... B.S., Texas A&M University  
M.A., St Mary's University  
Ph.D., The Catholic University of America
- Elizabeth E. Mayer** ..... B.A., Florida Atlantic University  
M.A., California State University of Los Angeles  
Ed.D., Florida Atlantic University
- Zella L. McDuffie-Smith** ..... B.S., Florida A&M University  
M.Ed., Florida A&M University
- Anke H. McMullian** ..... B.S., University of Suriname  
M.S., University of Florida  
Ph.D., University of Florida
- T. Terry Miller** ..... B.A., Western Kentucky University  
M.A., Western Kentucky University  
Ed.D., University of Georgia
- Francenia Mimms** ..... A.A., Indian River Community College  
B.A., Florida Atlantic University  
M.S., Nova University
- Anita M. Misantone** ..... B.S., Mansfield University  
M.Ed., Bloomsburg University
- David V. Moberg** ..... B.A., Moorhead State University  
M.F.A., University of Florida
- Peggy S. Myers** ..... B.S., Memphis State University  
M.Ed., Memphis State University
- Jean-Claude Norman** ..... B.S., Prairie View A&M University  
M.S., Lehigh University
- Jimmie Anne Nourse** ..... B.S., Florida State University  
M.S., Florida State University
- Paul R. O'Brien** ..... B.Ed., Queens University, Belfast  
M.S., Barry University
- Stanley W. Pinkos** ..... B.A., Brown University  
M.B.A., University of Nevada Las Vegas
- Randall W. Pollmeier** ..... A.A.S., Southeastern Community College
- Doris Marie Presley** ..... B.S., East Tennessee State University  
M.S., East Tennessee State University  
Ph.D., University of Tennessee
- Patricia C. Profeta** ..... B.A., Douglass College  
M.L.S., Rutgers University

- Elizabeth A. Raulerson** ..... B.S., Auburn University  
J.D., Samford University
- Hiram H. Raulerson** ..... B.A., Auburn University  
M.A., Florida State University
- James R. Reap** ..... B.S., Wilkes College  
M.B.A., Wilkes College  
C.P.A., State of Florida  
M.A., Nova University
- David C. Richwine** ..... A.A., Oxford College  
B.S., University of Georgia  
M.A./M.S./C.S.C., University of Georgia
- Dale E. Rieth, Jr** ..... B.M., Indiana University  
M.M., Florida State University
- Alan P. Roberts** ..... A.A.S., North Country Community College  
B.S., SUNY at Albany  
M.S., SUNY at Albany
- Georgette Rosenfeld** ..... A.S., Miami Dade Community College  
B.P.S., Barry University
- Marcus L. Rouse** ..... R.T., Baltimore City Hospital  
A.A., Indian River Community College  
B.P.S., Barry University
- Christine C. Ryall** ..... B.A., Smith College  
M.A., University of Florida
- Sharon G. Scott** ..... B.S., Longwood College  
M.S.Ed., Virginia Polytechnic Institute & State University
- Alice Serey** ..... B.S.N., Eastern Kentucky University
- Margaret R. Shearon** ..... B.A., Purdue University  
M.Ed., Harvard University  
D.B.A., Nova University
- Lee B. Sherry** ..... B.S., University of Missouri  
M.Ed., Florida Atlantic University
- William A. Sigurdson** ..... B.A., University of North Dakota  
M.Ed., Texas A&M University
- Mary A. Sirmons-Gaskin** ..... A.S.N., Palm Beach Junior College  
B.S.N., University of the State of New York
- Donald L. Skinner** ..... A.A., Indian River Community College  
B.A., University of Florida  
M.A., University of Florida
- Gay O. Spooner** ..... B.S.N., University of the Phillipines  
M.A., University of the Phillipines
- Leon E. Sterle** ..... B.S., State University of New York at Albany  
M.S., State University of New York at Albany
- Daniel Strumas** ..... B.A., Gordon College  
M.Ed., Florida Atlantic University
- David E. Sullivan** ..... B.B.A., University of Miami  
M.B.A., University of Miami  
Ed.D., Florida Atlantic University

- Gail F. Sullivan** ..... Brom's Academy of Hairdressing
- Roy W. Swanson** ..... B.S., Southern Illinois University
- Theodore P. Swingle** ..... B.S., Ohio State University  
M.S., Ohio State University  
Ed.S., Ohio State University  
Ed.D., Oklahoma State University
- Mary B. Sylvester** ..... B.A., Converse College  
M.A., University of New Mexico
- Don R. Symington** ..... Certificate, Hennepin Technical Center  
B.A., North Dakota State University  
M.Ed, Florida Atlantic University  
Ed.S., Florida State University
- Veronica A. Toppin** ..... B.S., Western Kentucky University  
M.S., Western Kentucky University
- Kimberly S. Turner** ..... A.S., Indian River Community College  
B.S.N., University of Florida
- Lydia A. Turner** ..... B.S.N., University of Florida  
M.Ed., Florida Atlantic University
- Lilburn L. Underhill** ..... R.N., Fletcher Medical Center  
B.S.N., Incarnate Word College  
M.S., University of Hawaii
- Anthony D. Valvano** ..... B.S., State University College at Buffalo
- Jimmie B. Vandegrift** ..... B.A., University of Florida  
M.R.C., University of Florida  
M.P.A., Georgia State University
- William E. Vihlen, Jr** ..... B.A., University of South Florida  
M.Ed., University of Florida
- Deanna L. Voehl** ..... A.A., Worthington Community College  
B.S., Mankato State University  
M.S., Mankato State University
- Roderick J. Waller** ..... B.S., Limestone College  
M.A., Webster University
- W. Frank Ward** ..... B.S., Iowa State University  
M.A., University of Illinois  
Ph.D., Florida State University
- Peter Webb** ..... B.S., Memphis State University  
M.A., Memphis State University
- M. June Wells** ..... B.A., University of South Florida  
M.A., University of South Florida
- Sara R. Whitacre** ..... B.S., Florida State University  
M.S., Florida Atlantic University
- Douglas J. Wilberscheid** ..... B.S., University of Wisconsin  
M.S., Florida State University
- Gary J. Wirth** ..... B.S., East Tennessee State University  
M.A., East Tennessee University

<b>Susan L. Wirth</b> .....	B.A., Michigan State University M.S., East Tennessee State University
<b>Carla R. Witcher</b> .....	B.A., Florida State University M.A., Florida State University
<b>Reginald W. Woodall</b> .....	B.A., University of Alabama M.A., University of Alabama
<b>Judith J. Wright</b> .....	B.S., East Carolina University M.A., East Carolina University Ph.D., Georgia State University
<b>Gerald P. Young</b> .....	B.A., University of Houston M.A., University of Houston Ph.D., University of Florida
<b>Dean M. Zirwas</b> .....	B.S., Western Illinois University

### TRUSTEE EMERITUS

<b>Ben F. Dixon</b> .....	B.S., University of Florida
---------------------------	-----------------------------

### PRESIDENT EMERITUS

<b>Herman A. Heise</b> .....	B.A., Thiel College M.A., Georgetown University Ph.D., Georgetown University L.H.D., Florida Atlantic University
------------------------------	---

### DEANS EMERITI

<b>Gerald M. Jenkins</b> .....	B.S., Mexico City College M.A., Texas Christian University Ph.D., University of Hawaii
<b>*Burgess A. Meadows</b> .....	M.Ed., University of Maryland

### DIRECTOR EMERITUS

<b>Elmer M. Stapleton</b> .....	B.S., Tri-State College
---------------------------------	-------------------------

### PROFESSORS EMERITI

<b>Vernon H. Floyd</b> .....	B.S., Florida A&M University M.S., Indiana University
<b>Helen Keller</b> .....	B.A., Georgia State College for Women M.A., University of Georgia
<b>*Louis L. Maser</b> .....	B.M.A., M.M.E., University of Kansas
<b>*Angelita Molnar</b> .....	B.A., University of Puerto Rico M.A., Columbia University
<b>Margaret Paige</b> .....	B.S., Bethune-Cookman College M.S.Ed., Indiana University
<b>Anne Wilder</b> .....	B.A., Mt. Holyoke College
<b>Ada Coats Williams</b> .....	B.A., Florida Southern College M.Ed., Florida Atlantic University

\*Deceased

**MEDICAL DIRECTOR EMERITUS**

**Hampton L. Schofield, Jr** ..... B.S., Rollins College  
M.D., Medical University of South Carolina

\*Deceased

## ADVISORY COMMITTEES 1993-1994

### ACCOUNTING APPLICATIONS

Nora Catano  
Robbi Giaconne  
Harry Horrick  
Tracy Houston  
Valerie Lewis  
Jeanne Meichsner  
Steve Melvin  
Cole Moorman  
Jerry Pobuda  
John Turgeon  
Frederick Williams

### AGRICULTURAL BUSINESS TECHNOLOGY

Ed Appleton  
Dr. Kevin Hancock  
Peter Hays  
Ray Jackson  
David Neil  
Lacene Orvis  
William Owens  
Bob Phillips  
Peter Porpiglia  
Bill Remsberg  
Gary Roberts  
Don Sellers  
Greg Vitale  
Bill West  
Michael Ziegler

### AIR CONDITIONING/ REFRIGERATION & HEATING SYSTEMS TECHNOLOGY

Charles Bigge  
Bryon Flynn  
Glen Jones  
Winston Lyons  
Michael Reynolds  
Russell Trimm  
Richard F. Wolf

### AUTOMOTIVE TECHNOLOGY

David Berggren  
Gary Bonnent  
Tom Bunten  
Bob Burke  
Bill Donnelly  
Kathryn Geiger  
Al Green  
Pat Gutman  
Steve Huitt  
Melinda Lidke  
Bob Rosbury  
Jim Roundtree  
Mike Standt  
Gray Walker  
Ralph Wrightstone

### BUSINESS ADMINISTRATION AND MARKETING MANAGEMENT

Steve Bessette  
Vickie Davis  
Cynthia Green  
Kevin McLoughlin  
Glenn Rains  
Portia Reese  
Calvin Rodgers  
Laura Rodgers  
Bob Watts

### CHILD DEVELOPMENT AND EDUCATION

Blanche Arnold  
Kathy Basile  
Ora Brown  
Mary Jones  
Joyce Lighty  
Lorie Pender  
Arie Perkins  
Shirley Pitman  
Shannon Tracy  
Thelma Waters



## **COMPUTER PROGRAMMING AND ANALYSIS**

Ray Ammons  
 Jim Anthony, III  
 Richardo De Lafuente  
 Victor Ferreros  
 Bob Gibson  
 Tom Hebel  
 James L. Howard  
 Terry Redden  
 Barbara Scott

## **COSMETOLOGY**

Rob Arendse  
 Cheryl Asklof  
 Mollie Durbin  
 Suzanne Gibbons  
 Phil Harvey  
 Debra Jarrett  
 Carol Johnson  
 Gail Manion

## **CRIMINAL JUSTICE**

Lt. Terry Barcelona  
 Lt. Tim Burke  
 Sgt. Alexander Connolly  
 Counsuela Curtis  
 Capt. John Forte  
 Capt. Eugene Griffin  
 Sgt. Tom Harmer  
 Lt. J.J. Kane  
 Chief John McKenzie  
 Sgt. John Pietruszewski  
 Capt. David Puscher  
 Lt. H.W. Schmahl  
 Lt. William Scott  
 David Smith  
 Lt. Bud Spencer

## **CRIMINAL JUSTICE REGION XI COUNCIL**

Jim Davis  
 Major Ed Flynn

Capt. John Forte  
 Chief James Gabbard  
 Chief Gil Kerlikowski  
 Sheriff Bobby Knowles  
 Chief Ernest Polverari  
 Chief Charles Reynolds  
 Chief Louis J. Savini  
 Lt. William Scott  
 Chief Charles White

## **DENTAL ASSISTING**

Cynthia Black, CDA  
 Dr. Stephen Blank  
 Jackie Brown, CDA  
 Dr. Robert Gehrig  
 Dr. J. David Girlinghouse  
 Mary Heberling, CDA  
 Dr. Richard Skripak

## **DENTAL HYGIENE**

David Boden, D.D.S., M.S.  
 Ronald Cain, D.D.A., M.S.  
 Dr. Carol Dombroski  
 Mary Jane Foist, R.D.H.  
 Mary Pellitier, R.D.H.  
 S. Phillip Rowe, D.M.D.  
 Martha E. Schiavonne, R.D.H.  
 Dr. Craig Stranigan

## **DENTAL LABORATORY TECHNOLOGY**

Gina Drumm  
 Dr. Gerald Goebel  
 Michael Hickey  
 Joanne Moore  
 Erlinda Olsen  
 Dr. Radamee Orlandi-Alvarez  
 Scott Roser

## **DRAFTING AND DESIGN TECHNOLOGY**

Edwin B. Arnold  
 Donal Bergman  
 Stanley Bredemeyer

Jim Chrulski  
Paul Dritenbas  
Dan Fitzgerald  
Greg Flemming  
David Fowler  
Brad Granfield  
Thomas Grant  
Chester Heglund  
Regina Karner  
Bill Shearer, Jr.  
Matt Taylor  
Roger Walker

### **ELECTRONICS ENGINEERING TECHNOLOGY**

Jack Breen  
Robert Callen  
Ron Carson  
Dale Ewing  
Mike Groom  
Mark Hueter  
Thomas Richards  
Scott Oehrle

### **EMT/PARAMEDIC**

Deborah Boyer  
Dr. Thomas Calvert  
Deborah Crouse  
Russell Disinger  
Roy D. Doerr  
Shaun Fix  
Lt. Ronald Gagnon  
Susan Galloway  
Capt. Barry Irwin  
Lyman Johnson  
Jim Judge  
Jim Kruger  
Dr. Chi Chiou Lui  
Andrew McDonald  
Scott Mathis  
Dr. Roger Nicosia  
Tim Phalin  
Dr. Quinto  
Karen Sherrerd  
William Topping

Jamie Tracey  
Mike Walker  
Jason Winer  
Steve Wolfberg

### **FASHION MARKETING MERCHANDISING**

Sylvia Arnold  
David Carling  
David Edwards  
Earlene Gallmon  
Trish Hickey  
Susanne Hyst  
Jean Jacobs  
Cindy Rosslow  
Hazel Sessions  
Gail Sheets  
Royce Sisson  
Celeste Sommers  
Nell Stanton  
Mary Thornton  
Pamela Walker

### **FIRE SCIENCE**

Chief Russ Disinger  
Michael Grace  
Otis Humanes  
Robert Hutchinson  
Deputy Chief Lyman Johnson  
Chief Ronald McCorkle  
Chief Louis Papitto  
Robert Richards  
Fire Marshall Terry Seawall  
Lt. Jim Spurgeon  
Chief L. Keith Tomey  
Chief James Weinand

### **HEALTH CARE OPPORTUNITIES PROGRAM (HCOP)**

Sonny Browning  
Michael Burke  
Alma Jones  
Cindy Livings  
Wayne Moeching  
Mary Santoro

**HEALTH CARE MANAGEMENT**

Dora Anspaugh  
 Milli Barry  
 Henry Block  
 Vincent Cacciatore  
 Carolyn Hartley  
 Jack Kane  
 Joseph Murray  
 Janet Piek  
 W.R. Rogers  
 Vance Sweeting

Janine Cleveland  
 Jennie Curland  
 Jan Davis  
 John Gertz  
 Peggy Hamilton  
 Peter Jefferson  
 Carol Kenney  
 Beverly Lee  
 Edward Nolan  
 Ron Renner  
 Karen Riley  
 Sue Ellen Welch

**HIGH TECHNOLOGY**

James Anthony  
 John Barrow  
 Nick Blount  
 Jennie Curland  
 Andrew Desoiza  
 Colleen Dove  
 Fane Friberg  
 Paula Goldstone  
 F.D. "Bud" Jordan  
 Charles Macaluso  
 James L. McGuffey  
 John Mohr  
 George Rau  
 Dean Stapleton

**LEGAL ASSISTING TECHNOLOGY**

Margaret Averill  
 James Balsiger  
 Jeff Barton  
 Jane Carstensen  
 Bruce Colton  
 Barbara Deberry  
 Douglas Dixon  
 Dorothy Hudson  
 David Morgan  
 Glenn Parr  
 Shirley A. Worthington

**HUMAN SERVICES**

John Baudhuin  
 Howard Buss  
 Becky Cottle  
 Kenneth Gold  
 Michael Hartman  
 Allen Holley  
 Sharon Mick  
 Dennis Thompson  
 Jim Wakefield

**LIBRARY ASSISTANT**

Linda Coles  
 Gretchen Hamerstein  
 Allardyce Hamill  
 Susan Kilmer  
 Martha Knight  
 Irene Linton-Smith  
 Joe Minard  
 Mary Powell  
 Linda Richardson  
 Jack Roberts

**INTERIOR DESIGN**

Diane Anderson  
 Van Buckle  
 Charlene Casalino  
 Ron Childress

**MEDICAL LABORATORY TECHNOLOGY**

Janet Frankenbery  
 George Haddad  
 Chris Harper  
 William Joyce

Dr. Mush Taq Hussain  
Dr. Steve Lofton  
Dan Nippes  
John Oliver  
Robert Oliver  
Dr. Joe Pilkinton  
Dorothea Powell  
Jane Righton  
Earl Ritzline  
Dr. John Rodgers  
Dr. H. L. Schofield  
Dr. Virginia White

### **NURSING**

Doris Anspaugh, R.N.  
Ida Berlew, R.N.  
Barbara Horne, R.N.  
Marilyn Hudson  
Karen Jeffers, R.N.  
Margery Kelly, R.N.  
Linda Klineman, L.P.N.  
Margot Kornicks, R.N.  
Joan Kostenbader, R.N.  
Bernice Landry, L.P.N.  
Nancy Pfister, R.N.  
Phyllis Sippel  
Pam Sloan, R.N.  
Ebby Thomas, R.N.  
Dr. Donato A. Viggiano  
Rebecca Weiner, R.N.  
Dr. Doris B. Yingling, R.N.

### **OFFICE SYSTEMS TECHNOLOGY**

Clair Bould  
Jane Capo  
Carla Crawford  
Ixa Gutierrez  
Dean Mosley  
Lee Muschott  
Matthew Roberts  
Ruth Shaw  
Gwenda Thompson  
C. Norris Tilton  
Carol Waxler

### **RADIOGRAPHY TECHNOLOGY**

Richard Benjamin, R.T.  
Earl Berry, R.T.  
Rolanda Byrd  
Judith Comstock  
Richard Chiarantona  
Catherine Hamm  
Sherri Kaufman  
Gina Lansing  
Brenda Miller, R.T.  
Elizabeth Palomino  
Brad Pearse, R.T.  
Paul Preziuso  
Dr. Paul Skaggs  
Mary Santoro  
Sue Todd

### **RESPIRATORY CARE**

Karen Booth  
Carol Boyd  
Bob Councilman  
Reggie Harmon  
Dr. Donald Hoffman  
Scott Montgomery  
Shaun Polland  
Larry Pollock  
Dave Sorrell

### **RESTAURANT MANAGEMENT**

Dana Appe  
Peggy Ash  
Joe Barletto, R.D.  
Dave Coddington  
Gayle Ellis  
Sandy Fernandez  
Bob Islei  
Lori Hopkins  
Audrey Jolliffe  
Cathy McGinn  
Frank Mullins  
Marilyn Whitehurst  
Brenda Williams  
Doris Wright

**VOCATIONAL ED FOR  
INDIVIDUALS WITH  
HANDICAPS**

Werner Bold  
Rhoda Brant  
Joan Burnstein  
Don Hinkle  
Joyce Holmes  
Donna Hosang  
Suzanne Hutchinson  
Peggy Kirby-Kuster  
Scott Wheeler  
James Williamson

**WATER/WASTEWATER**

C. Landon Fortner, Jr.  
Hillman Goff  
Clyde Long  
William Mathews  
George Morgan  
Bart Patria  
Terry Pinto  
Richard Stenberg

<b>COURSE OFFERINGS</b>		<b>PAGE</b>
ACG 1002	Accounting Applications for the Microcomputer (O) .....	202
ACG 2001	Principles of Accounting I (Financial) (D) .....	202
ACG 2003	Basic Accounting I (O) .....	202
ACG 2004	Basic Accounting II (O) .....	202
ACG 2011	Principles of Accounting II (Financial) (D) .....	202
ACG 2013	Basic Accounting III (O) .....	202
ACG 2014	Basic Accounting IV (O) .....	202
ACG 2071	Managerial Accounting (D) .....	203
ACG 2100	Intermediate Accounting I (O) .....	203
ACG 2110	Intermediate Accounting II (O) .....	203
ACG 2450	Microcomputers in Accounting I (D) .....	203
ACG 2460	Microcomputers in Accounting II (D) .....	203
ACG 2500	Government Accounting (O) .....	203
ACR V001	Basic Air Conditioning I (O) .....	208
ACR V002	Basic Air Conditioning III (O) .....	208
ACR V151	Basic Air Conditioning II (O) .....	208
ACR V301	Basic Air Conditioning IV (O) .....	208
ACR V600C	Basic Air Conditioning V (O) .....	208
ACR V602	Basic Air Conditioning VI (O) .....	209
ACR V812	A/C, Refrigeration and Heating Lab (O) .....	209
ACR 1000	Basic Refrigeration (O) .....	206
ACR 1100	Basic Electricity I (Air Conditioning) (O) .....	207
ACR 1101	Applied Electricity I (Air Conditioning) (O) .....	207
ACR 1102	Applied Electricity II (Air Conditioning) (O) .....	207
ACR 1103	Basic Electricity II (Air Conditioning) (O) .....	207
ACR 1600	Heat (O) .....	207
ACR 1601	Heat Pump Systems (O) .....	207
ACR 1741	Components of Refrigeration (O) .....	207
ACR 1946	Refrigeration & A/C Cooperative Work Exp I (O) .....	207
ACR 1947	Refrigeration & A/C Cooperative Work Exp II (O) .....	208
ACR 1948	Refrigeration & A/C Cooperative Work Exp III (O) .....	208
ACR 1949	Refrigeration & A/C Cooperative Work Exp IV (O) .....	208
ACR 2062	Heating and Cooling Load Calculation (O) .....	207
ACR 2071	Air Conditioning and Heating Service Management (O) .....	207
ACR 2421	Duct Systems (Air Conditioning and Heating) (O) .....	207
ADV 2201	Advertising and Sales Promotion (D) .....	225
AEB 1112	Introduction to Agricultural Computer Applications (D) .....	206
AEB 1113	Agricultural Computer Applications (O) .....	206
AEB 1114	Agribusiness Computer Technology (O) .....	206
AEB 1308	Agribusiness Marketing (O) .....	206
AEB 2104	Principles of Agricultural Economics (D) .....	205
AEB 2304	Agricultural Marketing, Processing and Management (O) .....	205
AER 1010	Intro to Automotive Technology (O) .....	219
AER 1310	Introduction to Automotive Electrical Systems (O) .....	219
AER 1111	Auto Engine Repair and Testing (O) .....	219
AER 1151	Engine Performance (O) .....	219
AER 1410	Automotive Brake Systems (O) .....	219
AER 1450	Suspension, Steering and Alignment (O) .....	220
AER 2311	Advanced Automotive Electrical Systems (O) .....	220
AER 2251	Automatic Transmissions and Transaxles (O) .....	220

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

AER	2270	Automotive Power Trains (O) .....	220
AER	2171	Automotive Air Conditioning and Heat (O) .....	220
AER	2520	Computer Controls and Fuel Injection (O) .....	220
AER	2881	Auto/Diesel Supervised Work Experience I (O) .....	220
AER	2882	Auto/Diesel Supervised Work Experience II (O) .....	221
AGE	1230	Irrigation Systems I (O) .....	205
AGE	2234	Irrigation Systems II (O) .....	205
AMH	2010	American History to 1877 (P) .....	274
AMH	2020	American History since 1877 (P) .....	274
AML	2010	American Literature to 1865 (P) .....	262
AML	2022	American Literature after 1865 (P) .....	262
ANS	1211	Farm and Ranch Management (O) .....	204
ANS	1310	Animal Reproduction (O) .....	204
ANS	1401	Animal Nutrition (O) .....	204
ANT	2402	Anthropology and Modern Life (P) .....	209
ANT	2410	Introduction to Cultural Anthropology (P) .....	209
ANT	2511	Introduction to Physical Anthropology (P) .....	209
ANT	2930	Anthropology and the Paranormal (P) .....	209
APA	1211	College Accounting (O) .....	203
APA	1812	Small Business Tax (O) .....	204
ARH	1000	Art Appreciation (P) .....	210
ARH	1410	History of Modern Art (P) .....	210
ARH	1835	Living the Life of the Artist (P) .....	214
ARH	2010	Issues in Contemporary Art (P) .....	210
ARH	2050	Introduction to the History of Art (Prehistoric through Renaissance) (P) .....	210
ARH	2051	History of Art (Baroque through Modern) (P) .....	210
ARR	1001	Auto Body I (O) .....	219
ART	V150C	Metalsmithing I (O) .....	209
ART	V151C	Metalsmithing II (O) .....	209
ART	V170C	Metal Casting (O) .....	209
ART	V176C	Jewelry Manufacturing V (O) .....	219
ART	V711C	Jewelry Manufacturing III (O) .....	219
ART	V712C	Jewelry Manufacturing IV (O) .....	219
ART	V180	Stained Glass and Design (O) .....	209
ART	1591C	Mixed Media Painting (P) .....	210
ART	1173C	Beginning Costume Jewelry (P) .....	210
ART	1174C	Intermediate Costume Jewelry (P) .....	210
ART	1175C	Advanced Costume Jewelry (P) .....	210
ART	1181C	Beginning Stained Glass (P) .....	209
ART	1182C	Intermediate Stained Glass (P) .....	210
ART	1190C	Beginning Ceramics (P) .....	210
ART	1191C	Intermediate Ceramics (P) .....	210
ART	1194C	Beginning Basketry (P) .....	211
ART	1195C	Intermediate Basketry (P) .....	211
ART	1196C	Advanced Basketry (P) .....	211
ART	1201C	Color and Design I (P) .....	211
ART	1202C	Color and Design II (P) .....	211
ART	1287C	Beginning Calligraphy (P) .....	218
ART	1288C	Intermediate Calligraphy (P) .....	218
ART	1289C	Advanced Calligraphy (P) .....	218
ART	1300C	Introduction to Drawing (P) .....	211

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

ART	1301C	Drawing (P) .....	211
ART	1304C	Basic Drawing (P) .....	211
ART	1305C	Beginning Landscape Drawing (P) .....	211
ART	1306C	Intermediate Landscape Drawing (P) .....	211
ART	1307C	Advanced Landscape Drawing (P) .....	211
ART	1308C	Beginning Pastel Drawing (P) .....	212
ART	1310C	Intermediate Pastel Drawing (P) .....	212
ART	1325C	Beginning Portrait Drawing (P) .....	212
ART	1327C	Portrait Sketching and Painting (P) .....	212
ART	1330C	Beginning Life Drawing (P) .....	212
ART	1331C	Intermediate Life Drawing (P) .....	212
ART	1332C	Advanced Figure Drawing (P) .....	212
ART	1350C	Beginning Drawing (P) .....	212
ART	1351C	Intermediate Drawing (P) .....	212
ART	1352C	Advanced Drawing (P) .....	212
ART	1540C	Beginning Watercolor (P) .....	212
ART	1551C	Introduction to the Airbrush (P) .....	212
ART	1560C	Intermediate Watercolor (P) .....	212
ART	1561C	Advanced Watercolor (P) .....	213
ART	1562C	Painting: Synthetic Materials (P) .....	213
ART	1590C	Beginning Painting (P) .....	213
ART	1591C	Intermediate Painting (P) .....	213
ART	1592C	Advanced Painting (P) .....	213
ART	1593C	Beginning Collage Painting (P) .....	213
ART	1594C	Intermediate Collage Painting (P) .....	213
ART	1595C	Advanced Collage Painting (P) .....	213
ART	1596C	Beginning Porcelain Painting (P) .....	213
ART	1597C	Intermediate Porcelain Painting (P) .....	213
ART	1598C	Advanced Porcelain Painting (P) .....	213
ART	1701C	Introduction to Sculpture (P) .....	213
ART	1712C	Sculpture: Decorative Ironwork (P) .....	214
ART	1717C	Metal Casting Studio I (P) .....	214
ART	1718C	Metal Casting Studio II (P) .....	214
ART	1719C	Metal Casting Studio III (P) .....	214
ART	1750C	Beginning Sculpture (P) .....	214
ART	1751C	Intermediate Sculpture (P) .....	214
ART	1752C	Advanced Sculpture (P) .....	214
ART	1931	Women Artists (P) .....	210
ART	2012C	Mixed Media Watercolor Studio I (P) .....	217
ART	2110C	Ceramics I (P) .....	214
ART	2112C	Ceramics II (P) .....	214
ART	2113C	Ceramics III (P) .....	214
ART	2114C	Ceramics Studio I (P) .....	215
ART	2198C	Ceramics Studio II (P) .....	215
ART	2199C	Ceramics Studio III (P) .....	215
ART	2306C	Drawing I (P) .....	215
ART	2316C	Drawing II (P) .....	215
ART	2321C	Portrait Drawing I (P) .....	215
ART	2322C	Portrait Drawing II (P) .....	215
ART	2353C	Drawing Studio I (P) .....	215
ART	2390C	Pastel Drawing Studio I (P) .....	215
ART	2391C	Pastel Studio II (P) .....	215

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.



ART	2399C	Drawing with Pen and Ink (P) .....	215
ART	2400C	Graphics (P) .....	216
ART	2510C	Introduction to Painting (P) .....	216
ART	2511C	Painting I (P) .....	216
ART	2520C	Painting (P) .....	216
ART	2523C	Painting II (P) .....	216
ART	2533C	Painting III (P) .....	216
ART	2543C	Oil and Acrylics I (P) .....	216
ART	2544C	Oil and Acrylics II (P) .....	216
ART	2545C	Oil and Acrylics III (P) .....	216
ART	2550C	Watercolor I (P) .....	217
ART	2563C	Watercolor Studio II (P) .....	217
ART	2564C	Watercolor Studio III (P) .....	217
ART	2565C	Painting Studio I (P) .....	217
ART	2566C	Watercolor Portrait Painting Studio I (P) .....	217
ART	2568C	Watercolor Studio I (P) .....	216
ART	2569C	Watercolor II (P) .....	217
ART	2592C	Painting Studio II (P) .....	217
ART	2599C	Painting Studio III (P) .....	217
ART	2700C	Sculpture I (P) .....	217
ART	2703C	Sculpture III (P) .....	218
ART	2704C	Welding Metal Studio I (P) .....	218
ART	2713C	Wood Sculpture (P) .....	218
ART	2753C	Sculpture Studio I (P) .....	218
ART	2754C	Sculpture Studio II (P) .....	218
ART	2755C	Sculpture Studio III (P) .....	218
ART	2933C	Antique Porcelain Doll Reproduction I (P) .....	218
ASG	1253	Livestock Selection (O) .....	204
ASH	2041	Modern Chinese History (P) .....	274
AST	1002	Astronomy (P) .....	312
BAN	1605	Communications for Bankers (O) .....	265
BAN	1800	Law and Banking: Principles (O) .....	265
BAN	1801	Law and Banking: Applications (O) .....	265
BAN	2004	Principles of Banking (O) .....	265
BAN	2005	Contemporary Issues in Banking (O) .....	265
BAN	2142	Professional Teller Training (O) .....	265
BAN	2210	Analyzing Financial Statements (O) .....	265
BAN	2231	Introduction to Commercial Lending (O) .....	265
BAN	2240	Consumer Lending (O) .....	265
BAN	2252	Real Estate Finance (O) .....	265
BAN	2500	Economics for Bankers (O) .....	265
BAN	2501	Money and Banking (O) .....	266
BAN	2511	Marketing for Bankers (O) .....	266
BAN	2936	Banking Supervision (O) .....	266
BAN	2742	Bank Management (O) .....	266
BAN	2935	Service and Sales in Banking (O) .....	266
BCN	1210	Materials of Construction (D) .....	223
BCN	1250	Architectural Drafting Principles (D) .....	253
BCN	1272	Plans Interpretation I (O) .....	223
BCN	1610	Cost Estimating (O) .....	224
BCN	1701	Construction Office Practices (O) .....	223

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

BCN	1721	Construction Accounting and Cost Control (O) .....	223
BCN	1760	Building Codes Specifications (O) .....	224
BCN	1765	Contract Codes and Specifications (O) .....	224
BCN	2211	Commercial Construction Materials (O) .....	224
BCN	2213	Concrete Construction Materials and Methods (O) .....	224
BCN	2251	Architectural Drafting-Residential (O) .....	253
BCN	2275	Plans Interpretation II (O) .....	224
BCN	2561	Mechanical and Electrical Systems (O) .....	224
BCN	2616	Construction Estimating (O) .....	224
BCN	2703	Field Management (O) .....	224
BCT	P610	Preparation for Journeyman Exam (O) .....	225
BCT	P699	Preparation for Master Electrician Exam (O) .....	225
BCT	V203	Picture Framing (O) .....	218
BCT	V111	Basic Woodworking (O) .....	331
BCT	V121	Woodworking Workshop (O) .....	331
BCT	V131	Residential Carpentry I (O) .....	223
BCT	V133	Residential Carpentry II (O) .....	223
BCT	V170	Residential Carpentry III (O) .....	223
BCV	V011	Introduction to Construction (O) .....	223
BRC	V100	Basic Teller Training (O) .....	265
BRC	1610	Wills, Trusts and Estates (O) .....	265
BSC	1005	Fundamentals of Biology I (P) .....	221
BSC	1005C	Biological Science with Lab (P) .....	221
BSC	1006	Fundamentals of Biology II (P) .....	221
BSC	1010C	General Biology I (P) .....	221
BSC	1011C	General Biology II (P) .....	222
BSC	1501	Introduction to Ecology (P) .....	222
BSC	2093C	Anatomy and Physiology I (P) .....	221
BSC	2094C	Anatomy and Physiology II (P) .....	221
BSC	2910	Natural Science Directed Research Studies (P) .....	222
BUL	2241	Business Law I (D) .....	225
BUL	2242	Business Law II (D) .....	225
CCJ	2020	Introduction to Criminal Justice (D) .....	242
CCJ	2200	Introduction to the Courts (O) .....	242
CCJ	2220	Criminal Law (D) .....	240
CCJ	2230	Rules of Evidence (D) .....	244
CCJ	2231	Criminal Procedure (D) .....	240
CCJ	2250	Constitutional Law (D) .....	240
CCJ	2281	Constitutional Rights of the Incarcerated (O) .....	240
CCJ	2300	Introduction to Corrections (O) .....	242
CCJ	2330	Probation and Parole (O) .....	243
CCJ	2400	Police Organization and Administration (O) .....	243
CCJ	2403	Executive Leadership (O) .....	241
CCJ	2440	Correctional Institution Administration and Organization (O) .....	240
CCJ	2441	Correctional Supervision (O) .....	240
CCJ	2500	The Juvenile and the Law (O) .....	243
CEN	1503	Orientation to Novell Netware (O) .....	231
CEN	1504	Orientation to Novell Networking II (O) .....	231
CEN	2500	Data Communications (O) .....	232
CET	1151	PC Service and Maintenance I (O) .....	258

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

CET	2173	Microcomputer Theory and Servicing .....	258
CET	2114C	Digital Circuits (O) .....	258
CET	2123C	Microprocessors I (O) .....	258
CET	2131C	Microprocessors II (O) .....	258
CGS	V361	Computer Usage (O) .....	237
CGS	1000	Introduction to Computer Usage (O) .....	232
CGS	1041	Electronic Access to Information for the Medical Profession (O) .....	232
CGS	1050	Electronic Access to Information (P) .....	232
CGS	1052	Introduction to Electronic Access to Information (P) .....	232
CGS	1060	College Computing (P) .....	232
CGS	1061	Orientation to the Computer (O) .....	232
CGS	1064	College Computing II (P) .....	232
CGS	1101	Personal Computer Finance (O) .....	233
CGS	1102	Computer Usage for Real Estate Agents (O) .....	233
CGS	1110	Computer Literacy I (O) .....	233
CGS	1120	Computer Analysis (O) .....	234
CGS	1130	Electronic Access to the Legal Profession (O) .....	233
CGS	1160	Basic Computer Applications (O) .....	232
CGS	1261	Orientation to Laser Printing (O) .....	233
CGS	1300	Computer Literacy II (O) .....	233
CGS	1370	Choosing Your Microcomputer (O) .....	233
CGS	1412	LOGO Usage Workshop (O) .....	233
CGS	1500	Micro-Word Processing (O) .....	233
CGS	1501	Advanced Micro-Word Processing (O) .....	206
CGS	1503	Orientation to Microsoft Word (O) .....	233
CGS	1504	Orientation to Wordstar (O) .....	233
CGS	1505	Orientation to WordPerfect (O) .....	233
CGS	1507	Orientation to Q&A (O) .....	234
CGS	1540	Orientation to Q&A II (O) .....	234
CGS	1510	Electronic Spreadsheet (O) .....	234
CGS	1511	Advanced LOTUS (O) .....	234
CGS	1520	Orientation to Business Graphics (O) .....	234
CGS	1530	LOTUS I (O) .....	234
CGS	1531	Introduction to Microsoft Works (O) .....	234
CGS	1532	Introduction to PFS First Choice (O) .....	234
CGS	1560	Disk Operating System I (O) .....	234
CGS	1561	Disk Operating System II (O) .....	234
CGS	1564	Orientation to Windows (O) .....	234
CGS	1565	Disk Operating System (O) .....	235
CGS	1571	Overview of Computer Usage I (O) .....	235
CGS	1572	Overview of Computer Usage II (O) .....	235
CGS	1580	Orientation to Desktop Publishing (O) .....	235
CGS	1581	Overview of PFS First Publisher (O) .....	208
CGS	2100	Integrated Computer Applications (O) .....	235
CGS	2501	Advanced WordPerfect (O) .....	235
CGS	2512	LOTUS II (P) .....	235
CGS	2570	Introduction to Appleworks (O) .....	235
CHD	1220	Introduction to Child Development (D) .....	229

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

CHD	1332C	Creative Experiences for the Young Child (O) .....	230
CHD	1532	Effective Parenting Skills (O) .....	230
CHM	1015	Introduction to Chemistry (P) .....	229
CHM	1033	Biochemistry for Health Professionals (O) .....	229
CHM	1045C	General Chemistry I (P) .....	229
CHM	1046C	General Chemistry II (P) .....	229
CHM	2210C	Organic Chemistry I (P) .....	229
CHM	2211C	Organic Chemistry II (P) .....	229
CIS	1000	Introduction to Data Processing (D) .....	236
CIS	2321	Computer Systems Design (D) .....	236
CJD	P626	Hostage Negotiations (O) .....	218
CJD	V000	Basic Law Enforcement Recruit Training (O) .....	245
CJD	V001	Law Enforcement Auxiliary (O) .....	246
CJD	V002	Law Enforcement-Cross Training (O) .....	246
CJD	V003	Correctional Auxiliary (O) .....	245
CJD	V006	Corrections-Supplemental Training (O) .....	246
CJD	V007	Law Enforcement-Supplemental Training (O) .....	246
CJD	V008	Law Enforcement-Supplemental Training (O) .....	246
CJD	V012	Basic Law Enforcement for Reserve Officers (O) .....	246
CJD	V450	Basic Corrections Training (O) .....	245
CJD	V480	Correctional Probation Officer Basic Recruit (O) .....	245
CJD	1009	Police Procedures (O) .....	243
CJD	1253	Self Defense and Use of Force (O) .....	244
CJD	1254	First Responder to Medical Emergencies (O) .....	241
CJD	1255	Defensive Tactics Instructor Training (O) .....	241
CJD	1256	Handgun Retention Instructor (O) .....	242
CJD	1310	Line Supervision (O) .....	243
CJD	1314	Supervisory Techniques for Law Enforcement (O) .....	244
CJD	1468	Youthful Offenders (O) .....	245
CJD	1471	Discipline and Special Confinement Techniques (O) .....	241
CJD	1501	Criminal Justice Instructor Techniques (O) .....	242
CJD	1510	Foreign Language Skills for Criminal Justice (O) .....	242
CJD	1601	Traffic Accident Investigation (O) .....	244
CJD	1608	Advanced Traffic Accident Investigation (O) .....	239
CJD	1614	Standardized Field Sobriety Testing (O) .....	244
CJD	1615	Radar Operators (O) .....	243
CJD	1630	Basic Firearms Instructor Training (O) .....	239
CJD	1632	Field Training Officer Techniques (O) .....	241
CJD	1650	Selective Patrol Drug Enforcement (O) .....	244
CJD	1662	Tactical Police Driving (O) .....	244
CJD	1665	Computer Applications for Law Enforcement (O) .....	239
CJD	1667	Driving Instructor Training (O) .....	241
CJD	1672	School Resource Officer (O) .....	244
CJD	1677	Drug Awareness and Education (O) .....	213
CJD	1681	Case Preparation and Court Presentation (O) .....	239
CJD	1682	Civil Liabilities and Legal Issues (O) .....	239
CJD	1691	Stress Awareness and Resolution (O) .....	244
CJD	1696	Human and Community Relations (O) .....	242
CJD	2250	Investigative Interviews (O) .....	240
CJD	2320	Middle Management (O) .....	243
CJD	2602	Narcotics Identification and Investigation (O) .....	243
CJD	2603	Sex Crimes Investigation (O) .....	244

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

CJD	2604	Injury and Death Investigation (O) .....	242
CJD	2605	Traffic Homicide Investigation (O) .....	245
CJD	2607	Advanced Narcotics Investigation (O) .....	239
CJD	2609	Traffic Accident Reconstruction (O) .....	245
CJD	2251	Detective Academy (O) .....	241
CJD	2616	Violent Crime Investigation (O) .....	245
CJD	2663	Report Writing Development (O) .....	243
CJD	2664	Underwater Police Science and Technology (O) .....	245
CJD	2697	Domestic Intervention (O) .....	241
CJT	V810	Security Guard Training (O) .....	246
CJT	V930	Law Enforcement Explorer's Academy (O) .....	246
CJT	2100	Criminal Investigation (D) .....	240
CJT	2101	Advanced Criminal Investigations (O) .....	238
CJT	2110	Introduction to Criminalistics (O) .....	240
CJT	2120	Crime Scene Procedures (O) .....	240
CJT	2121	Arson Investigation (D) .....	239
CJT	2230	Chemical Test for Intoxication (O) .....	239
CJT	2311	Advanced Firearms Training (O) .....	210
CJT	2312	Basic Firearms for Probation and Parole Officers (O) .....	239
CJT	2322	Auto Pistol Transition (O) .....	239
CLP	1930	Therapeutic Use of Photography, Imagery and Laughter (O) .....	315
CLP	2140	Abnormal Psychology (P) .....	275
COP	1006	Orientation to Programming (O) .....	236
COP	1170	BASIC Programming I (D) .....	236
COP	1171	Business Programming in BASIC (D) .....	236
COP	1700	Data Base Management (O) .....	236
COP	2000	Introduction to Computer Programming (P) .....	236
COP	2120	COBOL Programming I (D) .....	236
COP	2121	COBOL Programming II (D) .....	236
COP	2123	Introduction to CICS (O) .....	236
COP	2200	FORTRAN (D) .....	237
COP	2210	PASCAL I (D) .....	237
COP	2212	FORTRAN Programming for Engineers (D) .....	235
COP	2220	C Programming I (D) .....	235
COP	2334	C Programming II (C++) (O) .....	237
COP	2400	ASSEMBLER Programming I (D) .....	237
COP	2701	Data Base Programming (O) .....	237
COS	V001C	Introduction to Cosmetology (O) .....	237
COS	V080C	Anatomy, Physiology & Chemistry of Cosmetology (O) .....	237
COS	V081C	Cosmetology Review, Job Prep and Salon Management (O) .....	238
COS	V801	Management Techniques for Salon Owners (O) .....	238
COS	V920	Cosmetology Refresher (O) .....	238
COS	V922	Permanent Wave Techniques (O) .....	238
COS	V924	Advanced Systematic Approach to Hair Coloring (O) .....	238
COS	V925	Advanced Hair Cutting Techniques (O) .....	238
COS	P932	Aids Update for Cosmetologists (O) .....	238
COS	V996	Full Specialist (O) .....	238
CPO	2002	Comparative Politics (P) .....	313
CRW	1005	Advanced Creative Writing (P) .....	262
CRW	1300	Beginning Writing: Poetry (P) .....	262
CRW	1501	Beg Writing & Marketing Children's Literature (P) .....	262
CRW	2001	Creative Writing I (P) .....	262
CRW	2002	Creative Writing II (P) .....	262

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

CRW	2100	Creative Writing Studio I (P) .....	262
CSP	V010	Manicuring, Pedicuring, and Nail Extensions (O) .....	238
CSP	V100	Esthetics (O) .....	238
CSP	V300	Techniques of Makeup Application (O) .....	238
CTE	1300	Clothing Selection and Construction (D) .....	263
CTE	1401	Introduction to Textiles (D) .....	263
CTE	1743	Pattern Design (D) .....	263
CTE	2220	Visual Design in Fashion (D) .....	263
CTE	2340	Advanced Clothing Construction (D) .....	263
DAA	1010	Stage Movement and Theatre Dance (P) .....	255
DAA	1370	Country and Social Dance (P) .....	309
DEA	1200	Dental Office Management (O) .....	250
DEA	V200C	Office Management (O) .....	248
DEH	1001C	Introduction to Clinical Procedures (O) .....	248
DEH	1090C	Pre-Clinical Dental Hygiene (O) .....	248
DEH	1800C	Clinical Dental Hygiene I (O) .....	248
DEH	1802C	Clinical Dental Hygiene II (O) .....	249
DEH	1820	Health Office Emergencies (O) .....	250
DEH	2530L	Expanded Functions for Dental Hygienists (O) .....	250
DEH	2602	Periodontology (O) .....	249
DEH	2702	Community Dental Health (O) .....	250
DEH	2804C	Clinical Dental Health III (O) .....	249
DEH	2806C	Clinical Dental Health IV (O) .....	250
DEP	1001	Child and Adolescent Psychology (P) .....	276
DES	1000	Head, Neck, and Dental Anatomy .....	247
DES	1030	Oral Embryology and Histology (O) .....	248
DES	1050	Pharmacology (O) .....	248
DES	1100C	Elements of Dental Materials (O) .....	247
DES	1140C	Dental Materials I (O) .....	251
DES	1200	Dental Radiography (O) .....	247
DES	1200L	Dental Radiography Lab (O) .....	247
DES	2044	General and Oral Pathology (O) .....	249
DES	2051	Pain Control and Anesthesia (O) .....	249
DES	2141C	Dental Materials II (O) .....	252
DIE	1124	Dietary Management Operations (O) .....	323
DIE	2201	Nutrition and Diet Therapy (D) .....	323
DIM	1001	Introduction to Diesel Engines (O) .....	220
DIM	1010	Diesel Engines Troubleshooting and Repair (O) .....	220
DTE	1000	Orientation and Terminology (O) .....	250
DTE	1010	Oral Anatomy (O) .....	250
DTE	1020	Tooth Physiology and Anatomy Theory (O) .....	250
DTE	1020L	Tooth Physiology and Anatomy Lab (O) .....	250
DTE	1103	Complete Denture Theory (O) .....	250
DTE	1103L	Complete Denture Lab (O) .....	251
DTE	1132	Orthodontics and Pedodontic Theory (O) .....	251
DTE	1132L	Orthodontics and Pedodontic Lab (O) .....	251
DTE	2030	Occlusal Topography (O) .....	251
DTE	2030L	Occlusal Topography Lab (O) .....	251
DTE	2107	Partial Denture Theory (O) .....	251
DTE	2107L	Partial Denture Lab (O) .....	251
DTE	2141	Ceramic Theory (O) .....	251

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

DTE	2141L	Ceramic Lab (O) .....	251
DTE	2150	Crown and Bridge Theory (O) .....	251
DTE	2150L	Crown and Bridge Lab (O) .....	251
DTE	2151	Advanced Fixed Prosthodontics Theory (O) .....	251
DTE	2151L	Advanced Fixed Prosthodontics Lab (O) .....	251
DTE	2180	Dental Laboratory Operations (O) .....	252
DTE	2191	Assimilation of Dental Technology (O) .....	252
DTE	2200	Ethics and Jurisprudence (O) .....	252
ECO	2000	Introduction to Economics (P) .....	256
ECO	2013	Principles of Economics I (Macroeconomics) (P) .....	256
ECO	2023	Principles of Economics II (Microeconomics) (P) .....	256
EDF	1021	Social Elements in Early Childhood Education (D) .....	230
EDF	2005	Introduction to Education (P) .....	256
EDF	2020	Human Development (P) .....	257
EDF	2070	Foundations of Education (P) .....	257
EDG	1932	Enhancing Teacher Effectiveness (P) .....	257
EDG	1934	Community College Teaching (P) .....	257
EDG	2001	Teacher Capability Development (P) .....	257
EDG	2010	Techniques of Writing (O) .....	261
EDG	2930	Introduction to Classroom Management (O) .....	229
EDP	2002	Educational Psychology (P) .....	314
EEC	1001	Principles of Early Childhood Curriculum (D) .....	230
EEC	1260	Program Designs for Young Children (O) .....	230
EEC	1313	Introduction to Preschool Practices (D) .....	230
EEC	1946C	Early Childhood Education Practicum I (D) .....	230
EEC	1947C	Early Childhood Education Practicum II (D) .....	230
EEC	2948C	Early Childhood Education Practicum III (D) .....	230
EEC	2949C	Early Childhood Education Practicum IV (D) .....	230
EEC	V302	Introduction to Preschool Practices (O) .....	231
EET	1015C	DC Circuits (D) .....	257
EET	1025C	AC Circuits (D) .....	257
EET	1516	Mechanical Maintenance Fundamentals (O) .....	277
EET	2075	Fundamentals of Electrical Science (O) .....	313
EET	2106C	Electronic Devices-I (O) .....	257
EET	2107C	Electronic Devices II (O) .....	257
EET	2203	Fluid/Pneumatic Instrumentation (O) .....	259
EET	2215C	Electronic Instruments (O) .....	230
EET	2325C	Communication Circuits I (O) .....	257
EET	2335C	Communication Circuits II (O) .....	257
EEV	V021	Basic Electronic Assembly (O) .....	254
EEV	V252	Basic Electronic Assembly OJT (O) .....	254
EGS	1110	Engineering Graphics (D) .....	252
EGS	1130	Descriptive Geometry (D) .....	252
EMS	1059C	First Responder (O) .....	259
EMS	1119C	Fundamentals of Emergency Care (O) .....	259
EMS	1321	Advanced Life Support for EMTs (O) .....	260
EMS	1335	Ambulance Emergency Vehicle Operators Course (O) .....	260
EMS	2936	EMT Review (O) .....	260
EMS	2234C	Paramedic I (O) .....	259
EMS	2235C	Paramedic II (O) .....	260
EMS	2375	Paramedic State Exam Review (O) .....	260

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

EMS	2461	Paramedic Hospital/Field Experience I (O) .....	259
EMS	2462	Paramedic Hospital/Field Experience II (O) .....	260
EMS	2463	Paramedic Field Internship (O) .....	260
EMS	2930	Intro to Advanced Cardiac Life Support (O) .....	260
ENC	0080	Basic English Review (P) .....	260
ENC	0001	Fundamentals of Writing (P) .....	260
ENC	1930	Beginning Creative Writing (P) .....	262
ENC	1931	Intermediate Creative Writing (P) .....	262
ENC	1101	Communications I (P) .....	260
ENC	1102	Communications II (P) .....	261
ENC	1135	Current Topics for Argument (P) .....	261
ENC	1211	Orientation to Technical Writing (O) .....	261
ENC	2092	Essential Skills in English (P) .....	261
ENC	2200	Business Communications (D) .....	262
ENC	2210	Technical Communications (O) .....	261
ENL	2010	English Literature I (P) .....	261
ENL	2020	English Literature II (P) .....	261
ENU	2171	Nuclear Reactor Maintenance (O) .....	277
ESL	0081	College Prep English for Non-native Speakers (P) .....	231
EST	1520	Process Measurement Fundamentals (O) .....	259
EST	1572	Power Plant Fundamentals (O) .....	259
EST	2521	Instrument and Control Theory (O) .....	313
EST	2530	Process Control Technology (O) .....	259
ETD	V040	Design Technology Usage (O) .....	253
ETD	1230	Intersections and Developments (O) .....	252
ETD	1312	Orientation to DigiCAD (O) .....	253
ETD	1313	Orientation to VersaCAD (O) .....	253
ETD	1314	Orientation to CADKey (O) .....	253
ETD	1315	Orientation to AutoCAD (O) .....	253
ETD	1321	Introduction to AutoCAD (O) .....	254
ETD	1322	Introduction to DigiCAD (O) .....	253
ETD	1323	Introduction to VersaCAD (O) .....	254
ETD	1324	Introduction to CADKey (O) .....	254
ETD	1530	Orientation to 3-D Modeling (O) .....	254
ETD	1503	Drafting for the Air Conditioning Industry (O) .....	207
ETD	1544	Civil Drafting (O) .....	252
ETD	1830	Charts and Graphs (O) .....	252
ETD	2240	Numerical Drafting (O) .....	252
ETD	2320	Computer Aided Drafting (O) .....	252
ETD	2332	AutoCAD Customization (O) .....	254
ETD	2355	3-D Modeling and Surface Generation (O) .....	254
ETD	2370	AutoShade/Animator (O) .....	254
ETD	2528	CAD-Mechanical (O) .....	253
ETD	2538	CAD-Architectural (O) .....	253
ETD	2540	Civil Drafting II (O) .....	253
ETD	2541	Topographical Drafting (O) .....	252
ETD	2548	CAD-Civil (O) .....	253
ETD	2614	Electronic Drafting (O) .....	230
ETD	2707	Machine Drafting I (O) .....	254
ETD	2712	Machine Drafting II (O) .....	254
ETD	2801	Illustrations (O) .....	254
ETD	2820	Perspective Drafting (O) .....	254

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.



ETD	2840	Pictorial Drafting (O) .....	254
ETD	2841	Airbrush Rendering (O) .....	255
ETE	1518	Lift Equipment/Rigging (O) .....	277
ETE	2512	Power Plant Valves (O) .....	277
ETE	2517	Pumps: Theory, Troubleshooting & Maintenance (O) .....	277
ETI	1332	Manufacturing Quality Control (O) .....	277
ETI	1446	Introduction to Production Management (O) .....	277
ETI	2714	Nuclear Engineering Safeguards (O) .....	313
ETM	1111	Energy and Building Design (O) .....	225
EUH	1000	History of Western Civilization I (P) .....	274
EUH	1001	History of Western Civilization II (P) .....	274
EUH	2906	History Writing 4,000 (P) .....	274
EUH	2907	History Writing 2,000 (P) .....	274
EVS	P143	Water "B" Certification (O) .....	330
EVS	P153	Water "A" Certification (O) .....	330
EVS	P343	Wastewater "B" Certification (O) .....	330
EVS	P353	Wastewater "A" Certification (O) .....	330
EVS	V133	Water "C" Certification (O) .....	330
EVS	V333	Wastewater "C" Certification (O) .....	330
EVS	2600	Introduction to Environmental Services (O) .....	263
FAD	1233	Work and Family Issues (P) .....	326
FAD	1234	Families in Transition: Effective Communication (P) .....	326
FFP	V005	Basic Fire Recruit Training (O) .....	270
FFP	V081	Basic Volunteer Firefighter Training (O) .....	270
FFP	1000	Introduction to Fire Services (O) .....	269
FFP	1040	Introduction to Marine Fire Protection (O) .....	269
FFP	1093	Fire Dept. Pumping Apparatus (O) .....	269
FFP	1130	Fire Supervision (O) .....	269
FFP	1200	Fire Inspection Practices (O) .....	269
FFP	1320	Characteristics of Building Construction (O) .....	268
FFP	1326	Plans Examination and Blueprint Reading (O) .....	270
FFP	1420	Engine and Truck Company Fireground Operations (O) .....	268
FFP	1530	Private Fire Brigade (O) .....	270
FFP	1600	Multiple Alarm Operations (O) .....	270
FFP	1620	Fire Protection and Detection Systems (O) .....	269
FFP	1666	Aircraft Fire Protection and Rescue (O) .....	268
FFP	1921	Inservice Instruction and Training (O) .....	240
FFP	2130	Company Officer Training (O) .....	268
FFP	2150	Methods and Techniques of Instruction (O) .....	269
FFP	2240	Fire and Arson Detection (O) .....	269
FFP	2300	Building and Fire Codes I (O) .....	268
FFP	2410	Firefighting Tactics and Strategy I (O) .....	269
FFP	2500	Hazardous Materials I (O) .....	269
FFP	2501	Hazardous Materials II (O) .....	269
FFP	2527	Electrical Hazards (O) .....	269
FFP	2640	Fire Hydraulics (O) .....	269
FFP	2667	Advanced Aircraft Rescue and Protection (O) .....	268
FIN	1100	Principles of Financial Planning (O) .....	266
FIN	1101	Basic Financial Planning (O) .....	266
FIN	1102	Basic Investing I (O) .....	266
FIN	1106	Basic Investing II (O) .....	266

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

FIN	2001	Managerial Finance (O) .....	203
FIN	2003	Principles of Finance (O) .....	266
FOS	2201	Sanitation and Safety (O) .....	292
FRC	1210	Introduction to Citrus Culture (O) .....	204
FRC	1222	Citrus Varieties and Rootstocks (O) .....	204
FRC	1225	Citrus Nursery Practices (O) .....	204
FRC	2220	Citrus Culture (O) .....	204
FRE	1000	French for Daily Use I (P) .....	270
FRE	1001	French for Daily Use II (P) .....	270
FRE	1010	Applied Conversational French I (P) .....	270
FRE	1011	Applied Conversational French II (P) .....	270
FRE	1012	Applied Conversational French III (P) .....	271
FRE	1120	Elementary French I (P) .....	271
FRE	1121	Elementary French II (P) .....	271
FRE	2200	Intermediate French I (P) .....	271
FRE	2201	Intermediate French II (P) .....	271
FSS	2221C	Food Preparation I (O) .....	322
FSS	2222C	Food Preparation II (O) .....	322
FSS	2246C	Quantity Baking (O) .....	322
FSS	2263	Food Merchandising and Service (O) .....	322
FSS	2284C	Food Service Special (O) .....	322
FSS	2300	Food Service Supervision and Management (O) .....	322
FSS	2303	Food Service Practicum I (O) .....	324
FSS	2304	Food Service Practicum II (O) .....	324
FSS	2305	Food Service Practicum III (O) .....	324
FSS	2306	Food Service Practicum IV (O) .....	324
FSS	2401	Use and Care of Kitchen Equipment (O) .....	322
FSS	V290	Microwave Food Preparation I (O) .....	324
GEA	2000	Cultural Geography (P) .....	271
GEB	1011	Introduction to Business (D) .....	225
GEO	2000	World Geography (P) .....	271
GER	1000	German for Daily Use I (P) .....	271
GER	1001	German for Daily Use II (P) .....	272
GER	1010	Applied Conversational German I (P) .....	272
GER	1011	Applied Conversational German II (P) .....	272
GER	1012	Applied Conversational German III (P) .....	272
GER	1100	Elementary German I (P) .....	272
GER	1101	Elementary German II (P) .....	272
GER	2200	Intermediate German I (P) .....	272
GER	2201	Intermediate German II (P) .....	272
GEY	1253	Stages and Transitions in Retirement (P) .....	326
GLY	1010	Introduction to Physical Geology (P) .....	271
GLY	1100	Historical Geology (P) .....	271
HAI	1070	Haitian Creole for Daily Use I (P) .....	272
HCP	V315	Home Health Aide (O) .....	301
HCP	V500	Nursing Assistant (O) .....	301
HCP	V600	Patient Care Assistant (O) .....	301
HEV	1115	Statewide Childcare Training (O) .....	230
HEV	V118	Family Day Care Worker Training (O) .....	231

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

HEV	V202	Clothing Construction I (O) .....	264
HEV	V204	Clothing Construction II (O) .....	264
HEV	V206	Advanced Clothing Construction I (O) .....	264
HEV	V208	Advanced Clothing Construction II (O) .....	264
HEV	V210	Clothing Construction Lab (O) .....	264
HEV	V251	Machine Embroidery and Monogramming (O) .....	264
HEV	V451	Wallpaper Hanging as a Business (O) .....	279
HEV	V931	Decorating with Accents (O) .....	279
HFT	V171	Waiter/Waitress Training (O) .....	324
HFT	1000	Introduction to the Hospitality Industry (O) .....	225
HFT	2002	Management of the Hospitality Industry (O) .....	225
HHH	1234	Design of Interior Space (O) .....	278
HHH	1321	Introduction to Interior Design (O) .....	279
HHH	1614	Survey of Architectural Design and Furniture Styles (O) .....	279
HHH	2001	Creative Art and Design Techniques (O) .....	279
HLP	1081	Personal Wellness (P) .....	311
HOS	1010	Fundamentals of Horticulture (D) .....	204
HSA	1107	Introduction to Health Care Management (O) .....	272
HSA	1174	Financial Issues in Health Care (O) .....	273
HSC	1101	Developing Personal Well-Being (P) .....	273
HSC	1130	Holistic and Preventive Health Care I (O) .....	273
HSC	1651	Ethical Issues in Health Care (P) .....	273
HSC	2100	Personal and Community Health (D) .....	273
HSC	2400	First Aid and Safety (D) .....	273
HSC	2420	Legal Aspects in Health Care (O) .....	273
HSC	2531	Medical Terminology I (O) .....	306
HSC	2532	Medical Terminology II (O) .....	306
HUM	1533	Humanities Philosophy (P) .....	275
HUM	1541	Humanities Literature (P) .....	275
HUM	2905	Humanities Literature Writing 4,000 (P) .....	275
HUM	2906	Humanities Philosophy Writing 4,000 (P) .....	275
HUN	1201	Nutrition (O) .....	322
HUN	1410	Basic Childhood Nutrition (O) .....	275
HUS	V930	Crisis Line Training (O) .....	276
HUS	1001	Introduction to Human Services (D) .....	276
HUS	1200	Group Dynamics (D) .....	276
HUS	1506	Introduction to Drugs of Abuse (D) .....	276
HUS	2025	Introduction to Interpersonal Behavior (P) .....	276
HUS	2102	Techniques of Interviewing and Intervention (D) .....	276
HUS	2110	Counseling Techniques (D) .....	276
HUS	2500	Introduction to Ethics in Human Services (P) .....	276
HUS	2531	Substance Abuse and Treatment (D) .....	276
IDS	2905	Individual Problems (P) (Specify Subject Area by Title) .....	277
IDS	2930	Special Issues in Arts & Sciences (P) .....	277
IND	1432C	Lighting for Interior Design (O) .....	279
IND	1462C	Introduction to DataCAD (O) .....	279
IND	2100	History of Interiors (O) .....	279
IND	2420	Materials and Sources (O) .....	279
IND	2940	Interior Design Practicum I (O) .....	279
IND	2941	Interior Design Practicum II (O) .....	279
IND	2942	Interior Design Practicum III (O) .....	279

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

INR	1332	U.S. Foreign Policy and Intelligence (P) .....	313
INR	2002	Introduction to International Relations (P) .....	313
JOU	1101	New Reporting and Writing (D) .....	280
JOU	1420L	Journalism Lab I (D) .....	280
JOU	1421L	Journalism Lab II (D) .....	280
JOU	1422L	Journalism Lab III (D) .....	280
JOU	1423L	Journalism Lab IV (D) .....	280
JOU	2200	Editing (D) .....	280
JPN	1000	Japanese for Daily Use I (P) .....	280
LEI	1000	Introduction to Recreation (O) .....	320
LEI	2433	Organization and Administration of Recreation Programs (O) ....	311
LEI	2940	Recreation Practicum-Field Study (O) .....	320
LIS	1016	Introduction to Libraries (O) .....	282
LIS	1013	Audio-Visual Education (O) .....	282
LIS	1012	Technology in the Library (O) .....	283
LIS	1010	Library Operations (O) .....	283
LIS	1017	Special Library Programs and Collections (O) .....	283
LIS	2946	Library Practicum (O) .....	283
LIT	1932	Literature: Special Authors (P) .....	262
LIT	1933	Literature by Women (P) .....	262
LIT	1934	Drama: Special Authors (P) .....	262
LIT	2110	World Literature I (P) .....	261
LIT	2120	World Literature II (P) .....	261
LIT	2300	Special Themes in Literature (P) .....	261
MAC	1102	Basic College Algebra (P) .....	285
MAC	1104	College Algebra (P) .....	285
MAC	1114	Plane Trigonometry (P) .....	285
MAC	1135	Pre-Calculus (P) .....	285
MAC	1253	Technical Calculus (D) .....	285
MAC	1501	Problem Solving Using a Graphics Calculator (P) .....	287
MAC	1502	Problem Solving Using a Graphics Calculator II (P) .....	287
MAC	1503	Modeling and Problem Solving (P) .....	287
MAC	2233	Business Calculus I (P) .....	285
MAC	2234	Business Calculus II (P) .....	285
MAC	2311	Calculus I (P) .....	286
MAC	2312	Calculus II (P) .....	286
MAC	2313	Calculus III (P) .....	286
MAE	2800	Basic Mathematics for Educators I (P) .....	286
MAE	2803	Basic Mathematics for Educators III (P) .....	286
MAE	2812	Basic Mathematics for Educators II (P) .....	286
MAG	V305	John Deere Tractor Specialized Training (O) .....	206
MAN	1571	Professional Purchasing (O) .....	226
MAN	1932	Sexual Harassment in the Workplace (O) .....	229
MAN	2021	Principles of Management (D) .....	225
MAN	2300	Human Resources Management (D) .....	226
MAP	2302	Differential Equations (P) .....	287
MAR	2011	Principles of Marketing (D) .....	226
MAS	2103	Linear Algebra (P) .....	286
MAT	0002	Basic Mathematics Review (P) .....	284

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

MAT	0024	Introductory Algebra (P) .....	284
MCB	1000	Introduction Microbiology (P) .....	288
MCB	2010C	Microbiology (P) .....	222
MGF	2118	Essential Skills in Mathematics (P) .....	285
MGF	2202	Finite Mathematics (P) .....	286
MKA	V095	Cash Register Checker Training (O) .....	229
MKA	1303	Mid-Management Seminar and Supervised Work Experience I (O) .....	226
MKA	1313	Mid-Management Seminar and Supervised Work Experience II (O) .....	226
MKA	1351	Business Seminar and Supervised Work Experience I (Summer Session Only) (O) .....	227
MKA	1352	Business Seminar and Supervised Work Experience II (Summer Session Only) (O) .....	227
MKA	1721	Marketing Applications of Computer Software (O) .....	226
MKA	2021	Salesmanship (O) .....	227
MKA	2041	Retail Management (D) .....	227
MKA	2045	Customer Relations (O) .....	226
MKA	2323	Mid-Management Seminar and Supervised Work Experience III (O) .....	227
MKA	2333	Mid-Management Seminar and Supervised Work Experience IV (O) .....	227
MKA	2353	Business Seminar & Supervised Work Experience III (O) .....	227
MKA	2354	Business Seminar & Supervised Work Experience IV (O) .....	227
MKA	2501	Sales Promotion (O) .....	226
MKA	2701	Market Development (O) .....	226
MLS	1251	Introduction to Histology (O) .....	260
MLS	1252	Special Stains for Histotechnology (O) .....	288
MLT	1000C	Introduction to MLT (O) .....	287
MLT	1195	Tissue Identification (O) .....	288
MLT	1300C	Hematology (O) .....	287
MLT	1335C	Coagulation and Blood Banking (O) .....	287
MLT	1542C	Serology and Urinalysis (O) .....	287
MLT	2033	Medical Laboratory Career Orientation (O) .....	288
MLT	1040C	Basic Concepts of Phlebotomy (O) .....	287
MLT	2400C	Clinical Microbiology (O) .....	288
MLT	2620C	Clinical Chemistry (O) .....	288
MLT	2800C	Clinical Laboratory Practicum I (O) .....	288
MLT	2801C	Clinical Practicum II (O) .....	288
MLT	2931	Medical Technology Review for the State Exam (O) .....	288
MLT	2935	Advanced Hematology (O) .....	288
MLT	2937	Advanced Clinical Microbiology (O) .....	288
MMC	1000	Survey of Mass Communication (D) .....	280
MNA	1330	Basic Training Workshop (O) .....	226
MNA	1394	Postal Finance I (O) .....	227
MNA	1801	Entrepreneurship (O) .....	227
MNA	2100	Interpersonal Relations in Business (D) .....	228
MNA	2312	Professional Development Seminar I (O) .....	273
MNA	2313	Professional Development Seminar II (O) .....	273

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

MNA 2345	Supervision (O) .....	228
MNA 2761	Strategic Planning (O) .....	228
MNA 2765	Staffing (O) .....	228
MNA 2767	Contemporary Techniques of Supervision (O) .....	228
MNA 2772	Human Relations in the Workplace (O) .....	228
MNA 2775	Productivity (O) .....	228
MNA 2781	Communications in the Workplace (O) .....	228
MNA 2787	Decision Making (O) .....	228
MNA 2932	Professional Development (O) .....	228
MRE 1003	Medical Records I (O) .....	305
MRE 1005	Medical Records II (O) .....	305
MRE 1434	Fundamentals of Medical Science (O) .....	306
MRE 2825	Medical Office Internship (O) .....	306
MRE 2826	Medical Office Externship (O) .....	306
MTB 1321	Technical Mathematics I (D) .....	284
MTB 1322	Technical Mathematics II (D) .....	285
MUE 1450	Woodwind Techniques (P) .....	289
MUE 1470	Percussion Techniques (P) .....	289
MUG 1101	Basic Conducting (P) .....	289
MUH 1011	Introduction to Classical Music Appreciation (P) .....	297
MUH 1951	Origins of Classical Music (P) .....	297
MUH 2111	Survey of Music History I (P) .....	289
MUH 2112	Survey of Music History II (P) .....	289
MUL 1010	Masterpieces of Music: 18th, 19th, & 20th Centuries (P) .....	297
MUL 1501	The Symphony (P) .....	297
MUM 1623	Introduction to Electronic Music (P) .....	289
MUNA 1130	Symphonic Band I (P) .....	289
MUNB 1130	Symphonic Band II (P) .....	289
MUN 1270	Community Orchestra I (P) .....	290
MUN 1271	Community Orchestra II (P) .....	290
MUN 1272	Community Orchestra III (P) .....	290
MUN 1273	Community Orchestra IV (P) .....	290
MUNA 1310	College Chorale I (P) .....	290
MUNB 1310	College Chorale II (P) .....	290
MUN 1380	Community Chorus I (P) .....	298
MUN 1381	Community Chorus II (P) .....	298
MUN 1440	Percussion Ensemble I (P) .....	290
MUN 1442	Percussion Ensemble II (P) .....	290
MUN 1480	Guitar Ensemble I (P) .....	290
MUN 1481	Guitar Ensemble II (P) .....	290
MUN 1490	Instrumental Ensemble I (P) .....	291
MUN 1491	Instrumental Ensemble II (P) .....	291
MUNA 1700	Jazz/Rock Instrumental Ensemble "Company" I (P) .....	291
MUNB 1700	Jazz/Rock Instrumental Ensemble "Company" II (P) .....	291
MUNA 1710	Stage/Jazz Band I (P) .....	291
MUNB 1710	Stage/Jazz Band II (P) .....	291
MUNA 1711	Jazz Combo I (P) .....	291
MUNB 1711	Jazz Combo II (P) .....	292
MUNA 1720	Jazz/Rock Vocal Ensemble "Company" I (P) .....	292
MUNB 1720	Jazz/Rock Vocal Ensemble "Company" II (P) .....	292
MUNA 2130	Symphonic Band III (P) .....	289
MUNB 2130	Symphonic Band IV (P) .....	289

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

MUNA 2290	Theatre Orchestra I (P) .....	292
MUNB 2290	Theatre Orchestra II (P) .....	292
MUNC 2290	Theatre Orchestra III (P) .....	292
MUND 2290	Theatre Orchestra IV (P) .....	292
MUNA 2310	College Chorale III (P) .....	290
MUNB 2310	College Chorale IV (P) .....	290
MUN 2380	Community Chorus III (P) .....	298
MUN 2381	Community Chorus IV (P) .....	298
MUN 2440	Percussion Ensemble III (P) .....	290
MUN 2442	Percussion Ensemble IV (P) .....	290
MUN 2480	Guitar Ensemble III (P) .....	291
MUN 2481	Guitar Ensemble IV (P) .....	291
MUN 2492	Instrumental Ensemble III (P) .....	291
MUN 2493	Instrumental Ensemble IV (P) .....	291
MUNA 2700	Jazz/Rock Instrumental Ensemble "Company" III (P) .....	291
MUNB 2700	Jazz/Rock Instrumental Ensemble "Company" IV (P) .....	291
MUNA 2710	Stage/Jazz Band III (P) .....	291
MUNB 2710	Stage/Jazz Band IV (P) .....	291
MUNA 2711	Jazz Combo III (P) .....	292
MUNB 2711	Jazz Combo IV (P) .....	292
MUNA 2720	Jazz/Rock Vocal Ensemble "Company" III (P) .....	292
MUNB 2720	Jazz/Rock Vocal Ensemble "Company" IV (P) .....	292
MUO 1020	Music Theatre I (P) .....	292
MUO 1021	Music Theatre II (P) .....	292
MUO 2022	Music Theatre III (P) .....	292
MUO 2023	Music Theatre IV (P) .....	292
MUO 2220	Projects for Musical Theatre (P) .....	292
MUT 1001	Fundamentals of Theory (P) .....	292
MUT 1111	Theory of Music I (P) .....	292
MUT 1112	Theory of Music II (P) .....	293
MUT 1238	Jazz Keyboard Fundamentals I (P) .....	293
MUT 1239	Jazz Keyboard Fundamentals II (P) .....	293
MUT 1241	Sight Singing and Ear Training I (P) .....	293
MUT 1242	Sight Singing and Ear Training II (P) .....	293
MUT 1361	Jazz Harmony and Theory (P) .....	293
MUT 1460	Brass Techniques (P) .....	265
MUT 1640	Introduction to Jazz Improvisation (P) .....	293
MUT 1641	Jazz Improvisation I (P) .....	293
MUT 1642	Jazz Improvisation II (P) .....	293
MUT 1932	Rhythmic Skills (P) .....	294
MUT 2116	Theory of Music III (P) .....	293
	Applied Music Courses (P) .....	292-297
MVK 1003	Class Organ I (P) .....	298
MVK 1113	Class Organ II (P) .....	298
MVK 1114	Class Organ III (P) .....	298
MVKA 1111	Class Piano I (P) .....	294
MVKB 1111	Class Piano II (P) .....	294
MVKA 2121	Class Piano III (P) .....	294
MVKB 2121	Class Piano IV (P) .....	294
NUR 1000C	Nursing Transition (O) .....	299
NUR 1001C	Care of the Adult Patient I (O) .....	301

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

NUR	1020C	Nursing Fundamentals (O)	298
NUR	1090	Medical Terminology for Nurses (O)	301
NUR	1202L	Transition Laboratory I (O)	299
NUR	1203C	Care of the Adult Patient II (O)	300
NUR	1203L	Transition Laboratory II (O)	271
NUR	1210	Medical-Surgical Nursing I (O)	298
NUR	1210L	Medical-Surgical Nursing I Lab (O)	298
NUR	1211	Medical-Surgical Nursing II (O)	299
NUR	1211L	Medical-Surgical Nursing II Lab (O)	299
NUR	1304L	Transition Laboratory-Pediatrics (O)	300
NUR	1404C	Transition Laboratory-Maternity (O)	300
NUR	1142	Pharmacology for Nurses (O)	299
NUR	2823	Nursing Management (O)	299
NUR	2310C	Pediatric Nursing (O)	299
NUR	2420C	Maternity Nursing (O)	298
NUR	2520C	Psychiatric-Mental Health Nursing (O)	298
NUR	2810	Nursing Practicum (O)	299
OCB	1652	Pollution of Coastal Waters (O)	263
OCB	1019	Life on the Seashore (P)	284
OCB	2010C	Introduction to Marine Biology (P)	222
OCB	2603	Marine and Island Ecology (P)	284
OCB	2721C	Fundamentals of Mariculture (P)	284
OCE	1921	Marine Science Workshop (O)	284
OCE	2001	Introduction to Oceanography (P)	283
OCC	1001	Marine Geology (P)	284
OFT	V010	Office Skills Training I (O)	304
OFT	V011	Office Skills Training II (O)	304
OFT	V015	General Office Clerk (O)	304
ORH	V041C	Floral Design and Marketing I (O)	206
ORH	V042C	Floral Design and Marketing II (O)	206
ORH	V043	Floral Design and Marketing III (O)	206
ORH	V080	Turf Management (O)	206
ORH	V711	Gardening in South Florida (O)	206
ORH	V850	Landscape Design and Maintenance (O)	206
ORH	1231	Lawn Care Maintenance and Techniques (O)	205
ORH	1520	Plant Identification (O)	204
ORH	1710	Environmental Landscape Management (O)	205
ORH	2255	Nursery Sales and Management (O)	205
ORH	2260	Greenhouse Operation and Management (O)	205
ORH	2510	Ornamental Plant Identification (O)	205
ORH	2601	Retail Nursery Operations (O)	205
ORH	2841	Landscape Installation (O)	179
ORH	2851	Landscape Design and Maintenance (O)	205
ORI	1001	Oral Interpretation (P)	255
OST	V063	Clerk Typist I (O)	304
OST	V064	Clerk Typist II (O)	304
OST	1100	Elementary Typewriting (D)	302
OST	1110	Intermediate Typewriting (D)	302
OST	1120	Advanced Typewriting (D)	302
OST	1146	Keyboarding for Information Processing (O)	302
OST	1139	Orientation to Keyboarding (O)	302

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.



OST	1201	ABC Shorthand I (Speedwriting) (O)	302
OST	1202	ABC Shorthand II (Speedwriting) (O)	302
OST	1211	Introductory Shorthand (D)	302
OST	1212	Intermediate Shorthand (D)	302
OST	1221	Machine Shorthand I (O)	302
OST	1711	Word Processing I (O)	303
OST	1712	Word Processing II (O)	303
OST	1736	Introduction to Display Write (O)	304
OST	1741	Overview of WordPerfect (O)	303
OST	1742	Overview of Display Write (O)	303
OST	1766	WordPerfect I (O)	303
OST	2222	Machine Shorthand II (O)	302
OST	2320	Business Machines (O)	303
OST	2389	CPS Review and Supervised Work Experience (O)	304
OST	2401	Office Practice (O)	303
OST	2421	Legal Office Practice I (O)	304
OST	2422	Legal Office Practice II (O)	304
OST	2431	Legal Secretarial Practices & Procedures I (O)	305
OST	2432	Legal Secretarial Practices & Procedures II (O)	305
OST	2461	Medical Office Practice I (O)	306
OST	2462	Medical Office Practice II (O)	306
OST	2491	Office Seminar and Supervised Work Experience (O)	304
OST	2601	Machine Transcription I (O)	303
OST	2602	Machine Transcription II (O)	303
OST	2604	Central Information Management Systems (O)	304
OST	2611	Medical Transcription I (O)	305
OST	2612	Medical Transcription II (O)	305
OST	2613	Medical Transcription III (O)	305
OST	2621	Legal Terminology and Transcription I (O)	305
OST	2622	Legal Terminology and Transcription II (O)	305
PCB	1051	Human Genetics (P)	222
PEL	1111	Bowling (P)	309
PEL	1121	Golf (P)	309
PEL	1341	Tennis I (P)	309
PEL	1342	Tennis II (P)	309
PEL	1441	Racquetball I (P)	309
PEL	1442	Racquetball II (P)	309
PEL	1511	Soccer (P)	309
PEL	2124	Golf (P)	311
PEL	2219	Baseball (P)	311
PEL	2324	Volleyball (P)	311
PEL	2344	Tennis for Men and Women (P)	311
PEL	2620	Team Sports for Women and Men II (P)	311
PEL	2624	Basketball (P)	311
PEM	1101	Fitness Through Physical Activity (P)	308
PEM	1141	Aerobic Conditioning (P)	308
PEM	1142	Step Aerobics (P)	309
PEM	1953	Cheerleading (P)	311
PEN	1121	Swimming I (P)	309
PEN	1122	Swimming II (P)	309
PEN	1136	SCUBA-Basic (P)	310

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

PEN	1138	SCUBA-Advanced/Rescue (P) .....	310
PEN	2114	Lifeguard Training (P) .....	309
PEN	2124	Swimming (P) .....	311
PEN	2151	Springboard Diving (P) .....	311
PEO	2013	Sports Officiating (D) .....	311
PEQ	1131	Equipment Specialty Instructor (O) .....	310
PEQ	1132	Instructor Development Prep Course (O) .....	310
PEQ	1133	Instructor Development Course (O) .....	310
PEQ	1134	Drift Diver Specialty (O) .....	310
PEQ	1135	Night Diver Specialty (O) .....	310
PEQ	1137	Dive Master Specialty (O) .....	310
PEQ	1138	Instructor Evaluation Prep Course (O) .....	310
PEQ	1139	Underwater Collecting Specialty (O) .....	310
PEQ	2140	Medic First Aid/SCUBA/Marine (O) .....	310
PET	1930	Sports Psychology Workshop (P) .....	311
PET	2351	Sports and Exercise Physiology (O) .....	320
PET	2760	Principles of Coaching (O) .....	321
PGY	1001C	Beginning Photography (O) .....	307
PGY	1100	Photography I (D) .....	308
PGY	1103C	Photography II (D) .....	308
PGY	1110C	Intermediate Photography (P) .....	308
PGY	1120C	Beginning Darkroom Photography (D) .....	308
PGY	1121C	Intermediate Darkroom Photography (D) .....	308
PGY	1122C	Advanced Darkroom Photography (P) .....	308
PGY	1123C	Beginning Color Darkroom Photography (D) .....	308
PGY	1244	Underwater Photography (O) .....	308
PGY	1410	Intermediate Landscape Photography (P) .....	308
PGY	2124C	Advanced Color Darkroom Photography (D) .....	308
PHI	1010	Introduction to Philosophy (P) .....	306
PHI	1103	Critical and Creative Thinking (P) .....	307
PHI	1450	Philosophy of Psychology (P) .....	307
PHI	1603	Philosophical Concepts (P) .....	307
PHI	2101	Applied Logic (P) .....	307
PHI	2130	Symbolic Logic (P) .....	307
PHI	2300	Introduction to Logic (P) .....	307
PHI	2660	Introduction to Ethics (P) .....	307
PHY	1001C	Principles of Physics (D) .....	312
PHY	1020	Physics for Non-Science Majors (P) .....	312
PHY	2048C	Physics for Engineers I (P) .....	312
PHY	2049C	Physics for Engineers II (P) .....	312
PHY	2053C	General Physics I (P) .....	312
PHY	2054C	General Physics II (P) .....	312
PLA	1104	Legal Research and Writing I (O) .....	282
PLA	1504	Real Estate and Property (O) .....	282
PLA	1763	Law Office Management Practices (O) .....	281
PLA	2003	Introduction to Legal Assisting (O) .....	281
PLA	2059	Survey of Law (O) .....	282
PLA	2114	Legal Research and Writing II (O) .....	282
PLA	2203	Civil Litigation I (O) .....	281
PLA	2223	Civil Litigation II (O) .....	281
PLA	2302	Criminal Law and Procedure (O) .....	281
PLA	2433	Corporate and Business Law (O) .....	281

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

PLA	2465	Bankruptcy Law (O) .....	282
PLA	2483	Administrative Law (O) .....	282
PLA	2626	Estate Planning and Probate Administration (O) .....	281
PLA	2663	Federal Income Tax Law (O) .....	282
PLA	2671	Federal Estate and Gift Tax Law (O) .....	282
PLA	2803	Family Law (O) .....	281
PLA	2873	Introduction to Court Administration Procedures (O) .....	281
PLA	2949	Internship in Legal Assisting (O) .....	282
PLS	1221	Plant Propagation I (O) .....	205
PMA	2201	Insects and Diseases of Citrus (O) .....	205
PMA	2211	Insects and Diseases of Ornamental Plants (O) .....	204
PMT	1101	Blueprint Reading for Welders (O) .....	330
PMT	1104	Manufacturing and Metallurgical Processes (O) .....	278
PMT	1121	Electric Welding I (O) .....	330
PMT	1122	Electric Welding II (O) .....	330
PMT	1123	Combination Welding I (O) .....	330
PMT	2930	Welding Fabrication Techniques (O) .....	330
PMT	2931	Welding Design and Fabrication (O) .....	330
PMT	2932	Welding- Special (O) .....	330
PMT	V810	Jewelry Manufacturing I (O) .....	219
PMT	V811	Jewelry Manufacturing II (O) .....	219
POS	1041	American Government (P) .....	313
POS	2112	American State and Local Government (P) .....	313
PPE	1930	Type E Syndrome (O) .....	315
PPE	2000	Person and Personality Development (P) .....	277
PRN	V000C	Practical Nursing Fundamentals (O) .....	300
PRN	V100C	Practical Nursing Maternal Child (O) .....	301
PRN	V200C	Practical Nursing Medical-Surgical (O) .....	301
PRN	V022	Body Structure and Function (O) .....	301
PSC	1311	Physical Science I (P) .....	312
PSC	1341	Physical Science II (P) .....	312
PSC	1342C	Physical Science with Lab (P) .....	312
PSY	2012	Introduction to Psychology (P) .....	314
PSY	2905	Psychology Writing 4,000 (P) .....	314
PUR	2000	Introduction to Public Relations (D) .....	281
QMB	1001	Mathematics of Business (O) .....	228
REA	0001	College Prep Reading I (P) .....	318
REA	0002	College Prep Reading II (P) .....	318
REA	1125	Essential Skills in Reading (P) .....	318
REA	1205	Advanced College Reading I (P) .....	318
REA	1208	Advanced College Reading II (P) .....	318
RED	2941	Internship in Literacy Training (1 credit) (P) .....	283
RED	2942	Internship in Literacy Training (2 credits) (P) .....	283
RED	2943	Internship in Literacy Training (3 credits) (P) .....	283
REE	1010	Residential Property Financing (O) .....	319
REE	1040	Real Estate Principles and Practices I (O) .....	319
REE	1180	Real Estate Residential Appraisal (O) .....	319
REE	1181	Certified Residential Appraisal Course II (O) .....	319
REE	1932	Condominium Living and Association Management (O) .....	319
REE	2036	Real Estate Sales Review (O) .....	319

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

REE	2041	Real Estate Principals and Practices II (O) .....	319
REE	2102	Appraising Income Property (O) .....	319
REE	2183	Certified General Appraisal Course III (O) .....	319
REE	2541	Condominium and Property Management I (O) .....	320
REE	2801	Real Estate Broker's Review (O) .....	320
RET	1007	Cardiopulmonary Pharmacology (O) .....	321
RET	1024C	Introduction to Respiratory Care (O) .....	321
RET	1274C	Respiratory Therapy Theory I with Lab (O) .....	321
RET	1485	Cardiopulmonary Anatomy and Physiology (O) .....	321
RET	2264C	Mechanical Ventilation with Lab (O) .....	321
RET	2275C	Respiratory Therapy Theory II with Lab (O) .....	321
RET	2280	Critical Respiratory Therapy (O) .....	321
RET	2414C	Pulmonary Function Studies with Lab (O) .....	321
RET	2442C	Respiratory Therapy Theory III with Lab (O) .....	322
RET	2503	Cardiopulmonary Disease (O) .....	322
RET	2714	Pediatric/Neonatal Respiratory Therapy (O) .....	322
RET	2832	Respiratory Therapy Clinic I (O) .....	322
RET	2833	Respiratory Therapy Clinic II (O) .....	322
RET	2834	Respiratory Therapy Clinic III (O) .....	322
RET	2835	Respiratory Therapy Clinic IV (O) .....	322
RET	2934	Professional Development in Respiratory Care (O) .....	322
RMI	1001	Introduction to Insurance (O) .....	278
RMI	1093	Customer Service Representative (O) .....	278
RMI	2500	Individual Life and Health Insurance (O) .....	278
RMI	2600	Property and Casualty Insurance (O) .....	278
RMI	P632	Property & Casualty Continuing Education Part I (O) .....	278
RMI	P633	Property & Casualty Continuing Education Part II (O) .....	278
RMI	P642	Life & Health Continuing Education Part I (O) .....	278
RMI	P643	Life & Health Continuing Education Part II (O) .....	278
ROT	1013	Principles of Radiation Protection (D) .....	313
ROT	1016	Thermodynamics, Heat Transfer & Fluid Flow (D) .....	314
ROT	1111	Nuclear Reactor Engineering & Physics (D) .....	314
ROT	1211	Nuclear Power Systems (D) .....	314
ROT	2311	Nuclear Plant Support Systems (D) .....	314
ROT	2315	Nuclear Technology Secondary Systems (D) .....	314
RTE	1001	Radiographic Terminology (O) .....	315
RTE	1000	Radiographic Film Processing (O) .....	315
RTE	1000C	Introduction to Radiography (O) .....	315
RTE	1040	Medical Ethics and Law (O) .....	316
RTE	1130	Pharmacology in Radiography (O) .....	315
RTE	1112	Methods of Patient Care I (O) .....	315
RTE	1113	Methods of Patient Care II (O) .....	316
RTE	1203	Radiographic Professional Development (O) .....	316
RTE	1385	Radiation Protection and Biology (O) .....	316
RTE	1411	Principles of Radiographic Exposure (O) .....	316
RTE	1473	Introduction to Quality Assurance (O) .....	316
RTE	1503C	Radiographic Procedures and Evaluation I (O) .....	316
RTE	1513C	Radiographic Procedures and Evaluation II (O) .....	316
RTE	1523	Radiographic Procedures and Evaluation III (O) .....	316
RTE	1533	Radiographic Procedures and Evaluation IV (O) .....	317
RTE	1702C	Radiographic Anatomy & Sectional Anatomy I (O) .....	317
RTE	1712C	Radiographic Anatomy & Sectional Anatomy II (O) .....	317

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

RTE	1804	Radiographic Clinic I (O) .....	317
RTE	1814	Radiographic Clinic II (O) .....	317
RTE	1824	Radiographic Clinic III (O) .....	317
RTE	2563	Special Radiographic Procedures and Imaging Equipment (O) .....	318
RTE	2613	Radiation Physics (O) .....	318
RTE	2722C	Radiographic Anatomy & Sectional Anatomy III (O) .....	317
RTE	2732C	Radiographic Anatomy & Sectional Anatomy IV (O) .....	317
RTE	2780	Radiographic Pathology (O) .....	318
RTE	2834	Radiographic Clinic IV (O) .....	317
RTE	2844	Radiographic Clinic V (O) .....	317
RTV	1000	Introduction to Broadcasting (D) .....	222
RTV	1941	Broadcast Practicum I (D) .....	222
RTV	1942	Broadcast Practicum II (D) .....	222
RTV	2300	Introduction to Radio News (D) .....	223
SCA	1010	Applied Conversational Swedish I (P) .....	329
SCA	1011	Applied Conversational Swedish II (P) .....	329
SER	V110	Small Engine Repair (O) .....	220
SER	V150	Small Engine Rebuild (O) .....	220
SLS	V301	Vocational Work Evaluation (O) .....	329
SLS	V341	Practical Employability Skills (O) .....	329
SLS	V342	Work Adjustment Training (O) .....	329
SLS	1101	Principles of Academic/Personal Development (P) .....	231
SLS	1212	Self Development (O) .....	315
SLS	1216	Inner Awareness: Depression (O) .....	325
SLS	1215	Self Awareness (O) .....	325
SLS	1220	Assertiveness (O) .....	325
SLS	1223	Stress Management (O) .....	325
SLS	1224	Coping with Loneliness and Grief (O) .....	315
SLS	1227	Managing Anger (O) .....	228
SLS	1406	General Skills Training (O) .....	229
SLS	1420	Career Transition (O) .....	229
SLS	1421	Personal and Career Development (O) .....	275
SOS	2102	Soils and Fertilizers (O) .....	204
SPA	1332	Sign Language I (P) .....	324
SPA	1334	Sign Language II (P) .....	324
SPA	2335	Conversational Sign Language (P) .....	324
SPC	1011	Public Speaking (P) .....	327
SPC	1050	Speech Improvement (P) .....	328
SPC	1300	Interpersonal Communications (P) .....	328
SPC	1600	Introduction to Speech Communications (P) .....	328
SPN	1000	Spanish for Daily Use I (P) .....	326
SPN	1001	Spanish for Daily Use II (P) .....	327
SPN	1010	Applied Conversational Spanish I (P) .....	327
SPN	1011	Applied Conversational Spanish II (P) .....	327
SPN	1012	Applied Conversational Spanish III (P) .....	327
SPN	1120	Elementary Spanish I (P) .....	327
SPN	1121	Elementary Spanish II (P) .....	327
SPN	2200	Intermediate Spanish I (P) .....	327
SPN	2201	Intermediate Spanish II (P) .....	327
STA	2014	Elementary Statistics (P) .....	286

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

STA	2100	Statistical Simulation and Computation (P) .....	286
SUR	1100C	Elementary Surveying with Math (O) .....	328
SUR	1101C	Surveying I (O) .....	328
SUR	1300	Topo Mapping (O) .....	328
SUR	1321	Survey Drafting (O) .....	328
SUR	1610	Surveying II (O) .....	328
SUR	2200	Surveying III (O) .....	328
SUR	2330L	Photogrammetry (O) .....	328
SUR	2400	Legal Aspects of Land Surveying (O) .....	328
SUR	2402	Legal Descriptions (O) .....	329
SUR	2462L	Subdivision Layout and Platting (O) .....	329
SUR	2500L	Electronic and Geodetic Surveying (O) .....	329
SVL	2001	Introduction to the Savings Institution Business (O) .....	266
SVL	2015	Commercial Banking (O) .....	266
SVL	2101	Savings Institution Operations (O) .....	267
SVL	2113	Deposit Accounts and Services (O) .....	267
SVL	2121	Managing Deposit Accounts and Services (O) .....	267
SVL	2122	Accounting Principles for Savings Institutions (O) .....	267
SVL	2201	Financial Statement Analysis (O) .....	267
SVL	2221	Residential Mortgage Lending (O) .....	267
SVL	2241	Mortgage Loan Servicing (O) .....	267
SVL	2251	Real Estate Principles I (O) .....	267
SVL	2411	Techniques for Customer Counseling (O) .....	267
SVL	2501	Economics I (O) .....	267
SVL	2511	Marketing for Financial Institutions (O) .....	267
SVL	2521	Human Relations in Business (O) .....	267
SVL	2532	Supervisory Personnel in Management I (O) .....	267
SVL	2533	Supervisory Personnel in Management II (O) .....	267
SVL	2601	Effective Business Writing (O) .....	268
SVL	2761	Branch Management (O) .....	268
SVL	2930	Selling Financial Services (O) .....	268
SVL	2931	Basic Bookkeeping (O) .....	268
SYG	1410	Family Relations (P) .....	325
SYG	1411	Family Communication (D) .....	326
SYG	1412	Marriage Enrichment (D) .....	326
SYG	2000	Introduction to Sociology (P) .....	325
SYG	2010	Social Problems (P) .....	325
SYG	2320	Deviant Behavior (D) .....	326
SYG	2323	Criminal and Delinquent Behavior (D) .....	326
SYG	2908	Sociology Writing 4,000 (P) .....	325
TAX	V021	Tax Preparation (O) .....	203
TAX	1020	Personal Income Tax Accounting (O) .....	203
TAX	1930	Taxation for Enrolled Agents (O) .....	203
TAX	2000	Tax Accounting (O) .....	203
THE	1000	Introduction to Drama (P) .....	255
THE	1950L	Theatre Workshop I (P) .....	255
THE	1951L	Theatre Workshop II (P) .....	255
TPA	1200	Beginning Stagecraft (D) .....	256
TPA	1930	Directing Seminar (P) .....	256
TPP	1110	Acting I (P) .....	255
TPP	1111	Acting II (P) .....	255

The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

TPP	1190	Rehearsal and Performance Lab I (D) .....	255
TPP	1191	Rehearsal and Performance Lab II (D) .....	255
TPP	1192	Rehearsal and Performance Lab III (D) .....	255
TPP	1193	Rehearsal and Performance Lab IV (D) .....	256
TPP	1930	Acting Seminar (P) .....	256
TPP	2300	Play Direction (P) .....	256
TPP	2652	Play Analysis (P) .....	255
TRA	V081	Commercial Driver License Training (O) .....	231
VME	1104	Animal Health (O) .....	204
VPI	K539	Basic Skills for Vocational Students (O) .....	329
WCL	1940	Ward Clerk Practicum (O) .....	306
WOH	2040	The World in the Twentieth Century (P) .....	274
WST	1270	Contemporary Women in the U.S. (P) .....	326
WST	1321	Women's Wellness (D) .....	274

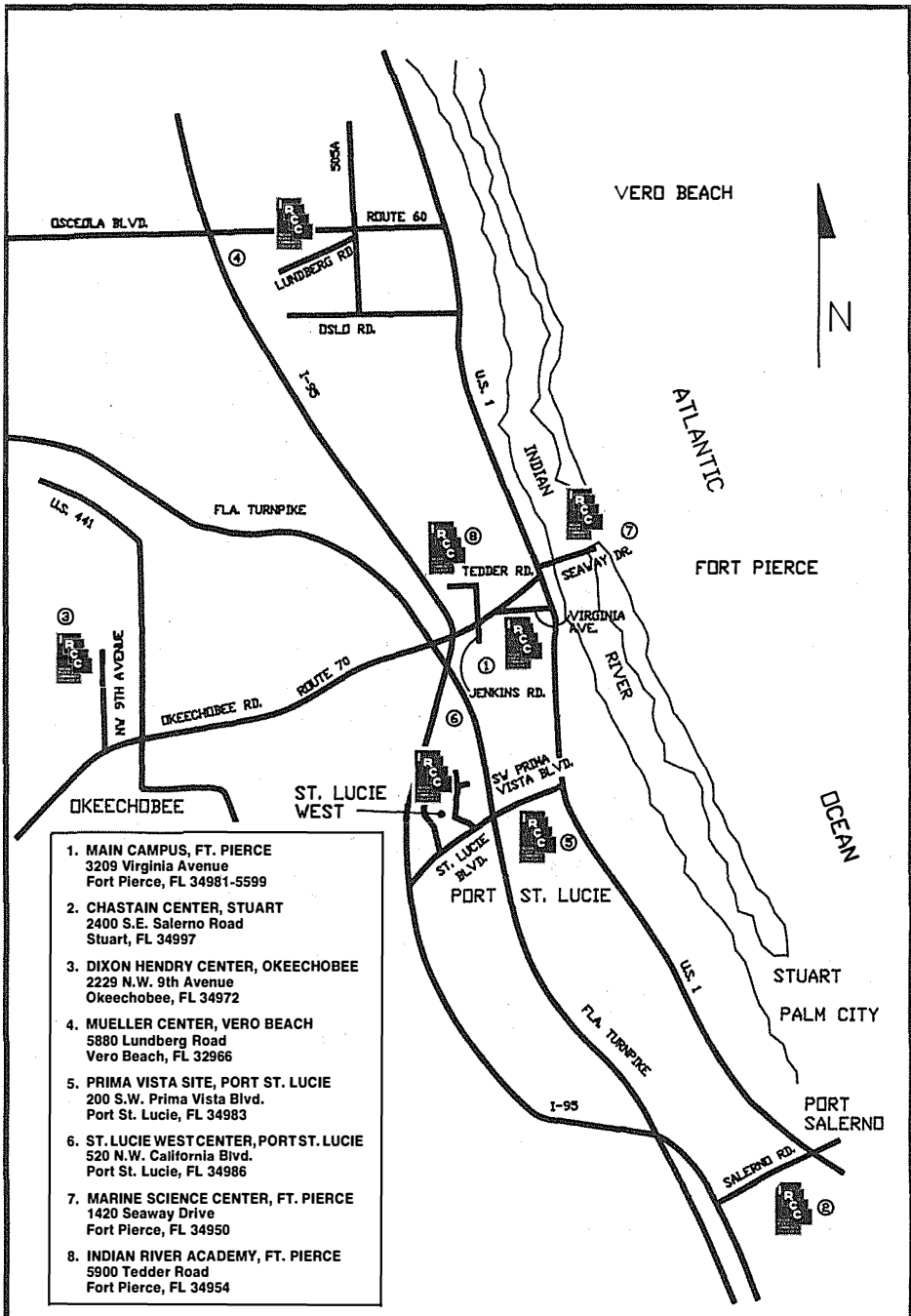
The code letter "P" designates "academic" courses; the code letter "O" designates "occupational" courses; the code letter "D" designates "dual" courses.

## INDEX

Academic Advising .....	20	Disabled Student Services .....	36
Academic Awards .....	38	Dual Enrollment .....	22
Access to Educational Records .....	54	Early Admissions .....	23
Accreditation .....	17	Educational Services .....	19
Activities .....	48	Essential Skills .....	44
Add and Drop Procedures .....	37	Extended Course Load .....	66
Administration .....	334	Facilities .....	17
Admissions .....	20	Faculty .....	339
Adult Basic Education .....	66	Fees .....	28
Advanced Placement .....	65	Financial Aid .....	34
Advisory Committees .....	348	Foreign Students .....	23
Alumni Relations .....	54	Gordon Rule .....	44
Associate in Arts Degree .....	72	Grading System .....	37
General Education		Graduation .....	53
Requirements .....	74	Health Services .....	48
Associate in Science Degree .....	118	History of IRCC .....	16
General Education		Housing .....	48
Requirements .....	120	Job Placement .....	36
Athletics .....	52	Library .....	49
Attendance .....	22	Maps (Area) .....	381
Award of Achievement .....	196	Map (Campus) .....	388
Board of Trustees .....	4	New Student Orientation .....	36
Bookstore .....	48	Performing Arts Series .....	52
Calendar .....	8	Placement Testing .....	22
Career Training Programs .....	188	Project Independence .....	69
Center for Personalized		Publications .....	47
Instruction (CPI) .....	62	Refund Policy .....	34
Challenge Examination .....	60	Registration .....	25
Change of Address .....	56	Scholarships .....	35
Child Care Center .....	50	Sexual Harassment .....	56
Classification of Students .....	22	Statewide Course	
CLAST .....	39	Numbering Systems .....	61
CLEP .....	64	Student Identification .....	48
Clubs and Organizations .....	51	Student Responsibility .....	53
College Preparatory .....	60	Technical Certificate	
Communications and		Programs .....	178
Computation Requirements		Transcripts .....	54
(Gordon Rule) .....	44	Transfer Students .....	24
Continuing Education .....	66	Transient Students .....	23
Course Descriptions .....	202	Transportation and Parking .....	49
Course Directory .....	354	Veterans Affairs Office .....	35
Dean's List .....	38	Vocational Transition Center .....	68
Deferred Credit Enrollment .....	65	Withdrawal Procedures .....	37
Directed Independent Study .....	66	Women's Program .....	68



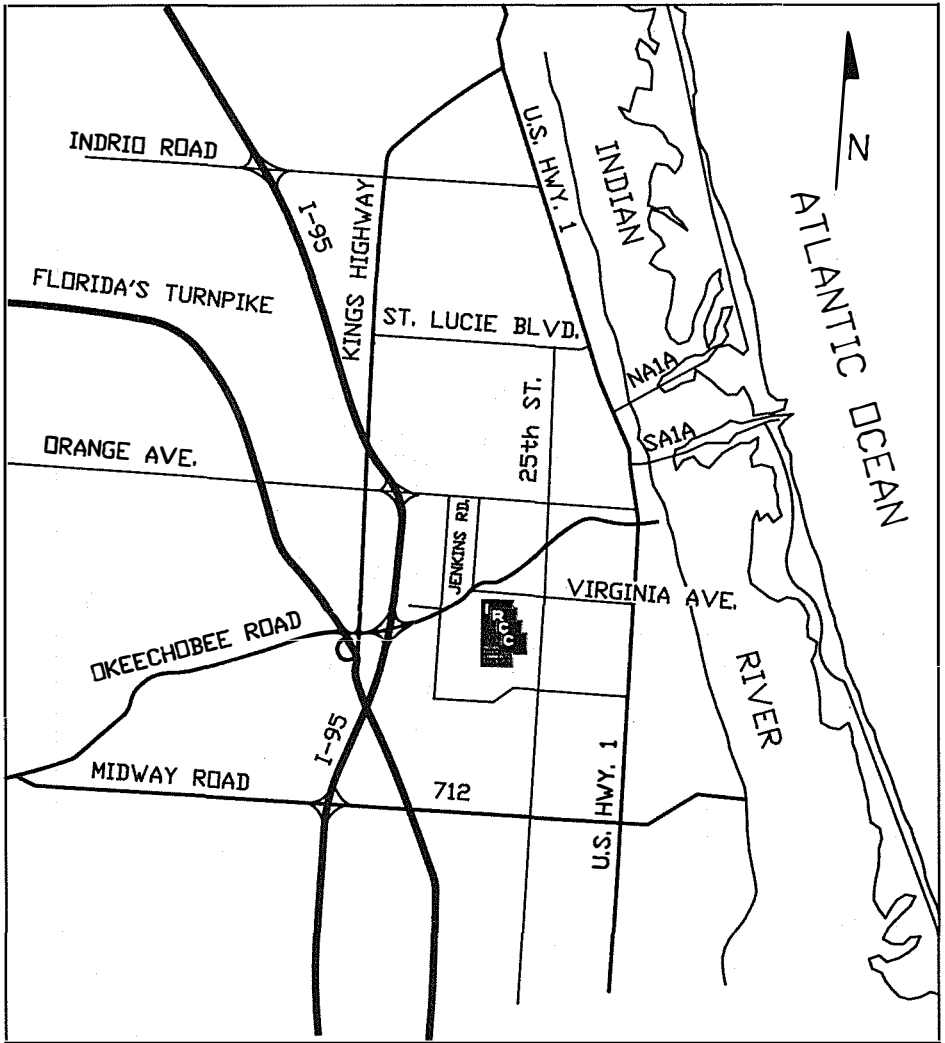
# INDIAN RIVER COMMUNITY COLLEGE CENTERS



1. MAIN CAMPUS, FT. PIERCE  
3209 Virginia Avenue  
Fort Pierce, FL 34981-5599
2. CHASTAIN CENTER, STUART  
2400 S.E. Salerno Road  
Stuart, FL 34997
3. DIXON HENDRY CENTER, OKEECHOBEE  
2229 N.W. 9th Avenue  
Okeechobee, FL 34972
4. MUELLER CENTER, VERO BEACH  
5880 Lundberg Road  
Vero Beach, FL 32966
5. PRIMA VISTA SITE, PORT ST. LUCIE  
200 S.W. Prima Vista Blvd.  
Port St. Lucie, FL 34983
6. ST. LUCIE WEST CENTER, PORT ST. LUCIE  
520 N.W. California Blvd.  
Port St. Lucie, FL 34986
7. MARINE SCIENCE CENTER, FT. PIERCE  
1420 Seaway Drive  
Fort Pierce, FL 34950
8. INDIAN RIVER ACADEMY, FT. PIERCE  
5900 Tedder Road  
Fort Pierce, FL 34954

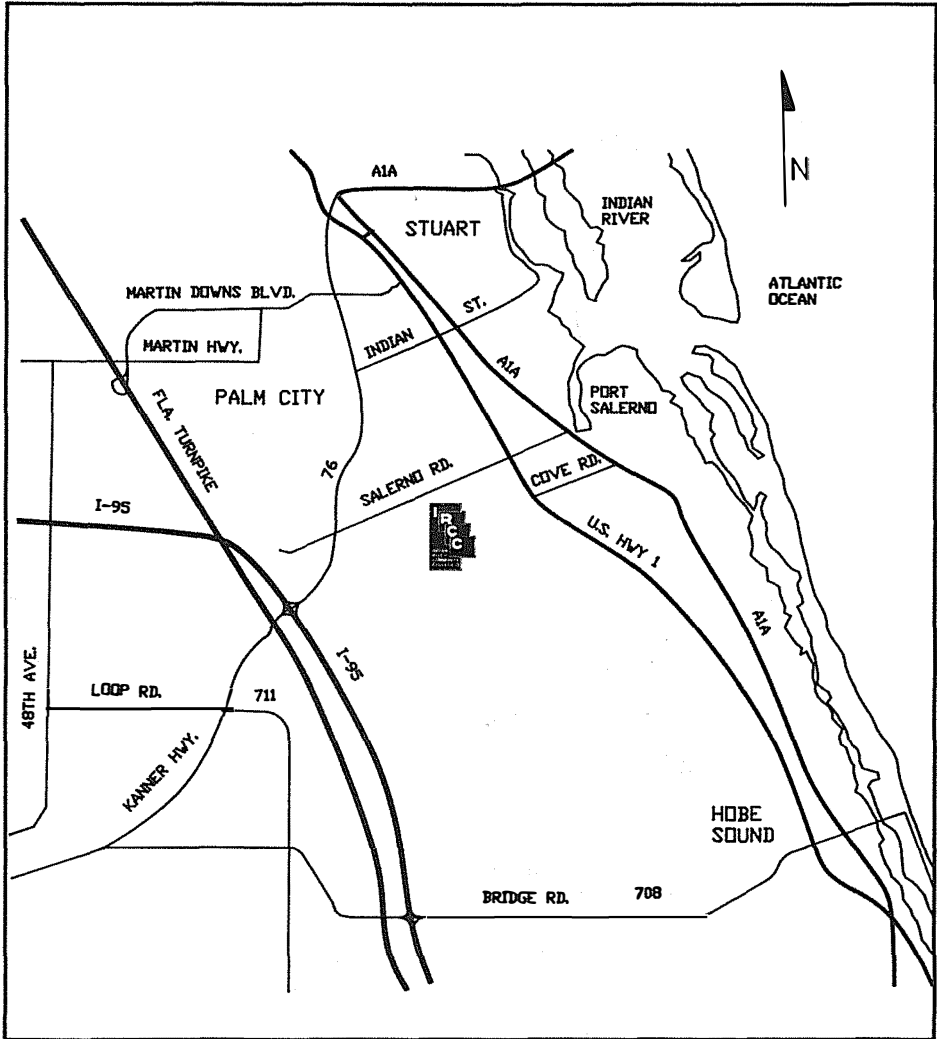
# INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

MAIN CAMPUS, FORT PIERCE  
3209 Virginia Avenue  
Fort Pierce, FL 34981-5599  
(407) 462-4700



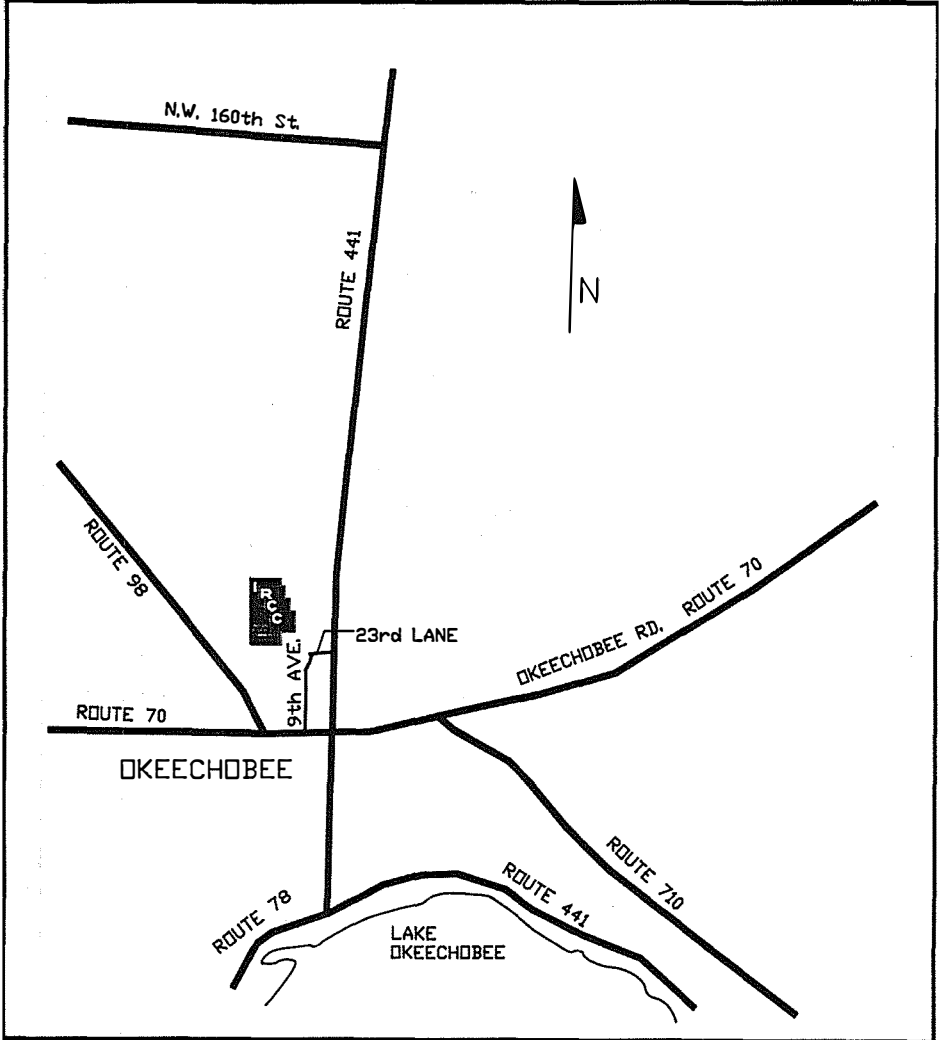
# INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

**CHASTAIN CENTER, STUART**  
**2400 S.E. Salerno Rd.**  
**Stuart, FL 34997**  
**(407) 283-6550**



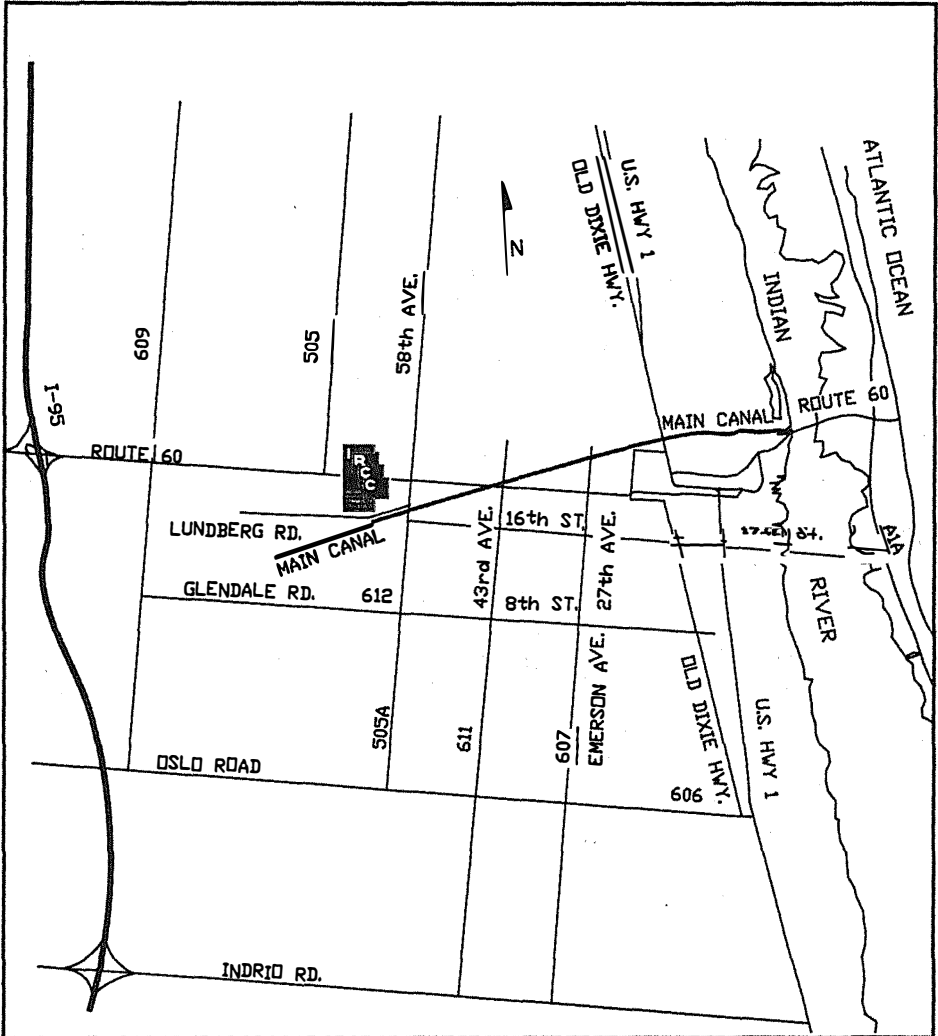
# INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

**DIXON HENDRY CENTER, OKEECHOBEE**  
**2229 N.W. 9th Avenue**  
**Okeechobee, FL 34972**  
**(813) 763-8017**



# INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

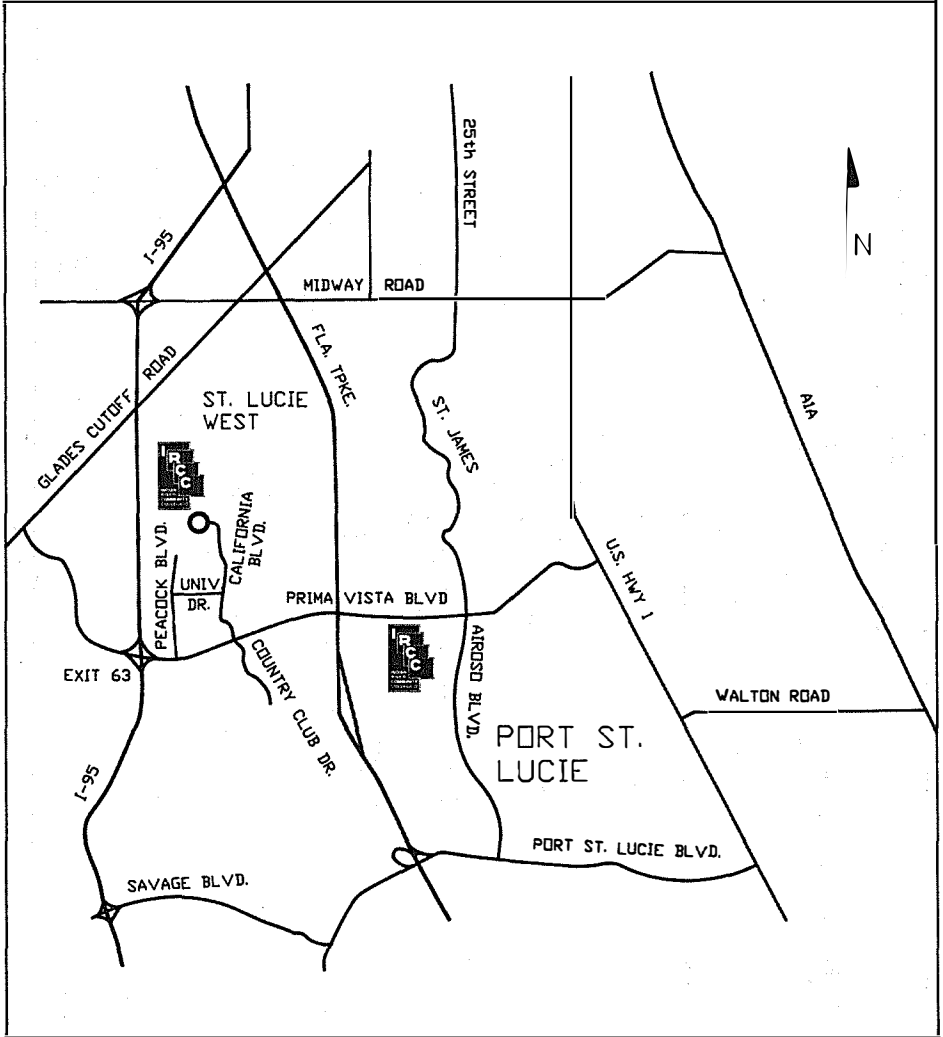
**MUELLER CENTER, VERO BEACH**  
**5880 Lundberg Road**  
**Vero Beach, FL 32966**  
**(407) 569-0333**



# INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

**ST. LUCIE WEST CENTER**  
520 N.W. California Blvd.  
Port St. Lucie, FL 34986  
(407) 879-4199

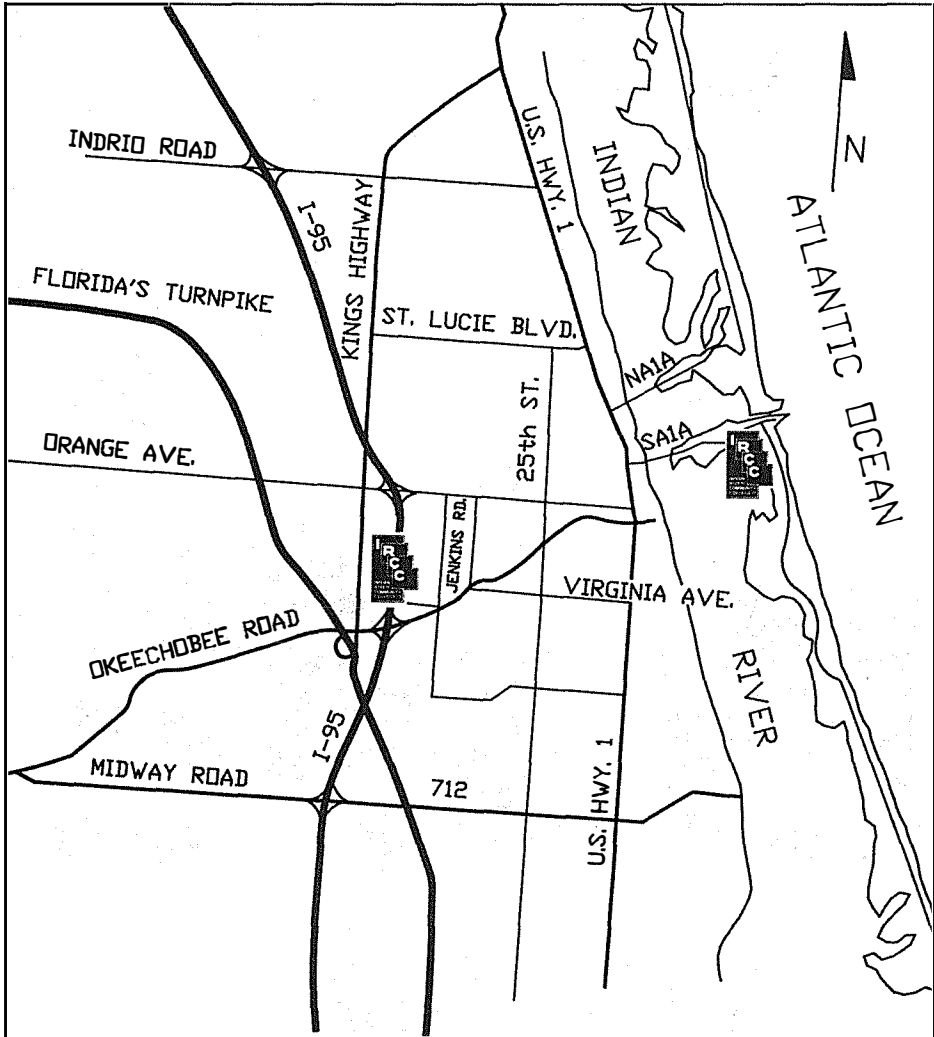
**PRIMA VISTA SITE**  
200 S.W. Prima Vista Blvd.  
Port St. Lucie, FL 34983  
(407) 879-4199



# INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

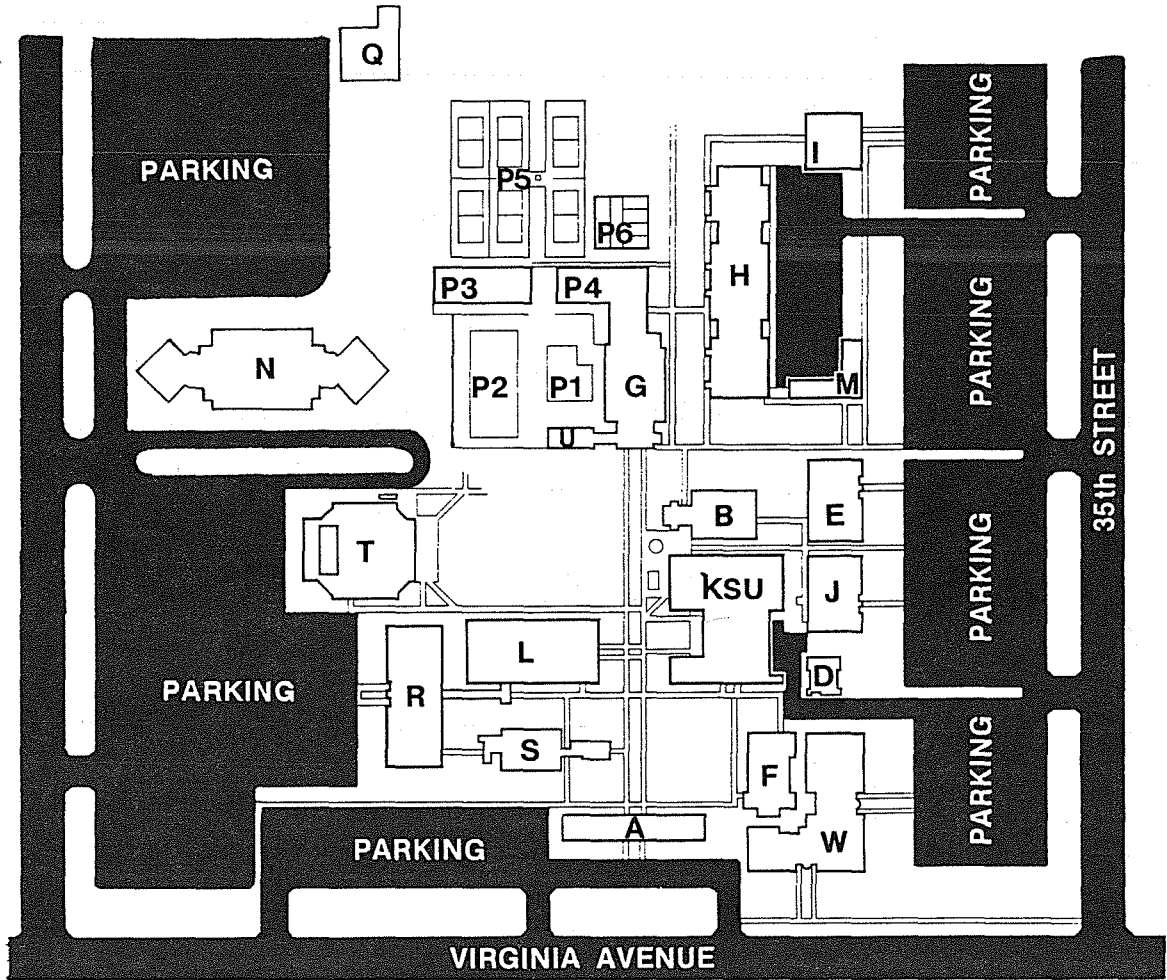
**INDIAN RIVER ACADEMY**  
5900 Tedder Road  
Fort Pierce, FL 34954  
(407) 462-4760

**MARINE SCIENCE CENTER**  
1420 Seaway Drive  
Fort Pierce, FL 34950  
(407) 462-4716



**LEGEND**

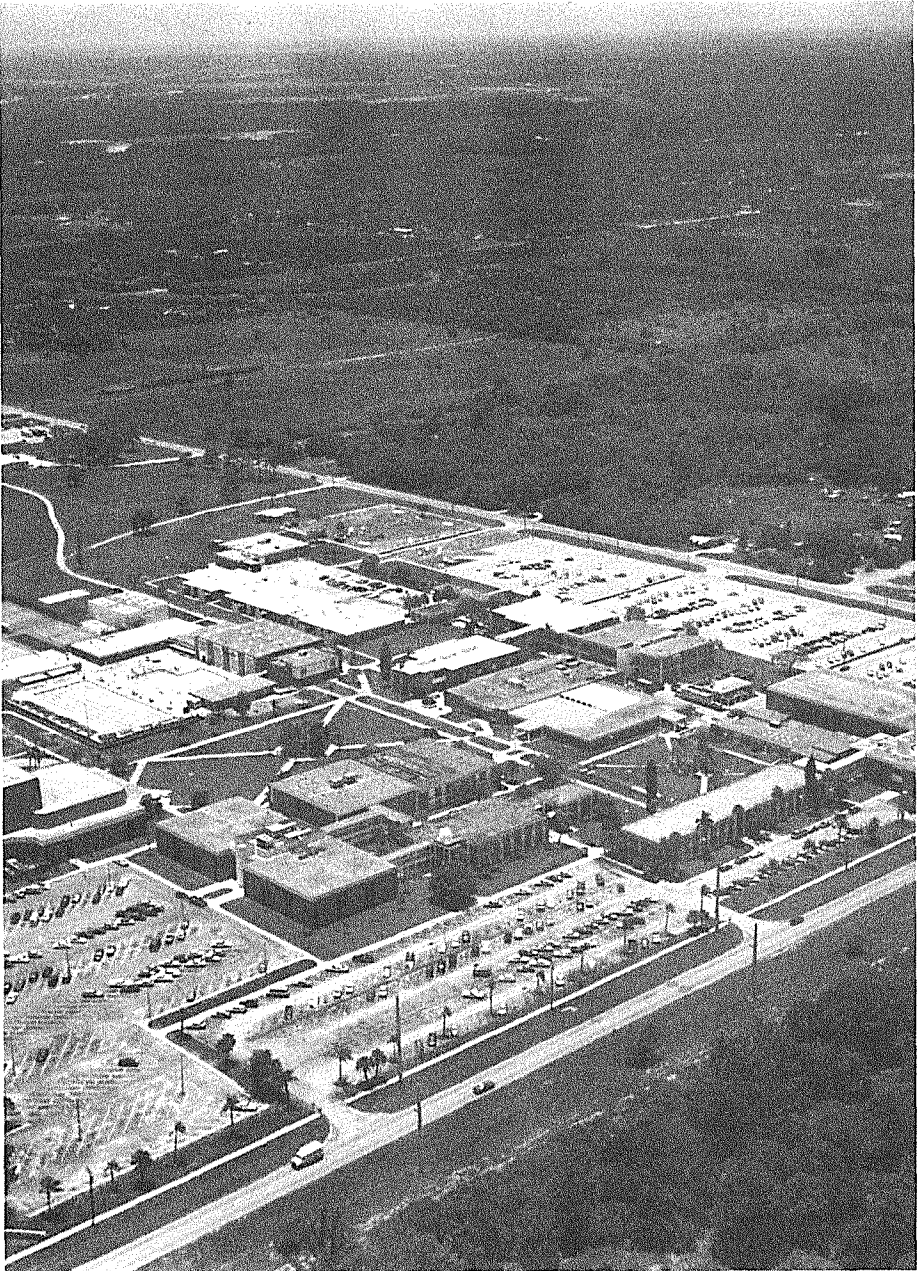
- A BRYAN ADMINISTRATION BUILDING
- B BUSINESS DEVELOPMENT CENTER
- D MECHANICAL BUILDING
- E HARBOR FEDERAL CAREERS BUILDING
- F BOOKSTORE
- G GYMNASIUM
- H INDUSTRIAL TECHNOLOGY BUILDING
- I CRIME LAB
- J ALLIED HEALTH BUILDING
- KSU KOBLEGARD STUDENT UNION
- L MILEY LEARNING RESOURCES CENTER
- M PRINT SHOP
- N SCIENCE CENTER/PLANETARIUM
- P PHYSICAL EDUCATION COMPLEX & LOCKERS
  - P1 DIVINING
  - P2 SWIMMING POOL
  - P3 WOMENS LOCKER ROOM BUILDING
  - P4 MENS LOCKER ROOM BUILDING
  - P5 TENNIS COURTS
  - P6 HANDBALL COURTS
- Q RADIO STATION
- R DENTAL/CLASS ROOM BUILDING
- S SUPPORT SERVICES
- T MCALPIN FINE ARTS BUILDING
- U CHILD CARE CENTER
- W CREWS HALL



VIRGINIA AVENUE

35th STREET





## Official Notice of Nondiscriminatory Policies/Practices

In compliance with various state and federal regulations, the District Board of Trustees for Indian River Community College has approved nondiscriminatory practices and policies concerning enrollment, admissions, and equal opportunity employment. This includes an Affirmative Action Program. The following statements are made to officially publicize such actions:

**Title VII, Civil Rights Act of 1964:** Prohibits discrimination in employment on the basis of race, color, religion, national origin, or sex. This covers all terms and conditions of employment, including recruitment, selection, discharge, promotion opportunities, training, wages, leave, retirement and fringe benefits.

**Section 504, Rehabilitation Act of 1973:** Prohibits discrimination against handicapped persons on the basis of handicap. The provisions of this law are equally applicable to employees, employment applicants, students and student admissions.

**Title VI-Civil Rights Act of 1964 as Amended:** No persons shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the H.E.W. department.

**Title IX-Educational Amendments of 1972, Prohibits Sex Discrimination in Education:** Indian River Community College does not illegally discriminate on the basis of sex in its employment practices for both academic and non-academic personnel, or in its admission of students, or in its educational programs or activities. Any inquiries concerning the application of Title IX should be made to the College Personnel Director, or to the Director, Office of Civil Rights, HEW, Washington, D.C. 20201.

Other laws and regulations with which we are in compliance are The Equal Pay Act of 1963; Executive Order # 1246: Title VIII, Public Health Service Act; Age Discrimination in Employment Act of 1967, and the Florida Human Rights Act.

*Although the college catalog is not a contract, it does bind the student to meet the requirements contained within. The college reserves the right to change any requirements for the benefit of the student and the college.*

*Indian River Community College ensures equal opportunity and affirmative action in its educational and employment policies and procedures.*

### INDIAN RIVER COMMUNITY COLLEGE EQUITY MISSION STATEMENT

Indian River Community College ensures equal opportunity and affirmative action in its educational and employment policies and procedures.

### EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

It is the policy of the College to provide equal employment opportunity for all without regard to race, color, religion, sex, age, marital status, or national origin. Furthermore, the College will not discriminate in its employment practices against any qualified handicapped individual.

### INDIAN RIVER COMMUNITY COLLEGE EQUITY AND AFFIRMATIVE ACTION OFFICERS

EQUITY .....	Vice Presidents: John W. Muir, Ph.D. David L. Anderson, Ed.D. Thomas C. Deal, Ed.D. Barry A. Keim Charles R. Lunceford, Ed.D. Raymond Isenburg, Ed.D.
EQUITY COORDINATOR .....	Dan E. Callahan Assistant Dean of Human Resources



**Indian River Community College**  
**3209 Virginia Avenue**  
**Fort Pierce, Florida 34981-5599**

Nonprofit Organization  
U S Postage Paid  
Stuart, FL  
Permit No. 281

**Main Campus**  
**3209 Virginia Avenue**  
**Ft. Pierce, FL 34981-5599**  
**407-462-4700**

**Chastain Center**  
**2400 S.E. Salerno Rd.**  
**Stuart, FL 34997**  
**407-283-6550**

**Mueller Center**  
**5880 Lundburg Rd.**  
**Vero Beach, FL 32966**  
**407-569-0333**

**St. Lucie West Center**  
**2229 N.W. California Blvd.**  
**Port St. Lucie, FL 34986**  
**407-879-4199**

**Dixon Hendry Center**  
**2229 N.W. 9th Ave.**  
**Okeechobee, FL 34972**  
**813-763-8017**

**IRCC is an EA/EO Educational Institution**