

Indian River Community College

1997 • 98 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
(561) 462-4700
Fax (561) 462-4796

Chastain Center

2400 S.E. Salerno Rd.
Stuart, FL
34997
(561) 283-6550
Fax (561) 462-4696

Dixon Hendry Center

2229 N.W. 9th Ave.
Okeechobee, FL
34972
(941) 763-8017
Fax (561) 462-4686

St. Lucie West Center

520 N.W. California Blvd.
Port St. Lucie, FL
34986
(561) 879-4199
Fax (561) 462-4692

Mueller Center

5880 Lundberg Rd.
Vero Beach, FL
32966
(561) 569-0333
Fax (561) 462-4615

Port St. Lucie/Prima Vista Site

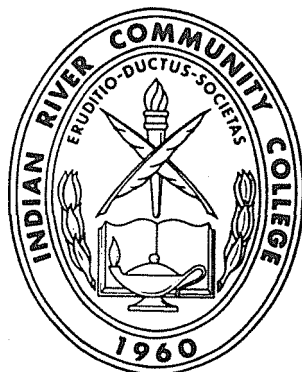
200 S.W. Prima Vista Blvd.
Port St. Lucie, FL
34983

Indian River Academy

5900 Tedder Rd.
Fort Pierce, FL
34947
(561) 462-4760
Fax (561) 464-0165

INDIAN RIVER COMMUNITY COLLEGE
FORT PIERCE, FLORIDA
1997-98 Catalog

ARCHIVES



Indian River Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4501) to award Associate in Arts and Associate in Science degrees.

Also accredited by:

National League for Nursing Accrediting Commission
350 Hudson Street, New York, NY 10014 (212) 989-9393
Joint Review Committee on Education in Radiologic Technology
American Dental Association Commission on Dental Accreditation
Dental Assisting, Dental Hygiene, and Dental Technology
Joint Review Committee for Respiratory Therapy
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)

And approved by:

The Florida State Board of Nursing



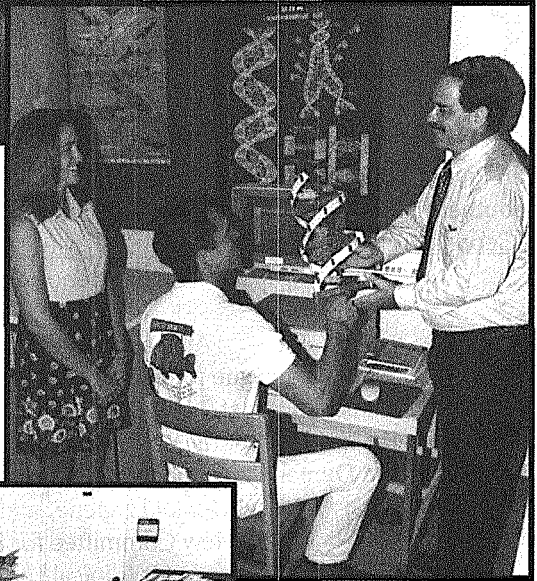
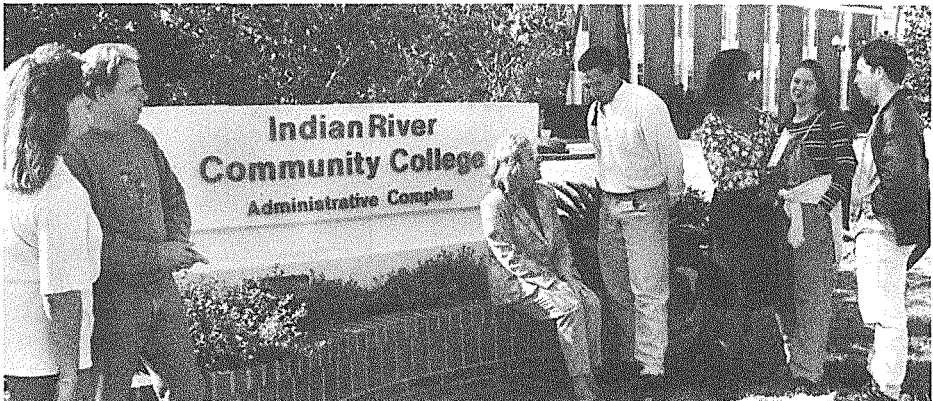


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DISTRICT BOARD OF TRUSTEES

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.

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Mary P. Graves, Vice Chairman Indian River County
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Linda T. Syfrett Okeechobee County
Edwin R. Massey, Ph.D. Secretary to the
Board of Trustees

DISTRICT BOARD OF TRUSTEES



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St. Lucie County
Chairman



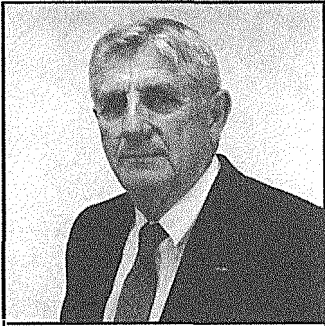
MARY P. GRAVES
Indian River County
Vice Chairman



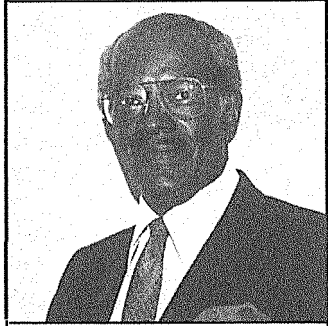
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Martin County



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Indian River County



G. GENE GREENWOOD
Martin County



DONALD E. PRUITT
St. Lucie County



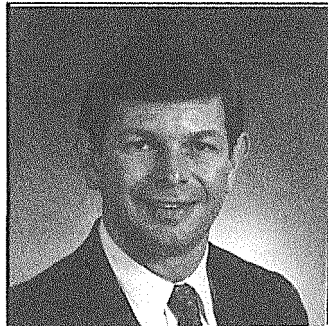
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Okeechobee County



V. PEGGY STEWART
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, which prepare students for transfer to senior universities, Associate in Science technical degrees in Florida's top 30 fastest growing careers, as well as certificate and short-term training programs.

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. Our highly qualified faculty, small classes, effective counseling, and top-quality programs combine to create an atmosphere which is extremely conducive to student success. In addition, IRCC is a leader in using technology to bring education to students through televised and online classes.

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". The signature is written in black ink and is positioned above the printed name and title.

Edwin R. Massey, Ph.D.
President

3209 VIRGINIA AVENUE, FORT PIERCE, FLORIDA 34981-5599

SUMMER I 1997 ACADEMIC CALENDAR

May 2, Friday	Registration Deadline, 8:00 a.m. to 5:00 p.m. Last day to pay without late fees.++ Last day to apply for Fall 1997 Dental Assisting Program
May 5, Monday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins. Faculty Report.
May 6, Tuesday	Classes begin.
May 12, Monday	Drop/Add ends. Last day to apply for Summer I and II, 1997 Graduation. Last day to pay all fees. NO REFUNDS after this date.
May 26, Monday	*HOLIDAY—Memorial Day
May 27, Tuesday	Last day to withdraw from a class with a "W"
June 7, Saturday	CLAST Exam
June 18, 19 Wednesday & Thursday	Semester Exams
June 23, Monday	Grades due in the Records Center by 3:00 p.m.
June 25, Wednesday	Last day to apply for August 1997 Cosmetology Program
June 26, Thursday	A.S. Degrees posted on Transcripts A.A. Degrees posted approximately July 15th when CLAST results are received.

SUMMER II 1997 ACADEMIC CALENDAR

June 20, Friday	Registration Deadline, 8:00 a.m. to 5:00 p.m. Last day to pay without late fees.++
June 23, Monday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins. Faculty Report.
June 24, Tuesday	Classes begin.
June 30, Monday	Drop/Add ends. Last day to pay all fees. NO REFUNDS after this date.
July 1, Tuesday	Health Sciences Program Applications/Packets available.
July 4, Friday	*HOLIDAY—Independence Day
July 21, Monday	Last day to withdraw from a class with a "W"
July 24, Thursday	Last day to apply for Fall 1997 Dental Lab Technology Program
August 6, 7 Wednesday & Thursday	Semester Exams
August 11, Monday	Grades due in the Records Center by 3:00 p.m.
August 13, Wednesday	Degrees posted on Transcripts

*Official Holiday — All offices closed. No classes.

+ + If not paid, students will be automatically dropped from classes and must pay a late fee and re-register.

FALL 1997 ACADEMIC CALENDAR

August 15, Friday	New Faculty Report
August 18, Monday	Returning Faculty Report
August 20, Wednesday	New Student Orientation, 6:30 p.m.
August 21, Thursday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last Day to pay without late fees. ++ Student Orientation, 9:00 a.m.
August 22, Friday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins.
August 25, Monday	Classes begin.
August 29, Friday	Drop/Add ends. Last day to apply for Fall 1997 Graduation. Last day to pay all fees. NO REFUNDS after this date. Last day to apply for January 1998 LPN Program
September 1, Monday	*HOLIDAY—Labor Day
October 4, Saturday	CLAST Exam
October 9, Thursday	Last day to apply for January 1998 Cosmetology Program
October 17, Friday	Last day to withdraw from a class with a "W"
November 11, Tuesday	*HOLIDAY—Veteran's Day
November 27 & 28 Thursday & Friday	*HOLIDAY—Thanksgiving
December 1, Monday	First day - Special Registration for Spring 1998
December 12, Friday	Last day to apply for Fall 1998 ADN and January 1999 LPN/ADN Transitional Track
December 10, 11, 12, & 15 Wednesday, Thursday, Friday & Monday	Semester Exams
December 16, Tuesday	Grades due in the Records Center by 3:00 p.m.
December 19, Friday	Degrees posted on Transcripts

*Official Holiday — All offices closed. No classes.

+ + If not paid, students will be automatically dropped from classes and must pay a late fee and re-register.

SPRING 1998 ACADEMIC CALENDAR

January 2, Friday	Registration Deadline, 8:00 a.m. to 5:00 p.m. Last Day to pay without late fees. ++ New Student Orientation, 9:00 a.m. Faculty Report.
January 5, Monday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins.
January 6, Tuesday	Classes begin.
January 12, Monday	Drop/Add ends. Last day to apply for Spring 1998 Graduation. Last day to pay all fees. NO REFUNDS after this date.
January 16, Friday	Last day to apply for May 1998 Radiography Technology Program
January 19, Monday	*HOLIDAY—Martin Luther King Day
February 21, Saturday	CLAST Exam
February 27, Friday	Last day to apply for Summer II 1998 Dental Hygiene, Fall 1998 Medical Laboratory Technology, and Part-time Practical Nursing Programs
March 2, Monday	Last day to withdraw from a class with a "W"
March 6, Friday	Last day to apply for Fall 1998 Physical Therapist Assistant Program
March 30-April 3 Monday-Friday	*HOLIDAY—Spring Break
April 6, Monday	First day of Special Registration for Summer I 1998
April 7, Tuesday	Last day to apply for May 1998 Cosmetology Program
April 10, Friday	Last day to apply for Fall 1998 Respiratory Care Program
April 27, 28, 29, & 30 Monday, Tuesday, Wednesday, Thursday	Semester Exams
April 30, Thursday	Grades due in the Records Center by 5:00 p.m.
May 3, Sunday	Commencement
May 5, Tuesday	Degrees posted on Transcripts

*Official Holiday — All offices closed. No classes.

+ + If not paid, students will be automatically dropped from classes and must pay a late fee and re-register.

SUMMER I 1998 ACADEMIC CALENDAR

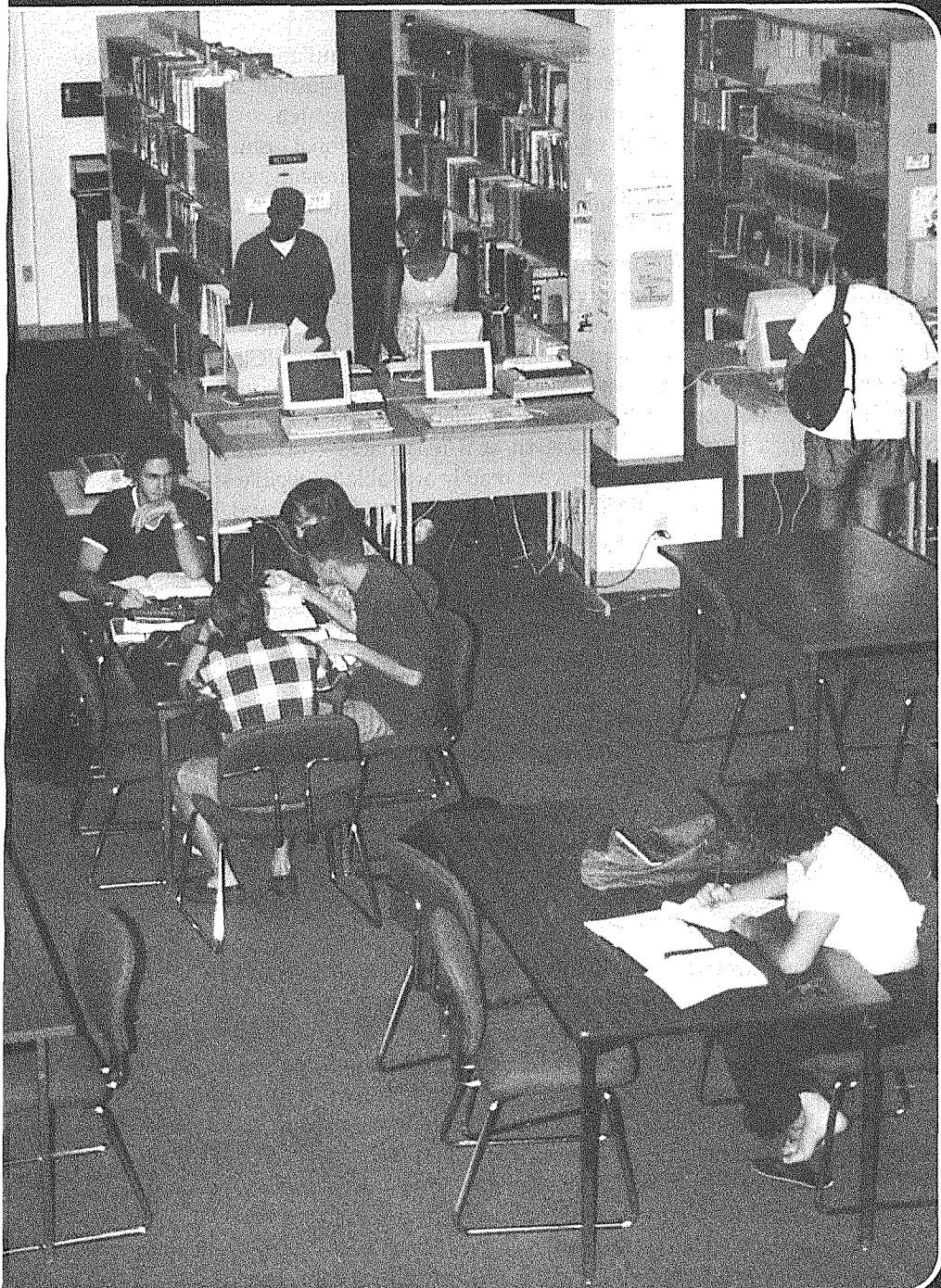
May 4, Monday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last Day to pay without late fees. ++ Last day to apply for Fall 1998 Dental Assisting & Paramedic Programs. Faculty Report
May 5, Tuesday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins.
May 6, Wednesday	Classes begin.
May 12, Tuesday	Drop/Add ends. Last day to apply for Summer I & II 1998 Graduation. Last day to pay all fees. NO REFUNDS after this date.
May 25, Monday	*HOLIDAY—Memorial Day
June 1, Monday	Last day to withdraw from a class with a "W"
June 6, Saturday	CLAST Exam
June 18 & 22	Semester Exams
Thursday & Monday	
June 23, Tuesday	Grades due in the Records Center by 3:00 p.m.
June 24, Wednesday	Last day to apply for August 1998 Cosmetology Program
June 29, Monday	A.S. Degrees posted on Transcripts A.A. Degrees posted approximately July 15th when CLAST results are received.

SUMMER II 1998 ACADEMIC CALENDAR

June 22, Monday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last Day to pay without late fees. ++ Faculty Report
June 23, Tuesday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins.
June 24, Wednesday	Classes begin.
June 30, Tuesday	Drop/Add ends. Last day to pay all fees. NO REFUNDS after this date.
July 1, Wednesday	Health Sciences Program Applications/Packets available
July 3, Friday	*HOLIDAY—Independence Day
July 20, Monday	Last day to withdraw from a class with a "W"
July 23, Thursday	Last day to apply for Fall 1998 Dental Laboratory Technology Program
August 6 & 10	Semester Exams
Thursday & Monday	
August 11, Tuesday	Grades due in the Records Center by 3:00 p.m.
August 17, Monday	Degrees posted on Transcripts
*Official Holiday — All offices closed. No classes.	
++If not paid, students will be automatically dropped from classes and must pay a late fee and re-register.	

College Mission Statement

Indian River Community College is a comprehensive community college dedicated to meeting the current and future educational needs of the diverse populations of St. Lucie, Indian River, Martin, and Okeechobee Counties. Committed to building a stronger community, the College provides equal access to quality education including associate degree programs, technical training, occupational instruction, developmental studies, and student services. The College serves as a partner in economic and work force development, an innovative leader in science and technology, and a resource for professional, personal, and cultural enrichment.



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 affordable 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 allows 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 technical 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 cultural hub, IRCC has a reputation for quality that inspires some 43,000 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 eight Centers, 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. Additional programs include the Adult Basic Education Program, the General Educational Development (GED) Program, English As A Second Language Program, the Adult Vocational Credit Program, the Center for Personalized Instruction, the

Adult High School for St. Lucie and Okeechobee Counties, 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 (1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4501) to award Associate in Arts and Associate in Science degrees. IRCC is also accredited by the National League for Nursing Accrediting Commission, the Joint Review Committee on Education in Radiologic Technology, the American Dental Association Commission on Dental Accreditation, the Joint Review Committee for Respiratory Therapy, the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). IRCC is also approved by the Florida State Board of Nursing. IRCC is totally committed to providing its students with the most modern facilities and most relevant program choices.

FACILITIES

Thirty-one buildings on a lovely 137-acre campus compose IRCC's main facility in the coastal city of Fort Pierce. In addition, there are seven 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 Hallstrom 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 College's new \$8.6 million Science Center provides a technologically advanced setting for the study of math and science and the Treasure Coast's only Planetarium. A nearly \$10 million Health Science Center, currently under construction, will provide an exceptional setting for the study of Health Sciences. 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.

Each year, the College-sponsored Performing Arts Series 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, as well as the Northwest Site at Garden City School and Indian River Academy Site in Fort Pierce.

HISTORY

Authorized by the Florida Legislature in 1959, Indian River Community College has grown in the past thirty-seven 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 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.

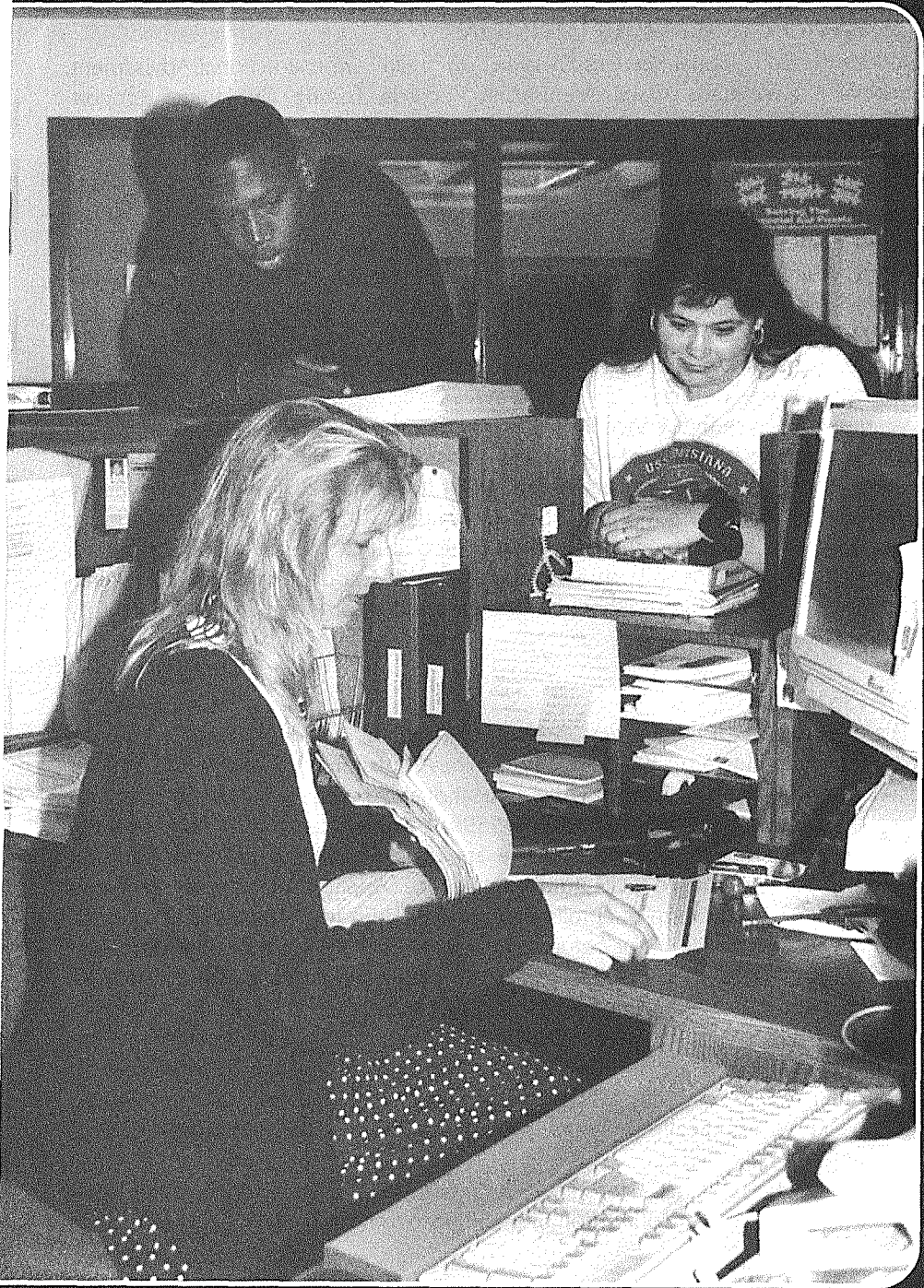
Administered by a District Board of Trustees representative of the four-county area, IRCC maintains an open, innovative administration, a dedicated staff, and concerned, well-qualified faculty. College faculty and staff members contribute to their community through involvement in many local organizations.

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 Florida Turnpike or I-95 are the city of West Palm Beach, a senior university, 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, a diverse group 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, Veterans Affairs, Admissions, 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 and 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 corresponds 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/Provost, 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 Associate Dean of Educational Services and the Vice President of Academic Affairs make certain the programs of study offered at IRCC are the most current and relevant possible. In this way, students are assured 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 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 Health Sciences and Cosmetology.

It is the responsibility of the applicant to make sure official transcripts from the high school and college(s) 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. Students who present Enhanced ACT scores of Reading 16, English 16, Math 16 or SAT1 scores of Verbal 420, Mathematics 440, or higher, may be exempt from taking the Florida Entry Level Placement Test (CPT). The CPT is administered by IRCC. Students are not permitted to register for any mathematics, English, reading or college-level professional coursework without these scores. Scores are valid for 2 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 selective admission 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 at IRCC have additional requirements for admission and different application deadlines. Applicants to the Nursing Associate Degree (including Transition Option), Cosmetology, Dental Assisting, Dental Lab Technology, Dental Hygiene, Emergency Medical Technician, Medical Lab Technology, Paramedic, Physical Therapist Assistant, Practical Nursing, Radiography, 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 they have not successfully completed the requirements set forth in S.232.246 or unless they have 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. Students who present Enhanced ACT scores of Reading 16, Spelling 16, Math 16, or SAT1 scores of Verbal 420, Mathematics 440, or higher, may be exempt from taking the Florida Entry Level Placement Test (CPT). The CPT is administered by IRCC. Currently, IRCC administers the Florida Entry Level Placement Test (CPT) and the National ACT exam. The FELPT (CPT) is frequently given during registration periods for a \$10.00 testing fee. For students taking a sub-test the fee is \$5.00. 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 semester hours credit.

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 an entry-level examination as required by Section 240.117, Florida Statutes. For the purpose of this agreement, ACT, SAT, and/or FELPT (CPT) 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 Records 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 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. This evaluation service will cost the student \$80.00 to \$125.00 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 SCIENCE PROGRAMS

Although the admission requirements for most of the programs at IRCC are minimal, the Health Sciences Division requires that applicants to its programs meet additional "selective admission" conditions. These include submission of a Health Program application, payment of a \$10.00 nonrefundable/non-transferable application fee for each program, 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. Program information booklets outlining the selective admission criteria are available from the Educational Services Division after July 1st of each year.

TRANSFER COURSEWORK

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.

All credits attempted at IRCC along with those from all other institutions attended will be used to compute the student's grade point average (GPA) for financial aid purposes. Students must complete at least twenty-five percent (25%) of the program requirements for their degree at IRCC. Courses that are not part of the degree will not be counted toward the residency requirement. Only grades of A, B, C, D and S will satisfy the residency requirement. College preparatory courses may not be used to fulfill the residency requirement. If a course has been repeated, only the final attempt (the attempt calculated in grade point average) will count toward completion of the residency requirement provided the grade is acceptable. Courses that can be taken multiple times for credit can be used multiple times toward the residency requirement up to the number of times they can be taken for credit. CLEP, AP, IB, PEP, and Competency-validated credit will not automatically be counted toward the residency requirement. 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 for classes can be completed at the Educational Services Division on the Main Campus or at any Campus Center. Students may also use Telephone Registration to register, drop, and add classes, or pay tuition. To use Telephone Registration, students choose courses from the term Course Schedule and enter the four-digit reference number for each class. Students must have a current application for admission on file and no outstanding holds in order to register by telephone. 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 academic 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 above 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 registering 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 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 prior to the beginning of the 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.

Up to 5% of each student's matriculation fee per credit hour is applied toward scholarships.

The fee schedule in effect at IRCC as of Fall Semester, 1996, is as follows. These fees are subject to change within the academic year covered by this catalog.

	In-State Matriculation	Out-of-State Tuition
Advanced and Professional Postsecondary Vocational	\$39.25/cr. hr.	\$145.25/cr. hr.
Postsecondary Vocational	\$39.25/cr. hr.	\$145.25/cr. hr.
Postsecondary Adult Vocational	\$12.00/0-15 hrs. \$17.00/16-30 hrs.	\$42.00/0-15 hrs. \$62.75/16-30 hrs.
Supplemental Vocational	\$9.50/0-10 hrs. \$19.00/11-20 hrs. \$28.50/21-30 hrs.	\$38.40/0-10 hrs. \$76.80/11-20 hrs. \$115.25/21-30 hrs.
Lifelong Learning	\$5.00/0-15 hrs. \$10.00/16-30 hrs.	\$20.00/0-15 hrs. \$40.00/16-30 hrs.
College Preparatory	\$39.25/cr. hr.	\$145.25/cr. hr.
Vocational Preparatory	\$14.00/cr. hr.	\$56.00/cr. hr.
Adult Basic Skills and Adult Secondary	\$11.00/cr. hr.	\$44.00/cr. hr.
Adult Elementary & Secondary	NO FEE	NO FEE
Recreational and Leisure Time Fee Supported	\$1.00/contact hr.	\$1.00/contact hr.

SPECIAL FEES

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

Late Registration	\$20.00
Commencement—Spring Semester (includes regalia)	\$40.00
Graduation Fee —Fall, Summer I & II Semesters	\$20.00
Graduation Late Fee	\$10.00
Cosmetology Graduation Fee	\$20.00
Adult High School Graduation Fee	\$20.00
Practical Nursing Graduation Fee	\$20.00
Health Sciences Application Fee	\$10.00
Florida Entry Level Placement Test (CPT)	\$10.00
One Subtest —CPT	\$5.00
General Education Development Test (GED)	\$25.00
Nursing Assistant's Performance Exam	\$75.00
Child Care (per child, per week)	\$67.00
Competency Validated Credit—Service Fee	\$5.00/cr.
Interlibrary Loan Fees—Photocopied	\$.05/pg.
Parking Fines	\$10.00

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

After the second attempt students enrolled in a college preparatory course will be charged direct instructional costs.

Refer to the Course Description section of this catalog for Lab Fees assessed for individual courses.

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.

First-time enrolled students receiving Financial Aid who totally withdraw prior to the time 60% of the semester has passed, are subject to prorata refunds.

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 class begins

If a class meets during a time when registration offices are closed and the student has attended only one session of the class, 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. Some Selective Admission programs require accident and/or liability insurance.

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 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 Vocational Gold Seal Endorsement 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 as all students must achieve a 2.0 grade point average (GPA) in order to graduate from IRCC.

There are three components to IRCC's Satisfactory Academic Progress Standards (SAP) for Financial Aid Recipients:

1. Aid recipients are expected to maintain a minimum cumulative 2.0 GPA for all classes attempted.
2. Aid recipients must successfully complete 70% of all credits attempted each term.
3. Aid recipients must complete their degree or certificate within a specified time-frame which is established based on enrollment status. Normally, a full-time student is expected to complete in six semesters.

In general, students who have attempted more than 90 credits will not be eligible to receive financial aid at IRCC, even if some of these credits were attempted at another institution. Selective admission health science programs have specific higher credit limits. Certain aid programs may have more restrictive guidelines. More specific SAP 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 Valedictorian Scholarship covers two years of tuition and an allowance for books at IRCC and is offered each year to the high school valedictorians in the four-county area. Various academic, minority, and 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 can be obtained at the Financial Aid Office, any one of IRCC's Campus Centers, or the four-county area high school guidance offices.

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/eligible dependents 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 VA Regional Office. It is the individual's responsibility to make sure that he or she meets all of the eligibility requirements, and reads and understands the regulations and policies that govern the VA educational benefit program. Veterans/eligible dependents must enroll for at least 12 semester hours during the Fall and Spring

Terms, and for at least 4* semester hours during the Summer sessions to receive educational benefits at the full-time rate. If fewer semester hours are attempted, monthly allotments are generally reduced proportionately.

Students receiving VA educational benefits must maintain a cumulative 2.0 grade point average (GPA) to continue to be eligible for benefits. Veterans are given one probationary semester in which their grade point average may drop below the 2.0 requirement. The academic probation/suspension procedures indicated in this catalog refer to the continued enrollment in the College, not to continued eligibility for VA educational benefits. The VA benefit eligibility policy is consistent with the 2.0 cumulative GPA as required for graduation. Non-degree students who fail to maintain satisfactory progress are not permitted to continue enrollment in the program and would not, therefore, be as eligible to receive educational benefits.

A veteran/eligible dependent's enrollment status is certified to the Veterans Administration for enrollment period the individual is enrolled. It is the individual's responsibility to report to the IRCC Veterans Office all changes in the number of semester hours enrolled in or any other change in status.

At least 45-60 days should be allowed for paperwork to be processed before an individual can expect his or her first benefit payment.

Students in vocational clock-hour programs are encouraged to attend all class sessions. Students receiving VA educational 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 for the enrollment period will result in the student being terminated from receipt of VA educational 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 veteran's benefits, are expected to attend all class sessions. Absences should be discussed with instructors. Also, students funded by any of these programs must make satisfactory academic 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 jobseekers 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 JOB GRAMS, 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 resumé ensure that IRCC students are given every opportunity to pinpoint their interests and obtain a job which corresponds with those interests.

STUDENT DISABILITY SERVICES

Indian River Community College strives to provide all possible forms of assistance to students with disabilities. Reasonable substitutions and modifications of requirements for admissions to programs, graduation, or CLAST waivers shall be provided to eligible students with documented disabilities in accordance with Sections 240.152, 240.153, and 240.107(5) Florida Statutes and State Board of Education, Rule 6A-10.041. Each request for a substitution, modification, or waiver will be considered on an individual basis. Any student with a special need is encouraged to contact the Student Disability Services 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

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. It is up to the student to make sure the necessary fee adjustments are paid by the Drop/Add deadline. Students who wish to change their class schedule during this period can return to the Educational Services Division or off-campus Center office and meet with an academic counselor to amend the schedule, or can use the telephone registration system for Drop/Add. Financial Aid and Veteran students are required to notify the Financial Aid Office and Veterans Affairs Office of any changes in enrollment status.

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 at Main Campus, or at any Campus Center office, and provided the student is not attempting a course for the third time or more. Students who simply do not attend class and who do not officially withdraw from the course may 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 and provided the student is not attempting a course for the third time or more. 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 at Main Campus, or at any Campus Center office. Financial Aid and Veteran students should refer to IRCC's Satisfactory Academic Program Standards.

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, (no quality points).
- S Satisfactory (no quality points).
- U Unsatisfactory

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

**Incomplete grades which are not subsequently changed to a grade (A-F), within a calendar year, will automatically change to "F".

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 two times in which they have a grade of D, F, I, or W. Students enrolling for the third attempt in any course must meet with a counselor to review the student's progress and discuss alternatives and career goals. On the third attempt a student will not be allowed to withdraw and must receive a grade for that course. A student may have only three attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through academic appeals process based on major extenuating circumstances. All grades from the third and subsequent attempts will be calculated in the grade point average.

Students should be aware of the potential impact of forgiven courses in the computation their grade point average in transferring to other institutions, either public or private. In addition, they need to consider the impact of retaking a course on their specific financial aid package.

A student may take a course for "S" (Satisfactory) or "U" (Unsatisfactory) graded credit and count it for the degree given appropriate advisement. Courses taken for "S" or "U" graded credit **will not** convert subsequently to any other type of grade.

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" (S/U courses are ineligible) and a semester 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 a semester grade point average of 3.5 or higher with no grade lower than "C", and who are enrolled for 12 or more semester hours in courses which have 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, 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 for the Associate in Arts degree is based on all coursework attempted (excluding College preparatory and Occupational courses). For the Associate in Science degree, academic awards are based on all coursework attempted (excluding college preparatory). For both degrees, freshman/sophomore level coursework attempted at other regionally accredited colleges will also be used in this computation.

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, except for those students who meet the state standards for an exemption. Consult Educational Services regarding eligibility criteria for exemptions.

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. degree and for admission to upper-division status in State universities in Florida.

For more information on how and when to apply to take the CLAST and where the communication and computation skills are taught in the curriculum, contact the Educational Services Division.

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 4, 1997

February 21, 1998

June 6, 1998

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 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 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, clichés, 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.

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- (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 or 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 or 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 30th 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
ENC	2105	Essential Skills in English
MAC	1102	Basic College Algebra
MAC	1104	College Algebra
MGF	2202	Finite Mathematics
MGF	2118	Essential Skills in Mathematics
REA	1205	Advanced College Reading I
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/Humanities12 semester hours
 The student will demonstrate writing skills 24,000 words
 Mathematics6 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 (6,000 words).....	3 credits
ENC	1102	Communications II (6,000 words).....	3 credits

Students will select two of the following courses:

AML	2010	American Literature to 1865 (6,000 words).....	3 credits
AML	2020	American Literature after 1865 (6,000 words).....	3 credits
ENL	2011	English Literature: Beowulf-Johnson (6,000 words).....	3 credits
ENL	2022	English Literature: Romantic-Present(6,000 words).....	3 credits
HUM	1533	Humanities Philosophy (6,000 words).....	3 credits
HUM	2512	Humanities Fine Arts (6,000 words)	3 credits
LIT	2110	World Literature:Homer-Renais. (6,000 words)	3 credits
LIT	2120	World Literature:Renais.-Present (6,000 words)	3 credits
PHI	1103	Critical and Creative Thinking (6,000 words).....	3 credits

Students will also take:

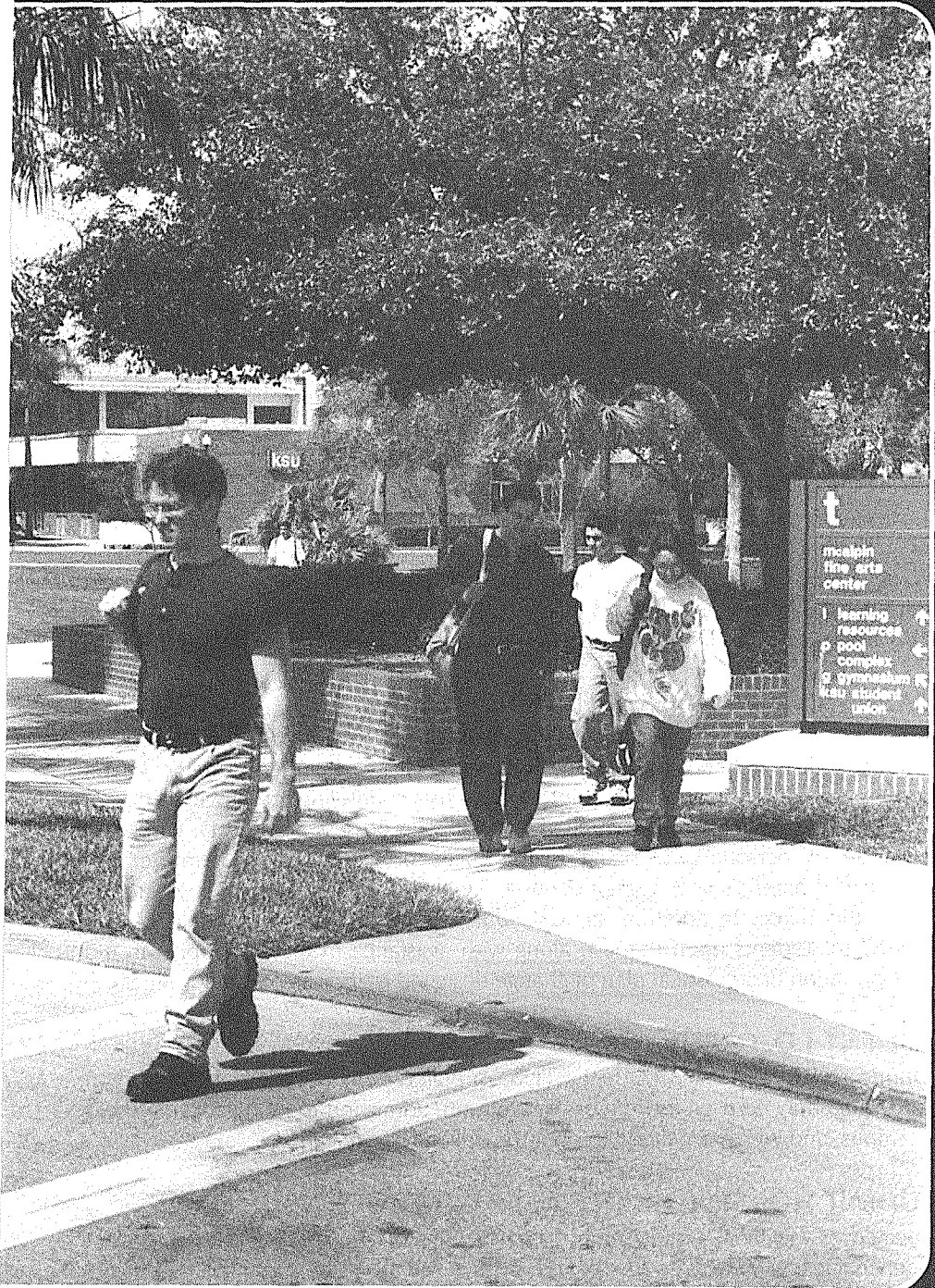
MAC	1102	Basic College Algebra	3 credits
MAC	1104	College Algebra	3 credits

or

MGF	2202	Finite Mathematics	3 credits
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or higher level Mathematics. 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 Gordon Rule 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 Office, 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.

STUDENT HOUSING —“THE RIVER HAMMOCK”

Located at the IRCC Main Campus is “The River Hammock,” the new student residence facility owned and operated by the Indian River Community College

Foundation, Inc. Each fully-furnished apartment includes a central living room, dining room and kitchen, as well as four private bedrooms and two baths. Open only to students enrolled at IRCC, "The River Hammock" offers convenience, comfort and an environment conducive to studying—all at an affordable price. Information and lease forms for "The River Hammock" are available only through the IRCC Student Affairs Office.

TRANSPORTATION AND PARKING

Most students who attend IRCC travel to and from the campus in private vehicles, either driving or sharing a ride 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 vehicle 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 CENTER

The Charles S. Miley Learning Resources Center (LRC) is the center of academic activity for students, faculty, and the campus community. The LRC provides Library, Educational Media, and Educational Telecommunications Services. Professionals are available to provide individual and group guidance and assistance. The Library is an integral part of the intellectual life on campus.

The Library is an information hub providing access to books, periodicals, and electronic databases. Access to information resources is achieved, in part, through the Library Information Network for Community Colleges (LINCC). LINCC provides access to the College collection, all other Florida community college and State university library collections, the State of Florida Library, and Internet. The Library is a general depository and receives a large number of federal documents of interest to the campus community and the citizens of the Treasure Coast region. The Library maintains an up-to-date collection of non-print media including videotapes, CD-ROMS, slides, and a range of other instructional and informational materials.

The Library is a participant in the Online Computer Library Center (ONLC) which fully automates cataloging and Interlibrary Loan, providing easy access to over thirty million resources internationally. The Library also provides computer-assisted reference service through DIALOG; the LRCNET provides network access to ten CD-ROM databases and more than forty CD-ROM resources are available throughout the Library.

Electronic Access to Information (CGS 1050) is a recommended college credit course offered each term to teach students how to become information literate in the age of electronic information resources. Specialized courses are also available in the business, legal, and medical areas.

ST. LUCIE WEST LIBRARY

Providing a world of information to students and residents of southern St. Lucie County is the St. Lucie West Library at the IRCC St. Lucie West Campus in Port St. Lucie. Operated in cooperation with IRCC, Florida Atlantic University, and St. Lucie County, the Library offers an exceptional learning resource center for the Treasure Coast. In addition to the many services and electronic research abilities offered at the Miley Learning Resources Center at the Main Campus, the Library houses a book and periodical collection which reflects the college and university curriculum, as well as a diverse collection of current literature.

DISTANCE LEARNING - TELECOURSES

The mission of distance learning is to use all appropriate technologies to provide access to high quality education, including seminars, special courses and Associate's degree programs.

Distance Learning is a rapidly developing combination of services designed to extend opportunities to students beyond the traditional classroom. These services are provided by the instructional departments in cooperation with the offices of Educational Services and Institutional Technology.

Indian River Community College maintains a satellite downlink used for teleconferencing and educational programming. College credit courses are regularly offered through the medium of television. These telecourses provide students the opportunity to enroll in stimulating courses and earn college credit in the convenience of their homes. Students may view the telecourses on some local cable systems. Videotapes of the telecourses offered are also available for rental through the IRCC Bookstore at the Main Campus.

Students may also participate in Live Interactive TV Classes broadcast from the IRCC Main Campus to the IRCC Campus closest to them. Students see and hear the instructor at the Main Campus, and the instructor sees and hears them. In addition, several classes are available on the Internet. Courses are delivered to the students' own computers through IRCC's Internet facility and conducted through World Wide Web (WWW) browser and e-mail. Students complete assignments and communicate with the instructor via e-mail. A complete listing of Distance Learning classes is printed in the College Course Schedule each semester.

CHILD CARE

Students who have children may utilize the services of the IRCC Child Care Center located at the Main Campus. 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 a reasonable cost and open each day that college classes are scheduled, except during Summer II semester, the Child Care Center provides worthwhile learning experiences and a caring environment for young children while their 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.

Each year at the beginning of Fall Semester, 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 Semester are invited to participate in a weekend series of leadership workshops. Interesting lectures 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 and was named the "Best Community College Student Government Association in the State" in 1993 by *Florida Leader* magazine.

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 Chambers Room in the KSU.

CLUBS AND ORGANIZATIONS

Agri-Diversity Club	International Club
Ambassador Club	Intramurals
Art Club	Math Club
Automotive Technology	Medical Lab Technology
Bacchus Club	Mueller Center Computer Club
Barrier Breakers	Phi Beta Lambda
Baseball	Phi Theta Kappa
Basketball (Men)	Philosophy Club
Basketball (Women)	Practical Nursing
CCG	Psychology Club
Cheerleaders	Rivertronics
Cosmetology	SAMS (Student Assistant Mentorship)
Cultural Exchange Club	Science Club
DECA (Delta Epsilon Chi)	Softball (Women)
Dental Science Club	Spanish Club
EMT/Paramedic Club	Student Fellowship Club
FNSA - (Fla. Nursing Students Assn.)	Swimming & Diving (Men)
History Club	Swimming & Diving (Women)
HOSA (Health Occupations Student Association)	VICA (Vocational International Clubs of America)
Human Services	Volleyball
Interior Design	

IRCC STUDENT AMBASSADOR CLUB

The IRCC Ambassador Club provides outstanding students with the opportunity to represent and assist the College at official campus and community functions. These students function in a public relations capacity for the College and serve as role models for other students. Ambassadors greet College guests, serve as tour guides on campus, and answer questions about IRCC.

Ambassadors are selected based on grades, recommendations, and involvement with IRCC activities. Student Ambassadors have an opportunity to meet interesting people while learning valuable skills. This experience enables student leaders to develop poise and leadership skills while providing assistance at a variety of College functions.

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 enrolled for at least 12 semester hours per term in courses which have a letter grade of A, B, C, (S/U courses ineligible). In addition, the eligible student must achieve one of the following levels:

- a. a 3.85 or higher cumulative GPA for two consecutive semesters at IRCC.
- b. a 3.70 or higher cumulative GPA for three consecutive semesters at IRCC.
- c. a 3.50 or higher cumulative GPA for four consecutive semesters at IRCC.

If a member of Phi Theta Kappa allows his or her GPA to drop below 3.5 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 National Junior College Athletic Association and Florida Community College Activities Association, IRCC competes on a statewide and national level in men's and women's basketball, swimming and diving, men's baseball, women's softball, 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 receive the administrative support and backing necessary to perform at the best of their abilities.

The men's swimming and diving team holds the distinction for winning the most consecutive national championships by any college or university in the United States in any intercollegiate sport. The men's team won its 23rd consecutive national championship and the women's team won its 15th straight national championship at the 1997 NJCAA meet. In 1996 the teams were recognized in *Sports Illustrated* magazine.

The IRCC Baseball team has also gained national prominence, winning three of the past four Florida State championships in 1993, 1995, and 1996, and qualifying to compete in the JUCO World Series.

IRCC's basketball and volleyball teams also consistently distinguish themselves in Southern Conference and state competition.

With excellent athletic facilities, including a new Baseball/Softball complex scheduled to open for the 1998 season, newly renovated gymnasium, world-class aquatic complex, racquetball and tennis courts, and weight training facility, IRCC encourages the well-rounded 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 Intercollegiate Athletics. Most events are played Tuesdays and Thursday, 12:40-1:40 p.m.

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 at 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, Roger Williams, Victor Borge, undersea explorer Jean Michel Cousteau, comedian Steve Allen, and political satirist Mark Russell have entertained IRCC students and the public.

WQCS-FM 88.9

Classical music, 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, WQCS is affiliated with National Public Radio and has won numerous awards for broadcasting excellence.

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. In all disciplinary matters, the decision of the President of IRCC is final.

GRADUATION/DEGREE AUDIT

APPLYING FOR GRADUATION

Students nearing completion of required courses for their degree program should go to the Educational Services Division or a Campus Center and request a degree audit check. The student should review the degree audit 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 or meet the state standards for an exemption. 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. 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.

Unrestricted 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 Records 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 requester, 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 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 Division within 24 hours. Address records must be kept up to date since grades are sent through the mail.

SEXUAL/RACIAL HARASSMENT

Indian River Community College's policy concerning sexual and racial 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. Harassment of any nature is prohibited whether it be sexual, racial, or based on national origin. Harassment is a form of discrimination and is conduct unbecoming of a college employee or student. (This policy also applies to employment applicants and prospective students.) Such conduct is prohibited by Board of Trustees policy.

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 of creating an intimidating, hostile, or offensive working/study environment.

Definition of Harassment on the Basis of Race, Color, or National Origin:

Indian River Community College is committed to the prevention of acts, slurs, innuendoes, or other verbal or physical conduct that reflects disparagingly on an individual's race or ethnic background. The action is prohibited if it has the effect of creating an intimidating, hostile, or offensive education and/or work environment, has the purpose or effect of unreasonably interfering with the individual's work or school performance, or otherwise adversely affects employment and/or educational opportunities.

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 or racially 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:

In the case of Sexual Harassment, the President shall appoint a person as Intake Counselor, to receive complaints of alleged improper action. In the case of Racial Harassment, the President shall designate the Vice President of Student Affairs to receive complaints of alleged improper action.

Procedure for Filing a Complaint:

Any employee or student having a complaint concerning sexual harassment may discuss it with the Intake Counselor. Any employee or student having a complaint concerning racial harassment may discuss it with the Vice President of Student Affairs. 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 incident leading to the allegation.

Action by President's Designee:

If, in the judgment of the Intake Counselor or the Vice President of Student Affairs, 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 or the Vice President of Student Affairs will also submit a written report to the President summarizing details of the complaint and actions taken.

Access on Indian River Community College computer equipment of materials of sexual or ethnically derogatory nature is in violation of the College policy on harassment which assures a positive learning environment. Violation may result in disciplinary action.



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 several times 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 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 courses which introduce the student to majors.

COLLEGE PREPARATORY INSTRUCTION

Based on Florida Entry Level Placement Test (CPT) scores, a student may be placed in college preparatory classes in English, mathematics, 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 courses. The direct instructional cost will be charged to the student after the second attempt in each college preparatory course. After the second attempt the student must meet with a counselor to review the student's progress and discuss alternatives and career goals. Students will also be required to enroll in a study skills course. Students will not be allowed to withdraw from their third attempt in a college preparatory course or from the study skills class. Students with documented extenuating circumstances may file an appeal with the Vice President of Academic

Affairs for faculty committee consideration and review. College preparatory courses may not be used to meet degree requirements.

VOCATIONAL PREPARATORY INSTRUCTION

Students who are enrolled in a post-secondary 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 at the Main Campus 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.

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 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" mean "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 regionally-accredited 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.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the IRCC Associate 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.

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 Associate 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.

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:

Examination	Credit	Cutoff Score
Afro-American History	3	50
Microbiology	3	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 TECHNICAL COMPETENCIES

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

CHALLENGE EXAM—procedures for award of credit for technical competencies are as follows:

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 technical competencies by challenge exam or other methods.
3. The Chairperson will recommend to their 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 Associate Dean of Educational Services who will notify the student regarding the service fee and arrange to have credit placed on the student transcript.

NOTE: Credits will be recorded on the transcript the semester the student is eligible to graduate.

ELIGIBILITY CRITERIA for award of credit by validated technical competencies:

1. Student must successfully complete a minimum of 25% of the coursework for their degree program at IRCC while maintaining at least a 2.0 cumulative and degree grade point average (GPA).
2. Student must pay a clerical service fee of \$5.00 per credit hour.

Review of all prior training for veteran students will be completed within the first semester of their enrollment to determine if award of credit is appropriate.

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.

DIRECTED INDEPENDENT STUDY

Students must have the Instructional Division Dean's approval for independent study. The regular grading system applies to all independent study courses. 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. The student obtains the DIS form from the Educational Services Division and takes it to their instructor with the student information section completed.
2. If the instructor agrees to administer the DIS, they will fill in the course number, title, credit hours and the semester in which the course will be completed. The requirements and grading method for the contract **must** be written by the instructor. Contracts will not be approved until all information is completed.
3. The contract is then forwarded to the Instructional Dean for approval. They will determine the student's eligibility to complete the course via an independent study basis. A minimum 2.0 GPA is required for DIS study.
4. If approved, the form is forwarded to the Curriculum Support Office to enter the course in the computer and distribute copies of the paperwork.
5. Students **MUST REGISTER AND PAY** for the course if an approved contract is received. Processing takes 3-5 days.

EXTENDED COURSE LOAD

Academically superior students who are qualified may, with special permission of the Associate Dean of Educational Services, 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 IRCC.

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 five 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 and offerings are open-entry and self-paced. Classes are held both day and evening at the Main Campus.

GENERAL EDUCATION DEVELOPMENT

The General Education Development (GED) 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 at the Main Campus and off campus Centers in Vero Beach, Stuart, Port St. Lucie, and Okeechobee to meet a variety of needs.

The Adult Education Center at the Main Campus offers Adult Basic Education, preparation to take the GED high school equivalency exam, Adult High School for St. Lucie County, instruction in English as a Second Language, the award-winning "Pass It On" family literacy program, and workplace literacy programs. Self-paced, individualized instruction leading toward a high school diploma is offered to improve students' reading, mathematics and English skills for job entry, college entry, and self-improvement.

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.

A Health Science component provides remediation in basic skills and science for health science program entry.

Assistance in mathematics, reading, and English is provided at the Mueller Center in Vero Beach, at the Chastain Center in Stuart, and at the St. Lucie West campus.

The Okeechobee Center offers the same kinds of services provided in both the Adult Education Center and Center for Personalized Instruction at the Main Campus.

The Prima Vista Center in Port St. Lucie provides services similar to those of the Adult Education Center at the Main Campus.

WOMEN'S PROGRAM

Since 1979, the Women's Program at IRCC has been helping women to gain skills and 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.

Vocational Assessment Services are designed to identify vocational strengths, target potential barriers to competitive employment, and provide direction for appropriate vocational training or employment objectives.

FARMWORKER EDUCATION PROGRAM

This 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 or underemployed farmworkers and their families. 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 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, for basic and/or remedial education, GED, English-as-a-Second Language, vocational training, on-the-job training, or work experience including supportive services, and job placement assistance 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

ACCOUNTING/BUSINESS
ADMINISTRATION
AGRICULTURE
ANTHROPOLOGY
ART
BIOLOGY
CHEMISTRY
COMPUTER SCIENCE (BUSINESS)
COMPUTER AND INFORMATION
SCIENCES
CRIMINAL JUSTICE
DIETETICS/NUTRITION
DRAMA/THEATRE
ECONOMICS (BUSINESS)
ECONOMICS (SOCIAL SCIENCES)
EDUCATION (ELEMENTARY/SPECIAL)
EDUCATION (SECONDARY)
ENGINEERING
ENGLISH
FINANCE/MARKETING
FOREIGN LANGUAGE
FORESTRY/WILDLIFE ECOLOGY
& CONSERVATION
HISTORY
HUMANITIES
JOURNALISM/PUBLIC
RELATIONS
MARINE SCIENCE
MATHEMATICS
MUSIC
NURSING
OCCUPATIONAL THERAPY
PHARMACY
PHILOSOPHY
PHYSICAL EDUCATION
PHYSICAL THERAPY
PHYSICS
POLITICAL SCIENCE
PRE-MEDICINE/PRE-DENTAL/
PRE-VETERINARY
PSYCHOLOGY
SOCIOLOGY

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. (**Please note: Length of programs may vary depending on the major area of study and the university the student plans to attend.**) With the A.A. degree, the student begins the junior year at the upper-division institution 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 the university of their choice.

ACCOUNTING/BUSINESS ADMINISTRATION	FORESTRY/WILDLIFE ECOLOGY & CONSERVATION
AGRICULTURE	HISTORY
ANTHROPOLOGY	HUMANITIES
ART	JOURNALISM/PUBLIC RELATIONS
BIOLOGY	MARINE SCIENCE
CHEMISTRY	MATHEMATICS
COMPUTER SCIENCE (BUSINESS)	MUSIC
COMPUTER AND INFORMATION SCIENCES	NURSING
CRIMINAL JUSTICE	OCCUPATIONAL THERAPY
DIETETICS/NUTRITION	PHARMACY
DRAMA/THEATRE	PHILOSOPHY
ECONOMICS (BUSINESS)	PHYSICAL EDUCATION
ECONOMICS (SOCIAL SCIENCES)	PHYSICAL THERAPY
EDUCATION (ELEMENTARY/SPECIAL)	PHYSICS
EDUCATION (SECONDARY)	POLITICAL SCIENCE
ENGINEERING	PRE-MEDICINE/PRE-DENTAL/ PRE-VETERINARY
ENGLISH	PSYCHOLOGY
FINANCE/MARKETING	SOCIOLOGY
FOREIGN LANGUAGE	

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 (36 semester hours of general

education), as listed below, plus 24 semester hours of elective courses designed for the Associate in Arts Degree major (excluding occupational courses). Sixty (60) semester hours must be earned for the A.A. Degree. In addition to the above requirements, students must:

1. Complete at least 25% of their program requirements at IRCC. For specific requirements see page 23.
2. Submit the required placement scores (ACT, SAT, CPT) to IRCC. Students who present Enhanced ACT scores of Reading 16, Spelling 16, Math 16 or SAT1 scores of Verbal 420, Mathematics 440, or higher may be exempt from taking the Florida Entry Level Placement Test (CPT). The CPT is administered by IRCC. Students who test into college preparatory instruction must successfully complete the required college preparatory courses in English, math, and reading.
3. Successfully complete, prior to graduation and the award of the degree, the College Level Academic Skills Test, known as the Exit Exam. State approved exemptions may apply.
4. Achieve a grade point average of not less than 2.0 in all "P" and "D" coded courses taken at IRCC and all courses attempted (including transfer hours), and complete the requirements of the Communications and Computations Rule (Gordon Rule). Students in the A.A. degree programs may choose electives from only those courses coded "P" or "D," excluding physical education activity courses.
5. 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.
6. Participate in the Commencement Ceremony if graduating Spring Semester. Graduates from other semesters are welcome to take part in the Spring Commencement Ceremony.
7. 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.

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 ten (10) 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. The Associate Dean of Educational Services is the articulation officer at IRCC.

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

ENGLISH

ENC 1101, ENC 1102

6 credits

In each of the above courses, students must produce 6,000 words of acceptable written material and complete each course with a grade of "C" or higher.

HUMANITIES

AML 2010, AML 2020, ENL 2011, ENL 2022, HUM 1533, HUM 2512, LIT 2110, LIT2120, PHI 1103

6 credits

In each of the above courses, students must produce 6,000 words of acceptable written material and complete each course with a grade of "C" or higher.

MATHEMATICS

MAC 1102, MAC 1104, MAC 1114, MAC 1140, MAC 2233, MAC 2311, MAC 2312, MAC 2313, MAP 2302, MAS 2103, MGF 2202, MTG 2204, STA 2023

6 credits

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

SCIENCE

AST 1002, BSC 1005, BSC 1005L, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, BSC 1501, BSC 2093, BSC 2093L, BSC 2094, BSC 2094L, CHM 1015, CHM 1025, CHM 1045,

6 credits

CHM 1045L, CHM 1046, CHM 1046L, CHM 2210C, CHM 2211C, MCB 2010, MCB 2010L, OCB 1010, OCB 1010L, OCE 2001, PHY 1001, PHY 2048C, PHY 2049C, PHY 2053, PHY 2053L, PHY 2054, PHY 2054L, PSC 1311, PSC 1341, PSC 1341L

Consult Educational Services about specific science requirements for major and for university transfer.

SOCIAL SCIENCE

12 credits

Students must take 6 credits from the following:

EUH 1000, EUH 1001, EUH 1002, AMH 2010, AMH 2020

Students must take 6 credits from the following:

ANT 2410, ANT 2511, ECO 2013, ECO 2023, GEA 2000, POS 1041, PSY 2012, SYG 2000

A series of college preparatory reading courses will be required of all students who test into college preparatory level reading.

ADDITIONAL REQUIREMENTS:

FOREIGN LANGUAGE

8-10 credits

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 36 hours of general education courses are required for the Associate in Arts Degree. In addition, students must take 24 semester hours of specific elective courses designed for their major. 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 of Course Descriptions, courses are designated with code letters "P" for Professional/Academic, "O" for Occupational, and "D" for Dual. Only "P" and "D" coded courses are permitted in the Associate in Arts Degree.

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 at Indian River Community College, students are advised to seek the aid of a counselor. A counselor can help review selections of courses acceptable for meeting the general education requirements, since the specific general education courses may be recommended for a particular major, and anticipate prerequisites and sequences of courses in a major field. **(Please note: The length of programs may vary depending on the major area of study and the university the student plans to attend.)**

The following suggested programs meet the requirements for the Associate in Arts Degree and include electives generally recommended for certain majors at most of

the state universities. Students should check, however, that the suggested courses meet the requirement for the major field at the specific college or university that they plan to attend. Choice of program and selection of courses are the student's responsibility.

ACCOUNTING/BUSINESS ADMINISTRATION

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credits)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

ACG	2001	Financial Accounting I.....	3 credits
ACG	2011	Financial Accounting II.....	3 credits
ACG	2071	Managerial Accounting.....	3 credits
CGS	1060	College Computing.....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics).....	3 credits
*MAC	2233	Business Calculus I.....	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

RECOMMENDED ELECTIVES:

*PHI	1103	Critical and Creative Thinking.....	3 credits
REA	1205	Advanced College Reading I.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

AGRICULTURE (GENERAL)**

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I.....	3 credits
*BSC	1010L	General Biology I Lab.....	1 credit
*BSC	1011	General Biology II.....	3 credits
*BSC	1011L	General Biology II Lab.....	1 credit
*CHM	1045	General Chemistry I.....	3 credits
*CHM	1045L	General Chemistry I Lab.....	1 credit
*CHM	1046	General Chemistry II.....	3 credits
*CHM	1046L	General Chemistry II Lab.....	1 credit
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics).....	3 credits

*MAC	1114	Plane Trigonometry	3 credits
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
SPC	1600	Introduction to Speech Communication	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

** See Educational Services for requirements for specific options.

RECOMMENDED ELECTIVES:

AEB	2104	Principles of Agricultural Economics	4 credits
AEB	1112	Introduction to Agricultural Computer Applications	3 credits
ANS	1003	Introduction to Animal Science	3 credits
ANS	1003L	Introduction to Animal Science Lab.....	1 credit
HOS	1010	Fundamentals of Horticulture.....	3 credits
HOS	1010L	Fundamentals of Horticulture Lab	1 credit

ANTHROPOLOGY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*ANT	2511	Introduction to Physical Anthropology	3 credits
*ANT	2410	Introduction to Cultural Anthropology	3 credits

RECOMMENDED ELECTIVES:

ANT	2402	Anthropology and Modern Life	3 credits
ANT	2930	Anthropology & the Paranormal	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*EUH	1000	Western Civilization: Origins to 1485.....	3 credits
*EUH	1001	Western Civilization: 1485 to 1815.....	3 credits
*EUH	1002	Western Civilization: 1815 to Present.....	3 credits
*GEA	2000	World Regional Geography.....	3 credits
*PHI	1103	Critical and Creative Thinking.....	3 credits
REA	1205	Advanced College Reading I	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

ART (GENERAL)

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

ARH	2050	Introduction to the History of Art	3 credits
ARH	2051	History of Art.....	3 credits

ART	1201C	Color and Design I.....	3 credits
ART	1202C	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

RECOMMENDED ELECTIVES:

ART	1701C	Introduction to Sculpture.....	3 credits
ART	2520C	Painting.....	3 credits
*HUM	2512	Humanities: Fine Arts.....	3 credits
REA	1205	Advanced College Reading I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

BIOLOGY**GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I.....	3 credits
*BSC	1010L	General Biology I Lab.....	1 credit
*BSC	1011	General Biology II.....	3 credits
*BSC	1011L	General Biology II Lab.....	1 credit
*CHM	1045	General Chemistry I.....	3 credits
*CHM	1045L	General Chemistry I Lab.....	1 credit
*CHM	1046	General Chemistry II.....	3 credits
*CHM	1046L	General Chemistry II Lab.....	1 credit
*CHM	2210C	Organic Chemistry I.....	4 credits
*CHM	2211C	Organic Chemistry II.....	4 credits
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
and			
*MAC	2312	Calculus II.....	4 credits
or			
*MAC	2233	Business Calculus I.....	3 credits
and			
*STA	2023	Elementary Statistics I.....	3 credits

RECOMMENDED ELECTIVES:

*PHY	2048C	Physics for Engineers I.....	5 credits
*PHY	2049C	Physics for Engineers II.....	5 credits
*PHY	2053	General Physics I.....	3 credits
*PHY	2053L	General Physics I Lab.....	1 credit
*PHY	2054	General Physics II.....	3 credits
*PHY	2054L	General Physics II Lab.....	1 credit

*Can be used to meet A. A. General Education requirements at IRCC.

CHEMISTRY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*CHM 1045	General Chemistry I	3 credits
*CHM 1045L	General Chemistry I Lab	1 credit
*CHM 1046	General Chemistry II	3 credits
*CHM 1046L	General Chemistry II Lab	1 credit
*CHM 2210C	Organic Chemistry I	4 credits
*CHM 2211C	Organic Chemistry II	4 credits
*MAC 2311	Calculus I with Analytic Geometry	5 credits
*MAC 2312	Calculus II	4 credits

RECOMMENDED ELECTIVES:

*PHY 2048C	Physics for Engineers I	5 credits
*PHY 2049C	Physics for Engineers II	5 credits
*PHY 2053	General Physics I	3 credits
*PHY 2053L	General Physics I Lab	1 credit
*PHY 2054	General Physics II	3 credits
*PHY 2054L	General Physics II Lab	1 credit

*Can be used to meet A. A. General Education requirements at IRCC.

COMPUTER SCIENCE (BUSINESS)

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credits)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

COP 2210	PASCAL Programming I	3 credits
or		
COP 2220	C-Programming I	3 credits
or		
COP 2334	C-Programming II (C++	3 credits
ACG 2001	Financial Accounting I	3 credits
ACG 2011	Financial Accounting II	3 credits
ACG 2071	Managerial Accounting	3 credits
COP 2120	COBOL Programming I	3 credits
*ECO 2013	Principles of Economics I (Macroeconomics)	3 credits
*ECO 2023	Principles of Economics II (Microeconomics)	3 credits
*MAC 2233	Business Calculus I	3 credits
*STA 2023	Elementary Statistics I	3 credits

RECOMMENDED ELECTIVES:

*PHI	1103	Critical and Creative Thinking	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1600	Introduction to Speech Communication	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

COMPUTER & INFORMATION SCIENCES**GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credits)**

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

COP	2210	PASCAL Programming I.....	3 credits
or			
COP	2220	C-Programming I	3 credits
or			
COP	2334	C-Programming II (C++).....	3 credits
*PHY	2049C	Physics for Engineers II	5 credits
or			
*PHY	2053	General Physics I	3 credits
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
*MAC	2312	Calculus II	4 credits
*PHY	2048C	Physics for Engineers I	5 credits
*PHY	2053L	General Physics I Lab.....	1 credit
*PHY	2054	General Physics II	3 credits
*PHY	2054L	General Physics II Lab.....	1 credit

Two science courses for science majors (minimum 6 credits):

*BSC	1010	General Biology I	3 credits
*BSC	1011	General Biology II	3 credits
*CHM	1045	General Chemistry I.....	3 credits
*CHM	1046	General Chemistry II	3 credits
*CHM	2210C	Organic Chemistry I.....	4 credits
*CHM	2211C	Organic Chemistry II	4 credits

RECOMMENDED ELECTIVES:

*PHI	1103	Critical and Creative Thinking	3 credits
*MAP	2302	Differential Equations	3 credits
*MAS	2103	Linear Algebra	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics).....	3 credits
*MAC	2233	Business Calculus I.....	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

RECOMMENDED ELECTIVES:

*GEA	2000	World Regional Geography.....	3 credits
*PHI	1103	Critical and Creative Thinking.....	3 credits
*POS	1041	American Government.....	3 credits
REA	1205	Advanced College Reading I.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits
*SYG	2000	Introduction to Sociology.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

ECONOMICS (SOCIAL SCIENCES)

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics).....	3 credits

RECOMMENDED ELECTIVES:

ACG	2001	Financial Accounting I.....	3 credits
ACG	2011	Financial Accounting II.....	3 credits
ACG	2071	Managerial Accounting.....	3 credits
CGS	1060	College Computing.....	3 credits
*GEA	2000	World Regional Geography.....	3 credits
*MAC	2233	Business Calculus I.....	3 credits
*PHI	1103	Critical and Creative Thinking.....	3 credits
*POS	1041	American Government.....	3 credits
REA	1205	Advanced College Reading I.....	3 credits
*STA	2023	Elementary Statistics I.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits
*SYG	2000	Introduction to Sociology.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

EDUCATION** (ELEMENTARY/SPECIAL EDUCATION)

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

Students majoring in Education must take ANT 2410 and GEA 2000 to fulfill Social Science General Education requirements and HUM 2512 and one other humanities course to fulfill the Humanities General Education requirement.

At least one natural sciences course must include a laboratory component.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

EDF	2005	Introduction to Education	3 credits
EDG	2701	Teaching Diverse Populations	3 credits
EME	2040	Introduction to Educational Technology	3 credits

Elementary Education majors must complete 15 credit hours **BEYOND** those taken to meet the General Education requirements. One course must be in mathematics, and the additional courses must be from the following areas: (a) fine arts and humanities; (b) political sciences, sociology, psychology, economics, cultural geography, or speech; (c) mathematics; (d) natural sciences.

RECOMMENDED ELECTIVES:

See major subject areas for suggested courses in your area of specialization and consult **Educational Services**.

DEP	2004	Human Development.....	3 credits
EDF	2947	Practicum in Education.....	1 credit
ENC	2135	Current Topics for Argument.....	3 credits
*PHI	1103	Critical and Creative Thinking	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1600	Introduction to Speech Communication	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

**All Education Majors must maintain a 2.5 grade point average, score at least 20 on the ACT or 950 on the SAT (an SAT score of 840, if taken before March 1995), and pass the CLAST to be admitted to a State University System (SUS) College of Education. In addition, students must have completed either two years of a foreign language in high school or the equivalent (8-10 credits) at the college level.

EDUCATION
(SECONDARY)****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 71 - 72.

Students majoring in Education must take ANT 2410 and GEA 2000 to fulfill Social Science General Education requirements and HUM 2512 and one other humanities course to fulfill the Humanities General Education requirement.

At least one natural sciences course must include a laboratory component.

**REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO
FLORIDA UNIVERSITY SYSTEM PROGRAMS:**

EDF	2005	Introduction to Education	3 credits
EDG	2701	Teaching Diverse Populations	3 credits
EME	2040	Introduction to Educational Technology	3 credits

Secondary Education majors must complete 15 credit hours in their areas of specialization.

RECOMMENDED ELECTIVES:

See major subject areas for suggested courses in your area of specialization and consult **Educational Services**.

DEP	2004	Human Development.....	3 credits
EDF	2947	Practicum in Education	1 credit
ENC	2135	Current Topics for Argument.....	3 credits
*PHI	1103	Critical and Creative Thinking	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

**All Education Majors must maintain a 2.5 grade point average, score at least 20 on the ACT or 950 on the SAT (an SAT score of 840, if taken before March 1995), and pass the CLAST to be admitted to a State University System (SUS) College of Education. In addition, students must have completed either two years of a foreign language in high school or the equivalent (8-10 credits) at the college level.

ENGINEERING

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*CHM 1045	General Chemistry I.....	3 credits
*CHM 1045L	General Chemistry I Lab	1 credit
*CHM 1046	General Chemistry II.....	3 credits
*CHM 1046L	General Chemistry II Lab	1 credit
*MAC 2311	Calculus I with Analytic Geometry.....	5 credits
*MAC 2312	Calculus II	4 credits
*MAC 2313	Calculus III	5 credits
*MAP 2302	Differential Equations	3 credits
*PHY 2048C	Physics for Engineers I.....	5 credits
*PHY 2049C	Physics for Engineers II.....	5 credits

RECOMMENDED ELECTIVES:

*BSC 1005	Life Science.....	3 credits
COP 2212	FORTRAN Programming for Engineers.....	3 credits
COP 2220	C-Programming I	3 credits
*MAS 2103	Linear Algebra	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

ENGLISH

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*ENC 1101	Communications I	3 credits
*ENC 1102	Communications II	3 credits

RECOMMENDED ELECTIVES:

*AML 2010	American Literature to 1865	3 credits
*AML 2020	American Literature after 1865	3 credits
CRW 2001	Creative Writing I	3 credits
CRW 2002	Creative Writing II	3 credits
*ENL 2011	English Literature: Beowulf to Johnson.....	3 credits
*ENL 2022	English Literature: Romantic Movement to Present	3 credits
*LIT 2110	World Literature: Homer to the Renaissance	3 credits
*LIT 2120	World Literature: Renaissance to the Present.....	3 credits
REA 1205	Advanced College Reading I	3 credits
SPC 1600	Introduction to Speech Communication.....	3 credits
*STA 2023	Elementary Statistics I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

FINANCE/MARKETING

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

ACG	2001	Financial Accounting I.....	3 credits
ACG	2011	Financial Accounting II.....	3 credits
ACG	2071	Managerial Accounting.....	3 credits
CGS	1060	College Computing.....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics).....	3 credits
*MAC	2233	Business Calculus I.....	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

RECOMMENDED ELECTIVES:

*PHI	1103	Critical and Creative Thinking.....	3 credits
REA	1205	Advanced College Reading I.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

FOREIGN LANGUAGE

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

Universities may require foreign language majors to have a second foreign language as a minor. Students should consult **Educational Services** for specific requirements for the university of their choice.

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

GERMAN LANGUAGE COURSES

GER	1120	Elementary German I.....	4 credits
GER	1121	Elementary German II.....	4 credits

RECOMMENDED ELECTIVES:

ARH	2050	Introduction to the History of Art	3 credits
ARH	2051	History of Art.....	3 credits
*HUM	2512	Humanities: Fine Arts	3 credits
*LIT	2110	World Literature: Homer to the Renaissance	3 credits
*LIT	2120	World Literature: Renaissance to the Present.....	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1600	Introduction to Speech Communication	3 credits
THE	1000	Introduction to Drama	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

FORESTRY, WILDLIFE ECOLOGY, AND CONSERVATION

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I.....	3 credits
*BSC	1010L	General Biology I-Lab	1 credit
*BSC	1011	General Biology II	3 credits
*BSC	1011L	General Biology II Lab	1 credit
*CHM	1045	General Chemistry I	3 credits
*CHM	1045L	General Chemistry I Lab	1 credit
*CHM	1046	General Chemistry II.....	3 credits
*CHM	1046L	General Chemistry II Lab	1 credit
*ECO	2023	Principles of Economics II (Microeconomics).....	3 credits
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
		or	
*MAC	2233	Business Calculus I.....	3 credits
SPC	1600	Introduction to Speech Communication	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

RECOMMENDED ELECTIVES:

AEB	1112	Introduction to Agricultural Computer Applications	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*PHY	2053	General Physics I	3 credits
*PHY	2053L	General Physics I Lab.....	1 credit

*Can be used to meet A. A. General Education requirements at IRCC.

HISTORY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

Students majoring in History must take GEA 2000 and one other Social Science course to fulfill Social Science General Education requirements.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

Choose six credit hours from among the following:

*AMH	2010	American History: Discovery through Reconstruction.....	3 credits
*AMH	2020	American History: Reconstruction to Present.....	3 credits
*EUH	1000	Western Civilization: Origins to 1485.....	3 credits
*EUH	1001	Western Civilization: 1484 to 1815.....	3 credits
*EUH	1002	Western Civilization: 1815 to Present	3 credits

RECOMMENDED ELECTIVES:

AFH	1200	African History since 1800.....	3 credits
*ANT	2410	Introduction to Cultural Anthropology.....	3 credits
*ANT	2511	Introduction to Physical Anthropology.....	3 credits
ASH	2041	Modern Chinese History.....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
INR	2002	Introduction to International Relations.....	3 credits
*PHI	1103	Critical and Creative Thinking.....	3 credits
*POS	1041	American Government.....	3 credits
REA	1205	Advanced College Reading I	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

HUMANITIES

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

All Community College students are encouraged to complete the Associate in Arts degree.

RECOMMENDED ELECTIVES:

ARH	2050	Introduction to the History of Art	3 credits
ART	2051	History of Art.....	3 credits
*HUM	1533	Humanities Philosophy.....	3 credits
*HUM	2512	Humanities Fine Arts	3 credits
*ENL	2011	English Literature: Beowulf to Johnson.....	3 credits

*ENL	2022	English Literature: Romantic to Present.....	3 credits
*LIT	2110	World Literature: Homer to the Renaissance	3 credits
*LIT	2120	World Literature: Renaissance to the Present.....	3 credits
*PHI	1103	Critical & Creative Thinking	3 credits
PHI	1010	Introduction to Philosophy.....	3 credits
PHI	2100	Introduction to Logic	3 credits
PHI	2660	Introduction to Ethics.....	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1600	Introduction to Speech Communication	3 credits
SYG	1250	Multicultural Issues	3 credits
THE	1000	Introduction to Drama.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

JOURNALISM/PUBLIC RELATIONS

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

SPC	1600	Introduction to Speech Communication.....	3 credits
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RECOMMENDED ELECTIVES:

ACG	2001	Financial Accounting I.....	3 credits
CRW	2001	Creative Writing I	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics).....	3 credits
ENC	2135	Current Topics for Argument.....	3 credits
JOU	1101	News Reporting and Writing.....	3 credits
MMC	1000	Survey of Mass Communication	3 credits
POS	2112	American State & Local Government.....	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1300	Interpersonal Communication	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

MARINE SCIENCE

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I.....	3 credits
*BSC	1010L	General Biology I Lab	1 credit

*BSC	1011	General Biology II	3 credits
*BSC	1011L	General Biology II Lab	1 credit
*CHM	1045	General Chemistry I	3 credits
*CHM	1045L	General Chemistry I Lab	1 credit
*CHM	1046	General Chemistry II.....	3 credits
*CHM	1046L	General Chemistry II Lab	1 credit
*CHM	2210C	Organic Chemistry I.....	4 credits
*CHM	2211C	Organic Chemistry II	4 credits
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
and			
*MAC	2312	Calculus II	4 credits
or			
*MAC	2233	Business Calculus I.....	3 credits
and			
*STA	2023	Elementary Statistics I.....	3 credits

RECOMMENDED ELECTIVES:

*OCB	1010	Introduction to Marine Biology.....	3 credits
*OCB	1010L	Introduction to Marine Biology Lab.....	1 credit
*OCE	2001	Introduction to Oceanography.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

MATHEMATICS**GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

COP	2212	FORTRAN Programming for Engineers.....	3 credits
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
*MAC	2312	Calculus II	4 credits
*MAC	2313	Calculus III	5 credits

Completion of **two** laboratory-based science courses:

*BSC	1010	General Biology I.....	3 credits
*BSC	1010L	General Biology I Lab	1 credit
or			
*BSC	1011	General Biology II	3 credits
*BSC	1011L	General Biology II Lab	1 credit
or			
*CHM	1045	General Chemistry I	3 credits
*CHM	1045L	General Chemistry I Lab	1 credit
or			
*CHM	1046	General Chemistry II.....	3 credits
*CHM	1046L	General Chemistry II Lab	1 credit
or			

*PHY	2048C	Physics for Engineers I.....	5 credits
or			
*PHY	2049C	Physics for Engineers II.....	5 credits
or			
*PHY	2053	General Physics I.....	3 credits
and			
*PHY	2053L	General Physics I Lab.....	1 credit
or			
*PHY	2054	General Physics II.....	3 credits
and			
*PHY	2054L	General Physics II Lab.....	1 credit

RECOMMENDED ELECTIVES:

COP	2220	C-Programming I.....	3 credits
COP	2334	C-Programming II (C+ +).....	3 credits
*MAP	2302	Differential Equations.....	3 credits
*MAS	2103	Linear Algebra.....	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

MUSIC**GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

Performing Ensembles: (4 semesters)

MUN	2140	Wind Ensemble.....	4 semesters x 1 credit
or			
MUN	2310	College Chorale.....	4 semesters x 1 credit
MUT	1111	Theory of Music I.....	3 credits
MUT	1112	Theory of Music II.....	3 credits
MUT	1241	Sight Singing and Ear Training I.....	2 credits
MUT	1242	Sight Singing and Ear Training II.....	2 credits
MUT	2116	Theory of Music III.....	3 credits
MUT	2117	Theory of Music IV.....	3 credits
MVK	1111	Class Piano I.....	1 credit
MVK	1112	Class Piano II.....	1 credit
MVK	2121	Class Piano III.....	1 credit
MVK	2122	Class Piano IV.....	1 credit
Applied Music: (4 semesters).....			4 semesters x 1 credit

RECOMMENDED ELECTIVES:

MUG	1101	Basic Conducting.....	2 credits
MUM	1623	Introduction to Electronic Music.....	3 credits

MUN 1270	Community Orchestra	1 credit
MUN 2130	Symphonic Band	1 credit
MUN 2290	Theatre Orchestra.....	1 credit
MUN 2440	Percussion Ensemble.....	1 credit
MUN 2480	Guitar Ensemble	1 credit
MUN 2492	Instrumental Ensemble.....	1 credit
MUN 2710	Stage/Jazz Band	1 credit
MUN 2711	Jazz Combo.....	1 credit
MUN 2720	Vocal Ensemble "Company"	1 credit
MUO 2020	Music Theatre.....	1 credit
MUO 2220	Projects for Musical Theatre	3 credit
MUT 1001	Fundamentals of Theory	3 credits
MUT 1238	Jazz Keyboard Fundamentals I	2 credits
MUT 1239	Jazz Keyboard Fundamentals II	2 credits
MUT 1640	Introduction to Jazz Improvisation.....	1 credit
MUT 1641	Jazz Improvisation I.....	2 credits
MUT 1642	Jazz Improvisation II.....	2 credits
MUT 1932	Rhythmic Skills	3 credits

NURSING

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC 2093	Anatomy and Physiology I.....	3 credits
*BSC 2093L	Anatomy and Physiology I Lab	1 credit
*BSC 2094	Anatomy and Physiology II.....	3 credits
*BSC 2094L	Anatomy and Physiology II Lab	1 credit
*CHM 1045	General Chemistry I	3 credits
*CHM 1045L	General Chemistry I Lab	1 credit
DEP 2004	Human Development.....	3 credits
HUN 1201	Nutrition	3 credits
*MCB 2010	Microbiology	3 credits
*MCB 2010L	Microbiology Lab.....	1 credit
*PSY 2012	Introduction to Psychology.....	3 credits
*STA 2023	Elementary Statistics I.....	3 credits
*SYG 2000	Introduction to Sociology	3 credits

RECOMMENDED ELECTIVES:

*BSC 1010	General Biology I.....	3 credits
*BSC 1010L	General Biology I Lab	1 credit
*BSC 1011	General Biology II.....	3 credits
*BSC 1011L	General Biology II Lab	1 credit

*Can be used to meet A. A. General Education requirements at IRCC.

OCCUPATIONAL THERAPY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I.....	3 credits
*BSC	1010L	General Biology I Lab	1 credit
*BSC	2093	Anatomy and Physiology I.....	3 credits
*BSC	2093L	Anatomy and Physiology I Lab	1 credit
*CHM	1045	General Chemistry I	3 credits
*CHM	1045L	General Chemistry I Lab	1 credit
*PSY	2012	Introduction to Psychology.....	3 credits
	PSY 2924	Introduction to Sports Psychology.....	3 credits
*STA	2023	Elementary Statistics I.....	3 credits
*SYG	2000	Introduction to Sociology.....	3 credits
	or		
*ANT	2410	Introduction to Cultural Anthropology	3 credits

RECOMMENDED ELECTIVES:

*BSC	2094	Anatomy and Physiology II.....	3 credits
*BSC	2094L	Anatomy and Physiology II Lab	1 credit
DEP	2004	Human Development.....	3 credits
HSC	1651	Ethical Issues in Medicine	3 credits
*PHI	1103	Critical and Creative Thinking.....	3 credits

*Can be used to meet A.A. General Education requirements at IRCC.

PHARMACY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I.....	3 credits
*BSC	1010L	General Biology I Lab	1 credit
*BSC	1011	General Biology II.....	3 credits
*BSC	1011L	General Biology II Lab	1 credit
*CHM	1045	General Chemistry I	3 credits
*CHM	1045L	General Chemistry I Lab	1 credit
*CHM	1046	General Chemistry II.....	3 credits
*CHM	1046L	General Chemistry II Lab	1 credit
*CHM	2210C	Organic Chemistry I.....	4 credits
*CHM	2211C	Organic Chemistry II.....	4 credits
*MAC	1140	Precalculus Algebra.....	3 credits

*MAC	1114	Plane Trigonometry	3 credits
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
*PHY	2053	General Physics I	3 credits
*PHY	2053L	General Physics I Lab.....	1 credit
*PHY	2054	General Physics II	3 credits
*PHY	2054L	General Physics II Lab.....	1 credit

RECOMMENDED ELECTIVES:

Students should consult **Educational Services** for special requirements for the university of their choice.

*Can be used to meet A. A. General Education requirements at IRCC.

PHILOSOPHY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

All Community College students are encouraged to complete the Associate in Arts degree and to take several courses with the PHI prefix.

RECOMMENDED ELECTIVES:

*HUM	1533	Humanities: Philosophy.....	3 credits
PHI	1010	Introduction to Philosophy.....	3 credits
*PHI	1103	Critical and Creative Thinking.....	3 credits
PHI	1450	Philosophy of Psychology.....	3 credits
PHI	2100	Introduction to Logic.....	3 credits
PHI	2660	Introduction to Ethics.....	3 credits
HSC	1651	Ethical Issues in Medicine	3 credits
HUS	2500	Introduction to Ethics in Human Services	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1600	Introduction to Speech Communication	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

PHYSICAL EDUCATION**

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS

Students majoring in Education must take ANT 2410 and GEA 2000 to fulfill Social Science General Education requirements and HUM 2512 and one other humanities course to fulfill the Humanities General Education requirement.

At least one natural sciences course must include a laboratory component.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	2093	Anatomy and Physiology I.....	3 credits
*BSC	2093L	Anatomy and Physiology I Lab	1 credit
EDF	2005	Introduction to Education	3 credits
EDG	2701	Teaching Diverse Populations	3 credits
EME	2040	Introduction to Educational Technology	3 credits
HLP	1081	Personal Wellness.....	3 credits
PET	2622	Care and Prevention of Athletic Injuries.....	3 credits

Students also must complete 4-5 credit hours in skill development courses*** in physical activities.

RECOMMENDED ELECTIVES:

DEP	2004	Human Development.....	3 credits
HSC	2100	Personal and Community Health.....	3 credits
HSC	2400	First Aid and Safety	3 credits
PEO	2013	Sports Officiating	3 credits
PET	2760	Principles of Coaching	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1600	Introduction to Speech Communication	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

**All Education Majors must maintain a 2.5 grade point average, score at least 20 on the ACT or 950 on the SAT (an SAT score of 840, if taken before March 1995), and pass the CLAST to be admitted to a State University System (SUS) College of Education. In addition, students must have completed either two years of a foreign language in high school or the equivalent (8-10 credits) at the college level.

***Skill Development Activities Courses:

PEL	1011	Team Sports Basketball (Men & Women).....	1 credit
PEL	1111	Bowling.....	1 credit

PEL	1121	Golf.....	1 credit
PEL	1341	Tennis I	1 credit
PEL	1441	Racquetball	1 credit
PEN	1121	Swimming I	1 credit

PHYSICAL THERAPY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I	3 credits
*BSC	1010L	General Biology I Lab	1 credit
*BSC	1011	General Biology II	3 credits
*BSC	1011L	General Biology II Lab	1 credit
*BSC	2093	Anatomy and Physiology I	3 credits
*BSC	2093L	Anatomy and Physiology I Lab	1 credit
*BSC	2094	Anatomy and Physiology II	3 credits
*BSC	2094L	Anatomy and Physiology II Lab	1 credit
*CHM	1045	General Chemistry I	3 credits
*CHM	1045L	General Chemistry I Lab	1 credit
*CHM	1046	General Chemistry II	3 credits
*CHM	1046L	General Chemistry II Lab	1 credit
DEP	2004	Human Development	3 credits
*PHY	2053	General Physics I	3 credits
*PHY	2053L	General Physics I Lab	1 credit
*PHY	2054	General Physics II	3 credits
*PHY	2054L	General Physics II Lab	1 credit
*PSY	2012	Introduction to Psychology	3 credits
*STA	2023	Elementary Statistics I	3 credits

RECOMMENDED ELECTIVES:

HSC	1651	Ethical Issues in Medicine	3 credits
*MCB	2010	Microbiology	3 credits
*MCB	2010L	Microbiology Lab	1 credit
*PHI	1103	Critical and Creative Thinking	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

PHYSICS

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*CHM 1045	General Chemistry I.....	3 credits
*CHM 1045L	General Chemistry I Lab	1 credit
*CHM 1046	General Chemistry II.....	3 credits
*CHM 1046L	General Chemistry II Lab	1 credit
*MAC 2311	Calculus I with Analytic Geometry.....	5 credits
*MAC 2312	Calculus II	4 credits
*MAC 2313	Calculus III	5 credits
*PHY 2048C	Physics for Engineers I.....	5 credits
*PHY 2049C	Physics for Engineers II.....	5 credits

RECOMMENDED ELECTIVES:

*AST 1002	Astronomy.....	3 credits
*MAS 2103	Linear Algebra	3 credits
*MAP 2302	Differential Equations	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

POLITICAL SCIENCE

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*POS 1041	American Government.....	3 credits
CPO 2002	Comparative Politics.....	3 credits
or		
INR 2002	Introduction to International Relations.....	3 credits
or		
POS 2112	American State & Local Government.....	3 credits

RECOMMENDED ELECTIVES:

*ANT 2410	Cultural Anthropology.....	3 credits
*ECO 2013	Principles of Economics I (Macroeconomics).....	3 credits
*GEA 2000	World Regional Geography.....	3 credits
*SYG 2000	Introduction to Sociology.....	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

PRE-MEDICINE/PRE-DENTAL/PRE-VETERINARY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I.....	3 credits
*BSC	1010L	General Biology I Lab	1 credit
*BSC	1011	General Biology II.....	3 credits
*BSC	1011L	General Biology II Lab	1 credit
*CHM	1045	General Chemistry I	3 credits
*CHM	1045L	General Chemistry I Lab	1 credit
*CHM	1046	General Chemistry II.....	3 credits
*CHM	1046L	General Chemistry II Lab	1 credit
*CHM	2210C	Organic Chemistry I.....	4 credits
*CHM	2211C	Organic Chemistry II.....	4 credits
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
*PHY	2053	General Physics I	3 credits
*PHY	2053L	General Physics I Lab.....	1 credit
*PHY	2054	General Physics II	3 credits
*PHY	2054L	General Physics II Lab.....	1 credit

RECOMMENDED ELECTIVES:

Students should consult **Educational Services** for special requirements for the university and major of their choice.

*Can be used to meet A. A. General Education requirements at IRCC.

PSYCHOLOGY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*BSC	1010	General Biology I.....	3 credits
*PSY	2012	Introduction to Psychology.....	3 credits
PSY	2924	Introduction to Sports Psychology.....	3 credits
*STA	2023	Elementary Statistics I.....	3 credits

RECOMMENDED ELECTIVES:

*ANT	2410	Introduction to Cultural Anthropology	3 credits
*ANT	2511	Introduction to Physical Anthropology	3 credits
*BSC	1010L	General Biology I Lab	1 credit
*BSC	1011	General Biology II.....	3 credits
*BSC	1011L	General Biology II Lab	1 credit
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits

*PHI	1103	Critical and Creative Thinking	3 credits
REA	1205	Advanced College Reading I	3 credits
SYG	2010	Social Problems	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

SOCIOLOGY

GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 71 - 72.

REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:

*SYG	2000	Introduction to Sociology	3 credits
SYG	2010	Social Problems	3 credits

RECOMMENDED ELECTIVES:

*ANT	2410	Introduction to Cultural Anthropology	3 credits
*ANT	2511	Introduction to Physical Anthropology.....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*PHI	1103	Critical and Creative Thinking	3 credits
*POS	1041	American Government.....	3 credits
REA	1205	Advanced College Reading I	3 credits
SPC	1600	Introduction to Speech Communication	3 credits
*STA	2023	Elementary Statistics I.....	3 credits
SYG	1250	Multicultural Issues	3 credits

*Can be used to meet A. A. General Education requirements at IRCC.

ASSOCIATE IN SCIENCE DEGREE PROGRAMS and Technical Certificate Programs

ACCOUNTING TECHNOLOGY

Accounting Applications
Certificate

AGRICULTURAL BUSINESS TECHNOLOGY

AIR CONDITIONING, REFRIGERATION & HEATING TECHNOLOGY

ARCHITECTURAL DESIGN & CONSTRUCTION TECHNOLOGY

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY

BUILDING CONSTRUCTION TECHNOLOGY

BUSINESS ADMINISTRATION & MANAGEMENT

Small Business Management
Certificate

CHILD DEVELOPMENT & EDUCATION

Child Development and Early
Intervention Certificate

COMPUTER PROGRAMMING & APPLICATIONS

Business Data Processing
Certificate

CRIMINAL JUSTICE TECHNOLOGY

DENTAL HYGIENE

DENTAL LABORATORY TECHNOLOGY AND MANAGEMENT

DRAFTING & DESIGN TECHNOLOGY

ELECTRICAL POWER TECHNOLOGY

ELECTRONICS ENGINEERING TECHNOLOGY

EMERGENCY MEDICAL SERVICES

EMT Certificate
Paramedic Certificate

FINANCIAL SERVICES

FIRE SCIENCE TECHNOLOGY

HEALTH INFORMATION MANAGEMENT

HUMAN SERVICES

INDUSTRIAL MANAGEMENT TECHNOLOGY

INSTRUCTIONAL SERVICES TECHNOLOGY

Library Technical Assistant

INTERIOR DESIGN TECHNOLOGY

LAND SURVEYING

LEGAL ASSISTING

LEGAL SECRETARIAL TECHNOLOGY

Office Systems Specialist
Certificate

MARKETING MANAGEMENT

Small Business Management
Certificate

MEDICAL LABORATORY TECHNOLOGY

MEDICAL SECRETARIAL TECHNOLOGY

Office Systems Specialist

NURSING, ASSOCIATE DEGREE

Advanced Technical Certificates

OFFICE MANAGEMENT TECHNOLOGY

Office Systems Specialist
Certificate

PROFESSIONAL PILOT TECHNOLOGY

PHYSICAL THERAPIST ASSISTANT

RADIOGRAPHY

RESPIRATORY CARE

RESTAURANT MANAGEMENT

**A.S. DEGREE
and Technical Certificate Programs**

**ASSOCIATE IN SCIENCE DEGREE
AND TECHNICAL CERTIFICATE COLLEGE PROGRAMS**

An **Associate in Science** Degree program is designed for students wishing to develop technical skills with emphasis on middle-management employment opportunities. This two-year college degree program focuses on high technology careers and prepares students to compete effectively in the contemporary job market.

The **Technical Certificate** is awarded to a student who has completed the required number of college credit hours that are part 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. The student may then complete the remaining requirements for the Associate in Science Degree program while employed.

The A.S. Degree includes a cluster of general education courses in the areas of Humanities/Fine Arts, Natural Science/Mathematics, and Social/Behavioral Science. Students also complete 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. Consult Educational Services to determine specific requirements.

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

ACCOUNTING TECHNOLOGY
Accounting Applications Certificate

AGRICULTURAL BUSINESS
TECHNOLOGY

AIR CONDITIONING,
REFRIGERATION & HEATING
TECHNOLOGY

ARCHITECTURAL DESIGN &
CONSTRUCTION TECHNOLOGY

AUTOMOTIVE SERVICE
MANAGEMENT TECHNOLOGY

BUILDING CONSTRUCTION
TECHNOLOGY

BUSINESS ADMINISTRATION &
MANAGEMENT
Small Business Management
Certificate

CHILD DEVELOPMENT &
EDUCATION
Child Development and Early
Intervention Certificate

COMPUTER PROGRAMMING &
APPLICATIONS
Business Data Processing
Certificate

CRIMINAL JUSTICE TECHNOLOGY

DENTAL HYGIENE

DENTAL LABORATORY
TECHNOLOGY AND
MANAGEMENT

DRAFTING & DESIGN
TECHNOLOGY

ELECTRICAL POWER
TECHNOLOGY

ELECTRONICS ENGINEERING
TECHNOLOGY

EMERGENCY MEDICAL SERVICES
EMT Certificate

Paramedic Certificate

FINANCIAL SERVICES

FIRE SCIENCE TECHNOLOGY

HEALTH INFORMATION MANAGEMENT	MEDICAL LABORATORY TECHNOLOGY
HUMAN SERVICES	MEDICAL SECRETARIAL TECHNOLOGY
INDUSTRIAL MANAGEMENT TECHNOLOGY	Office Systems Specialist
INSTRUCTIONAL SERVICES TECHNOLOGY	NURSING, ASSOCIATE DEGREE
Library Technical Assistant	Advanced Technical Certificates
INTERIOR DESIGN TECHNOLOGY	OFFICE MANAGEMENT TECHNOLOGY
LAND SURVEYING	Office Systems Specialist Certificate
LEGAL ASSISTING	PROFESSIONAL PILOT TECHNOLOGY
LEGAL SECRETARIAL TECHNOLOGY	PHYSICAL THERAPIST ASSISTANT
Office Systems Specialist Certificate	RADIOGRAPHY
MARKETING MANAGEMENT	RESPIRATORY CARE
Small Business Management Certificate	RESTAURANT MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

To meet the requirements for the Associate in Science Degree, the student must complete the required general education courses and program specialty requirements as specified in this catalog. In addition, the student must:

1. Submit the required placement scores (ACT, SAT, CPT) to IRCC. Students who test into college preparatory instruction must successfully complete the required college preparatory courses in English, math, and reading.
2. Achieve a cumulative grade point average of not less than 2.0 in all courses attempted (including transfer hours, but, excluding college preparatory courses) and in all courses taken at Indian River Community College.
3. Students must complete the residency requirement as stated on page 24.
4. Apply for graduation by the published deadline date of the semester in which the student plans to graduate. This application must include the payment of the graduation fee. See calendars for deadline dates.
5. Participate in the Commencement Ceremony if graduating Spring Semester. 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 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

Applicants to the Health Science 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 Lab Technology, Dental Hygiene, Emergency Medical Services Technology, Medical Lab Technology, Physical Therapist Assistant, Radiography, 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

AML 2010, AML 2020, ARH 2050, ARH 2051, ART 1300C, ART 1301C, ART 2510C, ART 2511C, CRW 2001, CRW 2002, ENC 1101, ENC 1102, ENC 2135, ENL 2011, ENL 2022, FRE 1120, FRE 1121, FRE 2200, FRE 2201, HUM 1533, HUM 2512, LIT 2110, LIT 2120, LIT 2300, LIT 2330, ORI 1001 PHI 1010, PHI 1103, PHI 1450, PHI 2660, REA 1205, SPC 1300, SPC 1600, SPN 1120, SPN 1121, SPN 2200, SPN 2201, THE 1000 TPP 2652,

NATURAL SCIENCE/MATHEMATICS

Natural Science: BSC 1501, BSC 1005, AST 1002, BSC 1010, BSC 1011, CHM 1015, CHM 1025, CHM 1045, CHM 1046, CHM 2210C, CHM 2211C, GLY 1010, MCB 2010, OCB 1010, OCE 2001, PHY 1001, PHY 2048C, PHY 2049C, PHY 2053, PHY 2054, PSC 1311, or PSC 1341

Mathematics: MAC 1102, MTG 2204, MAC 1104, MAC 1140, MGF 2202, MAC 1114, MAC 2311, MAC 2312, MAC 2313, MAC 2233, MAP 2302, MAS 2103, STA 2023

Regardless of degree requirements, a series of college preparatory math courses will be required of all students who test into college preparatory level math.

SOCIAL/BEHAVIORAL SCIENCE

AMH 2010, AMH 2020, ANT 2402, ANT 2410, ANT 2511, ANT 2930, ASH 2041, ECO 2000, ECO 2013, ECO 2023, EDP 2002, EUH 1000, EUH 1001, EUH 1002, GEA 2000, INR 2002, POS 1041, POS 2112, PSY 2012, SYG 1410, SYG 2000, SYG 2010

ADDITIONAL REQUIREMENTS

READING

Regardless of degree requirements, a series of college preparatory reading courses will be required of all students who test into college preparatory level reading.

ELECTIVES

Additional hours may be required in specific technical fields to complete the degree program. Refer to Program Guides on the following pages for specific program requirements.

PROGRAM GUIDES

To earn the Associate in Science Degree, certain general education requirements and courses for the major must be satisfactorily completed. The following programs meet the requirements for the Associate in Science Degree and include the required and elective courses generally recommended for job preparedness.

In planning a program of study at Indian River Community College, the student is urged to consult with an Educational Services Counselor. The student is advised to review the overall requirements of the degree program before making course selections.

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. This experience is designed to complement and enhance the theoretical program requirements and is 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 the department chairperson if they have questions regarding any of these classes.

**ACCOUNTING TECHNOLOGY
21001 - 64 CREDITS
CERTIFICATE - ACCOUNTING APPLICATIONS - 22001**

This degree program prepares graduates for intermediate-level accounting positions within the wide range of industries prominent on the Treasure Coast. While providing a strong theoretical foundation, this program emphasizes the development of marketable skills required to succeed in today's highly competitive business world. Traditional classroom instruction is supplemented by "hands on" micro-computer programming experience to mirror today's accounting services climate. For further information on the degree program, contact the Accounting and Financial Services Department at extension 4400.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

STA 2023 and MAC 1102 or higher 6 credits

Social/Behavioral Science

ECO 2013, ECO 2023 6 credits

MAJOR FIELD REQUIRED COURSES - 30 credits

ENC 2200 Business Communications..... 3 credits

or

ENC 2210 Technical Communications..... 3 credits

MNA 2100 Interpersonal Relations in Business

or

SLS 1261 Essentials of Contemporary Leadership..... 3 credits

ACG 2001 Financial Accounting I..... 3 credits

ACG 2011 Financial Accounting II..... 3 credits

ACG 2071 Managerial Accounting 3 credits

TAX 2000 Income Tax 3 credits

ACG 2100 Intermediate Accounting I..... 3 credits

BUL 2241 Business Law I 3 credits

CGS 1516 EXCEL I 3 credits

or

CGS 1530 LOTUS I..... 3 credits

CGS 1060 College Computing..... 3 credits

or

COP 2000 Introduction to Computer Programming..... 3 credits

MAJOR FIELD ELECTIVES - Select 19 credits

ACG 2110 Intermediate Accounting II..... 3 credits

FIN 2003 Introduction to Finance..... 3 credits

SPC 1600 Introduction to Speech Communication 3 credits

ACG 1002 Accounting Applications for Microcomputers..... 3 credits

GEB 1011 Introduction to Business..... 3 credits

or

GEB 1931 Introduction to Business Technology 3 credits

MAN	2021	Principles of Management.....	3 credits
MAR	2011	Principles of Marketing	3 credits
PSY	2012	Introduction to Psychology.....	3 credits
BUL	2242	Business Law II	3 credits
CIS	1000	Introduction to Data Processing.....	3 credits
ETI	1932	Introduction to Technology	3 credits
APA	1141	Orientation to Quicken Software	1 credit
APA	1142	Orientation to Peachtree Software	1 credit
CGS	1555	Orientation to Internet.....	1 credit
CGS	2557	Introduction to Internet.....	3 credits
COP	2701	Data Base Programming.....	3 credits
COP	1700	Data Base Management.....	1 credit

Students may enhance their career success by first completing the 30 credit hours outlined below which comprise this certificate. Attaining the A.S. Degree is then simply a matter of completing the General Education Required courses and the remaining credit hours of major field and elective courses.

CERTIFICATE - ACCOUNTING APPLICATIONS
22001 - 30 CREDITS

MAJOR FIELD REQUIRED COURSES - 18 credits

ACG	2001	Financial Accounting I.....	3 credits
ACG	2011	Financial Accounting II.....	3 credits
ACG	2071	Managerial Accounting	3 credits
ACG	2100	Intermediate Accounting I.....	3 credits
TAX	2000	Income Tax	3 credits
CGS	1516	EXCEL I	3 credits
or			
CGS	1530	LOTUS I.....	3 credits

MAJOR FIELD ELECTIVES - Select 12 credits

BUL	2241	Business Law I	3 credits
COP	2701	Data Base Programming.....	3 credits
ECO	2013	Principles of Economics I.....	3 credits
or			
ECO	2023	Principles of Economics II.....	3 credits
ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	3 credits
MNA	2100	Interpersonal Relations in Business	3 credits
or			
SLS	1261	Essentials of Contemporary Leadership.....	3 credits
CGS	2557	Introduction to Internet.....	3 credits
CGS	1060	College Computing.....	3 credits
or			
COP	2000	Introduction to Computer Programming.....	3 credits

**AGRICULTURAL BUSINESS TECHNOLOGY
21083 - 60 CREDITS**

Agriculture, one of the Treasure Coast’s leading industries, offers unmatched career opportunities. Today, all phases of agriculture, from research to production to marketing, demand skilled employees who have the educational background and technical training to develop and apply new technological advances in the field. The Associate in Science Degree in Agricultural Business Technology is designed for students who wish to enter the industry at a mid-management level after two years of college. The Agribusiness Degree offers three areas of specialization: Animal Science, Citrus, and Environmental Horticulture. For further information on the degree program, contact the Agriculture Department at extension 4809.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

PHY 1001 or MAC 1102 or higher 3 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104..... 6 credits

MAJOR FIELD REQUIRED COURSES - 23 credits

AEB	1112	Introduction to Agricultural Computer Applications	3 credits
AEB	1308	Agribusiness Marketing	3 credits
AEB	2104	Principles of Agricultural Economics	4 credits
MAN	2021	Principles of Management.....	3 credits
SOS	2102	Soils and Fertilizers	3 credits
BUL	2241	Business Law I	3 credits
HOS	1010	Fundamentals of Horticulture.....	3 credits
HOS	1010L	Fundamentals of Horticulture Lab	1 credit

SUGGESTED SPECIALIZATION ELECTIVES - 22 credits

ANIMAL SCIENCE - Select from:

ANS	1003	Introduction to Animal Science	3 credits
ANS	1003L	Introduction to Animal Science Lab.....	1 credit
ANS	1211	Farm and Ranch Management	3 credits
ANS	1310	Animal Reproduction.....	3 credits
ANS	1401	Animal Nutrition.....	3 credits
ASG	1253	Livestock Selection	3 credits
VME	1104	Animal Health	3 credits

ENVIRONMENTAL HORTICULTURE - Select from:

PMA	2211	Insects & Diseases of Ornamental Plants.....	3 credits
ORH	2510	Ornamental Plant Identification	3 credits
ORH	2841	Landscape Installation.....	3 credits

ORH	2851	Landscape Design & Maintenance	3 credits
HOS	1060	Compost and Recycling	3 credits
ORH	1231	Lawn Care Maintenance	3 credits

CITRUS - Select from:

ANS	1211	Farm and Ranch Management	3 credits
FRC	1210	Introduction to Citrus Culture	3 credits
FRC	1222	Citrus Varieties & Rootstocks.....	3 credits
FRC	2220	Citrus Culture	3 credits
IPM	2671	Insects and Diseases of Citrus.....	3 credits

ELECTIVES

AEB	1003	Introduction to Agribusiness.....	3 credits
AEB	1113	Agricultural Computer Applications.....	1 credit
ZOO	1002	Fundamentals of Entomology	3 credits
ZOO	1002L	Fundamentals of Entomology Lab.....	1 credit
ETI	1637	Technology and Organizations.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
MAN	2300	Human Resource Management.....	3 credits
ORH	1710	Environmental Landscape Management	1 credit
PLS	1220	Plant Propagation I	1 credit
PMT	1123	Combination Welding	3 credits
SPN	1000	Spanish for Daily Use I.....	2 credits
AGE	1230	Irrigation Systems I.....	3 credits
AGE	2234	Irrigation Systems II.....	3 credits
MAR	2011	Principles of Marketing	3 credits

**AIR CONDITIONING, REFRIGERATION, &
HEATING SYSTEMS TECHNOLOGY
21006 - 64 CREDITS**

As a result of the warm weather, South Florida has one of the nation's most active air conditioning industries. Today, all phases of the air conditioning, heating, and refrigeration industry require skilled employees who have the educational background and technical training to develop and apply new technological advances in the field. At the completion of the Associate in Science Degree in Air Conditioning, Refrigeration, and Heating Systems Technology, graduates are prepared for employment opportunities in residential, commercial, and industrial air conditioning and refrigeration. For more information on the degree program, contact the Air Conditioning Department at extension 4737.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101

3 credits

Natural Science/Mathematics

MAC 1102 or higher.....

3 credits

Social/Behavioral Science	
see pages 103 - 104.....	3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science	
see pages 103 - 104.....	6 credits

MAJOR FIELD REQUIRED COURSES - 37 credits

ACR	1000	Principles of A/C & Refrigeration	3 credits
ACR	1100	Basic Electricity for A/C & Refrigeration	3 credits
ACR	1101	Applied Electricity I.....	3 credits
ACR	1741	Components of Refrigeration.....	3 credits
ACR	1102	Applied Electricity II.....	3 credits
ACR	1103	HVAC Control Systems	3 credits
ACR	1208	Refrigerant Recovery and Reclaim	1 credit
ACR	1601	Heat Pump Systems.....	3 credits
ACR	2062	Heating and Cooling Load Calculations	3 credits
ACR	2421	Duct Systems.....	3 credits
ACR	2071	A/C and Heating Service Management	3 credits
ACR	2744	Light Commercial Refrigeration & A/C	3 credits
ACR	1600	Heat.....	3 credits

MAJOR FIELD ELECTIVES - Select 12 credits

ACR	1946	A/C Cooperative Work Experience I	4 credits
ACR	1947	A/C Cooperative Work Experience II	4 credits
ACR	1948	A/C Cooperative Work Experience III	4 credits
ACR	1949	A/C Cooperative Work Experience IV	4 credits
ETM	1111	Energy in Building Design	3 credits
PMT	1123	Combination Welding I.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
GEB	1931	Introduction to Business Technology	3 credits
AER	2171	Automotive A/C and Heating	4 credits
ETD	1536	Drafting for the A/C Industry	3 credits
ETD	1321	Introduction to AutoCad.....	4 credits

ARCHITECTURAL DESIGN & CONSTRUCTION TECHNOLOGY 21007 - 66 CREDITS

The drafting industry has been transformed by high technology, with computerized drafting (CAD), now widely utilized. Drafting courses offered by IRCC focus on the use of micro-computers and a variety of CAD software programs. The Associate in Science Degree in Architectural Design and Construction Technology trains students in the most up-to-date methods of producing drawings. Most courses combine classroom instruction with lab practice, and "hands-on" learning is emphasized. The professional architectural draftsman prepares drawings for a variety of business uses. Architectural offices, design/development firms, general contractors and truss manufacturing plants are just a few of the businesses that engage architectural

drafting services. For further information on the degree program, contact the Architectural Design and Construction Department at extension 4884.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

PHY 1001 and MAC 1102 or higher..... 6 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104..... 3 credits

MAJOR FIELD REQUIRED COURSES - 36 credits

BCN	1250	Architectural Drafting Principles	3 credits
BCN	1210	Materials and Methods of Construction	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
BCN	2251	Architectural Drafting-Residential	3 credits
ETD	2320	AutoCAD Level II.....	3 credits
HHD	1234	Design of Interior Space.....	3 credits
BCN	2253	Architectural Drafting-Commercial	3 credits
BCN	1610	Residential Construction Estimating	3 credits
BCN	1760	Building Codes & Specifications	3 credits
ETD	2377	3D Studio Level I.....	3 credits
ETD	2538	CAD - Architectural	3 credits
ETM	1111	Energy in Building Design	3 credits

MAJOR FIELD ELECTIVES - Select 15 credits

BCN	1740	Construction Law.....	1 credit
BCN	1930	Hurricane Resistant Residential Const SSTD 10-93	1 credit
BCN	1940	Professional Practice	3 credits
BCN	1420	Introduction to Roof Truss Design	3 credits
ETD	1544	Civil Drafting I	3 credits
ETD	2548	CAD - Civil.....	3 credits
GEO	1141	Introduction to GIS.....	3 credits
GEO	1144	GIS-ArcView.....	3 credits
ETI	1932	Introduction to Technology	3 credits
ETD	2378	3D Studio Level II.....	3 credits
IND	1462C	Introduction to Architectural CAD.....	3 credits
ORH	2851	Landscape Design & Maintenance	3 credits
SUR	1100C	Elementary Surveying with Mathematics.....	3 credits

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY 21008 - 68 CREDITS

The Automotive Service Technology Program leads to an Associate in Science Degree or an Award of Achievement in Automotive Service. Students receive a thorough foundation in all aspects of automotive services and maintenance. IRCC's program is certified in all eight categories by the National Institute of Automotive Service Excellence (ASE). The program provides essential training in both the theory and service of today's automotive systems and components. For further information on the degree program, contact the Automotive Department at extension 4383.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

see pages 103 - 104..... 3 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science Mathematics or

Social/Behavioral Science

see pages 103 - 104..... 6 credits

MAJOR FIELD REQUIRED COURSES - 46 credits

AER	1010	Introduction to Automotive Technology	3 credits
AER	1310	Introduction to Automotive Electrical Systems.....	3 credits
AER	1410	Automotive Brake Systems.....	4 credits
AER	1450	Suspension, Steering & Alignment.....	4 credits
AER	2311	Advanced Automotive Electric Systems.....	4 credits
AER	2171	Automotive A/C & Heating	4 credits
AER	2270	Manual Drive Train & Axles....	4 credits
AER	2590	Engine Performance.....	4 credits
AER	1111	Engine Overhaul and Repair Testing.....	4 credits
AER	2251	Automatic Transmissions & Transaxles.....	4 credits
AER	2520	Computer Control & Electronic Fuel Injection.....	4 credits
DIM	1001	Introduction to Diesel Engines.....	4 credits

MAJOR FIELD ELECTIVES - Select 7 credits

AER	2881	Auto/Diesel Supervised Work Experience I.....	4 credits
ARR	1001	Auto Body I.....	4 credits
ARR	1300	Auto Body II.....	4 credits
ETI	1932	Introduction to Technology.....	3 credits
GEB	1931	Introduction to Business Technology	3 credits
PMT	1123	Combination Welding I.....	3 credits
EGS	1110	Engineering Graphics.....	3 credits

BUILDING CONSTRUCTION TECHNOLOGY 21009 - 64 CREDITS

Florida is projected as one of the fastest growing areas in the United States for new homes and commercial building construction. This strong growth provides many promising career opportunities for students involved in the building construction field. The Building Construction Technology program emphasizes practical application of management competencies needed by estimators, construction planners, field supervisors, project managers, sales managers, facility directors and managers, builders, and various entrepreneurs. The Building Construction Technology program offers two specialties.

Building Construction Specialization - Students learn Construction Management techniques, estimating, blueprint interpretation, building codes, energy conservation, construction accounting and office practices. Also included in the curriculum are new building methods and materials, and safety regulations needed for the planning, designing, and construction of new commercial or residential buildings, renovations, or additions. The program also prepares individuals to take the builders' exams.

Facility Management Specialization - Facility managers are responsible for planning, budgeting, security, construction and renovation, telecommunications, real estate acquisition, disposal, and lease management; and the general maintenance and operation of the physical facility and work environment. The program focuses on the practical application of the nine core responsibilities identified by the International Facility Management Association. For further information on the degree program, contact the Building Construction Department at extension 4874.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

PHY 1001 and see pages 103 - 104 6 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science Mathematics or

Social/Behavioral Science

see pages 103 - 104..... 3 credits

MAJOR FIELD REQUIRED COURSES - 12 credits

BCN 1272 Plans Interpretation - Residential 3 credits

BCN 2275 Plans Interpretation - Commercial 3 credits

BCN 2561 Mechanical & Electrical Systems..... 3 credits

ETM 1111 Energy in Building Design 3 credits

SUGGESTED SPECIALIZATION ELECTIVES - Select 37 credits**BUILDING CONSTRUCTION** - Select from:

BCN	1210	Materials and Methods of Construction	3 credits
BCN	1701	Construction Office Practices	3 credits
BCN	1610	Residential Construction Estimating	3 credits
BCN	1760	Building Codes & Specifications	3 credits
BCN	2615	Commercial Estimating Computer Assisted	3 credits
BCN	2703	Construction Supervision	3 credits
BCT	1703	Principles of Construction Management	3 credits
BCN	1721	Construction Accounting & Cost Control	3 credits
BCN	1765	Codes & Regulations.....	3 credits
BCN	2213	Concrete Construction Methods.....	3 credits
BCN	1740	Construction Law.....	1 credit

FACILITIES MANAGEMENT - Select from:

GEB	1931	Introduction to Business Technology	3 credits
ORH	2851	Landscape Design & Maintenance	3 credits
ETI	1637	Technology & Organizations	3 credits
MNA	2100	Interpersonal Relations in Business	3 credits
ACR	1000	Principles of AC & Refrigeration	3 credits
BCN	2581	Principles of Facility Management.....	3 credits
BCN	2540	Introduction to Building Systems Operations	3 credits
ACG	2001	Financial Accounting I.....	3 credits
BCN	2541	Building Systems Operation & Maintenance	3 credits
MNA	2345	Supervision.....	3 credits
REE	2541	Community Association Management	1 credit

MAJOR FIELD ELECTIVES - Select 6 credits

BCN	1940	Professional Practice	3 credits
ORH	1710	Environmental Landscape Management	1 credit
BUL	2241	Business Law I	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
MAN	2300	Human Resource Management.....	3 credits
REE	1040	Real Estate Principles & Practices I.....	4 credits
BCN	1250	Architectural Drafting Principles	3 credits
IND	1462C	Introduction to Architectural CAD.....	3 credits
BCN	1930	Hurricane Resistant Residential Construction.....	1 credit
BCN	2251	Architectural Drafting-Residential	4 credits
BCN	1420	Introduction to Roof Truss Design	3 credits
GEO	1141	Introduction to GIS.....	3 credits
GEO	1144	GIS-ArcView.....	3 credits
BCN	1740	Construction Law.....	1 credit

BUSINESS ADMINISTRATION & MANAGEMENT
21010 - 64 CREDITS
CERTIFICATE - SMALL BUSINESS MANAGEMENT - 22110

This degree prepares students for careers as supervisors and middle managers within both profit-making and governmental sector organizations. While providing students with a sound theoretical foundation, this degree program emphasizes the development of marketable skills in planning, organizing, interpersonal dynamics and technology. For further information on the degree program, contact the Business Management Department at extension 4267.

GENERAL EDUCATION

Humanities/Fine Arts		
ENC 1101		3 credits
Natural Science/Mathematics		
see pages 103 - 104.....		3 credits
Social/Behavioral Science		
ECO 2000, ECO 2013 or ECO 2023		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science		
see pages 103 - 104.....		6 credits

MAJOR FIELD REQUIRED COURSES - 38 credits

GEB	1011	Introduction to Business.....	3 credits
or			
GEB	1931	Introduction to Business Technology	3 credits
MNA	2100	Interpersonal Relations in Business	3 credits
or			
SLS	1261	Essentials of Contemporary Leadership.....	3 credits
ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	3 credits
CGS	1060	College Computing.....	3 credits
or			
CIS	1000	Introduction to Data Processing.....	3 credits
MAN	2021	Principles of Management.....	3 credits
or			
MNA	2345	Supervision.....	3 credits
APA	1211	College Accounting.....	3 credits
or			
ACG	2001	Financial Accounting I.....	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	1313	Mid-Management Seminar II	4 credits
BUL	2241	Business Law I	3 credits
FIN	2003	Introduction to Finance.....	3 credits

MAJOR FIELD ELECTIVES - Select 11 credits

BUL	2242	Business Law II	3 credits
MAR	2011	Principles of Marketing	3 credits
MKA	2323	Mid-Management Seminar III	4 credits
MNA	1801	Entrepreneurship	3 credits
		courses with CGS, MAN, MKA or MNA Prefix ..	5 credits maximum

Students may enhance their career success by first attaining a Certificate in Small Business Management (22110) by completing 30 credits from within the Required Major Field or the Major Field Electives sections listed above. Attaining the A.S. degree is then simply a matter of completing the General Education Required courses and the remaining 19 credits of major field and elective courses.

**CHILD DEVELOPMENT AND EDUCATION
21012 - 63 CREDITS**

CERTIFICATE - CHILD DEVELOPMENT AND EARLY INTERVENTION - 22213

This program is designed for students pursuing a career in the child care industry. Career goals include teaching in the private sector or teacher's aide in public and private programs. For further information on the degree program, contact the Child Development Department at extension 4547.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101	3 credits
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Natural Science/Mathematics

see pages 103 - 104.....	3 credits
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Social/Behavioral Science

see pages 103 - 104.....	3 credits
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Humanities/Fine Arts or Natural Science/Mathematics or

Social Behavioral Science

see pages 103 - 104.....	6 credits
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MAJOR FIELD REQUIRED COURSES - 45 credits

CHD	1104	Introduction to Early Childhood Education	2 credits
CHD	1220	Introduction to Child Development.....	3 credits
EEC	1601	Observing and Recording Behavior	3 credits
EEC	1946	Early Childhood Practicum I.....	4 credits
CHD	1332	Creative Experiences for the Young Child	3 credits
EEC	1202	Principles of Early Childhood Curriculum	3 credits
EEC	1947	Early Childhood Practicum II.....	4 credits
EDF	1021	Social Elements in Early Childhood Education.....	3 credits
EEC	1260	Program Designs for Young Children	3 credits
EEC	2948	Early Childhood Practicum III.....	4 credits
EEX	2010	Survey of Disabling Conditions in Young Children	3 credits
SLS	1421	Personal & Career Development.....	3 credits
EEC	2949	Early Childhood Practicum IV.....	4 credits

HUN 1410 Basic Childhood Nutrition..... 3 credits

MAJOR FIELD ELECTIVES - Select 3 credits

EDF 2005 Introduction to Education 3 credits
 EDP 2002 Educational Psychology..... 3 credits
 ETI 1932 Introduction to Technology..... 3 credits
 GEB 1931 Introduction to Business Technology 3 credits
 HHD 2001 Creative Art & Design 3 credits
 CHD 2334 Early Childhood Language, Arts, & Reading..... 3 credits

Students may enhance their career success by first attaining a Certificate in Child Development and Early Intervention (22213) by completing 30 credits from within the Required Major Field and Major Field Electives sections above. Attaining the A.S. degree is then simply a matter of completing the General Education Required courses and the remaining 18 hours of major field and elective courses.

**COMPUTER PROGRAMMING AND APPLICATIONS
 21084 - 63 CREDITS
 CERTIFICATE - BUSINESS DATA PROCESSING - 22014**

This degree provides excellent preparation for a career as a computer programmer, a computer support technician, or a computer applications specialist. The curriculum provides the conceptual and technological skills required to analyze business situations and to design, develop, and write computer programs. For further information on the degree program, contact the Computer Programming and Analysis Department at extension 4801.

GENERAL EDUCATION

Humanities/Fine Arts
 ENC 1101 3 credits
 Natural Science/Mathematics
 STA 2023 and MAC 1102 or higher 6 credits
 Social/Behavioral Science
 see pages 103 - 104..... 3 credits
 Humanities/Fine Arts or Natural Science/Mathematics or
 Social/Behavioral Science
 see pages 103 - 104..... 3 credits

MAJOR FIELD REQUIRED COURSES - 24 credits

CGS 1565 Disk Operating System..... 3 credits
 CIS 1000 Introduction to Data Processing..... 3 credits
 COP 2000 Introduction to Computer Programming I..... 3 credits
 CGS 1566 Introduction to Microsoft Windows..... 3 credits
 COP 2701 DataBase Programming..... 3 credits
 CGS 2551 Using Novell System Manager..... 3 credits
 COP 1332 Visual BASIC..... 3 credits
 CIS 2321 Computer Systems Design..... 3 credits

SUGGESTED SPECIALIZATION ELECTIVES - Select 24 credits**COMPUTER APPLICATIONS** - select from:

CGS	1050	Electronic Access to Information.....	1 credit
CGS	1871	Introduction to Multimedia.....	3 credits
OST	2821	Desktop Publishing.....	3 credits
ACG	2001	Financial Accounting I.....	3 credits
CGS	1530	LOTUS I.....	3 credits
or			
CGS	1516	EXCEL I.....	3 credits
CGS	2557	Introduction to Internet.....	3 credits
or			
CGS	1559	Introduction to the World Wide Web.....	3 credits
OST	1711	Word Processing I.....	3 credits
or			
OST	1766	WordPerfect I.....	3 credits

COMPUTER PROGRAMMING- Select from:

COP	2001	Introduction to Computer Programming II.....	3 credits
COP	2120	COBOL Programming I.....	3 credits
COP	2220	C Programming I.....	3 credits
COP	2334	C Programming II (C+ +).....	3 credits
COP	2530	Data Structures.....	3 credits
COP	2400	Assembler Programming.....	3 credits

COMPUTER SUPPORT - Select from:

CEN	2507	Novell Installation & Support Technology.....	3 credits
CET	2173C	Microcomputer Theory & Servicing.....	3 credits
CGS	2553	Novell Netware.....	3 credits
CGS	2557	Introduction to Internet.....	3 credits
or			
CGS	1559	Introduction to the World Wide Web.....	3 credits
COP	2001	Introduction to Computer Programming II.....	3 credits
COP	2400	Assembler Programming.....	3 credits
CGS	2556	Advanced Novell Netware.....	3 credits

Students may enhance their career success by first attaining a Certificate in Business Data Processing (22014) by completing 30 credits from within the Major Field Required courses and/or the Suggested Specialization Electives sections above. Attaining the A.S. degree is then simply a matter of completing the General Education Required courses and the remaining 18 hours of major field and elective courses.

CERTIFICATE - BUSINESS DATA PROCESSING - 22014 - 30 CREDITS**MAJOR FIELD REQUIRED COURSES** - 24 credits

CIS	1000	Introduction to Data Processing.....	3 credits
CGS	1565	Disk Operating System.....	3 credits
COP	2000	Introduction to Computer Programming I.....	3 credits
CGS	1566	Introduction to Microsoft Windows.....	3 credits

COP	2701	Database Programming.....	3 credits
CGS	2551	Using Novell System Manager	3 credits
COP	1332	Visual BASIC.....	3 credits
CIS	2321	Computer Systems Design.....	3 credits

MAJOR FIELD ELECTIVES - Select 6 credits

CGS	1530	LOTUS I.....	3 credits
or			
CGS	1516	EXCEL I	3 credits
CGS	2557	Introduction to Internet.....	3 credits
or			
CGS	1559	Introduction to the World Wide Web	3 credits
OST	1766	WordPerfect I.....	3 credits
or			
OST	1711	Word Processing.....	3 credits
CGS	1871	Introduction to Multimedia	3 credits
OST	2821	Desktop Publishing.....	3 credits
COP	2001	Intro. to Computer Programming II	3 credits
COP	2120	COBOL Programming I.....	3 credits
COP	2220	C Programming I.....	3 credits
COP	2334	C Programming II (C+ +).....	3 credits
COP	2530	Data Structures.....	3 credits
COP	2400	Assembler Programming	3 credits
CEN	2507	Novell Installation & Support Technology	3 credits
CET	2173	Microcomputer Theory & Servicing.....	3 credits
CGS	2553	Novell Netware v.4.x.....	3 credits
CGS	2556	Advanced Novell Netware v.4.x.....	3 credits
ACG	2001	Financial Accounting I.....	3 credits

**CRIMINAL JUSTICE TECHNOLOGY
21015 - 64 CREDITS**

This degree offers the student a broad background in the history, philosophy, organization, management, and operation of the criminal justice system. In law enforcement, an emphasis is placed on the role of the police in the process of social control and in the legal and philosophical issues involved. In corrections, emphasis is placed on the supervision, protection, care, custody, and control of offenders. Opportunities for employment are available in law enforcement agencies, correctional institutions, juvenile courts, social service agencies, crime laboratories, and security agencies. For further information contact the Criminal Justice Department at extension 4760.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101	3 credits
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Natural Science/Mathematics see pages 103 - 104.....	3 credits
Social/Behavioral Science see pages 103 - 104.....	3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science see pages 103 - 104.....	6 credits

***MAJOR FIELD ELECTIVES - Select 49 credits**

CCJ 2020	Introduction to Criminal Justice.....	3 credits
CCJ 2200	Introduction to the Courts.....	3 credits
CCJ 1223	Fundamentals of Law.....	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 2300	Introduction to Corrections.....	3 credits
CCJ 2330	Probation and Parole.....	3 credits
CCJ 2400	Police Organization & Administration.....	3 credits
CCJ 2440	Correctional Institution Administration & Organization.....	3 credits
CCJ 2500	The Juvenile and the Law.....	3 credits
CJD 1011	Police Procedures.....	3 credits
CJT 2100	Criminal Investigation.....	3 credits
CJT 2110	Introduction to Criminalistics.....	3 credits
CGS 1000	Introduction to Computer Usage.....	3 credits
or		
CGS 1060	College Computing.....	3 credits
ECO 2000	Introduction to Economics.....	3 credits
or		
ECO 2013	Principles of Economics I.....	3 credits
ECO 2023	Principles of Economics II.....	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

*Certified Officers may substitute a maximum of 20 credits of Basic or Advanced Training Courses for Major Field Electives.

**CRIMINAL JUSTICE TECHNOLOGY
ACADEMY TRACK
(SELECTIVE ADMISSION)
21085 - 64 CREDITS**

This program allows students not only to graduate with an A.S. degree, but also qualify for state certification as an entry level corrections and law enforcement officer in compliance with the requirements of the Florida Criminal Justice Standards and Training Commission. These minimum standards classes are regulated by Florida

Statutes and have specific admission requirements with special rules and procedures. For further information contact the Criminal Justice Department at extension 4760.

GENERAL EDUCATION

Humanities/Fine Arts		
ENC 1101		3 credits
Natural Science/Mathematics		
see pages 103 - 104.....		3 credits
Social/Behavioral Science		
see pages 103 - 104.....		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science		
see pages 103 - 104.....		6 credits

COURSES REQUIRED IN BOTH ACADEMIES - 26 credits

CJD 1700	Criminal Justice Legal I.....	3 credits
CJD 1701	Criminal Justice Legal II.....	3 credits
CJD 1702	Criminal Justice Communications.....	3 credits
CJD 1254	Criminal Justice 1st Responder.....	2 credits
CJD 1704	Criminal Justice Defensive Tactics.....	2 credits
CJD 1705	Criminal Justice Weapons.....	3 credits
CJD 1754	Criminal Justice Physical Conditioning.....	2 credits
CJD 2703	Interpersonal Skills I.....	6 credits
CJD 2990	Cultural Diversity.....	2 credits

LAW ENFORCEMENT ACADEMY - REQUIRED - 17 credits

CJD 2720	Law Enforcement Legal III.....	2 credits
CJD 2723	Vehicle Operations.....	2 credits
CJD 2721	Law Enforcement Patrol.....	4 credits
CJD 2722	Law Enforcement Traffic.....	4 credits
CJD 2724	Law Enforcement Investigations.....	5 credits

CORRECTIONS ACADEMY - REQUIRED - 6 credits

CJD 2740	Interpersonal Skills II.....	2 credits
CJD 2741	Emergency Preparedness.....	2 credits
CJD 2742	Correctional Operations.....	2 credits

**DENTAL HYGIENE
(SELECTIVE ADMISSION)
21018 - 88 CREDITS**

IRCC's Dental Hygiene Program leads to an A.S. Degree and prepares students to take the National Board Hygiene Examination and the State licensure examinations. Students accepted into the program receive a well-rounded general education with a strong emphasis on dental hygiene skills. Classroom instruction and lab experience complement clinical dental hygiene practice. For further information contact the Dental Hygiene Department at extension 4203, 4475, or 4777.

GENERAL EDUCATION***Humanities/Fine Arts**

ENC 1101, SPC 1600 6 credits

***Natural Science/Mathematics**CHM 1015, CHM 1033, BSC 2093, BSC 2093L, BSC 2094,
BSC 2094L, MCB 2010, MCB 2010L 16 credits***Social/Behavioral Science**

PSY 2012, SYG 2000 6 credits

MAJOR FIELD REQUIRED COURSES - 60 credits

DEA	1301	Clinical Preventive Dentistry	2 credits
DEH	1003C	Pre-Clinical Dental Hygiene.....	3 credits
DES	1200L	Dental Radiography Lab	1 credit
DEH	1800C	Clinical Dental Hygiene I	5 credits
DES	1030	Oral Embryology and Histology.....	2 credits
DEH	1802C	Clinical Dental Hygiene II	4 credits
DES	2051	Pain Control and Anesthesia.....	1 credit
DEH	2530C	Expanded Functions for the Dental Hygienist	2 credits
DEH	2804C	Clinical Dental Hygiene III	6 credits
DES	1100C	Elements of Dental Materials.....	3 credits
DES	2044	General and Oral Pathology.....	2 credits
DEH	2806C	Dental Hygiene IV	7 credits
DES	2501	Dental Office Management.....	2 credits
DEH	2702C	Community Dental Health.....	3 credits
DIE	2201	Nutrition and Diet Therapy.....	3 credits
DEH	1001C	Introduction to Clinical Procedures	3 credits
DES	1200	Dental Radiography.....	2 credits
DES	1000	Head, Neck & Dental Anatomy.....	3 credits
DEH	1820	Health Office Emergencies.....	2 credits
DES	1050	Pharmacology.....	2 credits
DEH	2602	Periodontology	2 credits

All core curriculum and natural science courses require a grade of "C" or higher. Anatomy and Physiology I and corequisite lab must be completed by the end of the Fall semester, first year; Anatomy and Physiology II and corequisite lab must be completed by the end of the Spring semester, first year.

*General Education classes may be taken prior to acceptance into the program, or must be completed while enrolled in the program.

DENTAL LABORATORY TECHNOLOGY AND MANAGEMENT (SELECTIVE ADMISSION) 21019 - 68 CREDITS

The Dental Lab Technology (DLT) Program leads to an A.S. Degree and eligibility to take the National Certification Exam for Dental Lab Technologists. Students accepted into the program receive a strong general education with an emphasis on dental lab skills which enables them to construct dentures, crowns, bridges, and orthodontic appliances from dentists' prescriptions. The program consists of one-third classroom

instruction and two-thirds “hands-on” lab practice. For further information contact the Dental Laboratory Technology Department at extension 4339.

GENERAL EDUCATION

*Humanities/Fine Arts	
ENC 1101	3 credits
*Natural Science/Mathematics	
CHM 1015, PHY 1001	6 credits
*Social/Behavioral Science	
see pages 103 - 104.....	3 credits
*Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science	
see pages 103 - 104.....	3 credits

MAJOR FIELD REQUIRED COURSES - 53 credits

DTE	1010	Oral Anatomy.....	2 credits
DTE	1020	Tooth Physiology & Anatomy Theory.....	2 credits
DTE	1020L	Tooth Physiology & Anatomy Lab.....	3 credits
DTE	1103	Complete Denture Theory	2 credits
DTE	1103L	Complete Denture Lab	4 credits
DTE	2107	Partial Denture Theory.....	2 credits
DTE	2107L	Partial Denture Lab.....	4 credits
DES	1140C	Dental Materials I	2 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
DTE	2150	Crown and Bridge Theory.....	2 credits
DTE	2150L	Crown and Bridge Lab	4 credits
DTE	2141	Ceramic Theory.....	2 credits
DTE	2141L	Ceramic Lab	4 credits
DES	2141C	Dental Materials II	2 credits
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 Prosthodontics Theory	2 credits
DTE	2151L	Advanced Prosthodontics Lab	5 credits

*General Education classes may be taken prior to acceptance into the program, or must be completed while in the program.

**DRAFTING AND DESIGN TECHNOLOGY
21086 - 62 CREDITS**

The Drafting and Design Technology program offers three areas of specialization which are intended to cover the diverse demand for professionals in this field.

Civil/GIS Specialization - Geographic Information Systems have become an invaluable tool for engineering firms, government agencies, industry, and businesses in general. This specialty focuses on areas of civil engineering such as site design, land planning, and roadway design using CAD software, and trains students to utilize a variety of information sources by accessing computerized data banks associated to geographic plans. Employment opportunities are expected to grow rapidly among engineering firms, local government, agencies, and industry.

Graphic Design Specialization - This new specialty prepares students for a career in graphic and commercial art. Curriculum is geared toward modern methodologies to produce presentations using a variety of media. Coursework includes technical and artistic drawing, photography and computer imaging, two and three-dimensional computer animation and emphasizes the advertising methods in hard copy, multimedia, and through the design of Web pages for the Internet. Employment in the graphic design industry is expected to rise, providing jobs in printshops as well as all different areas of advertising and commercial arts.

Computer Aided Drafting Specialization - This specialty prepares students for a career as a professional CAD technician. The disciplines covered include architectural, civil engineering, and mechanical engineering, with emphasis in the latest technologies used for rendering, architectural "walk-throughs," three-dimensional computer animation, and solid and surface modeling. Surveying, architectural, civil and mechanical engineering firms, as well as county offices and manufacturing plants are among the potential employers of this specialty's graduates. For further information on the degree program, contact the Drafting and Design Department at extension 4884.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

PHY 1001 and MAC 1102 or higher..... 6 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Social/Behavioral Science

see pages 103 - 104..... 3 credits

MAJOR FIELD REQUIRED COURSES - 9 credits

EGS 1110 Engineering Graphics 3 credits

ETD 1321 Introduction to AutoCAD 3 credits

ETD 2320 AutoCAD Level II..... 3 credits

SUGGESTED SPECIALIZATION ELECTIVES Select 38 credit hours

CIVIL/GIS - Select from:

GEO 1141 Introduction to GIS..... 3 credits

GEO	1144	Geographic Information Systems with ArcView.....	3 credits
STA	2023	Elementary Statistics I.....	3 credits
SUR	1101	Basic Surveying and Mapping.....	3 credits
ETD	2548	CAD - Civil.....	3 credits
GEO	2140	GIS-ArcCad.....	3 credits
ETD	1830	Charts and Graphs.....	3 credits
GEO	2148	GIS-Land Planning.....	3 credits
GEO	2147	GIS-Business Planning.....	3 credits
GEO	2142	AutoCAD ADE and MAP.....	3 credits

COMPUTER AIDED DESIGN - Select from:

ETD	1851	Computer Imaging - Photoshop/Illustrator.....	3 credits
ETD	2377	3D Studio Level I.....	3 credits
ETD	2355	3D Modeling and Surface Generation.....	3 credits
ETD	2538	CAD - Architectural.....	3 credits
ETD	2331	AutoCAD Customization.....	3 credits
ETD	2378	3D Studio Level II.....	3 credits
ETD	2548	CAD - Civil.....	3 credits
ETD	2803	Desktop Video - Adobe Premiere.....	3 credits
CGS	1559	Introduction to the World Wide Web.....	3 credits

GRAPHIC DESIGN - Select from:

ARH	1410	History of Modern Art.....	1 credit
ETD	1851	Computer Imaging - Photoshop/Illustrator.....	3 credits
ETD	2370	AutoShade/Animator.....	3 credits
ETD	2377	3D Studio Level I.....	3 credits
CGS	1559	Introduction to the World Wide Web.....	3 credits
ETD	2803	Desktop Video with Adobe Premiere.....	3 credits
ETD	2378	3D Studio Level II.....	3 credits
ART	1300C	Introduction to Drawing.....	3 credits
ART	1201C	Color and Design I.....	3 credits
ART	2400C	Graphics.....	3 credits

ELECTIVES

ARH	1410	History of Modern Art.....	1 credit
GEO	2146	GIS-Wetlands and Water Resources.....	3 credits
SUR	2400	Legal Aspects of Land Surveying.....	4 credits
SUR	2500	GIS, Electronic and Geodetic Surveying.....	3 credits
ETD	1544	Civil Drafting I.....	3 credits
ETD	2540	Civil Drafting II.....	3 credits
ETD	2549C	CAD - Surveying.....	3 credits
SUR	1100C	Elementary Surveying with Mathematics.....	3 credits
ETM	1111	Energy in Building Design.....	3 credits
CGS	1871	Introduction to Multimedia.....	3 credits
BCN	1940	Professional Practice.....	3 credits
PGY	1100C	Beginning Photography.....	1 credit
ETD	2355	3D Modeling and Surface Generation.....	3 credits
ART	1202C	Color and Design II.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits

GEB	1931	Introduction to Business Technology	3 credits
CGS	1566	Introduction to Microsoft Windows	3 credits
CET	1151	PC Maintenance and Maintenance I.....	1 credit
CGS	1565	Disk Operating System.....	3 credits
COP	2000	Introduction to Computer Programming.....	3 credits
ETD	2528	CAD Mechanical	3 credits
ETD	2549C	CAD - Surveying.....	3 credits
IND	1462C	Introduction to ArchitecturalCAD	3 credits

**ELECTRICAL POWER TECHNOLOGY
(SELECTIVE ADMISSION)
21078 - 68 CREDITS**

This Degree program is designed for those engaged in electric power plant operations. For further information on the degree program, contact the Vocational and Industrial Education Division at extension 4721.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

MAC 1102 or higher..... 3 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics

or Social/Behavioral Science

see pages 103 - 104..... 6 credits

MAJOR FIELD REQUIRED COURSES - 47 credits

EET	1015C	DC Circuits.....	4 credits
ROT	1211	Nuclear Power Systems.....	3 credits
ROT	1013	Principles of Radiation Protection.....	2 credits
CET	2114C	Digital Circuits.....	4 credits
EET	1025C	AC Circuits	4 credits
ROT	1016	Thermodynamics, Heat Transfer & Fluid Flow	3 credits
ROT	1111	Nuclear Reactor Engineering & Physics.....	4 credits
CET	2123C	Microprocessors I.....	4 credits
EST	2521	Instrument and Control Theory	3 credits
CET	2131C	Microprocessors II.....	4 credits
EET	2075	Fundamentals of Electrical Science.....	2 credits
ETI	2714	Nuclear Engineering Safeguards	3 credits
ROT	2315	Nuclear Technology Secondary Systems	3 credits
ROT	2311	Nuclear Plant Support Systems.....	3 credits

MAJOR FIELD ELECTIVES - Select 6 credits

ETI	1932	Introduction to Technology.....	3 credits
GEB	1931	Introduction to Business Technology	3 credits
MAN	2021	Principles of Management.....	3 credits

ELECTRONICS ENGINEERING TECHNOLOGY 21023 - 68 CREDITS

Today's world is controlled by high technology electronic devices. Powerful personal computers, cellular telephone systems, fax machines, digital stereo and video systems, advanced medical diagnostic equipment, and countless more items add enjoyment and productivity to people's lives. As a result of these technological advancements, there is a growing need for people who can design, build, install, maintain, and repair electronic equipment. The Electronic Engineering degree offers three specializations to prepare students for the many career possibilities for EET professionals. For further information on the degree program, contact the Electronic Engineering Department at extension 4386.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

PHY 1001 3 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social Behavioral Science

see pages 103 - 104..... 6 credits

MAJOR FIELD REQUIRED COURSES - 34 credits

CET	2114C	Digital Circuits.....	4 credits
EET	1015C	DC Circuits.....	4 credits
EET	1215C	Introduction to Electronics.....	3 credits
MTB	1321	Technical Mathematics I.....	3 credits
CET	2123C	Microprocessors I.....	4 credits
EET	1025C	AC Circuits.....	4 credits
EET	2141C	Electronic Devices I.....	4 credits
MTB	1322	Technical Mathematics II.....	3 credits
CET	2131C	Microprocessors II.....	4 credits
CET	1151	PC Service & Maintenance I.....	1 credit

SUGGESTED SPECIALIZATION ELECTIVES - Select 19 credits

COMPUTER ELECTRONICS - Select from:

CET	1486C	Introduction to LAN Technology.....	3 credits
CET	2173	Microcomputer Theory and Servicing.....	3 credits
COP	2000	Introduction to Computer Programming.....	3 credits
CGS	2553	Novell Netware.....	3 credits
ETD	2614	Electronic Drafting.....	4 credits

ENGINEERING - Select from:

EET	2142C	Electronic Devices II.....	4 credits
EET	2325C	Communication Circuits I.....	4 credits
EST	2930C	Electronic Project Engineering.....	4 credits

ETD 2614 Electronic Drafting..... 4 credits

INSTRUMENT AND CONTROL - Select from:

EET 2141C Electronic Devices I 4 credits
 EET 2576 Fluid/Pneumatic Instruments..... 3 credits
 EST 2521 Instrument and Control Theory 3 credits
 EST 1520 Process Measurement Fundamentals..... 3 credits
 EST 2530 Process Control Technology 3 credits

ELECTIVES

EET 1180C Electronic Equipment Repair I 3 credits
 EET 2335C Communications Circuits II 4 credits
 EER 2349 Orientation to TV/Radio Service & Theory..... 1 credit
 EER 2340C TV/Video Repair I 3 credits
 EER 2348C TV/Video Repair II 3 credits
 EST 2424C Biomedical Electronics..... 3 credits
 CET 1486C Introduction to LAN Technology 3 credits
 ETD 2614 Electronic Drafting..... 4 credits
 ETI 1932 Introduction to Technology..... 3 credits
 GEB 1931 Introduction to Business Technology 3 credits

**EMERGENCY MEDICAL SERVICES TECHNOLOGY
 (SELECTIVE ADMISSION)
 21025 - 73 CREDITS**

**CERTIFICATE - EMERGENCY SERVICES TECHNOLOGY - 22025 - 8 CREDITS
 CERTIFICATE - PARAMEDIC - 22125 - 41 CREDITS**

Students taking this program develop a high degree of skill in patient assessment, administration of lifesaving techniques, and transportation of patients to medical facilities. The program is comprised of classroom, laboratory, and clinical/rescue rotations which prepare students to deal with pre-hospital emergencies in an efficient and competent manner. EMTs and paramedics are vital links in the pre-hospital health care system and must possess special qualities. These include responsible and dependable behavior under stress, dedication to duty, physical and mental well-being, and a commitment to assist those in need. For further information contact the Emergency Medical Services Department at extension 4473 or the Paramedic Department at extension 4471.

GENERAL EDUCATION

*Humanities/Fine Arts

ENC 1101, ENC 1102 or ENC 2210..... 6 credits

*Natural Science/Mathematics

BSC 1005 and BSC 1005L or BSC 1010 and BSC 1010L,
 BSC 2093 and BSC 2093L, BSC 2094 and BSC 2094L 12 credits

*Social/Behavioral Science

SYG 2000, PSY 2012 6 credits

MAJOR FIELD REQUIRED COURSES - 49 credits

EMS	1119C	Fundamentals of Emergency Care	8 credits
EMS	2234C	Paramedic I	10 credits
EMS	2461	Paramedic Hospital/Field Experience I	8 credits
EMS	2235C	Paramedic II	10 credits
EMS	2462	Paramedic Hospital/Field Experience II	8 credits
EMS	2463	Paramedic Field Internship.....	5 credits

**CERTIFICATE - EMERGENCY MEDICAL SERVICES TECHNOLOGY
22025 - 8 CREDITS**

EMS	1119C	Fundamentals of Emergency Care	8 credits
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CERTIFICATE - PARAMEDIC - 22125 - 41 CREDITS

EMS	2234C	Paramedic I	10 credits
EMS	2461	Paramedic Hospital/Field Experience I	8 credits
EMS	2235C	Paramedic II	10 credits
EMS	2462	Paramedic Hospital/Field Experience II	8 credits
EMS	2463	Paramedic Field Internship.....	5 credits

All core curriculum and Natural Science courses require a grade of "C" or higher.

*General Education classes may be taken prior to acceptance into the program, or must be completed while in the program.

**FINANCIAL SERVICES
(SELECTIVE ADMISSION)
64 CREDITS**

FINANCIAL SERVICES - BANKING: This degree is available to present employees of banks which are members of the American Institute of Banking (AIB) and seeks to prepare students for a long-term career in that industry. Besides providing a strong foundational understanding of the American economic and banking systems, the program emphasizes the development of practical, technological, and interpersonal skills required for career success in this highly dynamic industry. For further information on the degree program, contact the Accounting and Financial Services Department at extension 4400.

FINANCIAL SERVICES - SAVINGS AND LOAN: This degree is available to current employees of savings and loan associations which are members of the Institute of Financial Education (IFE) and seeks to prepare students for a career in banking. The degree emphasizes an understanding of the major functions within a savings and loan association, as well as the development of practical, technological, and interpersonal skills demanded within this highly dynamic industry. For further information on the degree program, contact the Accounting and Financial Services Department at extension 4400.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

see pages 103 - 104 3 credits

Social/Behavioral Science

ECO 2000, ECO 2013 or ECO 2023 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104 6 credits

BANKING - American Institute of Banking (AIB) - 21027**MAJOR FIELD REQUIRED COURSES - 27 credits**

BAN 1800 Law and Banking Principles 3 credits

BAN 1801 Law and Banking: Applications 3 credits

BAN 2004 Principles of Banking 3 credits

BAN 2500 Economics for Bankers 3 credits

ACG 2001 Financial Accounting I 3 credits

ACG 2011 Financial Accounting II 3 credits

BAN 2511 Marketing for Bankers 3 credits

MNA 2100 Interpersonal Relations in Business 3 credits

or
SLS 1261 Essentials of Contemporary Leadership 3 credits

CGS 1530 LOTUS I 3 credits

or
CGS 1516 EXCEL I 3 creditsor
CGS 2557 Introduction to Internet 3 credits**MAJOR FIELD ELECTIVES - Select 22 credits**

BAN 2142 Teller Operations 3 credits

BAN 2210 Analyzing Financial Statements 3 credits

BAN 2231 Introduction to Commercial Lending 3 credits

BAN 2240 Consumer Lending 3 credits

BAN 2501 Money and Banking 3 credits

BAN 2742 Bank Management 3 credits

BAN 2935 Service and Sales in Banking 2 credits

MAN 2300 Human Resource Management 3 credits

CGS 1100 Electronic Access for Business 1 credit

CGS 1510 Electronic Spreadsheet 1 credit

CGS 1555 Orientation to Internet 1 credit

SAVINGS AND LOAN - 21028**Institute of Financial Education (IFE)****MAJOR FIELD REQUIRED COURSES - 20 credits**

BAN 1762 Retail Banking 2 credits

SVL 2111 Teller Operations 3 credits

SVL 2113 Savings Accounts 3 credits

SVL 2211 Consumer Lending 3 credits

SVL	2221	Residential Mortgage Lending	3 credits
SVL	2601	Effective Business Writing.....	3 credits
SVL	2932	Deposit Accounts Operations.....	3 credits

MAJOR FIELD ELECTIVES - Select 29 credits

SVL	1603	Communication Skills for Business.....	3 credits
SVL	2201	Financial Statement Analysis	3 credits
SVL	2401	Personal Money Management.....	3 credits
SVL	2411	Techniques for Customer Counseling	3 credits
SVL	2521	Human Relations in Business.....	3 credits
SVL	2532	Supervisory Personnel Management I.....	3 credits
SVL	2533	Supervisory Personnel Management II	3 credits
SVL	2811	Real Estate Law I.....	3 credits
SVL	2812	Real Estate Law II.....	3 credits
SVL	2930	Selling Financial Services.....	2 credits
SVL	2931	Basic Bookkeeping.....	2 credits
SVL	2512	Sales Excellence.....	2 credits
SVL	2604	Basic Business English	3 credits
SVL	2611	Business Math Review.....	3 credits
CGS	1100	Electronic Access to Business.....	1 credit
CGS	1510	Electronic Spreadsheet.....	1 credit
CGS	1555	Orientation to Internet.....	1 credit

FIRE SCIENCE TECHNOLOGY 21029 - 60 CREDITS

This degree is designed to prepare students for careers in the Fire Services and for the fire service or fire protection related professional to enhance technical competencies, and prepare them for career advancement. While providing a scientific understanding of fire hazards and their control, this degree will place emphasis on effective operating procedures at fires and other emergencies. Graduates of the program typically find employment as firefighters, investigators, fire protection and detection specialists, fire engineers, and safety inspectors. For further information on the degree program, contact the Fire Science Department at extension 4761.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

PHY 1001, CHM 1015 6 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104..... 3 credits

MAJOR FIELD REQUIRED COURSES - 15 credits

FFP	1000	Intro & Orientation to Firefighting.....	3 credits
FFP	1200	Fire Inspection Practices.....	3 credits
FFP	2500	Hazardous Materials I.....	3 credits
FFP	1420	Engine & Truck Company Fireground Operations.....	3 credits
FFP	2410	Firefighting Tactics & Strategy.....	3 credits

MAJOR FIELD ELECTIVES - Select 30 credits

EMS	1119C	Fundamentals of Emergency Care	8 credits
EMS	1335	Ambulance Emergency Vehicle Operations	1 credit
CJT	2100	Criminal Investigation	3 credits
CGS	1000	Introduction to Computer Usage.....	3 credits
or			
CGS	1060	College Computing.....	3 credits
FFP	1040	Introduction to Marine Fire Protection	3 credits
FFP	1601	Fire Department Pumping Apparatus	3 credits
FFP	1130	Fire Supervision	3 credits
FFP	1320	Characteristics of Building Construction.....	3 credits
FFP	1326	Plans Examination & Blueprint Reading.....	3 credits
FFP	1530	Private Fire Brigade.....	3 credits
FFP	1600	Multiple Alarm Operations.....	3 credits
FFP	1620	Fire Protection & Detection Systems.....	3 credits
FFP	1666	Aircraft Fire Rescue & Protection	3 credits
FFP	1934	National Incident Command Management System	1 credit
FFP	2130	Company Officer Leadership	3 credits
FFP	2150	Methods & Techniques of Instruction	3 credits
FFP	2240	Fire and Arson Investigation	3 credits
FFP	2300	Building and Fire Codes I	3 credits
FFP	2501	Hazardous Materials II	3 credits
FFP	2525	Hazardous Materials Technician.....	3 credits
FFP	2527	Electrical Hazards	3 credits
FFP	2640	Fire Hydraulics	3 credits
FFP	2660	Rescue Practices	3 credits
FFP	2667	Adv. Aircraft Fire Rescue & Protection.....	3 credits
FFP	1930	Fire Service Special Topics.....	3 credits
FFP	1663	Confined Space Rescue I	3 credits

Certified firefighters 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 Basic Fire Recruit Training Program toward this degree.

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 2410, 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 INFORMATION MANAGEMENT 21069 - 67 CREDITS

Accredited by the American Health Information Management Association, this program is designed to prepare a student with the conceptual, technological and interpersonal skills required for success in the health information management field. This program provides the student traditional classroom experiences, computer laboratory preparation, and directed practice in Ambulatory Care, Acute Care, Long-Term Care, and Mental Health and Substance Abuse facilities. For further information on the degree program, contact the Office Systems Technology Department at extension 4265.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

MAC 1104, BSC 1005 and BSC 1005L or BSC 1010 and
BSC 1010L, BSC 2093 and BSC 2093L, BSC 2094 and
BSC 2094L 15 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

MAJOR FIELD REQUIRED COURSES - 43 credits

HSC	2531	Medical Terminology I.....	3 credits
MRE	1003	Medical Records I.....	3 credits
OST	1711	Word Processing I.....	3 credits
ENC	2210	Technical Communications.....	3 credits
HSC	2532	Medical Terminology II.....	3 credits
MRE	1005	Medical Records II.....	3 credits
MRE	1200	Health Office Coding.....	3 credits
OST	2930	Office Systems Exam Preparation.....	2 credits
CGS	1060	College Computing.....	3 credits
MAN	2021	Principles of Management.....	3 credits
MRE	2433	Pathophysiology.....	3 credits
MRE	2825	Health Office Internship.....	4 credits
MRE	2202	Advanced Coding.....	3 credits
MRE	2826	Health Office Externship.....	4 credits

MAJOR FIELD ELECTIVES - Select 3 credits

STA	2023	Elementary Statistics I.....	3 credits
APA	1211	College Accounting.....	3 credits
CGS	2557	Introduction to Internet.....	3 credits
ACG	2001	Financial Accounting I.....	3 credits

**HUMAN SERVICES
21032 - 65 CREDITS**

This program is designed to prepare beginning Human Services paraprofessionals and technicians for careers in mental health facilities, children’s service agencies, shelters, educational facilities, and social service agencies. Students learn techniques and strategies to assist clients in identifying problematic behavior and promoting positive personal growth. Students will acquire both theoretical as well as practical expertise in the human services field. IRCC has been designated by the Certification Board for Addictions Professionals in Florida as an “Approved Single Source Provider” for individuals seeking Certified Associate Addictions Professional credentials. For further information on the degree program, contact the Public Services Division at extension 4760.

GENERAL EDUCATION

Humanities/Fine Arts	
ENC 1101	3 credits
Natural Science/Mathematics	
see pages 103 - 104.....	3 credits
Social Behavioral Science	
SYG 1410 and see pages 103 - 104	6 credits
Humanities/Fine Arts or Natural Science/Mathematics	
see pages 103 - 104.....	3 credits

MAJOR FIELD REQUIRED COURSES - 28 credits

HUS 1001	Introduction to Human Services	3 credits
HUS 1506	Introduction to Drugs of Abuse	3 credits
HUS 2102	Techniques of Interviewing and Intervention	3 credits
HUS 2110	Counseling Techniques.....	3 credits
CLP 2140	Abnormal Psychology.....	3 credits
HUS 1200	Group Dynamics	3 credits
HUS 2500	Introduction to Ethics in Human Services	3 credits
HUS 2531	Substance Abuse & Treatment	3 credits
HUS 2820	Internship in Human Services Technology	4 credits

MAJOR FIELD ELECTIVES - Select 22 credits

HUS 2025	Introduction to Interpersonal Behavior	3 credits
PPE 2000	Person & Personality Development	3 credits
DEP 1001	Child & Adolescent Psychology	3 credits
GEY 1000	Issues of the Aging	3 credits
PHI 1450	Philosophy of Psychology.....	3 credits
HSC 2400	First Aid and Safety.....	3 credits
SYG 2010	Social Problems.....	3 credits
SYG 2320	Deviant Behavior	3 credits
CGS 1000	Introduction to Computer Usage.....	3 credits
or		
CGS 1060	College Computing.....	3 credits

INDUSTRIAL MANAGEMENT TECHNOLOGY (SELECTIVE ADMISSION) 21087 - 60 CREDITS

This degree is designed for those engaged in various aspects of Electric Power Plant Maintenance Functions. For further information on the degree program, contact the Vocational and Industrial Education Division at extension 4721.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

see pages 103 - 104 3 credits

Social/Behavioral Science

see pages 103 - 104 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104 6 credits

SUGGESTED SPECIALIZATION ELECTIVES - Select 45 credits

CHEMICAL - Select from:

CHS 1121 Analytical Chemical Techniques I 2 credits

CHS 1122 Analytical Chemical Techniques II 2 credits

CHS 1311 Chemical Instrumentation I 2 credits

CHS 1312 Chemical Instrumentation II 2 credits

CHS 1611 Environmental Chemistry I 2 credits

CHS 2612 Environmental Chemistry II 2 credits

ECH 2040 Systems Chemistry Management I 2 credits

ECH 2041 Systems Chemistry Management II 2 credits

ENU 1001 Nuclear Science Fundamentals 3 credits

ELECTRICAL - Select from:

EST 1510 Electrical Maintenance Fundamentals 3 credits

EST 1513 Power Plant Motors & Generators 3 credits

EST 1572 Power Plant Fundamentals 3 credits

ETI 1816 Breakers: Theory, Troubleshooting & Maintenance 3 credits

ETI 2817 Inverter: Theory, Troubleshooting & Maintenance 3 credits

ETI 2846 Power Plant Valves (Electrical) 3 credits

HEALTH PHYSICS - Select from:

ENU 1070 Radio Analytical Analysis 3 credits

ENU 2612 Instrument Calibration & Respirator Repair 3 credits

RHT 1000 Science & Fundamental Engineering 3 credits

RHT 1210 Radiological Protection Health Physics 3 credits

RHT 1213 Respirator Protection & Decontamination 3 credits

RHT 1321 Survey & Counting Theory Health Physics 3 credits

RHT 2215 Emerg. Resp. & Handling Radioactive Materials 3 credits

MECHANICAL - Select from:

ENU	2171	Nuclear Reactor Maintenance.....	3 credits
ETI	1804	Lift Equipment/Rigging.....	3 credits
ETI	1845	Mechanical Maintenance Fundamentals.....	3 credits
ETI	2846	Power Plant Valves	3 credits
ETI	2847	Pumps: Theory, Troubleshooting, Maintenance.....	3 credits

ELECTIVES:

EET	1215C	Introduction to Electronics	3 credits
EET	1015C	DC Circuits.....	4 credits
CET	2114C	Digital Circuits.....	4 credits
CET	2123C	Microprocessors I.....	4 credits
EET	1025C	AC Circuits	4 credits
ETD	2614	Electronic Drafting.....	4 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
PMT	1123	Combination Welding I.....	3 credits
CET	1151	PC Service and Maintenance I	1 credit
CGS	1564	Orientation to Windows	1 credit
ETI	1110	Introduction to Quality Control.....	3 credits
ETI	1446	Introduction to Production Management.....	3 credits
ETI	1430	Production Planning & Tool Design.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
PMT	1104	Manufacturing & Metallurgical Processes.....	3 credits
MNA	2345	Supervision.....	3 credits
MTB	1321	Technical Mathematics I.....	3 credits
MTB	1322	Technical Mathematics II.....	3 credits
HSC	2400	First Aid and Safety.....	3 credits
MNA	2100	Interpersonal Relations in Business	3 credits
GEB	1931	Introduction to Business Technology	3 credits

**INSTRUCTIONAL SERVICES TECHNOLOGY
(LIBRARY TECHNICAL ASSISTANT)
21049 - 63 CREDITS**

This program is designed to prepare students for employment as educational para-professionals assisting professional librarians and instructors. A strong emphasis is placed on high-technology information resources as they relate to the evolving environment of information exchange. The Library Technical Assistant provides information through electronic sources which requires skills in computer technology as well as traditional library skills. Upon completion, one may function at various levels in both the public and private sector. For further information on the degree program, contact the Learning Resources Center at extension 4479.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101	3 credits
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Natural Science/Mathematics		
see pages 103 - 104.....		3 credits
Social/Behavioral Science		
see pages 103 - 104.....		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science		
see pages 103 - 104.....		6 credits

MAJOR FIELD REQUIRED COURSES - 28 credits

CGS	1000	Introduction to Computer Usage.....	3 credits
CGS	1052	Introduction to Electronic Access to Information	3 credits
CGS	1041	Electronic Access to Information-Medical	1 credit
CGS	1100	Electronic Access for Business.....	1 credit
CGS	1130	Electronic Access for the Legal Profession	1 credit
LIS	1016	Introduction to Libraries.....	3 credits
LIS	1010	Introduction to Library Operations.....	3 credits
LIS	1017	Special Library Programs and Collections.....	3 credits
LIS	1012	Technology in the Library.....	3 credits
LIS	1013	Audio-Visual Education.....	3 credits
LIS	2946	Library Practicum	4 credits

MAJOR FIELD ELECTIVES - Select 20 credits

CGS	1013	Computer Technology for Educators.....	2-4 credits
CGS	1503	Orientation to Microsoft Word.....	1 credit
CGS	1510	Electronic Spreadsheet.....	1 credit
CGS	1520	Orientation to Presentation Graphics.....	1 credit
CGS	1531	Introduction to Microsoft Works.....	3 credits
CGS	1554	Introduction to Telecommunications with Computers.....	3 credits
COP	1700	Data Base Management.....	1 credit
CGS	1871	Introduction to Multimedia	3 credits
CGS	2557	Introduction to Internet.....	3 credits
COP	2822	Web Page Authoring.....	1 credit
LIT	1000	Introduction to Great Books.....	3 credits
LIT	2330	Current Children’s Literature.....	3 credits
CGS	1580	Orientation to Desktop Publishing.....	1 credit
COP	2001	Introduction to Computer Programming II	3 credits
COP	2701	Data Base Programming.....	3 credits
MAN	2021	Principles of Management.....	3 credits
MAN	2300	Human Resource Management.....	3 credits
CGS	1555	Orientation to Internet.....	1 credit
COP	2000	Introduction to Computer Programming.....	3 credits

**INTERIOR DESIGN TECHNOLOGY
21033 - 70 CREDITS**

A professional interior designer is qualified by education and experience to identify, research, and creatively solve problems relating to the function and quality of man’s interior environment. The interior designer is a licensed professional in Florida. A

two-year degree, four years of professional experience and passage of the state examination is the requirement for licensure in Florida. For further information on the degree program, contact the Interior Design Department at extension 4288.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101, ART 1300 6 credits

Natural Science/Mathematics

PSC 1311 or PHY 1001 3 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104..... 3 credits

MAJOR FIELD REQUIRED COURSES - 52 credits

BCN	1250	Architectural Drafting-Principles.....	4 credits
BCN	2251	Architectural Drafting-Residential	4 credits
CTE	1401	Introduction to Textiles.....	3 credits
HHD	1234	Design of Interior Space.....	3 credits
HHD	1321	Principles of Interior Design	3 credits
HHD	1614	Architectural Designs & Furniture Styles	3 credits
IND	1015C	Residential Interior Design	3 credits
IND	1423	Survey of Materials & Resources.....	1 credit
IND	1432	Lighting for Interior Design.....	2 credits
IND	1462C	Introduction to Architectural CAD	3 credits
IND	1935	Building and Barrier Free Codes.....	2 credits
IND	2016C	Commercial Interior Design	3 credits
IND	2100	History of Interiors.....	3 credits
IND	2303	Interior Perspective.....	3 credits
IND	2420	Materials & Sources	3 credits
IND	2500	Interior Design Business Practices.....	3 credits
IND	2940	Interior Design Practicum I.....	4 credits
IND	2941	Interior Design Practicum II.....	4 credits

MAJOR FIELD ELECTIVES - Select 3 credits

BCN	2253	Architectural Drafting - Commercial	3 credits
ETD	1321	Introduction to AutoCAD	3 credits
ETI	1932	Introduction to Technology.....	3 credits
IND	1300	Communication through Sketching	1 credit
IND	2942	Interior Design Practicum III.....	4 credits
SLS	1421	Personal & Career Development	3 credits

LAND SURVEYING 21061 - 64 CREDITS

This two-year degree prepares students from entry level to advanced technical aspects of the surveying profession. The program covers both field and office work, and graduates are prepared for employment in land surveying, including career opportunities in property boundaries, land development, hydrographic surveys, and computer mapping. Courses in the Surveying and Mapping Program also provide technical training at the professional level in subjects necessary for the professional registration examination. For further information on the degree program, contact the Surveying Department at extension 4881.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101, SPC 1600 6 credits

Natural Science/Mathematics

MAC 1102 or higher 3 credits

Social/Behavioral Sciences

see pages 103 - 104 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104 3 credits

MAJOR FIELD REQUIRED COURSES - 45 credits

SUR	1100C	Elementary Surveying with Mathematics.....	3 credits
SUR	1101	Basic Surveying and Mapping	3 credits
SUR	2400	Legal Aspects of Land Surveying.....	3 credits
SUR	2610	Intermediate Surveying	3 credits
SUR	2402	Legal Descriptions.....	3 credits
SUR	2462	Subdivision Layout and Platting.....	3 credits
SUR	2500	GPS, Electronic & Geodetic Surveying.....	4 credits
ETD	2320	AutoCAD Level II.....	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
ETD	2548	CAD - Civil.....	3 credits
ETD	2549C	CAD - Surveying.....	3 credits
EGS	1110	Engineering Graphics	3 credits
ETD	1544	Civil Drafting	3 credits
GEO	1141	Introduction to GIS.....	3 credits

MAJOR FIELD ELECTIVES - Select 4 credits

ACG	2001	Financial Accounting I.....	3 credits
BCN	1740	Construction Law.....	1 credit
BUL	2241	Business Law I	3 credits
COP	1170	Basic Programming I	3 credits
ETI	1932	Introduction to Technology.....	3 credits
GEB	1931	Introduction to Business Technology	3 credits
MTB	1322	Technical Mathematics II	3 credits

LEGAL ASSISTING 21034 - 64 CREDITS

This program is designed for students seeking a career in a law-related field as a paraprofessional and for legal secretaries presently employed who wish to advance in their work. Upon successful completion, a student will be prepared to work under the supervision of an attorney and perform many vital functions as a legal assistant. A legal assistant may not practice law, give advice, or collect fees. Legal Assistants work in law firms, legal departments of major corporations, governmental agencies (local, state and federal), real estate departments of large businesses, title companies, trust departments of banks, brokerage houses, and insurance companies. Students are eligible to take the National Association of Legal Assistants certification exam upon completion. For further information on the degree program, contact the Public Services Division at extension 4760.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101, ENC 1102..... 6 credits

Natural Science/Mathematics

see pages 103 - 104..... 3 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts, Natural Science/Mathematics
or Social/Behavioral Science

see pages 103 - 104..... 3 credits

MAJOR FIELD REQUIRED COURSES - 24 credits

PLA 1104 Legal Research and Writing I..... 3 credits

PLA 1504 Real Estate and Property Law..... 3 credits

PLA 2003 Introduction to Legal Assisting..... 3 credits

PLA 2059 Survey of Law..... 3 credits

PLA 2114 Legal Research and Writing II..... 3 credits

PLA 2203 Civil Litigation I..... 3 credits

PLA 2223 Civil Litigation II..... 3 credits

PLA 2433 Corporate and Business Law..... 3 credits

MAJOR FIELD ELECTIVES - Select 25 credits

ACG 2001 Financial Accounting I..... 3 credits

CGS 1130 Electronic Access - Legal Profession..... 1 credit

CGS 1060 College Computing..... 3 credits

OST 1711 Word Processing I..... 3 credits

or

OST 1766 WordPerfect I..... 3 credits

PLA 1763 Law Office Management..... 3 credits

PLA 1931 Special Topics in Law..... 1 credit

PLA 2273 Torts..... 3 credits

PLA 2303 Criminal Law and Procedure..... 3 credits

PLA	2427	Contracts.....	3 credits
PLA	2465	Bankruptcy Law.....	3 credits
PLA	2483	Administrative Law	3 credits
PLA	2626	Estate Planning & Probate Administration	3 credits
PLA	2663	Federal Income Tax Law	3 credits
PLA	2671	Federal Estate & Gift Tax.....	3 credits
PLA	2803	Family Law.....	3 credits
PLA	2949	Internship in Legal Assisting.....	4 credits

**LEGAL SECRETARIAL TECHNOLOGY
21070 - 63 CREDITS**

CERTIFICATE - OFFICE SYSTEMS SPECIALIST: LEGAL SECRETARIAL - 22039

This degree provides excellent preparation for a student to develop the conceptual, technological, and interpersonal skills required for career success as a legal secretary. Besides traditional classroom and computer laboratory preparation, the curriculum includes sufficient supervised work experience to assure the student ample opportunity for realistic application of the skills acquired. For further information on the degree program, contact the Office Systems Technology Department at extension 4261.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

see pages 103 - 104..... 3 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104..... 6 credits

MAJOR FIELD REQUIRED COURSES - 46 credits

OST	1110	Intermediate Keyboarding/Formatting	3 credits
OST	1766	WordPerfect I.....	3 credits
OST	2431	Legal Secretarial Practices & Procedures I.....	3 credits
OST	2621	Legal Terminology & Transcription I	3 credits
OST	1711	Word Processing I.....	3 credits
OST	2421	Legal Office Practice I.....	3 credits
OST	2432	Legal Secretarial Practices & Procedures II.....	3 credits
OST	2622	Legal Terminology & Transcription II	3 credits
OST	2422	Legal Office Practice II	3 credits
BUL	2241	Business Law I	3 credits
ENC	2200	Business Communications.....	3 credits
MNA	2345	Supervision.....	3 credits
or			
MAN	2021	Principles of Management.....	3 credits
QMB	1001	Mathematics of Business.....	3 credits

APA	1211	College Accounting.....	3 credits
OST	2491	Secretarial Seminar and Supervised Work Experience.....	4 credits

MAJOR FIELD ELECTIVES - Select 2 credits

CGS	1555	Orientation to Internet.....	1 credit
CGS	1130	Electronic Access - Legal Profession	1 credit
PLA	2003	Introduction to Legal Assisting.....	3 credits
OST	1712	Word Processing II.....	3 credits
OST	1100	Elementary Keyboarding.....	3 credits
OST	1120	Advanced Keyboarding/Document Production.....	3 credits
OST	1722	WordPerfect II.....	3 credits
HSC	2531	Medical Terminology I.....	3 credits
CGS	1580	Orientation to Desktop Publishing.....	1 credit

Students may enhance their career success by first attaining a Certificate as an Office Systems Specialist by completing 30 credit hours as outlined below. Attaining the A.S. degree is then simply a matter of completing the General Education Required courses and the remaining 18 hours of major field and elective courses.

**CERTIFICATE - OFFICE SYSTEMS SPECIALIST: LEGAL SECRETARIAL
22039 - 30 CREDITS**

OST	1110	Intermediate Keyboarding/Formatting, or higher.....	3 credits
OST	1711	Word Processing I.....	3 credits
or			
OST	1766	WordPerfect I.....	3 credits
ENC	2200	Business Communications.....	3 credits
OST	2621	Legal Terminology & Transcription I.....	3 credits
OST	2431	Legal Secretarial Practices & Procedures I.....	3 credits
APA	1211	College Accounting.....	3 credits
OST	2622	Legal Terminology & Transcription	3 credits
OST	2421	Legal Office Practice I.....	3 credits
OST	2432	Legal Secretarial Practices & Procedures II.....	3 credits
OST	2422	Legal Office Practice II.....	3 credits

**MARKETING MANAGEMENT
21035 - 64 CREDITS**

CERTIFICATE - SMALL BUSINESS MANAGEMENT: MARKETING - 22010

This degree provides excellent preparation for students pursuing careers in sales and marketing within a number of industries prominent on the Treasure Coast — retailing, hospitality, real estate and insurance, as well as others. While providing a sound theoretical foundation, courses within this degree program emphasize the development of marketable skills essential to career success, including sales techniques, promotional strategies, and prudent management practices. For further information on the degree program, contact the Business Management Department at extension 4267.

GENERAL EDUCATION

Humanities/Fine Arts			
ENC 1101		3 credits
Natural Science/Mathematics			
see pages 103 - 104		3 credits
Social/Behavioral Science			
ECO 2000, ECO 2013 or ECO 2023		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science			
see pages 103 - 104		6 credits

MAJOR FIELD REQUIRED COURSES - 35 credits

GEB	1011	Introduction to Business.....	3 credits
or			
GEB	1931	Introduction to Business Technology	3 credits
MNA	2100	Interpersonal Relations in Business	3 credits
or			
SLS	1261	Essentials of Contemporary Leadership.....	3 credits
CGS	1060	College Computing.....	3 credits
or			
CIS	1000	Introduction to Data Processing.....	3 credits
MAN	2021	Principles of Management.....	3 credits
or			
MNA	2345	Supervision.....	3 credits
APA	1211	College Accounting	3 credits
or			
ACG	2001	Financial Accounting I.....	3 credits
QMB	1001	Mathematics of Business	3 credits
MKA	1303	Mid-Management Seminar & Supervised Exp. I.....	4 credits
MKA	1313	Mid-Management Seminar & Supervised Exp. II.....	4 credits
MAR	2011	Principles of Marketing	3 credits
ADV	2201	Advertising & Sales Promotion.....	3 credits
MKA	2021	Personal Selling.....	3 credits

SUGGESTED SPECIALIZATION ELECTIVES - Select 14 credits

RETAIL MARKETING - Select from:

MKA	2041	Retail Management.....	3 credits
MKA	2104	Principles of Visual Merchandising	3 credits
MKA	1361	Seminar in Fashion Merchandising I	4 credits
CTE	1300	Clothing Selection and Construction.....	3 credits
CTE	2220	Visual Design in Fashion	3 credits
CTE	1401	Introduction to Textiles.....	3 credits

HOSPITALITY MANAGEMENT - Select from:

HFT	1000	Introduction to Hospitality and Tourism	3 credits
HFT	2002	Management of the Hospitality Industry.....	3 credits
FOS	2201	Sanitation and Safety	3 credits
FSS	2263	Food Merchandising and Service.....	3 credits

INSURANCE MARKETING - Select from:

RMI	2500	Individual Life and Health Insurance	3 credits
RMI	2600	Property & Casualty Insurance	15 credits
RMI	1093	Customer Service Representative	7 credits
RMI	1201	Title Agent Qualification Course	3 credits

REAL ESTATE MARKETING - Select from:

REE	1040	Real Estate Principles & Practices I.....	4 credits
REE	1180	Real Estate Residential Appraisal ABI	5 credits
REE	1182	Certified Residential Appraisal II AB IIb.....	1 credit
REE	1802	Mortgage Broker License Course	2 credits
REE	2041	Real Estate Principles & Practices II.....	5 credits
REE	2080	Real Estate Sales Review	1 credit
REE	2184	Certified General Appraisal Course III ABIII	4 credits
REE	2541	Community Association Management	1 credit
REE	2801	Real Estate Broker's Review.....	1 credit

ELECTIVES CAN ALSO BE SELECTED FROM THE FOLLOWING:

MKA	2323	Mid Management Seminar & Supervised Exp. III	4 credits
MAN	2300	Human Resource Management.....	3 credits
BUL	2241	Business Law I	3 credits
MNA	1801	Entrepreneurship	3 credits
		Courses with CGS, MAN, MKA or MNA prefix.....	up to 2 credits

Students may enhance their career success by first attaining a Certificate in Small Business Management (22010) by completing 30 credits from within the Major Field Required and/or the Suggested Specialization Electives sections above. Attaining the A.S. degree is then simply a matter of completing the General Education Required courses and the remaining 19 hours of major field and elective courses.

**MEDICAL LABORATORY TECHNOLOGY
(SELECTIVE ADMISSION)
21036 - 76 CREDITS**

Students in the Medical Lab Technology (MLT) Program pursue an A.S. Degree and upon completion will be eligible to take the National Certification (MLT-ASCP), State Technician, and State Technologist licensure exams. Students accepted into the MLT Program receive a strong general education with a foundation in medical technology. The program consists of classroom instruction, lab practice, clinical time in a hospital lab, and culminates in a 12-week clinical practicum at a local hospital. For further information, contact the MLT Department at extension 4405.

GENERAL EDUCATION

*Humanities/Fine Arts

ENC 1101	3 credits
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*Natural Science/Mathematics

MAC 1102 or higher

Any 8 credits of Biological Science with lab, : BSC 1010 and

BSC 1010L, BSC 1011 and BSC 1011L, BSC 2093 and BSC 2093L,

BSC 2094 and BSC 2094L, MCB 2010 and MCB 2010L
 Any 8 credits of Chemistry: CHM 1015, CHM 1033,
 CHM 1045 and CHM 1045L, CHM 1046 and CHM 1046L 19 credits

Social/Behavioral Science
 PSY 2012 or SYG 2000 3 credits

MAJOR FIELD REQUIRED COURSES - 51 credits

MLT	1000C	Introduction to MLT	2 credits
MLT	1040C	Basic Concepts of Phlebotomy	3 credits
MLT	1300	Hematology.....	5 credits
MLT	1300L	Hematology Clinical Lab.....	1 credit
MLT	1335	Coagulation and Blood Banking	5 credits
MLT	1335L	Blood Bank and Coagulation Clinical.....	1 credit
MLT	1542	Serology & Urinalysis.....	4 credits
MLT	2033	Medical Lab Career Orientation	2 credits
MLT	2620	Chemistry for MLT.....	5 credits
MLT	2620L	Clinical Chemistry Lab	2 credits
MLT	2400	Microbiology for MLT	5 credits
MLT	2400L	Clinical Microbiology Lab.....	2 credits
MLT	2800	Clinical Lab Practicum Review I	6 credits
MLT	2801	Clinical Lab Practicum Review II	6 credits
MLT	2931	Medical Lab Technology Review for State Exam	2 credits

All core curriculum and Natural Science courses require a grade of "C" or higher.

Students who wish to take the Florida State Technologist Exam must have CHM 1046 and CHM 1046L.

*General Education classes may be taken prior to acceptance into the program. If not, must be completed while in the program.

**MEDICAL SECRETARIAL TECHNOLOGY
 21071 - 63 CREDITS
 CERTIFICATE - OFFICE SYSTEMS SPECIALIST**

This program provides the aspiring medical secretary with the conceptual, technological, and human relations skills required for success in this rapidly growing career field. The program includes not only traditional classroom instruction, but intensive self-paced computerized instruction as well as supervised work experience within an actual medical office. For further information on the degree program, contact the Office Systems Technology Department at extension 4261.

GENERAL EDUCATION

Humanities/Fine Arts
 ENC 1101 3 credits

Natural Science/Mathematics
 see pages 103 - 104..... 3 credits

Social/Behavioral Science
 see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or
 Social/Behavioral Science
 see pages 103 - 104..... 6 credits

MAJOR FIELD REQUIRED COURSES - Select 27 credits

ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	3 credits
MRE	1003	Medical Records I.....	3 credits
HSC	2531	Medical Terminology I.....	3 credits
MRE	1434	Fundamentals of Medical Science.....	4 credits
OST	1711	Word Processing I.....	3 credits
MNA	2345	Supervision.....	3 credits
or			
MAN	2021	Principles of Management.....	3 credits
MRE	2825	Health Office Internship.....	4 credits
MRE	2826	Health Office Externship.....	4 credits

SUGGESTED SPECIALIZATION ELECTIVES - Select 21 credits

MEDICAL SECRETARIAL - Select from:

APA	1211	College Accounting.....	3 credits
DEH	1820	Health Office Emergencies.....	2 credits
MAN	2300	Human Resource Management.....	3 credits
MRE	1200	Health Office Coding.....	3 credits
OST	1110	Intermediate Keyboarding/Formatting.....	3 credits
OST	2461	Medical Office Practice.....	3 credits
OST	2611	Medical Transcription I.....	3 credits

MEDICAL TRANSCRIPTION - Select from:

HSC	2532	Medical Terminology II.....	3 credits
OST	2461	Medical Office Practice.....	3 credits
OST	2604	Central Transcription Systems.....	3 credits
OST	2611	Medical Transcription I.....	3 credits
OST	2612	Medical Transcription II.....	3 credits
OST	2613	Medical Transcription III.....	3 credits

HEALTH OFFICE CODER - Select from:

DEH	1820	Health Office Emergencies.....	2 credits
HSC	2532	Medical Terminology II.....	3 credits
MRE	1005	Medical Records II.....	3 credits
MRE	1200	Health Office Coding.....	3 credits

MRE	2202	Advanced Coding.....	3 credits
MRE	2433	Pathophysiology.....	3 credits
OST	1712	Word Processing II.....	3 credits

Select from:

- APA 1211, CGS 1041, CGS 1505, CGS 1516,
- CGS 1555, CGS 1580, GEB 1931, MNA 2100,
- MRE 1005, OST 1100, OST 1110, OST 1120,
- OST 1712, OST 2611, OST 2612, 5 credits

Students may enhance their career success by first attaining a Certificate as an Office Systems Specialist by completing 31 credit hours as outlined below. Attaining the A.S. degree is then simply a matter of completing the General Education Required courses and the remaining hours of major field and elective courses.

**CERTIFICATE - OFFICE SYSTEMS SPECIALIST: MEDICAL OFFICE
22215 - 31 CREDITS**

OST	1110	Intermediate Keyboarding/Formatting, or higher.....	3 credits
OST	1711	Word Processing I.....	3 credits
ENC	2200	Business Communication.....	3 credits
or			
ENC	2210	Technical Communications.....	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.....	3 credits
MRE	1200	Health Office Coding.....	3 credits
OST	2611	Medical Transcription I.....	3 credits
APA	1211	College Accounting.....	3 credits

**CERTIFICATE - OFFICE SYSTEMS SPECIALIST: MEDICAL TRANSCRIPTION
22216 - 31 CREDITS**

OST	1711	Word Processing I.....	3 credits
ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	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.....	3 credits
OST	2611	Medical Transcriptions I.....	3 credits
HSC	2532	Medical Terminology II.....	3 credits
OST	2612	Medical Transcription II.....	3 credits
OST	2613	Medical Transcription III.....	3 credits

**CERTIFICATE - OFFICE SYSTEMS SPECIALIST: HEALTH OFFICE CODER
22044 - 31 CREDITS**

OST	1711	Word Processing I.....	3 credits
HSC	2531	Medical Terminology I.....	3 credits

ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	3 credits
MRE	1003	Medical Records I.....	3 credits
MRE	1200	Health Office Coding.....	3 credits
MRE	1434	Fundamentals of Medical Science	4 credits
HSC	2532	Medical Terminology II	3 credits
MRE	1005	Medical Records II	3 credits
MRE	2202	Advanced Coding.....	3 credits
MRE	2433	Pathophysiology	3 credits

**NURSING
ASSOCIATE DEGREE - R.N.
(SELECTIVE ADMISSION)
21037- 72 CREDITS**

The Associate Degree Nursing Program leads to an A.S. Degree in Nursing. Students accepted into this program receive a good general college education as well as a strong foundation in nursing. Students are advised to take as many of the required general education courses as possible before entering the program. Upon completion of the program, nursing students will be granted an A.S. Degree and will be eligible to apply for National Council Licensure Examinations for Registered Nurses (NCLEX-RN). For further information contact the Nursing Department at extension 4778.

GENERAL EDUCATION

- *Humanities/Fine Arts
ENC 1101, ENC 1102..... 6 credits
- *Natural Science/Mathematics
MAC 1104, BSC 2093 and BSC 2093L,
BSC 2094 and BSC 2094L, MCB 2010 and MCB 2010L..... 15 credits
- *Social/Behavioral Science
PSY 2012 3 credits

MAJOR FIELD REQUIRED COURSES - 48 credits

NUR	1020C	Nursing Fundamentals	8 credits
NUR	1220C	Adult Health Nursing I	8 credits
NUR	2221C	Adult Health Nursing II	5 credits
NUR	2310C	Pediatric Nursing w/lab.....	5 credits
NUR	2420C	Maternity Nursing w/lab.....	4 credits
NUR	2520C	Psychiatric Mental Health Nursing w/lab.....	5 credits
NUR	2222C	Adult Health Nursing III	3 credits
NUR	2823	Nursing Trends and Issues.....	1 credit
NUR	2810	Nursing Practicum	3 credits
*DIE	2201	Nutrition and Diet Therapy.....	3 credits
*DEP	2004	Human Development.....	3 credits

All core curriculum and Natural Science courses require a grade of "C" or higher. Anatomy and Physiology I and corequisite lab must be completed by the end of the Fall semester, first year; Anatomy

and Physiology II and Microbiology and corequisite labs must be completed by the end of the Spring semester, first year.

*General Education classes may be taken prior to acceptance into the program. If not, must be completed while in the program.

ADVANCED TECHNICAL CERTIFICATES

The State of Florida has established the Advanced Technical Certificate program. This program of instruction consists of college level courses which may be awarded to students who have already received an Associate in Science Degree and are seeking an advanced specialized planned program of study to supplement their Associate degree.

**GRADUATE NURSE
9 CREDITS**

An option for graduate nurses has been designed to provide an internship to transition the new graduate from the role of student nurse to professional practice.

Students must complete:

NUR	2881	Graduate Nurse Seminar.....	2 credits
NUR	2882C	Graduate Nurse Practicum.....	3 credits
NUR	2936	NCLEX-RN Review	2 credits
NUR	1060	Health Assessment.....	2 credits

**SPECIALIZED TRAINING FOR REGISTERED NURSES
9 CREDITS**

Courses in the Advanced Technical Certificate option will prepare the nurse for specialized areas of practice or can serve as preparation for certification examinations. Practicum (clinical experiences) will be assigned at area health care facilities according to the student's and agency's interest in the placement.

MAJOR FIELD REQUIRED COURSES - 5 credits

NUR	1060	Health Assessment.....	2 credits
NUR	2811	Advanced Nursing Practicum.....	3 credits

MAJOR FIELD ELECTIVES - Select 3 credits

NUR	1142	Advanced Pharmacology.....	3 credits
NUR	2883L	Advanced Technical Nursing Skills.....	1 credit
NUR	2935	Interpretation of Lab Tests.....	1 credit
NUR	2837	Psychosocial Issues in Nursing Care	1 credit
NUR	2815	Legal Issues in Health Care.....	1 credit

SELECT ONE - Select 1 credit

NUR	2093	Perioperative Nursing.....	5 credits
NUR	2192	Critical Care Nursing.....	3 credits
NUR	2193	Office Nursing.....	1 credit
NUR	2285	Gerontological Overview	2 credits
NUR	2242	Advanced Med Surg Nursing.....	1 credit
NUR	2615	Home Care Nursing Overview	2 credits

**REGISTERED NURSE UPDATE
11 CREDITS**

IRCC offers a series of courses for Registered Nurses who have been out of practice and/or need a refresher course. This professional update provides the registered nurse with current information regarding health care delivery, pathophysiology, and treatment modalities for specific disease entities. Clinical experiences utilizing updated equipment and medications in acute care and community settings are included.

MAJOR FIELD REQUIRED COURSES - 11 credits

NUR	1061	Health Assessment & History Taking.....	2 credits
HSC	1000	General Pharmacology for Heal Prof.	1 credit
NUR	2837	Psychosocial Issues in Nursing	1 credit
NUR	2935	Interpretation of Lab Tests.....	1 credit
NUR	2883	Advanced Technical Nursing Skills.....	1 credit
NUR	2119	Nursing Update/Refresher.....	5 credits

Students must complete the Health Assessment and Advanced Technical Skills Course prior to beginning the Clinical (patient care) component of the Update (NUR 2119).

**OFFICE MANAGEMENT TECHNOLOGY
21074 - 64 CREDITS
CERTIFICATE - OFFICE SYSTEMS SPECIALIST - 22038**

This degree program is designed to prepare students to assume the role of Office Manager in a technologically up-to-date setting. The curriculum includes instruction delivered within a traditional classroom, well-equipped computer laboratories, as well as supervised work experience opportunities in an actual contemporary office setting. For further information on the degree program, contact the Office Systems Technology Department at extension 4261.

GENERAL EDUCATION

Humanities/Fine Arts			
	ENC 1101		3 credits
Natural Science/Mathematics			
	see pages 103 - 104.....		3 credits
Social/Behavioral Science			
	see pages 103 - 104.....		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or			
	Social/Behavioral Science.....		6 credits

MAJOR FIELD REQUIRED COURSES - 28 credits

OST	1711	Word Processing I.....	3 credits
QMB	1001	Mathematics of Business	3 credits
APA	1211	College Accounting.....	3 credits
ENC	2200	Business Communications.....	3 credits

150 A.S. DEGREE AND TECHNICAL CERTIFICATES

OST	1712	Word Processing II.....	3 credits
OST	2401	Office Practice	3 credits
OST	2821	Desktop Publishing.....	3 credits
MNA	2345	Supervision.....	3 credits
or			
MAN	2021	Principles of Management.....	3 credits
OST	2491	Secretarial Seminar and Supervised Work Experience.....	4 credits

SUGGESTED SPECIALIZATION ELECTIVES - Select 21 credits

OFFICE MANAGEMENT TECHNOLOGY - Select from:

OST	1100	Elementary Keyboarding.....	3 credits
or			
OST	1110	Intermediate Keyboarding/Formatting	3 credits
GEB	1011	Introduction to Business.....	3 credits
or			
GEB	1931	Introduction to Business Technology	3 credits
MAN	2300	Human Resource Management.....	3 credits
or			
OST	1120	Advanced Keyboarding/Document Production.....	3 credits
MNA	2100	Interpersonal Relations in Business	3 credits
or			
SLS	1261	Essentials of Contemporary Leadership.....	3 credits
BUL	2241	Business Law I	3 credits
OST	2604	Central Transcription Systems.....	3 credits

WORD PROCESSING - Select from:

OST	1100	Elementary Keyboarding, or higher.....	3 credits
OST	1120	Advanced Keyboarding/Document Production	3 credits
OST	1766	WordPerfect I.....	3 credits
OST	2601	Machine Transcription I	3 credits
OST	2604	Central Transcription Systems.....	3 credits
OST	2822	Advanced Desktop Publishing.....	3 credits

Select from:

ACG 2001, CIS 1000,CGS 1000, CGS 1060, CGS 1516, CGS 2557, MNA 2100, OST 1722 OST 2822, SLS 1261	6 credits
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Students may enhance their career success by first attaining a Certificate as an Office Systems Specialist by completing 30 credit hours as outlined below. Attaining the A.S. degree is then simply a matter of completing the General Education Required courses and the remaining hours of major field and elective courses.

CERTIFICATE - OFFICE SYSTEMS SPECIALIST - 22038

OST	1110	Intermediate Keyboarding/Formatting, or higher.....	3 credits
OST	1711	Word Processing I.....	3 credits
OST	2821	Desktop Publishing.....	3 credits

OST	1712	Word Processing II.....	3 credits
OST	1766	WordPerfect I.....	3 credits
OST	2401	Office Practice.....	3 credits
OST	2601	Machine Transcription I.....	3 credits
APA	1211	College Accounting.....	3 credits
ENC	2200	Business Communications.....	3 credits
OST	2822	Advanced Desktop Publishing.....	3 credits
or			
OST	2604	Central Transcription Systems.....	3 credits

**PHYSICAL THERAPIST ASSISTANT
(Selective Admission)
21077 - 74 CREDITS**

Completion of an accredited Physical Therapist Assistant Program leads to an Associate in Science Degree. Graduates are eligible to take the Florida State Board Examination and upon satisfactory achievement become licensed Physical Therapist Assistants. The Physical Therapist Assistant Program at Indian River Community College is seeking accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. The College has submitted a Declaration of Intent to Apply for Accreditation, which is the formal application required in the pre-accreditation stage. All of the established Health Science Programs at IRCC are fully accredited; however, submission of the Declaration of Intent does not assure that the PTA program will be granted Candidate for Accreditation status nor does it assure that the program will be granted Initial Accreditation. For further information contact the Physical Therapist Assistant Department at extension 4477.

GENERAL EDUCATION

*Humanities/Fine Arts

ENC 1101 3 credits

**Natural Science/Mathematics

PHY 1001, MAC 1102 or higher, BSC 2093,

BSC 2093L, BSC 2094, BSC 2094L 14 credits

Social/Behavioral Sciences

PSY 2012 3 credits

MAJOR FIELD REQUIRED COURSES - 51 credits

*HSC 1000 Pharmacology for Health Professionals 1 credit

*HSC 2531 Medical Terminology I..... 3 credits

*DIE 2201 Nutrition and Diet Therapy..... 3 credits

*CGS 1060 College Computing..... 3 credits

PHT 1120 Functional Anatomy & Kinesiology 3 credits

PHT 1120L Functional Anatomy & Kinesiology Lab..... 2 credits

PHT 1000 Introduction to Physical Therapy 2 credits

PHT 1000L Introduction to Physical Therapy Lab..... 2 credits

PHT 1211 Disabilities & Therapeutic Procedures I 2 credits

PHT 1211L Disabilities & Therapeutic Procedures I Lab..... 2 credits

PHT	1300	Survey of Pathological Deficits	3 credits
PHT	2224	Disabilities & Therapeutic Procedures II	2 credits
PHT	2224L	Disabilities & Therapeutic Procedures II Lab.....	1 credit
PHT	1801	Clinical Practice I.....	3 credits
PHT	2810	Clinical Practice II	6 credits
PHT	2162	Survey of Neurological Deficits	3 credits
PHT	2701	Rehabilitative Procedures.....	2 credits
PHT	2701L	Rehabilitative Procedures Lab	1 credit
PHT	2820	Clinical Practice III.....	5 credits
PHT	2931	Transition Seminar.....	2 credits

MAJOR FIELD ELECTIVES - Select 3 credits

Any electives	3 credits
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All core curriculum and Natural Science courses require a grade of "C" or higher. Anatomy and Physiology I and corequisite lab must be completed by the end of the Fall semester, first year; Anatomy and Physiology II and corequisite lab must be completed by the end of the Spring semester, first year.

*General Education classes may be taken prior to acceptance into the program, or must be completed while in the program.

**Students are encouraged to complete Natural Science and Mathematics classes prior to acceptance into the program.

**PROFESSIONAL PILOT TECHNOLOGY
21076 - 64 CREDITS**

This two-year Associate in Science degree program combines in-air and ground school training at area FAA approved Part 141 flight schools with college courses at IRCC. Courses in math, communications, economics, electronics, physics, and earth science build an understanding of the technical aspects of aviation. Students completing the degree move from Private Pilot, Instrument Pilot Flight, Commercial Pilot Flight and finally to a Certified Flight Instructor, logging approximately 250 hours of air experience. For further information on the degree program, contact the Vocational and Industrial Education Division at extension 4829.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101	3 credits
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Natural Science/Mathematics

MAC 1102 or higher, PSC 1311, PHY 1001	9 credits
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Social/Behavioral Science

ECO 2000.....	3 credits
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MAJOR FIELD REQUIRED COURSES - 43 credits

ATF	1100	Private Pilot Flight.....	3 credits
ATT	1100	Private Pilot Ground School	3 credits
ETI	1932	Introduction to Technology.....	3 credits

ATF	1301	Instrument Pilot Flight.....	3 credits
ATT	1120	Instrument Rating Ground School.....	3 credits
ATF	1101L	Private Pilot Training Lab	1 credit
EET	1215C	Introduction to Electronics	3 credits
MTB	1322	Technical Mathematics II	3 credits
AER	1111	Engine Overhaul and Repair Testing.....	4 credits
ATF	2201	Commercial Pilot Flight.....	2 credits
ATT	2110	Commercial Pilot Ground School	1 credit
ATF	2202L	Commercial Pilot Training Lab	2 credits
EET	1015C	DC Circuits.....	4 credits
ATF	2500	Certified Flight Instructor.....	2 credits
ATT	2131	Certified Flight Instructor Ground School.....	1 credit
ATF	2930	Professional Piloting Seminar.....	2 credits
CGS	1060	College Computing.....	3 credits

MAJOR FIELD ELECTIVES - Select 6 credits

ACG	2001	Financial Accounting I.....	3 credits
ATF	2530	Instrument Flight Instructor	2 credits
ATF	2400	Multi-Engine Flight.....	2 credits
ATF	2510	Multi-Engine Flight Instructor	2 credits
GEB	1931	Introduction to Business Technology	3 credits
MAN	2021	Principles of Management.....	3 credits

Additional fees will be charged for flight training.

**RADIOGRAPHY
(SELECTIVE ADMISSION)
21056 - 77 CREDITS**

Completion of the Radiography Program leads to an Associate in Science Degree. Graduates are eligible to sit for the national certifying examination given by the American Registry of Radiologic Technologists (A.R.R.T.). The Program is accredited by the Joint Review Committee on Education in Radiologic Technology. The curriculum includes general education requirements as well as in-depth instruction in radiographic procedures, pathology, patient care, and radiographic physics. A competency-based clinical education component is conducted at six local hospitals. Program graduates may choose to continue their education at the university level, or may choose to specialize in other imaging modalities such as: Ultrasound, Nuclear Medicine, Radiation Therapy, or Magnetic Resonance Imaging. For further information contact the Radiography Department at extension 4368.

GENERAL EDUCATION

*Humanities/Fine Arts

ENC 1101, SPC 1600 6 credits

*Natural Science/Mathematics

MAC 1102 or higher, BSC 2093, BSC 2093L, BSC 2094,
BSC 2094L, PHY 1001 14 credits

*Social/Behavioral Science

PSY 2012 3 credits

MAJOR FIELD REQUIRED COURSES - 54 credits

RTE	1000C	Introduction to Radiologic Technology	3 credits
RTE	1804	Radiographic Clinical Education I	1 credit
RTE	1503	Radiographic Procedures I	3 credits
RTE	1513	Radiographic Procedures II	3 credits
RTE	1513L	Radiographic Procedures II Lab.....	1 credit
RTE	1418	Radiographic Exposure I.....	2 credits
RTE	1418L	Radiographic Exposure I Lab	1 credit
RTE	1814	Radiographic Clinical Education II.....	1 credit
RTE	1523	Radiographic Procedures III	3 credits
RTE	1523L	Radiographic Procedures III Lab.....	1 credit
RTE	1457	Radiographic Exposure II.....	2 credits
RTE	1457L	Radiographic Exposure II Lab	1 credit
RTE	1824	Radiographic Clinical Education III.....	2 credits
RTE	2533	Radiographic Procedures IV	2 credits
RTE	2533L	Radiographic Procedures IV Lab.....	1 credit
RTE	1834	Radiographic Clinical Education IV.....	2 credits
RTE	2308	Radiation Safety & Protection.....	2 credits
RTE	2553	Radiographic Procedures V.....	3 credits
RTE	2553L	Radiographic Procedures V Lab.....	1 credit
RTE	2613	Radiographic Physics	3 credits
RTE	2844	Radiographic Clinical Education V	2 credits
RTE	2061	Radiography Seminar.....	2 credits
RTE	2563	Advanced Medical Imaging.....	2 credits
RTE	2473	Introduction to Quality Improvement.....	2 credits
RTE	2854	Radiographic Clinical Education VI.....	2 credits
RTE	2864	Radiographic Clinical Education VII.....	3 credits
RTE	2874	Radiographic Clinical Education VIII.....	3 credits

All core curriculum and natural science courses require a grade of "C" or higher. Anatomy and Physiology I and corequisite lab must be completed by the end of the Fall semester, first year; Anatomy and Physiology II and corequisite lab must be completed by the end of the Spring semester, first year.

*General Education classes may be taken prior to acceptance into the program. If not, must be completed while in the program.

**RESPIRATORY CARE
(SELECTIVE ADMISSION)
21055 - 76 CREDITS**

The Respiratory Care Program at IRCC leads to an A.S. Degree. Students are trained in the use of medical gases, medication, aerosols, chest physiotherapy, airway management, mechanical ventilation, and cardiopulmonary resuscitation. Students will receive classroom lecture, lab experiences, and clinical experience at local

hospitals. For further information contact the Respiratory Care Department at extension 4358.

GENERAL EDUCATION

- *Humanities/Fine Arts
ENC 1101 3 credits
- *Natural Science/Mathematics
MAC 1102 or higher, BSC 1005 or BSC 1010, CHM 1015, PHY 1001,
BSC 2093 and BSC 2093L, BSC 2094 and BSC 2094L 20 credits
- *Social/Behavioral Science
PSY 2012 3 credits

MAJOR FIELD REQUIRED COURSES - 50 credits

- RET 1024 Introduction to Respiratory Care 3 credits
- RET 1007 Cardiopulmonary Pharmacology 2 credits
- RET 1274 Respiratory Therapy Theory I 3 credits
- RET 1485 Cardiopulmonary Anatomy & Physiology..... 3 credits
- RET 2275 Respiratory Therapy Theory II w/Lab 3 credits
- RET 2503 Cardiopulmonary Diseases..... 2 credits
- RET 2832 Respiratory Therapy Clinic I 5 credits
- RET 2442 Respiratory Therapy Theory III w/Lab 3 credits
- RET 2833 Respiratory Therapy Clinic II 2 credits
- RET 2414C Pulmonary Function Studies w/Lab 3 credits
- RET 2264 Mechanical Ventilation w/Lab 3 credits
- RET 2834 Respiratory Therapy Clinic III 5 credits
- RET 2280 Critical Respiratory Therapy 2 credits
- RET 2835 Respiratory Therapy Clinic IV 7 credits
- RET 2714 Pediatric/Neonatal Respiratory Therapy..... 2 credits
- RET 2934 Professional Development in Respiratory Care..... 2 credits

All core curriculum and natural science courses require a grade of "C" or higher. Anatomy and Physiology I and corequisite lab must be completed by the end of the Fall semester, first year; MAC 1102, Anatomy and Physiology II and corequisite lab must be completed by the end of the Spring semester, first year.

*General Education classes may be taken prior to acceptance into the program. If not, must be completed while in the program.

**RESTAURANT MANAGEMENT
21045 - 64 CREDITS**

A strong foundation in the foods and nutrition field coupled with a broad base of general academics is provided by this program. This course of study offers students the opportunity to gain field experience and practical knowledge through hands-on activities. With this major, one can select many productive employment possibilities from a variety of career fields such as the food processing industry, institutional food service management, and restaurant management. For further information on the

degree program, contact the Human Environmental Sciences Department at extension 4257.

GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 3 credits

Natural Science/Mathematics

see pages 103 - 104..... 3 credits

Social/Behavioral Science

see pages 103 - 104..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics or

Social/Behavioral Science

see pages 103 - 104..... 6 credits

MAJOR FIELD REQUIRED COURSES - 40 credits

FOS 2201 Sanitation and Safety 3 credits

HUN 1201 Nutrition 3 credits

FSS 2221C Food Preparation I..... 3 credits

FSS 2222C Food Preparation II..... 3 credits

FSS 2300 Food Service Supervision & Management..... 3 credits

FSS 2401 Use and Care of Kitchen Equipment..... 3 credits

FSS 2246C Quantity Baking..... 3 credits

FSS 2263 Food Merchandising & Service..... 3 credits

FSS 2303 Food Service Practicum I 4 credits

FSS 2304 Food Service Practicum II 4 credits

FSS 2305 Food Service Practicum III 4 credits

FSS 2306 Food Service Practicum IV 4 credits

MAJOR FIELD ELECTIVES - Select 9 credits

FSS 2284C Food Service Special..... 3 credits

SLS 1421 Personal & Career Development..... 3 credits

DIE 2201 Nutrition and Diet Therapy..... 3 credits

HUN 1410 Basic Childhood Nutrition..... 3 credits

CAREER TRAINING PROGRAMS

AIR CONDITIONING, REFRIGERATION, & HEATING SERVICE
TECHNOLOGY
AIR CONDITIONING, REFRIGERATION, & HEATING
APPRENTICESHIP
AUTOMOTIVE TECHNOLOGY
CARPENTRY APPRENTICESHIP
CHILD CARE CENTER OPERATIONS
COMMERCIAL FOODS AND CULINARY ARTS APPRENTICESHIP
COMMERCIAL VEHICLE DRIVING
CORRECTIONAL OFFICER - BASIC RECRUIT TRAINING
COSMETOLOGY
COSMETOLOGY SPECIALIST - FACIALS
COSMETOLOGY SPECIALIST - NAILS
DENTAL ASSISTING
DIETETIC MANAGEMENT AND SUPERVISION
ENVIRONMENTAL SERVICES TRAINING
FIREFIGHTING - BASIC RECRUIT TRAINING
HEALTH UNIT COORDINATOR
HOME HEALTH AIDE
LANDSCAPE OPERATIONS
LAW ENFORCEMENT - BASIC RECRUIT TRAINING
PATIENT CARE ASSISTING
PRACTICAL NURSING
RESIDENTIAL & COMMERCIAL CARPENTRY
RESIDENTIAL/COMMERCIAL WIRING APPRENTICESHIP
SECRETARIAL
Medical Administrative Option

CAREER TRAINING PROGRAMS

CAREER TRAINING PROGRAMS

A Career Training Program emphasizes specific skill development and is designed to lead to licensure or certification. Upon completion of a required number of hours in a combination of classroom and lab instruction, a student is well prepared to enter the chosen career field.

Since many Selective Admissions Programs have special deadlines and admissions criteria, applicants to Selective Admission Programs should consult with an IRCC counselor well before the intended term of enrollment.

Indian River Community College offers Career Training Programs in the following areas:

**AIR CONDITIONING, REFRIGERATION, & HEATING SERVICE
TECHNOLOGY - 23001
(900 clock hours)**

This is a 900-clock hour open-entry program which is divided into six (6) 150-clock hour courses which allows 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	V600	Basic Air Conditioning V.....	150 hours
ACR	V602	Basic Air Conditioning VI.....	150 hours

**AIR CONDITIONING, REFRIGERATION, AND HEATING
APPRENTICESHIP**

This apprenticeship program prepares the student for employment in the air conditioning, refrigeration, and heating trades. The program utilizes a cooperative method of instruction, allowing the student to participate in classroom instruction and on-the-job training for which he/she receives compensation. Additional information is available from the Associate Dean of Vocational and Industrial Education.

AUTOMOTIVE TECHNOLOGY - 23002

(900 clock hours)

This is a 900-clock hour open-entry program which is divided into six (6) 150-clock hour courses which allows students to enter during the semester. See instructor for additional information.

REQUIRED PROGRAM:

AER	0010	Auto Mechanics I.....	150 hours
AER	0410	Auto Mechanics II.....	150 hours
AER	0110	Auto Mechanics III.....	150 hours
AER	0321	Auto Mechanics IV.....	150 hours
AER	0270	Auto Mechanics V.....	150 hours
AER	0113	Auto Mechanics VI.....	150 hours

CARPENTRY APPRENTICESHIP

This apprenticeship program prepares the student for employment in construction carpentry. The program utilizes a cooperative method of instruction, allowing the student to participate in classroom instruction and on-the-job training for which he/she receives compensation. Additional information is available from the Associate Dean of Vocational and Industrial Education.

CHILD CARE CENTER OPERATIONS - 23004

(450 clock hours)

This is a 450-clock hour program which will prepare the student for employment in the field of child care.

REQUIRED PROGRAM:

HEV	0111	Child Care Worker I.....	150 hours
HEV	0112	Child Care Worker II.....	150 hours
HEV	0113	Child Care Worker III.....	150 hours

COMMERCIAL FOODS AND CULINARY ARTS

APPRENTICESHIP - 23071

(3300 clock hours)

The program is an in-depth study intended to prepare the student for all aspects of food service, including cooking and baking techniques, nutrition guidelines, and sanitation principles. National culinary standards will be incorporated into on-the-job training and classroom instruction.

REQUIRED PROGRAM:

HMV	V940	Culinary Arts Sanitation.....	400 hours
HMV	V947	Culinary Arts Equipment Operations	400 hours
HMV	V941	Culinary Arts Practicum I.....	300 hours
HMV	V944	Culinary Arts Nutrition Principles.....	400 hours
HMV	V945	Culinary Arts Cost Control.....	400 hours
HMV	V942	Culinary Arts Practicum II.....	300 hours
HMV	V946	Culinary Arts Specialty Techniques.....	400 hours
HMV	V948	Culinary Arts Management and Entrepreneurship	400 hours
HMV	V943	Culinary Arts Practicum III.....	300 hours

COMMERCIAL VEHICLE DRIVING - 23018

(360 clock hours)

This is a 360-clock hour program which will prepare the student for employment as a commercial truck driver.

REQUIRED PROGRAM:

TRA	V081	Commercial Truck Driving	360 hours
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CORRECTIONAL OFFICER - BASIC RECRUIT TRAINING - 23016

(465 clock hours - 15 college credits)

(SELECTIVE ADMISSION)

The Corrections Basic Recruit Training prepares students as entry level Corrections officers in the State of Florida. Practical skills and simulated activities compliment the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standard class is regulated by Florida Statutes and is a highly structured and disciplined program with special rules, policies and procedures. For further information on this program, contact the Criminal Justice Department at extension 4760.

REQUIRED PROGRAM:

CJD	1700	Criminal Justice Legal I.....	3 credits
CJD	1701	Criminal Justice Legal II.....	3 credits
CJD	1702	Criminal Justice Communications.....	3 credits
CJD	2741	Emergency Preparedness	2 credits
CJD	2742	Correctional Operations.....	2 credits
CJD	2990	Cultural Diversity	2 credits
CJD	V704	Criminal Justice Defensive Tactics	64 hours
CJD	V705	Criminal Justice Weapons	72 hours
CJD	V254	Criminal Justice 1st Responder	44 hours
CJD	V773	Interpersonal Skills I-Corrections.....	86 hours
CJD	V750	Interpersonal Skills II	24 hours

CJD	V754	Criminal Justice Physical Conditioning.....	50 hours
CCJ	V304	Orientation to Corrections	101 hours
CJD	V749	Corrections Review.....	24 hours

COSMETOLOGY - 23047

(1260 clock hours)

(SELECTIVE ADMISSION)

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 of Cosmetology.....	501 hours
COS	V081C	Review/Job Preparation & Salon Management.....	258 hours

COSMETOLOGY SPECIALIST - FACIALS - 23055

(260 clock hours)

REQUIRED PROGRAM:

CSP	V100	Esthetics	260 hours
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COSMETOLOGY SPECIALIST - NAILS - 23054

(252 clock hours)

REQUIRED PROGRAM:

CSP	V010	Manicure, Pedicure, Nail Extensions I	126 hours
CSP	V011	Manicure, Pedicure, Nail Extensions II	126 hours

DENTAL ASSISTING - 23020

(904 clock hours - 11 college credits)

(SELECTIVE ADMISSION)

This is a ten-month certificate program designed to prepare students for a career as an Expanded Functions Dental Assistant.

FIRST YEAR

FALL SEMESTER

+ DEA	V025	Preclinical Orientation	128 hours
+ DEA	V025L	Preclinical Orientation Lab.....	64 hours
+ DEA	V820	Expanded Functions I	32 hours
+ DEA	V820L	Expanded Functions I Lab.....	16 hours
+ DES	1000	Head, Neck, & Dental Anatomy.....	3 credits
+ DES	1100C	Elements of 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 V823	Health Office Emergencies.....	32 hours
+ DEA V200C	Dental 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.

DIETETIC MANAGEMENT AND SUPERVISION - 23070

(450 clock hours)

This 450-clock hours program is recognized by the Dietary Managers Association as a certified Dietary Managers Program. This program prepares the student for employment in institutions such as hospitals.

REQUIRED PROGRAM:

DIE V101	Introduction to Dietary Management.....	225 hours
DIE V200	Diet Therapy for Managers.....	225 hours

ENVIRONMENTAL SERVICES TRAINING - 23076

(150 clock hours)

This program will introduce participants to the housekeeping/custodial industry and provide hands on training in all aspects of the trade. participants will benefit through training in use of industry equipment, exposure to industry standards, awareness of employment options, as well as gain experience through interactive field trips and activities.

REQUIRED PROGRAM:

HMV V951	Environmental Services Training.....	150 hours
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FIREFIGHTING - BASIC RECRUIT TRAINING - 23029

(280 clock hours - 6 college credits)

(SELECTIVE ADMISSION)

Basic Fire Recruit Training is offered Fall and Spring Semester. This program meets the minimum educational requirements for an individual to be a certified combat firefighter in the State of Florida. Upon successful completion of this training program, the student is eligible to take the state written and practical examination administered by the Bureau of Fire Standards and Training. Prior to admission, students must complete the Emergency Medical Technician or Paramedic training program. For further information on this program, contact the Fire Science Department at extension 4761.

REQUIRED PROGRAM:

FFP	V005	Basic Fire Recruit Training.....	280 hours
FFP	1000	Introduction & Orientation to Firefighting.....	3 credits
FFP	1530	Private Fire Brigade.....	3 credits

HEALTH UNIT COORDINATOR - 23073

(450 clock hours)

This is a 450-clock hour program. See instructor for additional information.

REQUIRED PROGRAM:

OFT	V010	Office Skills Training I	75 hours
OFT	V011	Office Skills Training II	75 hours
OTA	V612	Medical Secretary I	75 hours
WCL	V200	Health Unit Coordinator I	75 hours
WCL	V203	Health Unit Coordinator II	75 hours
WCL	V800	Health Unit Coordinator Practicum.....	75 hours

HOME HEALTH AIDE - 23053

(75 clock hours)

This 40-clock hour program is designed for students who hold a current Florida Nurse Assistant Certificate and who want additional training to allow them to work in patients' homes.

REQUIRED PROGRAM:

HCP	V317	Home Health Care	75 hours
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LANDSCAPE OPERATIONS - 23074
(450 clock hours)

This program will train participants in all aspects of Environmental Landscape Management Operations. Participants will learn about Insect and Disease Controls, Plant Identification, Use and Care of Landscaping equipment, Turf management, Industry standards, and career options in the field. Completion of this program will make the participant eligible to become Certified as a Florida Nursery Professional.

REQUIRED PROGRAM:

ORH	V220	Environmental Lawncare.....	150 hours
ORH	V711	Environmental Landscaping.....	150 hours
ORH	V087	Athletic and Recreational Turf Management.....	150 hours

LAW ENFORCEMENT - BASIC RECRUIT TRAINING - 23015
(472 clock hours - 22 college credits)
(SELECTIVE ADMISSION)

This Law Enforcement Basic Recruit Training prepares students as entry level law enforcement officers in the State of Florida. Practical skills and simulated activities compliment the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida Statutes and is a highly structured and disciplined program with special rules, policies and procedures. For further information on this program, contact the Criminal Justice Department at extension 4760.

REQUIRED PROGRAM:

CJD	1700	Criminal Justice Legal I.....	3 credits
CJD	1701	Criminal Justice Legal II.....	3 credits
CJD	1702	Criminal Justice Communications.....	3 credits
CJD	2720	Law Enforcement Legal III.....	2 credits
CJD	2722	Law Enforcement Traffic.....	4 credits
CJD	2724	Law Enforcement Investigations.....	5 credits
CJD	2990	Cultural Diversity.....	2 credits
CJD	V704	Criminal Justice Defensive Tactics.....	64 hours
CJD	V705	Criminal Justice Weapons.....	72 hours
CJD	V254	Criminal Justice 1st Responder.....	44 hours
CJD	V763	Interpersonal Skills I-Law Enforcement.....	40 hours
CJD	V723	Vehicle Operations.....	42 hours
CJD	V731	Law Enforcement Patrol.....	80 hours
CJD	V754	Criminal Justice Physical Conditioning.....	50 hours
CCJ	V103	Orientation to Law Enforcement.....	32 hours
CJD	V939	Law Enforcement Review.....	48 hours

PATIENT CARE ASSISTING - 23049

(300 clock hours)

(SELECTIVE ADMISSION)

This is a 300-clock hour program which expands on the traditional nursing assistant training and leads 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

PRACTICAL NURSING - 23050

(1376 clock hours)

(SELECTIVE ADMISSION)

This program is designed to prepare the student 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 Specialties 376 hours

FALL SEMESTER

PRN V380C Practical Nursing Medical-Surgical..... 500 hours

RESIDENTIAL & COMMERCIAL CARPENTRY - 23009

(900 clock hours)

This is a 900-clock hour program in Residential and Commercial Carpentry. This program prepares high-quality, entry-level carpenters for the building construction industry.

REQUIRED PROGRAM:

BCV V131 Residential Carpentry I..... 300 hours

BCV V132 Residential Carpentry II..... 300 hours

BCV V133 Residential Carpentry III..... 300 hours

RESIDENTIAL/COMMERCIAL WIRING APPRENTICESHIP

This apprenticeship program prepares students for employment as residential or commercial electricians. The program utilizes a cooperative method of instruction, allowing the student to participate in classroom instruction and on-the-job training for which he/she receives compensation. Additional information is available from the Associate Dean of Vocational and Industrial Education.

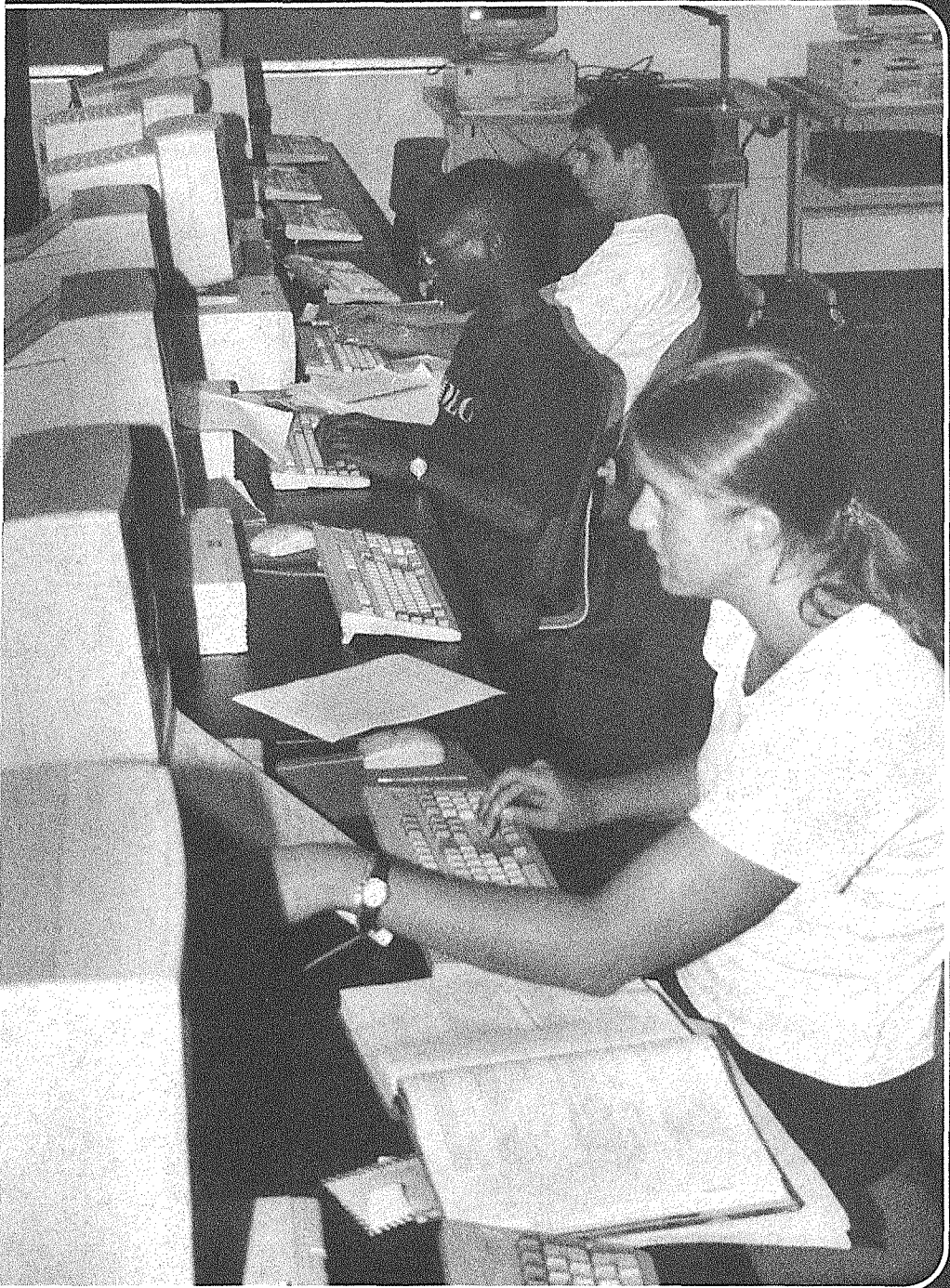
SECRETARIAL - 23019

(450 clock hours)

OFT	V010	Office Skills Training I	75 hours
OFT	V011	Office Skills Training II	75 hours
OTA	V001	Office Support Technology I	75 hours
OTA	V002	Office Support Technology II	75 hours
OTA	V421	Data Entry I	75 hours
OTA	V425	Data Entry II	75 hours
or			
BRC	V100	Teller Operations.....	75 hours

MEDICAL ADMINISTRATIVE OPTION - 23012

OFT	V010	Office Skills Training I	75 hours
OFT	V011	Office Skills Training II	75 hours
OTA	V001	Office Support Technology I	75 hours
OTA	V002	Office Support Technology II	75 hours
OTA	V612	Medical Secretarial I	75 hours
OTA	V613	Medical Secretarial II	75 hours



COURSES

COURSE DESCRIPTIONS

The Educational Services Division will assist 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 as electives in the Associate in Arts Degree. Occupational or "O" courses are designed for A.S. Degree programs only.

Some of the following courses are available as telecourses that provide students the opportunity to enroll in stimulating courses and earn college credit in the convenience of their own homes. For further information contact the Educational Telecommunications Department.

ACCOUNTING TECHNOLOGY

ACG 1002 Accounting Applications for the Microcomputer (O) 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 Financial Accounting I (D) 3 credits

This course presents fundamental principles and procedures of recording, classifying, and summarizing financial data and includes accruals and deferrals, depreciation, inventory, payroll, cash control, and notes payable. Lab Fee \$20.00.

ACG 2003 Basic Accounting I (O) 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) 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 2011 Financial Accounting II (D) 3 credits

This is the study of special systems for internal control, long-term asset analysis, the equity structure of partnerships, corporations, and cost and statement analysis. Prerequisite: ACG 2001 with a grade of "C" or higher. Lab Fee \$20.00.

ACG 2071 Managerial Accounting (D) 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) 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. Discussions include decisions by managements, creditors, and stockholders. Prerequisite: ACG 2011

ACG 2110 Intermediate Accounting II (O) 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) 3 credits

This is a concentrated study of costs and relationships in businesses and involves budgeting, job-order, standard cost, systems design, overhead control, absorption costing, and inventory planning. Prerequisite: ACG 2011.

APA 1141 Orientation to Quicken Software (O) 1 credit

This course introduces current applications of Quicken software for accounting.

APA 1142 Orientation to Peachtree Software (O) 1 credit

This course introduces Peachtree software operating systems for accounting data processing.

APA 1211 College Accounting (O) 3 credits

This course presents the application of the collating of figures for reports. It 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 is essential. Lab Fee \$20.00.

APA 1812 Small Business Tax (O) 2 credits

This course explains the tax implications affecting small businesses. Topics include payroll, income, sales, other relevant taxes, record keeping, and depreciation.

TAX 1020 Personal Income Tax Accounting (O) 2 credits

This course assists students in keeping adequate records and in preparation of personal income tax forms, includes 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 Income Tax (O) 3 credits

This course presents new tax laws, a comprehensive study of individual tax structure, and preparation of the individual return (1040).

AGRIBUSINESS TECHNOLOGY**AEB 1003 Introduction to Agribusiness (D) 3 credits**

This course acquaints students with career opportunities, job requirements, and tasks performed in a broad range of agribusiness and natural resources occupations.

AEB 1112 Introduction to Agricultural Computer Applications (D) 3 credits

This course broadens 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 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.
- AEB 2104 Principles of Agricultural Economics (D) 4 credits**
 This course studies the principles of economics as applied 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 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.
- ANS 1003 Introduction to Animal Science (D) 3 credits**
 This course provides students with an introduction to the production, classification, and marketing of farm animals. Corequisite: ANS 1003L.
- ANS 1003L Introduction to Animal Science Lab (D) 1 credit**
 This course is the lab component of Introduction to Animal Science and includes hands-on experience in handling livestock. Corequisite: ANS 1003.
- 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 presents the 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, sheep, and swine.
- ZOO 1002 Fundamentals of Entomology (D) 3 credits**
This course introduces fundamental principles of entomology. This course will examine the diversity of insects and their influence upon the ecosystem, the development and impact of environment upon insects, and the identification of common mature and immature insects. Corequisite: ZOO 1002L.
- ZOO 1002L Fundamentals of Entomology Lab (D) 1 credit**
This course is the lab component of Fundamentals of Entomology. Topics for lab experiences will include identification and classification, collection techniques, relaxing, pinning, and labeling of specimens. Corequisite: ZOO 1002.
- 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, viral diseases, grove design, and grove 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 2220 Citrus Culture (O) 3 credits**
This course studies the care and maintenance of a mature grove, including cultivation, fertilization, spraying, irrigation, and water.
- HOS 1010 Fundamentals of Horticulture (D) 3 credits**
This course introduces students to the fundamentals of plant structure, growth and development. The course also covers the principles and methods of growing various fruit, vegetable, and agronomic crops. Corequisite: HOS 1010L.
- HOS 1010L Fundamentals of Horticulture Lab (D) 1 credit**
This course is the lab component of Fundamentals of Horticulture. Corequisite: HOS 1010.
- HOS 1060 Compost and Recycling (O) 3 credits**
This course provides an introduction to concepts of yard waste recycling and developing compost for use in horticulture production.
- IPM 2671 Insects and Diseases of Citrus (O) 3 credits**
This course provides an analysis of the major citrus insects and diseases that affect the agricultural industry in Florida.
- ORH 1520 Plant Identification (O) 3 credits**
This course presents the basic principles of plant identification.
- ORH 1710 Environmental Landscape Management (O) 1 credit**
This course teaches 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 1231 Lawn Care Maintenance (O) 3 credits**
 This course introduces students to standard techniques and practices of lawn care maintenance including identification of local turf grasses, selection and use of equipment, identification of insects and diseases, fertilizers, and herbicides.
- ORH 2510 Ornamental Plant Identification (O) 3 credits**
 This course presents identification and use of plants in the landscape of South Florida.
- ORH 2601 Retail Nursery Operations (O) 3 credits**
 This course introduces retail nursery operations.
- ORH 2841 Landscape Installation (O) 3 credits**
 This course introduces the principles of landscape installation.
- ORH 2851 Landscape Design and Maintenance (O) 3 credits**
 This course studies 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 other areas of information will be presented.
- PLS 1220 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 1214 Ornamental Plant Pest Control (O) .5 credit**
 This course introduces pesticide use and safety in ornamental landscapes.
- PMA 1321 Application of Pesticides (O) 1 credit**
 This course presents general aspects of pesticide applications and satisfies the general requirements for those applicators seeking initial certification as provided by the Federal Insecticide, Fungicide, and Rodenticide Act of 1971.
- PMA 2211 Insect and Diseases of Ornamental Plants (O) 3 credits**
 This course analyzes the major plant insects and diseases that affect the agriculture industry in Florida.
- 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.
- ANS V201 Livestock Production (O) various hours**
 This course provides instruction and work experience in operating an animal production enterprise including the care, breeding, nutrition, housing, health, and marketing of livestock. Prerequisite: permission of instructor.
- AOM 0201 Agricultural Mechanics-Welding (O) 150 hours**
 This course develops competency in the areas of oxy-acetylene cutting and welding, electric arc welding, and safe welding procedures.
- AOM 0202 Agricultural Mechanics-Lubrication (O) 150 hours**
 This course develops competency in the areas of tractor lubrication, general shop tasks, cleaning equipment and machinery, and employability skills.

- AOM 0203 Agricultural Mechanics-Brakes & Transmissions (O) 150 hours**
This course develops competency in the areas of engine repair, brake system repair, and transmission repair.
- AOM 0204 Agricultural Mechanics-Hydraulic Systems (O) 150 hours**
This course develops competency in the areas of engine repair and hydraulic system repair.
- AOM 0205 Agricultural Mechanics-Assembling & Adjusting (O) 150 hours**
This course develops competency in the areas of assembling, adjusting, cleaning, testing, repairing, and replacing parts.
- AOM 0206 Agricultural Mechanics-Systems Repair (O) 150 hours**
This course develops competency in the areas of electrical systems repair, cooling system repair, exhaust system repair, and record keeping.
- FRC V022 Citrus Production (O) various hours**
This course provides instruction and work experience in the operation of the Martin Work Camp grove. Prerequisite: permission of instructor.
- 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.
- ORH V041C Floral Design and Marketing I (O) 30 hours**
This course teaches basic knowledge of floral design, including terminology and techniques, through demonstrations and hands-on experiences.
- ORH V042C Floral Design and Marketing II (O) 30 hours**
This course presents advanced forms of floral design and marketing. Prerequisite: ORH V041C or equivalent.
- ORH V043 Floral Design and Marketing III (O) 30 hours**
This course is designed to introduce students to more advanced forms of floral design and marketing. The course is a continuation of Floral Design and Marketing II, and is the last in a series of three courses. Prerequisite: ORH V042C.
- ORH V087 Athletic and Recreational Turf Management (O) 150 hours**
This course is designed to provide students with an introduction to the fundamental concepts of athletic and recreational turf management.
- ORH V090 Gardening in South Florida (O) 16 hours**
This course presents general aspects of gardening under South Florida conditions.
- ORH V220 Environmental Lawncare (O) 150 hours**
This course is designed to provide students with an introduction to the fundamental concepts of residential lawncare specific to Florida.
- ORH V711 Environmental Landscaping (O) 150 hours**
This course is designed to provide students with an introduction to the fundamental concepts of residential and commercial environmental landscape maintenance.
- 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.

ORV V154 Arranging Silk Flowers (O) 15 hours

This course prepares the student to design and construct floral arrangements using silk flowers. The techniques, tools, and special handling requirements will be presented.

Prerequisite: ORH V041C.

AIR CONDITIONING, REFRIGERATION, AND HEATING SYSTEMS TECHNOLOGY

ACR 1000 Principles of A/C & Refrigeration (O) 3 credits

This course introduces refrigeration history, refrigeration cycle, tools of the trade, tubing skills, charging techniques, safety, and principles of service management. 5 class hours per week. Lab Fee \$20.00.

ACR 1100 Basic Electricity for A/C and Refrigeration (O) 3 credits

This course introduces electricity covering sources, measure devices, Ohm's law, circuits, and service management. 3 class hours per week. Corequisite: ACR 1101. Lab Fee \$20.00.

ACR 1101 Applied Electricity I (Air Conditioning) (O) 3 credits

This course presents test equipment, circuit protection-practical circuits and power, energy, motors, controls, and service management. 5 class hours per week. Corequisite: ACR 1100. Lab Fee \$20.00.

ACR 1102 Applied Electricity II (Air Conditioning) (O) 3 credits

This course provides an advanced history of electrical motors, transformers, control devices, circuit reading, and service management. 5 class hours per week. Lab Fee \$20.00.

ACR 1103 HVAC Control Systems (O) 3 credits

This course covers the 3 basic types of electrical devices, electric motors, relays, solenoids, heat strips, capacitors, thermostats, solid state controls, and service management. 3 class hours per week. Lab Fee \$20.00.

ACR 1208 Refrigerant Recovery and Reclaim (O) 1 credit

This course covers the EPA requirements for refrigerant recovery, reclaim, transporting, and disposal of CFC refrigerants. Lab Fee \$50.00.

ACR 1600 Heat (O) 3 credits

This course introduces electrical gas, oil heating systems, and service management. 5 class hours per week. Lab Fee \$20.00.

ACR 1601 Heat Pump Systems (O) 3 credits

This course presents principles of heat pumps and their applications. Topics include installation, service, and maintenance skills on heat pumps. Prerequisites: ACR 1100, ACR 1000, ACR 1101. Lab Fee \$20.00.

ACR 1741 Components of Refrigeration (O) 3 credits

This course introduces compressors, condensers, evaporators, metering devices, service procedures, and service management. 5 class hours per week. Lab Fee \$20.00.

- ACR 1946 Refrigeration & A/C 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. Lab Fee \$20.00.
- ACR 1947 Refrigeration & A/C Cooperative Work Experience II (O) 4 credits**
This is the second in a series of four courses. Emphasis will be placed on skills to enhance job advancement. Prerequisite: ACR 1946. Lab Fee \$20.00.
- ACR 1948 Refrigeration & A/C Cooperative Work Experience III (O) 4 credits**
This is the third in a series of four courses. Special emphasis will be placed on instructional areas necessary for continued advancement on the job. Prerequisite: ACR 1947. Lab Fee \$20.00.
- ACR 1949 Refrigeration & A/C Cooperative Work Experience IV (O) 4 credits**
This is the last in a series designed to provide a cooperative agreement between the student, the employer, and IRCC. Advancement in employment is one of the primary objectives of this course. Prerequisite: ACR 1948. Lab Fee \$20.00.
- ACR 2062 Heating and Cooling Load Calculation (O) 3 credits**
This course teaches the calculating of heating and cooling loads and service management. 3 class hours per week. Lab Fee \$20.00.
- ACR 2071 Air Conditioning and Heating Service Management (O) 3 credits**
This class presents the principles and theories of business, as well as customer, employer, and employee relations.
- ACR 2421 Duct Systems (Air Conditioning and Heating) (O) 3 credits**
This course studies the construction layout, balancing to a duct system, and service management. Lab Fee \$20.00.
- ACR 2744 Light Commercial Refrigeration and A/C (O) 3 credits**
This course provides an overview of commercial refrigeration systems. This covers supermarket refrigeration systems, applications, components, defrost systems, accessories, refrigerant, reclaim, troubleshooting, and service. Prerequisite: ACR 1741 and ACR 1102 or permission of instructor. Lab Fee \$20.00.
- ETD 1536 Drafting for the Air Conditioning Industry (O) 3 credits**
This course presents basic drafting and applications to the HVAC trades including house plan layouts, section, details, and isometrics. Lab Fee \$30.00.
- 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. Lab Fee \$20.00.
- ACR V003 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. Lab Fee \$20.00.

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. Lab Fee \$20.00.

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 extensive knowledge of air conditioning troubleshooting. Lab Fee \$20.00.

ACR V600 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. Lab Fee \$20.00.

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. Lab Fee \$20.00.

ACR V816 AC and Heat I (O) 425 hours

This course is the first in a series of four apprenticeship classes designed to prepare students for employment in the air conditioning, refrigeration, and heating trades. This course will teach the identification and use of refrigeration tools, piping materials, fabrication methods, cooling theory, components of refrigeration, refrigerants, testing procedures, and basic electricity.

ACR V817 AC and Heat II (O) 425 hours

This course is the second in a series of apprenticeship classes. This course will focus on operation of systems, evaluation of performance and capacity, and troubleshooting. This course is largely devoted to the study of electrical circuitry, controls, and testing. Prerequisite: ACR V816.

ACR V818 AC and Heat III (O) 425 hours

This course is the third in a series of apprenticeship classes. This course will focus on a review of current Florida energy codes, properties of air, basic airflow principles, calculation of ductwork for conditioned air using psychometric charts, and design of duct/fan systems. Prerequisite: ACR V817.

ACR V819 AC and Heat IV (O) 425 hours

This course is the last in a series of apprenticeship classes. This course will review safety and CPR, mathematical problem-solving, psychometrics, and the basics of refrigeration and electrical theory. The course will focus on refrigeration piping, pipe hanging and insulating, types of air handlers, solid-state electronics, and pneumatic-control systems. Prerequisite: ACR V818.

ANTHROPOLOGY

ANT 2402 Anthropology and Modern Life (P) 3 credits

This course examines contemporary American culture from a holistic and comparative perspective. Topics include race, sex, religion, language, politics, and popular culture. Prerequisite: Student must score into college-level English on placement test.

- ANT 2410 Introduction to Cultural Anthropology (P) 3 credits**
An introduction to ethnology and linguistics, this course focuses on culture as the human system of adaptation and examines the reasons for the similarities and differences among the world's societies. Principal topics include language, subsistence, kinship, political organization, religion, and the arts. Prerequisite: Student must score into college-level English on placement test.
- ANT 2511 Introduction to Physical Anthropology (P) 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, the peopling of the New World, and the origins of civilization. Student must score into college-level English on placement test.
- ANT 2930 Anthropology and the Paranormal (P) 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. Prerequisite: Student must score into college-level English on placement test.
- ART**
- 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.
- ARH 1451 Modern Art (P) 3 credits**
This course examines the modern characteristics in painting, sculpture, and architecture with emphasis on contemporary artists and their work.
- ARH 1834 Art Appreciation Gallery Tour (P) 1 credit**
This course teaches students to analyze and appreciate fine art by utilizing visits to art galleries for practical application of skills. Lab Fee \$25.00.
- ARH 1835 Living the Life of an Artist (P) 3 credits**
This course introduces the education, operation, and production techniques used by people working in art-related businesses and institutions and includes visits to businesses, art galleries, and schools.
- ARH 1932C Historical Ceramics Reproductions (P) 1 credit**
This course teaches students to research a period of ceramic art history in order to produce a work which exemplifies the distinguishing elements of the period research. Prerequisite: A previous ceramics class.
- ARH 1935 Special Topics in the Arts (P) 1 credit**
This course provides the student with varied cultural experiences in the arts. It offers the student an opportunity to analyze, appreciate, interpret, survey, and study, through a lecture and discussion method, various topics whose focus could be on music, theater, and/or art.

- ARH 2050 Introduction to the History of Art (Prehistoric - 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.
- ARH 2474 Issues in Contemporary Art (P) 3 credits**
This course emphasizes current historical issues in the contemporary art world.
- ART 1002 Orientation to Art (P) .5 credit**
This course surveys various art forms including watercolor, painting, clay, sculpture and drawing. It is designed to prepare students to understand careers in art and to examine student's strengths and interests early in their academic coursework.
- ART 1173C Beginning Costume Jewelry (P) 1 credit**
This is an introductory course on the making of costume jewelry. Selection of readily-available materials, use of tools, and design of jewelry pieces are emphasized.
- ART 1174C Intermediate Costume Jewelry (P) 1 credit**
This is a continuation of Beginning Costume Jewelry. In this course, 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, the use of non-standard materials, design, and composition with color and material combinations.
- 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.
- 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 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 marleizer are studied. Prerequisite: ART 1190C.
- 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 course emphasizes materials rather than a particular style. Included are round basketry materials, flat materials, and flexible materials. Prerequisite: ART 1194C.

- ART 1196C Advanced Basketry (P) 1 credit**
This course emphasizes personal creativity and the design of specialty baskets. Students should be proficient at basic techniques of handling basketry materials. Prerequisite: ART 1195C.
- ART 1201C Color and Design I (P) 3 credits**
This course presents the fundamentals of design (visual composition) with emphasis on 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) 3 credits**
This course is a continuation of Color and Design I and emphasizes independent design projects. Prerequisite: ART 1201C.
- ART 1287C Beginning Calligraphy (P) 1 credit**
The primary focus of this course is the 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.
- 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, and descriptive. Uses of calligraphy such as personal greetings, invitation cards, posters, catalogs, and manuscripts are taught. Prerequisite: ART 1288C.
- ART 1300C Introduction to Drawing (P) 3 credits**
This course presents the basic techniques used in drawing including contour, gesture, and modeling. The emphasis is on seeing and utilizing various media.
- ART 1301C Drawing (P) 3 credits**
This course emphasizes 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 intermediate-level course provides a study of skills required for sighting, perspective, and measuring the environment. Prerequisite: ART 1305C.
- ART 1307C Landscape Drawing Studio II (P) 1 credit**
This advanced course will refine skills in observation and interpretation of natural landscape scenes on location in the area. Prerequisite: ART 1306C.

- ART 1308C Beginning Pastel Drawing (P) 1 credit**
This course introduces the art of pastels. Still life, landscape, and figure studies are included.
- ART 1309C Advanced Landscape Drawing (P) 1 credit**
This advanced course provides for refining skills in observation and interpretation of natural landscape scenes on location in the area. Exhibition is required. Prerequisite: ART 1307C.
- ART 1310C Intermediate Pastel Drawing (P) 1 credit**
This course emphasizes techniques for the use of material and subject in the art of pastels. Prerequisite: ART 1308C.
- ART 1325C Beginning Portrait Drawing (P) 1 credit**
This course introduces 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 develops skills in forming 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 used to properly execute the human figure in a classical manner.
- ART 1331C Intermediate Life Drawing (P) 1 credit**
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 the basis for artistic expression of the human figure with studies in construction, line, value, technique, and anatomy.
- 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. Critiquing techniques will be taught.
- ART 1351C Intermediate Drawing (P) 1 credit**
This course emphasizes composition through the use of negative and positive shapes along with value studies and knowledge of critiquing. Prerequisite: ART 1350C.
- ART 1352C Advanced Drawing (P) 1 credit**
This course involves the introduction of the gesture and contour methods of drawing using critique methods. Prerequisite: ART 1351C.
- ART 1401C Relief Printmaking (P) 2 credits**
This course introduces students to the art of relief printmaking. Students will learn the process of producing woodcuts to create their own block prints and editions.
- ART 1513C Creative Expression in Painting (P) 2 credits**
This course introduces both the historical development and the experiential process of abstract expressionism in art. The theory, methods, and works of selected major artists will be discussed. The student will work in acrylics on canvas or paper using the abstraction process.

- ART 1540C Beginning Watercolor (P) 1 credit**
This introductory-level 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 1551C Introduction to Airbrush (P) 1 credit**
This introductory course presents a 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 1560C Intermediate Watercolor (P) 1 credit**
This is the second in a series and emphasizes the study of artistic composition including 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 and emphasizes painting techniques associated with outdoor scenes or 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 Art - Various Media (P) 2 credits**
This course develops expertise in two or more art mediums. Prerequisite: Drawing background.
- ART 1592C Advanced Painting (P) 1 credit**
This course emphasizes the use of the color wheel and its applications to painting. Prerequisite: ART 1590C.
- 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 emphasizes development of personal style and more advanced techniques. 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 skills in 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 course stresses design with fired china items. Emphasis is on technique with backgrounds, brush strokes, and design modification. Included are the use of gold, lustre, enamels, and raised paste. Prerequisite: ART 1596C.
- ART 1598C Advanced Porcelain Painting (P) 1 credit**
This is a continuation of Intermediate Porcelain Painting and emphasizes development of personal creativity and style. Also included is the study of such motifs as roses, various fruits, pine cones, small birds, and the point system used for judging painted china.
- ART 1701C Introduction to Sculpture (P) 3 credits**
This course is an introduction into materials and techniques of three-dimensional sculpture using additive, subtractive, and assemblage methods.
- ART 1705C Wire Sculpture (P) 1 credit**
This course teaches how to create a 3-dimensional object using wire. Topics include experimenting with various mediums in covering the armature, wire shaping, profile, adding dimension, selection, and methods of mediums used for completion.
- ART 1712C Sculpture: Decorative Ironwork (P) 1 credit**
This course teaches 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 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. Basic knowledge in the use of lost wax casting procedures is required. Prerequisite: ART 1718C.
- ART 1750C Beginning Sculpture (P) 1 credit**
This introductory-level sculpture course emphasizes a basic 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 and is from the perspective of ceramics. The hand building of creative sculptures with the slab, coil, or combination method is emphasized. Prerequisite: ART 1750C.
- ART 1752C Advanced Sculpture (P) 1 credit**
This advanced sculpture course emphasizes experimentation with creative methods using such materials as fibers, fabrics, and dough. Prerequisite: ART 1751C.
- ART 1920 Chinese Bamboo Brush Painting (P) 1 credit**
This course introduces the classical and modern approach to Oriental art. The study of Koule and Moku brush styles is included.

- ART 1931 Women Artists (P) 1 credit**
This course presents the history of American and European women artists from the Renaissance to the present.
- ART 1992C Special Projects in Art (P) 1 credit**
This course is an introduction to the development of skills which are essential to the completion of a specific art project. The focus of the course will be on the selection and preparation of materials, the skillful use of tools, the application of individual style, the use of design techniques, and the implementation of these skills in the completion of an art project.
- 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 2110C Ceramics I (P) 2 credits**
This introductory course focuses on the production of finished ceramic items from slip (liquid clay). Topics 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 refiring.
- ART 2112C Ceramics II (P) 2 credits**
This intermediate ceramics course focuses on the use of the potter's wheel to mold block clay into items such as bottles, pots, bowls, plates, and vases. Course content includes instruction in the techniques of using liquid clay (slip) to form greenware using 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 presents methods of sculpting and carving directly on greenware, special methods of decorating, appropriate kiln loading and firing, and creative mixing of glazes. Prerequisite: ART 2112C.
- ART 2114C Ceramics Studio I (P) 1 credit**
This advanced course is a studio opportunity to develop handbuilding and wheel techniques on an individual basis with the instructor. Prerequisite: ART 2113C.
- ART 2115C Ceramic Glazing Techniques (P) 1 credit**
This course provides an in-depth study of glaze formation and examination of clay-body characteristics. This study will be based on the personal interests of each student. Student must have completed a beginning ceramics class and a ceramics studio class.
- ART 2198C Ceramics Studio II (P) 1 credit**
This course provides concentrated practical experience in throwing on the wheel. Prerequisite: ART 2114C.
- ART 2199C Ceramics Studio III (P) 1 credit**
This advanced course presents advanced wheel techniques and advanced levels of wheel throwing. Prerequisite: ART 2198C.
- ART 2205C Techniques of Color Application (P) 2 credits**
This course presents various methods of color mixing and application for oil and acrylic mediums. Prerequisite: ART 2511.

- ART 2306C Drawing I (P)** **2 credits**
This 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 2321C Portrait Drawing I (P)** **1 credit**
This course 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 emphasizes profile representations. Exhibitions are required in two mediums. Prerequisite: ART 2321C.
- ART 2353C Drawing Studio I (P)** **1 credit**
This course requires composition through the use of negative and positive shapes and values with enhanced knowledge of critiquing. Prerequisite: ART 1352C.
- ART 2392C 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.
- ART 2393C Pastel Studio II (P)** **1 credit**
This course allows intermediate and advanced art students to continue the study of the pastel medium, and enhance personal style. Prerequisite: ART 2392C.
- ART 2399C Drawing with Pen and Ink (P)** **2 credits**
This course emphasizes line-drawing, hatching and cross-hatching, stipple-shading, etching, and scratchboard techniques. 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 2400C Graphics (P)** **3 credits**
This course introduces the student to printing techniques with emphasis on the layout process.
- ART 2510C Introduction to Painting (P)** **3 credits**
This course teaches basic painting techniques in acrylic, water, and oil with instruction in composition, technique, and exhibition included.
- 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 taught, along with preservation and framing techniques.

- ART 2515C Techniques of Contemporary Art (P) 2 credits**
This course presents various techniques of contemporary artists in the evolution of modern art. Prerequisite: ART 2511C.
- ART 2520C Painting (P) 3 credits**
This course emphasizes personal creativity and individual styles. Exhibition required. Prerequisite: ART 2510C.
- ART 2523C Painting II (P) 2 credits**
This course emphasizes 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 the 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. The student is encouraged to develop creativity and personal style with improved composition and a more skillful use of brush and palette knife. Students will publicly exhibit completed works. Prerequisite: ART 2543C.
- ART 2545C Oil and Acrylics III (P) 2 credits**
This course concentrates on the creative possibilities of oils and acrylics for advanced personal expression. Student focus is on the creative application of art principles. Finished works will be publicly exhibited. Prerequisite: ART 2544C.
- 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. 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 2563C Watercolor Studio II (P) 1 credit**
This course strengthens 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 2565C Painting Studio I (P) 1 credit**
This course emphasizes the concept of design and expression with a special independent project. Prerequisite: ART 1592C.

- 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 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 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.
- ART 2592C Painting Studio II (P) 1 credit**
This course presents 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 course emphasizes the esthetic evaluation of the elements involved in composition and design of painting required for exhibition. Prerequisite: ART 2592C.
- ART 2700C Sculpture I (P) 2 credits**
This course introduces the three-dimensional art of sculpting. 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.
- 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 Welding 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**
In this course students complete a sculptured piece from either a pre-cut or individually-designed blank. Pyro-carving and methods of pattern-enlarging are also taught.
- 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 intermediate course emphasizes 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 advanced course requires students to complete an individual project illustrating creative techniques presented in sculpture courses. Prerequisite: ART 2754C.

- ART 2933C Antique Porcelain Doll Reproduction (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.
- ART 2934 Gallery Workshop (P) 1 credit**
This course gives experience with all of the mechanics involved in preparing works of art within gallery space. Prerequisite: 2 semesters of art in any medium, or permission of instructor.
- 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 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 V172 Introduction to Diamonds (O) 30 hours**
This course provides information leading to employment in the marketing of jewelry and also information regarding gemstones to those interested in the purchase of diamonds.
- ART V176C 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 V177C 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 V602.
- ART V178C 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 V177C.
- ART V179C 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. Prerequisite: ART V178C.
- 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 V117 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.

HEV V457 Faux-Porcelain Flower Creations (O) 30 hours
 This course teaches the techniques of creating porcelain-like flowers using white bread and Elmer's glue.

PMT V601 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 V602 Jewelry Manufacturing II (O) 30 hours
 This course 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 V601.

PMT V611 Enameling (O) 30 hours
 This course presents the history of enameling and proceeds to cloisonné techniques. Techniques studied are champleve, bastaille, and plique a jour.

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. Lab Fee \$20.00.

AER 1020 Orientation to Vehicle Maintenance (O) 1 credit
 This course is designed to provide an orientation to the theory and application of preventative maintenance of motor vehicles.

AER 1111 Engine Overhaul and Repair Testing (O) 4 credits
 This course provides instruction on the testing and repair of engine mechanical problems. Lab Fee \$20.00.

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. Lab Fee \$20.00.

AER 1410 Automotive Brake Systems (O) 4 credits
 This course presents the fundamental principles, operation, diagnosis, repair, and rebuilding of modern automotive manual and power brake systems. Brake service training will include troubleshooting, minor repair through rebuilding, drum and disk resurfacing. Lab Fee \$20.00.

AER 1450 Suspension, Steering and Alignment (O) 4 credits
 This course presents diagnosis, repair, overhaul, and adjustment of suspension and steering systems as used in modern automobiles. Tire balancing, steering component rebuilding, shock absorbers, suspension systems, wheel bearings, two- and four-wheel alignment will be covered. Lab Fee \$20.00.

- AER 2171 Automotive Air Conditioning and Heating (O) 4 credits**
This course enables the student to diagnose and repair automotive air conditioning and heating systems, performance test air conditioning, heating, vacuum, electrical control systems and components, and to operate and service air conditioning reclaiming machines. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- AER 2270 Manual Drive Train & Axles (O) 4 credits**
This course provides instruction for diagnosis, repair and rebuilding of automotive power trains and components, including: drivelines, u-joints, clutches, linkages, axles and bearings, differentials, and manual transmissions. Lab Fee \$20.00.
- AER 2311 Advanced Automotive Electric Systems (O) 4 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. Lab Fee \$20.00.
- AER 2520 Computer Controls & Electronic 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. Lab Fee \$20.00.
- AER 2590 Engine Performance (O) 4 credits**
This course is designed to instruct students in the service, diagnosis and repair of engine performance related systems. Topics covered will include fuel, ignition, and emission control systems in addition to other engine performance related problems. Lab Fee \$20.00.
- AER 2881 Auto/Diesel Seminar & Supervised Work Experience I (O) 4 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.
- 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. Lab Fee \$20.00.
- ARR 1300 Auto Body II (O) 4 credits**
This course is designed to present how to write up a complete estimate on a damaged unit & apply proper techniques for repairing the unit. The student will learn how to remove, replace, and align doors, hoods, fenders, and rear deck lids. The student will learn to repair inner and outer quarter panels, do minor frame straightening and auto trim. Prerequisite: ARR 1001. Lab Fee \$20.00.

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. Lab Fee \$20.00.

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. Lab Fee \$20.00.

ARR V610 Auto Maintenance & Detailing (O) 40 hours

This course develops competencies in the areas of automobile maintenance and detailing.

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. Lab Fee \$10.00.

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 V110.

AVIATION

ATF 1100 Private Pilot Flight (O) 3 credits

This course provides aeronautical skills and flight experience needed to obtain a Private Pilot Certificate. Flight training is conducted at a local pilot training school at student's expense. Prerequisite: Attainment of Student Pilot Certificate, passing of FAA Class II Physical Exam. Corequisite: ATT 1100.

ATF 1101L Private Pilot Training Lab (O) 1 credit

This course provides flight experience to meet the FAA requirements for solo cross-country flying. Flight training will be conducted at local pilot training schools at student's expense. Prerequisite: ATT 1100.

ATF 1301 Instrument Pilot Flight (O) 3 credits

This course provides aeronautical skills and flight experience required for obtaining an Airplane Instrument Rating. Flight training will be conducted at local pilot training schools at student's expense. Prerequisite: ATF 1100 and ATT 1100. Corequisite: ATT 1120.

ATF 2201 Commercial Pilot Flight (O) 2 credits

This course develops aeronautical skills and flight experience needed to obtain a Commercial Pilot Certificate. Flight training will be conducted at local pilot training schools at student's expense. Prerequisite: ATF 1301 and ATF 1120. Corequisite: ATT 2110.

ATF 2202L Commercial Pilot Training Lab (O) 2 credits

This course provides additional solo flight experience as required by the FAA for a Commercial Pilot Certificate. Prerequisite: ATF 1301 and ATT 1120.

ATF 2400 Multi-engine Flight (O) 2 credits

This course presents aeronautical skills and flight experience necessary to obtain a Multi-engine Airplane Rating. Flight training will be conducted at local pilot training schools at student's expense. Prerequisite: ATF 2201. Corequisite: ATF 2510.

- ATF 2500 Certified Flight Instructor (O) 2 credits**
This course presents aeronautical skills and flight experience required to obtain a Flight Instructor Certificate. Flight training will be conducted at local pilot training schools at student's expense. Prerequisite: ATF 2201. Corequisite: ATF 2530.
- ATF 2510 Multi-engine Flight Instructor (O) 2 credits**
This course prepares students to add a Multi-engine Instructor Rating to an existing Flight Instructor Certificate. Flight training will be conducted at local pilot training schools at student's expense. Prerequisite: ATF 2201. Corequisite: ATF 2400.
- ATF 2530 Instrument Flight Instructor (O) 2 credits**
This course prepares students to add an Instrument Flight Instructor Rating to an existing Flight Instructor Certificate. Flight training will be conducted at local pilot training schools at student's expense. Prerequisite: ATF 2201. Corequisite: ATF 2500.
- ATF 2930 Professional Piloting Seminar (O) 2 credits**
This course will focus on contemporary issues related to careers in professional aviation and provides an orientation to the elements associated with entry-level employment opportunities.
- ATT 1100 Private Pilot Ground School (O) 3 credits**
This course provides aeronautical knowledge necessary to meet the prerequisites for the FAA Private Pilot written test.
- ATT 1120 Instrument Rating Ground School (O) 3 credits**
This course provides aeronautical knowledge necessary to meet the prerequisites for the FAA Instrument Rating written test. Prerequisite: ATT 1100 and ATF 1100. Corequisite: AFT 1301.
- ATT 2110 Commercial Pilot Ground School (O) 1 credit**
This course provides knowledge necessary to qualify for the FAA written test for the Commercial Pilot Certificate. Prerequisite: ATF 1301 and ATT 1120. Corequisite: ATF 2201.
- ATT 2131 Certified Flight Instructor Ground School (O) 1 credit**
This course provides knowledge necessary to qualify for the FAA written test for the Flight Instructor Certificate. Prerequisite: ATF 2201.

BIOLOGY

- BSC 1000 Orientation to Biology (P) 1 credit**
This course is for students interested in majoring in the natural sciences. Basic concepts in chemistry and biology will be studied along with Latin and Greek root words used in science terminology. Students will develop fundamental knowledge necessary for success in science courses needed for their major.
- BSC 1005 Life Science (P) 3 credits**
This introductory-level course is designed for non-science majors. It will illustrate the applications of the scientific method of problem solving within the field of life science. Topics of the investigation will include properties of life, chemistry of life, structure and function of cells, cell reproduction, plant structure and function, and representative human systems. Prerequisite: Student must score into college-level English on placement test.

BSC 1005L Life Science Lab (P) 1 credit

This lab course is designed for non-science majors. Students will gain laboratory experiences in the areas of properties of life, chemistry of life, structure and function of cells, cell reproduction, plant structure and function, and representative human systems. Prerequisite/Corequisite: BSC 1005. Lab Fee \$20.00.

***BSC 1010 General Biology I (P) 3 credits**

This biology course is designed for science majors. The course 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. It is recommended that students taking this course continue in BSC 1011. Prerequisite: Students must score into college-level English on placement test. CHM 1045 or CHM 1015 is recommended. Corequisite: BSC 1010L.

*Students who have completed BSC 1005 cannot meet their science requirement for graduation by taking BSC 1010. If BSC 1010 and BSC 1010L is needed, BSC 1005 will count only as an elective.

BSC 1010L General Biology I Lab (P) 1 credit

This is the lab component for General Biology I. Lab experiences will include the following topic areas of cell structure and function, the chemical basis for life, cell metabolism, cell reproduction and inheritance, viruses, bacteria, and fungi. Prerequisite/Corequisite: BSC 1010. Lab Fee \$20.00.

BSC 1011 General Biology II (P) 3 credits

This is a continuation of BSC 1010. Topics include a survey of the plant and animal kingdoms, comparative physiology of vertebrate systems, plant and animal development, and ecology. Prerequisite: BSC 1010 and BSC 1010L or permission of instructor. Corequisite: BSC 1011L.

BSC 1011L General Biology II Lab (P) 1 credit

This is the lab component for General Biology II. Lab experiences will include the following topic areas of plant and animal kingdoms, comparative physiology of vertebrate systems, plant and animal development, and ecology. Prerequisite/Corequisite: BSC 1011. Lab Fee \$20.00.

BSC 1501 Introduction to Ecology (P) 3 credits

This course provides 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.

BSC 2093 Anatomy and Physiology I (P) 3 credits

As 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 with BSC 1005L or BSC 1010 with BSC 1010L. Corequisite: BSC 2093L.

BSC 2093L Anatomy and Physiology I Lab (P) 1 credit

This is the lab component for Anatomy and Physiology I. Lab experiences will include the following topic areas of histology and the integumentary, skeletal, muscular, and nervous systems. Prerequisite/Corequisite: BSC 2093. Lab Fee \$20.00.

- BSC 2094 Anatomy and Physiology II (P) 3 credits**
This is a continuation of BSC 2093, studying the anatomy and physiology of human systems. Topics to be covered are the circulatory, digestive, respiratory, excretory, endocrine, and reproductive systems. Prerequisite: BSC 2093 and BSC 2093L. Corequisite: BSC 2094L.
- BSC 2094L Anatomy and Physiology II Lab (P) 1 credit**
This is the lab component for Anatomy and Physiology II. Lab experiences will include the following topic areas of circulatory, digestive, respiratory, excretory, endocrine, and reproductive systems. Prerequisite: BSC 2093 and BSC 2093L, Prerequisite/Corequisite: BSC 2094. Lab Fee \$20.00.
- BSC 2910L Natural Science Directed Research Studies (P) 1-3 credits**
Students engage 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.
- BSC 2930 Special Topics in Biological Science (P) 1-3 credits**
This course develops scientific knowledge on special topics in biology. Topics will reflect popular interests of scientific research or of the local community. Potential interests may be in the fields of microbiology, botany, zoology, physiology, or ecology.
- ISC 1933 Planning Science Projects (P) 1 credit**
This course provides information on the selection of a science fair project. The scientific method of problem solving will be stressed. Instruction will be given about developing an experimental approach for acquiring data, the analysis of the data, and the presentation of results on the display.
- ISC 2093 Science Topics for Educators (P) 3 credits**
This is an in-service workshop course for teachers to explore concepts in fields of biological and physical sciences. Special emphasis is on the use of the scientific method of problem solving and developing presentations which will include practical applications. Prerequisite: permission of instructor.
- MCB 2010 Microbiology (P) 3 credits**
This course is 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. Host-parasite interactions, including specific and nonspecific immunity will also be examined. Prerequisite: BSC 1010 and BSC 1010L or BSC 2093 and BSC 2093L,. Corequisite: MCB 2010L.
- MCB 2010L Microbiology Lab (P) 1 credit**
This is the lab component for Microbiology. Lab experiences will include the following topic areas of viruses, bacteria, protozoans, and multicellular parasites. Prerequisite/Corequisite: MCB 2010. Lab Fee \$20.00.

OCB 1010 Introduction to Marine Biology (P) 3 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 1010 and BSC 1010L or permission of instructor. Corequisite: OCB 1010L.

OCB 1010L Introduction to Marine Biology Lab (P) 1 credit
 This is the lab component for Introduction to Marine Biology. Lab experiences will include the following topics: area of locally occurring flora and fauna, the physical, chemical, geological, and biological aspects of these organisms with their marine environment. Prerequisite/Corequisite: OCB 1010. Lab Fee \$20.00.

OCB 2721C Fundamentals of Mariculture (P) 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. OCB 1010 is recommended. Lab Fee \$20.00.

OCE 2001 Introduction to Oceanography (P) 3 credits
 This course introduces fundamentals, principles, and procedures of physical, geological, chemical, and biological oceanography.

OCG 1001 Marine Geology (P) 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.

BROADCAST COMMUNICATIONS/JOURNALISM - PUBLIC RELATIONS

JOU 1101 News Reporting and Writing (D) 3 credits
 This course includes 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. Prerequisite or Corequisite: ENC 1101.

JOU 1420L Journalism Lab I (D) 3 credits
 Journalism Lab emphasizes development skills through practical experience by reporting and editing for a newspaper and/or magazine. This includes workshop assignments with area newspapers, dailies, and weeklies. Prerequisites: JOU 1101 or permission of instructor.

MMC 1000 Survey of Mass Communication (D) 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.

BUILDING CONSTRUCTION TECHNOLOGY

- BCN 1002 Builder's Review (O) 3 credits**
This course is for individuals interested in obtaining a Florida Builder's License. The course will provide concentrated instruction in blueprint reading, State regulations, building terms, business procedures, construction math, and construction codes.
- BCN 1210 Materials and Methods of Construction (D) 3 credits**
This course examines how various materials and construction methods affect the construction cost, total life, and maintenance cost of a building. The merits of new materials and methods are introduced and compared to existing products and methods. Topics include residential, commercial, and industrial building construction.
- BCN 1272 Plans Interpretation - Residential (O) 3 credits**
This course presents the processes, terms, symbols, and conventions used by the residential construction industry. In addition to the fundamental principles used in reading residential plans, the student will perform builder's math calculations relating to plans interpretation.
- BCN 1420 Introduction to Roof Truss Design (O) 3 credits**
This course teaches the basic concepts of roof design and roof truss engineering using computer modeling and engineering software. Corequisite: BCN V143L. Lab Fee \$10.00.
- BCN 1610 Residential Construction Estimating (O) 3 credits**
This course examines the bid-contract system used by the construction industry and provides the skills necessary to estimate a residential structure. Students will perform labor and material takeoffs, cost calculations, and make adjustments for general conditions, bonds, insurance, alternates, work conditions, overhead, and profit.
- BCT 1703 Principles of Construction Management (O) 3 credits**
This course presents the principles, techniques, and applications required of a professional construction manager. Topics include the construction management system, contracting for services, planning-controlling cycle, schedule control systems, modifications to work and contracts, financial matters, inspections, and safety management.
- BCN 1701 Construction Office Practices (O) 3 credits**
This course presents 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 1740 Construction Law (O) 1 credit

This course discusses the business environment and Florida legislation pertaining to building contractors and small construction firms. Topics will include contracts, accounts, liens, and strategies for streamlining efficiency and maximizing profits.

BCN 1760 Building Codes and Specifications (O) 3 credits

Students will learn how to locate information in building codes. Basic definitions, fire zones, construction types, construction regulations, and selected specialized subjects will be applied to local building. Topics include National Electrical Code, Standard for Hurricane Resistant Residential Construction, local codes, and the Standard Building Code.

BCN 1763 Florida Energy Code (O) 1 credit

This course explains the design and construction details needed to comply with the Florida Home Energy Code. Discussions will include mechanical systems, electrical systems, illumination systems, and construction materials used in residential construction of adequate thermal resistance, low air leakage, and energy efficient homes.

BCN 1765 Codes and Regulations (O) 3 credits

This course will focus on OSHA regulations and on the Standard Building Code. Emphasis will be placed on the standards that have the widest application to our local residential and commercial building. Students will develop procedures for following the Standard Building Code and perform sample checks on code compliance.

BCN 1930 Hurricane Resistant Residential Construction SSTD 10-93 (O) 1 credit

This course explains the design and construction details contained in the standard for Hurricane Resistant Residential Construction SSTD 10-93. Materials to be covered include the design parameters and criteria used in the code, construction details for buildings with masonry exterior walls, buildings with wood-framed exterior walls, and combined masonry and wood construction.

BCN 1940 Professional Practice (O) 3 credits

This course provides a practical application of the skills and knowledge acquired in the classroom. Students report and present information about office and field tasks accomplished. A final report about time and material covered, and an analysis of the academic and real world experiences is required at the end of this course.

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 2213 Concrete Construction Methods (O) 3 credits

Students will study concrete formwork for residential, light commercial, and heavy construction, using ACI recommended practices and OSHA shoring recommendations. Topics include panel systems, prefabrication, reinforcing steel, form ties, openings, residential foundations, flatwork, precast concrete, concrete mix, and placement.

- BCN 2275 Plans Interpretation-Commercial (O) 3 credits**
Students will read and interpret symbols found on commercial and light industrial blueprints. Building materials, structural concepts, handicap requirements, types of drawings, foundation systems, symbols, and conventions will be investigated. Students will examine differences between steel-frame and reinforced-concrete buildings as well as mechanical, electrical, and plumbing features.
- BCN 2540 Introduction to Building Systems Operations (O) 3 credits**
This course examines basic structure and operation of building systems: plumbing, electrical, HVAC, fire, security, and refrigeration. Factors associated with the efficient operation and integration of these systems are explored for both residential and commercial buildings.
- BCN 2541 Building Systems Operation & Maintenance (O) 3 credits**
This course covers the topics and skills needed to operate a facility at peak efficiency. Focus is placed on how to operate and maintain building systems. Prerequisite: BCN 2540.
- 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 2581 Principles of Facility Management (O) 3 credits**
This course presents the skills required to integrate all building systems in a facility. Energy conservation and the use of microprocessors in control systems are addressed.
- BCN 2615 Construction Estimating - Computer Assisted (O) 3 credits**
This course will provide students with the skills necessary to perform a labor and material takeoff and estimate for commercial buildings using both traditional and computer-assisted procedures. Topics include blueprint reading, specification reading, contract documents, labor and material considerations, math calculations, time tables, overhead and profit considerations, and basic estimating procedures.
- BCN 2703 Construction Supervision (O) 3 credits**
The student will study critical path method, job cost accounting, OSHA 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.
- BCV V143L Roof Truss Design Laboratory (O) 15 hours**
This course provides hands-on experience with applications in various areas of truss design. Included are design layout, load calculations, and Mitech 2000 software applications. Corequisite: BCN 1420.
- BCN P014 Construction Safety and Health (O) 10 hours**
This course is designed to familiarize contractors with occupational safety and health standards (OSHA) in the construction industry. Topics include Introduction to OSHA standards, OSE Act, General Duty Clause 5(a)(1) and Competent Person, General Safety and Health Provisions, Subpart C, Health Hazard and Personal Protective Equipment, Fire Protection and Prevention, Material Handling, Storage, use and disposal, Tool Hand and Power, and Electrical. Must be a certified Contractor.

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.

BCV V011 Introduction to Construction (O) 90 hours

This course presents construction skills required to obtain permanent employment

BCV V131 Residential Carpentry I (O) 300 hours

The first in a series of three, this course prepares students to be employed as skilled frame carpenters. 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.

BCV V132 Residential Carpentry II (O) 300 hours

This course, second in a series of three, prepares students to be employed as skilled frame carpenters. 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: BCV V131.

BCV V133 Residential Carpentry III (O) 300 hours

This course, the last in a series of three, prepares students to be employed as skilled frame carpenters. Students will learn proper procedures for use of hazardous materials, construction layout, and methods and techniques of finished carpentry. Prerequisite: BCV V132.

BCV V811 Carpentry I (O) 425 hours

This course is the first in a series of four apprenticeship classes designed to prepare students for employment in construction carpentry. Course content includes construction materials, handling and safe use of hand tools, power tools, and machinery, and blueprint reading.

BCV V812 Carpentry II (O) 425 hours

This course is the second in a series of apprenticeship classes. This course reviews safety, mathematics, trade terminology, and use of machinery and tools. Topics of study include types of form construction, leveling instruments, site preparation, and building layout. Prerequisite: BCV V811.

BCV V813 Carpentry III (O) 425 hours

This course is the third in a series of apprenticeship classes. This course will focus on wood-frame construction, blueprint analysis, construction methods for floors, stairs, walls, ceilings, and roofs, exterior finishing, construction of porches and decks, and post-and-beam construction. Prerequisite: BCV V812.

BCV V814 Carpentry IV (O) 425 hours

This course is the last in a series of apprenticeship classes. This course will review all previously taught subjects. The focus of the course is on interior finish work for frame construction, temperature, moisture and sound control, and energy conservation. Prerequisite: BCV V813.

BCV V871 Residential/Commercial Wiring I (O) 425 hours

This course is the first in a series of four apprenticeship classes designed to prepare students for employment as residential or commercial electricians. This course introduces students to employment options in the trade, electrical theory, atomic theory, electron theory, voltage, conductors, insulators, direct current, circuits, resistors, and Ohm's Law.

BCV V872 Residential/Commercial Wiring II (O) 425 hours

This course is the second in a series of apprenticeship classes. This course focuses on electrical symbols, wiring requirements for residential and commercial applications, safety measures, the National Electrical Code, and mathematical computation. Prerequisite: BCV V871.

BCV V873 Residential/Commercial Wiring III (O) 425 hours

This course is the third in a series of apprenticeship classes. This course will focus on maintenance work, the use of testing instruments, power sources, and motor control. Prerequisite: BCV V872.

BCV V874 Residential/Commercial Wiring IV (O) 425 hours

This course is the last in a series of apprenticeship classes. At the completion of this series the student will be able to install, maintain, and repair both residential and commercial electrical systems using appropriate tools, procedures, materials, and test equipment in compliance with existing codes. This course will focus on review of the National Electrical Codes, preparation for the journeyman exam, and training in foreman skills. Prerequisite: BCV V873.

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.

BUSINESS ADMINISTRATION AND MANAGEMENT**ADV 2201 Advertising and Sales Promotion (D) 3 credits**

This course presents 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 presents 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 focuses on commercial paper, debtor-creditor relations, agency law, business organizations, insurance, wills, estates, and trusts. Prerequisite: BUL 2241.

FIN 1011 Securities Series 6 (O) 3 credits

This course provides information on Securities, Securities Markets, Investment Risk, Investment Companies, Variable Contracts, Retirement Plans, and Securities Regulation needed to pass the NASD Limited Representative Qualification Exam (Series 6).

GEB 1011 Introduction to Business (D) 3 credits

This course provides 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.

GEB 1931 Introduction to Business Technology (D) 3 credits

This course provides a historical perspective related to the role of technology associated with American business operations. The course emphasizes the technological advances made in a variety of business settings while specifically focusing on applications in accounting and financial services, office systems, management information systems, marketing and retailing.

GEB 1934 Winning Attitudes for Business (O) 2 credits

This course examines the dynamics of successful attitudes and the effects on family, work, and social situations. Participants are provided with methods for improving communications, developing empathy and awareness, and gaining respect for individual differences. Techniques for determining personal strengths, setting goals, managing time, and developing positive attitudes and self image are also explored and related to the workplace.

HFT 1000 Introduction to Hospitality and Tourism (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.

HFT 2002 Management of the Hospitality Industry (O) 3 credits

This course analyzes the functions and responsibilities of hospitality management in such areas as planning, organizing, staffing, and controlling. Students should have completed an introductory business course or possess related work experience.

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.

MAN 2021 Principles of Management (D) 3 credits

This course introduces management theories and processes needed by managers in nearly any modern organization. A variety of techniques is 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.
- 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 1044 Fundamentals of Customer Relations (O) .5 credit**
This course creates a fundamental awareness of quality customer service. The content will cover the areas of customer service, customer communication skills using Transactional Analysis, stressful situations, developing a quality customer service philosophy and how to implement that philosophy.
- MKA 1303 Mid-Management Seminar I (O) 4 credits**
This course provides 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 an opportunity to immediately apply fundamental management and marketing concepts. Prerequisite: MKA 1303.
- MKA 1351 Business Seminar & Supervised Work Experience I (O) 2 credits**
This course is an introductory seminar which provides 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 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 2021 Personal Selling (O) 3 credits**
This course 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.
- 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 skills necessary to create effective interior and window merchandise displays and create point of purchase promotional materials.
- MKA 2323 Mid-Management Seminar III (O) 4 credits**
 This course is the third of four and provides 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. Prerequisite: MKA 1313.
- MKA 2333 Mid-Management Seminar IV (O) 4 credits**
 This course is the last of four and provides an opportunity to immediately apply fundamental management and marketing concepts. Topics for each seminar rotate through a two-year cycle. Prerequisite: MKA 2323.
- 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.
- MNA 1330 Instructor Effectiveness Training (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.
- MNA 1801 Entrepreneurship (O) 3 credits**
 This course 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 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 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 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 2772 Human Relations in the Workplace (O) 1 credit**
This short course presents 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 on developing and understanding important skills such as: oral, written, nonverbal, and formal communications.
- 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 2932 Professional Development (O) 1 credit**
This course develops and refines skills and traits necessary to increase promotion potential, including time and stress management, decision making, motivation, and techniques of networking.
- 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 1261 Essentials of Contemporary Leadership (D) 3 credits**
This course refines leadership skills and attitudes. The focus will be on personality traits, behavioral change, and goal-setting techniques. Topics include motivation, communications, empathy, trust, team building, and human relations.
- SLS 1262 Leadership and Team Building (P) 1 credit**
This course develops and refines leadership skills and attitudes. The focus will be on behavioral change and goal setting techniques. Topics will include communication, team building, and human relations.
- SLS 1267 Team Building and Problem Solving (D) 1 credit**
This course bridges the gap between theoretical and practical education. Students work as teams to solve problems involved in developing curriculum. This provides a mixture of abstract and experiential learning opportunities with concrete applications and practical problem solving.

SLS 1406 General Skills Training (O) 3 credits
 This course presents materials related to job requirements in the telecommunications 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, résumé drafting, and interview techniques, and will be prepared to conduct a job search campaign based on a realistic job objective.

SLS 1422 Leadership Through Life Power (O) 2 credits
 This course uses experiential exercises and group dynamics analysis to help students understand how personal and professional life changes can be made through recognizing and giving up negative habits and changing attitudes and actions. Class emphasis is on understanding self and others to effectively create an environment for success.

MKA V001 Marketing-Retailing (O) 188 hours
 This course develops competencies essential to marketing. These include employability, human relations, communication, math, and economic skills. The fundamentals of marketing and selling are included.

MKA V095 Cash Register Checker Training (O) 188 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) 3 credits
 This is a study of the elementary principles of general chemistry for the non-science major.

CHM 1025 Principles of Chemistry (P) 3 credits
 This course emphasizes both chemical principles and chemical applications in today's world. The student will learn the scientific method of problem solving, and the applications of science in technology. Topics will include the periodic table, energy, the atmosphere, designing molecules, nuclear chemistry, and chemistry of food.

CHM 1033 Biochemistry for Health Professionals (O) 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 1045 General Chemistry I (P) 3 credits
 A study of the principles of chemistry, atomic and molecular structure, chemical bonding, properties of gases, stoichiometry, liquids, and solids. Prerequisite: MAC 1102. Corequisite: CHM 1045L.

CHM 1045L General Chemistry I Lab (P) 1 credit
This course is the laboratory for CHM 1045. Lab experiments will include the topics of principles of chemistry, atomic and molecular structure, chemical bonding, properties of gases, stoichiometry, liquids, and solids. Prerequisite/Corequisite: CHM 1045. Lab Fee \$20.00.

CHM 1046 General Chemistry II (P) 3 credits
A continuation of CHM 1045 including equilibrium, kinetics, electrochemistry, and descriptive chemistry of some elements. Prerequisite: CHM 1045. Corequisite: CHM 1046L.

CHM 1046L General Chemistry II Lab (P) 1 credit
This course is the laboratory for CHM 1046. Lab experiments will include the topics of equilibrium, kinetics, electrochemistry, and descriptive chemistry of some elements. Prerequisite: CHM 1045 and CHM 1045L. Prerequisite/Corequisite: CHM 1046. Lab Fee \$20.00.

CHM 2210C Organic Chemistry I (P) 4 credits
A study of the nomenclature, preparations, reactions, mechanisms, and electronic and structural features of carbon-containing compounds. Prerequisite: CHM 1046. Corequisite: CHM 2210L. Lab Fee \$20.00.

CHM 2211C Organic Chemistry II (P) 4 credits
A continuation of CHM 2210C. Prerequisite: CHM 2210C. Corequisite: CHM 2211L. Lab Fee \$20.00.

CHILD DEVELOPMENT AND EDUCATION

CHD 1104 Introduction to Early Childhood Education (O) 2 credits
This course covers the history, types, and guidelines for preschool education programs. Job opportunities are discussed.

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.

CHD 1332 Creative Experiences for the Young Child (D) 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 develop self-esteem, and how to provide encouragement to their children.

CHD 1533 Parenting for Giftedness (O) 1 credit
This course provides instruction in theory, research, practical strategies, and resources to develop the ability to work as a catalyst to stimulate and develop the potential of gifted children.

- CHD 2334 Early Childhood Language Arts & Reading (O) 3 credits**
This course studies language development, reading readiness, and primary reading skills for young children. Emphasis is on planning language arts and reading activities.
- EDF 1021 Social Elements in Early Childhood Education (D) 3 credits**
This course studies 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 1202 Principles of Early Childhood Curriculum (D) 3 credits**
This course presents 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.
- EEC 1260 Program Designs for Young Children (O) 3 credits**
This course studies principles and practices of programs for young children, current research study in early childhood education, the role of the teacher, and selection of equipment and materials for use in the early childhood education program.
- EEC 1313 Introduction to Preschool Practices (D) 2 credits**
This course introduces early childhood education and explores all facets of early childhood teaching.
- EEC 1601 Observing and Recording Behavior (O) 3 credits**
This course teaches observing and recording as it relates to the early childhood classroom.
- EEC 1946 Early Childhood Practicum I (D) 4 credits**
This course provides 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 1947 Early Childhood Practicum II (D) 4 credits**
This course is the second in a series of four courses. Prerequisite: EEC 1946.
- EEC 2948 Early Childhood Practicum III (D) 4 credits**
This course is the third in a series of four courses. Prerequisite: EEC 1947.
- EEC 2949 Early Childhood Practicum IV (D) 4 credits**
This course is the last in a series of four courses. Prerequisite: EEC 2948.
- EEX 2010 Survey of Disabling Conditions in Young Children (O) 3 credits**
This course surveys special-needs children, their families, and the agencies and systems available to provide assistance.
- 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 V115.
- HEV V115 30-Hour Statewide Childcare Training (O) 30 hours**
This course presents the State rules and regulations governing childcare; health, safety, and nutrition; identifying and reporting child abuse; and principles of child growth and development. It is designed to present the skills required to implement a developmentally appropriate, anti-bias program for children ages birth to 5. Lab Fee \$10.00.

- 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.
- HEV V159 Train the Trainer - Child Care (O) 6 hours**
This course provides an overview of the 20-hour child care worker's training program.
- HEV V171 Developmentally Appropriate Practices for Infants & Toddlers (O) 10 hours**
This course provides knowledge and skills necessary for implementation of a supportive, developmentally-appropriate, family-focused, group care environment for children from ages birth to 3. Prerequisite: HEV V115.
- HEV V104 Intro. to Child Care Operations (O) 225 hours**
This course introduces students to the child care profession. Focus is on job skills within a child care center, to become job ready.
- HEV V105 Child Care Operations (O) 225 hours**
This course continues the study of the child care profession. focus is on job skills within a child care center, to become job ready.

COLLEGE PREPARATORY - Placement Testing Required

See the following sections under descriptions in this catalog:

- *English: ENC 0080 Basic English Review; ENC 0001 Fundamentals of Writing
- *English as a Second Language: ESL 0021 ESL Prep Reading I; ESL 0022 ESL Prep Reading II; ESL 0062 ESL Grammar & Structure I, ESL 0063 ESL Grammar & Structure II
- *Mathematics: MAT 0012 Pre-Algebra; MAT 0024 Introductory Algebra
- *Reading: REA 0001 College Prep Reading I; REA 0002 College Prep Reading II
- *In addition to class time, these courses require two (2) hours per week in the Center for Personalized Instruction.

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.
- SLS 1401 Special Topics in Life Skills(O) .5 - 5 credits**
The course is an introduction to the development of skills which are essential, both professionally and personally in the following areas: goal setting, cultural awareness, personal and inter-personal communication, time management, self responsibility, stress management, self assessment, and the use of resources that can help promote success.
- SLS V266 Student Leadership Skills (O) 6 hours**
The course will introduce life management skills and will address leadership skills, problem solving, communication skills, group dynamics, decision making, human relations, public relations, team building, and other personal and group relations processes.

COMMERCIAL DRIVER TRAINING**TRA V081 Commercial Vehicle Driving (O) 360 hours**

This course prepares students for employment as a tractor/trailer/truck driver. The course content includes the following: types of equipment, vehicle systems, preventive maintenance, trip planning, loading and unloading, record keeping, human relations, safety, and 1,000 miles of over-the-road driving.

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) 1 credit

The 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. Lab Fee \$20.00.

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.

CEN 2507 Novell Installation & Support Technology (O) 3 credits

This course provides Novell Systems managers with the ability to install Novell Netware which will prepare individuals to be effective network managers. Recommended Prerequisite: CGS 2551, CGS 1560 and/or CGS 1561. Lab Fee \$20.00.

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 Windows, a word processor, a database operation, and an electronic spreadsheet. Lab Fee \$20.00.

CGS 1001 Introduction to Computer Usage II (O) 3 credits

This course sharpens 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. Lab Fee \$20.00.

CGS 1002 Fundamentals of Computer Usage (O) .5 credit

This course introduces the basics of common applications of the computer, including word processing, data base, and spreadsheet software. Special emphasis will be given to beginning commands and concepts necessary for these programs.

CGS 1003 Fundamentals of Computer Application (O) .5 credit

This course is an overview of fundamentals of computer usage. Students will receive hands-on experiences in a variety of computer concepts. The course will be modified to the specific needs of the participants.

- CGS 1007 Orientation to FIRN (O) 1 credit**
This course introduces the various hardware and software used to access the Florida Information Resource Network (FIRN). Students will explore the various applications through a hands-on approach. It is intended for those students eligible for access to FIRN.
- CGS 1011 Excelsior Grade2 (O) 1 credit**
This course helps new users learn Grade2 quickly and efficiently. New users will be guided through the process of using the powerful classroom management features of Grade2.
- CGS 1013 Computer Technology for Educators (O) 2-4 credits**
This course covers the use of computer applications in education. Topics may include authoring software, presentation software, and the use of computer peripherals such as CD-ROMs and laser disks.
- CGS 1041 Electronic Access to Info-Medical (O) 1 credit**
This course emphasizes access to medical/health information. Students will learn to develop effective search strategies using CD-ROM resources, online databases, and the Internet. Sources include: Medline, CINAHL, PDR, and GPO among others.
- 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 will examine access to books, journals, library holdings, newspapers, online resources, library catalogs, and the Internet through CD-ROM resources, online databases, and the Internet. Information analysis critical thinking, and effective search strategies will be emphasized. Lab Fee \$20.00.
- CGS 1053 Electronic Access to Educational Resources(D) 1 credit**
This course emphasizes access to educational information. Students will learn to develop effective search strategies using CD-ROM resources, online databases, and the Internet. They will also learn how to retrieve and evaluate electronic information; download and print from the databases; and cite electronic resources using the APA format. Students will be introduced to critical thinking skills, educational statistics, educational test sources, interlibrary loan, the Florida Diagnostic Learning Resource System, and the Florida Information Resource Network.
- CGS 1060 College Computing (P) 3 credits**
This course teaches how to use a computer for academic purposes. Extensive study is made of Windows, a word processor, an electronic spreadsheet, and computer search techniques using a database application. Lab Fee \$20.00.
- 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 1100 Electronic Access for Business (O) 1 credit**
This course emphasizes access to business information. Students will learn to develop effective search strategies using CD-ROM resources, online databases, and the Internet.

- 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, electronic spreadsheet, and an electronic gradebook. Instruction will include lecture, demonstration, and personalized instruction.
- CGS 1111 Introduction to Electronic Gradebook (O) 3 credits**
This course helps new users learn Excelsior Grade2 and Quiz2 quickly and efficiently. Students will explore both classroom management and test generation applications.
- 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 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 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 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 1505 Orientation to Word Perfect (O) 1 credit**
This course develops introductory-level skills for word processing using a microcomputer with the software WordPerfect.
- CGS 1507 Orientation to Q&A (O) 1 credit**
This course develops introductory-level skills for word processing using the program Q&A. Also, data storage techniques will be introduced.

- CGS 1510 Electronic Spreadsheet (O) 1 credit**
This course introduces the student to the fundamental commands in an electronic spreadsheet program and to some common uses of such a program.
- CGS 1511 Advanced LOTUS (O) 1 credit**
This course develops an understanding of such features of LOTUS as international formats, automatic macros, compose, hidden format, self-modifying macros, macro libraries, and data validation.
- CGS 1516 EXCEL I (O) 3 credits**
This course is a beginning-level course designed to examine the functional capabilities and applications for integrated software through hands-on usage of the Excel package. The course focuses on electronic spreadsheets, data base management, computer generated charts and graphs, and keyboard macros. Lab Fee \$20.00.
- CGS 1520 Orientation to Presentation Graphics (O) 1 credit**
This course is an orientation to business graphics software. Students will create text, charts, and graphs using the microcomputer.
- CGS 1530 LOTUS I (D) 3 credits**
This course is a beginning-level course examining the functional capabilities and applications for integrated software through hands-on usage of the LOTUS package. Focuses are electronic spreadsheet, data base management, and computer generated charts and graphs. Lab Fee \$20.00.
- CGS 1531 Introduction to Microsoft Works (D) 3 credits**
This course presents an overview on how to use the Microsoft Works integrated software package. Lab Fee \$20.00.
- CGS 1545 Orientation to ACCESS (O) 1 credit**
This course covers the basics of database management using a graphics based software. It teaches decision making strategies as well as the mechanics of creating tables, queries, forms, and reports.
- CGS 1552 Orientation to RiverNet (O) 1 credit**
This course provides an orientation to the RiverNet. It includes an introduction to Novell Operating Systems, Windows, Disk Operating Systems, and e-mail. Hands-on experiences with the RiverNet will be a part of this course.
- CGS 1554 Introduction to Telecommunications w/Computers (O) 3 credits**
This course introduces the student to the basics of telecommunications. Through hands-on instructions, students will learn to work with modems and telecommunications software. Students will learn to access various bulletin boards and upload and download files. Students will also learn how to install and operate a local bulletin board system. Lab Fee \$20.00.
- CGS 1555 Orientation to Internet (O) 1 credit**
This course provides a basic overview of Internet and an explanation of the Telnet remote log-on procedure. It will include an explanation of how to use Internet e-mail systems, sending and receiving mail, and accessing and using mail gateways to commercial mail systems. Students will explore Gopher, Archie, Internet White Pages, and other searching aids.

- CGS 1559 Introduction to the World Wide Web (O) 3 credits**
This course is designed to introduce students to the Internet via the World Wide Web (WWW). It teaches what the WWW is, how to browse and search it, and how to write effective Web pages using the HyperText Markup Language (HTML). The course will include a discussion of basic theory as well as practical hands-on exercises. Lab Fee \$20.00.
- CGS 1560 Disk Operating System I (O) 1 credit**
This course covers the fundamental commands of the IBM PC (Microsoft) operating system. Fundamental commands and how to use them to generate personalized batch files and directories are covered.
- CGS 1561 Disk Operating System II (O) 1 credit**
This course is a continuation of CGS 1560 and is designed to broaden the student's skills in using DOS. The course includes hands-on instruction using the IBM-PC Disk Operating System. Emphasis is placed on fixed disk operations and intermediate DOS commands.
- CGS 1564 Orientation to Windows (O) 1 credit**
This course introduces the student to Microsoft Windows in a DOS environment. Emphasis will be placed on how to use the Windows environment for file management, how to share data through Clipboards, how to activate and work with several applications at once, and how to manipulate the mouse.
- CGS 1565 Disk Operating System (O) 3 credits**
This course is an in-depth study of the 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. Lab Fee \$20.00.
- CGS 1566 Introduction to Microsoft Windows (O) 3 credits**
This course introduces students to Microsoft Windows. This is a hands-on class requiring no prior knowledge of MS Windows. Basic, intermediate, and some advanced features will be covered. Lab Fee \$20.00.
- 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 1871 Introduction to Multimedia (O) 3 credits**
This course introduces the student to current multimedia terms, definitions, and possible applications. The focus will be on developing effective and efficient desktop instruction using an authoring tool. Students learn to incorporate graphics to enhance presentations and how to use CD-ROM, video-disc, and digitized sound. Lab Fee \$20.00.
- CGS 1872 Orientation to Multimedia (O) 1 credit**
This course is an orientation to current multimedia terms, definitions, and possible applications. The focus will be on utilizing desktop instruction using existing software. Students learn to incorporate CD-ROM and video-disc technology to enhance their presentations.

- CGS 1873 Orientation to Toolbook (O) 1 credit**
This course offers an extensive introduction to Multimedia Toolbook with an emphasis on academic/business uses. Hands-on instruction is provided ranging from basic concepts of creating and manipulating Toolbook objects to building multimedia applications.
- CGS 1931 Electronic Access for Writing (D) 2 credits**
This course focuses on using high-technology information resources for the purpose of gathering information to write a composition, thesis, or term paper. The development of search strategies will be emphasized. Choosing a topic, finding information, word processing, and paper revisions will be included.
- CGS 2501 Advanced WordPerfect (O) 1 credit**
This course is an extension of WordPerfect I. 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. WordPerfect experience is recommended.
- CGS 2508 Advanced Microsoft Word (O) 1 credit**
This course develops intermediate-level skills for word processing using Microsoft Word. Topics include integrating text and graphics, merging a data source and main document, and maintaining files. Prerequisite: Experience with Microsoft Word.
- CGS 2512, LOTUS II (O) 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. Lab Fee \$20.00.
- CGS 2551 Novell System Manager (D) 3 credits**
This course provides an introduction to Novell Netware, workstations, and file server utilities. Topics include hardware, drive pointers, security, menuing, printing, log-ins, loading, and backup. Recommended Prerequisites: Experience with DOS. Lab Fee \$20.00.
- CGS 2553 Novell Netware (O) 3 credits**
This course provides an introduction to Novell Netware, Netware Directory Services, and Print server and utilities. Students will be effective netware managers. Lab Fee \$20.00.
- CGS 2556 Advanced Novell Netware (O) 3 credits**
This course is designed to demonstrate effective Novell Netware 4x planning, design and implementation procedures. Students will learn how to manage complex Novell networks, which includes preparing and managing NDS Partitions and Replicas. Lab Fee \$20.00.
- CGS 2557 Introduction to Internet (O) 3 credits**
This course teaches the student to be a user of the Internet. Topics include what the Internet is, how to make use of it, and how to use the pertinent facilities so a student can keep learning about new resources and capabilities on their own. Recommended Prerequisite: CEN 2500 or CGS 1554. Lab Fee \$20.00.

- CGS 2566 Advanced Microsoft Windows (O) 1 credit**
This hands-on course introduces students to Microsoft Windows intermediate and advanced features such as, using the pif editor and installing Windows applications. Students taking this course should have a basic working knowledge of Microsoft Windows and DOS. Recommended Prerequisite: CGS 1564 and CGS 1560,
- CGS 2874 Advanced Multimedia (O) 3 credits**
This course is designed to give Multimedia ToolBook Developers a deeper understanding of advanced ToolBook concepts. This will enable the student to create more sophisticated and complex multimedia applications. Additionally, the student will be able to create training-oriented applications using the latest multimedia ToolBook CBT Edition. Prerequisite: CGS 1871
- 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. Lab Fee \$20.00.
- CIS 2321 Computer Systems Design (D) 3 credits**
This course presents a discussion with case studies and class problems of how business procedures can be applied most effectively to the computer. This course is offered only during the spring semester.
- 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. Recommended Prerequisite: COP 2000.
- COP 1171 BASIC Programming II (D) 3 credits**
This course is a continuation of COP 1170 using more advanced coding techniques. Emphasis is on writing file handling algorithms. Other topics include: single and multidimensional arrays, searching, and data validation techniques.
- COP 1332 Visual BASIC (D) 3 credits**
This course is an introduction to Visual BASIC for Windows. Students will learn to create applications which operate in a Microsoft Windows environment using Visual BASIC programming concepts and tools. Recommended Prerequisite: COP 2000. Lab Fee \$20.00.
- 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. MAC 1102 is a recommended prerequisite. Lab Fee \$20.00.

- 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, queries, linked lists, tree structures, sorting and searching. Prerequisite: COP 2000. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- 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.
- COP 2212 FORTRAN Programming for Engineers (D) 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 Recommended prerequisite: COP 2000. Lab Fee \$20.00.
- 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 microcomputer, 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. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- COP 2400 ASSEMBLER Programming I (O) 3 credits**
This course teaches the fundamental instruction set of the 8088 microprocessor, as well as the fundamental design and execution of ASSEMBLER. Recommended Prerequisite: COP 2000, COP 2001, COP 2530. Lab Fee \$20.00.

COP 2530 Data Structures (O) 3 credits

This course teaches how data is organized for computer processing. Data structures studied will include simple lists, linked lists, stacks, queues, binary trees, hash lists, and heaps. In addition, procedures for using data structures such as sorting, merging, inserting, searching, accessing, and deleting will be presented.

COP 2701 Data Base Programming (O) 3 credits

This course teaches the fundamentals of using a relational database and the programming language available with the database software. Recommended Prerequisite: COP 2000. Lab Fee \$20.00.

COP 2822 Web Page Authoring (O) 1 credit

This course provides a basic overview of how to write and edit Internet World Wide Web (WWW) documents using the HyperText Markup Language (HTML). It will include an explanation of how to create your own Web pages using hyperlinks and a variety of options for manipulating text, graphic, audio, and other forms of data. Recommended Prerequisite: CGS 1555 or CGS 2557.

CEN V509 Network Fundamentals I 75 hours

This course introduces the student to operating system and network concepts necessary for a fundamental understanding of networking.

CGS V533 Integrated Visual Presentations (O) 75 hours

This course familiarizes the student with a presentation graphics program used for creating visual presentations in a business environment. It also emphasizes basic integration of data between Microsoft Windows applications.

CGS P004 Fundamentals of Microcomputer Technology (O) 3-8 hours

This course provides the fundamentals of microcomputer technology. Basic hardware and software requirements will be explored.

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 mannequins, students, and patrons in the College laboratory. Prerequisite: permission of instructor. Lab Fee \$100.00.

COS V080C Anatomy, Physiology & Chemistry of Cosmetology (O) 501 hours

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. Lab Fee \$50.00.

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. Lab Fee \$50.00.

- COS V905 Cosmetology Extended Hours 60 hours**
This course is designed to provide additional opportunity to complete the basic cosmetology program. Instruction is designed to qualify students for employment upon successfully passing the Florida cosmetology license examination. The content includes, but is not limited to, communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices; Florida cosmetology law and rules, acquisition of knowledge of cosmetology and its related chemistry, bacteriology, anatomy and physiology; development of skill in performing the manipulative technique required in the practice of cosmetology. Prerequisite: COS V0001C, COSV 080C, COS V081C. Lab Fee \$60.00.
- COS V926 Cosmetology Theory Review (O) various hours**
This course provides students with an overall review of the theory portion of the cosmetology program. The focus will be geared to the individual needs of each student.
- COS V920 Cosmetology License Review (O) 40 hours**
This course is designed for out-of-state licensed cosmetologists wanting to obtain Florida licensure. Lab Fee \$225.00.
- 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. Lab Fee \$35.00.
- 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. Lab Fee \$35.00.
- 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. Lab Fee \$25.00.
- 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. Lab Fee \$300.00.
- CSP V010 Manicuring, Pedicuring, Nail Extensions I (O) 128 hours**
This course prepares the student to obtain employment as a Florida registered Nail Technician. Lab Fee \$150.00.

- CSP V011 Manicuring, Pedicuring, Nail Extensions II (O) 128 hours**
This course is a continuation of Manicuring, Pedicuring, Nail Extensions I. The course will focus on advanced nail techniques, Florida law, and employability. Prerequisite: CSP V010.
- CSP V100 Esthetics (O) 260 hours**
This course prepares the student to obtain employment as a Florida Licensed Esthetician. Lab Fee \$150.00.
- 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. Lab Fee \$25.00.

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.
- *CCJ 2232 Advanced Criminal Law in Criminal Investigations (O) 3 credits**
This course analyzes the origins and current status of the law of search and seizure and confessions.
- *CJD 2652 Advanced Death Investigation (O) 3 credits**
This course examines contemporary methods, tactics, procedures, and forensic techniques utilized during the investigation of sudden and violent death.
- *CCJ 2033 Advanced Media Relations (O) 3 credits**
This course gives supervisors and public information officers a background in news media issues, how the media functions, the Florida public records law, the role of the public information officer, and techniques in dealing with news media.
- *CJD 2607 Advanced Narcotics Investigation (O) 3 credits**
This course adds expertise to 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 2511 Advanced Spanish for Law Enforcement (O) 3 credits**
This course enhances the technical communication abilities in Spanish as applied to Law Enforcement. Prerequisite: CJD 1510, SPN 1120 or permission of instructor.
- *CJD 1608 Advanced Traffic Accident Investigation(O) 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) 3 credits**
Instruction in determination of cause and origin in the investigation of suspicious fires. This includes evidence collection and examination of arson statutes.

*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

CJD 2667 Background Investigations (O) 1 credit

This course is designed to train the officer assigned to do background investigations on new employees, how to determine their suitability for employment as a sworn officer. Student must have Criminal Justice Background Investigation.

***CJD 1630 Basic Firearms Instructor Training (O) 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 judgment to do whatever is required of them in the lawful use of firearms. Prerequisite: CJD 1501.

***CJD 1681 Case Preparation and Court Presentation (O) 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 are presented in this course.

***CJD 1682 Civil Liabilities and Legal Issues (O) 1 credit**

This course is a study of 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 2324 Command Leadership (O) 5 credit

This course addresses both theories and techniques of management and leadership in law enforcement. Emphasis will be placed on analytical thinking, problem solving and pragmatic application to real situations. The course will focus on issues and challenges facing law enforcement executives and explore options to increase organizational effectiveness.

***CJD 1665 Computer Applications for Law Enforcement (O) 3 credits**

This course provides instruction for the use of computers 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.

CCJ 2250 Constitutional Law (D) 3 credits

This course is 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 2440 Correctional Institution Administration and Organization (O) 3 credits

This course provides 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 Correction 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: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- *CJT 2120 Crime Scene Procedures (O) 3 credits**
This course emphasizes preliminary investigation techniques, crime scene protection, recording, processing, collection and preservation of evidence, fingerprint technology, and legal aspects of evidence.
- *CJD 2648 Crimes Against Children (O) 2 credits**
This course increases the student's ability to understand the complexity and dynamics of identification and investigation of the child molester.
- CJT 2100 Criminal Investigation (D) 3 credits**
This course teaches the 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 follow-up.
- CCJ 2220 Criminal Law (D) 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) 3 credits**
This course presents the 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 will be covered. A functional analysis of the rules of evidence in court procedures is presented.
- *CJD 1693 Crisis Intervention (O) 3 credits**
This course is a study of the nature and causes of human stress in crisis situations involving criminal justice practitioners including law enforcement, judicial, and correctional personnel. This course is designed to enhance the officer's knowledge, skills, and abilities to effectively recognize and handle common crises.
- *CJD 2625 Critical Incident Management (O) 1 credit**
This course is to prepare law enforcement officers, managers and supervisors to handle a wide range of critical incidents to include technological disasters like hazardous materials spills, plane and train crashes, catastrophic, fires, barricaded suspects, natural disasters, terrorist incidents, urban disorders and riots.
- *CJD 1255 Defensive Tactics Instructor Training (O) 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. The focus is 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 1501.
- *CJD 2251 Detective Academy (Investigations) (O) 5 credits**
This course trains the new criminal investigator and enhances 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.

*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- *CJD 1471 Discipline and Special Confinement Techniques (O) 3 credits**
This course introduces 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, and verbal and nonverbal communication.
- *CJD 2697 Domestic Violence (O) 1 credit**
This course will enable Law Enforcement Officers to improve their skills in dealing with domestic violence.
- *CJD 2698 Domestic Intervention (O) 3 credits**
This course provides the officer with an enhanced awareness of domestic intervention symposiums and techniques, including information and case studies on specific domestic and social problems.
- *CJD 1669 Driver Instructor Training (O) 3 credits**
This course covers basic instructional techniques used to train law enforcement personnel as driving instructors. Prerequisite: CJD 1501.
- *CJD 1677 Drug Awareness and Education (O) 3 credits**
This course 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.
- *CJD 1470 Emergency Preparedness for Correctional Officers (O) 3 credits**
This course introduces correctional officers to the concepts and key components of emergency situations, effective leadership to prevent such occurrences, and internal factors both inside and outside correctional settings which affect emergency situations. Prerequisite: Must be a certified correctional officer.
- *CCJ 2430 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) 3 credits**
This course introduces 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 1510 Foreign Language Skills for Criminal Justice (O) 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: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- CCJ 1223 Fundamentals of Law (O) 3 credits**
 This course provides a basic introduction to law and the legal system designed to provide a broad understanding of Civil, Criminal, and Constitution Laws and their application to factual situations. The student will be exposed to an overview of how the judicial system works, the principle of precedent, statutory interpretation and appellate procedure.
- *CCJ 2627 Hostage Negotiation (O) 3 credits**
 This course provides hostage negotiators with the skills needed to resolve a hostage or barricaded-subject situation.
- *CJD 1696 Human and Community Relations (O) 3 credits**
 This course introduces the criminal justice officer to the effects of stress, morale, and communication skills on their 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 Investigations (O) 3 credits**
 This course 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) 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.
- *CJT 2230 Intoxilyzer 5,000 Technician (O) 3 credits**
 This course evaluates and qualifies chemical tests technicians. The course covers history of alcohol, alcohol tolerance, scientific laws affecting chemical tests, measurement procedures, preventive maintenance of chemical test instruments or devices, case preparation 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. Lab Fee \$10.00.
- CCJ 2300 Introduction to Corrections (D) 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) 3 credits**
 This course examines the functions, organization, and management of U.S. courts with special emphasis on Florida's courts.
- CJT 2110 Introduction to Criminalistics (O) 3 credits**
 This course presents basic scientific techniques of collection, identification, preservation, and transportation of physical evidence. Familiarization with, demonstration of, and work experience in lab criminalistics will be emphasized along with demonstrating the capabilities and limitations of the laboratory. Prerequisite: CJT 2100.
- CCJ 2020 Introduction to Criminal Justice (D) 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 systems 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.
- *Prerequisite:** Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- *CCJ 2602 Investigations of Cults and Deviant Groups (O) 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) 3 credits**
This advanced course covers the techniques, methods, principles, and issues of interviewing and interrogations.
- CCJ 2500 The Juvenile and the Law (O) 3 credits**
The course deals with the effects of contemporary cultural environment of adolescents and juvenile offenders. There will be an in-depth study of the causes, classifications, and interpersonal relationships of delinquency as seen by the family, school, police officers, 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 1326 Leadership Module I (O) 3 credits**
This course presents to perspective or newly-appointed team leaders the knowledge and skills required to effectively and efficiently perform the duties of the first-level leader. Prerequisite: CJD 1310 or permission of the Criminal Justice Director.
- *CJD 1310 Line Supervision (O) 5 credits**
This course introduces law enforcement and correctional officers to the concepts and key components for effective and successful supervision in the jobs they perform. This will enhance both productivity and morale. Prerequisite: CJD 1314, CJD 1632, or CCJ 2441.
- *CCJ 2034 Media Crisis (O) 1 credit**
This course enables law enforcement personnel to improve their skills in dealing with the news media in a pressure situation when the reputation and credibility of the agency is at stake. Emphasis on tactical considerations in dealing with media crisis, as well as interview techniques, will be examined.
- *CJD 2320 Middle Management (O) 5 credits**
This course is 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 & Investigation (O) 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.
- *CJT 2341 Police Cyclist Training (O) 2 credits**
This course prepares the law enforcement officer for patrol duty using bicycles. Officers will learn to ride safely and comfortably in traffic, off-road, and in various conditions they are likely to experience.

***Prerequisite:** Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- CCJ 2400 Police Organization and Administration (O) 3 credits**
 This course covers the 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 1011 Police Procedures (O) 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 are covered.
- *CJD 1666 Police Report Writing Procedures (O) 1 credit**
 This course is designed to serve as Police Report Writing Procedures review that will assist the students to better prepare their written reports in a clear, complete and concise manner.
- CCJ 2330 Probation and Parole (O) 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 are covered.
- *CJD 1615 Radar Operators (O) 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) 3 credits**
 To provide a focused review and practice of the basic elements necessary for effective writing in any situation for any type of report.
- CCJ 2230 Rules of Evidence (D) 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 will be covered.
- *CJD 1672 School Resource Officer (O) 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 1253 Self Defense and Use of Force (O) 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.

*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

- *CJD 2603 Sex Crimes Investigation (O) 3 credits**
This course will provide 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) 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.
- *CJD 1691 Stress Awareness and Resolution (O) 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.
- *CJD 1662 Tactical Police Driving (O) 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) 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.
- *CJD 2609 Traffic Accident Reconstruction (O) 5 credits**
This course provides 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) 3 credits**
This course 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.
- CJT 1933 Unarmed Self Defense (O) 1 credit**
This course is designed for the civilian employee to provide basic skills in unarmed self defense. It will enhance and develop their knowledge through theoretical and practical application in adherence to state and federal laws and guidelines.

- *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.
- *CJD 1468 Youthful Offenders (O) 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 V995 Criminal Justice Assisting I (O) 45 hours**
 This course will examine the practical applications of the legal system as it relates to the laws which govern the democratic society.
- CJ V935 Criminal Justice Assisting II (O) 45 hours**
 This course will examine the daily skills and techniques needed by criminal justice personnel to perform patrol tactic and respond to various types of calls. Methods of approach to various high-risk situations are explored with practical exercises included. In addition, students will be provided information regarding traffic enforcement and control, with an understanding of the basic functions involving accident investigations, scene management, and report procedures.
- CJD V101 Community Service Officer Training (O) 160 hours**
 This course trains non-sworn criminal justice personnel to perform various tasks and duties previously assigned to certified officers. The Community Service Officer will be provided with basic training in all non-sworn sections of the agency to allow for greater flexibility as needs are identified.
- 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.
- CJD V939 Law Enforcement Basic Recruit Review (O) 48 hours**
 This course reviews course content in the Law Enforcement Basic Recruit Training and will assist the recruit to prepare for the State Certification Exam for Law Enforcement Officers. Prerequisite: Basic Law Enforcement Recruit Training.
- CJT V930 Law Enforcement Volunteer 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. Lab Fee \$10.00.
- CJD V749 Review for Basic Corrections (O) 24 hours**
 This course assists Corrections Basic Recruit Training graduates in their preparation for the State Certification Exam for Correctional Officers.

*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

CJT V811 Security Officer Training (O) 40 hours
This course provides the state minimum training requirement for applicants of the Class "D" Security Officer license. This basic level training presents an overview of the role and responsibilities of Security Officers. Lab Fee \$5.00.

**CRIMINAL JUSTICE - CORRECTIONS/LAW ENFORCEMENT ACADEMY
(Permission of Criminal Justice Training Institute Required Prior to Admission)**

CJD 2742 Correctional Operations (O) 2 credits
This course examines the operation of correctional facilities. Topics will include the intake of new inmates, aspects of inmate daily care, institutional procedures, and techniques utilized by officers in the performance of daily tasks. This course is part of the Criminal Justice Academy Track A.S. Degree and the Corrections Academy.

CJD 1702 Criminal Justice Communications (O) 3 credits
This course provides instruction on the report-writing process, from the interview through submission of the final report. Interviewing, taking a statement, notetaking, interrogation, interpersonal skills, and telephone and radio communication skills are included in the course. This course is used in the Law Enforcement and Corrections Academies and in the Criminal Justice Academy Track A.S. Degree.

CJD V704 Criminal Justice Defensive Tactics (O) 64 hours
This course provides instruction in techniques used for an officer's personal safety. Skills and techniques used to subdue, search, and transport resisting individuals, as well as the use of restraining devices, impact weapons, pressure points are covered. This course is used in Law Enforcement and Corrections Academies. Lab Fee \$25.00.

CJD 1700 Criminal Justice Legal I (O) 3 credits
This course provides an introductory overview of the criminal justice system and history of law. The focus of the course will be on officer application of the law. Court procedures and testimony are also studied. This course is used in the Law Enforcement and Correction Academies and in the Criminal Justice Academy Track A.S. Degree.

CJD 1701 Criminal Justice Legal II (O) 3 credits
This course provides instruction in Constitutional Law and its applications to the public and to the officer's duties. Laws, elements of various crimes, civil law applications, and the criminal and civil liability of officers are studied. This course is used in the Law Enforcement and Correction Academies and in the Criminal Justice Academy Track A.S. Degree.

***CJD 1254 Criminal Justice First Responder (O) 2 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. Lab Fee \$25.00.

CJD 1704 Criminal Justice Defensive Tactics (O) 2 credits
This course is designed for students in the A.S. Criminal Justice Academy Track degree. The course provides instruction in techniques used for an officer's personal safety. Skills and techniques used to subdue, search, and transport resisting individuals, as well as the use of restraining devices, impact weapons, and pressure points are covered. Lab Fee \$25.00.

***Prerequisite:** Florida State Certified Law Enforcement, Corrections and Probation Officers only or Permission of Criminal Justice Department.

CJD 1705 Criminal Justice Weapons (O) 3 credits

This course is designed for students in the A.S. Criminal Justice Academy Track degree. The course provides instruction in the use of officer firearms, including handguns and shotguns. Practical hands-on experience is provided. Lab Fee \$25.00.

CJD 1754 Criminal Justice Physical Conditioning (O) 2 credits

This course is designed for students in the A.S. Criminal Justice Academy Track degree. The course emphasizes physical fitness/conditioning as a measure of the holistic concept of physical health status.

CJD 2703 Interpersonal Skills I (O) 6 credits

This course is designed for students in the A.S. Criminal Justice Academy Track degree. Topics include needs of various groups, crime prevention, crisis intervention techniques, handling various types of criminals, and stress recognition and reduction.

CJD 2721 Law Enforcement Patrol (O) 4 credits

This course is designed for students in the A.S. Criminal Justice Academy Track degree. The course presents the skills and techniques used by officers to perform patrol duties and to respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical experiences included. Also included are firefighting, crowd control, and unusual occurrence events techniques.

CJD 2723 Vehicle Operations (O) 2 credits

This course is designed for students in the A.S. Criminal Justice Academy Track degree. The course explores the components of the police driving environment. Practical exercises on the driving range are conducted. Lab Fee \$25.00.

CJD 2990 Cultural Diversity (O) 2 credits

This course is designed for students in the A.S. Criminal Justice Academy Track degree. The course explores racial, cultural, and gender diversity as it relates to law enforcement and corrections officers.

CJD V254 Criminal Justice First Responder (O) 44 hours

This course provides instruction in the techniques of emergency medical care for the law enforcement or corrections officer first at an emergency scene. This course is used in the Law Enforcement and Corrections Academies. Lab Fee \$25.00.

CJD V754 Criminal Justice Physical Conditioning (O) 50 hours

This course emphasizes physical fitness/conditioning as a measure of the holistic concept of physical health status. The course is used in the Law Enforcement and Correction Academies.

CJD V705 Criminal Justice Weapons (O) 72 hours

This course provides instruction in the use of officer firearms, including handguns and shotguns. Practical hands-on experience is provided. This course is used in the Law Enforcement and Correction Academies. Lab Fee \$25.00.

CJD 2741 Emergency Preparedness (O) 2 credits

This course provides training in skills required for riot and disturbance control and firefighting within correctional facilities. This course is part of the Criminal Justice Academy Track A.S. Degree and Corrections Academy.

- CJD V773 Interpersonal Skills I - Corrections (O) 86 hours**
This course addresses the interpersonal skills used by the corrections officer, including handling various types of inmates; intervention techniques, and crime prevention within the correctional facility. This course is part of the Correction Academy.
- CJD 2740 Interpersonal Skills II (O) 2 credits**
This course is designed for students in the A.S. Criminal Justice Academy Track degree. The course addresses the extensive interpersonal skills used by the corrections officer within the corrections facility.
- CJD V763 Interpersonal Skills I - Law Enforcement (O) 40 hours**
This course addresses the interpersonal skills needed by law enforcement officers, including needs of various groups, intervention techniques, and crime prevention. This course is part of the Law Enforcement Academy.
- CJD V750 Interpersonal Skills II (O) 24 hours**
This course addresses the extensive interpersonal skills used by the corrections officer within the corrections facility. Topics include inmate adjustment, types/classifications of inmates, female inmates, inmate crime, and inmate manipulation. This course is part of the Corrections Academy.
- CJD 2724 Law Enforcement Investigations (O) 5 credits**
This course provides instruction on the techniques, skills, and strategies used in the investigation of various crimes. Methods of observation, crime scene techniques, case preparation, and Florida's computer network are studied. This course is part of the Criminal Justice Academy Track A.S. Degree and the Law Enforcement Academy.
- CJD 2720 Law Enforcement Legal III (O) 2 credits**
This course presents the legal aspects of the law enforcement officer's daily duties, patrol tactics, and the techniques used in responding to various types of police calls. This course is used in the Criminal Justice Academy Track A.S. Degree.
- CJD V731 Law Enforcement Patrol (O) 80 hours**
This course is part of the Law Enforcement Academy. The course presents the skills and techniques used by police officers on patrol. Students will be taught appropriate techniques to use when responding to various types of calls. Practical experiences are included.
- CJD 2722 Law Enforcement Traffic (O) 4 credits**
This course provides instruction on the skills and techniques in traffic control. Topics will include traffic enforcement, DUI offenses, accident investigation, scene management, reporting procedures, and traffic stops. This course is part of the Criminal Justice Academy Track A.S. Degree and the Law Enforcement Academy.
- CCJ V304 Orientation to Corrections (O) 101 hours**
This course provides an orientation to various topics pertaining to the Corrections Officer. This course is part of the Corrections Academy.
- CCJ V103 Orientation to Law Enforcement (O) 32 hours**
This course provides an orientation to various topics pertaining to the Law Enforcement Officer. This course is part of the Law Enforcement Academy.

CJD V723 Vehicle Operations (O) 42 hours

This course explores the components of the police driving environment. Practical exercises on the driving range are conducted. This course is used in the Law Enforcement Academy. Lab Fee \$25.00.

CDT P048 Intoxilyzer Refresher 8 hours

This course is designed to prepare law enforcement officers, such as police officers, deputy sheriffs, state highway patrol officers, and fish and game wardens, for their re-qualification as chemical-test technicians. It includes discussions of units of measurement in chemical testing, properties of alcohol, and Florida state regulations regarding chemical testing. Equipment demonstrations and laboratory presentations precede student testing for re-certification. Lab Fee \$5.00.

DENTAL ASSISTING

DEA V025 Preclinical Orientation (O) 128 hours

This course introduces the student to the practice of dental assisting. The dental health team, educational requirements, and professional associations are discussed as well as medical/dental history, operation/maintenance of dental equipment microbiology, sterilization/asepsis, psychology in dentistry, and operative and fixed prosthodontics.

DEA V025L Preclinical Orientation Lab (O) 64 hours

This course is designed for the student to participate in clinical experience involving patients and dentists performing functions required of a dental assistant in an office/clinic setting. Lab Fee \$182.00.

DEA V130 Related Dental Theory (O) 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 V200C Dental Office Management (O) 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 résumé writing.

DEA V800 Clinical Practice I (O) 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) 216 hours

This course is a continuation and further development of the knowledge, skill, and competencies developed in Preclinical Orientation Lab. Prerequisite: DEA V025L. Lab Fee \$212.00.

DEA V820 Expanded Functions I (O) 32 hours

This course is designed to provide knowledge necessary to perform expanded functions permitted by the Florida State Board of Dentistry.

- DEA V820L Expanded Functions I Lab (O) 16 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. Lab Fee \$40.00.
- DEA V821 Expanded Functions II (O) 32 hours**
This course is a continuation of Expanded Functions I. Course content will include additional intraoral functions designed by the Florida State Board of Dentistry. Prerequisite: DEA V820.
- DEA V821L Expanded Functions II Lab (O) 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. Lab Fee \$40.00.
- DEA V823 Health Office Emergencies (O) 32 hours**
This course will present information for dealing with medical emergencies that may occur in a dental office/clinic.
- DEA V850 Clinical Practice II (O) 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) 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. Lab Fee \$182.00.
- DES 1000 Head, Neck, and Dental Anatomy (O) 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 P921 Expanded Functions of the Dental Auxiliary 40 hours**
This course is intended for persons currently employed in the dental profession. Upon completion of this course the student will be able to perform all intraoral procedures as designated by the Florida State Board of Dentistry. Prerequisite: Employment in dental profession.
- DEA P924 Sterilization & Disinfection 8 hours**
This course is designed for the dental auxiliary to understand the etiology of infectious diseases, the importance of a thorough medical history, OSHA guidelines on infection control in the dental practice, disinfection of operatory and equipment, and sterilization procedures. Lab Fee \$20.00.
- DES P920 Radiography Certification for Dental Auxiliary 16 hours**
This course is designed as a review for dental auxiliaries to reacquaint them with the necessary background material and fundamental principles needed for certification in radiation safety as currently required by Florida law. Prerequisite: permission of instructor. Lab Fee \$18.00.

DEH 1931 Orthodontics for the Dental Auxiliary (O) 1 credit

This course includes instruction on the history of orthodontics, malocclusion, orthodontic vocabulary, photographs, bracket slot, wires, tooth movement, and all phases of bonding, wires, headgear, and retainer finishing.

DENTAL HYGIENE**DEH 1003C Pre-Clinical Dental Hygiene (O) 3 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. Lab Fee \$20.00. Insurance Fee \$44.00.

DEA 1301 Preventive Dentistry (O) 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) 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 asepsis techniques, operator/patient positioning, dental charting and polishing skills, instrument transfer and evaluation are also included. Lab Fee \$20.00.

DEH 1800C Clinical Dental Hygiene I (O) 5 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 1003C. Lab Fee \$20.00.

DEH 1802C Clinical Dental Hygiene II (O) 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. Lab Fee \$20.00.

DEH 1820 Health Office Emergencies (O) 2 credits

This course presents information in dealing with medical emergencies that may occur in a dental office/clinic.

DEH 2530C Expanded Functions for Dental Hygienists (O) 2 credits

This course provides the basic knowledge and clinical practice required for the dental hygienist to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry. Lab Fee \$20.00.

DEH 2602 Periodontology (O) 2 credits

This course studies 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.

- DEH 2702C Community Dental Health (O) 3 credits**
This course studies 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. Corequisite: SPC 1600.
- DEH 2804C Clinical Dental Hygiene III (O) 6 credits**
This course will enable the student to demonstrate independence and to use judgment 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 scaling, air polishing, gingival curettage, nutritional counseling, and intraoral photography are included. Prerequisite: DEH 1802C, Corequisite: DIE 2201. Lab Fee \$20.00. Insurance Fee \$44.00.
- DEH 2806C Clinical Dental Hygiene IV (O) 7 credits**
This final course in the Clinical Dental Hygiene series enables the student to demonstrate independence and judgment 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. Lab Fee \$20.00.
- DES 2501 Dental Office Management (O) 2 credits**
This course acquaints students 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 résumé writing.
- DES 1000 Head, Neck, and Dental Anatomy (O) 3 credits**
This course studies 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 1030 Oral Embryology and Histology (O) 2 credits**
This course studies 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) 2 credits**
This course studies 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 2093 and BSC 2093L. Corequisite: BSC 2094 and BSC 2094L.
- DES 1100C Elements of Dental Materials (O) 3 credits**
This is a series of lecture-demonstrations that acquaints 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. Lab Fee \$20.00.
- DES 1200 Dental Radiography (O) 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) 1 credit

The student applies those principles learned in DES 1200 in the clinical setting. Techniques for obtaining periapical, bitewing, occlusal, and extra-oral radiographs are covered. Lab Fee \$20.00.

DES 2044 General and Oral Pathology (O) 2 credits

This course studies 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. Prerequisites: BSC 2094 and BSC 2094L, MCB 2010 and MCB 2010L, DES 1030.

DES 2051 Pain Control and Anesthesia (O) 1 credit

This course studies 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, DEH 1820.

DENTAL LABORATORY TECHNOLOGY**DES 1140C Dental Materials I (O) 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.

DES 2141C Dental Materials II (O) 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 1010 Oral Anatomy (O) 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) 2 credits

This course emphasizes the theory of teeth and their supporting structures. Topics include: written definitions of relevant nomenclature, dental occlusion, and function. Lab Fee \$20.00

DTE 1020L Tooth Physiology and Anatomy Lab (O) 3 credits

The student will draw different peripheral views of maxillary and mandibular teeth and will carve natural size teeth in wax medium. Lab Fee \$20.00.

DTE 1103 Complete Denture Theory (O) 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 Lab (O) 4 credits

The student will use lab stone and plaster, acrylic resins and articulations 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. This course will emphasize steps of denture construction. Lab Fee \$20.00.

- DTE 1132 Orthodontic and Pedodontic Theory (O) 1 credit**
This course emphasizes theory in the fabrication of removable orthodontic appliances. Topics will include Hawley retainers, tooth movement appliances, functional appliances and orthodontic study models.
- DTE 1132L Orthodontic and Pedodontic Lab (O) 2 credits**
This course provides laboratory application of orthodontic and pedodontic theory. Lab Fee \$20.00.
- DTE 1152 Fabrication of Crowns & Bridges (O) 1 credit**
This course provides instruction to enable the student to properly fabricate temporary crowns and bridges. Several techniques will be included with laboratory requirements. Lab Fee \$85.00.
- DTE 2030 Occlusal Topography (O) 1 credit**
This course emphasizes the theory of dental occlusion, including surfaces of teeth.
- DTE 2030L Occlusal Topography Lab (O) 2 credits**
This course provides laboratory application of the theory of topography. Lab Fee \$20.00.
- DTE 2107 Partial Denture Theory (O) 2 credits**
This course emphasizes the theory and nomenclature of partial denture construction.
- DTE 2107L Partial Denture Lab (O) 4 credits**
This class teaches laboratory applications 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. Lab Fee \$20.00.
- DTE 2141 Ceramic Theory (O) 2 credits**
This course emphasizes the theory and nomenclature of dental ceramics as well as the basic principles of porcelain fused metal crowns and bridges.
- DTE 2141L Ceramic Lab (O) 4 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. Lab Fee \$20.00.
- DTE 2150 Crown and Bridge Theory (O) 2 credits**
This course will emphasize the theory and nomenclature of elementary crown and bridge construction.
- DTE 2150L Crown and Bridge Lab (O) 4 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. Lab Fee \$20.00.
- DTE 2151 Advanced Prosthodontics Theory (O) 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) 5 credits**
The student will construct more complex prosthetics with an emphasis on developing proficiency. The student will also gain practical clinical experience from casework provided by the dental clinic and community. Lab Fee \$20.00.
- DTE 2180 Dental Laboratory Operations (O) 2 credits**
This course emphasizes the study of day-to-day operation of a dental laboratory. Topics include marketing, dental lab design, price lists, infection control, and hazard communication.
- DTE 2191 Assimilation of Dental Technology (O) 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) 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, the responsibility of the technician to the patient, and dental organizations that affect the dental technician and laboratory.

DRAFTING AND DESIGN TECHNOLOGY

- BCN 1250 Architectural Drafting Principles (D) 3 credits**
This course presents 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. Lab Fee \$30.00.
- BCN 2251 Architectural Drafting - Residential (O) 3 credits**
This course teaches architectural drafting for a residential home. Architectural design and floor plan layout is emphasized. Prerequisite: BCN 1250 or permission of instructor. Lab Fee \$30.00.
- BCN 2253 Architectural Drafting - Commercial (O) 3 credits**
This course provides the opportunity to design and draw a full set of construction documents for a small commercial building. Commercial construction requires knowledge of model building codes, a variety of building materials, and methods of commercial construction. Prerequisite: BCN 2251. Lab Fee \$30.00.
- EGS 1110 Engineering Graphics (D) 3 credits**
This course presents basic graphical communications including the use of instruments, lettering, scales including metrics, engineering geometry, orthographic projection, sections, pictorials, dimensioning and tolerancing, and working drawings. Lab Fee \$30.00.
- EGS 1130 Descriptive Geometry (D) 3 credits**
This course teaches spatial relationship of points, lines and planes, primary and successive auxiliary views, revolutions, intersections, and vector graphics. Prerequisite: EGS 1110. Lab Fee \$30.00.

- ETD 1230 Intersections and Developments (O) 2 credits**
This course provides instruction in the determination of intersecting solids and their surface developments. Prerequisite EGS-1110. Lab Fee \$30.00.
- ETD 1314 Orientation to CADKey (O) 1 credit**
This course teaches CADKey start-up 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 start-up procedures and menu applications used in the construction of a graphic display. Limited hands-on operation of AutoCAD software is provided.
- ETD 1321 Introduction to AutoCAD (O) 3 credits**
This course provides instruction on AutoCAD software. Start-up procedures and menu applications used for construction of a graphic display and extensive hands-on experience on AutoCAD software is provided. Lab Fee \$30.00.
- ETD 1324 Introduction to CADKey (O) 3 credits**
This course provides instruction on CADKey software. Start-up procedures, menu applications used for construction of a graphic display, and extensive hands-on experience on CADKey software is provided. Lab Fee \$30.00.
- 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 1544 Civil Drafting I (O) 3 credits**
This course presents basic land measurements of scales, angles, bearing and azimuth, traverse layout by deflection angles, rectangular ordinate, legal descriptions, field note interpretation, and basic plan profile sheets. Lab Fee \$30.00.
- ETD 1830 Charts and Graphs (O) 3 credits**
This course teaches graphical analysis of tabular data. Inking paste-ups and CAD are included. Lab Fee \$30.00.
- ETD 1851 Computer Imaging-Photoshop Illustrator (O) 3 credit**
This course introduces students to the design and composition of electronic images using Adobe Photoshop and Adobe Illustrator. The course consists of a series of lessons covering the tools and functions of these programs.
- ETD 2240 Numerical Drafting (O) 2 credits**
This course presents a study of numerical controlled machine tools and their required drafting procedures. Prerequisites: EGS 1110. Lab Fee \$30.00.
- ETD 2320 AutoCAD Level II (O) 3 credits**
This course develops an understanding of the intermediate AutoCAD commands and concepts. Emphasis will be on implementing productivity into the design process through various drawing, editing, and display techniques. Prerequisite: ETD 1321. Lab Fee \$30.00.

- ETD 2331 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 Lab Fee \$30.00.
- 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 frame modeling, surface generation, and multiple-part construction techniques will be among the topics covered. Prerequisites: ETD 1321 and ETD 2320.
- ETD 2360 CADKey Level II (O) 3 credits**
This course develops an understanding of advanced techniques of CADKey software. Emphasis is on geometric tolerancing, symbols, surface shading of 3-dimensional models, and immediate mode conversion to production layouts. Prerequisite: ETD 1324. Lab Fee \$30.00.
- 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. Prerequisite: ETD 1321 and ETD 2320.
- ETD 2377 3-D Studio Level I (O) 3 credits**
This course introduces students to the use of 3-D Studio for still image renderings and 3-D animations. Topics include a description of the 3-D Studio Interface and features used to create geometry, render still images, and animated scenes. The primary functions of all five modules in 3-D Studio will be presented. Prerequisite: ETD 2370. Lab Fee \$30.00.
- ETD 2378 3D Studio Level II (O) 3 credits**
This course is an advanced course in 3-D studio rendering and animation software. The course will build upon skills learned in Level I. Included: complex detailed modeling, editing models at the vertex and face levels, in-depth exploration of the Loftter function, development of complex materials, multiple path control in the keyframer and video post function. Prerequisite: ETD 2377
- ETD 2528 Computer Aided Drafting - Mechanical (D) 3 credits**
This course provides instruction on preparing mechanical style drawings using the advanced commands available in the AutoCAD software package. Students will produce advanced 2-D drawing related to industry standards, as well as 3-D wireframe models, surfaced modules, and solid models. An introduction to the Advanced Modeling Extensions, along with beginning customizing exercises will be among the topics. Prerequisite: ETD 2320. Lab Fee \$30.00.
- ETD 2538 Computer Aided Drafting - Architectural (D) 3 credits**
This course instructs the student on preparing architectural drawings using AEC commands applicable to the architectural field. The Softdesk Architectural module will be used in conjunction with AutoCAD to complete the required assignments, which will be designed with real world examples that confront designers and drafters. Prerequisite: ETD 2320 and BCN 1250 or permission of instructor. Lab Fee \$30.00.

- ETD 2540 Civil Drafting II (O) 3 credits**
This course presents site plan development including contour revisions, grading, drainage, utilities, and street and road layout. Pipe drawings, both flat and pictorial, utility and working drawings, and limited CAD use will be included. Prerequisite: ETD 1544. Lab Fee \$30.00.
- ETD 2541 Topographical Drafting (O) 3 credits**
This course provides instruction in plotting of contours, map and contour reading, stereoairial photographic reading, contour revisions, cuts and fill, and cross and profile sections. Prerequisite: ETD 1544. Lab Fee \$30.00.
- ETD 2548 Computer Aided Drafting - Civil (D) 3 credits**
This course instructs the student on preparing civil/survey style of drawings using AutoCAD Release 12 software in conjunction with the Softdesk Civil/Survey modules. Students will complete advanced drawing assignments which will be designed with real world examples that face designers and drafters each day. Commands of the application software will be stressed along with file management and plotting. Prerequisite: ETD 2320. Lab Fee \$30.00.
- ETD 2549C Computer Aided Drafting-Surveying (O) 3 credits**
This course instructs the student on the preparation of civil/survey style of drawings using AutoCAD Release 12 software in conjunction with the Softdesk Civil/Survey modules, "Survey." Student will complete advanced problems with State plane coordinate transformation. Commands of the application software will be stressed along with file management and plotting. Prerequisite: ETD 2320. Lab Fee \$30.00.
- ETD 2707 Machine Drafting I (O) 3 credits**
This course introduces assembly and detail drawings of threads and fasteners, cams, and welded or machined parts. Prerequisite: EGS 1110. Lab Fee \$30.00.
- ETD 2712 Machine Drafting II (O) 3 credits**
This is a continuation of ETD 2707. Linkage mechanisms, gears, jig and fixtures, vector analysis and Kenematics are covered. Prerequisite: ETD 2707. Lab Fee \$30.00.
- ETD 2801 Illustrations (O) 3 credits**
This course includes methods of preparing illustrations for reproduction, line and area shading, coquille and scratch board, direct copy methods, lettering, and desk-top publishing. Lab Fee \$30.00.
- ETD 2803 Desktop Video with Adobe Premiere (O) 3 credits**
This course introduces students to the world of digital movie-making. Students learn how to create, record, and play movies from video, sound, animations, photographs, drawings, text, and other materials. Prerequisite: ETD 1851.
- ETD 2820 Perspective Drafting (O) 3 credits**
Topics of this course include illustrative layout using parallel and angular perspective with emphasis to architectural details, including parallel and oblique shadow casting for visual effect. Prerequisite: BCN 1250 or permission of instructor. Lab Fee \$30.00.
- ETD 2840 Pictorial Drafting (O) 3 credits**
The focus of this course is on pictorial layout of axonometric and parallel and oblique shadow casting. Prerequisite: EGS 1110. Lab Fee \$30.00.

- ETD 2841 Airbrush Rendering (O) 3 credits**
This course presents basic techniques in the use of airbrush for illustrations to emphasize three-dimensional characteristics. Lab Fee \$30.00.
- GEO 1141 Introduction to GIS (Geographix Information Systems) (D) 3 credits**
This course provides an overview of desktop GIS (Geographic Information System), concepts upon which it is based, how it works, and what it does. Students will use GIS software to visualize and analyze information in new ways, revealing previously hidden relationships, patterns, and trends applicable to business; real estate; urban planning; and resource management as starters.
- GEO 1144 Geographic Information Systems with ArcView (D) 3 credits**
This course focuses on definition, practical implementation, and the uses of Geographic Information Systems (GIS) by utilizing ESRI's (Environmental Systems Research Institute) ArcView software. The schedule offers an awareness by viewing, analyzing, and producing maps based on various GIS spatial and database sets.
- GEO 2140 GIS Creation with ArcCAD (O) 3 credits**
This course is an advanced course that focuses on the creation, data collection, and the uses of Geographic Information Systems (GIS) by utilizing Environmental Sciences Research Institute's (ESRI) ArcCAD software in combination with AutoCAD. This study offers an awareness of the transition from drawing to GIS and the generation of true GIS by producing maps based on various GIS spatial and database sets.
- GEO 2142 AutoCAD ADE and MAP (O) 3 credits**
This is an advanced course using AutoCAD with the MAP (GIS) Module and Autodesk's Advanced Drawing Extension (ADE) tools. This course focuses on using these additional software programs in the workflow of AutoCAD drawing production with entity data management, digitizing, topology creation, path and flood traces, map clean-up, and thematic presentations.
- GEO 2146 GIS and Wetlands/Water Resources (O) 3 credits**
This is an advanced course using ArcCAD and AutoCAD. This course focuses on using these programs in the workflow of water resource management and environmental planning with emphasis on strategic concepts, monitoring and data recording techniques, plan creation and implementation, utility network management, and alternative studies, basin modeling, topology creation, and thematic presentations.
- GEO 2147 GIS and Business Planning (O) 3 credits**
This is an advanced course using ArcCAD and AutoCAD. This course focuses on using these programs in business planning with emphasis on strategic concepts, sales analysis, territory design, location analysis, route, sales call, and mail planning, and thematic map presentations.
- GEO 2148 GIS and Land Planning (O) 3 credits**
This is an advanced course using ArcCAD and AutoCAD. This course focuses on using these programs in the workflow of land planning with emphasis on strategic and environmental planning, land use monitoring, plan creation and implementation, utility network management, and alternative studies with entity data management, topology creation, and thematic presentations.

DRAMA

- DAA 1010 Stage Movement and Theatre Dance I (P) 1 credit**
This course presents basic movement and dance technique for actor training. This course emphasizes warm-up conditions and body isolation techniques.
- 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 perform in class.
- THE 1000 Introduction to Drama (P) 3 credits**
This course examines the form, purpose, history, and development of the dramatic arts through the survey and study of representative dramatic literature. Performance NOT required.
- THE 1004 Theatre Perspectives (P) 1 credit**
This course explores the theatre facilities, theatre forms, acting styles, and theatre production capabilities, and functions of the theatre to the audiences in representative Florida professional and educational theatres. The students will travel and experience theatre productions in eight different theatre environments.
- THE 1024 Exploration of the Performance Profession (P) 1 credit**
This course introduces students to the procedures, materials, and placement considerations necessary to secure employment in the theatre/film/television industry.
- TPA 1200 Beginning Stagecraft (D) 3 credits**
This course examines the basic materials, tools, procedures, and equipment used in the construction of stage scenery and properties. The students participate in the backstage technical crews of the 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.
- TPA 2290 Technical Theatre (P) 1 credit**
This course provides practice in skills needed in Stagecraft stage lighting, sound, scene design, and set construction. Students will participate in the technical theatre process for the Fine Arts season production. This course is repeatable 3 times for credit.
- TPP 1110 Acting I (P) 3 credits**
This course examines the fundamental acting principles and techniques. Students perform short scenes and improvisation exercises in class.
- TPP 1190 Rehearsal and Performance Lab (P) 1 credit**
This course provides for practical application of performance techniques including production of scenes and complete plays. This course is repeatable 3 times for credit. Audition required. Prerequisite: permission of instructor.
- TPP 1930 Acting Seminar (P) 1 credit**
This course presents an introductory overview of the theory and skills required in the acting process. Students perform short scenes and improvisation exercises in this class.

TPP 1931 Reader's Theatre Performance (P) 1 credit

This course will present special techniques used in the production of live Reader's Theatre. At the conclusion of the course, students will present a Reader's Theatre performance to be recorded for radio broadcast.

TPP 2153 Televised Scene Workshop (P) 1 credit

This course provides advanced study and practice of acting skills through scene presentation and critique. Students will rehearse and perform selected scenes. Final presentations will be recorded on video for public presentation. Prerequisite: permission of instructor.

TPP 2194 Advanced Rehearsal and Performance Lab (P) 1 credit

This course provides for the practical application of vocal and physical acting performance techniques including the production of scenes and complete plays. Audition and permission of the instructor required. Prerequisite: TPP 1190

TPP 2300 Play Direction (P) 3 credits

This course examines the fundamental theories, principles, and techniques in the play directing process. Students are assigned class directing projects.

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.

ECONOMICS

ECO 2000 Introduction to Economics (P) 3 credits

This course examines both the functioning of the national economy (macroeconomics) and the economic decision making of the individual consumer and the firm (microeconomics). Topics include the Great Depression, Money and Banking, Budget Deficits and the National Debt, Supply and Demand, and Pure Competition and Monopoly. ECO 2000 does not satisfy the university requirement for either ECO 2013 or ECO 2023.

ECO 2013 Principles of Economics I (P) (Macroeconomics) 3 credits

This course examines the functioning of the national economy. Emphasis is placed on how the tools available to the government (monetary and fiscal policy) can be employed to avoid major economic contractions (recessions) and rapid increases in the price level (inflation). Topics include the Great Depression, Keynesian Revolution, Money and Banking, Monetary Policy, Monetarist-Keynesian Debate, and the national Debt. Prerequisite: Student must score into college-level English on the placement test.

ECO 2023 Principles of Economics II (P) (Microeconomics) 3 credits

This course examines the economic decisions made by individual consumers, businesses, and governmental levels. Emphasis is placed on the role of price in allocating resources, rationing goods and services, and determining the distribution of income. Topics include Supply and Demand, Elasticity, Profit Maximization, Pure Competition and Monopoly, and International Trade and Finance. Prerequisite: Student must score into college-level English on placement test.

EDUCATION

- DEP 2004 Human Development (P) 3 credits**
This course develops knowledge of the biological, psychological, and social development stages of the human being from conception to death. Prerequisite: Students must score into college-level English on placement test.
- DEP 2302 Development of the Adolescent (P) 3 credits**
This course provides instruction in the development of adolescents. The focus will be on biological, physical, and psychological aspects. The course is recommended for secondary education majors. Prerequisite: Students must score into college-level English on placement test.
- EDF 2005 Introduction to Education (P) 3 credits**
This course consists of a survey of the historical, sociological, and philosophical foundations of education and an orientation to professional education which includes the Code of Ethics of the teaching profession.
- EDF 2070 Foundations of Education (P) 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. Prerequisite: Students must score into college-level English on placement test.
- EDF 2930 Special Topics in Education (P) 1-5 credits**
This course is an introduction to cooperative learning strategies and includes curriculum design and development, alternative assessment techniques, cooperative learning strategies, and classroom management.
- EDF 2931 Total Quality Management in Education (P) 3 credits**
This course is an introduction to the practical implementation of total quality management concepts in an educational environment.
- EDG 1211 Curriculum Design/Development (D) 1 credit**
This course teaches students how to identify curriculum design appropriate for integration activities. Students will participate in planning short- and long-term projects which identify team building, cooperative learning, and higher-order thinking skills into integrated curricula.
- EDG 1282 Integration of Curriculum (D) 1 credit**
This course integrates academic and technical curricula. Methods of connecting school and work will be explored. Interdisciplinary teams will plan short- and long-term projects.
- 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.
- EDG 1935 Introduction to Cooperative Learning (P) .5 credit**
This course introduces the basic elements of cooperative learning. Students will develop strategies to implement cooperative learning with their students.

- 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 students' non-verbal communication and to build a symmetry of classroom rewards and penalties.
- EDG 2005 Leadership Development for Educators (P) 3 credits**
This course is designed to meet the needs of experienced teachers who have a desire to engage in developing the knowledge and skills to improve their schools. Personal assessment, changing schools and influencing strategies are topics to be covered.
- EDG 2701 Teaching Diverse Populations (P) 3 credits**
This course will explore the multiple facets of diversity as represented in an educational setting. It will emphasize the value of diversity and commonality and will focus on valuing diversity in the classroom and the elimination of barriers to cultural understanding.
- 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.
- EME 1501 Instructional Television Workshop (P) 1 credit**
Participants of this class will learn syllabus design, visual elements of communication, presentation techniques, and lesson planning all related to teaching through instructional television.
- EME 2040 Introduction Educational Technology (P) 3 credits**
This course will provide applied instruction in the use of technology in an educational setting. Media will include computers, information technology, presentation technology, and educational software. Ethical, legal, and social issues regarding educational technology will be examined.
- LAE 1936 Seminar in Language Arts Education (P) 1 credit**
This course is based on the FLORIDA WRITES training program and is designed to improve teacher preparation of student's writing assessment.

ELECTRICAL POWER 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.

- EST 2930 Electronic Project Engineering 4 credits**
In this course the students engineer and build an electronic project. Students simulate an electronic corporation which engineers and builds electronic systems according to customer specifications. Prerequisite: ETD 2614. Lab Fee \$10.00.
- 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 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.
- RHT 1000 Science and Fundamental Engineering (D) 3 credits**
This course familiarizes the student with fundamental techniques in the study of nuclear science regarding Health Physics. Coursework covers the broad spectrum of the SAFE program which encompasses basic chemistry, mathematics, physics, and communication. Additionally, the student is provided with radiation control access training (RCAT) required for unescorted access in a nuclear plant site radiation areas.
- RHT 1213 Respirator Protection and Decontamination (D) 3 credits**
This course familiarizes the student with various forms of respirator protection available at a nuclear power plant as well as the proper use of such instruments. Decontamination will also be covered.
- RHT 1210 Radiological Protection Health Physics (D) 3 credits**
This course provides the student with an understanding of radiological protection at a nuclear power plant. Coursework covers all aspects of radiation monitoring, protection, and containment. Radiation work permits and alarms are also covered.
- RHT 1321 Survey and Counting Theory Health Physics (D) 3 credits**
This course familiarizes the student with survey and counting theories associated with Health Physics. Coursework includes taking of samples for measurement and analysis of radiation levels as well as contamination. Additionally, the student will learn proper use and calibration of necessary testing equipment.
- RHT 2215 Emergency Responsibilities/Handling Radioactive Materials (O) 3 credits**
This course is designed to familiarize the student with breakers in theory, troubleshooting, and maintenance. Lessons will cover the plating of metals, proper use of technical testing instruments, and preventive maintenance and testing of circuit breakers and switchgears. Troubleshooting practices are included.
- ROT 1013 Principles of Radiation Protection (D) 2 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) 4 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 of 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 Stream 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.

ELECTRONIC ENGINEERING TECHNOLOGY**CET 1151 PC Service and Maintenance I (O) 1 credit**

This course teaches 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 1486C Introduction to LAN Technology (O) 3 credits

This course introduces students to basic concepts of Local Area Network (LAN) Technology and troubleshooting principles. The student will learn about electronic fundamentals, electrical signal characteristics, protocols, troubleshooting techniques, and test equipment unique to LAN systems. Prerequisite: EET 1215C. Lab Fee \$10.00.

- CET 2114C Digital Circuits (D) 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. A digital logic trainer is utilized to allow the student to experiment with the various devices and construct working digital circuits. Corequisite: MAC 1102 or higher. Lab Fee \$10.00.
- CET 2123C 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. Lab Fee \$10.00.
- CET 2131C 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 2123C. Lab Fee \$10.00.
- CET 2173 Microcomputer Theory and Servicing (O) 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. Prerequisite: CET 2114 and EET 1015C or permission of instructor.
- EER 2340C TV/Video Repair I (O) 3 credits**
This course introduces the student to Radio/TV/Video circuits, and concepts for troubleshooting and repair. Prerequisites: EET 1025C, EET 1015C. Lab Fee \$10.00.
- EER 2348C TV/Video Repair II (O) 3 credits**
This course is a continuation of EER 2340C and presents Radio/TV/Video circuits and concepts for troubleshooting and repair. It advances the student's preparation for employment in TV/Radio/Video repair. Prerequisites: EER 2340C. Lab Fee \$10.00.
- EER 2349 Orientation to TV/Radio Servicing & Theory (O) 1 credit**
This course familiarizes student with basic concepts of TV/Radio repair and with various test equipment.
- EET 1015C DC Circuits (D) 4 credits**
This course will provide basic electrical knowledge to analyze DC circuits. Topics include current and voltage, resistance, Ohm's Law, power, energy, series and parallel circuits, methods of analysis, network theorems and capacitors, 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 or higher. Lab Fee \$10.00.

- EET 1025C AC Circuits (D) 4 credits**
Magnetic circuits, inductance, AC generation, phasors, series and parallel impedances, AC Power, transformers, and polyphase are topics under study. 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 or MAC 1104. Lab Fee \$10.00.
- EET 1180C Electronic Equipment Repair I (O) 3 credits**
This course introduces students to computer and TV electronic circuits. The student will learn concepts required for troubleshooting and repairing this type of equipment.
- EET 1215C Introduction to Electronics (O) 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. Lab Fee \$10.00.
- EET 2141C Electronic Devices I (O) 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, determine volt-ampere characteristics of diodes and transistors and experiment with different transistor base, emitter, collector, configurations. Prerequisite: EET 1015C. Corequisite: EET 1025C. Lab Fee \$10.00.
- EET 2142C Electronic Devices II (O) 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 along with bread boarding of circuits involving the above devices and analysis of these circuits utilizing various testing techniques. Prerequisite: EET 2141C. Lab Fee \$10.00.
- EET 2576 Fluid/Pneumatic Instrumentation (O) 3 credits**
This course familiarizes the student with the typical pneumatic indication and control loops encountered in industry. Transmitter, indicator, positioned, controller, and actuator theory are covered in depth. The operation, arrangement, and calibration methodology are also covered. Prerequisite: EST 1572.
- EET 2325C Communication Circuits I (O) 4 credits**
Topics covered are AM transmission and reception, single sideband, and FM transmission and reception. Lab experiments covering resonant circuits, oscillators, frequency response and receivers are included. Prerequisite: EET 2141C. Lab Fee \$10.00.
- EET 2335C Communication Circuits II (O) 4 credits**
This course covers digital communications, transmission lines, wave propagation, antennas, waveguides, fiber optics, microwaves and lasers, and lab work on practical equipment. Prerequisite: EET 2325C. Lab Fee \$10.00.

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. Prerequisite: permission of instructor.

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. Prerequisite: permission of instructor.

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.

ETD 2614 Electronic Drafting (O) 3 credits
This course includes basic graphical communications as applied to the electronics industry. Electronic topics include symbols, schematic diagrams, circuit layouts, block diagrams, printed circuitry, and production drawings. The student will complete drawing projects and make blueprints utilizing various techniques common to the electronics field. Lab Fee \$10.00

MTB 1321 Technical Mathematics I (D) 3 credits
This course covers basic algebra topics as applied in the field of electronic engineering technology. Prerequisite: MAT 0024 or placement into college-level mathematics. Corequisite: EET 1015C.

MTB 1322 Technical Mathematics II (D) 3 credits
This course focuses on right triangle trigonometry, circular functions, graphs or trig functions, trig identities, exponents and logarithms, complex numbers, and their application to real world problems. Prerequisite: MAC 1102.

EMERGENCY MEDICAL SERVICES TECHNOLOGY

EMS 1059C First Responder (O) 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. Lab Fee \$20.00.

EMS 1119C Fundamentals of Emergency Care (O) 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. Lab Fee \$55.00. Insurance Fee \$28.00.

EMS 1321 Advanced Life Support For EMT's (O) 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 1335 Ambulance Emergency Vehicle Operators Course (O) 1 credit**
This course certifies EMT/Paramedics, First Aiders, etc., to meet Florida State HRS/EMS requirements to operate an emergency vehicle.
- EMS 1525 Fundamentals of EKG Interpretation (O) 2 credits**
This course provides a knowledge base and the necessary skills required to interpret EKGs for those future health care providers already having a basic knowledge of anatomy and physiology. Anatomy & Physiology is suggested.
- EMS 1528 Psychiatric Patient and Stress Management (O) .5 credit**
This course presents content specific to stress management in the health care profession. Topics include death and dying, CISD, time management, wellness and nutrition, substance abuse, burnout, and dealing with aggressive patients.
- EMS 2234C Paramedic I (O) 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 II, Preparatory and Division IV Medical Sections One through Ten. Topics such as roles and responsibilities, medical terminology, assessment, respiratory, pharmacology, medical emergencies with an introduction to cardiovascular. Prerequisites: EMS 1119C and permission of instructor. Corequisite: EMS 2461. Lab Fee \$100.00.
- EMS 2235C Paramedic II (O) 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. Prerequisite: EMS 2234C and EMS 2461. Corequisite: EMS 2462. Lab Fee \$20.00.
- EMS 2375 Paramedic State Exam Review (O) 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: EMS 2463 or permission of instructor.
- EMS 2461 Paramedic Hospital/Field Experience I (O) 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. Lab Fee \$20.00.
- EMS 2462 Paramedic Hospital/Field Experience II (O) 8 credits**
Students will perform clinical rotations through ALS ambulance units, emergency departments, CCU, PCU, Pediatric, Labor and Delivery, and Mental Health. Prerequisite: EMS 2234C and EMS 2461. Corequisite: EMS 2235C. Lab Fee \$20.00.
- EMS 2463 Paramedic Field Internship (O) 5 credits**
Student will perform clinical rotations on ALS ambulance units. Prerequisite: EMS 2235C and EMS 2462. Lab Fee \$20.00.
- EMS 2936 EMT Review (O) 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 Introduction to Advanced Cardiac Life Support (O) 1 credit
This course introduces the core curriculum of the Advanced Life Support Course. Basic cardiac knowledge is recommended.

ENGLISH

AML 1600 African-American Literature (P) 3 credits
This course presents literary works written by African-Americans, ranging from early writers to contemporary authors. This course covers a variety of genres (nonfiction, fiction, poetry, drama) arranged by major themes in African-American literary traditions.

***AML 2010 American Literature to 1865 (P) 3 credits**
This course provides an introduction to American literature based upon selected verse and prose masterpieces from colonial times to 1865. Students must produce 6,000 words of acceptable written work. Prerequisite: ENC 1101 or permission of instructor.

***AML 2020 American Literature after 1865 (P) 3 credits**
This course provides an introduction to American literature based upon selected verse and prose masterpieces from 1865 to the present. Student must produce 6,000 words of acceptable written work. Prerequisite: ENC 1101 or permission of the instructor.

CRW 1300 Beginning Writing: Poetry (P) 1 credit
This course presents an opportunity to explore various poetry forms, the work of other poets, and to learn about writing better poetry.

CRW 1501 Beginning Writing & 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 2001 Creative Writing I (P) 3 credits
This course develops creative writing skills under workshop-lab conditions utilizing group analysis and discussions. Specific techniques in both prose and poetry are covered. 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 2005 Creative Writing III (P) 3 credits
This advanced writing course is an extension of Creative Writing II. Students will produce 2-3 original writing pieces of high quality. Prerequisite: CRW 2002.

ENC 2007 Creative Writing IV (P) 3 credits
In this advanced writing course, students will produce a major piece of original writing of high quality, such as a collection of 2-3 short stories, a collection of 5-6 poems, or a full 3-act play. Prerequisite: CRW 2005.

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.

***GORDON RULE COURSE - Student must achieve a grade of "C" or higher in this course for the A.A. Degree.**

- CRW 2103 Creative Writing Studio II (P) 1 credit**
This course helps authors write query letters, select possible markets, and to submit their work in a professional manner. Prerequisite: CRW 2100.
- **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. Prerequisite: placement testing required.
- **ENC 0001 Fundamentals of Writing 3 credits**
This course presents the relationship of sentence structure to ideas: theory, practicum, and application. Prerequisite: placement testing or ENC 0080.
- *ENC 1101 Communications I (P) 3 credits**
This course presents the rhetorical principles of modern and classical essays, which in practical application enable students to compose college level expository and argumentative essays. This course contains a required speech component. Student must produce 6,000 words of acceptable written work. Prerequisite: placement testing or ENC 0001.
- *ENC 1102 Communications II (P) 3 credits**
This course emphasizes critical thinking through the study of literature and develops skills in writing research essays for analytical, argumentative, and expository purposes. Students must produce 6,000 words of acceptable written work. Prerequisite: ENC 1101.
- ENC 2135 Current Topics for Argument (P) 3 credits**
This course broadens the application of expository composition techniques learned in Communications I by introducing the student to bases for logical argument and to research techniques helpful for producing research-based papers across the curriculum.
- ENC 1221 Fundamentals of Grant Proposal Development (P) 1 credit**
This course prepares current and future teachers and other educational personnel to write grant proposals to be submitted for funding to the federal and state government, corporations, and foundations.
- 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.
- ENC 1931 Intermediate Creative Writing (P) 1 credit**
This course introduces 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. Basic English grammar is discussed throughout as is revising, editing, and proofreading. Prerequisite: ENC 1930.

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**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. Student must obtain a grade of "C" or better in college preparatory work to progress to the next level of instruction.

- ENC 1932 Advanced Creative Writing (P) 1 credit**
This course is the third course in a series and is designed to develop skills in creative writing by composing units of poetry and/or drama. Prerequisite: ENC 1931.
- ENC 2105 Essential Skills in English (P) 2 credits**
This course prepares students for the English sections of the CLAST. Instruction focuses on the development of skills in word choice, usage, sentence structure, standard English grammar, spelling, punctuation, and capitalization, as well as comprehensive skills in both the literal and critical areas. Test-taking strategies are emphasized. Recommended for students taking the CLAST. Prerequisite: ENC 1102.
- 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.
- ENC 2210 Technical Communications (O) 3 credits**
This course is designed to meet the needs of technical, vocational, and mid-management students. Emphasis is placed on types of writing that the students may expect in their major field. Letter writing, memo writing, report writing, and oral presentations are covered.
- EDG 2010 Techniques of Writing (O) 2 credits**
The focus of this course is on writing for a variety of purposes and experimenting with various forms and styles of writing.
- *ENL 2011 English Literature: Beowulf to Johnson (P) 3 credits**
This course provides an introduction to English literature based upon selected masterpieces from Beowulf to Samuel Johnson. Students must produce 6,000 words of acceptable written material. Prerequisite: ENC 1101 or permission of instructor.
- *ENL 2022 English Literature: Romantic Movement to the Present (P) 3 credits**
This course provides an introduction to English literature based upon selected masterpieces from the Romantic Movement to the present. Students must produce 6,000 words of acceptable written material. Prerequisite: ENC 1101 or permission of instructor.
- LIN 2670 Linguistics and English Grammar 3 credits**
This course provides an introductory view of linguistics, the science of language. Additionally, this course analyzes the principles of traditional and transformational English grammar. Also, this course examines grammatical features of the English language and sentence structure. Students are recommended to complete ENC 1101 prior to this course.
- 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.

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- LIT 1934 Drama: Special Authors (P) 3 credit**
This course explores various playwrights and their plays. Students will read and discuss plays as assigned.
- LIT 1000 Introduction to Great Books (P) 3 credits**
This course introduces the student to the challenge of reading classic literary and philosophical writing. Emphasis is placed on interpretative reading, writing, and discussion in order to enhance critical thinking.
- *LIT 2110 World Literature: Homer to the Renaissance (P) 3 credits**
This is an academic survey of significant authors and their works from Homer to the Renaissance with emphasis on literary trends, forms, and appreciation. Students must produce 6,000 words of acceptable written material. Prerequisite: ENC 1101 or permission of instructor.
- *LIT 2120 World Literature: Renaissance to the Present (P) 3 credits**
This is an academic survey of significant authors and their works from the Renaissance into the 20th century. Students must produce 6,000 words of acceptable written material. prerequisite: ENC 1101 or permission of instructor.
- LIT 2300 Special Themes in Literature (P) 3 credits**
This course provides intensive reading in a particular concept or topic of popular literary appeal. Examples include horror stories, mystery stories, women in literature, science fiction, literature of the occult. May be repeated for credit with a change of topic.
- LIT 2330 Current Children's Literature (P) 3 credits**
This course presents an overview of literature for adults who work with children, as well as ways literature can be used to further literacy and appreciation for literary heritage.

ENGLISH AS A SECOND LANGUAGE

- **ESL 0021 ESL Prep Reading I 3 credits**
This course offers comprehensive skills to non-native students of English who have been admitted for college-preparatory study. The course emphasizes improving reading in the academic content areas. Prerequisite: placement testing is required.
- **ESL 0022 ESL Prep Reading II 3 credits**
This is a continuation of ESL Prep Reading I and will provide a comprehensive review of study and test-taking skills, and basic writing skills aimed specifically at non-native students. Prerequisite: placement testing or ESL 0021.
- **ESL 0062 ESL Grammar and Structure I 3 credits**
This course provides a review of English grammar and structure for Limited English Proficient (LEP) students. The course focus will be verb tenses, subject/verb agreement, preposition use, verbal idioms and other English grammar problem areas for LEPs. Prerequisite: placement testing.
- **ESL 0063 ESL Grammar and Structure II 3 credits**
This is a continuation of ESL Grammar and Structure I and will focus on correctness of written expression at the college level. Prerequisite: placement testing or ESL 0062.
- *GORDON RULE COURSE - Student must achieve a grade of "C" or higher in this course for the A.A. Degree.**
- **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. Student must obtain a grade of "C" or better in college preparatory work to progress to the next level of instruction.**

ENVIRONMENTAL SCIENCE**EVR 1311 Energy Resources (P) 2 credits**

This course will explore energy sources as they relate to local environmentally sensitive areas and as they impact society and the environment as a whole. Power plant operations, laser technology, lasers, types and effects of radiation, global energy, and technology in a changing world will be the topics studied.

EVS 2600 Introduction to Environmental Services (O) 3 credits

This course is 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.

EVR V930 Recycling (O) various hours

This course teaches students how to properly recycle materials with the purpose of obtaining future employment in a recycling facility or company.

OCB 1652 Pollution of Coastal Waters (O) 3 credits

This course provides a description of physical, chemical, and biological characteristics, discussion of biodegradable, non-degradable, and thermal pollutants, turbidity and their impact, and specific analysis of small structures and related activities on the coastal marine environment.

ENVIRONMENTAL SERVICES TRAINING**HMV V951 Environmental Services Training (o) 150 hours**

This course will prepare students for initial employment as professional custodians and housekeepers. Instruction and learning activities will include hands-on experience with the tools and materials in accordance with current practices in the trade. Student will be trained in all aspects of this trade, including residential, commercial and construction clean-up.

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. Lab Fee \$20.00.

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 produce knowledge.

CTE 1471 Textile Fabrication (O) 1 credit

This workshop explores the textile fabrication method of stenciling. After a review of design history, designs are created, stencils are cut, and fabric stenciled.

CTE 1731 Fashion Illustration (O) 3 credits

This course presents fashion illustration as a method of communicating fashion information and ideas. The professional skill of conveying images in visual form is developed.

- 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 permission of instructor. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- CTE 2744 Advanced Pattern Design (D) 3 credits**
This course teaches advanced pattern design techniques. Computers are used for design work. Prerequisite: CTE 1743 or permission of instructor. Lab Fee \$20.00.
- HEV V202 Clothing Construction I (O) 45 hours**
This course develops 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 basic sewing competencies of the student wishing to 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. Basic sewing skills are recommended.
- 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 using 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. Basic sewing skills are recommended.
- 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. Sewing skills are recommended.
- 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 student with an opportunity to apply fashion merchandising techniques in the workplace.

MKA 2363 Seminar in Fashion Merchandising III (D) 4 credits

This course is the third of four and provides the student with an opportunity to apply fashion merchandising techniques in the workplace.

MKA 2364 Seminar in Fashion Merchandising IV (D) 4 credits

This course is the last of four and provides the student with an opportunity to apply fashion merchandising techniques in the workplace.

FINANCIAL SERVICES**BRC V100 Teller Operations (O) 75 hours**

This course prepares students for employment as tellers in a financial institution.
Prerequisite: OFT V010.

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 an estate in the least amount of time at the least cost.

BAN 1604 Oral Communications (O) 3 credits

This course focuses on the oral communication skills required in the banking industry.

BAN 1605 Communication for Bankers (O) 3 credits

This course provides the student with the elements for effective communication through oral and written communication skills.

BAN 1762 Retail Banking (O) 2 credits

This course helps bankers acquire general knowledge necessary to meet the financial needs of customers in a retail bank setting.

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. Topics include 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 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) 2 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.
- 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.
- 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 I (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 Financial Planning II (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 2003 Introduction to 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.
- SLS 1602 Techniques for Financial Security (O) 1 credit**
This course presents techniques for establishing financial security. Topics include budgeting, taxes, investments, and basic money management. The class is designed for displaced homemakers.
- SVL 1603 Communication Skills for Business (O) 3 credits**
This course is designed to help students develop their communications skills to become more effective listeners and verbal communicators.
- SVL 2111 Teller Operations (O) 3 credits**
This course provides tellers with the knowledge to provide expert and efficient service to their customers by providing a conceptual understanding of the financial service business.
- 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 the new services offered by savings institutions.
- SVL 2201 Financial Statement Analysis (O) 3 credits**
This course provides basic skills needed to analyze financial statements for loan approval.
- SVL 2211 Consumer Lending (O) 3 credits**
This course provides a thorough presentation of the consumer credit function.
- SVL 2221 Residential Mortgage Lending (O) 3 credits**
This course provides the student with an overview of all aspects of making a residential mortgage loan.
- 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 2512 Sales Excellence (O) 2 credits**
This course is specifically designed to provide students with the ability to recognize sales opportunities and improve sales results, how to "dialog" selling, telemarketing, and face to face and outbound sales.
- 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**
This is a comprehensive study of the various areas of business communication with emphasis on the writing of business letters and reports.
- SVL 2604 Basic Business English (O) 3 credits**
This course is specific to the banking industry and is designed to present the fundamentals of English grammar and usage as well as proper speech patterns and sentence structure.
- SVL 2611 Business Math Review (O) 3 credits**
This course demonstrates how to make essential financial calculations accurately, sharpen your math skills, and determine the value of investments.
- 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 savings 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.
- SVL 2932 Deposit Accounts Operations (O) 3 credits**
This course teaches the student to calculate interest and deposit insurance coverage, the characteristics of personal selling versus marketing, legal aspects of currency transaction reporting and dormant accounts, how electronic funds are processed, and how to respond to federal tax levies and other creditor actions.

FIRE SCIENCE TECHNOLOGY

- FFP 1000 Intro. & Orientation to Firefighting (O) 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 1077 First Responder for Medical Emergencies(O) 3 credits**
This course is designed to acquaint the student with effective medical procedures and life-saving techniques for hands-on situations and handling emergency illness or injuries should he/she be the first to arrive at a scene where such aid is required Practical exercises are an important aspect of this course and must be successfully performed.

- FFP 1040 Introduction to Marine Fire Protection (O) 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 1130 Fire Supervision (O) 3 credits**
This supervision course will provide information and skills for becoming an effective supervisor for first line or prospective supervisors. Basic management principles will be discussed with an emphasis on Fire Department structure and organization.
- **FFP 1200 Fire Inspection Practices (O) 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 1320 Characteristics of Building Construction (O) 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 1326 Plans Examination and Blueprint Reading (O) 3 credits**
This course presents plans-examination process and blueprint reading as it pertains to the prospective Fire Inspector.
- FFP 1420 Engine and Truck Company Operations (O) 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.
- FFP 1530 Private Fire Brigade (O) 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 1600 Multiple Alarm Operations (O) 3 credits**
This course emphasizes proper handling of multiple alarm fires and other disasters which engage fire department units from other departments.
- FFP 1601 Fire Department Pumping Apparatus (O) 3 credits**
This course prepares firefighters for positions as firefighter driver/engineers. Students receive lecture and practical training on the proper use of fire apparatus maintenance and National Standards and requirements for testing equipment. Prerequisite: FFP 1200. Lab Fee \$15.00
- **FFP 1620 Fire Protection & Detection Systems (O) 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.

*One of five courses for Fire Inspector.

**One of seven courses for Fire Officer.

- FFP 1663 Confined Space Rescue I (O) 3 credits**
 This course begins with the basic O.S.H.A. requirements and American National Standards Institute standards pertaining to confined space. This detailed hands-on course will provide each student with practical confined space training rescue activities which can be used by both private and Governmental Agencies to train their employees to become aware of confined space rescue activities.
- FFP 1666 Aircraft Fire Rescue & Protection (O) 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. Lab Fee \$10.00.
- FFP 1930 Fire Service Special Topics (O) 3 credits**
 This course is designed to meet special needs of a Fire Service and/or private industry. Prerequisite: Must be employed by a Fire Service agency.
- FFP 1934 National Incident Command Management System (O) 1 credit**
 This course gives an overview of an incident command system and review of the National Incident Management System (NIMS).
- **FFP 2130 Company Officer Leadership (O) 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 2150 Methods & Techniques of Instruction (O) 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.
- FFP 2240 Fire and Arson Investigation (O) 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 2300 Building and Fire Codes I (O) 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 2410 Firefighting Tactics & Strategy I (O) 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 2500 Hazardous Materials I (O) 3 credits**
 This course presents information on the 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) 3 credits**
 This course provides current information on hazardous materials incidents and procedures for handling these incidents. Prerequisite: FFP 2500.

*One of five courses for Fire Inspector.

**One of seven courses for Fire Officer.

- FFP 2525 Hazardous Materials Technician (O) 3 credits**
This course presents methods and techniques for evaluating and controlling a hazardous incident. It will cover principles for protecting health and safety of response personnel, as it pertains to confinement and containment techniques. Prerequisite: FFP 2501.
- FFP 2527 Electrical Hazards (O) 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 2640 Fire Hydraulics (O) 3 credits**
This course presents the theory of hydraulics as applied to fire service with emphasis on the mathematics and formula to fire streams, master streams, and pump operations.
- FFP 2660 Rescue Practices (O) 3 credits**
This course demonstrates and explains the proper procedures in using rope for rescue of victims and hoisting of tools and equipment. Prerequisite: Must be an active firefighter. Lab Fee \$15.00.
- FFP 2667 Advanced Aircraft Fire Rescue & Protection (O) 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. Lab Fee \$10.00.
- FFP V005 Basic Fire Recruit Training (O) 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. Lab Fee \$130.00.
- FFP V081 Basic Volunteer Firefighter Training (O) 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. Lab Fee \$10.00.
- FFP P085 Advanced Volunteer Firefighter (O) 80 hours**
This course for the volunteer firefighter provides an in-depth review of the fire department procedures and application. Prerequisite: FFP V081. Lab Fee \$10.00.
- FFP P661 Confined Space Awareness (O) 8 hours**
This course acquaints firefighters with various techniques and procedures employed when responding to emergency situations which involve confined space rescue. Basic OSHA requirements and the American National Standards Institute standards will be reviewed. Lab Fee \$20.00

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 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 permission of instructor.
- 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 permission of instructor.
- 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 permission of instructor.
- 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 permission of instructor.
- *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. Student must score into college-level English on placement test.
- *FRE 1121 Elementary French II (P) 4 credits**
 This course is beginning college level for students who have had 2 years of high school French - no native speakers. Prerequisite: FRE 1120 or permission of instructor.
- FRE 1142 French for Communication I (P) 1 credit**
 This course will introduce basic French sounds, structures, and vocabulary, with an emphasis on oral communication.
- *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 students who have had at least 3 years of high school French and is open to native speakers. Prerequisite: FRE 1121 or permission of instructor.
- *FRE 2201 Intermediate French II (P) 4 credits**
 This course is a continuation of FRE 2200. It is for college-level students who have had at least 3 years of high school French and is open to native speakers. Prerequisite: FRE 2200 or permission of instructor.

*These courses meet Foreign Language requirement for university admission.

GEOGRAPHY**GEA 1270 Florida Geography (P) 1 credit**

This course provides a basic knowledge of the geography of Florida. A historical approach to the physical features of the State, as well as some of its industry, is used to enable the student to develop an overall perspective of Florida.

GEA 2000 World Regional 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. Prerequisite: Students must score into college-level English on placement test.

GEOLOGY**GLY 1010 Introduction to Physical Geology (P) 3 credits**

This course presents basic principles of geology relating to sedimentation, structural deformations, erosions, and weathering. The practical applications of geology as a profession and in research are studied along with volcanism, earthquakes, varieties of rocks and geological theories.

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.

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 permission of instructor.

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 persona 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 permission of instructor.

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 permission of instructor.

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 permission of instructor.

***GER 1100 Elementary German I (P) 4 credits**
Audio-lingual German. Fundamentals of speaking, reading, and writing. Student must score into college-level English on placement test.

***GER 1101 Elementary German II (P) 4 credits**
Continuation of GER 1100. Prerequisites: GER 1100 or permission of instructor.

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 permission of instructor.

***GER 2201 Intermediate German II (P) 4 credits**
Continuation of GER 2200. Prerequisite: GER 2200 or permission of instructor.

GRAPHIC/COMMERCIAL ARTS

GRA V477 Bookbinding Repair (O) 30 hours
This course trains students in the performance of basic hand bookbinding techniques. Students will learn to identify usual binding problems and how to repair books. Familiarization with basic tools and materials of bookbinding will be taught.

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 1102 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.

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 payment systems, and fiscal policies in health care. Prerequisites: HSA 1102.

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 1102.

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.

*These courses meet Foreign Language requirement for university admission.

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.

HEAVY EQUIPMENT

MAG P800 Badger Operations (Excavator) (O) 195 hours
This course is designed to prepare students for initial employment as a Badger excavator operator.

MAG P801 Flex-wing Mower Operations (O) 150 hours
This course is designed to prepare students for initial employment as a Flex-wing Mower operator.

MAG P802 Backhoe/Loader Operations (O) 90 hours
This course is designed to prepare students for initial employment as a backhoe/loader operator.

MAG P803 Thermo-Stripper Operations (O) 45 hours
This course is designed to prepare students for initial employment as a Thermo-Stripper with Kettles operator.

MAG P804 Swamp Meister Operations (Drow excavator) (O) 240 hours
This course is designed to prepare students for initial employment as a Swamp Meister (Drow excavator).

MAG P805 Motor Grader Operator (O) 105 hours
This course is designed to prepare students for initial employment as a Motor Grader operator.

MAG P806 Menzi Muck Operations (Drow Excavator) (O) 240 hours
This course is designed to prepare students for initial employment as a Menzi Muck (Drow excavator) operator.

MAG P807 Dozer Operations (O) 90 hours
This course is designed to prepare students for initial employment as a dozer operator.

MAG P808 Boomg Mowing (O) 105 hours
This course is designed to prepare students for initial employment as a boom mower operator.

MAG P809 Bush Hog Operations (O) 90 hours
This course is designed to prepare students for initial employment as a bush hog (canal mower) operator.

MAG P810 Dump Truck Operations (O) 105 hours
This course is designed to prepare students for initial employment as a dump truck operator.

MAG P811 Rubber Tire Loader (O) 90 hours
This course is designed to prepare students for initial employment as a Rubber Tire Loader Operator.

- MAG P812 Interstater Flail Mower Operations (O) 90 hours**
This course is designed to prepare students for initial employment as an Interstater Flail Mower Operator.
- MAG P813 Box Blade Operations (O) 90 hours**
This course is designed to prepare students for initial employment as a box blade operator.
- MAG P814 Fork Lift Operations (O) 18 hours**
This course is designed to prepare students for initial employment as a fork lift operator.
- MAG P815 Auto Leveling Procedures for Land Surveying (O) 90 hours**
This course is designed for those students employed as heavy equipment operators to improve their skills in auto leveling procedures for surveying purposes.
- MAG P816 Tractor Trailer (O) 120 hours**
This course is designed for heavy equipment operators to provide additional training for the operation of a semi-tractor and trailer.
- MAG P817 Computerized Sign Layout (O) 48 hours**
This course is designed for those students employed in Public Works to increase their knowledge and skills in the computerized layout of traffic and road signs.

HISTORY

- AFA 2000 Afro-American Studies (P) 3 credits**
This course develops an appreciation for the role of African-Americans in the development of American society. The course traces the history of African-Americans from the days of African civilizations and chiefdoms to America. Current issues and their effects on African-Americans will be discussed.
- AFH 1200 African History Since 1800 (P) 3 credits**
This course examines the history of Africa south of the Sahara from 1800 to the present. The course will include cultural, political, and social factors of colonialism and independent Africa. One half of the course will be devoted to an in-depth study of South African history.
- AMH 2010 American History : Discovery through Reconstruction (P) 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: Students must score into college-level English on placement test.
- AMH 2020 American History : Reconstruction to the Present (P) 3 credits**
This course examines the political, economic, social, and intellectual development of the United States from the Reconstruction to the present. Prerequisite: Students must score into college-level English on placement test.
- ASH 2041 Modern Chinese History (P) 3 credits**
This course surveys Chinese relations with European expansion in the 19th and 20th centuries.
- EUH 1000 Western Civilization: Origins to 1485 (P) 3 credits**
This course presents western civilizations from the origins of western civilization to 1485. Prerequisite: Students must score into college-level English on placement test.

- EUH 1001 Western Civilization: 1485 to 1815 (P) 3 credits**
This course presents western civilizations from the Renaissance to the rise and fall of Napoleon. Prerequisite: Student must score into college-level English on placement test.
- EUH 1002 Western Civilization: 1815 to the Present (P) 3 credits**
This course presents western civilizations from the 1815 Treaty of Vienna to the present. Prerequisite: Student must score into college-level English on placement test.
- HIS 1318 20th Century History Through Film (P) 3 credits**
This course explores the ways in which film-makers have presented historical events from the 1930's to the present. Seven historical events/personalities will be presented through film and lecture.

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 for changes in lifestyles, combining homemaking with career, human relations, and advancement into leadership positions.

HUMANITIES

- *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 6,000 words of written material. Prerequisite: Students must score into college-level English on placement test.
- *HUM 2512 Humanities: Fine Arts (P) 3 credits**
This course will present an overview of three major divisions of fine arts: theatre, music, and art. Students will be introduced to the theatre performance event, will learn the components of music and its relationship to civilization in general, and will develop an appreciation of the visual arts in areas of painting, sculpture, and architecture. This course requires 6,000 words of acceptable written material. Prerequisite: Students must score into college-level English on placement test.
- HUM 2740 Humanities Travel (P) 3 credits**
This course examines monuments of Western art in the classroom and with a field trip through Europe. Special attention is given to inter-relationships among the arts. Permission of instructor is required.

*GORDON RULE COURSE - Student must achieve a grade of "C" or higher in this course for the A.A. Degree.

HUM 2741 Humanities Abroad (P) 6 credits
This course examines monuments of Western art in the classroom and with a field trip through Europe. Special attention is given to inter-relationships among the arts. Emphasis is on the influences from Europe on U.S. society, humanities, and culture. This course requires a 3,000 word research paper. Permission of instructor is required.

HUMAN SERVICES TECHNOLOGY

CLP 2140 Abnormal Psychology (P) 3 credits
This course provides a comprehensive overview of psychological disturbances. Symptoms, causes, and treatment of various emotional disorders are explored.

DEP 1001 Child and Adolescent Psychology (P) 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 Issues of the Aging (D) 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 well-being of the elderly will be presented.

GEY 1001 Orientation to Gerontology (O) 1 credit
This course introduces students to the biological, psychological, and social aspects of aging in America.

HUS 1001 Introduction to Human Services (D) 3 credits
This course provides an overview of the human services delivery system. Students will become familiar with the activities, duties, and training of human services workers. The focus includes identifying issues and problems relevant to the scope of personnel employed in this field.

HUS 1200 Group Dynamics (D) 3 credits
This course provides a basic overview of the group experience. 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, including the various theoretical approaches, will be explored.

HUS 1503 Drug Awareness and Education (O) 1 credit
This course provides information regarding drugs and their effects, as well as skill development for resistance of drug abuse tendencies. Permission of instructor is required.

HUS 1506 Introduction to Drugs of Abuse (D) 3 credits
This course presents the nature of drug addiction and dependence, classification and origins of drugs, average dosages, short and long-term effects, risk of dependence, and medical uses. Drug education, laws, treatment, and rehabilitation are included.

HUS 2025 Introduction to Interpersonal Behavior (D) 3 credits
This course familiarizes the student with fundamental skills of interpersonal communication. Various theories of mental health will be examined and the dynamics of both normal as well as dysfunctional interactions will be explored.

- HUS 2102 Techniques of Interviewing and Intervention (D) 3 credits**
This course focuses on the basic techniques and theories of interviewing and evaluation. Specific attention is given to crisis theory and intervention.
- HUS 2110 Counseling Techniques (D) 3 credits**
This course provides an in-depth exploration of individual, group, and family counseling skills to prepare students for roles as paraprofessionals in the human services field. Theoretical, ethical and practical issues of counseling will be addressed and skill development will be encouraged through role playing.
- HUS 2500 Introduction to Ethics in Human Services (P) 3 credits**
This course explores ethical decision making, responsibility, the therapist-client relationship, confidentiality, suicide and intervention, involuntary institutionalization, 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 2531 Substance Abuse and Treatment (D) 3 credits**
This course provides an introduction to the field of substance abuse and treatment. Causes of addiction including biological and environmental influences are explored. Emphases is placed on understanding the dynamics of successful treatment.
- HUS 2820 Internship in Human Services Technology (D) 4 credits**
This course provides on-the-job experience wherein students are given the opportunity to strengthen and further develop expertise in the Human Services field. Prerequisites: HUS 1200, HUS 2102, HUS 2500, HUS 2531, SYG 1410, CLP 2140, and permission of instructor.
- HUS V533 Stop Battering Now (O) 39 hours**
This course is designed to educate men who batter (The Duluth Model) to help prevent its continuance.
- 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, values, and listening skills.
- PPE 2000 Person and Personality Development (P) 3 credits**
This course reviews the major theories of personality development. The major theorists include Freud, Erikson, Jung, Adler, Laing, Fromm, Maslow, Skinner, Reogers, and Ellis. Objectives include exploration of the ways the approaches explain anxiety, creativity, happiness, and love.
- SLS 1715 Student Assistant Mentorship Training (P) 1 credit**
This course trains Student Assistant Mentorship participants to provide information and referral resource knowledge to other college students.
- SYG 1410 Family Relations (P) 3 credits**
This course examines the nature and functions of marriage, considerations prior to marriage, marital problems, children, interfamily relationships, and marriage and contemporary society.

INTERDISCIPLINARY STUDIES**IDS 2905 Individual Problems (P) (Specify Subject Area by Title) 1-4 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. Permission of instructor is required.

IDS 2930 Special Issues in Arts & Sciences (P) 3 credits

This course is a review of special issues in humanities, social science, natural science, and mathematics for academically-talented students. Prerequisite: 3.25 GPA and instructor permission, or 3.5 GPA.

INDUSTRIAL MANAGEMENT TECHNOLOGY**CHS 1121 Analytical Chemical Techniques I (D) 2 credits**

This course familiarizes students with standard techniques applied to quantitative assessment of the chemical conditions at a power plant site. The student is presented with instruction in testing associated equipment to ensure it is running at acceptable and described tolerances. Permission of instructor is required.

CHS 1122 Analytical Chemical Techniques II (D) 2 credits

This course presents further study of analytical chemical techniques. The student will examine the condition of samples by taking tests for pH, conductivity, water hardness, turbidity, oil and grease, etc. Prerequisite: CHS 1121.

CHS 1311 Chemical Instrumentation I (D) 2 credits

This course familiarizes students with the instrumentation of analytical chemistry. The student will learn methods for ensuring such instruments function within designated parameters with emphasis on calibration and standardization. Permission of instructor is required.

CHS 1312 Chemical Instrumentation II (D) 2 credits

This course presents further study of the instrumentation of analytical chemistry. Coursework will include atomic absorption analysis, verification in line/control room records, and an overview of ion chromatograph. Prerequisite: CHS 1311.

CHS 1611 Environmental Chemistry I (D) 2 credits

This course familiarizes students with accurate analyses of potential hazards to the environment associated with nuclear energy. Coursework includes the evaluation and documentation of analysis results as well as the instruction in chemical addition to maintain nuclear systems. The student will become familiar with the equipment, controls, and indications in the control rooms of a nuclear power plant. Permission of instructor is required.

CHS 2612 Environmental Chemistry II (D) 2 credits

This course presents further study of environmental chemistry. Coursework will include the calibration of various process monitors and instruction in techniques in assessing and forecasting dose releases from a power plant. The student will become trained in methods of collecting data. Prerequisite: CHS 1611.

ECH 2040 Systems Chemistry Management I (D) 2 credits

This course familiarizes students with various means of chemistry control to ensure smooth running nuclear systems at a power plant site. The student is instructed in advanced chemistry control and the analytical interpretation of results. A complete overview of the methods of chemical manipulation is presented. Permission of instructor is required.

- ECH 2041 Systems Chemistry Management II (D) 2 credits**
This course familiarizes students with routine maintenance and troubleshooting techniques associated with a power plant site. The student is instructed in identifying and locating problems such as air leakage, resin leakage, and seawater leakage, as well as the means to correct such occurrences. Prerequisite: ECH 2040.
- ENU 1070 Radio Analytical Analysis (D) 3 credits**
This course familiarizes students with standard techniques of radio analytical analysis. The student receives instruction in the analysis of radiation, standardization and calibration of required instrumentation, as well as e-Bar calculation, and a complete overview of theory of operation of the gamma spectroscopy multi-channel analyzer. Permission of instructor is required.
- ENU 2171 Nuclear Reactor Maintenance (O) 3 credits**
This course presents mechanical maintenance fundamentals required in maintaining a nuclear reactor. Prerequisite: EST 2572 and ETI 1804.
- EST 1510 Electrical Maintenance Fundamentals (D) 3 credits**
This course studies fundamentals of electrical maintenance, covering calibrations, measurement, and testing techniques. The student will also learn general information about the operation of nuclear reactors and the Federal Commissions that regulate and safeguard the industry. Additionally, the student will receive training in troubleshooting skills. Permission of instructor required.
- EST 1513 Power Plant Motors and Generators (D) 3 credits**
This course familiarizes the student with motors and generators of a nuclear power plant. Coursework includes instruction in the maintenance of the plant main generator, emergency diesel generating equipment, and polar cranes. Proper use of the HIPOT test set and the meter calibration is offered in the training. Permission of instructor required.
- EST 2424C Biomedical Electronics I (D) 3 credits**
This course teaches concepts of biomedical equipment operation, basic troubleshooting techniques, and use of appropriate test equipment. Prerequisite: EET 1015C. Corequisite: EET 2114C.
- EST 2572 Power Electronics (D) 3 credits**
This course familiarizes the student with power electronics. It offers instruction in the operation of the oscilloscope, maintenance on battery chargers, and all aspects of the 125 VDC power distribution system. The student will also receive training in troubleshooting strategy and techniques. Permission of instructor required.
- ETI 1000 Introduction to Industrial Design (O) 3 credits**
This course will provide an overview of the nature and historical evolution of industrial design. Attention will be focused on practical ways of achieving the integration of people and technology in work organizations.
- ETI 1155 Manufacturing & Inspection Proc. for Composite Materials (O) 3 credits**
This course provides students with an overview of manufacturing and inspection processes for composite materials. Permission of instructor required.

- 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 operations and processes. Permission of instructor required.
- ETI 1423 Introduction to Composite Materials (O) 3 credits**
 This course provides an overview of basic composite materials used in the aviation industry. This course will cover manufacturing, processing, and cost effectiveness of composite materials. Permission of instructor required.
- 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. Permission of instructor required.
- ETI 1633 Industrial Relations & Organizational Behavior (D) 3 credits**
 This course provides students with an overview of relationships between management and employees, compensation policy, and wage and incentive administration. Permission of instructor required.
- ETI 1637 Technology and Organizations (D) 3 credits**
 This course examines the process of technological change in work organizations. Attention is given to practical ways of achieving integration of people and technology in organizations. Permission of instructor required.
- ETI 1816 Breakers: Theory, Troubleshooting, & Maintenance (D) 3 credits**
 This course familiarizes the student with breakers in theory, troubleshooting, and maintenance. Lessons will cover the plating of metals, proper use of technical testing instruments, and preventive maintenance and testing of circuit breakers and switchgears. Troubleshooting practices are included. Permission of instructor required.
- ETI 1804 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 2572.
- ETI 1845 Mechanical Maintenance Fundamentals (O) 3 credits**
 This course presents the mechanical maintenance fundamentals required to function at a nuclear power plant. Prerequisite: EST 2572.
- ETI 1932 Introduction to Technology (D) 3 credits**
 This course involves hands-on activities to develop career skills for the 21st century, viewing technology from a social, cultural, and technological perspective. Students learn to generate drawings on a computer and learn how to cross-apply this technology to their career area. Learning modules from over 15 career areas ranging from medical technology to robotics to construction will be explored. Lab Fee \$20.00.
- ETI 1934 Orientation to Technology (O) 1 credit**
 This course provides an overview of modern trends in industrial technology. Emphasis is placed on techniques and strategies needed to function effectively and productively in a changing industrial environment. Lab Fee \$20.00.

- ETI 2817 Inverters: Theory, Troubleshooting, & Maintenance (D) 3 credits**
This course familiarizes the student with inverters in theory, troubleshooting, and maintenance. The training in the course promotes the understanding and operating techniques of instrument inverters and battery capacity test systems. Additionally, the student is instructed in the testing of a plant power line conditioner (PLC). Permission of instructor required.
- ETI 2846 Power Plant Valves (O) 3 credits**
This course presents the steps involved in disassembly, inspection, repair, and reassembly of valves. The student must identify valve components as well as demonstrate an understanding of valve maintenance. Prerequisite: ETI 1845.
- ETI 2847 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: ETI 1845.
- ETI V635 Contemporary Technology Overview (O) 40 hours**
This course provides an overview of the technologies used by business and industry. Emphasis is placed on the relationship between man and technology.
- 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 1201 Title Agent Qualification Course (O) 3 credits**
This is a pre-licensing course approved by the Florida Department of Insurance for individuals seeking a Florida Title Insurance license. The course emphasizes procedures for verification and transfer of title for real property. Satisfactory completion of this course enables the student to sit for the State's Title Insurance licensing exam.
- 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 are covered.

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 compensation, 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 and 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 Principles of Interior Design (D) 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 Architectural Design and Furniture Styles (D) 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.

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.

- HHD 2136 Accessible Housing (D) 2 credits**
This course reviews the housing needs and constraints for the elderly and physically challenged persons. Housing design, consumer products, specification of materials and barrier-free are topics presented. The Americans with Disabilities Act is reviewed and the role of the design community is presented. Public policy and community/governmental agencies are discussed.
- IND 1015C Residential Interior Design (D) 3 credits**
This course presents residential interior design using creative problem solving. Elements and principles of design are reviewed and applied with emphasis on graphic skills and presentation techniques, including orthographic projection and scale variations.
- IND 1300 Communication through Sketching(D) 1 credit**
This course will provide students with opportunities to develop basic abilities enabling them to create visual sketches, facilitating communication of conceptual ideas.
- IND 1423 Survey of Materials & Resources (D) 1 credit**
This course provides the student with market information regarding materials and sources used in the field of interior design. On-site visits are required.
- IND 1432 Lighting for Interior Design (D) 2 credit**
This course provides an introduction to the fundamentals of residential, commercial, and landscape lighting.
- IND 1462C Introduction to Architectural CAD (D) 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.
- IND 1935 Building and Barrier Free Codes (D) 2 credit**
This course addresses contract documents and building interior systems that apply to the interior environment. The course examines standards relating to safety, building codes, barrier free and material/construction testing.
- IND 2016C Commercial Interior Design (D) 3 credits**
This course presents the design processes used in commercial interiors. Space planning, human factors, technical issues, furniture and material selection, budgets, code requirements, and presentation techniques are reviewed. The course is project-oriented and includes tours of commercial installations. Prerequisite: HHD 1321.
- IND 2100 History of Interiors (D) 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 2303 Interior Perspective (D) 3 credits**
This course is designed to teach three dimensional drafting/drawing techniques, axonometric/oblique and one and two point perspectives. Drafting, freehand drawing and computers are techniques used. Prerequisite: BCN 1250.

- IND 2420 Materials and Sources of Interior Design (D) 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 2500 Interior Design Business Practices (D) 3 credits**
This course presents specialized information on establishing and maintaining a successful interior design business.
- 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.
- HEV V934 Special Topics in Home Furnishing Accessories (O) 12 hours**
This course enhances the student's knowledge of needle art techniques using various practical applications.

ITALIAN

- ITA 1120 Elementary Italian (P) 4 credits**
This course is audio-lingual Italian and includes fundamentals of listening, speaking, reading, and writing. The course is for students who have had less than 2 years of high school Italian.

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.

LEGAL ASSISTING**PLA 1104 Legal Research and Writing I (O) 3 credits**

This course provides a familiarity with the tools of legal research. The student will locate and utilize treatises, encyclopedias, digests, reporters, statutes, and Shepard's Citations. The knowledge obtained from these sources of law will be applied to writing legal documents.

PLA 1504 Real Estate and Property Law(O) 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 1763 Law Office Management Practice (O) 3 credits

This course acquaints the student with fundamentals of management and their application to a law office, including a study of office equipment, filing systems, library management, and accounting and billing procedures to reflect sound business principles and practices.

PLA 1931 Special Topics in Law (O) 1 credit

This course outlines contemporary issues and problems in the legal field, focusing on the latest developments in domestic relations, estate planning, litigation, bankruptcy, contracts, and criminal justice.

PLA 2003 Introduction to Legal Assisting (O) 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, defines 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 2059 Survey of Law (O) 3 credits

This course provides an understanding of various areas of law: property, torts, contracts, and constitutional law. The student will also be exposed to an overview of the court system.

PLA 2114 Legal Research and Writing II (O) 3 credits

This course provides the advanced research and writing skills that will be needed in the legal assistant profession. Prerequisite: PLA 1104.

PLA 2203 Civil Litigation I (O) 3 credits

This course prepares the legal assistant to help 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) 3 credits**
This course presents the topics of discovery, pre-trial preparation, trial practice, and appellate procedure (Federal and Florida). The student will obtain skills in drafting motions and discovery documents. Prerequisite: PLA 2203.
- PLA 2273 Torts (O) 3 credits**
This course presents the principles of tort law, including an examination of personal injury intentional torts, negligence, and products liability.
- PLA 2303 Criminal Law and Procedure (O) 3 credits**
This course introduces the student to the criminal justice system, common law crimes, and statutory provisions. The student will also be exposed to criminal procedure, including search and seizure, arrest procedure and sentencing.
- PLA 2433 Corporate and Business Law (O) 3 credits**
This course examines the legal function of corporations, general partnerships, limited partnerships, and sole proprietorships. Students will learn to compare business organizations, draft documents, and understand the creation and management of corporations and partnerships.
- PLA 2427 Contracts (O) 3 credits**
This course provides an overview of contract law with emphasis on understanding the rights and duties of parties who enter into a contract. Students will learn to draft and interpret contracts.
- PLA 2465 Bankruptcy Law (O) 3 credits**
This course examines the principles and procedure for filing bankruptcies and reorganizations under the bankruptcy laws, including the preparation of bankruptcy forms.
- PLA 2483 Administrative Law (O) 3 credits**
This course will examine agencies in the federal and Florida governments, including the Social Security Administration, Internal Revenue Service, and Health and Rehabilitative Services.
- PLA 2626 Estate Planning and Probate Administration (O) 3 credits**
This course offers a general understanding of the techniques and procedures involved in preparation of wills and trusts; estate planning; gift and estate taxes; probate of estates; and estate accounting.
- PLA 2663 Federal Income Tax Law (O) 3 credits**
The student will become familiar with specialized sections of the Internal Revenue Code and the legal ramifications which arise when preparing income tax returns.
- PLA 2671 Federal Estate and Gift Tax Law (O) 3 credits**
This course covers Internal Revenue Code Sections 2033-2054 and 2503, involving any and all interests includable in the gross estate and subject to federal transfer taxes. Discussion of marital deduction, charitable trusts, and estate planning techniques will be included. Prerequisite: PLA 2626.

- PLA 2803 Family Law (O) 3 credits**
This course familiarizes the student with the fundamental principles and rules relating to family law including a study of marriage relationships, legal problems affecting minor children, dissolutions of marriage, custody, adoption, support provisions, separation agreements, property disposition, and foreign divorces.
- PLA 2949 Internship in Legal Assisting (O) 4 credits**
This course 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: PLA 1104.

LIBRARY TECHNICAL ASSISTANT

- CGS 1041 Electronic Access to Info-Medical (O) 1 credit**
This course emphasizes access to medical/health information. Students will learn to develop effective search strategies using CD-ROM resources, online databases, and the Internet. Sources include: Medline, CINAHL, PDR, and GPA among others.
- CGS 1052 Electronic Access to Information (P) 3 credits**
This course will examine access to books, journals, newspapers, online resources, library catalogs, and the Internet through CD-ROM resources, online databases, and the Internet. Information analysis, critical thinking, and effective search strategies will be emphasized.
- CGS 1100 Electronic Access for Business (O) 1 credit**
This course emphasizes access to business information. Students will learn to develop effective search strategies using CD-ROM resources, online databases, and the Internet. Sources include: Business Newsbank, Business Source, Moody's, and the Internet among others.
- CGS 1130 Electronic Access for the Legal Profession (O) 1 credit**
This course emphasizes electronic access to legal information. Students will learn to develop effective search strategies using CD-ROM resources, online databases, and the Internet. Sources include Florida Statutes, Westlaw, the Federal Register, and the Internet among others.
- LIS 1010 Library Operations (O) 3 credits**
This course provides an overview of the public services functions of the library which make information resources and services available to its patrons.
- 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.
- LIS 1013 Audio-Visual Education (O) 3 credits**
This course provides hands-on experience in the use of media equipment, the preparation of display materials, and the design of presentations.
- LIS 1016 Introduction to Libraries (O) 3 credits**
This course provides a general overview of libraries and their role in today's society.

LIS 1017 Special Library Programs and Collections (O) 3 credits
 This course provides a review of special programs offered and collections housed by libraries to meet the information needs of distinctive groups.

LIS 2946 Library Practicum (O) 4 credits
 This course is an on-the-job experience designed to reinforce knowledge acquired in the classroom in a practical application setting. Prerequisites: LIS 1013, LIS 1012, LIS 1010, LIS 1017 or permission of the instructor.

LITERACY CORPS - 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.

RED 2941 Internship in Literacy Training (P) 1 credit
 This course pertains to working with adults to promote acquisition of knowledge for a minimum of 25 clock hours. The course includes training in techniques of instruction, lesson planning and evaluation. Courses in the RED 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.

RED 2942 Internship in Literacy Training (P) 2 credits
 This course pertains to working with adults to promote acquisition of knowledge for a minimum of 50 clock hours. The course includes training in techniques of instruction, lesson planning, and evaluation. Courses in the RED 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.

RED 2943 Internship in Literacy Training (P) 3 credits
 This course pertains to working with adults to promote acquisition of knowledge for a minimum of 75 clock hours. The course includes training in techniques of instruction, lesson planning, and evaluation. Courses in the RED 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.

MATHEMATICS

****MAT 0012 Pre-Algebra 3 credits**
 This course is designed to help students make the transition from arithmetic to algebra. Algebra concepts (variables, signed number, order of operations, and equations) are introduced early and then repeated with traditional arithmetic concepts (fractions, decimals, and percent). Placement test required.

****MAT 0024 Introductory Algebra 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. Prerequisite: MAT 0012 or placement test.

****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. Student must obtain a grade of "C" or better in college preparatory work to progress to the next level of instruction.

- *MAC 1102 Basic College Algebra (P) 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. Prerequisite: MAT 0024 or placement test.
- *MAC 1104 College Algebra (P) 3 credits**
Topics in this course include techniques for solving equations and inequalities, polynomial, rational, exponential, and logarithmic functions and graphs, systems of equations, the rational root and factor theorems. This course is not intended for those students preparing to take trigonometry. Prerequisite: MAC 1102 or placement test.
- *MAC 1140 Precalculus Algebra (P) 3 credits**
This course is suggested for students entering Mathematics and Engineering fields and develops the concept of a function numerically, algebraically, and graphically. Functions (including polynomial, rational, exponential, and logarithmic functions) will be analyzed. A graphics calculator is required for this course. Students completing MAC 1140 cannot take MAC 1104. Prerequisite: MAC 1102, MAC 1104, placement scores, or permission of instructor.
- *MAC 1114 Plane Trigonometry (P) 3 credits**
This course is 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 1140 or permission of instructor.
- 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 or Corequisite: MAC 1104 or higher.
- *MAC 2233 Business Calculus I (P) 3 credits**
This course is for business students. Major topics include limits, differentiation and integration of algebraic functions, exponential and logarithmic functions, areas, and applications of the preceding topics to problems in business. Prerequisite: MAC 1104 or higher.
- *MAC 2311 Calculus I with Analytic Geometry (P) 5 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. Offered Fall, Spring, and Summer, spanning both summer sessions. Prerequisites: MAC 1114
- *MAC 2312 Calculus II (P) 4 credits**
This course includes techniques of integration; applications of integration including arc length, volume, and work; polar coordinates; indeterminate forms; improper integrals; sequences and series. Offered in Fall and Spring only. Prerequisite: MAC 2311. Recommended Corequisite: MAS 2103 for students who will take Calculus III.

***GORDON RULE** - Student must achieve a grade of "C" or higher in this course for the A.A. Degree. Placement testing required for admission.

- *MAC 2313 Calculus III (P) 5 credits**
This course includes calculus of several variables including limits, partial derivatives, multiple integrals, vector functions, line integrals, cylindrical and spherical coordinates. Offered in Spring only. Prerequisite: MAC 2312 and MAS 2103.
- MAE 2800 Basic Mathematics for Educators I (P) 1 credit**
This course is for educators. All topics are presented with an emphasis on concrete models. Major topics include: base-ten numeration, 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.
- *MAP 2302 Differential Equations (P) 3 credits**
This course includes solutions of first order differential equations and applications, solutions of second order linear differential equations and applications, series solutions, numerical methods, and the Laplace transform. Offered in Summer I only. Prerequisite: MAC 2312.
- *MAS 2103 Linear Algebra (P) 3 credits**
This course includes systems of linear equations, matrices, linear transformations, determinants, eigenvalues spectral theorem, and geometric applications of vectors. Offered in Fall only. Prerequisite: MAC 2311. Prerequisite or Corequisite: MAC 2312.
- MGF 2117 Mathematics CLAST Skills for Educators (P) 1 credit**
This course reviews basic arithmetic, geometry, algebra, probability, and statistics skills educators will need to attain acceptable performance levels on a specific set of required competencies in mathematics.
- MGF 2118 Essential Skills in Mathematics (P) 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. Prerequisite: 6 credit hours of A.A. general education mathematics.
- *MGF 2202 Finite Mathematics (P) 3 credits**
Major topics of this course are the real number system and its properties, 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 higher.

*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. Student must obtain a grade of "C" or better in college preparatory work to progress to the next level of instruction.

***MTG 2204 Elementary Geometry (P) 3 credits**
This course presents the content of elementary geometry. Topics include lines and angle relationships, properties of parallel lines, congruency and similarity in triangles, types of quadrilaterals, area, volumes, and properties of circles. Methods of proof using logic principles and compass and straight-edge construction are emphasized throughout. Prerequisite: MAC 1102 or higher.

***STA 2023 Elementary Statistics I (P) 3 credits**
This course includes measures of central tendency and variability, probability, random variables, normal and binomial distributions, confidence intervals, tests of hypotheses, correlation and simple linear regression, descriptive and inferential techniques and concepts which apply to sample data which has been gathered from a population. Prerequisite: MAC 1102 or higher (MAC 1104 is recommended).

STA 2100 Statistical Simulation and Computation (P) 1 credit
This course teaches how to 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/Corequisite: STA 2014.

MEDICAL LABORATORY TECHNOLOGY

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.

MLT 1000C Introduction to MLT (O) 2 credits
This is an introduction to medical laboratory science and the 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 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 includes 4 hours of AIDS education required for health professionals. Students must be 18 years of age and have a high school diploma or GED. Lab Fee \$20.00.

MLT 1195 Tissue Identification (O) 1 credit
This course covers identification of tissue structure, cell components and staining characteristics, and the relation to physiological functions. The student will learn to recognize and locate the source of errors and determine the proper corrective action. The student will learn to make judgments concerning the results of quality control measures and institute proper procedures to maintain accuracy and precision.

***GORDON RULE** - Student must achieve a grade of "C" or higher in this course for the A.A. Degree. Placement testing required for admission.

- MLT 1300 Hematology (O) 5 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. Corequisite: MLT 1300L and Lab Fee \$65.00. Insurance Fee \$23.00.
- MLT 1300L Hematology Clinical (O) 1 credit**
 During this practicum training in a clinical affiliate, students will apply basic concepts and skills learned in Hematology. The emphasis is on appropriate collection, handling, processing and testing of specimens. Recognition of technical problems and selected abnormalities are also presented. Corequisite: MLT 1300. Lab Fee \$35.00.
- MLT 1335 Coagulation and Blood Banking (O) 5 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. Prerequisite: MLT 1000C and MLT 1300. Corequisite: MLT 1335L and Lab Fee \$30.00.
- MLT 1335L Blood Bank & Coagulation Clinical (O) 1 credit**
 During this practicum training in a clinical affiliate, students will apply basic concepts and skills learned in blood banking and coagulation. The emphasis is on use of microscopes, manual methods, and some automated instruments. Corequisite: MLT 1335. Lab Fee \$35.00.
- MLT 1542 Serology and Urinalysis (O) 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. Prerequisite: MLT 1335. Lab Fee \$65.00.
- MLT 2033 Medical Laboratory Career Orientation (O) 2 credits**
 This is a seminar course in the responsibilities and ethics of MLT, review of publications, human relations, and unusual case histories. Prerequisite: Permission of instructor.
- MLT 2400 Microbiology for MLT (O) 5 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. Prerequisites: MLT 2620. Corequisite: MLT 2400L. Lab Fee \$65.00.
- MLT 2400L Clinical Microbiology (O) 2 credits**
 During this practicum training in a clinical affiliate, students will apply basic concepts and skills in the areas of clinical microbiology. The emphasis is on specific techniques and instruments, identification factors that affect procedures and results, confirmation of results and monitoring quality control programs, and correction of error. Corequisite: MLT 2400. Lab Fee \$35.00.
- MLT 2620 Chemistry for MLT (O) 5 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. Prerequisites: MLT 1542. Corequisite: MLT 2620L. Lab Fee \$65.00. Insurance Fee \$44.00.

- MLT 2620L Clinical Chemistry Lab (O) 2 credits**
During this practicum training in a clinical affiliate, students will apply basic concepts and skills in the areas of clinical chemistry. The emphasis is on recognition of technical problems and selected abnormalities. Corequisite: MLT 2620. Lab Fee \$35.00.
- MLT 2800 Clinical Lab Practicum Review I (O) 6 credits**
This course provides practical clinical experience 32 hours per week at one of six affiliated hospitals in the areas of Hematology, Blood Bank, Serology, and Urinalysis. Prerequisite: permission of instructor.
- MLT 2801 Clinical Lab Practicum Review II (O) 6 credits**
This course provides clinical experience 32 hours per week at one of six affiliated hospitals in the areas of Clinical Chemistry, Microbiology including Mycology, Parasitology, Virology, and Clinical Chemistry. Prerequisite: permission of instructor.
- MLT 2931 Medical Lab 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 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 counter 3 part histograms and Kodachrome slides. Prerequisite: MLT 1300C.
- MLT 2937 Advanced Clinical Microbiology (O) 1 credit**
This course is for second year MLT students and lab personnel familiar with Clinical Microbiology who want an update in current trends and theories of Clinical Microbiology. Lab Fee \$30.00.
- 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.
- MUSIC**
- MUG 1101 Basic Conducting (P) 2 credits**
This course teaches basic techniques for directing a vocal and/or instrumental ensemble. Prerequisite: permission of instructor.
- MUM 1623 Introduction to Electronic Music (P) 3 credits**
This course examines the equipment, hardware, software, and procedures for M.I.D.I. (Musical Instrumental Digital Interface) technology usage.
- MUN 1270 Community Orchestra (P) 1 credit**
This course provides for the study and practice of performance techniques and skills through the rehearsal and performance of selected musical works. Course culminates in public concert.
- MUN 2130 Symphonic Band (P) 1 credit**
This course provides for the study and practice of performance techniques and skills, analyzes music from representative musical genres, and culminates in a Fine Arts Festival concert performance. This course is repeatable 3 times for credit. Audition required.

- MUN 2140 Wind Ensemble (P) 1 credit**
This course will allow the student to engage in a highly skilled level of study of wind literature important to contemporary performing practices.
- MUN 2290 Theatre Orchestra (P) 1 credit**
This course provides performance experience in the instrumental ensemble used for musical theatre. The students in this course comprise the orchestra for the Fine Arts Festival musical. This course is repeatable 3 times. Audition required.
- MUN 2310 College Chorale (P) 1 credit**
This course examines choral literature from all musical eras and presents appropriate vocal technique for performance application. This course culminates in Fine Arts Festival concert performance. This course is repeatable 3 times. Audition required.
- MUN 2440 Percussion Ensemble (P) 1 credit**
This course provides sight reading and ensemble performance experience. This course culminates in concert performance. This course is repeatable 3 times for credit. Audition required.
- MUN 2480 Guitar Ensemble (P) 1 credit**
This course provides sight reading and ensemble performance experience for guitar students of all skills levels. Public performance is required. Audition required.
- MUN 2492 Instrumental Ensemble (P) 1 credit**
The student will study all musical literature for the small ensemble through all historic periods with practical application in ensemble performance. This course is repeatable 3 times for credit.
- MUN 2700 Instrumental Ensemble "Company" (P) 1 credit**
This course presents the study, analysis, and performance criteria for today's popular music. This course culminates in Fine Arts Festival concert performance. This course is repeatable 3 times for credit. Audition required.
- MUN 2710 Stage/Jazz Band (P) 1 credit**
This course presents the study, analysis, and performance criteria for the jazz musical genre. This course culminates in Fine Arts Festival concert performance. This course is repeatable 3 times for credit. Audition required.
- MUN 2711 Jazz Combo (P) 1 credit**
This course provides performance experience in the jazz instrumental ensemble. This course is repeatable 3 times for credit. Audition required.
- MUN 2720 Vocal Ensemble "Company" (P) 1 credit**
This course presents the study, analysis, and vocal performance criteria for popular and jazz music. This course culminates in the Fine Arts Festival musical production. This course is repeatable 3 times for credit. Audition required.
- MUN 2722 Advanced Vocal "Company" (P) 1 credit**
This course provides performance applications and opportunities for vocal music theories and skills enhancement exercises. The students will demonstrate effective and appropriate vocal performance skills for varying genres and styles of popular music. This course is repeatable 3 times for credit. Prerequisite: MUN 2720 and permission of instructor.

- MUO 2020 Music Theatre (P) 1 credit**
This course provides advanced performance training and experience in acting, voice, dance, and technical theatre through the rehearsal and performance of a mainstage musical production. This course is repeatable 3 times for credit. Audition required.
- MUO 2024 Advanced Music Theatre (P) 1 credit**
This course provides advanced performance skills, training, and experience in acting, voice, dance, and technical theatre through the rehearsal and performance of a mainstage musical production. Audition or instructor permission is required. May be taken 3 times for credit.
- MUO 2220 Projects for Musical Theatre (P) 1 credit**
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.
- MUT 1001 Fundamentals of Theory (P) 3 credits**
This course examines basic music theory including notation, rhythm, scales and chords, and intervals.
- MUT 1111 Theory of Music I (P) 3 credits**
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 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 presents skill enhancement exercises in the aural and visual recognition of the structural components in music.
- MUT 1242 Sight Singing and Ear Training II (P) 2 credits**
This course is a continuation of MUT 1241.
- MUT 1640 Introduction to Jazz Improvisation (P) 1 credit**
This course examines the fundamental skills and theory required for instrumental jazz improvisation.
- MUT 1641 Jazz Improvisation I (P) 2 credits**
This course presents practical experience in instrumental jazz improvisation technique. Course materials emphasize exercises in various scales, arpeggios, and melodic patterns in all keys. Audition required.

- MUT 1642 Jazz Improvisation II (P) 2 credits**
This course presents advanced experience and skills enhancement in instrumental jazz improvisation technique. 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.
- 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.
- MVK 1111 Class Piano I and II (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.
- MVK 2121 Class Piano III and IV (P) 1 credit**
This course is a continuation of MVK 1112.

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. These courses are repeatable 3 times for credit. \$75 lab fee.

MVB 2321	Principal Applied Trumpet	MVB 2331	Advanced Level
MVB 2322	Principal Applied French Horn	MVB 2332	Advanced Level
MVB 2323	Principal Applied Trombone	MVB 2343	Advanced Level
MVB 2324	Principal Applied Baritone Horn	MVB 2334	Advanced Level
MVB 2325	Principal Applied Tuba	MVB 2335	Advanced Level
MVK 2321	Principal Applied Piano	MVK 2322	Advanced Level
MVK 2323	Principal Applied Organ		
MVP 2321	Principal Applied Percussion	MVP 2905	Advanced Level
MVS 2321	Principal Applied Violin		
MVS 2322	Principal Applied Viola		
MVS 2323	Principal Applied Cello		
MVS 2324	Principal Applied String Bass		
MVS 2326	Principal Applied Guitar	MVS 2336	Advanced Level
MVV 2321	Principal Applied Voice	MVV 2330	Advanced Level
MVW 2321	Principal Applied Flute	MVW 2331	Advanced Level
MVW 2322	Principal Applied Oboe	MVW 2332	Advanced Level
MVW 2323	Principal Applied Clarinet	MVW 2333	Advanced Level
MVW 2324	Principal Applied Bassoon	MVW 2334	Advanced Level
MVW 2325	Principal Applied Saxophone	MVW 2335	Advanced Level

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 required. These courses are repeatable 3 times for credit. \$75 lab fee.

MVB	2221	Secondary Applied Trumpet
MVB	2222	Secondary Applied French Horn
MVB	2223	Secondary Applied Trombone
MVB	2224	Secondary Applied Baritone Horn
MVB	2225	Secondary Applied Tuba
MVK	2221	Secondary Applied Piano
MVK	2223	Secondary Applied Organ
MVP	2221	Secondary Applied Percussion
MVS	2221	Secondary Applied Violin
MVS	2222	Secondary Applied Viola
MVS	2223	Secondary Applied Cello
MVS	2224	Secondary Applied String Bass
MVS	2226	Secondary Applied Guitar
MVV	2221	Secondary Applied Voice
MVW	2221	Secondary Applied Flute
MVW	2222	Secondary Applied Oboe
MVW	2223	Secondary Applied Clarinet
MVW	2224	Secondary Applied Bassoon
MVW	2225	Secondary Applied Saxophone

MUSIC - CONTINUING EDUCATION**MUH 1011 Introduction to Classical Music Appreciation (P)****2 credits**

This course will explore music from the Middle Ages to the 20th century, with a 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.

MUN 1270 Community Orchestra (P)**1 credit**

This course is a study and performance of works representative of a broad spectrum of orchestral literature. This course is repeatable 3 times for credit.

MUN 1380 Community Chorus (P)**1 credit**

This course is a study and performance of works representative of a broad spectrum of choral literature. This course is repeatable 3 times for credit.

NURSING - ASSOCIATE DEGREE NURSING**NUR 1000C LPN-ADN Transition (O)****8 credits**

The course is for the LPN making the transition to ADN. It includes content on contemporary nursing practice, legal and ethical issues and expanded technical skills. It also includes the study of alterations in respiratory, genito-urinary, GI, reproductive, endocrine, metabolic function, and infectious disease. Prerequisite: NUR 1020, BSC 2093, BSC 2093L. Lab Fee \$55.00. Insurance Fee \$23.00.

- NUR 1020C Nursing Fundamentals (O) 8 credits**
A course in fundamentals of nursing which focuses on the basic needs of individuals and the nurse's role in meeting these needs. The course includes history and trends in nursing, legal and ethical responsibilities of nurses, and basic technical and professional skills which ground the learner for future nursing courses. Needs of geriatric, oncologic and perioperative clients are presented. The nursing process is introduced as the methodology for giving care to clients. Selected experiences in local extended care and acute care facilities are provided. Prerequisite or Corequisite: BSC 2093 and BSC 2093L. Lab fee \$100.00. Insurance Fee \$23.00. Test Fee \$16.00.
- NUR 1220C Adult Health Nursing I (O) 8 credits**
This course utilizes the nursing process in the study of persons with alterations in functions of the respiratory, endocrine, reproductive, genito-urinary, gastro-intestinal, and metabolic systems and persons with infectious diseases. It addresses nursing of clients in acute care and home care, in classroom and clinical experiences. Prerequisite: NUR 1020, BSC 2093, and BSC 2093L. Prerequisite or Corequisite: BSC 2094, BSC 2094L, MCB 2010, and MCB 2010L. Lab Fee \$55.00. Insurance Fee \$23.00.
- NUR 1304 Transition-Pediatrics (O) 4 credits**
This course is a pediatric nursing course advanced placement option for the Florida Licensed Practical Nurse. Students must successfully complete NLN Mobility Profile exam II pediatric section to receive credit for this course.
- NUR 1304L Transition Laboratory - Pediatrics (O) 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 and on children with special needs and health problems. Satisfactory scores on the Nursing Mobility Test I are required. Prerequisite: NUR 1000.
- NUR 1404 Transition-Maternity (O) 3 credits**
This course is a maternity nursing course advanced placement option for the Florida Licensed Practical Nurse. Students must successfully complete NLN Mobility Profile exam II maternity section to receive credit for this course.
- NUR 2221C Adult Health Nursing II (O) 5 credits**
This course studies persons with alterations in the hematologic, cardiovascular, musculoskeletal, and neurological systems. It addresses nursing of patients in complex situations such as: emergency and disaster situations, and critical care units, both in the classroom and in clinical training. Prerequisite: NUR 1220C, BSC 2094 and BSC 2094L. Lab Fee \$40.00. Insurance \$23.00. Test Fee \$8.00.
- NUR 2222C Adult Health Nursing III (O) 3 credits**
This course studies persons with alterations in the autoimmune, sensory, and integumentary systems. Clinical experiences are provided in acute care and community settings. Prerequisite: NUR 2221C, NUR 2310 or NUR 1304, NUR 2420 or NUR 1404, and NUR 2520. Lab Fee \$22.00. Insurance \$23.00. Test Fee \$38.00.

NUR 2310C Pediatric Nursing (O) 5 credits

This course studies the child from infancy through adolescence, and is designed to give the student an understanding of normal growth and development as well as child-rearing. The course emphasizes the holistic nature of the individual child. Emphasis is on the nursing process. Attention is given to the planning, implementation, and evaluation of nursing care for the child and his family. Selected clinical experience in local health facilities is provided. Prerequisite: NUR 1220C, BSC 2094, BSC 2094L, and DEP 2004. Lab Fee \$25.00. Insurance Fee \$23.00. Test Fee \$8.00.

NUR 2420C Maternity Nursing (O) 4 credits

This course presents the biologic, psychosocial, and cultural forces influencing child-bearing, beginning with conception and following through pregnancy, birth and post-natal period. Normal phenomena are studied prior to complications. The nursing process is utilized in the assessment of the unique needs of the family during the child-bearing stage; the diagnosis of family problems; and in the planning, implementation, and evaluation of nursing care. Clinical experiences in clinics and health care facilities are provided. Prerequisite: NUR 1220C, BSC 2094 and BSC 2094L. Lab Fee \$25.00. Insurance Fee \$23.00. Test Fee \$8.00.

NUR 2520C Mental Health-Psychiatric Nursing (O) 5 credits

This course studies the assessment skills and effective therapeutic interventions required in the caring for people with psychosocial problems. Emphasis is on the study of the normal and psychopathological mental/emotional processes, 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. Prerequisite: NUR 1220C, BSC 2094, BSC 2094L and PSY 2012. Lab Fee \$25.00. Insurance Fee \$23.00. Test Fee \$8.00.

NUR 2810 Nursing Practicum (O) 3 credits

This course is a culmination of all courses in the ADN program. It provides experience in the clinical setting for managing and administering care to patients. These experiences will approximate those required for a beginning associate degree nurse. The student will be working under the direct supervision of a registered nursing preceptor. Prerequisite: Student must have completed all nursing courses prior to enrolling. Lab Fee \$2.00.

NUR 2823 Nursing Trends and Issues (O) 1 credit

This course assists students in assuming leadership and management roles in nursing. It includes concepts of leadership and management, leadership styles, hospital and nursing organizational structure and the management skills required of staff nurses.

NURSING - 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. Lab Fee \$50.00. Insurance Fee \$23.00. Test Fee \$8.00.

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 Specialties (O) 376 hours

This classroom and clinical course assists students in developing knowledge and skills 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. Lab Fee \$5.00. Insurance Fee \$23.00. Test Fee \$16.00.

PRN V380C 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. Lab Fee \$5.00.

NSP P933 Intravenous Therapy for Practical Nurses 32 hours

This course is designed to teach intravenous therapy to licensed practical nurses. It contains the education and training requirements necessary to qualify the LPN to administer I.V. fluids as stated in Rule #210.21. Prerequisite: student must be G.P.N., G.N., R.N. or L/P/N. Lab Fee \$25.00.

NURSING - HOME HEALTH AIDE**HCP V317 Home Health Care (O) 75 hours**

This course is for Certified Nursing Assistants (CNAs) who want to become Home Health Aides. Topics include: the home health industry, responsibilities of the Home Health Aide, understanding client behavior in terms of human needs, food selection and preparation, household management, care of the client's environment and personal health, and observation and record keeping. Prerequisite: Must be a Florida Certified Nursing Assistant.

NURSING - PATIENT CARE ASSISTANT**HCP V600 Patient Care Assistant (O) 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. Lab Fee \$12.00.

NURSING - SPECIAL TOPIC COURSES**HSC V003 Introduction to Health Careers (O) 6 hours**

This course provides an orientation to the IRCC Nursing Program for students who have been accepted to the PCA, PN, or ADN programs.

NUR 1060 Health Assessment and History Taking (O) 2 credits

This course is designed the registered nurse with an opportunity to practice the skills necessary for physical assessment. Didactic and practical experiences will include basic communication skills, health history, data base, psychosocial assessment, normal and abnormal physical assessment by body systems, and recording of findings. Student must be graduate nurse of R.N.

- NUR 1142 Pharmacology for Nurses (O) 3 credits**
This course is an advanced course in pharmacology for the registered nurse. The course will focus on identification of drug classifications, interaction and application of the nursing process to clinical situations. Prerequisite: NUR 1020C, BSC 2093 and BSC 2093L.
- NUR 1930 Nursing Review (O) 1 credit**
This course introduces career opportunities in nursing and the IRCC nursing programs. The course will focus on concepts key to working in any facet of health care.
- NUR 1937 Legal Issues in Health Care (O) 1 credit**
This course enables students to identify legal issues encountered while caring for patients or while supervising colleagues.
- NUR 2093 Perioperative Nursing (O) 5 credits**
This course is designed to prepare the registered nurse for the role of the perioperative nurse in establishing and sustaining system equilibrium during the perioperative period. A minimum of two years work experience as an R.N. is recommended. Insurance Fee \$23.00.
- NUR 2119 Nursing Update/Refresher(O) 5 credits**
This course provides the registered nurse with current information regarding health care delivery, pathophysiology and treatment modalities for specific disease entities and clinical experiences utilizing updated equipment and medications in acute care and community settings.
- NUR 2192 Critical Care Nursing (O) 3 credits**
This course is designed to familiarize the experienced registered nurse with concepts basic to critical care including pathology modes, treatment, and specific process. This course is designed for the registered nurse with at least one year of acute care experience.
- NUR 2193 Office Nursing (O) 1 credit**
This course prepares the registered nurse to manage and coordinate the medical office. This will allow the student to successfully integrate business and managerial skills into their current nursing practice so as to become a substantial asset to the medical practice office. This course is designed for the graduate or registered nurse.
- NUR 2242 Advanced Medical Surgical Seminar (O) 1 credit**
This course is designed to provide a forum for the professional nurse to apply principles of nursing practice to the adult medical surgical patient. Case studies will be presented and analyzed. This course is designed for the graduate nurse or the registered nurse.
- NUR 2285 Gerontology Overview (O) 2 credits**
This course is designed to provide the professional nurse with an in-depth understanding of the needs of the older adult and of health care services and systems available to support those needs. This course is designed for the graduate nurse or the registered nurse.
- NUR 2615 Home Care Nursing -Overview (O) 2 credits**
This course is designed to provide an overview of Home Health Care for the professional nurse working in or considering transition into home care nursing. This course is designed for the graduate or the registered nurse.

- NUR 2811 Advanced Nursing Practicum (O) 3 credits**
This course is designed to provide supervised clinical supervision for RN/s in specialized areas. Students will work under the direct supervision of an RN preceptor. This course is designed for the registered nurse who has completed related advanced technical certificate nursing theory courses and advanced technical certificate core nursing courses. Prerequisite or Corequisite: NUR 1060.
- NUR 2815 Legal Issues in Health Care (O) 1 credit**
This course will enable the registered nurse to identify legal issues that can be encountered in caring for patients and supervising others. This course is designed for the registered nurse or student who holds other health professional license.
- NUR 2837 Psychosocial Issues in Nursing (O) 1 credit**
This course is designed to prepare the registered nurse to address psychosocial needs of the patient, family, and co-workers. This course is designed for the graduate nurse or the registered nurse.
- NUR 2881 Graduate Nurse Seminar (O) 2 credits**
This course is designed for the graduate nurse to provide additional experience in the application of nursing knowledge to the care of the acutely ill hospitalized patient. This course is designed for the graduate nurse or the registered nurse.
- NUR 2882 Graduate Nurse Practicum (O) 3 credits**
This course is designed to provide additional experience in the process of critical thinking and delivery of nursing care in the acute care hospital under the supervision or an RN preceptor. This course is designed for the registered nurse.
- NUR 2883L Advanced Technical Nursing Skills (O) 1 credit**
This course is designed to provide the registered nurse with lab experience to develop advanced proficiency in technical skills for nursing practice in specialized settings. This course is designed for the graduate nurse or the registered nurse.
- NUR 2935 Interpretation of Lab Tests (O) 1 credit**
This course is designed to give the practicing professional nurse information about laboratory tests and procedures to enable the nurse to interpret common lab values and their clinical significance. This course is designed for the graduate nurse or the registered nurse.
- NUR 2936 NCLEX-RN Review (O) 2 credits**
This course provides a comprehensive review of nursing content and test-taking strategies in preparation for the NCLEX-RN. Prerequisite: Permission of instructor.
- NUR V839 Precepting the Student Nurse (O) 4 hours**
This course trains members of nursing staffs to become preceptors. Students are taught to observe, evaluate, and document student clinical performance. Included also is instruction in verification of student records, procedural applications, and the use of nursing clinical proficiency evaluations.
- NUR V990 Mathematics for Health Occupations (O) 18 hours**
This course provides health occupation students with a review of basic arithmetic skills and mathematical concepts necessary for their curriculum. Formulas for drug calculation, unit conversion and medical dosage calculation will be included.

NUR P094 Domestic Violence Update (O) 4 hours

This course is designed to provide the health care professional with current information on domestic violence. Content includes statistics, screening, referrals and resources. This course meets the requirements of the Florida Board of Nursing.

NUR P792 HIV Update (O) 4 hours

This course is designed to provide the health care professional with current information on HIV and other infectious diseases. Content includes modes of transmission, infection control procedures and clinical management, prevention, Florida law and impact on testing, confidentiality and treatment.

NUR P800C Graduate Practical Nurse Seminar and Practicum 120 hours

This course is designed to transition the new graduate practical nurse from the role of student to the role of employee. Course will include review of pertinent skills, systems, and emergency situations. This is a lecture, lab, and clinical course. Insurance Fee \$23.00.

OFFICE SYSTEMS TECHNOLOGY**HSC 2531 Medical Terminology I (D) 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) 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.

MRE 1003 Medical Records I (O) 3 credits

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 introduces ICD-9-CM coding and indexing of diseases and operations.

MRE 1005 Medical Records II (O) 3 credits

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. Prerequisite: MRE 1003.

MRE 1200 Health Office Coding (O) 3 credits

Using simulated patient charts and ledgers, the student learns the applications of relative value units, conversion factors, and the categories of medical, surgical, radiological, and pathological services; includes CPT/outpatient coding. Lab Fee \$20.00.

MRE 1434 Fundamentals of Medical Science (O) 4 credits

This is an introductory anatomy and physiology course which stresses the classification of the organs of the body, bones, glands, nervous system, muscles, etc., and how they function.

- MRE 2202 Advanced Coding (O) 3 credits**
This course teaches the use of the International Classification of Diseases, 9th edition, Clinical Medication (ICD-9-CM). The course will increase the quality of ICD-9-CM code selection by applying the decision process in problem solving using well-defined medical record review methods and guidelines. Prerequisites: HSC 2532, MRE 1005, MRE 1200. Lab Fee \$20.00.
- MRE 2433 Pathophysiology (O) 3 credits**
This course presents the nature, cause, and treatment of human diseases including a basic knowledge of the body's defense mechanism. Medical Terminology II, (HSC 2532) recommended for Medical Secretarial Technology majors. Prerequisites: BSC 2094 and BSC 2094L or MRE 1434.
- MRE 2825 Health Office Internship (O) 3 credits**
This course provides experience in a variety of health care facilities. The student must rotate through three different health facilities during the semester. In each rotation, the student's job training and course instruction are correlated for maximum learning. Prerequisite: permission of Program Director or Department Chair.
- MRE 2826 Health Office Externship (O) 3 credits**
This course provides directed practice in a health facility and requires 15 hours of work per week. The coordinator works closely with the healthcare facility to ensure that skills and tasks meet essential competencies and are relevant to the occupation which the student has chosen as a career. Prerequisite: MRE 2825 and permission of Program Director or Department Chair.
- OST 1100 Elementary Keyboarding (D) 3 credits**
This course presents initial instruction in keyboard control, personal correspondence, business correspondence, centering and tabulation, outlines, and manuscripts. Lab Fee \$20.00.
- OST 1110 Intermediate Keyboarding/Formatting (D) 3 credits**
This course develops skills in formatting of business correspondence, tables, manuscripts, and other business forms. Lab Fee \$20.00.
- OST 1120 Advanced Keyboarding/Document Production (D) 3 credits**
This course teaches application of keyboarding/formatting of skills to document production, e.g., procedures manual, general office, communications office, legal office, medical office, and job placement office. Lab Fee \$20.00.
- 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 1211 Introductory Shorthand (D) 3 credits**
Initial instruction in Gregg Shorthand theory through speed-building dictation and typewritten transcription. Prerequisites: OST 1100 or equivalent. Lab Fee \$20.00.

- OST 1711 Word Processing I (O) 3 credits**
This course emphasizes word/information processing concepts and terminology and is designed to develop proficiency in keyboard operations, diskette handling, document formatting, and printer operations in a Windows environment. Computer application includes creating, revising, paginating, and merging documents. Keyboarding skills are recommended. Lab Fee \$20.00.
- OST 1712 Word Processing II (O) 3 credits**
This course presents computer application includes file design and management, merge/file tasks, records processing, lists and reports using a spreadsheet, repetitive letters, and business graphics. Prerequisite: OST 1711. Lab Fee \$20.00.
- OST 1722 WordPerfect II (O) 3 credits**
This course will present applications of Desktop Publishing, as well as special and advanced features. Prerequisite: OST 1766. Lab Fee \$20.00.
- 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 1766 WordPerfect I (O) 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. Lab Fee \$20.00.
- OST 2320 Business Machines (O) 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. Lab Fee \$20.00.
- OST 2389 CPS Review & Supervised Work Experience Seminar (O) 4 credits**
This course is designed 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 of employment per week. Prerequisite: OST 2491 or permission of instructor.
- OST 2401 Office Practice (D) 3 credits**
This course is a total systems approach to administrative support training. The student will further develop and use such skills as keyboarding, records management (electronic and manual), report generation, grammar and composition of letters and memorandums, telephone skills, and reprographics. The student will also be given instructions in setting priorities and maintaining effective human relations skills. Lab Fee \$20.00.
- OST 2421 Legal Office Practice I (O) 3 credits**
This course presents 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. Keyboarding skills recommended. Lab Fee \$20.00.

- OST 2422 Legal Office Practice II (O) 3 credits**
This course provides instruction and application in typing a variety of court documents (summons, complaints, answers and counterclaims, interrogatories, depositions, notices and motions, subpoenas). Continued emphasis is on proper client relationships and the roles and responsibilities of the legal secretary through simulated office experiences. Prerequisite: OST 2421. Lab Fee \$20.00.
- OST 2431 Legal Secretarial Practices & Procedures I (O) 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. Keyboarding skills recommended. Lab Fee \$20.00.
- OST 2432 Legal Secretarial Practices & Procedures II (O) 3 credits**
This course is a continuation of OST 2431. Topics include litigation, contracts, torts, criminal law and procedures, family law, business organizations, real estate, estate planning, estates and guardianships, and bankruptcy. Keyboarding skills recommended. Prerequisite: OST 2431. Lab Fee \$20.00.
- OST 2461 Medical Office Practice (O) 3 credits**
This course 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 is included.
- OST 2491 Secretarial Seminar & Supervised Work Experience (O) 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 2601 Machine Transcription I (O) 3 credits**
This course teaches 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. Keyboarding skills recommended. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- OST 2604 Central Information Management Systems (O) 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. Lab Fee \$20.00.

- OST 2611 Medical Transcription I (O) 3 credits**
This is a specialized transcription course for the beginning medical transcriptionist. Students are exposed to the structure and content of the standard medical history and physical report. Students learn to prepare letters, memos, patient histories, physicals, and consultations. Keyboarding skills recommended. Prerequisite: HSC 2531. Lab Fee \$20.00.
- OST 2612 Medical Transcription II (O) 3 credits**
This course 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. Lab Fee \$20.00.
- OST 2613 Medical Transcription III (O) 3 credits**
This course 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 survey being performed because of similarity in sound of many anatomical structures dictated. Prerequisite: OST 2612. Lab Fee \$20.00.
- OST 2621 Legal Terminology and Transcription I (O) 3 credits**
This is a specialized terminology and transcription course for the beginning legal secretarial student. Legal transcription and terminology skills will be measured by transcription production tests. Keyboarding skills recommended. Lab Fee \$20.00.
- OST 2622 Legal Terminology and Transcription II (O) 3 credits**
This is an advanced transcription course for legal secretary majors. The course develops proficiency in preparing a variety of legal correspondence and documents. Specific emphasis is on transcription of documents in litigation, real estate, probate, and corporate law. Prerequisite: OST 2621. Lab Fee \$20.00.
- OST 2821 Desktop Publishing (O) 3 credits**
This course emphasizes assembling and designing publications, such as brochures, flyers, newsletters, and business reports, using full-feature 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. Lab Fee \$20.00.
- 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. Lab Fee \$20.00.
- OST 2930 Office System Exam Prep (O) 2 credits**
This course is designed to prepare students to take the nationally recognized examinations in legal, general, or medical office systems technology specialties.
- BRC V100 Teller Operations (O) 75 hours**
This course provides the student with specific teller operations skills such as: cash handling, balancing a cash drawer, customer identification, effective customer relations, and bank terminology. Prerequisite: OFT V010.

- OFT V010 Office Skills Training I (O) 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) 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.
- OTA V001 Office Support Technology I (O) 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.
- OTA V002 Office Support Technology II (O) 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: OTA V001 or permission of instructor.
- OTA V421 Data Entry I (O) 75 hours**
This course provides a foundation for all business education programs and includes the following areas: keyboarding, math, communication, human relations, consumer economics, and job application procedures. The course also provides an introduction to computers and their usefulness in the business world. Prerequisite: OFT V011.
- OTA V425 Data Entry II (O) 75 hours**
The course provides additional information in computer usage and develops entry-level skills for computer-related occupations using database, spreadsheet, and text editing. Prerequisite: OTA V421.
- OTA V612 Medical Secretarial I (O) 75 hours**
This course prepares students to perform secretarial duties utilizing a knowledge of medical terminology and medical office procedures. Instruction also includes transcription of reports, such as case histories, and the use of legal and insurance forms. Prerequisite: OFT V011.
- OTA V613 Medical Secretarial II (O) 75 hours**
This course gives additional instruction in secretarial duties utilizing a knowledge of medical terminology and medical office procedures. Instruction also includes transcription of reports, such as case histories, patient billing, and the use of legal and insurance forms. Prerequisite: OTA V612
- WCL V200 Health Unit Coordinator I (O) 75 hours**
This course introduces students to the basic activities and learning needs of the Health Unit Coordinator. The content includes medical terminology, ethics, interpersonal relationships, communications, and employability skills. Prerequisite: OFT V010.

WCL V203 Health Unit Coordinator II (O) 50 hours

This course allows students to develop clerical skills necessary for functioning as a Health Unit Coordinator. The content includes preparation of various requisition forms and lists, transcription of various types of physician's orders, and maintenance of the patients' charts. Prerequisite: WCL V200.

WCL V800 HUC Clinical Practicum (O) 100 hours

This course allows students to practice skills in actual clinical settings under the supervision of the teacher. Prerequisite: WCL V203.

PHILOSOPHY**HSC 1651 Ethical Issues in Health Care (P) 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) 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.

PHI 1010 Introduction to Philosophy (P) 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) 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. Students must produce 6,000 words of acceptable written material. Prerequisite: Students must score into college-level English on placement test.

PHI 1104 Critical Thinking for Educators (P) 1 credit

This course presents the value of critical thinking in education, kinds of faulty thinking that can affect student and teacher performance, and the importance of critical thinking for emotional well being.

PHI 1450 Philosophy of Psychology (P) 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 1603 Philosophical Concepts (P) 1 credit

This course serves as a critical inquiry into selected philosophical concepts in ethics, value theory, theory of knowledge, metaphysics, logic, or related areas of philosophy.

*GORDON RULE COURSE - Student must achieve a grade of "C" or higher in this course for the A.A. Degree.

PHI 1930 Eastern Philosophies (P) 3 credits

This course will examine the history, practices and basic tenets of the three major Eastern philosophies. This course will address the interesting exchange of ideas between Jewish, Christian and Buddhist leaders and their philosophies.

PHI 2100 Introduction to Logic (P) 3 credits

This course studies formal, deductive logic including the logic of syllogism and truth functions. Emphasis is placed on developing techniques for distinguishing valid arguments from invalid ones, such as hypothetical and categorical arguments, natural deduction, and truth table construction.

PHI 2101 Applied Logic (P) 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. PHI 1103 is recommended as a prerequisite.

PHI 2660 Introduction to Ethics (P) 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.

SLS 1505 Practical Reasoning (P) 1 credit

This course is designed to teach students how to recognize and avoid self-defeating thinking styles or Fallacies in their thinking as a means to stress reduction, greater assertiveness, more effective decision making, and improved interpersonal relations.

PHOTOGRAPHY**PGY 1100C Beginning Photography (P) 1 credit**

This course focuses on the anatomy and basic operation of the 35mm adjustable-control SLR (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 1102 Photography (P) 2 credits

This intermediate-level course focuses on developing photography skills by controlling the elements of composition and color, using filters, and using artificial lighting. Students must have a camera.

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 1112 Advanced Photography (P) 1 credit

This course is designed as a follow-up to PGY 1110. This course concentrates on flash photography, studio portrait photography, and creating art forms with your photography.

PGY 1120C Beginning Darkroom Photography (P) 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 1401 with PGY 1420C recommended. Lab Fee \$20.00.

- PGY 1121C Advanced Darkroom Photography (P) 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. Lab Fee \$25.00.
- PGY 1123C Beginning Color Darkroom Photography (P) 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 1401. Beginning Darkroom is recommended. Lab Fee \$20.00.
- PGY 1401 Photography I (P) 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. Student must have a 35 mm camera and instruction manual.
- PGY 1411C Intermediate Landscape Photography (P) 1 credit**
This course is for the intermediate-level photographer. Students will photograph Florida's natural environment on location with their instructor. Prerequisite: PGY 1110C.
- PGY 1420C Photography II (P) 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 1401. Lab Fee \$20.00.
- PGY 1705 Beginning Video Techniques (P) 1 credit**
This course teaches simple methods in planning and producing quality video presentations. Students must have access to their own videotape, camcorder, tripod, and instruction manual.
- PGY 2124C Advanced Color Darkroom Photography (P) 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. Lab Fee \$25.00.

PHYSICAL EDUCATION/RECREATION/WELLNESS

- DAA 1300 Ballroom Dancing (P) 1 credit**
This course presents social and competitive dance techniques, recognition of rhythms, poise, balance, leading, following, and expression used in ballroom dancing.
- 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.
- DAA 1373 Advanced Country and Social Dance (P) 1 credit**
This course enhances and perfects techniques and movements used in social and country style dancing. Participants will continue to develop the basic skills previously acquired. The various steps will be shared in practical exercises to encourage physical conditioning and exercise. Knowledge of Country Line Dance is suggested.

- HLP 1081 Personal Wellness (P) 3 credits**
This course will establish in students a lifestyle conducive to total wellness which involves an awareness and appreciation for the 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 1130 Holistic and Preventive Health Care I (D) 1 credit**
This course examines the historical background of current trends in holistic health care and 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 1402 CPR and Emergency Care (O) 1 credit**
This course gives participants instruction in and practical knowledge of First Aid and CPR. Students will receive national certification.
- HSC 1651 Ethical Issues in Health Care (P) 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 those issues discussed are euthanasia, abortion, death and dying, the allocation of scarce medical resources, human experimentation, psychosurgery, and genetic engineering.
- HSC 2100 Personal and Community Health (P) 3 credits**
This course examines the physiological and psychological bases for health, health hazards, fitness, and family living.
- HSC 2400 First Aid and Safety (P) 3 credits**
This course will examine the basic and advanced instruction in First Aid principles and skills which will enable the individual to act in emergency situations.
- PEL 1011 Team Sports for Women and Men I (P) 1 credit**
This course includes instruction and participation in the basic skills, strategy, officiating techniques, and rules of basketball and volleyball.
- PEL 1111 Bowling (P) 1 credit**
This course includes instruction and participation in the basic skills, strategy, techniques, and rules of bowling.
- PEL 1121 Golf (P) 1 credit**
This course includes instruction and participation in the basic skills, strategy, techniques, and rules of golf.
- PEL 1341 Tennis I (P) 1 credit**
This course includes instruction and participation in the basic skills, strategy, techniques, and rules of tennis.
- PEL 1441 Racquetball (P) 1 credit**
This course includes instruction and participation in the basic skills, strategy, techniques, and rules of racquetball.

- PEL 1511 Soccer (P) 1 credit**
This course includes instruction and participation in the basic skills, strategy, officiating techniques, and rules of soccer.
- PEL 2210 Softball (P) 1 credit**
This course presents the skills, techniques of participation, teamwork, sportsmanship, and rules of softball. This course may be repeated for credit. Begins on date assigned by NJCAA.
- PEL 2219 Baseball (P) 1 credit**
This course presents the skills, techniques of participation, strategy, and rules of baseball. May be repeated for credit. Begins on date assigned by NJCAA.
- PEL 2324 Volleyball (P) 1 credit**
This course presents the skills, techniques of participation, strategy, and rules of volleyball. May be repeated for credit. Begins on date assigned by NJCAA.
- PEL 2624 Basketball (P) 1 credit**
This course presents the skills, techniques of participation, strategy, and rules of basketball. May be repeated for credit. Begins on date assigned by NJCAA.
- PEM 1953 Cheerleading (P) 1 credit**
This course includes training and instruction for the mastering of skills necessary for varsity cheerleading. May be repeated for credit. Prerequisite: permission of instructor required.
- PEM 1101 Fitness through Physical Activity (P) 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 1104 Wellness Lifestyle (P) 1 credit**
This course explores the benefits of exercise as a foundation of personal wellness while working towards increasing flexibility, endurance, strength, and cardiovascular fitness.
- PEM 1171 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. In addition, the student will participate in a series of floor exercises and will learn the elements of proper nutrition.
- PEM 1174 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) 1 credit**
This course includes 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.
- PEN 1136 SCUBA Basic (P) 2 credits**
This course includes 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 and will have additional expenses.

- PEN 1138 SCUBA - Advanced Rescue (P) 2 credits**
 This course includes the instruction and participation in the advanced skills and techniques of SCUBA diving; also the scientific principles, study of marine life, and principles and application of water safety. Prerequisite: PEN 1136.
 Students must be competent swimmers. Lab Fee \$10.00.
- PEN 2114 Lifeguard Training (P) 3 credits**
 The course will provide the following: regular participation in physical activity, self-survival and safety skills in and around the water, and how to save others and prevent emergencies in and around the water. Students must obtain the Red Cross Life Saving Certificate to qualify for a position of lifeguard.
- PEN 2124 Swimming (P) 1 credit**
 This course presents the skills, techniques of participation, strategy, and rules of swimming. May be repeated for credit. Begins on date assigned by NJCAA.
- PEN 2151 Springboard Diving (P) 1 credit**
 This course provides coaching, training, and instruction in the skills necessary to achieve a high level of proficiency in springboard diving. May be repeated for credit. Begins on date assigned by NJCAA.
- PEO 1004 Youth Coach Certification (NYSCA) - Level I (P) 1 credit**
 This course is designed to certify coaches for youth sports (little league baseball, football, flag football, and basketball) according to NYSCA (National Youth Sports Coaches Association) standards.
- PEO 1008 NYSCA Coaches Certification II (P) 1 credit**
 This course is designed to fully certify youth coaches under the National Youth Sports Coaches Association levels II and III. Topics include CPR, first Aid, Specific Sport Instruction and Certification Topics.
- PEO 2013 Sports Officiating (P) 3 credits**
 This course includes theory and practice of officiating football, basketball, and baseball.
- PEQ 1131 Equipment Specialty (O) 2 credits**
 This course trains divers in the philosophy and development of specialized diving equipment. Prerequisite: PEN 1136.
- PEQ 1132 Instructor Development Prep Course (O) 2 credits**
 This course provides Dive Masters with an in-depth knowledge of diving theory, diving skills, and teaching of those skills. Prerequisite: PEQ 1137.
- PEQ 1133 Instructor Development Course (O) 2 credits**
 This preparatory course includes 26 segments which include lectures, workshops and practice sessions in the classroom and open water diving requirements and techniques. Prerequisite: PEQ 1132.
- PEQ 1134 Drift Diver Specialty (O) 1 credit**
 This performance-based course trains certified divers in the philosophy and development of drift diving. This course provides the required training for certification as a Drift Diver. Prerequisite: PEN 1136.

- PEQ 1135 Night Diver Specialty (O) 1 credit**
This course trains divers in the philosophy and development of night diving. This course is required for certification as a Master Diver. Prerequisite: PEN 1136.
- PEQ 1137 Dive Master Specialty (O) 2 credits**
This course provides training 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 1138 Instructor Evaluation Prep Course (O) 2 credits**
This performance-based course prepares instructor candidates for certification as Open Water Scuba Instructors. Major topics include pool skill assessment, rescue skills, demonstrations and practice for diving instructor. Prerequisite: PEQ 1133.
- PEQ 1139 Underwater Collecting Specialty (O) 1 credit**
This course trains divers in the philosophy and development of underwater hunting. This course is necessary for Master certification. Prerequisite: PEN 1136.
- 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.
- PEQ 2141 Water Safety Instructor (O) 3 credits**
This course trains instructor candidates to teach the proper methods and skills for American Red Cross Swimming and Water Safety courses. Must be 17 years of age and pass a swimming skills test.
- PET 1920 Sports Psychology Workshop (P) 1 credit**
This course includes the basics 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.
- PET 2622 Care and Prevention of Athletic Injuries (P) 3 credits**
This course is designed to provide students with a basic knowledge of the care, prevention, and rehabilitation of injuries received during participation in sports activity.
- PGY 1244 Underwater Photography (O) 2 credits**
This performance-based course trains divers in the philosophy and development of underwater photography. Prerequisite: PEN 1136.
- WST 1321 Women's Wellness (D) 1 credit**
Focusing primarily on women's health issues, this course reviews the wellness movement; its history, impact on today's health, and 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.

PHYSICAL SCIENCES

AST 1002 Astronomy (P) 3 credits

This course examines the methods and instruments used by astronomers; the history of astronomy and understanding the earth's place in the universe; the life cycles of the sun and the stars; the solar system and its relation to the galaxy; and the overall structure, contents and evolution of the universe. Basic mathematical skills will be utilized to quantify the various aspects of physical laws embodied in astronomy.

AST 1004 The Universe - Cosmology (P) 1 credit

This course investigates the structure and contents of the universe with emphasis on historical and current theories about the creation and ultimate fate of the cosmos.

AST 1930 Exploring Stars and Planets (P) 1 credit

This course introduces students to the contents of the universe with special emphasis on practical astronomy, telescope operation, constellation recognition, ephemeral sky events such as eclipses, comets and meteor showers and basic observing techniques for viewing stars and planets.

AST 1931 Planetarium Technical Lab (P) 1 credit

This course is offered as an independent student program for student interested in learning how to operate a planetarium. Major topics for investigation will include: planetarium maintenance, creation of education programming multi-media production techniques, K-12 education curricula, logistics of field trip experiences, public programming, and presentations. Prerequisite: AST 1002.

PSC 1311 Earth Science (P) 3 credits

This course is designed for non-science majors and studies basic principles of astronomy, geology, and meteorology. The topics include 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.

PSC 1341 Physical Science (P) 3 credits

This course includes 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 1341L Physical Science Lab (P) 1 credit

This is the lab component for Physical Science. Lab experiences will include the following topic areas of physics and chemistry with practical application of the laws of science in problems. Prerequisite/Corequisite: PSC 1341. Lab Fee \$20.00.

PHYSICAL THERAPIST ASSISTANT

HSC 1000 General Pharmacology for Health Professionals (O) 1 credit

This course will provide the student with general pharmacology concepts and principles in the management of patient/client care. Effective administration of therapeutic drugs and indications and contraindications associated with drug therapy are described.

- PHT 1000 Introduction to Physical Therapy (O) 3 credits**
This course is an introduction to the profession of physical therapy emphasizing historical background, role orientation, legal and ethical issues, professional organizational structure, modality principles, and basic patient care skills. Incorporates body mechanics, patient positioning, gait training, and wheel chair prescriptions. Prerequisites: BSC 1005, and BSC 1005L or BSC 1010 and BSC1010L. Corequisites: PHT 1000L, PHT 1120, PHT 1120L. Lab Fee \$70.00.
- PHT 1000L Introduction to Physical Therapy Lab (O) 1 credit**
This course consists of the laboratory sessions for PHT 1000. Includes practice in skill activities emphasizing body mechanics, positioning techniques, transfers, gait training, and basic patient care. Prerequisites: BSC 1005 with BSC 1005L or BSC 1010 with BSC 1010L. Corequisites: PHT 1000, PHT 1120, PHT 1120L.
- PHT 1120 Functional Anatomy and Kinesiology (O) 3 credits**
This course includes the study of the structure and function of the musculoskeletal system with emphasis on the mechanical (functional) aspects of human motion. Actions, origins, insertions of muscles are presented. Muscle testing, goniometry, and the aspects of normal functional gait and posture related to therapeutic exercise are discussed. Prerequisites: BSC 1005 with BSC 1005L or BSC 1010 with BSC 1010L. Corequisites: PHT 1120L, PHT 1000, PHT 1000L.
- PHT 1120L Functional Anatomy and Kinesiology Lab (O) 2 credits**
This course consists of the laboratory sessions for PHT 1120. Includes the development of student skills in palpations of bony landmarks, goniometry, muscle testing, basic gait analysis of muscle function as it relates to biomechanical principles of human motion and therapeutic exercise. Prerequisites: BSC 1005 with BSC 1005L or BSC 1010 with BSC 1010L. Corequisites: PHT 1120, PHT 1000, PHT 1000L. Lab Fee \$70.00.
- PHT 1211 Disabilities and Therapeutic Procedures I (O) 2 credits**
This course introduces the theory and practical application of physical therapy modalities used by the physical therapist assistant. Physical principles, physiological effects, indications/contraindications of therapeutic heat and cold, ultrasound, traction, intermittent compression electrotherapy, radiant therapy, hydrotherapy, and massage on the body are presented. Chest physical therapy is included. Prerequisites: PHT 1000, PHT 1120. Corequisites: PHT 1211L, PHT 1300.
- PHT 1211L Disabilities and Therapeutic Procedures Lab (O) 2 credits**
This course consists of the laboratory sessions for PHT 1211. Includes practice in skill performance of all modalities/procedures presented in Disabilities and Therapeutic Procedures I. Prerequisites: PHT 1000L, PHT 1120L. Corequisites: PHT 1211, PHT 1300. Lab Fee \$10.00.
- PHT 1300 Survey of Pathological Deficits (O) 3 credits**
This course provides basic knowledge of diseases of the human body. Emphasis is on the description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis and prevention of pathologies most commonly treated in physical therapy. Corequisites: PHT 1211, PHT 1211L.

- PHT 1801 Clinical Practice I (O) 3 credits**
This course entails the first assignment in clinical education. Each student is assigned to a clinical facility and performs various physical therapy, modalities and basic exercises, under the close supervision of a physical therapist. Scheduled class meetings are included to discuss requirements for the course with discussion on professionalism, attitudes, patient rapport, etc. A clinical journal of daily experiences, activities and SOAP notes are required. Prerequisites: PHT 1211, PHT 1120. Corequisites: PHT 2224, PHT 2224L.
- PHT 2162 Survey of Neurological Deficits (O) 3 credits**
This course consists of the nervous system including basic neuroanatomy, sensory and motor systems, neurodevelopmental sequence, reflexes and selected neurological disabilities commonly seen in the field of physical therapy. Emphasis is on the etiology, pathology, and clinical picture of diseases. Prerequisites: PHT 2224, PHT 2224L. Coirrequisite: PHT 2810L.
- PHT 2224 Disabilities and Therapeutic Procedures II (O) 2 credits**
This course introduces concepts of therapeutic exercise including principles, objectives, categories, and various applications of specific exercise regimes. Emphasis is on the etiology symptoms, prevention, and treatment of selected orthopedic, medical and surgical conditions encountered in the field of physical therapy. Prerequisites: PHT 1211, PHT 1120. Corequisites: PHT 1801L, PHT 2224L.
- PHT 2224L Disabilities and Therapeutic Procedures II Lab (O) 1 credit**
This course consists of the laboratory sessions for PHT 2224 providing the practical application of various therapeutic exercise. Exercise programs for specific orthopedic/medical conditions are presented and practiced. Prerequisites: PHT 1211, PHT 1120. Corequisites: PHT 2224. Lab Fee \$10.00.
- PHT 2701 Rehabilitative Procedures (OO) 2 credits**
This course consists of the development of advanced knowledge in approaches to physical therapy treatment. Emphasis is on treatment techniques for brain injury, amputations, spinal cord injury, cardiac, and genetic/congenital disorders. Prerequisite: PHT 2162. Corequisites: PHT 2802L, PHT 2701L.
- PHT 2701L Rehabilitative Procedures Lab (O) 1 credit**
This course consists of the laboratory sessions for PHT 2701. Includes utilization of developmental postures in treatment, facilitation/inhibition techniques and other forms of advanced therapeutic exercises. Management and treatment of the amputee is discussed and practiced. Prerequisite: PHT 2162. Corequisite: PHT 2701, PHT 2820L, PHT 2931. Lab Fee \$50.00.
- PHT 2810 Clinical Practice II (O) 6 credits**
This course entails the second assignment in clinical education. Each student is assigned to a clinical facility and performs intermediate physical therapy treatment techniques, scheduled class meetings are included to share patient care experiences. A clinical journal and case study report are required. Prerequisite: PHT 1801. Corequisite: PHT 2162. Insurance Fee \$44.00.

PHT 2820 Clinical Practice III (O) 5 credits

This course entails the third and final assignment in clinical education. Each student is assigned to a clinical facility and performs advanced skills in critical thinking in approaching patient treatment and procedures. Scheduled class meetings are included to discuss clinical experiences. A clinical journal and case study are required. Prerequisites: PHT 2810. Corequisites: PHT 2701, PHT 2701L, PHT 2931

PHT 2931 Transition Seminar (O) 2 credits

This course consists of discussion and a seminar type class which explores the newer trends involving the professional team, the professional organization and legislation. Topics include trends, specialized practice, patient services, case studies, integrating theory and practice, and the employment process. Prerequisite: PHT 2162. Corequisites: PHT 2701, PHT 2701L, PHT 2802L.

PHYSICS**PHY 1001 Principles of Physics (P) 3 credits**

This course examines general principles in physics and their application to mechanical, fluid, thermal, and electrical systems.

PHY 2048C Physics for Engineers I (P) 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 or MAC 1135 or higher. Prerequisite/Corequisite: MAC 2311. Lab Fee \$20.00.

PHY 2049C Physics for Engineers II (P) 5 credits

A continuation of PHY 2048C including electricity, magnetism, and radiation. Prerequisite: PHY 2048C. Lab Fee \$20.00.

PHY 2053 General Physics I (P) 3 credits

This course is designed for science majors. This course covers mechanics, heat, and sound. Prerequisite: MAC 1140 or higher. Prerequisite/Corequisite: MAC 1114. Corequisite: PHY 2053L.

PHY 2053L General Physics I Lab (P) 1 credit

This is the lab component for General Physics I. Lab experiences will include the following topic areas of mechanics, heat, and sound. Prerequisite/Corequisite: PHY 2053. Lab Fee \$20.00.

PHY 2054 General Physics II (P) 3 credits

A continuation of PHY 2053. Prerequisite: PHY 2053. Corequisite: PHY 2054L.

PHY 2054L General Physics II Lab (P) 1 credit

This is the lab component for General Physics II, and is a continuation of PHY 2053L. Prerequisite: PHY 2053L. Prerequisite/Corequisite: PHY 2054. Lab Fee \$20.00.

POLITICAL SCIENCE**CPO 2002 Comparative Politics (P) 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.

- INR 1930 Topics in International Affairs (P) 1 credit**
This course acquaints students with important topics in international affairs including background data, players, and outcomes of serious world problems.
- INR 2002 Introduction to International Relations (P) 3 credits**
This survey course provides a working knowledge of international relations including the history of international relations, nationalism, foreign policy, imperialism, militarism, economics, international organizations, and the United Nations.
- POS 1041 American Government (P) 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. Prerequisite: Students must score into college-level English on placement test.
- POS 2112 American State & Local Government (P) 3 credits**
This course provides a basic understanding of government at the state and local level. Students will examine Florida government in detail as a model for understanding state and local politics.

PSYCHOLOGY

- 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.
- EDP 2002 Educational Psychology (P) 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. Prerequisite: Student must score into college-level English on placement test.
- 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.
- PPE 1931 Victimology (D) 1 credit**
This course studies various types of both childhood and adult victimization, presenting the abuser and the victim. Strategies for coping and victimization will be discussed.
- PSY 2012 Introduction to Psychology (P) 3 credits**
This course provides an introduction to the scientific study of human behavior and mental processes by surveying the different subfields of psychology. Topics include the brain, memory, personality, abnormal behavior, and cognition. Prerequisite: Student must score into college-level English on placement test.

PSY 2924 Introduction to Sports Psychology (P) 3 credits

This course provides an introduction to the scientific study of people and their behavior in sports and exercise contexts. Topics include the psychological factors affecting physical performance and the effect that sports participation has on psychological development, health, and well-being.

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 1217 Advanced Self Development (O) 1 credit

This course presents methods used in taking responsibility for one's own life. Methods and skills taught in Self Development are reinforced and expanded upon with an emphasis on reaching one's full potential. Prerequisite: SLS 1212.

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 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.

RADIOGRAPHY**RTE 1000C Introduction to Radiologic Technology (O) 3 credits**

This course is an introduction to Radiologic Technology and includes history of the profession through the role of the radiographer, including basic principles. Corequisite: RTE 1503, RTE 1804.

RTE 1418 Radiographic Exposure I (O) 2 credits

This course includes methods of film processing and processors, darkroom chemistry, image formation, and construction of films, cassettes, and grids. The theory and practice of safe exposure values, accessory equipment and their use, equipment testing, and quality control procedures will be discussed. Prerequisite: MAC 1102 and RTE 1000C. Corequisite: RTE 1418L, RTE 1513, RTE 1513L, RTE 1814.

RTE 1418L Radiographic Exposure I Lab (O) 1 credit

This course includes lab demonstration to support the lecture material presented in RTE 1418. Corequisite: RTE 1418, RTE 1513, RTE 1824. Lab Fee \$40.00. Insurance Fee \$44.00.

RTE 1457 Radiographic Exposure II (O) 2 credits

This course provides in-depth analysis of the principles of radiographic exposure as they apply to density, detail, contrast, magnification, and distortion. The Inverse Square Law and its application is also included. Prerequisite: RTE 1418 and RTE 1418L. Corequisite: RTE 1457L, RTE 1523, RTE 1523L, RTE 1834.

- RTE 1457L Radiographic Exposure II Lab (O) 1 credit**
This course provides lab exercises involving screen contact testing, Inverse Square Law, principles of sharpness, and development and use of exposure charts. Prerequisite: RTE 1418 and RTE 1418L. Corequisite: RTE 1457, RTE 1523, RTE 1523L, RTE 1834. Lab Fee \$40.00.
- RTE 1503 Radiographic Procedures I (O) 3 credits**
This course is designed to provide the Radiography student with the instruction in radiographic examinations of the chest. An introduction of medical terminology, radiographic terminology and the fundamentals of patient care are included. Corequisite: RTE 1804, RTE 1000C.
- RTE 1513 Radiographic Procedures II (O) 3 credits**
This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper and lower extremities. Special emphasis of radiographic anatomy, surface landmarks, positioning, technique, pathology and critique of images shall be made. Prerequisite: RTE 1503. Corequisite: RTE 1513L and RTE 1824. Lab Fee \$40.00.
- RTE 1513L Radiographic Procedures II Lab (O) 1 credit**
This course provides lab instruction in radiographic examinations of the upper and lower extremities, gastrointestinal systems, and the biliary system. Prerequisite: RTE 1503. Corequisite: RTE 1513 and RTE 1814. Lab Fee \$40.00.
- RTE 1523 Radiographic Procedures III (O) 3 credits**
This course is a continuation of study in radiographic anatomy, positioning, pathology and image evaluation with emphasis in procedures of the gastrointestinal system, biliary system, genitourinary system, bony thorax and spine. This course includes discussion of patient care and medical terminology related to course topics. This course also includes the composition, use and effects of contrast medium on the human body. Prerequisite: RTE 1513 and RTE 1513L. Corequisite: RTE 1523L, RTE 1834.
- RTE 1523L Radiographic Procedures III Lab (O) 1 credit**
This course is designed to provide the Radiography student with lab instruction in radiographic examinations of the gastrointestinal system, bony thorax and spine. Corequisite: RTE 1523 and RTE 1834. Lab Fee \$40.00.
- RTE 1804 Radiography Clinical Education I (O) 1 credit**
This course is designed to provide the student with practical application in a supervised setting, of the theory covered in RTE 1503. The student will rotate through selected areas of the Radiology Department in order to gain first hand experience in film filing, film processing, and transportation of patients. The student will observe, assist and perform basic radiographic procedures (chest and abdomen) under the supervision of a clinical instructor. Lab Fee \$40.00. Insurance Fee \$44.00.
- RTE 1814 Radiography Clinical Education II (O) 1 credit**
This course is a continuation of RTE 1804 with students performing radiographic examinations under direct supervision in the clinical education centers. Emphasis is placed on chest imaging, and methods of patient care. Prerequisite: RTE 1804. Lab Fee \$40.00.

- RTE 1824 Radiography Clinical Education III (O) 2 credits**
This course is a continuation of RTE 1814 with students performing radiographic procedures under direct supervision in the clinical education centers. Emphasis is placed on examinations of the chest, abdomen, upper and lower extremities. Prerequisite: RTE 1814. Corequisite: RTE 1513, RTE 1513L, RTE 1418, RTE 1418L. Lab Fee \$40.00.
- RTE 1834 Radiography Clinical Education IV (O) 2 credits**
This course is a continuation of RTE 1824 with students performing taught in previous clinical courses. Emphasis will be placed on radiographic examinations of the gastrointestinal system, biliary system, bony thorax and spine. Prerequisite: RTE 1824. Corequisite: RTE 1523, RTE 1523L. Lab Fee \$40.00. Insurance Fee \$44.00.
- RTE 2061 Radiography Seminar (O) 2 credits**
This course prepares students for the ARRT examination. Emphasis is on review, test-taking skills, and mock registry examinations. The course will assist the student in job placement activities including résumé writing and interviewing skills. Corequisite: RTE 2563, RTE 2874.
- RTE 2308 Radiation Safety & Protection (O) 2 credits**
This course includes discussion of the mechanisms of protection from the harmful effects of ionizing radiation as this applies to radiation workers, patients, and the public at large. The genetic and somatic effects of ionizing radiation will also be discussed. Prerequisite: RTE 1000. Corequisite: RTE 2533, RTE 2533L, RTE 2854.
- RTE 2473 Introduction to Quality Improvement (O) 2 credits**
This course explores several parameters of radiographic quality control including testing and evaluation of automatic processor chemistry, film processing techniques, and equipment maintenance. Introduction and preparation to JCAHO standards for hospital accreditation are discussed. Prerequisite: RTE 1418 and RTE 1457. Corequisite: RTE 2563, RTE 2864.
- RTE 2533 Radiographic Procedures IV (O) 2 credits**
This course provides continued study in radiographic anatomy, positioning, pathology, and film critique with emphasis on the skull, including sinuses, mastoids, facial bones, and orbits. This course includes discussion of patient care and medical terminology related to course topics. Prerequisite: RTE 1523 and RTE 1523L. Corequisite: RTE 2533L, RTE 2854, RTE 2308.
- RTE 2533L Radiographic Procedures IV Lab (O) 1 credit**
This course provides lab instruction in radiographic examinations of the skull. Corequisite: RTE 2533, RTE 2308, RTE 2854. Lab Fee \$40.00.
- RTE 2553 Radiographic Procedures V (O) 3 credits**
This course provides continued study in radiographic anatomy, positioning, pathology and image evaluation with emphasis on special procedures. The course also provides instruction in venipuncture, contrast media reactions, and patient care methods. Prerequisite: RTE 2533 and RTE 2533L. Corequisite: RTE 2864, RTE 2473
- RTE 2553L Radiographic Procedures V Lab (O) 1 credit**
This course is designed to provide the Radiography student with lab instruction in venipuncture, tomography, trauma, and other special radiographic procedures. Prerequisite: RTE 2533 and RTE 2533L. Corequisite: RTE 2864, RTE 2553. Lab Fee \$40.00.

RTE 2563 Advanced Medical Imaging (O) 2 credits

This course is an interdisciplinary workshop designed to prepare the Radiography student for entry into the workplace. Research into advanced radiologic modalities will be performed and presented by students. Topics specifically addressed include: CT, MRI, Sonography, Nuclear Medicine, Radiation Therapy, Mammography and Pharmacology as it relates to the radiologic sciences will also be discussed. Prerequisite: RTE 2553. Corequisite: RTE 2874, RTE 2061, RTE 2613.

RTE 2613 Radiographic Physics (O) 3 credits

This course presents the physics of x-ray generators. The theories of direct and alternating current with methodology for harnessing, distribution, and measurement of current and EMF. Motors, transformers, single- and three-phase x-ray generators, construction and function of x-ray tubes, atomic structure and its relation to the generation of x-rays from an x-ray tube, interaction of radiation matter, pair production, Compton, and photoelectric interaction, tube rating charts, and testing for malfunctioning of x-ray generating systems are studied. Prerequisite: PHY 1101, RTE 1418 and RTE 1457. Corequisite: RTE 2563, RTE 2874.

RTE 2844 Radiography Clinical Education V (O) 2 credits

This course is a continuation of RTE 1834 with students perfecting positioning skills with indirect supervision. Emphasis will be placed on radiographic procedures in advanced radiographic modalities and fluoroscopic procedures. Prerequisite: RTE 1834. Lab Fee \$40.00. Insurance Fee \$44.00.

RTE 2854 Radiography Clinical Education VI (O) 2 credits

This course is a continuation of RTE 2844 with students perfecting positioning skills with indirect supervision. Emphasis will be placed on examinations of the skull, facial bones, sinuses and special radiographic procedures. Prerequisite: RTE 2844. Corequisite: RTE 2308, RTE 2553. Lab Fee \$40.00.

RTE 2864 Radiography Clinical Education VII (O) 3 credits

This course is a continuation of RTE 2854 with students perfecting positioning skills with indirect supervision. Clinical rotations will include special procedures, myelography, and CT scanning. Prerequisite: RTE 2854. Corequisite: RTE 2553, RTE 2553L. Lab Fee \$40.00.

RTE 2874 Radiography Clinical Education VIII (O) 3 credits

This course is a continuation of RTE 2864 with students practicing positioning skills with indirect supervision. Emphasis will be placed on completion of required clinical competencies. Prerequisite: RTE 2864. Corequisite: RTE 2563. Lab Fee \$40.00.

READING***REA 0001 College Prep Reading I 3 credits**

This course provides students with individualized and group instruction in reading and vocabulary skills through diagnostic and prescriptive techniques. Placement testing is required.

*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.

- *REA 0002 College Prep Reading II 3 credits**
This course improves a student's reading and vocabulary skills and reading rate. Learning activities include individualized and group instruction. Study skills are taught and applied. Prerequisite: Placement test or REA 0001.
- REA 1125 Essential Skills in Reading (P) 1 credit**
This course prepares students for the Reading Section of the CLAST. 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-wiseness.
- REA 1205 Advanced College Reading I (P) 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. Prerequisite: Placement test or REA 0002.
- REA 1208 Advanced College Reading II (P) 3 credits**
This course provides a review of literal comprehension skills and emphasizes critical and effective 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. Prerequisite: REA 1205.
- REA 1930 Reading to Learn in the Content Areas (P) 1 credit**
This course develops strategies for improved reading comprehension and critical thinking across the curriculum. Students will learn to solve problems, construct questions, and complete comprehension assignments.
- REA 1932 Reading for Professionals (P) 1 credit**
This course is specifically designed for people working in business or professional areas. It provides instruction in rapid reading techniques, comprehension skills, and learning retention strategies as they apply to business and other professional disciplines.
- REA 2126 CLAST Reading Skills for Educators (P) 1 credit**
This course prepares teachers for the Reading section of the CLAST Exam. Instruction centers on the development of the comprehension skills in both the Literal and Critical areas. Test-taking strategies are included to help reduce test anxiety and to increase test sophistication.
- REAL ESTATE**
- CGS 1102 Computer Usage for the Real Estate Agent (O) 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.

*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. Student must obtain a grade of "C" or better in college preparatory work to progress to the next level of instruction.

- REE 1040 Real Estate Principles and Practices I (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 ABI (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-licensed real estate appraiser.
- REE 1181 Certified Residential Appraisal AB II (O) 2 credits**
This course provides the licensee with advanced knowledge of residential real estate appraisal.
- REE 1182 Certified Residential Appraisal AB IIb (O) 1 credit**
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 1802 Mortgage Broker License Course (O) 2 credits**
This course fulfills the educational requirements for pre-licensing as a Florida Mortgage Broker. This course will focus on primary and subordinate financing transactions and the laws of Chapter 494, Florida Statutes.
- REE 1932 Condominium Living & 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 1990 Professional Real Estate Assistant (O) 3 credits**
This course prepares students to become real estate assistants. Students learn to create geographical farm lists, prepare home guides, make invitation calls to open houses, verify property taxes, and enter listing data into MLS.
- REE 2041 Real Estate Principles and Practices II (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 2080 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 2184 Certified General Appraisal Course ABIII (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 1182.

- REE 2541 Condominium Association 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; it reviews the material covered in REE 2041 and presents practice questions to help the student prepare for the state exam. Prerequisite: REE 2041.
- REE 2930 Mid-Management Seminar in Real Estate (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 cycle and include: professional marketing in real estate, the entrepreneur in real estate, and emerging trends in the real estate industry.
- 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 after January 1, 1989. The course focuses on essentials 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 after January 1, 1989. The course focuses on essentials of real estate investment.
- REE P103 Appraising Continuing Education I 15 hours**
This course meets 15 of the 30 hours of continuing education required for certified residential or real estate appraisers.
- REE P104 Appraising Continuing Education II 15 hours**
This course meets 15 of the 30 hours of continuing education required for certified residential or real estate appraisers.
- REE P551 Issues in Apartment Rentals (O) 15 hours**
This course meets 15 of the 30 hours of continuing education required for certified residential or real estate appraisers.
- 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 after January 1, 1989. Must be completed within two years of licensing.

RESPIRATORY CARE

- RET 1007 Cardiopulmonary Pharmacology (O) 2 credits**
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. Corequisites: RET 1024C, RET 1274C, RET 1485.
- RET 1024 Introduction to Respiratory Care (O) 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. Corequisite: RET 1007, RET 1274C, RET 1485. Lab Fee \$40.00.
- RET 1274 Respiratory Care Theory I (O) 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. Corequisite: RET 1024C, RET 1007, RET 1485. Lab Fee \$40.00.
- RET 1485 Cardiopulmonary Anatomy and Physiology (O) 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. Corequisites: RET 1024C, RET 1007, RET 1274C.
- RET 2264 Mechanical Ventilation with Lab (O) 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. Corequisite: RET 2834. Lab Fee \$40.00.
- RET 2275 Respiratory Care Theory II with Lab (O) 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. Corequisite: RET 2503, RET 2832. Lab Fee \$40.00.
- RET 2280 Critical Respiratory Therapy (O) 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. Corequisite: RET 2835, RET 2714, RET 2934.
- RET 2414C Pulmonary Function Studies with Lab (O) 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/Corequisite: MAC 1102, RET 2442C, RET 2833. Lab Fee \$20.00.

- RET 2442 Respiratory Care Theory III with Lab (O) 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 2275. Corequisite: RET 2833. Lab Fee \$20.00.
- RET 2503 Cardiopulmonary Diseases (O) 2 credits**
This course is an in-depth study of cardiopulmonary diseases including etiology, diagnosis, and treatment. Prerequisite: RET 1485. Corequisite: RET 2275C, RET 2832.
- RET 2714 Pediatric/Neonatal Respiratory Therapy (O) 2 credits**
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. Corequisite: RET 2280, RET 2835.
- RET 2832 Respiratory Therapy Clinic I (O) 5 credits**
This course provides supervised observation 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. Corequisite: RET 2275C, RET 2503. Lab Fee \$100.00.
- RET 2833 Respiratory Therapy Clinic II (O) 2 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. Corequisite: RET 2242C. Lab Fee \$20.00.
- RET 2834 Respiratory Therapy Clinic III (O) 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. Corequisite: RET 2264C. Lab Fee \$100.00. Insurance Fee \$33.00.
- RET 2835 Respiratory Therapy Clinic IV (O) 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 2834. Corequisite: RET 2280, RET 2714, RET 2934. Lab Fee \$100.00. Insurance Fee \$33.00.
- RET 2934 Professional Development in Respiratory Care (O) 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. Corequisite: RET 2280, RET 2835, RET 2714.
- RET P931 Respiratory Care - Current Topics (O) 1 - 8 clock hours**
This course will provide Respiratory Therapists and other health care practitioners with an update and overview of current technology, therapy, and scientific advances in the management of patients with Cardiopulmonary Disorders.

RESTAURANT MANAGEMENT**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.

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 1000 Professional Food Service & Etiquette (O) 1 credit

This course provides training in professional etiquette, service, sanitation principles, for restaurant, bar, banquet, coffee shop, and room service employees.

FSS 1003 Intro to Food Service & Tourism Operations (O) 3 credits

This course familiarizes students with all aspects of the food service, hotel, and tourism industries. Basic functions and principles will be explored.

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 of 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.

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 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 2284C Food Service 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.
- 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. Prerequisite: FSS 2303.
- 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. Prerequisite: FSS 2304.
- 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. Prerequisite: FSS 2305.
- HUN 1201 Introduction to Nutrition (D) 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 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. In hands-on experiences, the student will prepare a variety of foods and will learn to adapt standardized recipes for microwave cooking.
- DIE V101 Introduction to Dietary Management (O) 225 hours**
This course provides an in-depth study of normal nutrition principles and the application of these principles in nutritional assessment and diet modification. This course is part of the Certified Dietary Management program.
- DIE V200 Diet Therapy for Managers (O) 225 hours**
This course is part of the Certified Dietary Management program and includes instruction and learning activities provided in a laboratory and clinical setting using hands-on experiences appropriate to program content and in accordance to current practice in the field.

- 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.
- HMV V940 Culinary Arts - Sanitation (O) 400 hours**
 This course introduces the student to career options in the culinary arts field and provides initial preparation for employment in food service. Prerequisite: permission of instructor.
- HMV V941 Culinary Arts - Practicum I (O) 300 hours**
 This course is for students enrolled in the culinary arts apprenticeship program. Students will meet weekly for discussions and reports concerning supervised work experiences. Organization procedures of food establishments will be discussed. Prerequisite: HMV V947.
- HMV V942 Culinary Arts - Practicum II (O) 300 hours**
 In addition to meeting weekly for discussions and reports concerning supervised work experiences, leadership and human relations will be discussed. Prerequisite: HMV V945.
- HMV V943 Culinary Arts - Practicum III (O) 300 hours**
 In addition to meeting weekly for discussions and reports concerning supervised work experiences, food merchandising techniques will be discussed. Prerequisite: HMV V948.
- HMV V944 Culinary Arts - Nutrition Principles (O) 400 hours**
 This course concentrates on intermediate commercial food and culinary arts techniques and fundamental nutrition principles. Prerequisite: HMV V947.
- HMV V945 Culinary Arts - Cost Control (O) 400 hours**
 This course presents advanced commercial food preparation, cost controls, and business mathematics in the culinary arts industry. Prerequisite: HMV V944.
- HMV V946 Culinary Arts - Specialty Techniques (O) 400 hours**
 This course introduces the student to specialty culinary arts techniques in classroom instruction and in on-the-job training for which they will receive compensation. Included is instruction on serving dips and desserts, garnishing and presentation of hors d'oeuvres and ice carvings, and cake decorating. Prerequisite: HMV V942.
- HMV V947 Culinary Arts - Equipment Operations (O) 400 hours**
 This course presents basic culinary food preparation techniques and equipment operations. Prerequisite: HMV V940.
- HMV V948 Culinary Arts - Management & Entrepreneurship (O) 400 hours**
 This course highlights management principles and techniques, customer relations, employability skills, and entrepreneurship. Prerequisite: HMV V946.

RUSSIAN

- RUS 1000 Russian for Daily Use I (P) 2 credits**
 This course introduces the fundamentals of the Russian alphabet and pronunciation. Students will learn expressions needed to carry on a basic conversation.

SIGN LANGUAGE

- *SPA 1332 Sign Language I (P) 2 credits**
This course is 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 function 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) 2 credits**
This course emphasizes additional vocabulary and the ability to communicate with sign. Prerequisite: SPA 1332 or equivalent.
- *SPA 2335 Conversational Sign Language (P) 2 credits**
This course is for the student already familiar with sign language and the American Manual Alphabet. This course focuses on conversational signing, communicating clearly and fluently by combining fingerspelling with body language and facial expressions. Taught primarily in sign (without voice), the course encourages the development of the student's receptive and expressive skills through group interaction. Prerequisite: SPA 1334 or permission of instructor.
- *SPA 2336 Sign Language III (P) 2 credits**
This course is a continuation of Sign Language II and will focus on the use of Signed English with an introduction to American Sign Language. Prerequisite: SPA 1334.

SOCIOLOGY

- 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 from 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.
- SLS 1215 Self Awareness (O) 1 credit**
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 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.

*These courses **do not** meet the requirement for foreign language for university admission.

- SLS 1220 Assertiveness (O) 1 credit**
This course differentiates between the three behavioral styles of passivity, aggression, and assertion. 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. 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 1250 Multicultural Issues (P) 3 credits**
This course presents a survey of the cultures of many United Nations member nations and explains the inter-ethnic conflict, cultural conflict, and self-rejection experienced by many groups around the world. The course focuses on facilitating understanding among people from different parts of the world with diverse cultural backgrounds.
- SLS 1260 Community Internship (P) 1 credit**
This course will provide the student, through the volunteering of time, an opportunity to strengthen and develop community awareness through a supervised on-the-job experience in a community agency. Permission of the instructor is required. (25 hours, 1 credit)
- SLS 1268 Community Internship (P) 3 credits**
This course will provide the student, through the volunteering of time, an opportunity to strengthen and develop community awareness through a supervised on-the-job experience in a community agency. Permission of the instructor is required. (75 hours, 3 credits)
- SLS 1269 Community Internship (P) 2 credits**
This course will provide the student, through the volunteering of time, an opportunity to strengthen and develop community awareness through a supervised on-the-job experience in a community agency. Permission of the instructor is required. (50 hours, 2 credits)
- SLS 1352 Empowerment For Women (D) 1 credit**
This course introduces the principles and theories of empowerment, self determination, increasing self esteem, and decreasing self-defeating behavior patterns.
- SLS 1930 Conflict Resolution (D) 1 credit**
This course emphasizes methods of managing anger, compromising, and communicating. Theories, principles and applications of conflict resolution will be discussed.
- SYG 1313 Surviving Single in a Social World (P) 1 credit**
This course helps divorced, separated, widowed, as well as never-married persons, live alone and face adjustment in lifestyle. Topics covered will include fear or reality of loneliness, depression, lowered self-esteem, returning to work, and returning to education.
- SYG 1410 Family Relations (P) 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.

- 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 development stages of the family.
- SYG 1412 Marriage Enrichment (P) 1 credit**
This 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 2000 Introduction to Sociology (P) 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. Prerequisite: Students must score into college-level English on placement test.
- SYG 2010 Social Problems (P) 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.
- SYG 2320 Deviant Behavior (D) 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 & Delinquent Behavior (D) 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.
- ISS 2168 Drugs, Alcohol, & Society (P) 3 credits**
This course approaches the subject of drugs from a multi-disciplinary perspective with attention given to the biological, psychological, sociological, and educational implications of drug abuse in society. The course presents the body of knowledge and practice that has accumulated from scientific and policy efforts.
- 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 inequality of limited occupational choices, the impact of divorce, obstacles to political success, violence against women, and the lack of adequate child care.
- SLS V263 Personal Growth & Leadership (O) 45 hours**
This course will teach life management skills through a curriculum which is both activity-based and process-based, and will address leadership skills, problem solving, communication skills, group dynamics, study skills, decision making, time and stress management, human relations, public relations, team building, parliamentary procedures, and other personal and group relations processes.

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 permission of instructor.

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 permission of instructor.

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 conversational Spanish within everyday community situations. 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 permission of instructor.

SPN 1012 Applied Conversational Spanish III (P) 2 credits

This course focuses on the skills and information needed to prepare for 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 permission of instructor.

SPN 1172 Spanish for Communication I (P) 1 credit

This course will introduce basic Spanish sounds, structures and vocabulary, with an emphasis on oral communication.

SPN 2930 Spanish Through Media (P) 2 credits

This course provides students with a language study implemented by application to available Spanish media. Students must have a basic knowledge of the Spanish language. Prerequisite: SPN 1010 or permission of instructor.

***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. Prerequisite/Corequisite: ENC 1101 or permission of instructor.

***SPN 1121 Elementary Spanish II (P) 4 credits**

This course is designed at a beginning college level for students who have had 2 years of high school Spanish. Prerequisite: SPN 1120 or permission of instructor.

*These courses meet Foreign Language requirements for university admission.

***SPN 2200 Intermediate Spanish I (P) 4 credits**

The course includes several short reading selections. It is designed for students who have had at least 3 years of high school Spanish. Prerequisite: SPN 1121 or permission of instructor.

***SPN 2201 Intermediate Spanish II (P) 4 credits**

This course is designed for college-level students who have had at least 3 years of high school Spanish. Prerequisite: SPN 2200 or permission of instructor.

SPEECH**SPC 1050 Speech Improvement (P) 3 credits**

This course is 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 Communication (P) 3 credits

This course presents 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 Communication (P) 3 credits

This course examines 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, coding and calculating areas.

SUR 1101 Basic Surveying and Mapping (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 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. Prerequisites: SUR 1101.

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; 21 HH standards; plotting of contours; x-sections; plotting of topographic surveys.

SUR 2200 Surveying - Route Geometric (O) 3 credits

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 2610.

*These courses meet Foreign Language requirements for university admission.

SUR 2330 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 1101.

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 1101.

SUR 2462 Subdivision Layout and Platting (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 2500 GPS, 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 2610.

SUR 2610 Intermediate Surveying (O) 3 credits

This course teaches advanced field surveying measurement techniques, error adjustments, intersection, horizontal curves, and computer familiarization. Prerequisite: SUR 1101.

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.

TRAVEL AGENCY**HFT V150 Travel Agency Operations (O) 60 hours**

This course develops basic skills required for employment as a Travel Agent. The course will provide hands-on experiences with airlines, cruises, land tours, travel insurance, and car rentals.

HMV V731 Airline/Travel Computer Operations (O) 30 hours

This course provides hands-on experience with an actual airline terminal simulator. Students will gain terminology used in the travel industry as well as the software formats required to confirm and sell airline tickets. Prerequisite: HFT V150.

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 provides students employability skills. The content includes: how to obtain personal and occupational information necessary in choosing a career, how to prepare for the job hunt, how to get leads on jobs and how to contact potential employers. Writing of résumés, completing applications, and checking payroll deductions will be covered, as will handling of promotions, resignation, job loss, and career changes.

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 (O) 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. Prerequisite: One-year practical work experience is required before being allowed to test for the State examination.

EVS P343 Wastewater "B" Certification (O) 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. "C" level certification required.

EVS P353 Wastewater "A" Certification (O) 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. "B" level certification required.

EVS V133 Water "C" Certification (O) 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 training requirement for certification at the "C" level. Prerequisite: One-year practical work experience is required before being allowed to test for the State examination.

EVS P143 Water "B" Certification (O) 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. "C" level certification required.

EVS P153 Water "A" Certification (O) 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. "B" level certification required.

EVS P405 Backflow and Repair Training (O) 20 hours

This course will cover repair and trouble shooting or potential problems as it relates to pumps for water and waste-water plants.

WELDING**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 1121 Electric Welding I (O) 3 credits

This course covers 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 are also covered. Lab Fee \$30.00.

PMT 1122 Electric Welding II (O) 3 credits

This course covers Advanced Electric Welding Techniques which includes 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 are also covered. Prerequisite: PMT 1121 or permission of instructor. Lab Fee \$30.00.

PMT 1123 Combination Welding I (O) 3 credits

This course provides fundamental theory of all types of conventional welding, the welding industry and its many career offerings, and theory and laboratory exercises to develop proficiency in oxy-fuel welding, cutting, brazing and soldering. Lab Fee \$30.00.

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. Lab Fee \$30.00.

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. Lab Fee \$30.00.

PMT 2932 Welding - Special (O) various credits

This is a special course or seminar developed to meet the needs of the community. Lab Fee \$30.00. ,

PMT V102 Orientation to Welding (O) 45 hours

This course is designed to develop basic competencies in the areas of oxygen, acetylene, electrical, and metallic arc welding.

PMT V931 Welding Seminar - Light Gauge Electric (O) 60 hours

This course is for beginning welders. Students will learn safety procedures, light gauge welding techniques, correct procedures for cutting light gauge metals, and basic MIG welding. Lab Fee \$30.00.

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. Lab Fee \$20.00.

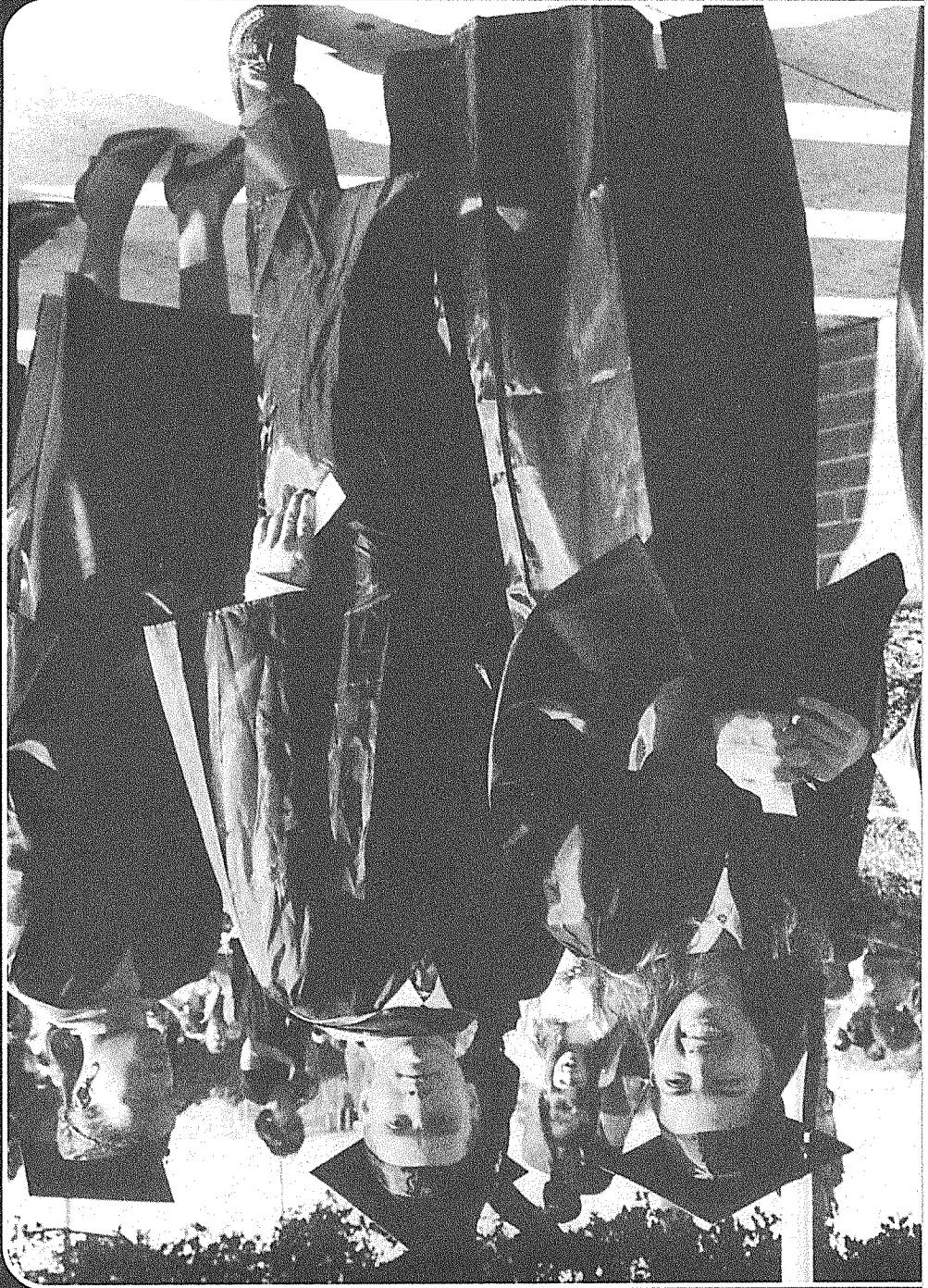
BCV V201 Woodworking Workshop (O) 45 hours

The workshop gives students the opportunity to improve and refine techniques learned in Basic Woodworking. Prerequisite: BCT V111. Lab Fee \$20.00.

BCV V230 Introduction to Cabinet Making 45 hours

The purpose of this course is to prepare students for employment as cabinet makers or cabinet and trim installers. After completing this class, the student should know safety procedures and be able to use tools required for this profession. The content of the course includes safe and efficient work procedures, constructing casework, fixtures, window and door frames, molding, and trimwork. Lab Fee \$20.00.

COLLEGE ORGANIZATION



INDIAN RIVER COMMUNITY COLLEGE

ADMINISTRATION

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M.S., University of Southern Mississippi
Ph.D., University of Southern Mississippi

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B.S., Florida A&M University
M.Ed., Florida Atlantic University
Ed.D., Florida Atlantic University

Raymond Isenburg..... *Vice President of Applied Science & Technology*

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M.S., University of Tennessee
Ed.D., University of Tennessee

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M.Ed., University of Montevallo
Ed.S., Florida Atlantic University
Ed.D., Florida Atlantic University

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M.S., Rollins College

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M.A., University of South Florida
Ph.D., University of Florida

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M.S., University of Tennessee

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M.A., Florida Atlantic University

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M.B.A., University of Miami
Ed.D., Florida Atlantic University

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M.S., State University of New York
Ph.D., Florida State University
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Ph.D., University of Tennessee
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M.Ed., Florida Atlantic University
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M.B.A., Florida Institute of Technology
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Ed.S., Florida Atlantic University
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M.Ed., Florida Atlantic University
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M.S., Fort Valley State College
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M.S., University of South Carolina
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M.Ed., Florida Atlantic University
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B.A., Wooster College

- Albert P. Little, Jr.** *Assistant Dean of Accounting Services*
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 M.S., Middle Tennessee State University
 C.P.A., State of Tennessee
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 and Executive Director of the Foundation*
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 M.P.A., Florida Atlantic University
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 M. A., Western Kentucky University
 Ed.D., University of Central Florida
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- Rudolph P. Widman** *Assistant Dean of Learning Resources*
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 M.B.A., Florida Institute of Technology
 Ph.D., Northeastern University
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 M.S., University of Michigan
- Michael E. Easom** *Athletic Director*
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 M.S., Florida State University
- Gerald L. Mock** *Director of Research and Reports*
 B.S., University of Florida
- Paul R. O'Brien** *Director of Institutional Technology*
 B.Ed., Queens University, Belfast
 M.S., Barry University
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 B.A., Florida Atlantic University
 M. Ed., Florida Atlantic University

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 B.S., Muhlenberg College
 M.S., Yale University
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 M.D., University of Miami
- James P. Robelli**..... *EMT/Paramedic*
 B.S., Michigan State University
 M.D., Wayne State University School of Medicine
- John L. Rodgers**.....*Medical Laboratory*
 B.S., Georgetown College
 M.D., University of Miami
- Paul Skaggs**.....*Radiologic Technology*
 B.A., University of Florida
 M.D., University of Miami

INSTRUCTIONAL DEPARTMENT CHAIRPERSONS

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 B.S., Baptist College at Charleston
 M.Ed., Florida Atlantic University
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 B.S., Long Island University
- M. Susan Archer** *Instructional Advisement*
 B.A., Western Michigan University
 M.A., Western Michigan University
- Neila R. Bird** *Learning Assistance*
 B.A., Michigan State University
 M.A., Michigan State University
 Ph.D., Michigan State University
- Marjorie A. Bowers** *Paramedic*
 B.S., Upsala College
 M.Ed., Florida Atlantic University
 Ed.D., Florida State University
- Mary H. Butler** *Cosmetology*
 A.A., Indian River Community College
 B.A., University of South Florida

- Henri Sue Bynum***Minority Teacher Education Specialist*
 B.A., University of Southern Mississippi
 M.Ed., University of Southern Mississippi
 Ph.D., University of Southern Mississippi
- Carol W. Daniels***Medical Laboratory Technology*
 B.S., Merimack College
 M.Ed., Florida Atlantic University
- Leila J. Darress***Physical Therapist Assistant*
 A.A., Indian River Community College
 B.S., University of Florida
- June P. Eastmond***LPN/Patient Care Assisting*
 R.N., Kings County Hospital at Brooklyn
 B.S., New York University
 M.S., Long Island University
- José L. Farinos***Graphic Design Technology*
 B.A., University of Miami
 M.U.R.P. University of Miami
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 A.A., Brevard Community College
 B.S., Medical College of Georgia
 M.S., Nova University
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 B.S., Syracuse University
 M.B.A., Syracuse University
- Michael Leatherwood***Physical Education*
 B.S., University of Florida
 M.S., University of Florida
- James W. Lett***Social Sciences*
 B.A., College of William and Mary
 M.A., University of Florida
 Ph.D., University of Florida
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 B.A., University of Tennessee-Knoxville
 M.A., California State University of Los Angeles
 Ed.D., Florida Atlantic University
- Anke H. McMullian***Industrial Technology*
 B.S., University of Suriname
 M.S., University of Florida
 Ph.D., University of Florida

- David V. Moberg**..... *Fine Arts*
B.A., Moorhead State University
M.F.A., University of Florida
- Doris Marie Presley** *Natural Sciences*
B.S., East Tennessee State University
M.S., East Tennessee State University
Ph.D., University of Tennessee
- Patricia C. Profeta** *Library Services*
B.A., Douglass College
M.L.S., Rutgers University
- Alan P. Roberts**..... *Business Administration & Marketing Management*
A.A.S., North Country Community College
B.S., SUNY at Albany
M.S., SUNY at Albany
- Georgette Rosenfeld** *Respiratory Care*
A.S., Miami Dade Community College
B.P.S., Barry University
- Alice Serey** *Nursing*
B.S.N., Eastern Kentucky University
M.S.N., Florida Atlantic University
- Gary W. Shaver** *Radiologic Technology*
B.S.N., Fairmont State College
M.A., West Virginia University
- Donald L. Skinner**..... *English/Modern Languages*
A.A., Indian River Community College
B.A., University of Florida
M.A., University of Florida
- Leon E. Sterle**..... *Mathematics*
B.S., State University of New York at Albany
M.S., State University of New York at Albany
- Daniel Strumas**..... *Communications*
B.A., Gordon College
M.Ed., Florida Atlantic University
- Anthony P. Valvano**..... *Dental Laboratory Technology*
B.S., State University College at Buffalo

Jimmie B. Vandegrift *Computer Programming and Applications*
 B.A., University of Florida
 M.R.C., University of Florida
 M.P.A., Georgia State University

Roy G. Winebrenner *Criminal Justice Technology*
 B.S., Nova 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

PROFESSIONAL STAFF

Daniel F. Bird *Coordinator/Farmworker Education Program*
 A.A., Montcalm Community College
 B.A., Hope College
 M.S.W., University of Michigan
 M.A., University of Michigan

Carol Chiaverini *Director of Financial Aid*
 A.A., Mohegan Community College
 B.A., University of Connecticut
 M.B.A., Hartford Graduate Center

James Holmes *Station Manager/WQCS*
 B.L.S., Barry University

Patricia R. Williams *Coordinator/Women's Program*
 B.Th., International Bible Institute & Seminary
 M.R.Ed., International Bible Institute & Seminary
 D.Min., International Bible Institute & Seminary

COUNSELING FACULTY

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 M.A., Western Michigan University

Angela C. Bayer A.B., West Virginia University
 M.A., West Virginia University

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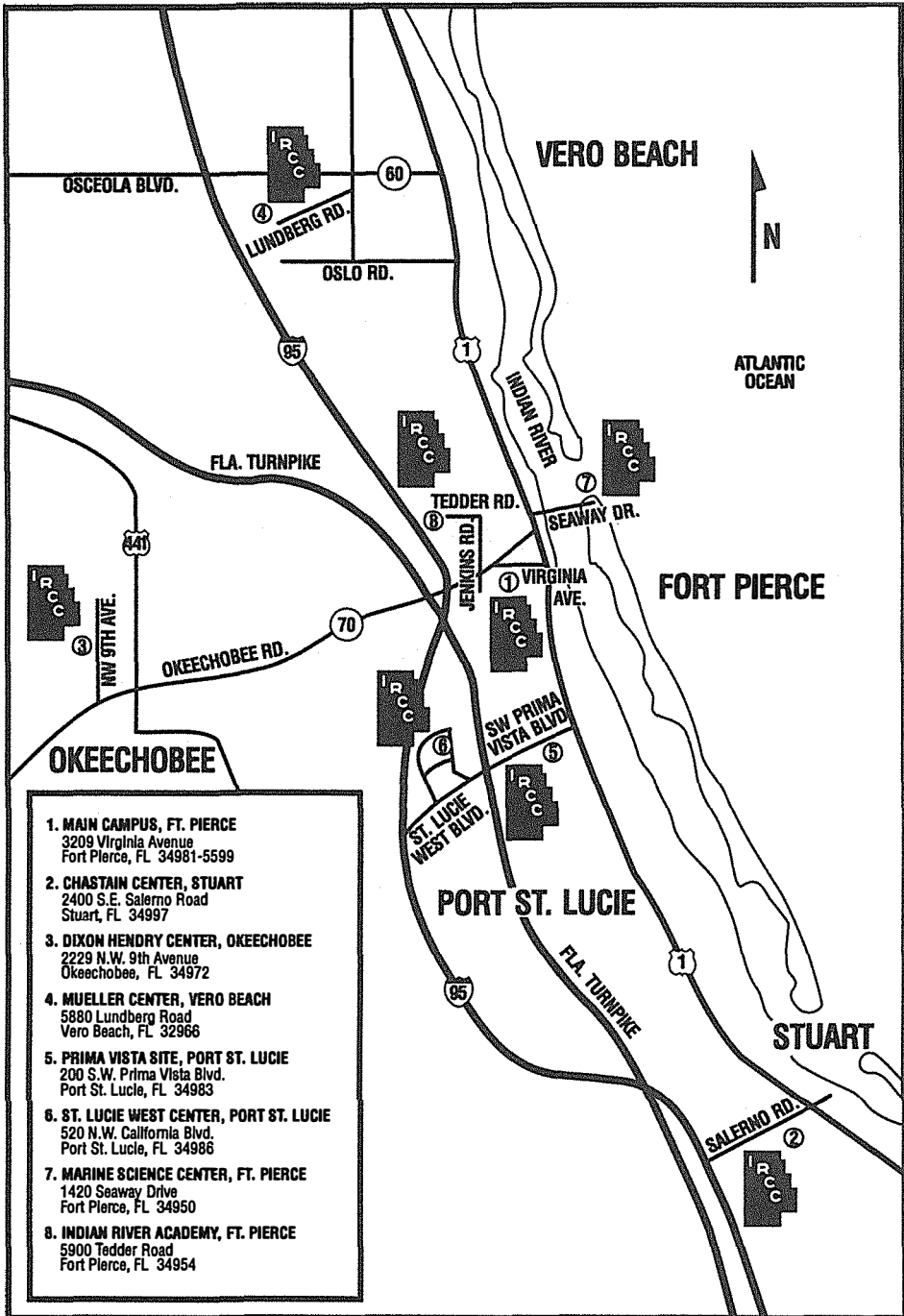
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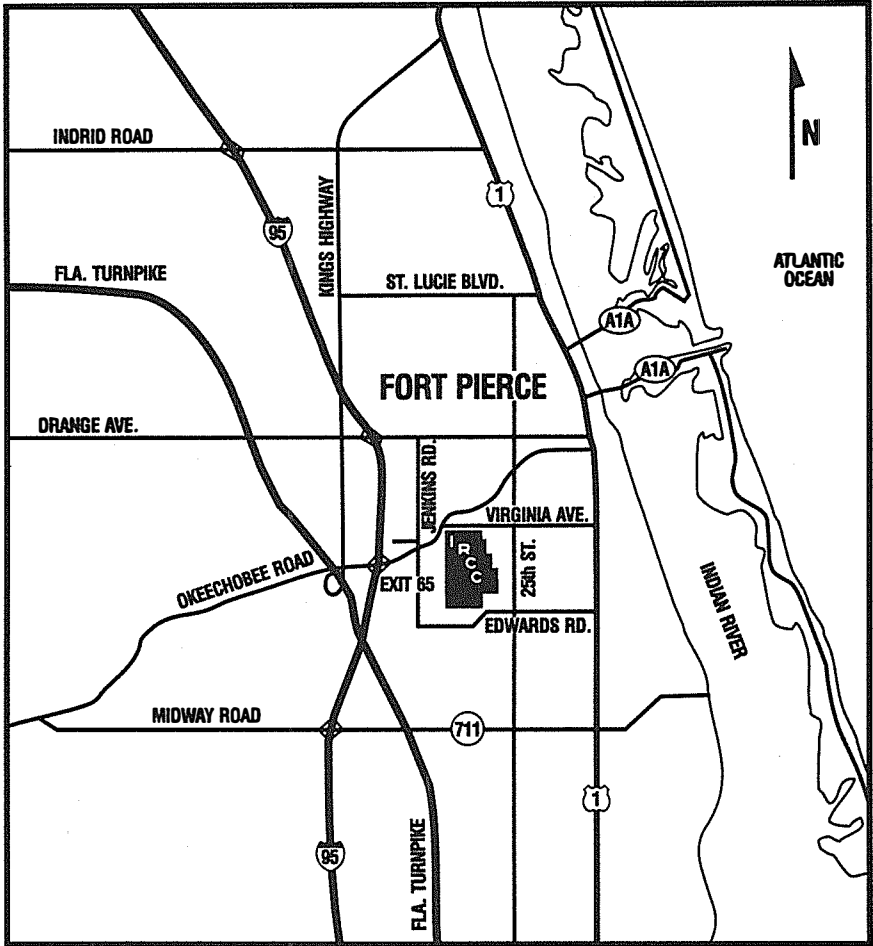
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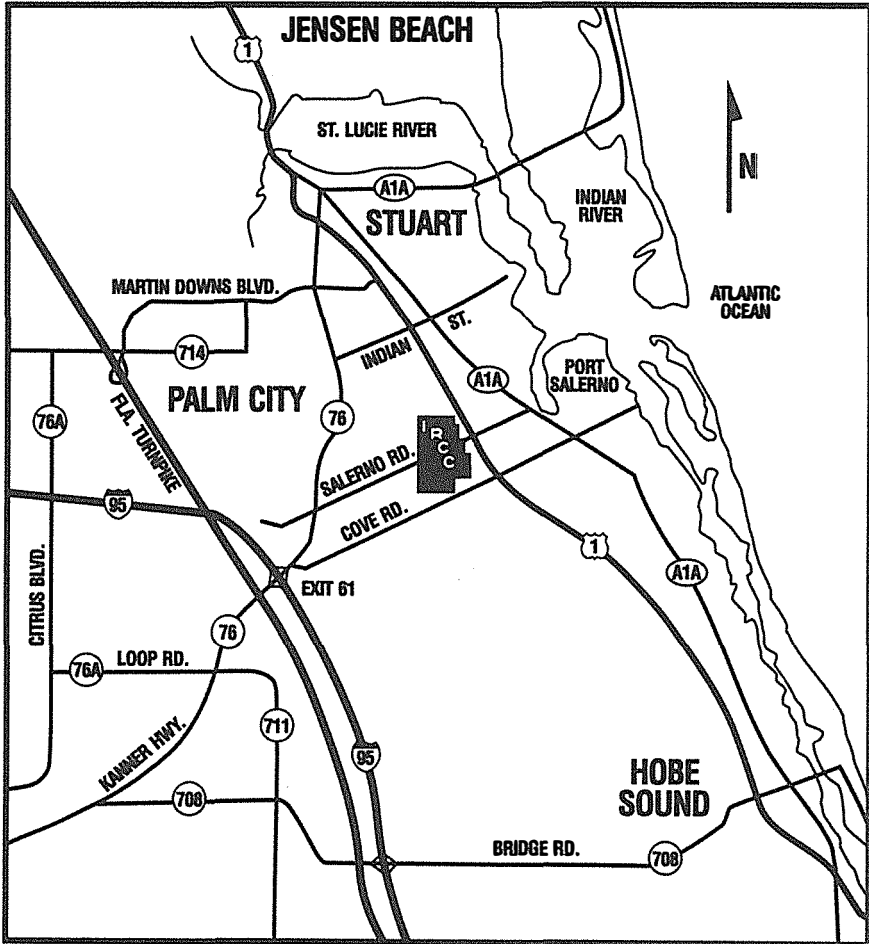
INDIAN RIVER COMMUNITY COLLEGE CENTERS



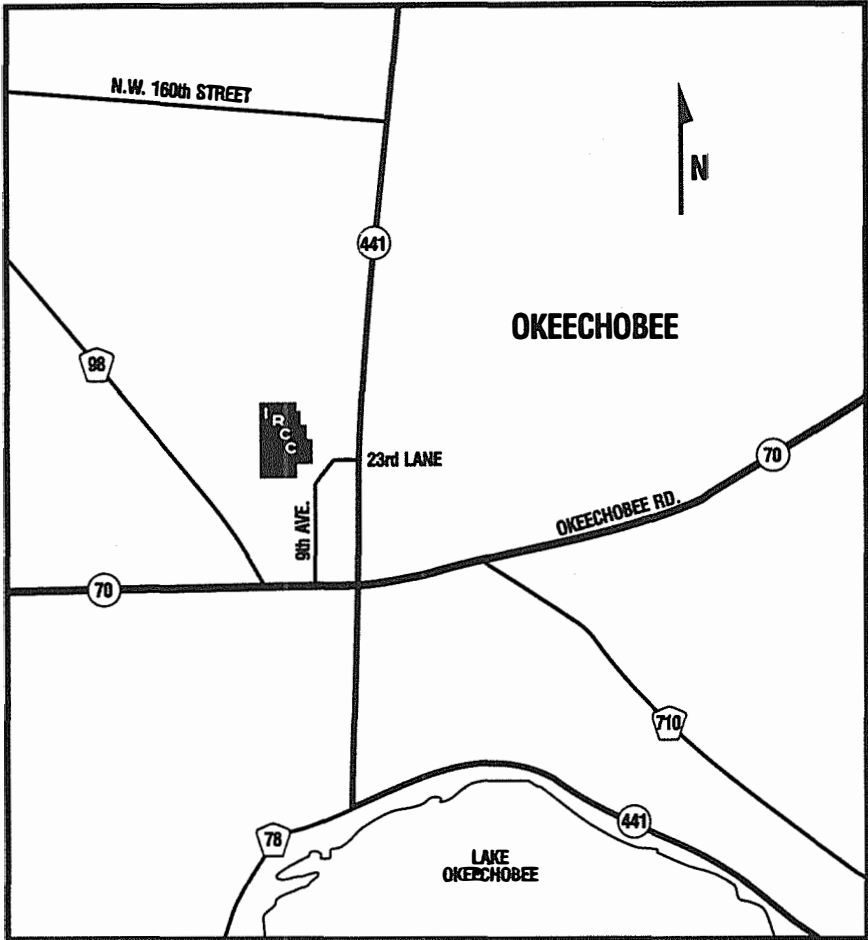
INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP
MAIN CAMPUS, FORT PIERCE
3209 Virginia Avenue
Fort Pierce, FL 39481-5599
(561) 462-4700



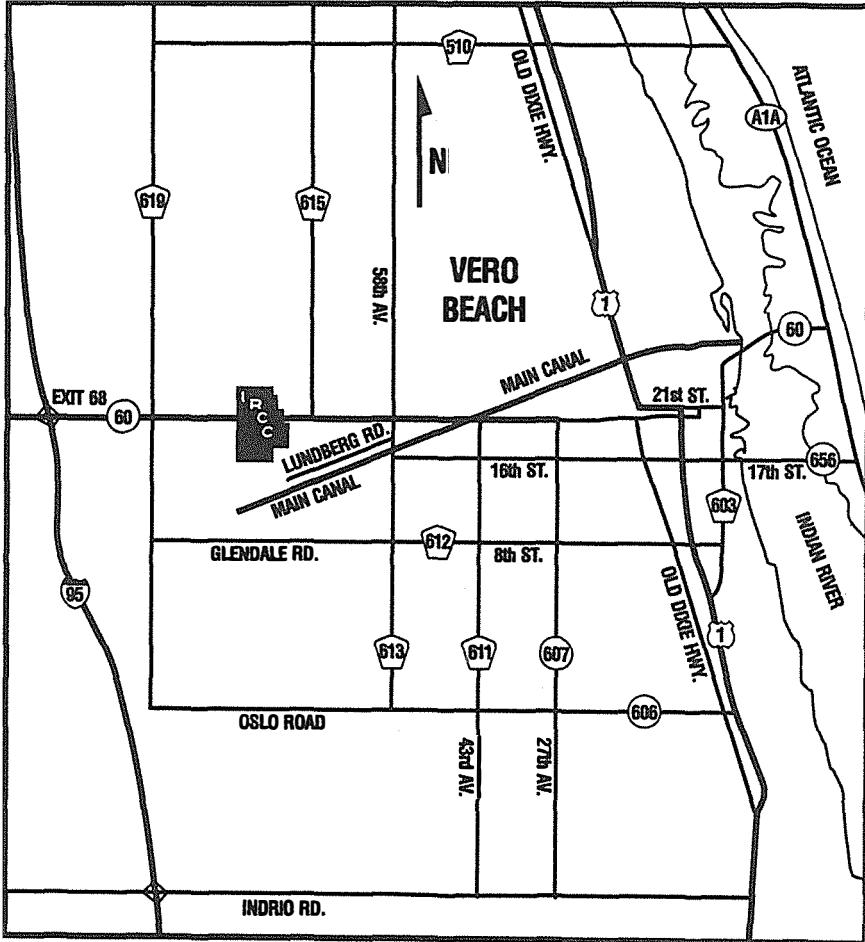
INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP
CHASTAIN CENTER, STUART
2400 S.E. Salerno Road
Stuart, FL 34997
(561) 283-6550



**INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP
DIXON HENDRY CENTER, OKEECHOBEE
2229 N.W. 9th Avenue
Okeechobee, FL 34972
(941) 763-8017**

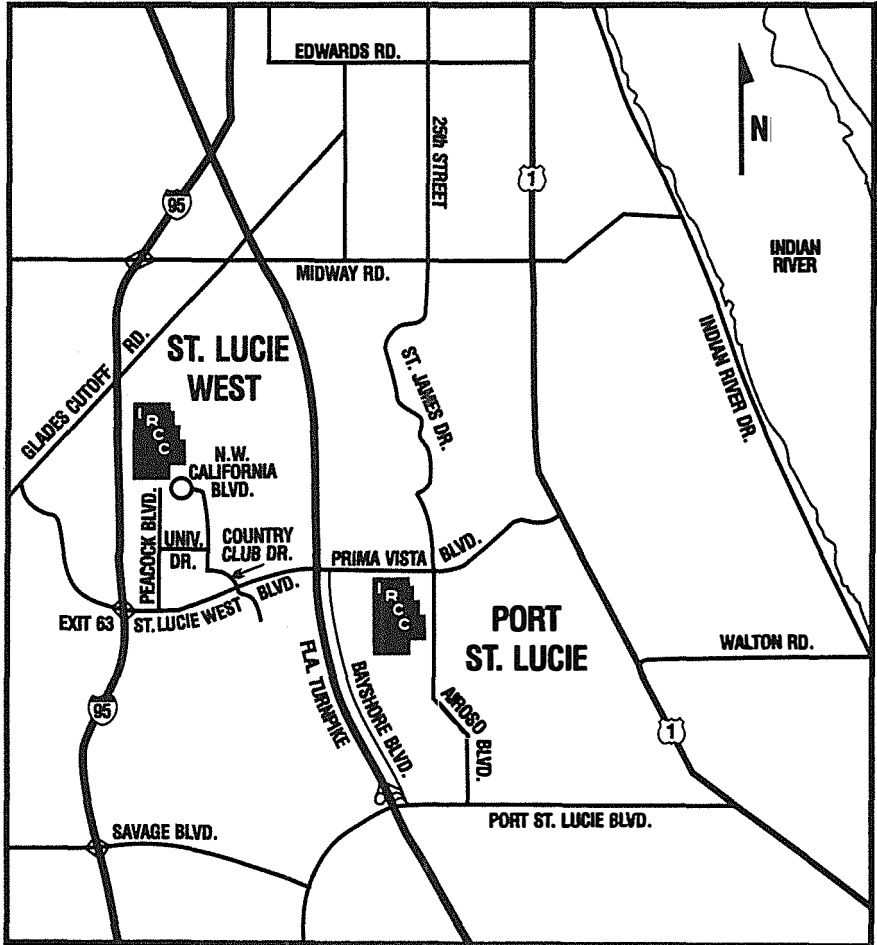


INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP
MUELLER CENTER, VERO BEACH
5880 Lundberg Road
Vero Beach, FL 32966
(561) 569-0333



INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP
ST. LUCIE WEST CENTER
520 N.W. California Blvd.
Port St. Lucie, FL 34986
(561) 879-4199

***PRIMA VISTA SITE**
Strelsa Schreiber Building
200 S.W. Prima Vista Blvd.
Port St. Lucie, FL 34983

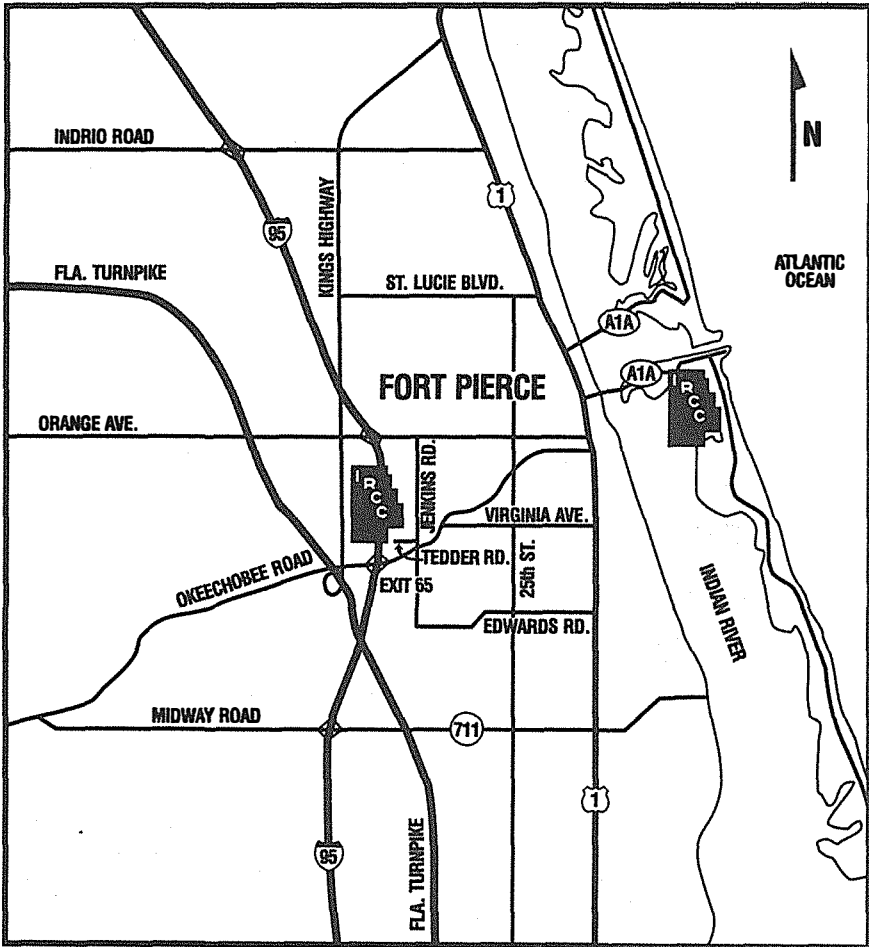


*Not a registration site.

INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

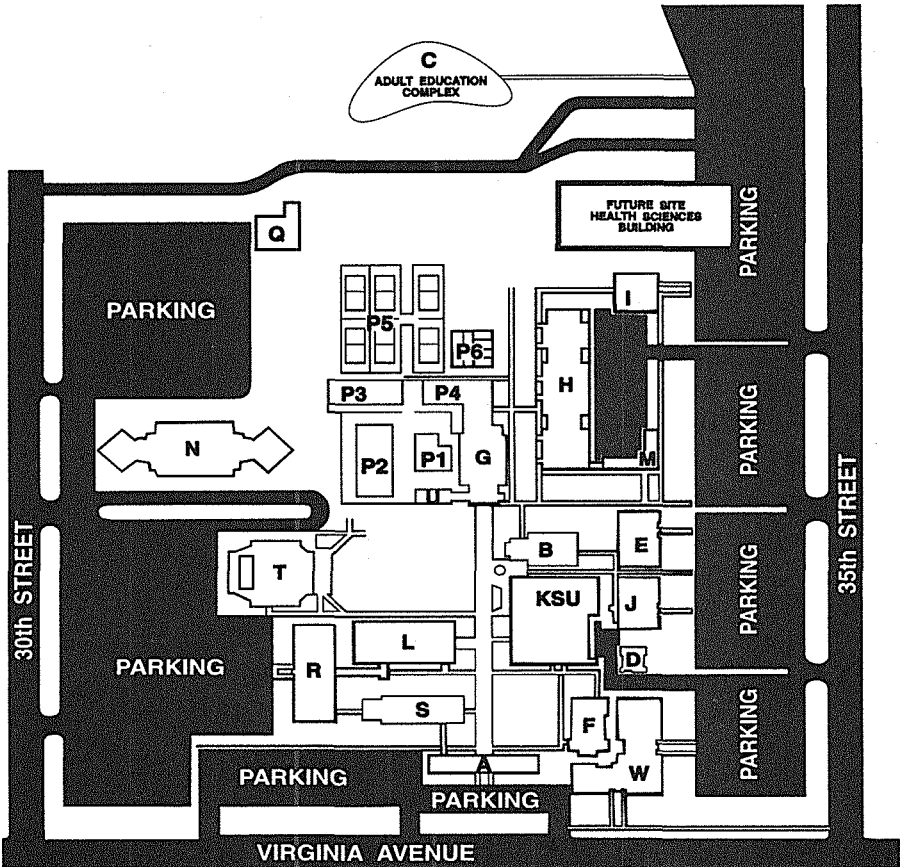
***INDIAN RIVER ACADEMY**
5900 Tedder Road
Fort Pierce, FL 34947
(561) 462-4760

***MARINE SCIENCE CENTER**
1420 Seaway Drive
Fort Pierce, FL 34950
(561) 462-4716



*Not a registration site.

- LEGEND**
- A BRYAN ADMINISTRATION BLDG.
 - B BUSINESS DEVELOPMENT CENTER
 - C ADULT EDUCATION COMPLEX
 - D MECHANICAL BUILDING
 - E HARBOR FEDERAL CAREERS BLDG.
 - F BOOKSTORE
 - G GYMNASIUM
 - H INDUSTRIAL TECHNOLOGY BLDG.
 - I CRIME LAB
 - J ALLIED HEALTH BLDG.
 - KSU KOBLEGARD STUDENT UNION
 - L MILEY LEARNING RESOURCES CENTER
 - M PRINT SHOP
 - N SCIENCE CENTER/PLANETARIUM
 - P PHYSICAL ED. COMPLEX & LOCKERS
 - P1 DIVING POOL
 - P2 SWIMMING POOL
 - P3 WOMEN'S LOCKER RM. BLDG.
 - P4 MEN'S LOCKER RM. BLDG.
 - P5 TENNIS COURTS
 - P6 HANDBALL COURTS
 - Q RADIO STATION WQCS
 - R DENTAL/CLASSROOM BLDG.
 - S SUPPORT SERVICES
 - T MCALPIN FINE ARTS BLDG.
 - U CHILD CARE CENTER
 - W CREWS HALL
- Revised - Oct. 1993



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.

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 non-discriminatory 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 Department of Health, Education, and Welfare.

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 applications of Title IX should be made to the college assistant dean of human resources, or to the director, Office of Civil Rights, HEW, Washington, D.C. 20201.

THE FLORIDA EDUCATIONAL EQUITY ACT OF 1985 Section 228.2001 F.S. prohibits discrimination against students and employees in the state system of public education, on the basis of race, sex, national origin, marital status and handicap.

Other laws and regulations with which we are in compliance are The Equal Pay Act of 1963; Executive Order No. 1246: Title VIII, Public Health Service Act; Age Discrimination in Employment Act of 1967, and the Florida Human Rights Act.

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 shall not discriminate in its employment practices against any handicapped individual.

EQUITY/AFFIRMATIVE ACTION OFFICERS

Equity Officers	Katherine M. Johnson, Ed.D. David L. Anderson, Ed.D. Raymond Isenburg, Ed.D. Barry A. Keim Mary G. Locke Jack Maxwell, Ph.D.
Minority Affairs	Wendell Martin
Equity Coordinator	Dan E. Callahan Assistant Dean of Human Resources

**Main Campus
3209 Virginia Avenue
Ft. Pierce, FL 34981-5599
561-462-4700**

**Chastain Center
2400 S.E. Salerno Rd.
Stuart, FL 34997
561-283-6550**

**Mueller Center
5880 Lundberg Rd.
Vero Beach, FL 32966
561-569-0333**

**St. Lucie West Center
520 N.W. California Blvd.
Port St. Lucie, FL 34986
561-879-4199**

**Dixon Hendry Center
2229 N.W. 9th Ave.
Okeechobee, FL 34972
941-763-8017**

<http://www.ircc.cc.fl.us>



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