

**Indian River Community College**  
**2004 • 2005 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

3209 Virginia Avenue · Fort Pierce, FL 34981-5596  
(772) 462-4722 (IRCC) · Fax (772) 462-4796

**Chastain Campus**  
2400 S.E. Salerno Rd.  
Stuart, FL  
34997  
(772) 283-6550  
Fax (772) 462-4696

**Indiantown Education Center**  
15655 S.W. Osceola St  
Indiantown, FL  
34956  
(772) 597-5130

**Dixon Hendry Campus**  
2229 N.W. 9th Ave.  
Okeechobee, FL  
34972  
(863) 763-8017  
Fax (863) 763-1477

**Indian River Academy**  
5900 Tedder Rd.  
Fort Pierce, FL  
34947  
(772) 462-4760  
Fax (772) 464-0165

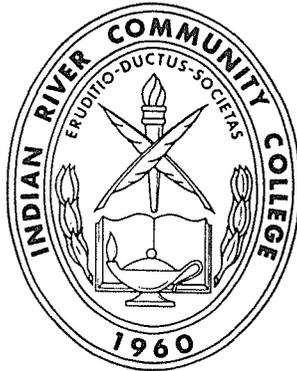
**St. Lucie West Campus**  
500 N.W. California Blvd.  
Port St. Lucie, FL  
34986  
(772) 879-4199  
Fax (772) 462-4692

**Marine Science Center**  
1420 Seaway Drive  
Fort Pierce, FL  
34949  
(772) 462-4716

**Mueller Campus**  
6155 College Lane  
Vero Beach, FL  
32966  
(772) 569-0333  
Fax (772) 462-4615

**IRCC Northwest Center**  
2202 Avenue Q  
Fort Pierce, FL  
34950  
(772) 462-4242

**INDIAN RIVER COMMUNITY COLLEGE  
FORT PIERCE, FLORIDA  
2004-2005 Catalog**



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 the Associate Degree.

**Also accredited by:**

National League for Nursing Accrediting Commission  
61 Broadway NY, NY 10006 (212) 363-5555

Joint Review Committee on Education in Radiologic Technology  
American Dental Association Commission on Dental Accreditation

Dental Assisting, Dental Hygiene, and Dental Technology  
Committee on Accreditation for Respiratory Care (CoArc)

1248 Harwood Road, Bedford, TX 76021 (800) 874-5615

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Commission on Accreditation in Physical Therapy Education (CAPTE)  
Committee on Accreditation of Educational Programs for the EMS Professions  
(CoAEMSP)

**And approved by:**

The Florida State Board of Nursing  
The Florida Board of Health Bureau of Emergency Medical Services



## ***In Dedication To Our Students...***

- You are a student preparing for life...

*IRCC is a resource in your learning for life...as we have been for over a million students before you.*

- We are people providing a learning environment, and an unparalleled spirit to support you in reaching your fullest potential.

*Thoughtful people... giving of themselves the best they know how.*

*State of the art equipment and facilities... enabling you to learn faster, better and with enduring value.*

*An "up with student" spirit... so great and contagious it will move you and always be with you.*

- What you will find is... learning in an environment where you are encouraged, challenged, and championed...

*Encouraged to explore and grow... discovering who you are and building the foundation for your life.*

*Challenged to stretch... to never, never, never give up in becoming the very best you can be.*

*Championed to reach...performance and goals you might not have thought possible before joining our family.*

## ***We Commit To...***

- Sustain our leading edge...

*we choose to continually assess our institutional relevance by sensing and responding to both the present and the future.*

- Perpetually determine student skill and knowledge requirements in a fast changing world...

*and as a result optimize education within a superior learning environment.*

- Create an all-encompassing environment where learning complements rather than complicates our lives...

*strengthening IRCC's entrepreneurial and innovative posture in the communities we serve.*

- Assure a culture throughout the College...

*where the dignity of every individual is honored and respected by deeds and subject-focused communication.*

- A Strong and Viable College...

*through disciplined processes that provide for a consistent endeavor for excellence through intellectual investigation, interpersonal communication and pride in a set of shared values.*

***... One Student at a Time...***

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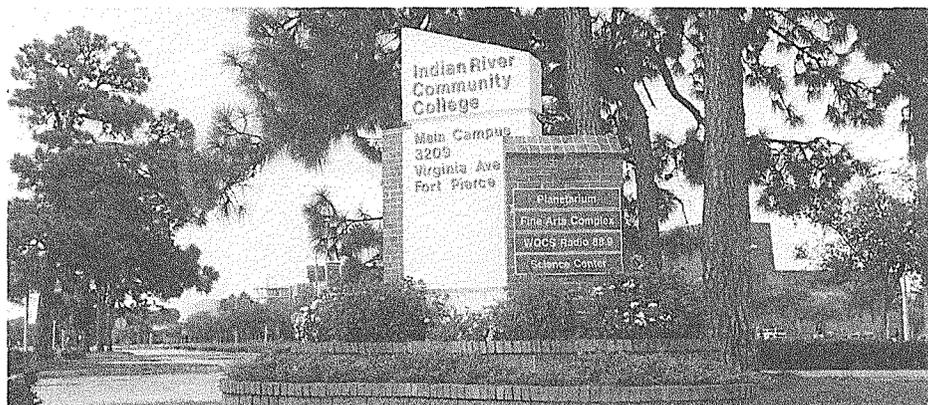
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## DISTRICT BOARD OF TRUSTEES

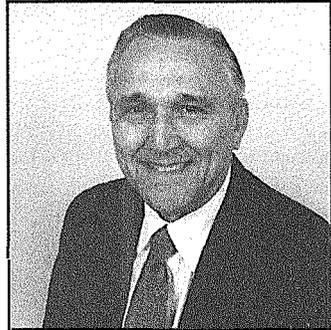
*The District Board of Trustees of Indian River Community College is appointed by the Governor of the State of Florida and serves Indian River, Martin, Okeechobee, and St. Lucie Counties.*

- Bruce R. Abernethy, Sr., Chairman ..... St. Lucie County  
T. René Perez, Vice Chairman ..... Indian River County  
Werner Bols ..... Martin County  
Edith O. Bradshaw ..... Indian River County  
Leonard J. Hoag ..... Martin County  
Cheryl Kirton ..... Okeechobee County  
Samuel L. Patterson ..... St. Lucie County  
Jane E. Rowley ..... St. Lucie County  
Linda T. Syfrett ..... Okeechobee County  
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Board of Trustees

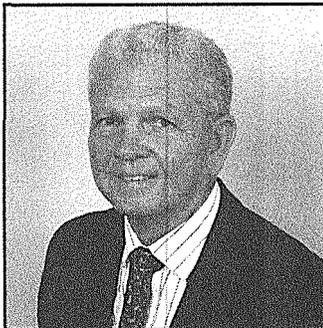
### DISTRICT BOARD OF TRUSTEES



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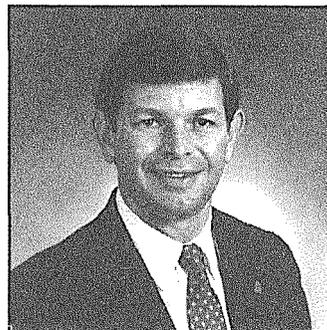
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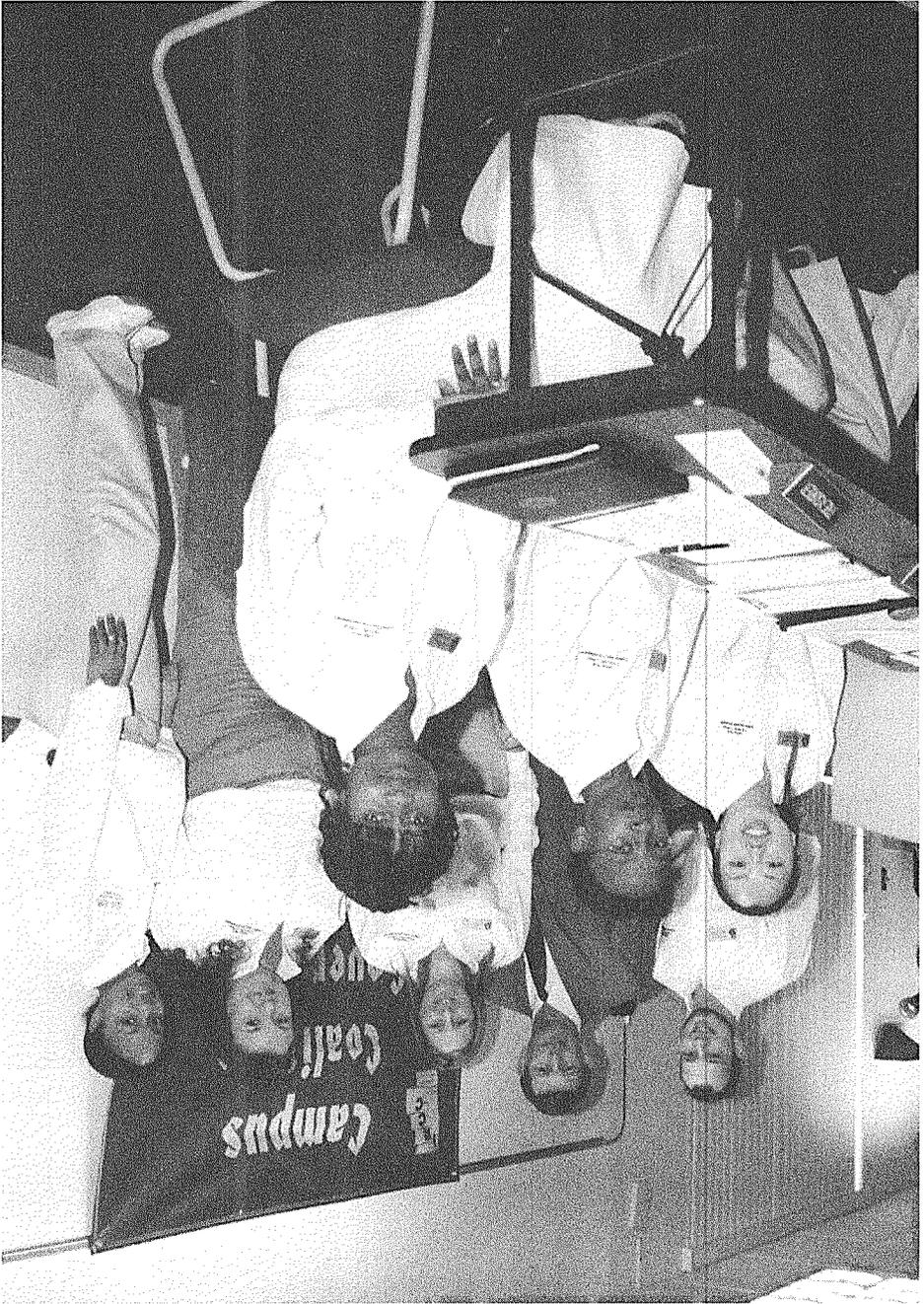
JANE E. ROWLEY  
St. Lucie County



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, where the student is the most important person on campus!*

Located on the tropical Treasure Coast of Florida, IRCC stands out as a two-year public post-secondary institution dedicated to serving the educational, career training, and cultural needs of its surrounding area. IRCC offers Associate in Arts degrees, which prepare students for transfer to universities, Associate in Science and Applied Science technical degrees in Florida's top 40 fastest growing careers, as well as certificate and short-term training programs.

At IRCC our priority is providing you with a learning environment where you are encouraged to explore and grow, challenged to stretch and championed to reach goals you might not have thought possible before. 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 interactive TV, telecourses, and the Internet.

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. Please utilize the counselors in our Educational Services Division to answer your questions and to assist you in any way possible.

We encourage you to visit with our students, faculty and administrators to learn more about IRCC. We know you will find that IRCC is committed to providing an all-encompassing environment where learning complements rather than complicates your life.

Sincerely,

A handwritten signature in black ink that reads 'Edwin R. Massey'.

Edwin R. Massey, Ph. D.  
President

3209 VIRGINIA AVENUE, FORT PIERCE, FLORIDA 34981-5596

**SUMMER I 2004 ACADEMIC CALENDAR**

May 6, Thursday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last Day to pay without late fees. Faculty return. Internet Course and Telecourse Orientation 5:30 p.m. Koblegard Student Union, Main Campus.
May 7, Friday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins. ++ Non-duty day for Faculty.
May 10, Monday	Classes begin.
May 14, Friday	Drop/Add ends, 5:00 p.m. Last day to apply for Summer I & II 2004 Graduation. Last day to pay all fees. NO REFUNDS after this date.
May 31, Monday	*HOLIDAY—Memorial Day
June 5, Saturday	CLAST Exam
June 8, Tuesday	Last day to withdraw from a class with a "W"
June 21 & 22 Monday & Tuesday	Semester Exams
June 23, Wednesday	Grades due in the Records Center by 5:00 p.m.
June 29, Tuesday	A.S. and A.A.S. Degrees posted on Transcripts A.A. Degrees posted approximately July 7th when CLAST results are received

**SUMMER II 2004 ACADEMIC CALENDAR**

June 24, Thursday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last Day to pay without late fees. Faculty return. Internet Course and Telecourse Orientation 5:30 p.m. Koblegard Student Union, Main Campus
June 25, Friday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins. ++ Non-duty day for Faculty.
June 28, Monday	Classes begin
July 2, Friday	Drop/Add ends, 5:00 p.m. Last day to pay all fees. NO REFUNDS after this date. Last day to apply for August 2004 Cosmetology Program.
July 5, Monday	*HOLIDAY—Independence Day
July 23, Friday	Last day to withdraw from a class with a "W"
August 9 & 10 Monday & Tuesday	Semester Exams
August 11, Wednesday	Grades due in the Records Center by 5:00 p.m.
August 13, Friday	Degrees posted on Transcripts

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

++If you need to drop a class, be advised that you must OFFICIALLY drop the class by contacting Educational Services, visiting any IRCC Campus, online at [www.ircc.edu](http://www.ircc.edu) or call 772-462-4844. Failure to OFFICIALLY drop the class will result in you being charged fees, and receiving a failing grade.

## FALL 2004 ACADEMIC CALENDAR

July 6, Tuesday	First day to register for Fall 2004
July 8, Thursday	New Student orientations begin and continue through end of Drop/Add period. Visit <a href="http://www.ircc.edu">www.ircc.edu</a> for Orientation Schedule.
August 17, Tuesday	New Faculty report
August 18, Wednesday	Returning Faculty report
August 22, Sunday	Registration Deadline, 6:00 p.m. Last Day to pay without late fees. ++
August 23, Monday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins. Internet Course and Telecourse Orientation 5:30 p.m. Koblegard Student Union, Main Campus
August 24, Tuesday	Classes begin
August 30, Monday	Drop/Add ends, 8:30 p.m. Last day to apply for Fall 2004 graduation. Last day to pay all fees. NO REFUNDS after this date.
September 6, Monday	*HOLIDAY—Labor Day
October 2, Saturday	CLAST Exam
October 8, Friday	Professional Enhancement Day (no classes, day and night)
November 8, Monday	First day to register for Spring 2005
November 11, Thursday	*HOLIDAY—Veteran's Day
November 12, Friday	Last day to withdraw from a class with a "W"
November 25 & 26 Thursday & Friday	*HOLIDAY—Thanksgiving
December 6, Monday	Last day to apply for January 2005 Cosmetology Program
December 14, 15, 16, 17, & 20 Tuesday, Wednesday, Thursday, Friday, & Monday	Semester Exams
December 20, Monday	Grades due in the Records Center by 5:00 p.m.
December 22, Wednesday	Degrees posted on Transcripts Winter Break

\*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. To officially drop a class contact Educational Services, any IRCC Campus, visit [www.ircc.edu](http://www.ircc.edu) or call (772) 462-4844.

**SPRING 2005 ACADEMIC CALENDAR**

January 3, Monday	Registration continues. New Student orientations begin and continue through end of Drop/Add period. Visit <a href="http://www.ircc.edu">www.ircc.edu</a> for Orientation Schedule.
January 4, Tuesday	Faculty report Registration Deadline, 8:00 a.m. to 8:30 p.m. Last Day to pay without late fees. ++
January 5, Wednesday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins. Internet Course and Telecourse Orientation 5:30 p.m. Koblegard Student Union, Main Campus
January 6, Thursday	Classes begin
January 12, Wednesday	Drop/Add ends, 8:30 p.m. Last day to apply for Spring 2005 Graduation. Last day to pay all fees. NO REFUNDS after this date.
January 17, Monday	*HOLIDAY—Martin Luther King, Jr. Day
February 19, Saturday	CLAST Exam
March 21 -25 Monday-Friday	*HOLIDAY—Spring Break
March 31, Thursday	Last day to withdraw from a class with a “W”
April 6, Wednesday	First day to register for Summer I and Summer II 2005
April 28, & 29 and May 2, 3, & 4 Thursday, Friday, Monday, Tuesday, & Wednesday	Semester Exams
May 4, Wednesday	Grades due in the Records Center by 5:00 p.m.
May 7, Saturday	Commencement
May 11, 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. To officially drop a class contact Educational Services, any IRCC Campus, visit [www.ircc.edu](http://www.ircc.edu) or call (772) 462-4844.

## SUMMER I 2005 ACADEMIC CALENDAR

May 3, Tuesday	New Student orientations begin and continue through end of Drop/Add period. Visit <a href="http://www.ircc.edu">www.ircc.edu</a> for Orientation Schedule.
May 5, Thursday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last Day to pay without late fees. ++ Faculty return Internet Course and Telecourse Orientation 5:30 p.m. Koblegard Student Union, Main Campus
May 6, Friday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins. Non-duty day for Faculty.
May 9, Monday	Classes begin.
May 11, Wednesday	Drop/Add ends, 8:30 p.m. Last day to pay all fees. NO REFUNDS after this date.
May 13, Friday	Last Day to apply for Summer I & II 2005 Graduation
May 30, Monday	*HOLIDAY—Memorial Day
June 4, Saturday	CLAST Exam
June 7, Tuesday	Last day to withdraw from a class with a "W"
June 20 & 21 Monday & Tuesday	Semester Exams
June 22, Wednesday	Grades due in the Records Center by 3:00 p.m.
June 28, Tuesday	A.S. and A.A.S. Degrees posted on Transcripts A.A. Degrees posted approximately July 7th when CLAST results are received

## SUMMER II 2005 ACADEMIC CALENDAR

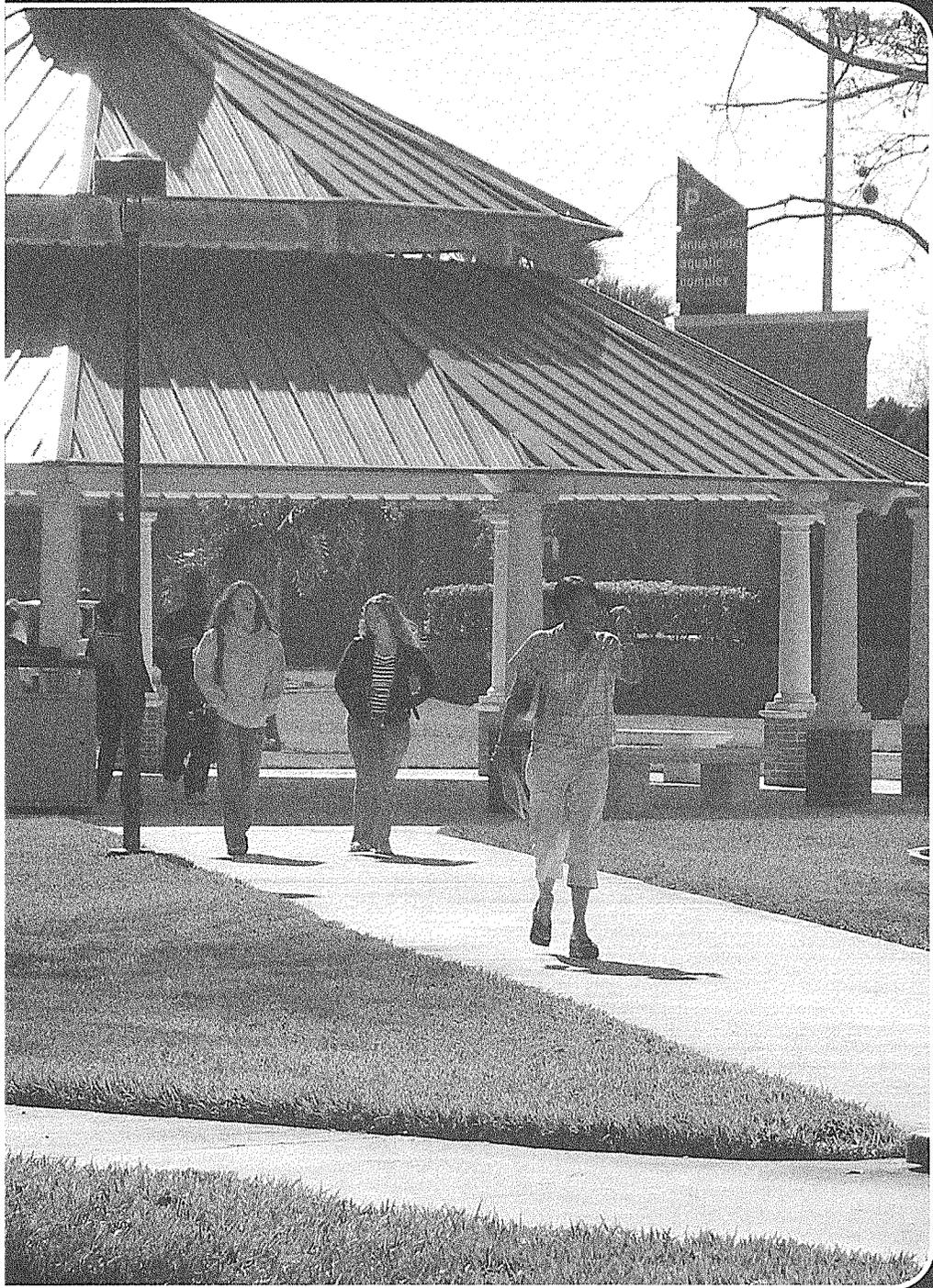
June 21, Tuesday	New Student orientations begin and continue through end of Drop/Add period. Visit <a href="http://www.ircc.edu">www.ircc.edu</a> for Orientation Schedule.
June 23, Thursday	Registration Deadline, 8:00 a.m. to 8:30 p.m. Last Day to pay without late fees. ++ Faculty return. Internet Course and Telecourse Orientation 5:30 p.m. Koblegard Student Union, Main Campus
June 24, Friday	Late Registration begins. \$20 late fee on or after this date. Drop/Add begins. Non-duty day for Faculty.
June 27, Monday	Classes begin
June 29, Wednesday	Drop/Add ends, 8:30 p.m. Last day to pay all fees. NO REFUNDS after this date.
July 1, Friday	Last day to apply for August 2005 Cosmetology Program.
July 4, Monday	*HOLIDAY—Independence Day
July 26, Tuesday	Last day to withdraw from a class with a "W"
August 8 & 9 Monday & Tuesday	Semester Exams
August 10, Wednesday	Grades due in the Records Center by 3:00 p.m.
August 12, 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. To officially drop a class contact Educational Services, any IRCC Campus, visit [www.ircc.edu](http://www.ircc.edu) or call (772) 462-4844.

## **College Mission Statement**

**Indian River Community College is a comprehensive community college serving the diverse and multicultural communities of Indian River, Martin, Okeechobee, and St. Lucie Counties. The College provides students with equal access to a quality learning environment with a wide range of educational opportunities, including global initiatives. IRCC also provides individualized student services and comprehensive instructional programs through traditional and electronic delivery. In partnerships with business, industry, educational institutions, and the community, the College is a leader in economic and workforce development and a center 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, career training, and cultural needs of its surrounding area.

IRCC is an equal access, equal opportunity educational institution welcoming students of any age, race, religion, nationality, gender, and physical ability. Special adjustments within the College, such as architectural modifications for the disabled and classes in English as a Second Language, 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 over 40,000 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, IRCC offers a wide range of degree and certificate programs, including Associate in Arts, Associate in Science, and Associate in Applied 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 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 (ESL) Program, the Adult Vocational Credit Program, the Centers for Personalized Instruction, the Adult High School, 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 the Associate Degree. IRCC is also accredited by the National League for Nursing Accrediting Commission, (61 Broadway, New York, New York 10006, telephone number 212-363-5555) the Joint Review Committee on Education in Radiologic Technology; the American Dental Association Commission on Dental Accreditation, Dental Assisting, Dental Hygiene, and Dental Technology; the Committee on Accreditation for Respiratory Care (CoArc) 1248 Harwood Road, Bedford, TX 76021 telephone number 800-874-5615; the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); the Commission on Accreditation of Allied Health Education Programs (CAAHEP); the Commission on Accreditation in Physical Therapy Education (CAPTE); and the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). IRCC is also approved by the Florida State Board of Nursing and the Florida Board of Health Bureau of Emergency Medical Services. IRCC is totally committed to providing its students with the most modern facilities and most relevant program choices.

## FACILITIES

### Main Campus

Thirty-six buildings on 243 beautifully landscaped acres compose IRCC's Main Campus in the coastal city of Fort Pierce. Reflecting the diversity of IRCC students and their interests, the Main Campus encompasses such specialized facilities as a state-of-the-art Health Science Center, Science Center and Hallstrom Planetarium, a sophisticated aquatic complex, a regional crime lab, a fire science training center, a modern child development center, a physical fitness lab, a physical therapy assistant training center, and a large, comfortable student center. The College's \$8.6 million Science Center provides a technologically advanced setting for the study of math and science and the Treasure Coast's only Planetarium. The \$10 million Health Science Center houses 14 laboratory suites and classrooms which simulate "real world" healthcare environments, including a hospital emergency room, nursing ward, dental clinic, and medical laboratory. The IRCC Fine Arts Complex which includes the newly renovated McAlpin Fine Arts Center, Wynne Black Box Theatre, Fee Dance Studio, and Art Gallery emphasizes IRCC's commitment to the development of well-rounded students. With the McAlpin's professional 620-seat theatre, the 100-seat Black Box, classrooms, dance studio, art gallery and music and drama rehearsal rooms, the Fine Arts Complex 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 satellite campuses in Stuart, Vero Beach, Okeechobee, St. Lucie West, and Port St. Lucie, all connected to the IRCC Main Campus through a live interactive television system. IRCC also includes the Indian

River Academy, Marine Science Center and the IRCC Northwest Center in Fort Pierce and the Indiantown Education Center in Indiantown. IRCC offers free Adult Education, including literacy instruction, GED high school diploma preparation and English as a Second Language classes, at over 30 community outreach locations.

In January 2002, a joint campus with Florida Atlantic University at St. Lucie West opened to expand Bachelor's degree programs on the Treasure Coast through the 2 + 2 system. This system enables students to complete two years at IRCC and continue studies for their junior and senior years without leaving the area. Scheduled to open at the Main Campus in 2005 is the Kight Center for Emerging Technologies and a Treasure Coast Workforce Development Education Center.

### **Chastain Campus**

Located in Martin County, the Chastain Campus provides a wide range of courses during the day, evening, and weekend hours. Students may complete most requirements for the A.A. degree at this location. High-tech labs for computer, electronic, and drafting and design programs provide hands-on learning, using state-of-the-art equipment and software programs to prepare students for high-skill jobs. Customized programs for businesses, a Center for Personalized Instruction (CPI), and GED, Adult Basic Education and Adult High School classes are available. In addition, located on this campus is the multi-purpose 15,000 square foot Robert Morgade Library which is part of the Martin County Library System. In January 2004 the Clare & Gladys Wolf High-Technology Center opened to serve as a hub for technical career preparation and business training. The Advanced Learning Center-a high school for the digital age-will open in Fall 2004 for high school juniors and seniors interested in high-technology careers.

### **Dixon Hendry Campus**

Located in Okeechobee, the Dixon Hendry Campus offers a creative and flexible schedule for daytime, evening, and weekend courses for A.A., A.S., and A.A.S. degree programs. The campus offers up-to-date technology with live interactive TV courses, high-tech computer lab, electronic access to research materials, Center for Personalized Instruction (CPI), GED preparation, and Health Science testing preparation. Training programs directly address the needs of the surrounding community, including customized training for businesses and expanded vocational/technical programs in nursing, automotive technology, and other fields. The Education Building which opened in Fall 2000, doubled existing classroom space, allowing for the expansion of course and program offerings to accommodate the growing student population.

### **Mueller Campus**

Located in Indian River County, the Mueller Campus offers daytime, evening, and weekend courses leading toward the A.A., A.S., and A.A.S. degrees. Customized industry training, computer technology, and professional certification programs are available. The Marion C. Link Electronic Resource Center offers convenient access to a wide array of information resources. In addition, the campus offers art courses

through the Vero Beach Museum of Art, and outreach courses at Sebastian River High School and the Gifford Youth Activities Center. With the acquisition of 116 additional acres, the Mueller Campus is poised for expansion. The first new building in this expansion is the Richardson Center. This 16,000 square foot educational, entrepreneurial and conference facility provides a unique high-tech environment for community and economic development activities, business conferences, and a multitude of classes, workshops and seminars.

### **St. Lucie West Campus**

The St. Lucie West Campus offers an innovative daytime, evening, and weekend course schedule, customized business training, and professional certification programs. The campus includes a state-of-the-art print and electronic library, and free individualized tutoring is offered at the Center for Personalized Instruction (CPI). An occupational program in Golf Course Operations utilizes a six-hole Golf Course Lab. A one-year career-training program in Surgical Technology and a 1050 clock hour Pharmacy Technician career training program are also available. Located in Port St. Lucie, the IRCC St. Lucie West Campus adjoins the Treasure Coast campus of FAU. In January 2002, with the opening of three new buildings, the campuses merged to form the IRCC/FAU Campus, providing a spacious joint complex allowing for a significant increase in the number of four-year degree programs available locally.

### **Indian River Academy**

Providing public service education, the Indian River Academy in Fort Pierce serves as a state certified training center. Basic Recruit Training in Fire, Corrections, and Law Enforcement prepares students for a career in these professions, and advanced courses enhance professional certification opportunities. In addition, Associate Degree programs in Criminal Justice, Fire Science, Human Services, Legal Assisting, and Library Assisting are available.

### **Indiantown Education Center**

Supporting the economic development of the area, the Indiantown Education Center greatly expands opportunities for Indiantown residents to gain a top-quality education. Local firms and organizations also benefit with customized business training programs. A.S. degree and certificate programs provide area residents with skills for career advancement. Online learning programs available in the well-equipped computer lab allow access to courses toward an A.A. degree.

### **Stuart Square Site/High Tech Business Incubation Center**

IRCC operates a High-Tech Business Incubation Center and offers technical training at an easily accessible location at Stuart Square in downtown Stuart. The High-Tech Business Incubation Center provides support services to help new technology-based businesses get off to a successful start. Also offered at the Site are programs in office systems and business and the IRCC Academy of Cosmetology.

### **IRCC Business & Professional Development Center**

The IRCC Business & Professional Development Center (BPDC), located on the Main Campus in Fort Pierce, provides a variety of educational services for businesses

and organizations throughout the four-county area. BPDC offerings include, but are not limited to, customized corporate training, employee development, continuing education, computer and technology training, certification programs, and professional development classes, seminars and workshops. Training is provided at the time and location most convenient for the business or organization. Classes are offered on a credit and non-credit basis at flexible days and times.

### **Small Business Development Center**

Small Business and Entrepreneurs can take advantage of free one-on-one consultations through the Small Business Development Center (SBDC). The SBDC provides small business owners with assistance in developing business and marketing plans, guidance to financial resources, minority certification assistance, and more. The SBDC services are available at the Mueller Campus in Vero Beach, the St. Lucie West Campus in Port St. Lucie and the Chastain Campus in Stuart. Free small business start-up workshops are offered monthly.

## **HISTORY**

Authorized by the Florida Legislature in 1959, Indian River Community College has grown in the past forty-five 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. In 1965, with the advent of integration Indian River Junior College and Lincoln Junior College merged, creating one college for all Treasure Coast students. As the College continued to grow 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.

Governed 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**

Located in an area of unsurpassed natural beauty, mild weather, and closeness to the ocean, IRCC is oriented toward outdoor life. Open areas and courtyards on campus give students places to gather or study. 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, theatre, professional baseball, shopping, and restaurants are also readily available.

Within an hour's drive on the Florida Turnpike or I-95 are the city of West Palm Beach, 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 interest, 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

The Educational Services Division includes the following areas: Instructional Advisement, Financial Aid, Veterans Affairs, Admissions, Records, Testing, Curriculum Support, and Career Planning and Job Placement Center. These services ensure that each student's program of study will be uniquely suited to his/her interests and abilities.

After an initial counseling session with an academic advisor, students may register in person at any campus, online at [www.ircc.edu](http://www.ircc.edu) or by telephone each term to schedule classes that will meet degree requirements for the student's major. Personal counseling is not included in the services offered by the Educational Services Division. However, the IRCC Health and Wellness Center, IRCC counselors and Campus Provosts have resource materials available to refer students to appropriate agencies within the four-county service district.

Working closely with the Associate 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 Vice President of Academic Affairs and the Vice President of Applied Science and Technology make certain the programs of study offered at IRCC are the most current and relevant possible. This process assures students that courses in which they enroll at IRCC will be beneficial both in transfer to an upper-level college or university and in their chosen career.

## ADMISSIONS

Any person planning to enroll at Indian River Community College should complete an IRCC Application for Admission (attached inside the back cover of this catalog) available through the Educational Services Division, at the Main Campus in Fort Pierce, any local IRCC campus, online at [www.ircc.edu](http://www.ircc.edu) or through the Florida Academic Counseling and Tracking for Students (FACTS) at [www.facts.org](http://www.facts.org). 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. Programs such as Health Sciences and Cosmetology have special deadline dates.

It is the responsibility of the degree-seeking applicant to make sure official transcripts from high school and all postsecondary educational institutions previously attended are on file in the Admissions Office. Other required documents, such as references or Health Certificates for athletes and applicants to the Health Science programs, may be required for selective admissions programs and should be submitted to the appropriate area prior to the time of enrollment. The IRCC Admissions Office will notify the student when his/her admission to the college is complete. Students whose continued attendance is interrupted by two or more major terms will be subject to the rules and regulations that are in effect at the time of re-entry.

**ADMISSION REQUIREMENTS AND PROCEDURES**

1. Under the “open-door admissions policy” in effect at IRCC, students with one of the following educational credentials will be admitted to Associate Degree Programs:
  - A standard high school diploma
  - A high-school equivalency diploma (GED) as prescribed in Section 1003.435, Florida Statutes
  - A certificate of completion as prescribed in Section 1003.433(2)(b) Florida Statute
  - Previously demonstrated competency in college credit postsecondary coursework to include 30 semester hours or more of college credit with a minimum 2.0 cumulative GPA and college level placement scores on the SAT, ACT, or CPT
  - Home-schooled students must submit an affidavit signed by the parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of Section 1002.01 & 1002.41, Florida Statutes.
2. According to state law, all degree-seeking students entering the community college or state university system must be tested for placement purposes. The Florida Entry Level Placement Test (CPT) is administered by IRCC. To register for any mathematics, English, reading or college-level professional coursework, students must have placement scores. Scores are valid for 2 years. A.A. degree seeking students must begin college preparatory instruction (if required) once they enroll in more than 12 credits and must continuously enroll in at least one preparatory course each term until the requirement is met.
3. All degree-seeking transfer students must supply official transcripts from all postsecondary educational institutions 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 Admissions Programs and students receiving financial aid must have their transcripts on file prior to their first term of enrollment.
4. Academically superior students may be admitted to IRCC while still in high school after they have obtained the approval of their high school principal or others designated by their county’s Superintendent of Schools. (See Dual Enrollment and Early Admissions on pages 25 & 26).
5. Certain specialized programs at IRCC have additional requirements for admission and may have different application deadlines. Applicants to the Selective Admissions Programs (Health Science Programs and others as indicated in the catalog) should contact the IRCC Educational Services Division for information about special requirements.

## 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 18, English 17, Math 19, or SATR scores of Verbal 440, Math 440 or higher, may be exempt from taking the Florida Entry Level Placement Test (CPT). IRCC administers the Florida Entry Level Placement Test (CPT) and the National ACT Exam. The CPT is frequently given during registration periods for a \$10.00 testing fee or \$5.00 per individual subtest. Testing schedules are available at the Educational Services Division office, at any IRCC Campus, and on the IRCC Web Site.

## 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 per term to be classified as a full-time student. The number of semester hour credits earned determines whether a student is classified as a freshman, sophomore, or special admission student. Freshmen have earned fewer than 30 semester hours credit; sophomores have earned at least 30 semester hours credit.

## ATTENDANCE

Regular class attendance is required at IRCC. 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 wanting to enroll in academic coursework must successfully complete an entry-level examination as required by Section 1008.30, Florida Statutes. For the purpose of this agreement, ACTE, SATR, 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 1008.30, Florida Statutes. For these purposes, 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 an advanced placement/dual enrollment 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.
- E. Private Music Lessons

## 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. Transient students are not required to file transcripts of their previous college credits. Transcripts are not automatically sent upon completion of a class. In order for an IRCC transcript to be sent to another institution, a written request must be received by the Admissions and Records Center.

## INTERNATIONAL STUDENTS (F1 Student Visa)

Foreign students desiring to attend IRCC should request the Foreign Student information packet, which will include the Foreign Student information brochure and Foreign Student application for admission. The student will then:

1. Submit completed Foreign Student application along with the \$30.00 application fee.
2. Submit official transcripts of completed high school and postsecondary work, including the dates of attendance, courses taken, and grades received. A notarized English translation must accompany the transcript. Both should be submitted with the application.
3. Official copy of scores attained on the Test of English as a Foreign Language (TOEFL) must be submitted. A minimum total paper based score of 500 or a computer-based total of 173 is required of foreign students whose native language is not English.
4. Foreign students receive Form I-20 (Immigration Certificate of Acceptance) upon approval of the application.

## **INTERNATIONAL TRANSFER COURSEWORK**

Students who have attended a postsecondary educational institution 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, or **Josef Silney & Associates, Inc.**, 7101 S.W. 102 Avenue, Miami, FL 33173, or any current NACES member (<http://www.naces.org/members.htm>) and provide the Admissions Office with this evaluation of the official translated transcripts from each institution attended. This evaluation service will cost the student approximately \$80 to \$125 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 applicants to its programs meet additional "selective admission" conditions. These include submission of a Health Program application, payment of a \$10 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 Center for Personalized Instruction (CPI), where individualized instruction is available. Program information booklets outlining the selective admission criteria are available from Educational Services located on the Main Campus, all other IRCC Campuses, the Health Science Division, or the IRCC Web Site.

## **TRANSFER COURSEWORK**

IRCC welcomes transfer students from other postsecondary educational institutions 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 all postsecondary educational institutions attended must be received by the Admissions Office and evaluated prior to the second term of

enrollment for degree-seeking students. The collegiate coursework must be relevant to the programs offered at IRCC, with course content and level of instruction resulting in student competencies equivalent to those of students enrolled in comparable IRCC courses. A written evaluation of these credits will be mailed to the student. IRCC accepts Applied Technology Diplomas (ATD's) for transfer into IRCC programs.

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. However, a grade of "C" 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 certificate or 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. Courses that can be taken multiple times for credit can be used multiple times toward the residency requirement up to the number of times that they can be taken for credit. CLEP, AP, IB, PEP, and competency-validated credit will not be counted toward the residency requirement. Students should consult with Educational Services if they have any questions regarding transfer.

Transfer students with a last term below a 1.5 GPA will be admitted on an academic warning status. Students in this category should refer to the section in this catalog that addresses Academic Warning/Probation/Suspension for conditions of this status.

## REGISTRATION

Registration for classes can be completed online at [www.ircc.edu](http://www.ircc.edu), at the Educational Services Division on the Main Campus or at any IRCC Campus. Students may also use online or telephone registration to drop and add classes, or pay tuition. To use online or telephone registration, students choose courses from the term course schedule and enter the reference number for each class. Students must have a current application for admission on file, a valid major code, and no outstanding holds in order to register. 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 2-4 weeks after the drop/add period ends.

## RESIDENCY

**1009.21 Determination of resident status for tuition purposes.** Students shall be classified as residents or nonresidents for the purpose of assessing tuition 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 or her parent as a dependent under the Federal Income Tax Code.

(b) The term "institution of higher education" means any public community college or state university.

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

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

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

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

(3) An individual shall not be classified as a resident for tuition purposes and, thus shall not be eligible to receive the in-state tuition rate until he has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which he or she 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, and active member of the Florida National Guard who qualify under Section 250.10(7) and (8) for the tuition assistance program.
- b) Active duty members of the Armed Services of the United States and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a country contiguous to Florida.
- c) 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.
- d) Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education, as defined in S.1000.04, and their spouses and dependent children.
- e) 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.
- f) Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.
- g) 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.
- h) McKnight Doctoral Fellows and Finalists who are United States citizens.
- i) United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.
- j) Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where they are stationed.

(11). The State Board of Education shall by rule designate classification of students as Florida residents or nonresidents for tuition purposes at public community colleges and universities.

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.

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

## 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 January, 2004, is as follows. These fees are subject to change within the academic year covered by this catalog.

	<b>Florida Resident Matriculation</b>	<b>Non-Florida Resident Tuition</b>
Advanced and Professional	\$55.20/cr. hr.	\$208.00/cr. hr.
Postsecondary Vocational	\$55.20/cr. hr.	\$208.00/cr. hr.
Postsecondary Adult Vocational	\$1.48/contact hr.	\$5.90/contact hr.
Continuing Workforce Education	\$3.00/contact hr.	\$6.00/contact hr.
College Preparatory	\$55.20/cr. hr.	\$208.00/cr. hr.
Vocational Preparatory	\$1.48/contact hr.	\$5.90/contact hr.
Adult Basic Skills and Adult Secondary	\$0.68/contact hr.	\$2.73/contact 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 (includes regalia)	\$40.00
Cosmetology Graduation Fee	\$20.00
Adult High School Graduation Fee	\$20.00
Practical Nursing Graduation Fee	\$20.00
Health Science Application Fee	\$10.00
International Student Application Fee	\$30.00
Internet Course Fee	\$5.00/cr. or /30 clock hour
Florida Entry Level Placement Test (CPT)	\$10.00
One Subtest - CPT	\$5.00
General Education Development Test (GED)	\$25.00
TABE Test – (non-IRCC usage)	\$10.00
Child Care (per child, per week)	\$73.00
Competency Validated Credit - Service Fee	\$5.00/cr. or /30 clock hour
Interlibrary Loan Fees - Photocopied	\$.10/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.

In accordance with state law, the third time students register for a college preparatory class or for a college credit class, they may be assessed the full instructional cost.

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

## **REFUNDS**

A one hundred percent (100%) refund of matriculation, tuition and other fees will be granted to a student only under the following circumstances:

1. A student officially drops a class prior to the published add/drop deadline for the regular term.
2. A student officially drops a Special Registration class prior to the published drop deadline. A Special Registration class is defined as a class with beginning and ending dates that do not coincide with the beginning and ending dates published for the regular term.
3. A student is registered for a class that is cancelled by the College.
4. A student is called to active military duty and officially withdraws from classes. The student must present his or her formal "Orders to Report for Duty."

A student receiving financial aid may receive refunds based on the Federal Return to Title IV Regulations.

No other refunds will be permitted after the published drop/add period or after the drop period for special registration classes, except in the case of extraordinary and documented circumstances as determined by the President, or designee.

The process of refund fees for classes belonging to a term begins as soon as possible following the published drop/add deadline for that term and continues on a periodic basis for the remainder of that term. Any monies owed to the College by a student will be deducted before a refund is issued.

Individuals can refer to the District Board of Trustees Policy Manual, 6Hx11-7.14, for detailed information regarding student refunds.

## **INSURANCE**

The College offers students access to student accident and illness insurance coverage underwritten and administered by independent insurance companies. Insurance coverage is designed for college students and subject to the terms of the specific plan. Some Selective Admissions programs require accident and/or liability insurance. For more information contact the Health and Wellness Center.

## **FINANCIAL AID**

Indian River Community College believes that no person should be denied a college education due to a lack of funds. The College and IRCC Foundation make 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 scholarship or

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 Bright Futures Scholarship Program
- 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, the IRCC Financial Aid Office on the Main Campus, or the IRCC Web Site. 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. Financial Aid eligibility requirements state that students can only receive Title IV Federal aid for classes that are in their degree program (exception: up to 30 remedial credits will count for aid purposes).

### **SATISFACTORY ACADEMIC PROGRESS**

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, based on enrollment status. Normally, a full-time student is expected to complete their degree or certificate within 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.

### **WITHDRAWALS - REFUND OF TITLE IV FUNDS**

Beginning with the Fall 2000 term, any student who withdraws and/or stops attending all of his/her classes prior to the 60% point of any term and has received any Federal Funds, will owe a repayment to the Financial Aid programs. Federal regulations will prohibit a student who owes a refund from receiving any further Title IV aid until this refund obligation has been paid.

Title IV aid includes all Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended). The following IRCC financial aid

sources are a part of the Title IV programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grants.

## **SCHOLARSHIPS**

The Indian River Community College Foundation enhances access and quality of education for students by attracting and managing private contributions from individuals, corporations, and private foundations. The IRCC Foundation awards more than \$1.3 million in scholarships each year to assist students in gaining a college education. Various academic, cultural and discipline area scholarships are also available on a competitive basis and many organizations throughout the community offer scholarships to students who plan to attend IRCC. Applications and information concerning scholarships can be obtained at the IRCC Foundation web site [www.irccfoundation.org](http://www.irccfoundation.org), the IRCC Foundation Office, the Financial Aid Office, any one of the IRCC Campuses, or the four-county area high school guidance offices.

## **VETERANS/ELIGIBLE DEPENDENTS**

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 Department of Veterans Affairs. 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/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 Semesters, and for at least 6\* semester hours during each of 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 grade point average (CGPA) of 2.0 to continue their eligibility for benefits. If a student's CGPA falls below 2.0, the student will be given no more than two consecutive probationary periods to re-establish a 2.0 CGPA. A student's VA education benefits will be terminated if his/her CGPA remains less than 2.0 at the end of the second probationary period. Students may be recertified for VA education benefits when their CGPA reaches 2.0. 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 certified as eligible to receive educational benefits.

\*Subject to change by the United States Department of Veterans Affairs of Veterans Administration.

A veteran/eligible dependent's enrollment status is certified to the VA for each enrollment period the individual is enrolled. It is the individual's responsibility to report to the IRCC Veteran's Office all changes in the number of semester hours he/she is 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 expected 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 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.

## **FINANCIAL AID AND ATTENDANCE**

Students at IRCC who receive any Federal Financial Aid, including veterans 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. Financial Aid and Veteran students should refer to IRCC's Standards of Satisfactory Academic Progress (available in the Financial Aid Office). Students who are Financial Aid recipients who cease to attend classes are considered withdrawn for Financial Aid purposes. (See Withdrawals-Refund of Title IV Funds, page 33).

## **CAREER PLANNING AND JOB PLACEMENT CENTER**

With thousands of careers to choose from, many students find the selection overwhelming. For this reason, IRCC provides professional career counseling, interest surveys, and provides an assessment of skills and abilities through the Career Center. An extensive library of books, magazines, and pamphlets offers a wealth of information on existing jobs, the outlook for future employment, the qualifications and characteristics that each job demands, and the rewards and drawbacks of those occupations. The center is equipped with Choices, Sigi Plus, CareerScope and Bridges to help students increase their self-awareness and develop career decision-making skills and education plans. Assistance is also provided through Florida Academic Counseling & Tracking for Students (FACTS) at [www.facts.org](http://www.facts.org), which links academic data for all public universities and community colleges in the State of Florida.

The Career Center also assists students, alumni and IRCC employees in securing employment in the field of study for which they are trained. Services include assistance in preparing employment applications, resumes and cover letters; interviewing techniques and preparation; employer information, direct job referrals and furnishing resumes to potential employers. A current listing of job openings in the local area is available online and is posted at all IRCC campuses.

## **ENROLLMENT ASSISTANCE**

Fifteen computers are available at the Student Success Services/Enrollment Center for the convenience of students for online registration, grades, unofficial transcripts,

degree audits, credit card payments, FAFSA applications and online college applications. The Enrollment Center/Career Center is located in the KSU Building on the IRCC Main Campus in Fort Pierce, Florida.

## **STUDENT DISABILITY SERVICES**

Indian River Community College strives to provide all possible forms of assistance to students with disabilities. Reasonable substitutions of requirements for admission to programs, graduation, or CLAST waivers, shall be provided to eligible students with documented disabilities in accordance with Sections 1007.02, 1007.264 and 1007.265 Florida Statutes and Florida State Board of Education Rules 6A-10.0311, and 6A-10.041. Each request for a substitution or CLAST waiver will be considered on an individual basis. Students with specified disabilities may contact the Student Disability Services Office located in the KSU Building on the Main Campus for additional information and assistance.

The Student Disability Services Office is a State designated voter registration agency that provides assistance to applicants with disabilities in completing voter registration application forms and accepts completed voter registration application forms for transmittal to the appropriate election official.

## **NEW STUDENT ORIENTATION**

New Student Orientation is an excellent way to get acquainted with fellow students and the IRCC Campus. Orientation familiarizes students with the policies and procedures for the college, admissions process, financial aid, scholarships, registration, testing, various degrees and certificate programs, and other useful information. Students should attend one of the River Rapids Orientation sessions that are scheduled throughout each semester. For their convenience, students may select and register for the orientation session of their choice by visiting the New Student Orientation homepage (<http://www.ircc.edu/orientation/newstuintro.html>) or contacting the Student Success Services Department.

## **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 the student's responsibility 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 use the online ([www.ircc.edu](http://www.ircc.edu)) or Telephone Registration System (772-462-4844) or visit the Educational Services Division or any IRCC Campus office and meet with an academic counselor. Students must officially drop classes from their schedule or they will be charged full tuition, regardless of their Financial Aid status. Financial Aid and Veteran students are required to notify the Financial Aid Office and Veterans Affairs Office of any changes to their term schedule.

## WITHDRAWAL AND FORGIVENESS POLICY

The Withdrawal and Forgiveness Policy states that the students may retake a college credit course for grade forgiveness no more than two times (for a total of three attempts). Only courses in which a grade of D, F, I, U, or W was earned may be retaken. Grade forgiveness means that the student's grade point average will be calculated based upon the final grade earned in the course whether that grade is higher or lower than the previous attempt(s).

This policy further states that students may not withdraw from any college credit course more than two times and withdrawals of any kind, including Instructor Withdrawals, are not permitted for the student's third attempt in a course. Courses taken at institutions other than IRCC will not be counted as attempts.

Students who take a college credit course for the third time will be assessed full instructional costs. An appeal process is in place for those students who have major extenuating circumstances. If the student files an appeal and it is approved, the third attempt in the course will be assessed at regular tuition rates.

## WITHDRAWAL PROCEDURES

Students may withdraw from any class and have a "W" recorded provided certain conditions are met:

1. Individual class withdrawals must occur before the deadline noted in the calendar near the front of this catalog
2. Withdrawals from Special Registration classes must be completed prior to the final class meeting. A Special Registration class has beginning and ending dates that do not coincide with the beginning and ending dates for the regular term.
3. A total withdrawal from all classes must occur prior to the first day of final examinations for that term. Official Withdrawal forms are available in the Educational Services Division on the Main Campus or at any IRCC Campus.
4. Withdrawals may not be completed for the third attempt in any college credit course. (See the Withdrawal and Grade Forgiveness section).
5. The withdrawal must be made in writing through the Educational Services Division at the Main Campus or at any IRCC Campus.
6. Students who do not attend class and who do not officially withdraw will receive a failing or unsatisfactory grade.
7. **Financial Aid and Veteran students** should refer to IRCC's Standards of Satisfactory Academic Progress (available in the Financial Aid Office) and also to the Financial Aid section of this catalog for information regarding the return of Title IV funds.

## GRADING SYSTEM

At the end of each term, a report of each student's grades is available online at [www.ircc.edu](http://www.ircc.edu) or [www.facts.org](http://www.facts.org). **Grades are not mailed.** In addition, student may assess their academic progress and status each semester by obtaining an online degree audit via [www.ircc.edu](http://www.ircc.edu) or [www.facts.org](http://www.facts.org).

The following grading system is used:

- A Excellent (4 grade points per semester hour)
- B Good (3 grade points per semester hour)
- C Average (2 grade points per semester hour)
- D Poor (1 grade point per semester hour)
- F Failure (no grade points)
- \*I Incomplete (no grade points)
- S Satisfactory (no grade points)
- U Unsatisfactory (no grade points)
- W Withdrawn (no grade points)
- NR Not Reported (no grade points)

Some courses require a grade of "C" or better for graduation. Consult the Educational Services Division.

\*An incomplete grade (I), which is not changed within a calendar year, will become an "F" or a "U", dependant upon grading method of class.

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 to any other type of grade.

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 enrolling for the third attempt in any course at IRCC must meet with a counselor to review the student's progress and discuss alternatives and career goals.

Students should be aware of the potential impact of forgiven courses in the computation of 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.

## **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 15 semester 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. To be eligible for this honor, students must have completed 12 or more semester hours. Students must also maintain a GPA of 3.5 or higher with no grade lower than a "C." Courses with an S/U grading evaluation are not eligible. For Summer Sessions, 6 or more semester hours must be completed.

## **HONORS PROGRAM**

The Honors Program at Indian River Community College provides students with the opportunity to expand their academic horizon and enter into a shared inquiry that leads them to develop their intellectual capacities beyond the scope of the standard Associate in Arts Degree.

A prospective Honors student must

- Have a cumulative grade point average of 3.5 or higher on a 4 point scale or a 4.3 grade point average on a 5 point scale, OR
- Have an ACT composite score of 26 or higher, an SAT combined score of 1100 or higher, OR
- Have a cumulative College grade point average of 3.3 or higher, with a minimum of 12 credit hours excluding college preparatory courses, OR
- Have a combined College Placement Test Score of 280 or above.

### **Requirements**

Students must successfully complete all degree requirements and at least one Honors Interdisciplinary Seminar, at least two intermediate level course sequences in foreign language, Service Learning, and a Capstone project. They will be expected to attend Fine Arts performances, participate in campus activities such as Brain Bowl and CCC, and encouraged to participate in IRCC study abroad.

Honors Diploma - In addition to or as part of the degree requirements:

- 24 hours of Honors designated credit
- 25 hours of documented Service Learning
- An acceptable Honors Capstone Project
- An overall GPA of 3.5

Honors Certificate - In addition to or as a part of the degree requirements:

- 15 hours of Honors designated credit
- 10 hours of documented Service Learning
- An overall GPA of 3.5

Honors credit may be earned by completing one Honors Interdisciplinary Seminar, completing the Honors Capstone Project, and completing six hours of Honors English. If an Honors student has completed one or more traditional English courses, he or she may substitute Advanced College Writing and/or World Literature. Three additional Honors credit hours are required for the Honors Certificate. Students interested in the Honors Program can contact the Dean of Arts and Sciences for application information.

## **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 and Associate in Applied Science degrees, academic awards are based on all coursework attempted (excluding college preparatory). For both degrees, freshman/sophomore level coursework attempted at other postsecondary institutions will also be used in this computation.

## **ACADEMIC WARNING/ PROBATION/SUSPENSION**

Standards of Academic Progress (SOAP) will be calculated based upon the student's term grade point average at the end of each semester. All students whose term grade point average is below a 1.5 will be placed on academic warning for the next semester in which they enroll and may enroll for a maximum of 15 credit hours. Students whose term GPA remains below a 1.5 at the end of the warning semester will be placed on probation for the next semester in which they enroll and may enroll for a maximum of 12 credit hours. At the end of the probation period students whose term GPA remains below a 1.5 will be placed on suspension. Suspension is action taken by the College to suspend a student due to poor academic progress. Students on suspension will not be permitted to enroll in classes until they apply for reinstatement by meeting with a counselor or advisor. If the appeal is approved, the student will be readmitted for one additional probationary semester to obtain a term GPA of 1.5 or above. During this reinstatement semester, the student may enroll for a maximum of 12 credit hours.

This Academic Warning/Probation/Suspension Policy is also applicable to transfer students. Therefore, it is possible for a transfer student to enter IRCC under first-term academic warning 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 the Educational Services Division regarding eligibility criteria for exemptions.

To be eligible to take the CLAST, a student must file a CLAST application on or before the established deadline. For more information, contact Educational Services at (772) 462-4740.

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. Effective January 1, 1996, Florida Statute 1008.29, provides alternative ways for students to demonstrate attainment of the required communication and computation skills. For further information about these alternatives, 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 2, 2004

February 19, 2005

June 4, 2005

**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 to the 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.
  - (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.

**Classes in which Essential Skills are taught:**

ENC	1101	English Composition I
ENC	1102	English Composition II
ENC	2105	Essential Skills in English
MAT	1033	Intermediate Algebra
MAC	1105	College Algebra
MGF	2106	Mathematics for Liberal Arts I
MGF	2118	Essential Skills in Mathematics
REA	1205	Advanced College Reading I
REA	1933	Reading for Cultural Literacy
REA	1125	Essential Skills in Reading

**COMMUNICATIONS AND COMPUTATION REQUIREMENT (GORDON RULE)**

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

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

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

ENC	1101	English Composition I (6,000 words).....	3 credits
ENC	1102	English Composition II (6,000 words).....	3 credits
or			
ENC	1135	Advanced College Writing (6,000 words).....	3 credits

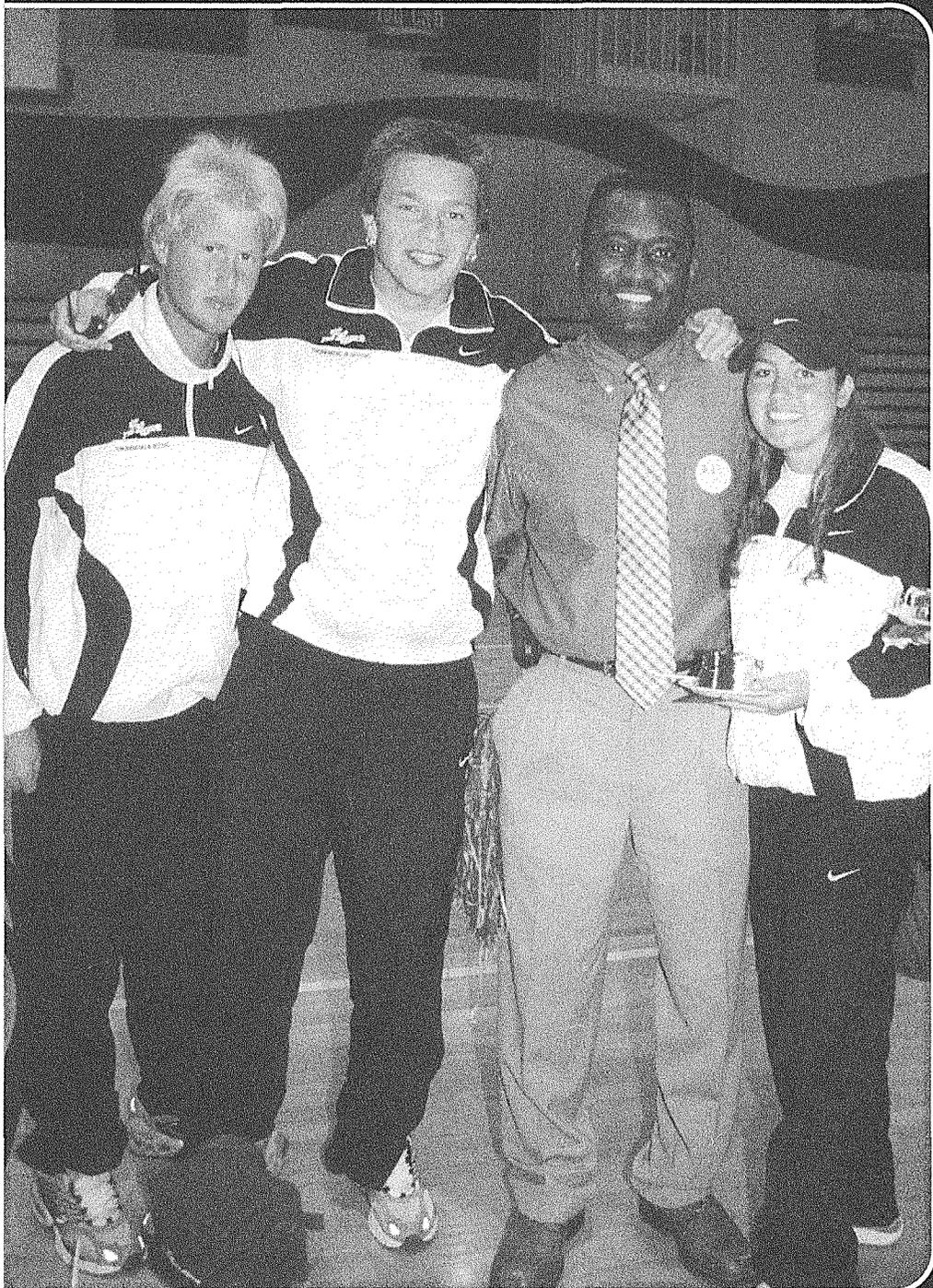
Students will select two of the following courses (6,000 words each):

AML	2010	American Literature to 1865 .....	3 credits
AML	2020	American Literature after 1865 .....	3 credits
ARH	2050	History of Art (Prehistoric through Gothic) .....	3 credits
ARH	2051	History of Art (Renaissance through Modern).....	3 credits
ENL	2012	English Literature to 1798.....	3 credits
ENL	2022	English Literature after 1798.....	3 credits
HUM	1533	Humanities Philosophy.....	3 credits
HUM	2512	Humanities Fine Arts .....	3 credits
LIT	2110	World Literature: Homer-Renais. ....	3 credits
LIT	2120	World Literature: Renais.-Present .....	3 credits
MUL	2010	Survey of Music Literature .....	3 credits
PHI	1103	Critical and Creative Thinking .....	3 credits
PHI	1628	Ethical Issues in Health Care.....	3 credits
PHI	2630	Introduction to Ethics .....	3 credits
THE	1000	Introduction to Theatre (Drama) .....	3 credits

Students will also complete the following:

MAC	1105	College Algebra .....	3 credits
and/or			
MGF	2106	Mathematics for Liberal Arts I.....	3 credits
and/or		higher level Mathematics.	

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



STUDENTS

## **STUDENTS**

IRCC offers many services to enhance the student's educational experience. However, students are expected to adhere to the rules and regulations stated in their Student Handbook/Calendar (available in Student Affairs) while enrolled at IRCC.

### **KOBLEGARD STUDENT UNION**

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, and the Health and Wellness Center. The Dean of Educational Services and the Educational Services Division which includes the Educational Services Department, Curriculum Support Office, Financial Aid Office, Admissions and Records Center, Enrollment Center, Career Center and New Student Orientation are also located in the KSU. In addition, the KSU serves as the information outlet for students: notices, activity bulletins, and student publications are distributed here, and bulletin boards are available for students' use.

### **THE RIVER SHOP (Bookstore)**

Conveniently situated in F-Building, the well-stocked River Shop 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 at the end of each term with two stipulations: the books are in good condition and 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 student 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 Center. 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.

Florida law now requires that a postsecondary institution shall provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and know contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission. Contact the Health and Wellness Center for additional information.

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

During registration, each student can secure 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 ID cards are issued at the IRCC Student Affairs Office on the Main Campus.

### **STUDENT HOUSING —“THE RIVER HAMMOCK”**

Located at the IRCC Main Campus is “The River Hammock,” the 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 through the IRCC Student Affairs Office and IRCC Foundation Office located on the Main Campus.

### **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. Parking and Traffic Regulations are covered in the IRCC Student Activity Handbook/Calendar available at Orientation, at all IRCC Campuses, and on the Web Site. All vehicles parking on the Main Campus require a parking decal, available at NO CHARGE in the Vice President of Student Affairs Office (KSU Building).

RESERVED spaces are for faculty and staff only. Cars in violation will be ticketed and/or towed. Reserved and visitor parking spaces on the Main Campus are open to students AFTER 5:00 p.m. Unauthorized parking in handicapped spaces, fire lanes (along yellow curbs), loading zones, service vehicle spaces, on the grass, and in restricted zones, is PROHIBITED at ALL times.

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 for parking infractions include tickets, fines, and having vehicles towed away at the owner’s expense. Failure to pay traffic fines will result in withheld transcripts 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 LRC is an integral part of the intellectual life on campus.

The Learning Resource Center 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 the Internet. The LRC is a government depository and receives a large number of federal documents of interest to the campus community and the citizens of the Treasure

Coast. The LRC 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 Learning Resource Center is a participant in the Online Computer Library Center (OCLC) which fully automates cataloging and Interlibrary Loan, providing easy access to over thirty million resources internationally. The LRC also provides computer-assisted reference service through First Search; the College network provides access to full-text databases, and many CD-ROM resources are available throughout the LRC.

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, education, 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 joint IRCC/FAU 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 St. Lucie West Library houses a book and periodical collection which reflects the college and university curriculum, as well as a diverse collection of current literature.

## **MARION C. LINK ELECTRONIC RESOURCE CENTER**

Located at the IRCC Mueller Campus in Vero Beach, this innovative facility provides students with electronic access to a wealth of information resources, including university and college library holdings, hundreds of online databases, and the worldwide resources of the Internet. In addition, this facility serves as a state-of-the-art teaching center for studies in computerized information services.

## **ROBERT MORGADE LIBRARY**

The Robert Morgade Library located on the IRCC Chastain Campus in Stuart provides access to resources to assist IRCC students with study and research as well as serving Martin County residents from communities between Stuart and Hobe Sound. All Morgade Library patrons benefit from dozens of electronic databases available through the IRCC Learning Resource System, accessible in the Library's computer station laboratory. The \$2.8 million, 15,000 square foot library also houses a multi-cultural collection, featuring African-American, Latin-American, Caribbean, and Native-American history and culture.

## **DISTANCE LEARNING**

The mission of distance learning is to use all appropriate technologies to provide access to the same high quality education in all programs, including seminars, special courses and Associate degree programs. IRCC is committed to this effort.

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, Institutional Technology, and Academic Affairs.

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 select 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, many courses 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 Internet services. Students complete assignments and communicate with the instructor electronically. A complete listing of Distance Learning courses is printed in the college course schedule each term.

Distance Learning students are encouraged to use the Florida Academic Counseling and Tracking for Students (FACTS) at [www.facts.org](http://www.facts.org) to access online academic resources which include: degree audits, search programs, transcripts, application online and career planning.

## **CHILD CARE CENTER**

Students who have young 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 the Summer II Session, 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 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.

### CLUBS AND ORGANIZATIONS

Achiever's Club	HOSA (Health Occupations Student Association)
Ambassador Club	Human Services
Art Club	Interior Design
Automotive Technology	International Club
Baseball	Intramurals
Basketball (Men)	Lambda Nu Honor Society
Basketball (Women)	Math Club
Brain Bowl	Medical Lab Technology
CCG	Phi Beta Lambda
Cheerleaders	Phi Theta Kappa
Chess Club	Philosophy Club
Cosmetology	Practical Nursing
Criminal Justice Club	Psychology Club
Culinary Arts	Robotics
Cultural Exchange Club	SAMS (Student Assistant Mentorship)
DECA (Delta Epsilon Chi)	Science Club
FNSA (FL Nursing Students Association)	Softball (Women)
Future Educators of America	Student Fellowship Club
Golf Club	Swimming & Diving (Men)
Hands for Understanding	Swimming & Diving (Women)
History Club	Volleyball

### 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, 2001 and 2002 by *Florida Leader* magazine.

Representatives serving as members of the Campus Coalition Government are selected by 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 CCG, which then places them on the campus activities calendar and ensures their coordination. CCG holds its formal General Assembly meeting on alternating Wednesdays (see Student Activity Handbook/Calendar for dates and locations).

## **AMBASSADOR CLUB**

The 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. IRCC students eligible for membership must be enrolled as degree-seeking students 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/her GPA to drop below 3.5 while enrolled as a student at IRCC, he/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 to 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 30th consecutive national championship and the women's team won its 26th national championship at the 2004 NJCAA meet. In 1990, 1996, and 2003, the teams were recognized in *Sports Illustrated* magazine.

The IRCC baseball team has also gained national prominence, winning four Florida State championships in 1979, 1993, 1995, and 1996, and qualifying to compete in the JUCO World Series. In 2002, the IRCC softball team won the NJCAA National Fast Pitch Softball Championship title.

IRCC's basketball and volleyball teams consistently distinguish themselves in Southern Conference and state competition. IRCC men's and women's basketball teams were Southern Conference Champions in 1997-98 and the IRCC Volleyball Team participated in the State Tournament after being ranked in the top 10 all year.

In 1998, a state-of-the-art Baseball/Softball Complex opened as home field to the IRCC Baseball and Softball teams. The complex features two fenced-in fields and two electronic scoreboards. With its 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 Thursdays, 12:40-1:40 p.m.

## PERFORMING ARTS 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, and the Wynne Black Box, a versatile venue that seats 75-100. 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 to campus each year. Such notable and diverse performers as actress Debbie Reynolds, singer/entertainer Jack Jones, stage actor Hal Holbrook, the world famous Glen Miller Orchestra, singer/dancer Sandy Duncan, singer/songwriter Glen Campbell, and Robert Wagner and Jill St. John 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. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College is subject to disciplinary action. 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/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 contact the Educational Services Division or any IRCC Campus and request a degree audit or electronically print their degree audit through the Florida Academic Counseling and Tracking for Students (FACTS) at [www.facts.org](http://www.facts.org). 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 pays the appropriate graduation fee if they want a diploma or to participate in

commencement. Students will not graduate unless they follow this procedure. It notifies the College that the student has completed all the course requirements for his/her major and qualifies for a degree.

## COMMENCEMENT

The student's graduation from college is a noteworthy event, and IRCC holds annual Commencement Ceremonies to mark this milestone. All Spring Semester candidates are encouraged to attend the appropriate 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 graduates from the Admissions and Records Center after final grades are submitted and degrees are posted on the student's transcript.

## ALUMNI RELATIONS

Affiliation with IRCC continues well after Commencement. The Indian River Community College Alumni Association was established to meet the needs of IRCC alumni. Located on the Main Campus in the Ben L. Bryan Building Administration Building, and administered by the IRCC Foundation, Inc., the Alumni Association maintains an electronic database of IRCC alumni and provides updates and current events at the College via periodic electronic newsletters. In addition, the IRCC Foundation identifies resources at IRCC that will enhance personal and professional goals of IRCC alumni. The IRCC Foundation welcomes alumni to visit the Foundation Office to share information and suggestions for making the College and community a better place to live and learn. The Foundation's web site, [www.irccfoundation.org](http://www.irccfoundation.org) offers a variety of options for IRCC alumni, including searching the alumni directory, purchasing a commemorative brick on Alumni Row, and access to the *Community Newsletter*, along with reviewing the arts and events schedules.

## TRANSCRIPTS

Transcripts of academic records are available at the IRCC Admissions and Records Center upon the student's written request or may be obtained at [www.facts.org](http://www.facts.org). No transcripts will be released until all financial obligations are paid. Consult the Admissions and Records Center for further information.

## ACCESS TO EDUCATIONAL RECORDS

Every student has certain rights regarding access to his/her own educational records and the disclosure of information from those records to others. Under two policies by the District Board of Trustees, the rights of IRCC students are clearly specified and protected by law. These Board Policies are: #6Hx11-7.31 entitled *Student Records* and #6Hx11-7.32 entitled *Student Directory Information*. Board Rule #6Hx11-7.31, *Student Records*, states:

The College maintains student records in accordance with federal state law, Florida Statutes, and State Board of Education Rules. Such records are confidential

and exempt from F.S. 119.07(1) and are open to inspection only as provided in F.S. 288.075 and AP-7.31, Procedure for Accessing Student Records.

In compliance with federal law and Florida Statute, directory information may be released only under the conditions set forth in Board Policy, 6Hx11-732.

Board Rule #6Hx11-7.32, *Student Directory Information*, states:

Pursuant to Florida Statute, 1002.21 and 1002.22 and the Family Educational Rights and Privacy Act (FERPA), the College may publish and release general public directory information relating to students.

Student directory information includes a student's 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.

Directory information will be subject to release in accordance with F.S. 1002.21 and 1002.22, and Federal Regulation 34CFR Part 99.

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

All other student record information shall be considered limited access information in accordance with statute.

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; 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).
3. The right to waive limitation of access to confidential information in the student's own file, if done in writing.
4. 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.
5. 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 Auditor General and the Office Program Policy Analysis and Government Accountability in connection with their official functions;
- (j) The student's parent or guardian, if the student has not yet reached the age of eighteen (18);
- (k) The student's parent or guardian if a student is dependent as defined in Section No. 152 of the Internal Revenue Code; or
- (l) Upon order of a court of competent jurisdiction.
- (m) Credit bureaus, in connection with an agreement for financial aid that the student has executed, provided that such information may be disclosed only to the extent necessary to enforce the terms of conditions of the financial aid agreement.

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 to implement this policy and to set up a procedure for appeals. (**Student Responsibility**, page 56).

## **CHANGE OF ADDRESS**

Students should report any change of address in person or by telephone to the Educational Services Division, Finance Division, any IRCC Campus, Adult/Continuing Education Division, or the Web Site within 24 hours. Address records must be kept up to date.

## **HARASSMENT/DISCRIMINATION**

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

### **Policy Statement:**

It is the policy of Indian River Community College and its 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 or discrimination of any nature is prohibited whether it is on the basis of race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation, veteran or marital status.

Preventing harassment is the responsibility of the entire College. Accordingly, Indian River Community College encourages all employees and students who believe they are being subjected to harassment to follow the outlined complaint procedures. The College will take prompt disciplinary action against individuals on any of our campuses who engage in actions that violate this policy.

**Scope of Policy:**

This policy applies to all full-time, part-time and temporary employees, including administrators, faculty, staff, employment applicants, students and prospective students and non-employee volunteers who work subject to the control of a College employee.

**Definition of Harassment:**

Harassment of any nature is prohibited whether it is on the basis of race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation, veteran or marital status. Harassment includes unwelcome sexual conduct or request for sexual favors and verbal or physical conduct reflecting on an individual's race, color, national and ethnic origin, gender, religion, age, disability, sexual orientation, veteran or marital status, which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment, has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities. Harassment is a form of discrimination and is conduct unbecoming of a College employee or student.

**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 and will provide basic steps of due process available to the Complainant.

**Disciplinary Actions:**

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

**Procedure for Filing a Harassment/Discrimination Complaint:**

Indian River Community College and its Board of Trustees strongly encourages any College employee or student who believes that he or she has been subjected to harassment to immediately discuss it with the Intake Counselor/Health and Wellness Coordinator or as an alternate, the Equity Coordinator. Such 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(s). In no case will a Complainant be required to report such behavior to the alleged Harassing Party (the Respondent). When a supervisor or faculty member receives a complaint concerning harassment from an employee and/or student, he/she shall immediately inform the Intake Counselor/Health and

Wellness Coordinator or as an alternative, the Equity Coordinator and simultaneously inform the Complainant that they should notify the Intake Counselor/Health and Wellness Coordinator or in the alternative, the Equity Coordinator. Failure to immediately notify the Intake Counselor/Health and Wellness Coordinator, or as an alternative, the Equity Coordinator, of suspected harassment is a violation of this policy.

**Action:**

If in the judgement of the Intake Counselor /Health and Wellness Coordinator or in the alternative, the Equity Coordinator and/or the Complainant, that further inquiry or investigation is warranted by the circumstances, the Complainant shall be encouraged to pursue the complaint with the Vice President of Student Affairs (for students) or the Assistant Dean of Human Resources (for employees). The Complainant will be encouraged to complete and sign a Harassment Report Form provided by the Assistant Dean of Human Resources (for employee harassment claims) or the Vice President of Student Affairs (for student harassment claims), with the details of the conduct that is the subject of the complaint. The signed and completed Harassment Report Form shall be given to the Vice President of Student Affairs or Assistant Dean of Human Resources, respectively. Claimant must file a complaint within 100 days of the incident.

The Assistant Dean of Human Resources (for employee harassment complaints) or the Vice President of Student Affairs (for student harassment complaints) will conduct the investigation. The investigation of the complaint will be concluded within 10 days after receipt of the written Harassment Complaint Form unless otherwise agreed by both parties. Upon completion of the investigation, the Vice President of Student Affairs (for student harassment complaints) and the Assistant Dean of Human Resources (for employee harassment complaints), will prepare the Harassment Complaint Report within 10 days of the completion of the investigation, which will be presented to the Claimant and his/her Supervisor and the Respondent and his/her Supervisor to carry out the recommended actions(s) and/or disciplinary procedure(s) if applicable. The College President will also be given a copy of the Harassment Complaint Report.

Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations.

Retaliation against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited and will subject the person who retaliates to disciplinary action.

If either the Complainant or the Respondent expresses disagreement with the determination, he/she will be informed in writing to pursue the appropriate College due process procedures already in place for processing grievances for employees and students. In no case will a Complainant be required to report such behavior to the Respondent.

**Authorization:**

The College President has established operational procedures for the implementation of this policy which may be obtained from the Human Resources Department.

**Access on Indian River Community College computer equipment of materials of a 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 eight major programs of instruction available 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
- Associate in Applied Science - Applied Science/Technical Program
- Technical Certificate
- Advanced Technical Certificate
- Applied Technology Diploma
- Post Secondary Adult Vocational Certificate - Non-Credit Technical Program
- Adult Education - Adult High School, GED Preparation, Adult Basic Education, English as a Second Language

Indian River Community College is on a two-semester schedule, Fall and Spring, and has two Summer Sessions, Terms I and II. This permits a student to enter IRCC at various times of the year and to complete the program in his/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 necessary 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 to provide the student not only with a vocation, but with a better understanding of himself/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 skills, the strengthening of communication skills, 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. A student must progress from college preparatory to college-level coursework within two attempts in each of the courses. The direct instructional cost will be charged to the student after the second attempt in each college preparatory course. Students with documented extenuating circumstances may file an appeal with the Dean of Educational Services or any Campus Provost for consideration and review. College preparatory courses may not be used to meet degree requirements. Alternative instructional opportunities are available for college preparatory instruction. See displays located at registration offices.

## VOCATIONAL PREPARATORY INSTRUCTION

Students who are enrolled in a post-secondary adult vocational program greater than 180 clock hours 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 Centers for Personalized Instruction at each IRCC Campus. 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 and all Campus Advisors assists the student in selecting electives that fit the course of study which he/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 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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

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

## EXAMPLE OF COURSE IDENTIFIER

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
<b>SYG</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	
Sociology, General	Sophomore 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 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 34 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course. 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 may meet at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university upon transfer. 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 on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution to offer transfer credit for courses successfully completed which have not been designated as equivalent.

## THE COURSE PREFIX

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

## AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads: "When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the 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 academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.”

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

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

- A. Courses in the 900-999 series (e.g., HUM 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution

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

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Dean of Educational Services at the IRCC Main Campus or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida, 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 245-0427 or Suncom 205-0427.

## **TIME-SHORTENED DEGREE OPPORTUNITIES**

Credit may be awarded for students who participate in national testing programs. Florida Statutes, 240.4015, requires the Articulation Coordinating Committee to establish passing scores and course and credit equivalents for College-Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB). Public community colleges and universities in Florida are required to award credit for these exams as approved and published by the Articulation Coordinating Committee. These standards can be located at [www.facts.org](http://www.facts.org) or a student can see an advisor for information.

Credit for DANTES/DSST, or Excelsior (formerly Regents or PEP) will be considered on an individual basis and must be appropriately related to the student's current educational goals.

Credit awarded may not duplicate other credit and a student may not receive more than 45 semester hours credit through all examination programs.

## 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." You can find information about CLEP Exams at [www.collegeboard.com/](http://www.collegeboard.com/).

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

Official scores from Educational Testing Service must be presented to the Dean of Educational Services.

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

## ADVANCED PLACEMENT (AP)

Advanced Placement exams are taken after students complete the corresponding Advanced Placement course in high school. Advanced Placement courses are challenging, college-level courses that are designed to parallel typical lower-level undergraduate courses. More information about the Advanced Placement program, including descriptions of courses and sample examination questions, is available at [www.collegeboard.com/ap](http://www.collegeboard.com/ap).

## INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAM

The International Baccalaureate program is a challenging curriculum offered in high schools around the world and designed to prepare students for exams leading to the award of college level coursework. Information about the IB program is available at [www.ibo.org/](http://www.ibo.org/).

## 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.

Procedures for award of credit for technical competencies are as follows:

1. Student makes a 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 the appropriate Instructional Dean/Administrative Director the courses corresponding to the competencies validated.

4. The Instructional Dean/Administrative Director will then transmit recommendations to the Vice President of Applied Science and Technology for approval.
5. Once approved by the Vice President, the request will be forwarded to the 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. Evaluation and award of credit for programs with licensure or certification requirements may prohibit award of credit. Therefore, the student would be required to enroll in the appropriate coursework.

ELIGIBILITY CRITERIA for award of credit by validated technical competencies:

1. Students 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/per 30 clock hours.

Review of all prior training for Veteran students will be completed prior to their certification for any veterans benefits.

## DEFERRED CREDIT ENROLLMENT

An individual will be permitted, without formal admission, to register for college course work on a "deferred credit" basis. "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/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 Dean/Administrative Director'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 makes request of instructor to offer DIS.
2. If the instructor agrees to administer the DIS, the instructor must completely fill in the form. Contracts will not be approved until all information is completed.
3. The contract is then forwarded to the Instructional Dean/Administrative Director for approval. The Dean/Director will determine the student's eligibility to complete the course on an independent study basis. A minimum 2.0 cumulative grade point average is required for DIS study. The form then goes to the appropriate Vice President for approval.

4. If approved, the form is forwarded to the Curriculum Support Office to enter the class in the computer and forward to Educational Services for registering the student.
5. CSO will forward copy of DIS with student's schedule to student.
6. Student must pay for class within one week upon receipt of approved DIS schedule.

## **EXTENDED COURSE LOAD**

Academically superior students who are qualified may, with special permission of a counselor or advisor, take up to 20 semester credits in the regular semester (12 semester credits in the summer session), thus shortening the time required to earn a degree at IRCC.

## **ADULT HIGH SCHOOL**

IRCC provides an Adult High School Program. Students may earn high school credits through open-entry, open-exit, competency-based instruction.

Students may earn an Indian River Community College high school diploma by meeting the standards set by the State of Florida for high school graduation.

## **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 many locations throughout the four county area. Two literacy levels provide basic literacy skills in the student's native language and in English, respectively, while six ESL levels, ranging from Beginning to Advanced, address a broad spectrum of workforce competencies as well as English language skills. Students may also study Citizenship to prepare to take the Immigration and Naturalization Service U.S. Citizenship examination.

## **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.

## **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. Language, literature, mathematics, science, and social science are reviewed through competency-based instruction. Upon successful completion of the GED exam, students are issued a high school diploma from the Florida State Department of Education.

## ACADEMIC SUPPORT CENTERS

Personalized open-entry, open-exit programs that meet a variety of needs are available through the Centers for Personalized Instruction (CPI) at the Main, Mueller, Chastain, St. Lucie West, and Dixon Hendry campuses.

CPI services include assistance in the following areas:

- English, reading, math, and science - video instruction, diagnostic/prescriptive work based on appropriate assessments, specific assignments based on instructors' referrals, academic assistance, and make-up tests.
- Health Occupations - LPN/NLN/Allied Health handouts available on request, drug calculation assistance, diagnostic prescriptive work based on Diagnosis of Gaps Science, biology review for anatomy and physiology, and make-up tests.

The CPI also offers software programs for English, reading, math, science, and health occupations.

## 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.

These initiatives are a reflection of the Program's more diversified aim: to help 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/her potential.

The Women's Program also offers the Displaced Homemaker Program under a Vocational Educational Grant. This program can provide tuition funds to students who qualify as displaced homemakers 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 PROFESSIONAL CAREER 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 at the end of the program receive a 24-credit Certificate in Business Management. To accommodate the working woman, classes are held one night a week and on Saturday mornings.

## VOCATIONAL TRANSITION CENTER

The Vocational Transition Center provides comprehensive career assessment and career counseling services needed for successful transition into postsecondary training and/or employment. The services are designed to facilitate a “good match” between the student’s interests, values, personality profiles, temperaments, aptitudes, skills levels and the student’s career goals. Assessment results are reviewed with the student to assist in developing an individualized career plan. The guiding philosophy of the program is that informed career choices are more likely to lead to successful completion of postsecondary training programs and to workplace satisfaction.

A specialized program offering which is available through the Center is disability support services for persons with disabilities or special learning needs. Examples of these services include: learning needs screening; learning and study strategies assessment; identification of instructional modifications, adaptive technology, and reasonable workplace accommodations; learning styles assessment, and self-advocacy information regarding the rights and responsibilities of persons with disabilities in postsecondary training and employment settings.

Located in the Fort Pierce One-Stop Career Center, the program also provides referral linkages to other campus and community resources for training and employment.

## FARMWORKER JOBS AND 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:

1. 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.
2. during any consecutive 12-month period within the 24-month period preceding their application for enrollment:
  - a. received at least 50% of their total earned income or have been employed at least 50% of their total work time in farmwork;
  - b. 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;
  - c. 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, including GED, English as a Second Language, vocational training, on-the-job training or work experience, and job placement assistance is provided for the adult farmworker.

Participants are paid a stipend for the duration of their training which averages approximately 16 weeks.

## ASSOCIATE IN ARTS DEGREE PROGRAMS

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

**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 undertake programs leading to a baccalaureate degree.

### 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 36 semester hours of General Education, plus 24 semester hours of elective prerequisite 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 28.
2. Submit the required placement scores (ACTE, SATR, CPT) to IRCC. Students who present Enhanced ACTE scores of Reading 18, English 17, Math 19 or SATR scores of Verbal 440, 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 courses taken at IRCC (excluding occupational courses), and all courses attempted (including transfer hours), and complete the requirements of the Communications and Computation Rule (Gordon Rule).
5. Demonstrate competency in the basic use of computers either by passing a computer competency examination or by successfully completing an approved computer course or program (with a grade of "S" or "C" or better).
  - A. The computer competency examination may be taken at any of the IRCC Centers for Personalized Instruction.

Demonstration of competency in the basic use of computers includes:

- 1) running a Windows-based (or equivalent ) program;
  - 2) using a word processing program to create, save, retrieve, edit, and print a file;
  - 3) using the Internet to send e-mail and to locate and to print specific reference materials.
  - B. Courses approved to meet the computer competency requirements for the A.A. Degree are: CGS 1060; CGS 1100; CIS 1000; EME 2040.
  - C. Completion of the Information Systems & Computer Applications CLEP examination with a minimum score of 50.
6. Apply for graduation at the beginning of the semester or term in which the student plans to graduate. This application must include the payment of the commencement fee. See calendars in the front of this catalog for deadline dates.
  7. Participate in the Commencement Ceremony if graduating Spring Semester. Graduates from other semesters are welcome to take part in the Spring Commencement Ceremony.
  8. Be recommended by the faculty to the President of the College for the confirmation of the degree.

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

## **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 have 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 Dean of Educational Services is the articulation officer at IRCC.

## GENERAL EDUCATION

### REQUIRED COURSES FOR GRADUATION

#### (A.A. DEGREE) – 36 Semester Hours

##### ENGLISH

**6 credits**

*ENC 1101 and ENC 1102 or ENC 1135*

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

**6 credits**

*AML 2010, AML 2020, ARH 2050, ARH 2051, ENL 2012, ENL 2022, HUM 1533, HUM 2512, LIT 2110, LIT 2120, MUL 2010, PHI 1103, PHI1010, PHI 1628, PHI 2630, THE 1000*

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

**6 credits**

*MAC 1105, MAC 1114, MAC 1140, MAC 2233, MAC 2311, MAC 2312, MAC 2313, MAP 2302, MAS 2103, MGF 2106, MGF 2107, MTG 2204, STA 2023*

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

##### SCIENCE

**6 credits**

*AST 1002, BSC 1005, BSC 1005L, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, BSC 1254, BSC 1254L, BSC 1084, BSC 2093, BSC 2093L, BSC 2094, BSC 2094L, CHM 1015, CHM 1045, CHM 1045L, CHM 1046, CHM 1046L, CHM 2210, CHM 2210L, CHM 2211, CHM 2211L, GLY 1010, MCB 2010, MCB 2010L, OCB 1010, OCB 1010L, OCB 1630, OCE 2001, PCB 1030, PHY 1025, PHY 2048, PHY 2048L, PHY 2049, PHY 2049L, 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:

*AMH 2010, AMH 2020, EUH 1000, EUH 1001, EUH 1002, IDS 1110, WOH 1012, WOH 1022*

Students must take 6 credits from the following:

*ANT 2410, ANT 2511, CPO 2002, DEP 2004, ECO 2013, ECO 2023, GEA 2000, INR 2002, POS 1041, PSY 2012, SYG 2000, SYG 2010*

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

When college level exams are successfully passed for Advanced Placement (AP), International Baccalaureate (IB), and the College Level Examination Program (CLEP), the following courses can be awarded for General Education Requirements:

**HUMANITIES** – *AML X000 (CLEP), ENL X000 (CLEP)*

**MATHEMATICS** - *STA 2014 (AP), MAC X147(CLEP), MHF X202 (IB), MHF X209 (IB)*

**SCIENCE** – *CHM X020 (AP and CLEP), ISC X050 (IB), ISC X051 (AP), PHY X020 (IB)*

**SOCIAL SCIENCE** – *EUH X009 (AP), GEO X400 (AP), AMH X000 (AP)*

## **ELECTIVES – 24 Credits**

### **ADDITIONAL REQUIREMENTS:**

**COMPUTER COMPETENCY** – see page 77 and 78

#### **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.

*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. Courses with no designation are not intended to transfer to senior colleges or universities; however, they may be accepted as transfer courses at some institutions. Consult an Educational Services Counselor or the transfer institution of your choice.*

#### **REQUIRED PREREQUISITES** (See Program Guides or Counselor)

To earn the Associate in Arts Degree, certain General Education requirements and elective courses must be satisfactorily completed. Although A.A. students at Indian River Community College do not declare majors, students must select prerequisite 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 specific General Education courses may be recommended for a particular major. In addition, a counselor can suggest prerequisites and sequences of courses for a specific major. (**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 prerequisite 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. **Please note**, the Program Code required for the IRCC Application for Admission is the five digit number following the Program Title.

## ACCOUNTING - 11010

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credits)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

### 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	1100	Introduction to Computer Applications for Business.....	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:

MAT	1033	Intermediate Algebra .....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits

## AGRICULTURAL (FOOD & RESOURCE) ECONOMICS - 11020

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*CHM	1015	Introduction to Chemistry .....	3 credits
		or	
*PHY	1025	Principles of Physics.....	3 credits
ACG	2001	Financial Accounting I .....	3 credits
ACG	2011	Financial Accounting II .....	3 credits
ACG	2071	Managerial Accounting .....	3 credits
*BSC	1005	Life Science .....	3 credits
*BSC	1005L	Life Science Lab .....	1 credit
ENC	2210	Technical Communications.....	3 credits

*MAC	2233	Business Calculus I.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits
*STA	2023	Elementary Statistics I .....	3 credits

**RECOMMENDED ELECTIVES:**

MAT	1033	Intermediate Algebra .....	3 credits
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**AGRICULTURE (GENERAL)\*\* - 11030****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*SYG	2000	Introduction to Sociology.....	3 credits
or			
CGS	1060	College Computing.....	3 credits
*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
*MAC	1105	College Algebra .....	3 credits
*MAC	1114	Plane Trigonometry .....	3 credits
*MAC	1140	Precalculus Algebra .....	3 credits
*PSY	2012	Introduction to Psychology.....	3 credits
SPC	1600	Introduction to Speech Communication .....	3 credits
*STA	2023	Elementary Statistics I .....	3 credits

\*\* See Educational Services for requirements for specific options.

**RECOMMENDED ELECTIVES:**

AEB	2104	Principles of Agricultural Economics .....	4 credits
ANS	1003	Introduction to Animal Science .....	3 credits
HOS	1010	Fundamentals of Horticulture .....	4 credits

**ANTHROPOLOGY - 11040****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

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

**RECOMMENDED ELECTIVES:**

ANT	2930	Anthropology & the Paranormal.....	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
*GEA	2000	World Regional Geography.....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits

**ARCHITECTURE - 11050**

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

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

Architecture is a limited access program at the university level. Specific courses and/or transfer requirements may vary. Please consult an Educational Services Counselor.

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

ARC	1301C	Architectural Design I .....	4 credits
ARC	1302C	Architectural Design II .....	4 credits
ARC	1701	Architectural History I.....	3 credits
ARC	1702	Architectural History II.....	3 credits
ARC	2201	Architectural Theory.....	3 credits
ARC	2303	Architectural Design III .....	4 credits
ARC	2304	Architectural Design IV .....	4 credits
ARC	2461	Architectural Materials and Methods I.....	3 credits
ARC	2501	Architectural Structures.....	3 credits
*MAC	2233	Business Calculus I.....	3 credits
*PHY	2053	College Physics I.....	3 credits
*PHY	2053L	College Physics I Lab .....	1 credit

**ART (GENERAL) – 11060**

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

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*ARH	2050	History of Art: Prehistoric - Gothic .....	3 credits
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*ARH	2051	History of Art: Renaissance - Modern.....	3 credits
ART	1201C	Color and Design I.....	3 credits
ART	1202C	Color and Design II.....	3 credits
ART	1300C	Drawing I.....	3 credits
ART	1301C	Drawing.....	3 credits
ART	2400C	Graphics.....	3 credits
ART	2500C	Painting I.....	3 credits

**RECOMMENDED ELECTIVES:**

ART	1701C	Introduction to Sculpture.....	3 credits
ART	2501C	Painting II.....	3 credits
MAT	1033	Intermediate Algebra.....	3 credits

**BIOLOGY - 11070****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*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
*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	2210	Organic Chemistry I.....	3 credits
*CHM	2210L	Organic Chemistry I Lab.....	1 credit
*CHM	2211	Organic Chemistry II.....	3 credits
*CHM	2211L	Organic Chemistry II Lab.....	1 credit

**BUSINESS ADMINISTRATION - 11080****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credits)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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	1100	Introduction to Computer Applications for Business.....	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:**

MAT	1033	Intermediate Algebra .....	3 credits
*POS	1041	American Government .....	3 credits
*SYG	2000	Introduction to Sociology .....	3 credits

**CHEMISTRY - 11090****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

**RECOMMENDED ELECTIVES:**

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

**COMPUTER & INFORMATION SCIENCES - 11100****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credits)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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 .....	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

**COMPUTER SCIENCES - 11110****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credits)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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 .....	3 credits
*PHY	2048	Physics for Engineers I .....	3 credits
and			
*PHY	2048L	Physics for Engineers I Lab .....	1 credit
or			
*PHY	2049	Physics for Engineers II.....	3 credits
and			
*PHY	2049L	Physics for Engineers II Lab .....	1 credit
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
*MAC	2312	Calculus II .....	4 credits

**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	2210	Organic Chemistry I.....	3 credits
*CHM	2210L	Organic Chemistry I Lab .....	1 credit
*CHM	2211	Organic Chemistry II.....	3 credits

*CHM	2211L	Organic Chemistry II Lab .....	1 credit
*PHY	2053	College Physics I.....	3 credits
*PHY	2053L	College Physics I Lab .....	1 credit
*PHY	2054	College Physics II.....	3 credits
*PHY	2054L	College Physics II Lab .....	1 credit

## CRIMINAL JUSTICE - 11120

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

#### RECOMMENDED ELECTIVES:

CGS	1060	College Computing.....	3 credits
CCJ	2020	Introduction to Criminal Justice.....	3 credits
CJL	2100	Criminal Law I.....	3 credits
CJL	2403	Criminal Procedure .....	3 credits
CJL	2062	Constitutional Law.....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
*POS	1041	American Government.....	3 credits
POS	2112	American State & Local Government.....	3 credits
*PSY	2012	Introduction to Psychology.....	3 credits
*SYG	2010	Social Problems.....	3 credits

## DIETETICS/NUTRITION - 11130

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

#### 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
*BSC	2094	Anatomy and Physiology II.....	3 credits
*BSC	2094L	Anatomy and Physiology II Lab .....	1 credit
CGS	1060	College Computing.....	3 credits
*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	2210	Organic Chemistry I.....	3 credits
*CHM	2210L	Organic Chemistry I Lab .....	1 credit
*CHM	2211	Organic Chemistry II.....	3 credits
*CHM	2211L	Organic Chemistry II Lab .....	1 credit

HUN	1201	Nutrition .....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*MAC	1105	College Algebra .....	3 credits
*MCB	2010	Microbiology.....	3 credits
*MCB	2010L	Microbiology Lab .....	1 credit
*PSY	2012	Introduction to Psychology.....	3 credits

**RECOMMENDED ELECTIVES:**

*SYG	2000	Introduction to Sociology.....	3 credits
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**ECONOMICS (BUSINESS) - 11140****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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	1100	Introduction to Computer Applications for Business.....	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:**

*GEA	2000	World Regional Geography.....	3 credits
*MAC	1140	Precalculus Algebra .....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
*POS	1041	American Government .....	3 credits
*SYG	2000	Introduction to Sociology.....	3 credits

**ECONOMICS (SOCIAL SCIENCES) - 11150****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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	1100	Introduction to Computer Applications for Business.....	3 credits
*MAC	2233	Business Calculus I.....	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	2000	Introduction to Sociology.....	3 credits

## EDUCATION - 11160 (ELEMENTARY/SPECIAL EDUCATION)

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

All Education Majors must pass the CLAST Exam to be admitted to a State University System (SUS) College of Education. Specific courses and/or transfer requirements may vary. Please consult an Educational Services Counselor.

### 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

In addition to these three Education courses, 45 credits must be chosen from the following Liberal Arts and Sciences areas: (a) communications; (b) mathematics; (c) natural and/or physical sciences; (d) fine arts and/or humanities; and (e) social sciences. These credits must include:

A minimum of 9 credits in communications, including a speech course.

A minimum of 9 credits in mathematics, including 3 credits in algebra (MAC 1105, or above); 3 credits in geometry (MTG 2204) or liberal arts math (MGF 2106), but excluding MAT 1033 and computer courses.

A minimum of 9 credits in natural sciences, including 3 credits in earth science (PSC 1311), 3 credits in physical sciences, and 3 credits in biological sciences, with a minimum of one associated lab.

A minimum of 6 credits in humanities, including humanities fine arts (HUM 2512), humanities philosophy (HUM 1533) or critical and creative thinking (PHI1103).

A minimum of 6 credits in the social sciences, including psychology (PSY 2012), American history (AMH 2010) or (AMH 2020).

At least 6 credits in courses with an international or diversity focus. Foreign language may be used to meet this requirements.

### RECOMMENDED ELECTIVES:

EDP	2002	Educational Psychology.....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
EEX	2010	Survey of Disabling Conditions in Young Children .....	3 credits

## EDUCATION - 11170 (SECONDARY)

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

All Education Majors must pass the CLAST Exam be admitted to a State University System (SUS) College of Education. Specific courses and/or transfer requirements may vary. Please consult an Educational Services Counselor.

### 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 additional hours in their areas of specialization.**

In addition to the three Education courses, 45 credits must be chosen from the following Liberal Arts and Sciences areas: (a) communications; (b) mathematics; (c) natural and/or physical sciences; (d) fine arts and/or humanities; and (e) social sciences. These credits must include:

A minimum of 9 credits in communications, including a speech course.

A minimum of 9 credits in mathematics, including 3 credits in algebra (MAC 1105, or above); 3 credits in geometry (MTG 2204) or Liberal Arts Math I (MGF 2106), but excluding MAT 1033 and computer courses.

A minimum of 9 credits in natural sciences, including 3 credits in earth science (PSC 1311), 3 credits in physical sciences, and 3 credits in biological sciences, with a minimum of one associated lab.

A minimum of 6 credits in humanities, including humanities fine arts (HUM 2512) and humanities philosophy (HUM 1533) or critical and creative thinking (PHI 1103).

A minimum of 6 credits in the social sciences, including psychology (PSY 2012) and American history (AMH 2010 or AMH 2020).

At least 6 credits in courses with an international or diversity focus. Foreign language may be used to meet this requirement.

## ENGINEERING - 11180

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*CHM	1045	General Chemistry I.....	3 credits
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*CHM	1045L	General Chemistry I Lab .....	1 credit
*ENC	1101	English Composition I .....	3 credits
*ENC	1102	English Composition II .....	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	2048	Physics for Engineers I.....	3 credits
*PHY	2048L	Physics for Engineers I Lab .....	1 credit
*PHY	2049	Physics for Engineers II.....	3 credits
*PHY	2049L	Physics for Engineers II Lab .....	1 credit

**RECOMMENDED ELECTIVES:**

*MAS	2103	Linear Algebra .....	3 credits
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**ENGLISH - 11190****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*ENC	1101	English Composition I .....	3 credits
*ENC	1102	English Composition 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	2012	English Literature to 1798 .....	3 credits
*ENL	2022	English Literature after 1798 .....	3 credits
*LIT	2110	World Literature: Homer to the Renaissance .....	3 credits
*LIT	2120	World Literature: Renaissance to the Present.....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
REA	1205	Advanced College Reading I .....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits

**ENVIRONMENTAL SCIENCE - 11200****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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
or			
*MCB	2010	Microbiology.....	3 credits
*MCB	2010L	Microbiology 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
*MAC	1140	Precalculus.....	3 credits
or			
*MAC	2233	Business Calculus.....	3 credits
*STA	2023	Elementary Statistics I .....	3 credits
*PHY	1025	Principles of Physics.....	3 credits
or			
*PHY	2053	College Physics.....	3 credits
*PHY	2053L	College Physics Lab .....	1 credit
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics) .....	3 credits
*POS	1041	American Government .....	3 credits

**RECOMMENDED ELECTIVES:**

*MAC	2311	Calculus I with Analytical Geology.....	5 credits
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**FILM – 11440**

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

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

FIL	1401	History of Film I.....	3 credits
FIL	2100	Introduction to Scriptwriting .....	3 credits
MMC	1000	Survey of Mass Communication .....	3 credits

**RECOMMENDED ELECTIVES:**

*AML	2010	American Literature to 1865.....	3 credits
*AML	2020	American Literature after 1865 .....	3 credits
*ENL	2012	English Literature to 1798 .....	3 credits
*ENL	2022	English Literature after 1798 .....	3 credits
FIL	1403	History of Film II.....	3 credits
FIL	2102	Film and Television Scriptwriting.....	3 credits
*LIT	2110	World Literature: Homer to the Renaissance .....	3 credits
*LIT	2120	World Literature: Renaissance to the Present.....	3 credits

## FINANCE/MARKETING - 11210

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

ACC	2001	Financial Accounting I .....	3 credits
ACC	2011	Financial Accounting II .....	3 credits
ACC	2071	Managerial Accounting.....	3 credits
CGS	1100	Introduction to Computer Applications for Business.....	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:

*SYG	2000	Introduction to Sociology.....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
*POS	1041	American Government .....	3 credits

## FOREIGN LANGUAGE - 11220

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

### 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:**

REA	1933	Advanced College Reading I .....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits
EDP	2002	Introduction to Educational Psychology.....	3 credits

**FORESTRY, WILDLIFE ECOLOGY,  
AND CONSERVATION - 11230**

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

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
or			
*MAC	2233	Business Calculus I.....	3 credits
*PSY	2012	Introduction to Psychology.....	3 credits
or			
*SYG	2000	Introduction to Sociology.....	3 credits
CGS	1100	Introduction to Computer Applications - Business.....	3 credits
or			
CGS	1060	College Computing.....	3 credits
*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
*ECO	2023	Principles of Economics II (Microeconomics) .....	3 credits
ENC	2210	Technical Communications.....	3 credits
*PHY	1025	Principles of Physics.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits
*STA	2023	Elementary Statistics I .....	3 credits

**RECOMMENDED ELECTIVES:**

*CHM	1046	General Chemistry II.....	3 credits
*CHM	1046L	General Chemistry II Lab .....	1 credit

**HISTORY - 11240**

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

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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 credits** 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: 1485 to 1815 .....	3 credits
*EUH	1002	Western Civilization: 1815 to Present .....	3 credits
*WOH	1012	World History to 1500.....	3 credits
*WOH	1022	World History Since 1500 .....	3 credits

## RECOMMENDED ELECTIVES:

AFA	2000	Afro-American Studies.....	3 credits
AFH	1200	African History since 1800.....	3 credits
*ANT	2410	Introduction to Cultural Anthropology.....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
HIS	1318	20 <sup>th</sup> Century History through Film .....	3 credits
*INR	2002	Introduction to International Relations .....	3 credits
*POS	1041	American Government .....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits

## HUMANITIES - 11250

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

## RECOMMENDED ELECTIVES:

*AML	2010	American Literature to 1865 .....	3 credits
*ARH	2051	History of Art: Renaissance - Modern .....	3 credits
*ENL	2012	English Literature to 1798 .....	3 credits
*ENL	2022	English Literature after 1798 .....	3 credits
FIL	1400	History of Film.....	3 credits
HIS	1318	20 <sup>th</sup> Century History through Film .....	3 credits
*HUM	1533	Humanities Philosophy .....	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
MAT	1033	Intermediate Algebra .....	3 credits
*MUL	2010	Survey of Music Literature .....	3 credits
PHI	1010	Introduction to Philosophy.....	3 credits
*PHI	1103	Critical & Creative Thinking .....	3 credits
PHI	1930	Eastern Philosophies .....	3 credits
PHI	2100	Introduction to Logic .....	3 credits
*PHI	2630	Introduction to Ethics.....	3 credits
REA	1205	Advanced College Reading I .....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits

**JOURNALISM/PUBLIC RELATIONS - 11260****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

SPC 1600 Introduction to Speech Communication.....3 credits

**RECOMMENDED ELECTIVES:**

\*ECO 2023 Principles of Economics II (Microeconomics) .....3 credits

\*ENC 1135 Advanced College Writing .....3 credits

JOU 1101 News Reporting and Writing.....3 credits

MMC 1000 Survey of Mass Communication .....3 credits

\*PSY 2012 Introduction to Psychology.....3 credits

REA 1933 Reading for Cultural Literacy.....3 credits

SYG 1250 Multicultural Problems.....3 credits

**LEISURE SERVICES – PROFESSIONAL - 11270****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

\*DEP 2004 Human Development.....3 credits

**RECOMMENDED ELECTIVES:**

\*BSC 1084 Survey of Human Body.....4 credits

CGS 1060 College Computing.....3 credits

ENC 2210 Technical Communications.....3 credits

HLP 1081 Personal Wellness.....3 credits

HSC 2100 Personal and Community Health .....3 credits

HSC 2400 First Aid and Safety.....3 credits

MAR 2011 Principles of Marketing .....3 credits

PEO 2013 Sports Officiating .....3 credits

PET 2622 Care and Prevention of Athletic Injuries .....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

Choose 2-3 credits from the following:

PEL 1121 Golf 1 credit

PEL 1341 Tennis 1 credit

PEM 1101 Fitness through Physical Activity 1 credit

PEN 1121 Swimming I 1 credit

## MARINE SCIENCE - 11280

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*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
*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	2210	Organic Chemistry I.....	3 credits
*CHM	2210L	Organic Chemistry I Lab .....	1 credit
*CHM	2211	Organic Chemistry II.....	3 credits
*CHM	2211L	Organic Chemistry II Lab .....	1 credit

### RECOMMENDED ELECTIVES:

*OCB	1010	Introduction to Marine Biology .....	3 credits
*OCB	1010L	Introduction to Marine Biology Lab.....	1 credit
*OCB	1630	Marine Ecology.....	3 credits
*OCE	2001	Introduction to Oceanography.....	3 credits

## MATHEMATICS - 11290

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

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

**RECOMMENDED ELECTIVES:**

COP	2000	Introduction to Computer Programming I .....	3 credits
COP	2220	C Programming I .....	3 credits
*MAP	2302	Differential Equations .....	3 credits
*MAS	2103	Linear Algebra .....	3 credits
*STA	2023	Elementary Statistics I .....	3 credits

**MUSIC - 11300****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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 & II .....	2 semesters x 1 credit
MUT	2116	Theory of Music III .....	3 credits

MUT 2117	Theory of Music IV .....	3 credits
MVK 1111	Class Piano I and II .....	2 semesters x 1 credit
MVK 2121	Class Piano III and IV .....	2 semesters x 1 credit
Applied Music:	(4 semesters) .....	4 semesters x 1 credit

**RECOMMENDED ELECTIVES:**

*MUL 2010	Survey of Music Literature .....	3 credits
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 2720	Vocal Ensemble "Company" .....	1 credit
MUO 2020	Music Theatre .....	1 credit
MUO 2220	Projects for Musical Theatre .....	3 credits
MUT 1001	Fundamentals of Theory .....	3 credits
MUT 1221	Introduction to Sightsinging.....	2 semesters x 1 credit
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 - 11310****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

DIE 2201	Nutrition and Diet Therapy.....	3 credits
or		
HUN 1201	Nutrition .....	3 credits
*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
*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
MAT	1033	Intermediate Algebra .....	3 credits

**OCCUPATIONAL THERAPY - 11320****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*ANT	2410	Introduction to Cultural Anthropology.....	3 credits
or			
*SYG	2000	Introduction to Sociology.....	3 credits
*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
*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
CLP	2140	Abnormal Psychology .....	3 credits
*DEP	2004	Human Development.....	3 credits
*PHY	2053	College Physics I.....	3 credits
*PHY	2053L	College Physics I Lab .....	1 credit
*PSY	2012	Introduction to Psychology.....	3 credits
*STA	2023	Elementary Statistics I .....	3 credits

**PHARMACY - 11330****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
or			
*MAC	2233	Business Calculus I.....	3 credits
*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	2210	Organic Chemistry I.....	3 credits
*CHM	2210L	Organic Chemistry I Lab .....	1 credit
*CHM	2211	Organic Chemistry II.....	3 credits
*CHM	2211L	Organic Chemistry II Lab .....	1 credit
*MAC	1140	Precalculus Algebra .....	3 credits
*MAC	1114	Plane Trigonometry .....	3 credits
*PHY	2053	College Physics I.....	3 credits
*PHY	2053L	College Physics I Lab .....	1 credit
*PHY	2054	College Physics II.....	3 credits
*PHY	2054L	College Physics II Lab .....	1 credit

**RECOMMENDED ELECTIVES:**

*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

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

**PHILOSOPHY - 11340****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**RECOMMENDED ELECTIVES:**

*HUM	1533	Humanities Philosophy.....	3 credits
HUS	2500	Introduction to Ethics in Human Services .....	3 credits
MAT	1033	Intermediate Algebra .....	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	1930	Eastern Philosophies .....	3 credits
PHI	2100	Introduction to Logic .....	3 credits
*PHI	2630	Introduction to Ethics.....	3 credits
*POS	1041	American Government .....	3 credits
PPE	2000	Person and Personality Development.....	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

## PHYSICAL EDUCATION - 1111

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

All Education Majors must pass the CLAST Exam to be admitted to a State University System (SUS) College of Education. Specific courses and/or transfer requirements may vary. Please consult an Educational Services Counselor.

### 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

In addition to the three Education courses, 45 credits must be chosen from the following Liberal Arts and Sciences areas: (a) communications; (b) mathematics; (c) natural and/or physical sciences; (d) fine arts and/or humanities; and (e) social sciences. These credits must include:

A minimum of 9 credits in communications, including a speech course.

A minimum of 9 credits in mathematics, including 3 credits in algebra (MAC 1105, or above); 3 credits in geometry (MTG 2204) or Liberal Arts Math I (MGF 2106), but excluding MAT 1033 and computer courses.

A minimum of 9 credits in natural sciences, including 3 credits in earth science (PSC 1311), 3 credits in physical sciences, and Anatomy and Physiology I (BSC 2093), 3 credits, and Anatomy and Physiology I Lab (BSC 2093L), 1 credit.

A minimum of 6 credits in humanities, including humanities fine arts (HUM 2512) and humanities philosophy (HUM 1533) or critical and creative thinking (PHI 1103).

A minimum of 6 credits in the social sciences, including psychology (PSY 2012) and American history (AMH 2010) or AMH 2020).

At least 6 credits in courses with an international or diversity focus. Foreign language may be used to meet this requirement.

PET	2760	Principles of Coaching .....	3 credits
		or	
*BSC	2094	Anatomy and Physiology I .....	3 credits
		and	
*BSC	2094L	Anatomy and Physiology I Lab .....	1 credit
HLP	1081	Personal Wellness .....	3 credits

### Skills Development Activities Courses:

PEL	1111	Bowling .....	1 credit
PEL	1121	Golf .....	1 credit
PEL	1341	Tennis .....	1 credit
PEN	1121	Swimming I .....	1 credit

**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	1933	Reading for Cultural Literacy.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits
*STA	2023	Elementary Statistics I .....	3 credits

**PHYSICS - 11360****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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	2048	Physics for Engineers I.....	3 credits
*PHY	2048L	Physics for Engineers I Lab .....	1 credit
*PHY	2049	Physics for Engineers II.....	3 credits
*PHY	2049L	Physics for Engineers II Lab .....	1 credit

**RECOMMENDED ELECTIVES:**

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

**POLITICAL SCIENCE - 11370****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

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

**RECOMMENDED ELECTIVES:**

*ANT	2410	Introduction to Cultural Anthropology.....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics) .....	3 credits
*GEA	2000	World Regional Geography.....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits
*SYG	2000	Introduction to Sociology.....	3 credits
*WOH	1012	World History to 1500.....	3 credits
or			
*WOH	1022	World History since 1500.....	3 credits

**PRE-MEDICINE/PRE-DENTAL/PRE-VETERINARY/  
PRE-PHYSICAL THERAPY - 11380****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

**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	2210	Organic Chemistry I.....	3 credits
*CHM	2210L	Organic Chemistry I Lab .....	1 credit
*CHM	2211	Organic Chemistry II.....	3 credits
*CHM	2211L	Organic Chemistry II Lab .....	1 credit
*MAC	2311	Calculus I with Analytic Geometry.....	5 credits
*MAC	2312	Calculus II .....	4 credits
or			
*STA	2023	Elementary Statistics I .....	3 credits
*PHY	2053	College Physics I.....	3 credits
*PHY	2053L	College Physics I Lab .....	1 credit
*PHY	2054	College Physics II.....	3 credits
*PHY	2054L	College Physics II Lab .....	1 credit

**RECOMMENDED ELECTIVES:**

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

**PSYCHOLOGY - 11390****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*BSC	1010	General Biology I.....	3 credits
		or	
*BSC	1005	Life Science.....	3 credits
*PSY	2012	Introduction to 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
CLP	2140	Abnormal Psychology .....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
PPE	2000	Person and Personality Development.....	3 credits
*SYG	2010	Social Problems.....	3 credits

**PUBLIC ADMINISTRATION - 11400****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)**

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

CGS	1060	College Computing.....	3 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
*POS	1041	American Government .....	3 credits

**RECOMMENDED ELECTIVES:**

*ANT	2410	Introduction to Cultural Anthropology.....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics) .....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
PAD	2002	Survey of Public Administration .....	3 credits
POS	2112	American State and Local Government .....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits

**SOCIAL WORK - 11410****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)****See pages 79 - 80.** \*Can be used to meet A. A. General Education requirements at IRCC.**REQUIRED COURSES AVAILABLE AT IRCC NEEDED FOR TRANSFER TO FLORIDA UNIVERSITY SYSTEM PROGRAMS:**

*BSC	1005	Life Science.....	3 credits
or			
*BSC	1084	Survey of the Human Body.....	4 credits
*ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
or			
*ECO	2023	Principles of Economics II (Microeconomics) .....	3 credits
*SYG	2000	Introduction to Sociology.....	3 credits
or			
*SYG	2010	Social Problems.....	3 credits
*POS	1041	American Government .....	3 credits
*PSY	2012	Introduction to Psychology.....	3 credits

**RECOMMENDED ELECTIVES:**

*ANT	2410	Introduction to Cultural Anthropology.....	3 credits
CGS	1060	College Computing.....	3 credits
or			
LIS	20052	Advanced Electronic Access to Information.....	3 credits
CLP	2140	Abnormal Psychology .....	3 credits
HUS	2500	Introduction to Ethics and Human Services .....	3 credits
MAT	1033	Intermediate Algebra.....	3 credits
*PHI	1103	Critical and Creative Thinking.....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits
*STA	2023	Elementary Statistics I .....	3 credits
SYG	1250	Multicultural Issues.....	3 credits

**SOCIOLOGY - 11420****GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)****See pages 79 - 80.** \*Can be used to meet A. A. General Education requirements at IRCC.**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
LIS	2005	Advanced Electronic Access to Information.....	3 credits
MAT	1033	Intermediate Algebra.....	3 credits

*POS	1041	American Government .....	3 credits
*PSY	2012	Introduction to Psychology.....	3 credits
REA	1933	Reading for Cultural Literacy.....	3 credits
SPC	1600	Introduction to Speech Communication .....	3 credits
SYG	1250	Multicultural Issues.....	3 credits

## THEATRE - 11430

### GENERAL EDUCATION REQUIREMENTS AT IRCC (36 credit hours)

See pages 79 - 80. \*Can be used to meet A. A. General Education requirements at IRCC.

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

*THE	1000	Introduction to Theatre (Drama) .....	3 credits
TPA	1200	Beginning Stagecraft .....	3 credits
TPA	2290	Technical Theatre.....	1 credit
TPP	1110	Acting I .....	3 credits
TPP	1190	Rehearsal and Performance Lab.....	1-3 credits

Students must take an additional 9 credits of THE, TPA, and TPP courses.

### RECOMMENDED ELECTIVES:

*HUM	2512	Humanities: Fine Arts .....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits
MUO	2020	Musical Theatre.....	1-3 credits
ORI	1001	Oral Interpretation.....	3 credits
THE	1004	Theatre Perspectives.....	1-2 credits
THE	1024	Exploration of the Performance Profession.....	1 credit
TPA	1930	Directing Seminar.....	1 credit
TPP	2153	Televised Scene Workshop .....	1 credit
TPP	2192	Advanced Rehearsal and Performance Lab.....	1-3 credits
TPP	2300	Play Direction .....	3 credits
TPP	2652	Play Analysis.....	3 credits

**ASSOCIATE IN SCIENCE/ASSOCIATE IN APPLIED SCIENCE  
DEGREE PROGRAMS and Technical Certificate/  
Applied Technology Diploma**

**ACCOUNTING TECHNOLOGY**

Accounting Applications Certificate

**AGRICULTURAL PRODUCTION  
TECHNOLOGY**

Aquaculture Technology Certificate

**AIR CONDITIONING, REFRIGERATION,  
& HEATING SYSTEMS TECHNOLOGY**

**ARCHITECTURAL DESIGN &  
CONSTRUCTION TECHNOLOGY**

**AUTOMOTIVE SERVICE MANAGEMENT  
TECHNOLOGY**

**BUILDING CONSTRUCTION  
TECHNOLOGY**

**BUSINESS ADMINISTRATION &  
MANAGEMENT**

Business Management Certificate

**CIVIL ENGINEERING TECHNOLOGY**

**COMPUTER INFORMATION  
TECHNOLOGY**

Computer Programming Certificate

**CRIMINAL JUSTICE TECHNOLOGY A.S.**

**CRIMINAL JUSTICE TECHNOLOGY  
A.A.S.**

**DENTAL HYGIENE**

**DENTAL LABORATORY TECHNOLOGY  
& MANAGEMENT**

**DRAFTING & DESIGN TECHNOLOGY**

**EARLY CHILDHOOD EDUCATION**

Child Development & Early  
Intervention Certificate

**ELECTRONICS ENGINEERING  
TECHNOLOGY**

**EMERGENCY MEDICAL SERVICES  
TECHNOLOGY**

Emergency Medical Technology

Applied Technology Diploma

Paramedic Certificate

**FINANCIAL SERVICES**

**FIRE SCIENCE TECHNOLOGY**

**GOLF COURSE OPERATIONS**

Turf Equipment Applied Technology  
Diploma

Pest Control Operations Applied  
Technology Diploma

**GRAPHIC DESIGN TECHNOLOGY**

**HEALTH INFORMATION  
MANAGEMENT**

Medical Coder/Biller Certificate

**HUMAN SERVICES**

**INSTRUCTIONAL SERVICES  
TECHNOLOGY**

Library Technical Assistant Certificate

**INTERIOR DESIGN TECHNOLOGY**

**LANDSCAPE TECHNOLOGY**

**LEGAL ASSISTING/PARALEGAL**

**MARKETING MANAGEMENT**

Marketing Operations Certificate

**MEDICAL LABORATORY  
TECHNOLOGY**

**NURSING, ASSOCIATE DEGREE - R.N.**

Advanced Technical Certificate in  
Health Care Management

Advanced Technical Certificate in  
Perioperative Nursing

Graduate Nurse

Specialized Training for Registered  
Nurses

Registered Nurse Update

**OFFICE ADMINISTRATION**

Office Management Certificate

Legal Office Systems Certificate

Medical Office Management  
Certificate

**PHYSICAL THERAPIST ASSISTANT**

Advanced Technical Certificate in  
Manual Techniques for the PTA

**RADIOGRAPHY**

Advanced Technical Certificate in  
Radiologic Sciences

**RESPIRATORY CARE**

Advanced Technical Certificate in  
Cardiovascular Technology

Advanced Technical Certificate in  
Advanced Respiratory Care Practice

**RESTAURANT MANAGEMENT**

**THEATRE & ENTERTAINMENT  
TECHNOLOGY**

**A.S. & A.A.S. DEGREES  
and Technical Certificate/Applied Tech Diploma**

## **ASSOCIATE IN SCIENCE/ASSOCIATE IN APPLIED SCIENCE DEGREE TECHNICAL CERTIFICATE/APPLIED TECHNOLOGY DIPLOMA**

The **Associate in Science and Associate in Applied Science** Degree programs are 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 the two-year A.S. or A.A.S. Degree program. Students must complete at least twenty-five (25%) of the certificate course requirements at IRCC with a cumulative GPA of 2.0 or higher in the coursework for the Certificate.

The **Applied Technology Diploma (ATD)** consists of a course of study that is part of an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) degree and leads to employment. Student must have a high school diploma, submit required placement scores on the TABE test, and complete at least twenty-five (25%) of the ATD requirements at IRCC with a cumulative GPA of 2.0 or higher.

The Applied Technology Diploma and the Technical Certificate are designed to prepare the student to obtain employment as a skilled/paraprofessional worker. Students may then complete the remaining requirements for the Associate in Science or Associate in Applied Science degree programs while employed.

The A.S. and A.A.S. Degrees include 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.

Effective Fall Term 2000, a statewide articulation agreement between the Florida University Board of Regents and the State Board of Community Colleges provides for the articulation of selected Associate in Science Degrees to selected baccalaureate degrees (State Board of Education Rule 6A-10.024). The programs available at IRCC are Nursing-Associate Degree and Radiography. Consult Educational Services to determine specific requirements.

Other A.S. Degree Programs not included in this agreement may also be accepted by public and private upper division institutions. This determination is made by the receiving university or college and not by IRCC. Consult Educational Services to determine specific requirements.

## **ASSOCIATE IN SCIENCE/ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS**

To meet the requirements for the Associate in Science and Associate in Applied Science Degrees, 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 (ACTE, SATR, 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. Demonstrate competency in the basic use of computers by passing a computer competency examination, by successfully completing an approved computer course (grade of "S" or "C" or better), or by completing an approved program of study that includes the basic use of computers.
  - A. The computer competency examination may be taken at any of the IRCC Centers for Personalized Instruction.

Demonstration of competency in the basic use of computers includes:

- 1) running a Windows-based (or equivalent) program;
  - 2) using a word processing program to create, save, retrieve, edit, and print a file;
  - 3) using the Internet to send e-mail and to locate and to print specific reference materials.
- B. Courses approved to meet the computer competency requirement for the Associate in Science or Associate in Applied Science Degree are: CGS 1060; CGS 1100; CIS 1000; EME 2040; OST 1713.
  - C. Completion of the Information Systems & Computer Applications CLEP examination with a minimum score of 50.
  - D. Programs approved to meet the computer competency requirement for the Associate in Science/Associate in Applied Science Degree are:
    - Accounting Technology
    - Agricultural Production Technology
    - Architectural Design and Construction Technology
    - Business Administration and Management
    - Civil Engineering Technology
    - Computer Information Technology
    - Drafting and Design Technology
    - Electronics Engineering Technology
    - Golf Course Operations
    - Graphic Design Technology
    - Health Information Management
    - Instructional Services Technology
    - Interior Design Technology

- Landscape Technology
  - Marketing Management
  - Office Administration
  - Physical Therapist Assistant
  - Radiography
  - Theatre and Entertainment Technology
4. Students must complete at least twenty-five (25%) of the program requirements at IRCC (see page 28).
  5. Students earning the Associate in Science Degree must earn a grade of "C" or higher in math and English courses selected that are designated as Gordon Rule courses.
  6. 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.
  7. Participate in the Commencement Ceremony if graduating Spring Semester. Graduates from other semesters are welcome to take part in the Spring Commencement Ceremony.
  8. Be recommended by the faculty to the President of the College for the confirmation of the degree.

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

### **SPECIAL REQUIREMENTS**

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/ASSOCIATE IN APPLIED SCIENCE DEGREE COURSES REQUIRED FOR GRADUATION**

**GENERAL EDUCATION** - A minimum of 15 credits of General Education courses are required. See Program Guides for specific requirements. At least one 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 2500C, CRW 2001, CRW 2002, \*ENC 1101, \*ENC 1102, \*ENC 1135, \*ENL 2012, \*ENL 2022, FRE 1120, FRE 1121, FRE 2200, FRE 2201, GER 1120, GER 1121, \*HUM 1533, \*HUM 2512, \*LIT 2110, \*LIT 2120, LIT 2300, LIT 2330,

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\*MUL 2010, ORI 1001, PHI 1010, \*PHI 1103, PHI 1010, PHI 1450, \*PHI 1628,\*PHI 2630, REA 1205, SPC 1300, SPC 1600, SPN 1120, SPN 1121, SPN 2200, SPN 2201, \*THE 1000, TPP 2652

**\*Gordon Rule Course**

### *NATURAL SCIENCE/MATHEMATICS*

Natural Science: AST 1002, BSC 1005, BSC 1005L, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, BSC 1254, BSC 1254L, BSC 1084, BSC 2093, BSC 2093L, BSC 2094, BSC 2094L, CHM 1015, CHM 1045, CHM 1045L, CHM 1046, CHM 1046L, CHM 2210, CHM 2210L, CHM 2211, CHM 2211L, GLY 1010, MCB 2010, MCB 2010L, OCB 1010, OCB 1010L, OCB 1630, OCE 2001, PCB 1030, PHY 1025, PHY 2048, PHY 2048L, PHY 2049, PHY 2049L, PHY 2053, PHY 2053L, PHY 2054, PHY 2054L, PSC 1311, PSC 1341, PSC 1341L

\*Mathematics: MAC 1105, MAC 1140, MGF 2106, MGF 2107, MAC 1114, MAC 2311, MAC 2312, MAC 2313, MAC 2233, MAP 2302, MAS 2103, MTG 2204, STA 2023, PHI 2100, (MAT 1033 may be used for A.A.S. programs, not Gordon Rule)

**\*Gordon Rule** – must achieve a grade of “C” or higher for the Associate in Science Degree.

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*

AFH 1200, AMH 2010, AMH 2020, ANT 2402, ANT 2410, ANT 2511, ANT 2930, ASH 2041, DEP 2004 ECO 2000, ECO 2013, ECO 2023, EUH 1000, EUH 1001, EUH 1002, GEA 2000, IDS 1110, INR 2002, POS 1041, POS 2112, PSY 2012, SYG 2000, SYG 2010, WOH 1012, WOH 1022

When college level exams are successfully passed for Advanced Placement (AP), International Baccalaureate (IB), and the College Level Examination Program (CLEP), the following courses can be awarded for General Education Requirements:

**HUMANITIES** – AML X000 (CLEP), ENL X000 (CLEP)

**MATHEMATICS** - STA 2014 (AP), MAC X147(CLEP), MHF X202 (IB), MHF X209 (IB)

**SCIENCE** – CHM X020 (AP and CLEP), ISC X050 (IB), ISC X051 (AP), PHY X020 (IB)

**SOCIAL SCIENCE** – EUH X009 (AP), GEO X400 (AP), AMH X000 (AP)

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

**COMPUTER COMPETENCY** – See page 112 - 113

## PROGRAM GUIDES

To earn the Associate in Science or Associate in Applied 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 or Associate in Applied 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 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. **Please note**, the Program Code required for the IRCC Application for Admission is the five digit number following the Program Title.

## PRACTICAL TRAINING

An important component of many of the Associate in Science and Associate in Applied 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

### 20450 - 64 CREDITS

#### CERTIFICATE - ACCOUNTING APPLICATIONS - 60010

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 (772) 462-4400.

## GENERAL EDUCATION

Humanities/Fine Arts

ENC 1101 and ENC1102 or SPC 1600 ..... 6 credits

Natural Science/Mathematics

STA 2023 ..... 3 credits

Social/Behavioral Science

ECO 2013, ECO 2023 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 33 credits**

CGS	1060	College Computing.....	3 credits
or			
CGS	1100	Introduction to Computer Applications for Business.....	3 credits
or			
COP	2000	Introduction to Computer Programming I.....	3 credits
CTS	1261	Excel I.....	3 credits
or			
CTS	1260	LOTUS I.....	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
ACG	2001	Financial Accounting I.....	3 credits
ACG	2011	Financial Accounting II.....	3 credits
ACG	2071	Managerial Accounting.....	3 credits
ACG	2100	Intermediate Accounting.....	3 credits
BUL	2241	Business Law I.....	3 credits
MAT	1033	Intermediate Algebra.....	3 credits
TAX	2000	Income Tax.....	3 credits

**MAJOR FIELD ELECTIVES - Select 16 credits**

GEB	1011	Introduction to Business.....	3 credits
or			
GEB	1931	Introduction to Business Technology.....	3 credits
ACG	2500	Government Accounting.....	3 credits
ACG	2949	Accounting Seminar and Supervised Internship.....	3 credits
APA	1141	Orientation to Quicken Software.....	1 credit
APA	1142	Orientation to Peachtree Software.....	1 credit
APA	1144	Orientation to Quickbooks.....	1 credit
BUL	2242	Business Law II.....	3 credits
CGS	1555	Orientation to Internet.....	1 credit
CGS	2557	Introduction to Internet.....	3 credits
CIS	1000	Introduction to Data Processing.....	3 credits
COP	1700	Data Base Management.....	1 credit
COP	2701	Data Base Programming.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
FIN	2001	Introduction to Finance.....	3 credits
MAN	2021	Principles of Management.....	3 credits
MAR	2011	Principles of Marketing.....	3 credits
PSY	2012	Introduction to Psychology.....	3 credits
SPC	1600	Introduction to Speech Communication.....	3 credits

Students may enhance their career success by first completing the 27 credits outlined on the following page which comprise the Accounting Applications certificate. Attaining the A.S. Degree is then simply a matter of completing the General Education Required Courses and the remaining credits of major field and elective courses.

**CERTIFICATE - ACCOUNTING APPLICATIONS  
60010 - 27 CREDITS**

**MAJOR FIELD REQUIRED COURSES - 18 credits**

CGS	1100	Introduction to Computer Applications for Business.....	3 credits
or			
CTS	1261	Excel I .....	3 credits
or			
CTS	1260	LOTUS I.....	3 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 .....	3 credits
TAX	2000	Income Tax.....	3 credits

**MAJOR FIELD ELECTIVES - Select 9 credits**

CGS	1060	College Computing.....	3 credits
or			
COP	2000	Introduction to Computer Programming I.....	3 credits
ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
or			
ECO	2023	Principles of Economics II (Microeconomics) .....	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
APA	1141	Orientation to Quicken Software .....	1 credit
APA	1142	Orientation to Peachtree Software .....	1 credit
APA	1144	Orientation to Quickbooks .....	1 credit
BUL	2241	Business Law I .....	3 credits
CGS	2557	Introduction to Internet .....	3 credits
COP	2701	Data Base Programming .....	3 credits

**AGRICULTURAL PRODUCTION TECHNOLOGY  
A0010 - 60 CREDITS  
ASSOCIATE IN APPLIED SCIENCE  
CERTIFICATE – AQUACULTURE TECHNOLOGY - 60170**

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 A.A.S. Degree in Agricultural Production Technology is designed for students who wish to enter the industry at a mid-management level after two years of college. The Degree offers four areas of specialization: Animal Science, Aquaculture, Citrus, and Environmental Horticulture. For further information on the degree program, contact the Agriculture Department at (772) 462-4809.

**GENERAL EDUCATION**

Humanities/Fine Arts		
ENC 1101		3 credits
Natural Science/Mathematics		
See page 114 ....		3 credits
Social/Behavioral Science		
see page 114.....		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science		
OCE 2001, OCB 1010 or CHM 1015 recommended		6 credits

**MAJOR FIELD REQUIRED COURSES - 19 credits**

AEB	1308	Agribusiness Marketing	3 credits
or			
MAR	2011	Principles of Marketing .....	3 credits
AEB	2104	Principles of Agricultural Economics .....	4 credits
AEB	1132	Farm Management .....	3 credits
CGS	1060	College Computing.....	3 credits
MAN	2021	Principles of Management.....	3 credits
SBM	1000	Entrepreneurship.....	3 credits

**SUGGESTED SPECIALIZATION ELECTIVES – Select 26 credits**

**ANIMAL SCIENCE**

AEB	1135	Florida Cow-Calf Management .....	3 credits
ANS	1003	Introduction to Animal Science .....	3 credits
HOS	1010	Fundamentals of Horticulture .....	4 credits
SOS	2102	Soils and Fertilizers .....	3 credits
VME	1104	Animal Health .....	3 credits

**AQUACULTURE**

FAS	1010	Introduction to Aquaculture.....	3 credits
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FAS	2020	Principles of Fish Aquaculture .....	4 credits
FAS	2150	Principles of Crustacean Aquaculture .....	4 credits
FAS	2151	Principles of Molluscan Aquaculture.....	4 credits
FAS	2252	Aquatic Animal Health Management.....	4 credits
FAS	2412	Water Quality, Systems and Operations.....	4 credits

**ENVIRONMENTAL HORTICULTURE**

HOS	1010	Fundamentals of Horticulture .....	4 credits
HOS	1060	Compost and Recycling .....	3 credits
ORH	1231	Lawn Care Maintenance.....	3 credits
ORH	1510	Plant Identification .....	3 credits
ORH	2841	Landscape Installation.....	3 credits
ORH	2859	Landscape Design & Maintenance .....	3 credits
PMA	2211	Insects & Diseases of Ornamental Plants.....	3 credits
SOS	2102	Soils and Fertilizers .....	3 credits

**CITRUS**

FRC	1211	Citrus Grove Management .....	4 credits
HOS	1010	Fundamentals of Horticulture .....	4 credits
IPM	2671	Insects and Diseases of Citrus.....	3 credits
SOS	2102	Soils and Fertilizers .....	3 credits

**MAJOR FIELD ELECTIVES**

AEB	1003	Introduction to Agribusiness.....	3 credits
AEB	1943	Agribusiness Work Experience .....	1-3 credits
SOS	1530	Irrigation Systems I.....	3 credits
SOS	2534	Irrigation Systems II.....	3 credits
ANS	1016	Horsemanship .....	1 credit
ANS	1233	Hoof Care .....	3 credits
ANS	1930	Special Topics in Animal Science .....	1-4 credits
BUL	2241	Business Law I .....	3 credits
BUL	2242	Business Law II .....	3 credits
CGS	1000	Introduction to Computer Usage.....	3 credits
CGS	1100	Introduction to Computer Applications for Business.....	3 credits
DIM	1001	Introduction to Diesel Engines.....	4 credits
EET	1011C	Circuit Fundamentals I.....	3 credits
ENY	1002	Fundamentals of Entomology .....	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
ETD	2568C	CAD-Landscape .....	3 credits
ETI	1637	Technology and Organizations.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
FAS	2160	Hatchery Operations .....	4 credits
FAS	2930	Special Topics in Aquaculture .....	1-4 credits
HOS	1930	Special Topics in Horticulture .....	1-4 credits
MAN	2300	Human Resource Management.....	3 credits
MAR	2011	Principles of Marketing .....	3 credits

ORH	1710	Environmental Landscape Management .....	1 credit
ORH	2601	Retail Nursery Operations.....	3 credits
PMT	1101	Blueprint Reading for Welders .....	3 credits
PMT	1106	Orientation to Welding Procedures.....	½ credit
PMT	1121	Electrical Welding I.....	4 credits
PMT	1122	Electrical Welding II.....	4 credits
PMT	1123	Combination Welding .....	4 credits
PMT	2930	Welding Fabrication Techniques.....	3 credits
PMT	2931	Welding Design and Fabrication .....	4 credits
SPN	1000	Spanish for Daily Use I.....	2 credits

**CERTIFICATE – AQUACULTURE TECHNOLOGY 60170 - 26 credits**

Select 26 credits from the following:

FAS	1010	Introduction to Aquaculture.....	3 credits
FAS	2020	Principles of Fish Aquaculture .....	4 credits
FAS	2150	Principles of Crustacean Aquaculture .....	4 credits
FAS	2151	Principles of Molluscan Aquaculture.....	4 credits
FAS	2252	Aquatic Animal Health Management.....	4 credits
FAS	2412	Water Quality, Systems and Operations .....	4 credits
FAS	2160	Hatchery Operations .....	4 credits
FAS	2930	Special Topics in Aquaculture .....	1-4 credits
AEB	1943	Agribusiness Work Experience .....	1-3 credits
AEB	1132	Farm Management .....	3 credits
SBM	1000	Entrepreneurship.....	3 credits

**AIR CONDITIONING, REFRIGERATION, &  
HEATING SYSTEMS TECHNOLOGY  
A0020 - 64 CREDITS  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

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 Applied 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 (772) 462-4737.

**GENERAL EDUCATION**

Humanities/Fine Arts		
	ENC 1101	3 credits
Natural Science/Mathematics		
	MAT 1033 or higher	3 credits

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Social/Behavioral Science	
see page 114.....	3 credits
Humanities/Fine Arts or Natural Science/Mathematics	
or Social/Behavioral Science	
see pages 113 - 114 .....	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	1102	Applied Electricity II.....	3 credits
ACR	1103	HVAC Control Systems .....	3 credits
ACR	1208	Refrigerant Recovery and Reclaim.....	1 credit
ACR	1600	Heat .....	3 credits
ACR	1601	Heat Pump Systems.....	3 credits
ACR	1741	Components of Refrigeration .....	3 credits
ACR	2062	Heating and Cooling Load Calculations .....	3 credits
ACR	2071	A/C and Heating Service Management.....	3 credits
ACR	2421	Duct Systems.....	3 credits
ACR	2744	Light Commercial Refrigeration & A/C.....	3 credits

**MAJOR FIELD ELECTIVES - Select 12 credits**

ACR	1402	Indoor Air Quality and the EPA.....	1 credit
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
AER	2171	Automotive A/C and Heating .....	4 credits
ETD	1321	Introduction to AutoCad.....	3 credits
ETD	1536	Drafting for the A/C Industry.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
ETM	1111	Energy in Building Design .....	3 credits
GEB	1931	Introduction to Business Technology .....	3 credits
PMT	1123	Combination Welding I .....	4 credits

**ARCHITECTURAL DESIGN & CONSTRUCTION TECHNOLOGY  
20460 - 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

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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 (772) 462-4884.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

PHY 1025 ..... 3 credits

Social/Behavioral Science

see page 114 ..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics

or Social/Behavioral Science

see pages 113 - 114 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 36 credits**

BCN 1210 Materials and Methods of Construction ..... 3 credits

BCN 1250 Architectural Drafting Principles ..... 3 credits

BCN 2251 Architectural Drafting-Residential ..... 3 credits

BCN 2253 Architectural Drafting-Commercial ..... 3 credits

BCT 1600 Residential Construction Estimating ..... 3 credits

BCT 1760 Building Codes & Specifications ..... 3 credits

ETD 1321 Introduction to AutoCAD ..... 3 credits

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

ETD 2377 3D Studio Level I ..... 3 credits

ETD 2538 CAD - Architectural ..... 3 credits

ETM 1111 Energy in Building Design ..... 3 credits

HHD 1234 Design of Interior Space ..... 3 credits

**MAJOR FIELD ELECTIVES - Select 15 credits**

BCN 1420 Introduction to Roof Truss Design ..... 3 credits

BCN 1930 Hurricane Resistant Residential Const SSTD 10-93 ..... 1 credit

BCT 1743 Construction Law ..... 1 credit

BCT 1940 Professional Practice ..... 3 credits

ETD 1544 Civil Drafting I ..... 3 credits

ETD 2568C CAD – Landscape ..... 3 credits

ETD 2378C 3D Studio Level II ..... 3 credits

ETD 2548 CAD - Civil ..... 3 credits

ETI 1932 Introduction to Technology ..... 3 credits

GEO 1150 Introduction to GIS ..... 3 credits

GEO 1154 Geographic Information Systems with ArcView ..... 3 credits

IND 1462 Introduction to Architectural CAD ..... 3 credits

ORH 2859 Landscape Design & Maintenance ..... 3 credits

**AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY  
A0030 - 68 CREDITS  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

In the Automotive Service Technology Program 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), and 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 (772) 462-4383.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

see page 114 ..... 3 credits

Social/Behavioral Science

see page 114 ..... 3 credits

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

see pages 113 - 114 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 46 credits**

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

**MAJOR FIELD ELECTIVES - Select 7 credits**

AER	1020	Orientation to Vehicle Maintenance .....	1-3 credits
AER	1810	Automotive Work Experience .....	1-4 credits
AER	1937	Special Topics in Automotive .....	½-4 credits
AER	1940	ASE Certification Preparation.....	1 credit
ARR	1001	Automotive Body I .....	4 credits
CGS	1060	College Computing.....	3 credits
CGS	1100	Introduction to Computer Applications for Business.....	3 credits
EGS	1110	Engineering Graphics.....	3 credits
GEB	1011	Introduction to Business.....	3 credits

MNA	1801	Entrepreneurship	3 credits
MNA	2100	Interpersonal Relations in Business	3 credits
PMT	1123	Combination Welding I	4 credits

## **BUILDING CONSTRUCTION TECHNOLOGY 20470 - 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 (772) 462-4874.

### **GENERAL EDUCATION**

Humanities/Fine Arts		
ENC 1101		3 credits
Natural Science/Mathematics		
PHY 1025 and see page 114.....		6 credits
Social/Behavioral Science		
see page 114.....		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science		
see pages 113 - 114 .....		3 credits

### **MAJOR FIELD REQUIRED COURSES - 12 credits**

BCN	1272	Plans Interpretation - Residential.....	3 credits
BCN	2275	Plans Interpretation - Commercial.....	3 credits
BCT	1562	Plumbing and Electrical Systems.....	3 credits
ETM	1111	Energy in Building Design .....	3 credits

**SUGGESTED SPECIALIZATION ELECTIVES** - Select 37 credits

**BUILDING CONSTRUCTION**

BCN	1210	Materials and Methods of Construction .....	3 credits
BCN	1721	Construction Accounting & Cost Control .....	3 credits
BCN	1765	Codes & Regulations.....	3 credits
BCN	2213	Concrete Construction Methods.....	3 credits
BCN	2615	Commercial Estimating - Computer Assisted.....	3 credits
BCT	1600	Residential Construction Estimating.....	3 credits
BCT	1700	Construction Office Practices.....	3 credits
BCT	1703	Principles of Construction Management .....	3 credits
BCT	1743	Construction Law .....	1 credit
BCT	1760	Building Codes & Specifications.....	3 credits
BCT	1785	OSHA Documentation with Electronic Access .....	½ credit
BCT	2705	Construction Supervision .....	3 credits

**FACILITIES MANAGEMENT**

ACR	1000	Principles of A/C & Refrigeration .....	3 credits
ACG	2001	Financial Accounting I .....	3 credits
BCN	2568	Building Systems Operation & Maintenance.....	3 credits
BCN	2581	Principles of Facility Management .....	3 credits
ETI	1637	Technology & Organizations.....	3 credits
GEB	1931	Introduction to Business Technology .....	3 credits
MNA	2100	Interpersonal Relations in Business.....	3 credits
MNA	2345	Supervision .....	3 credits
ORH	2859	Landscape Design & Maintenance .....	3 credits
REE	2541	Community Association Management .....	1 credit

**MAJOR FIELD ELECTIVES**

BCN	1020	Construction Process and Procurement .....	1 credit
BCN	1250	Architectural Drafting Principles.....	3 credits
BCN	1420	Introduction to Roof Truss Design .....	3 credits
BCN	1930	Hurricane Resistant Residential Construction.....	1 credit
BCN	2251	Architectural Drafting-Residential.....	4 credits
BCT	1068	Building Trades and the ADA.....	½ credit
BCT	1743	Construction Law .....	1 credit
BCT	1763	Workplace Safety and Worker's Comp Insurance .....	½ credit
BCT	1765	Competent Person and Safety Training.....	3 credits
BCT	1780	Computer Skills - Construction Industry I.....	½ credit
BCT	1781	Computer Skills - Construction Industry II.....	½ credit
BCT	1931	Special Topics in Building Construction Technology.....	1-3 credits
BCT	1940	Professional Practice .....	3 credits
BUL	2241	Business Law I .....	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits

ETI	1934	Orientation to Technology .....	1 credit
GEO	1150	Introduction to GIS.....	3 credits
GEO	1154	Geographic Information Systems with ArcView.....	3 credits
IND	1462	Introduction to Architectural CAD.....	3 credits
MAN	2300	Human Resource Management.....	3 credits
ORH	1710	Environmental Landscape Management .....	1 credit
REE	1040	Real Estate Principles & Practices I .....	4 credits

**BUSINESS ADMINISTRATION & MANAGEMENT**

**A0040 - 64 CREDITS**

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

**CERTIFICATE - BUSINESS MANAGEMENT – 60030**

This degree prepares students for careers as supervisors and middle managers within both profit-making and governmental sector organizations. Other specialized areas include Retail Marketing, Hospitality Management, Insurance, Real Estate and Customer Service, as well as others. 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 (772) 462-4267.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

see page 114 or (\*MAT 1033)..... 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 113 – 114 or (\*HUM 1533 and \*BSC 1005)..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 35 credits**

APA 1211 Introduction to Accounting ..... 3 credits

or

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

CGS 1060

College Computing..... 3 credits

or

\*CGS 1100 Introduction to Computer Applications for Business..... 3 credits

or

CIS 1000 Introduction to Data Processing ..... 3 credits

\*ENC 2200 Business Communications..... 3 credits

or

ENC 2210 Technical Communications..... 3 credits

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

or

A.S. & A.A.S. DEGREES, TECHNICAL CERTIFICATE/APPLIED TECH DIPLOMA 127

GEB	1931	Introduction to Business Technology .....	3 credits
*MAN	2021	Principles of Management.....	3 credits
or			
MNA	2345	Supervision .....	3 credits
*MNA	2100	Interpersonal Relations in Business .....	3 credits
or			
SLS	1261	Essentials of Contemporary Leadership.....	3 credits
QMB	1001	Mathematics of Business.....	3 credits
or			
*ACC	2011	Financial Accounting II .....	3 credits
BUL	2241	Business Law I .....	3 credits
FIN	2001	Introduction to Finance .....	3 credits
MKA	1303	Mid-Management Seminar I .....	4 credits
MKA	1313	Mid-Management Seminar II .....	4 credits
or			
*MNA2932		Professional Development .....	4 credits

**SUGGESTED SPECIALIZATION ELECTIVES** – Select 14 credits

**RETAIL MARKETING**

CTE	1401	Introduction to Textiles.....	3 credits
CTE	2220	Visual Design in Fashion .....	3 credits
MKA	2041	Retail Management .....	3 credits
MKA	2104	Principles of Visual Merchandising.....	3 credits

**HOSPITALITY MANAGEMENT**

FOS	2201	Sanitation and Safety .....	3 credits
FSS	2263	Food Merchandising and Service .....	3 credits
HFT	1000	Introduction to Hospitality and Tourism .....	3 credits
HFT	2002	Management of the Hospitality Industry.....	3 credits
MKA	2323	Mid-Management Seminar & Supervised Experience III.....	4 credits

**INSURANCE MARKETING**

RMI	1093	Customer Service Representative .....	3 credits
RMI	2500	Individual Life and Health Insurance .....	3 credits
RMI	2600	Property & Casualty Insurance .....	15 credits

**REAL ESTATE MARKETING**

REE	1040	Real Estate Principles & Practices I .....	4 credits
REE	1180	Real Estate Residential Appraisal ABI.....	5 credits
REE	1182	Certified Residential Appraisal II ABIIb .....	3 credits
REE	1271	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

**CUSTOMER SERVICE**

MAR	2011	Principles of Marketing .....	3 credits
MKA	2021	Salesmanship.....	3 credits
MKA	2045	Customer Relations.....	1 credit
MKA	2323	Mid-Management Seminar III .....	4 credits
MNA	1162	Customer Service Technology .....	3 credits

**MAJOR FIELD ELECTIVES**

*AMH	2010	American History Discovery-Reconstruction .....	3 credits
BUL	2242	Business Law II .....	3 credits
*ECO	2023	Principles of Economics II (Microeconomics) .....	3 credits
ETI	1091	Introduction to Emerging Technologies.....	3 credits
FIN	1104	Personal Finance .....	3 credits
CEB	1350	Introduction to International Business.....	3 credits
CEB	2090	Leadership Training.....	3 credits
CEB	2430	Ethics and Social Responsibility .....	3 credits
*MAN	2300	Human Resource Management.....	3 credits
*MAR	2011	Principles of Marketing .....	3 credits
MKA	2323	Mid-Management Seminar III .....	4 credits
MNA	1821	Electronic Commerce .....	3 credits
MNA	2761	Strategic Planning.....	1-3 credits
MNA	2781	Communication in the Workplace .....	1-3 credits
*AMH	2020	American History Reconstruction-Present.....	3 credits
SBM	1000	Entrepreneurship .....	3 credits

Maximum of three courses with CGS, MAN, MKA, MNA, or SLS Prefix

Any one course from the following areas: courses with FRE, GER, SPA, or SPN Prefix

Please Note: Classes with asterisks (\*) are required of any student who intends to use the Specialized Articulation Agreement between Indian River Community College A.A.S. Degree in Business Administration & Management and Florida Atlantic University B.A. in Social Science with a minor in Business Administration.

Students may enhance their career success by first attaining a Certificate in Business Management (60030) by completing 24 credits from the Required Major Field or the Major Field Electives sections listed in the degree. Attaining the A.A.S. Degree is then simply a matter of completing the General Education Required Courses and the remaining 25 credits of major field and elective courses.

**CERTIFICATE IN BUSINESS MANAGEMENT – 60190  
(WOMEN’S PROGRAM)**

The Women’s Professional Career Program is a joint effort of the Women’s Program and the Business Department of IRCC. These departments have designed a special course of study to introduce women with little or no college experience to a program, which will enhance their skills and education for job satisfaction and promotion. Participants complete a sequence of courses totaling 24 college credits. Three sections of a Management Seminar permit participants to achieve 12 credits for work experience during their course of study.

GEB	1011	Introduction to Business.....	3 credits
MKA	1303	Mid-Management Seminar & Work Experience I.....	4 credits
MKA	1313	Mid-Management Seminar & Work Experience II.....	4 credits
MKA	2323	Mid-Management Seminar & Work Experience III.....	4 credits
MNA	2100	Interpersonal Relations in Business.....	3 credits
MNA	2772	Human Relations in the Workplace.....	1 credit
QMB	1001	Mathematics of Business.....	3 credits
SLS	1215	Self-Awareness.....	1 credit
SLS	1401	Special Topics in Life Skills.....	1 credit

## **CIVIL ENGINEERING TECHNOLOGY**

### **20490 - 63 CREDITS**

Civil Engineering Technology is devoted to the application of engineering principles and the implementation of technological advances in the design process. The program provides students with the skills necessary to enter the field of civil engineering as a technician. After the student obtains a sound foundation in fundamentals through general and technical core courses, the individual may pursue studies in a variety of special engineering and scientific courses according to the individual's interests and educational objectives.

#### **GENERAL EDUCATION**

##### Humanities/Fine Arts

ENC 1101 and ENC 1102 or ENC 1135..... 6 credits

##### Natural Science/Mathematics

MAC 1105 or MAC 1140 or MAC 1114

and PHY 1025 or CHM 1015 or BSC 1010..... 6 credits

##### Social/Behavioral Science

see page 114..... 3 credits

#### **MAJOR FIELD REQUIRED COURSES - 18 credits**

EGS	1001	Introduction to Engineering.....	3 credits
EGS	1110	Engineering Graphics.....	3 credits
ETC	2521	Hydraulics and Hydrology.....	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
STA	2023	Elementary Statistics I.....	3 credits
SUR	1101	Basic Surveying and Mapping.....	3 credits

#### **CORE SPECIALIZATION ELECTIVES – Select 30 credits**

##### **CIVIL ENGINEERING CORE COURSES**

ETD	2320	AutoCAD Level II.....	3 credits
ETD	2548	CAD-Civil.....	3 credits
ETD	2549C	CAD-Surveying.....	3 credits
ETG	2502C	Engineering Mechanics-Statics.....	3 credits
ETG	2530C	Strength of Materials.....	3 credits
GEO	1154	Geographic Information Systems with ArcView.....	3 credits

**ENVIRONMENTAL STUDIES CORE COURSES**

EVS	2191	Environmental Sampling and Analysis.....	3 credits
GEO	1145	Introduction to GIS and GPS Application.....	3 credits
GEO	1154	Geographic Information Systems with ArcView.....	3 credits
GEO	2156	GIS Creation with ArcCAD.....	3 credits
PCB	1030	Introduction to Ecology.....	3 credits
EVR	1311	Energy Resources.....	2 credits
EVS	2601	The Environment and Hazardous Materials .....	3 credits

**GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE COURSES**

GEO	1154	Geographic Information Systems with ArcView.....	3 credits
GEO	2142	AutoCAD, ADE and MAP.....	3 credits
GEO	2156	GIS Creation with ArcCAD.....	3 credits
GEO	2170	GIS and Wetlands/Water Resources .....	3 credits
GEO	2171	GIS and Business Planning.....	3 credits
GEO	2172	GIS and Land Planning .....	3 credits

**SURVEYING CORE COURSES**

ETD	2320	AutoCAD Level II .....	3 credits
ETD	2549C	CAD Surveying.....	3 credits
GEO	1145	Intro to GIS and GPS Application .....	3 credits
SUR	2400	Legal Aspects of Land Surveying.....	3 credits
SUR	2402	Legal Descriptions .....	3 credits
SUR	2600	Intermediate Surveying.....	3 credits

**MAJOR FIELD ELECTIVES**

BCN	1210	Materials and Methods of Construction .....	3 credits
BCN	1250	Architectural Drafting Principles.....	3 credits
BCN	1272	Plans Interpretation - Residential.....	3 credits
BCN	1721	Construction Accounting and Cost Control .....	3 credits
BCT	1940	Professional Practice.....	3 credits
BSC	1010L	General Biology I Lab .....	1 credit
BSC	2930	Special Topics in Biological Science .....	1-3 credits
CTS	1400	Orientation to Access.....	1 credit
CHM	1015	Introduction to Chemistry.....	3 credits
ENC	2210	Technical Communication .....	3 credits
ETD	2352C	AutoCAD Level III .....	3 credits
ETD	2377	3D Studio – Level I.....	3 credits
ETD	2538	CAD – Architectural.....	3 credits
ETD	2568C	CAD – Landscape.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
GEB	1931	Introduction to Business Technology .....	3 credits
GEO	1145	Introduction to GIS and GPS Applications .....	3 credits
GEO	1175	Orientation to GIS Applications.....	1 credit
GEO	2142	AutoCAD ADE and MAP.....	3 credits
GEO	2170	GIS and Wetlands/Water Resources .....	3 credits

GEO	2172	GIS and Land Planning .....	3 credits
OCB	1630	Marine Ecology.....	3 credits
OCE	2001	Introduction to Oceanography.....	3 credits
SUR	2330	Photogrammetry.....	3 credits
SUR	2500	GPS, Electronic, and Geodetic Surveying .....	4 credits

**COMPUTER INFORMATION TECHNOLOGY**  
**20500 - 63 CREDITS**  
**CERTIFICATE – COMPUTER PROGRAMMING – 60050**

This degree provides excellent preparation for a career in computer information technology including but not limited to: applications specialist, programmer, network specialist, and Internet developer. The curriculum provides the conceptual and technological skills required to analyze business situations and to design and develop computer and network hardware and software. For further information on the degree program, contact the Computer Science Department at (772) 462-4801.

Students are encouraged to consider an area of specialization to enhance their employability. To see recommended curriculum frameworks focused toward such specializations, refer to the semester-by-semester diagrams posted on the departmental web site at:

<http://faculty.ircc.edu/dept/advancedTechnology/division/compscj.htm>.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

PHI 2100 or STA 2023; and MAC 1105 or higher ..... 6 credits

Social/Behavioral Science

see page 114..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics

or Social/Behavioral Science

see pages 113 - 114 ..... 3 credits

**MAJOR FIELD REQUIRED COURSES - 30 credits**

CGS 1283 Networking Essentials ..... 3 credits

CGS 1700 Introduction to Operating Systems ..... 3 credits

CGS 2760 Advanced Operating Systems UNIX/Linux..... 3 credits

CIS 1000 Introduction to Data Processing ..... 3 credits

CIS 2321 Computer Systems Design ..... 3 credits

COP 1830 Web Programming ..... 3 credits

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

CTS 1104 Windows Professional..... 3 credits

CTS 1178 A+ Certification Training..... 3 credits

COP 1332 Visual Basic.NET ..... 3 credits

or

COP 2334 C+ + Programming ..... 3 credits

**MAJOR FIELD ELECTIVES** - Select 18 credits with at least 12 credits from the list below and a maximum of 6 credits from any course with CEN, CGS, CIS, CTS, or COP Prefixes.

ACG	2001	Financial Accounting I .....	3 credits
CEN	2320	Windows Network Infrastructure .....	3 credits
CEN	2527	Cisco Network Academy (Router Technology) .....	3 credits
CEN	2528	Cisco Network Academy (Advanced Router Technology) ....	3 credits
CEN	2529	Cisco (Project Based Learning) .....	3 credits
CGS	1522	Presentation Graphics.....	3 credits
CGS	1540	Introduction to Access .....	3 credits
CGS	1821	Web Site Development .....	3 credits
CGS	1876	Advanced Web Site Development .....	3 credits
CGS	2172	E-Commerce Design.....	3 credits
CGS	2878	Multimedia Programming-Macromedia Director .....	3 credits
COP	1800	Java Programming .....	3 credits
COP	2001	Computer Programming II .....	3 credits
COP	1332	Visual Basic.NET.....	3 credits
or			
COP	2334	C++ Programming .....	3 credits
COP	2360	C# Programming.....	3 credits
COP	2552	Advanced Web Programming CGI/Perl .....	3 credits
COP	2701	Data Base Programming .....	3 credits
CTS	1261	Excel I .....	3 credits
CTS	1814	Windows Server.....	3 credits
CTS	2310	Network Security.....	3 credits
CTS	2811	Administering MS SQL Server .....	3 credits
ETI	1091	Introduction to Emerging Technologies.....	3 credit
ETD	1812	QuarkXpress.....	3 credits
or			
OST	2821	Desktop Publishing.....	3 credits
OST	1713	Word/Information Processing (Microsoft Word) .....	3 credits
or			
OST	1764	Introduction to Microsoft Word .....	3 credits

Students may enhance their career success by first earning a Certificate in Computer Programming (60050) by completing the Major Field Required courses listed above plus ACG 2001 (Financial Accounting I).

## **CRIMINAL JUSTICE TECHNOLOGY**

### **20520 - 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 on the degree program, contact the Criminal Justice Department at (772) 462-4760.

**GENERAL EDUCATION**

Humanities/Fine Arts

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

Natural Science/Mathematics

see page 114..... 3 credits

Social/Behavioral Science

see page 114..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics

or Social/Behavioral Science

see pages 113 - 114 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 18 credits**

CCJ	2020	Introduction to Criminal Justice.....	3 credits
CJC	2000	Introduction to Corrections.....	3 credits
CJL	2500	Introduction to the Courts.....	3 credits
CJL	2062	Constitutional Law.....	3 credits
CJL	2100	Criminal Law.....	3 credits
CCJ	1600	Deviant Behavior.....	3 credits

**MAJOR FIELD ELECTIVES - Select 28 credits**

CGS	1100	Introduction to Computer Applications-Business.....	3 credits
or			
CGS	1060	College Computing.....	3 credits
ECO	2000	Introduction to Economics .....	3 credits
or			
ECO	2013	Principles of Economics I (Macroeconomics).....	3 credits
CCJ	2500	The Juvenile and the Law.....	3 credits
CJC	2162	Probation and Parole.....	3 credits
CJC	2302	Correctional Institution Administration & Organization .....	3 credits
CJD	1011	Police Procedures.....	3 credits
CJD	1304	Foundations of Law Enforcement Leadership.....	1 credit
CJD	1940	Internship in Criminal Justice .....	3-4 credits
CJE	1000	Introduction to Law Enforcement .....	3 credits
CJE	2300	Police Organization & Administration .....	3 credits
CJL	2130	Rules of Evidence .....	3 credits
CJL	2403	Criminal Procedure .....	3 credits
CJT	2100	Criminal Investigation .....	3 credits
CJT	2110	Introduction to Criminalistics .....	3 credits
ECO	2023	Principles of Economics II (Microeconomics) .....	3 credits
POS	1041	American Government .....	3 credits
SYG	2010	Social Problems.....	3 credits

**CRIMINAL JUSTICE TECHNOLOGY**  
**A0100 - 64 CREDITS**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE**

This program is designed to enhance the practical skills of the criminal justice professional. 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 on the degree program, contact the Criminal Justice Department at (772) 462-4760.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

see page 114 ..... 3 credits

Social/Behavioral Science

see page 114 ..... 3 credits

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

see pages 113 - 114 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 18 credits**

CCJ 2020 Introduction to Criminal Justice..... 3 credits

CJC 2000 Introduction to Corrections..... 3 credits

CJL 2500 Introduction to the Courts..... 3 credits

CJL 2062 Constitutional Law..... 3 credits

CJL 2100 Criminal Law..... 3 credits

CCJ 1600 Deviant Behavior..... 3 credits

**\*MAJOR FIELD ELECTIVES - Select 31 credits**

Select any Criminal Justice college credit course with the following prefixes:

CJD, CJD, CJT, CJL, CJE

or

any of the other following suggested courses:

CGS 1100 Introduction to Computer Applications-Business..... 3 credits

or

CGS 1060 College Computing..... 3 credits

ECO 2000 Introduction to Economics..... 3 credits

or

ECO 2013 Principles of Economics I (Macroeconomics)..... 3 credits

ECO 2023 Principles of Economics II (Microeconomics) ..... 3 credits

POS	1041	American Government .....	3 credits
SYG	2010	Social Problems.....	3 credits

Certain Criminal Justice courses have a prerequisite of Law Enforcement, Corrections, or Correctional Probation Florida Certification. For additional information, please contact (772) 462-4760.

**SUGGESTED ELECTIVES FOR SPECIALIZED TRAINING FOR PRIVATE INVESTIGATORS**

CJD	1262	Fundamentals of Surveillance.....	3 credits
CJD	1301	Ethic for the Justice System .....	3 credits
CJD	1801	Introduction to Private Investigation .....	3 credits
CJD	1940	Internship in Criminal Justice .....	3-4 credits
CJD	2250	Investigative Interviews .....	3 credits
CJD	2604	Injury and Death Investigations.....	3 credits
CJL	1000	Fundamentals of Law.....	3 credits

\*Certified Officers may substitute a maximum of 20 credits of Basic or Advanced Training Courses for Major Field Electives. Contact the Criminal Justice Department for details regarding articulation of Academy training to the A.A.S. Degree.

**DENTAL HYGIENE - 20530  
88 CREDITS (SELECTIVE ADMISSION)**

IRCC’s Dental Hygiene Program is a two-phase curriculum which gives the student two career options. On completion of the program, students are dual-trained dental auxiliaries qualified to take the Dental Assisting National Board examination, the Dental Hygiene National and State Board examinations. Classroom instruction and lab experience complement clinical dental hygiene practice. For further information on the degree program contact the Dental Hygiene Department at (772) 462-4203, 4475, or 4777.

The student must complete the ten-month Dental Assisting program, and upon admission to the Dental Hygiene program, the student will be given articulated credit for the following courses:

DES	1020	Head, Neck & Dental Anatomy .....	3 credits
DES	1100C	Elements of Dental Materials.....	3 credits
DES	1601	Health Office Emergencies.....	2 credits
DES	1800C	Introduction to Clinical Procedures .....	3 credits
DES	1840	Preventive Dentistry .....	2 credits
DES	2830C	Expanded Functions for Dental Hygienists.....	2 credits
DES	1200	Dental Radiography.....	2 credits
DES	1200L	Dental Radiography Lab .....	1 credit
DES	2502	Dental Office Management.....	2 credits
DES	1053	Nitrous Oxide Monitoring.....	1 credit

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Dental Hygiene students must also complete the following General Education and Major Field Required courses:

**GENERAL EDUCATION** – \*may be taken prior to acceptance into the program, or must be completed while enrolled in the program.

\*Humanities/Fine Arts

ENC 1101, SPC 1600 .....6 credits

\*Natural Science/Mathematics

CHM 1015, BSC 2093, BSC 2093L, BSC 2094,  
BSC 2094L, MCB 2010, MCB 2010L .....15 credits

\*Social/Behavioral Science

PSY 2012, SYG 2000 .....6 credits

**MAJOR FIELD REQUIRED COURSES - 40 credits**

DEH 1003C Pre-Clinical Dental Hygiene..... 3 credits

DEH 1130 Oral Embryology and Histology..... 2 credits

DEH 1300 Pharmacology ..... 2 credits

DEH 1800C Clinical Dental Hygiene I..... 5 credits

DEH 1802C Clinical Dental Hygiene II..... 4 credits

DEH 2602C Periodontology..... 2 credits

DEH 2702C Community Dental Health..... 3 credits

DEH 2804C Clinical Dental Hygiene III..... 6 credits

DEH 2806C Clinical Dental Hygiene IV..... 7 credits

DEH 2400 General Oral Pathology ..... 2 credits

DES 2051 Pain Control and Anesthesia ..... 1 credit

DIE 2201 Nutrition and Diet Therapy..... 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.

**DENTAL LABORATORY TECHNOLOGY AND MANAGEMENT  
A0050 - 68 CREDITS (SELECTIVE ADMISSION)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Dental Lab Technology (DLT) Program leads to 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 on the degree program, contact the Dental Laboratory Technology Department at (772) 462-4810.

**GENERAL EDUCATION** - \*may be taken prior to acceptance into the program, or must be completed while in the program.

\*Humanities/Fine Arts

ENC 1101 ..... 3 credits

- \*Natural Science/Mathematics  
CHM 1015 or higher, PHY 1025 or higher ..... 6 credits
- \*Social/Behavioral Science  
see page 114 ..... 3 credits
- \*Humanities/Fine Arts or Natural Science/Mathematics  
or Social/Behavioral Science  
see pages 113 - 114 ..... 3 credits

**MAJOR FIELD REQUIRED COURSES - 53 credits**

DTE	1050	Dental Materials I .....	2 credits
DTE	1051	Dental Materials II .....	1 credit
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	1132	Orthodontic & Pedodontic Theory.....	1 credit
DTE	1132L	Orthodontic & Pedodontic Lab.....	2 credits
DTE	2030	Occlusal Topography Theory .....	1 credit
DTE	2030L	Occlusal Topography Lab .....	2 credits
DTE	2107	Partial Denture Theory .....	2 credits
DTE	2107L	Partial Denture Lab .....	4 credits
DTE	2141	Ceramic Theory.....	2 credits
DTE	2141L	Ceramic Lab.....	4 credits
DTE	2150	Crown and Bridge Theory.....	2 credits
DTE	2150L	Crown and Bridge Lab.....	4 credits
DTE	2151	Advanced Prosthodontics Theory.....	2 credits
DTE	2151L	Advanced Prosthodontics Lab .....	4 credits
DTE	2180	Dental Laboratory Operations.....	1 credit
DTE	2191	Assimilation of Dental Technology .....	2 credits
DTE	2200	Ethics and Jurisprudence.....	1 credit
SBM	1000	Entrepreneurship .....	3 credits

**DRAFTING AND DESIGN TECHNOLOGY**

**20540 - 62 CREDITS**

This program prepares students for a career as a professional CAD technician. The disciplines covered include architecture, civil engineering, surveying, mechanical engineering, and landscape design, 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 program's graduates. For further information on the degree program, contact the Drafting and Design Department at (772) 462-4881.

**GENERAL EDUCATION**

Humanities/Fine Arts		
ENC 1101		3 credits
Natural Science/Mathematics		
PHY 1025		3 credits
Social/Behavioral Science		
see page 114		3 credits
Humanities/Fine Arts or Social/Behavioral Science or Natural Science/Mathematics		
see pages 113 - 114		6 credits

**MAJOR FIELD REQUIRED COURSES - 36 credits**

BCN	1250	Architectural Drafting Principles.....	3 credits
CGS	1821	Web Site Development .....	3 credits
EGS	1110	Engineering Graphics.....	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
ETD	1815	Adobe Photoshop.....	3 credits
ETD	1822	3D Studio VIZ Level I.....	3 credits
ETD	2320	AutoCAD Level II .....	3 credits
ETD	2355	3D Modeling and Surface Generation	3 credits
ETD	2528	CAD – Mechanical .....	3 credits
ETD	2538	CAD – Architectural.....	3 credits
ETD	2548	CAD – Civil .....	3 credits
ETD	2568C	CAD – Landscape.....	3 credits

**MAJOR FIELD ELECTIVES – Select 11 credits**

ART	2400C	Graphics .....	3 credits
BCT	1940	Professional Practice .....	3 credits
CGS	1550	Introduction to World Wide Web.....	3 credits
CGS	1871	Introduction to Multimedia.....	3 credits
ENC	2210	Technical Communications.....	3 credits
ETD	1315	Orientation to AutoCAD.....	3 credits
ETD	1316	Orientation to AutoCAD Applications .....	½ credit
ETD	1810C	Computer Imaging – PhotoShop/Illustrator .....	3 credits
ETD	1812	QuarkXpress.....	3 credits
ETD	1817	Adobe Illustrator.....	3 credits
ETD	2331	AutoCAD Customization.....	3 credits
ETD	2352C	AutoCAD Level III .....	3 credits
ETD	2377	3D Studio Level I.....	3 credits
ETD	2378C	3D Studio Level II.....	3 credits
ETD	2549C	CAD - Surveying.....	3 credits
ETD	2816C	Desktop Video with Adobe Premiere .....	3 credits
ETD	2819	Adobe Illustrator 2 .....	3 credits
ETD	2930	Special Topics in Drafting .....	1-3 credits
ETI	1932	Introduction to Technology.....	3 credits

GEO	1154	Geographic Information Systems with ArcView.....	3 credits
GEO	2142	AutoCAD, ADE, and MAP.....	3 credits
GEO	2156	GIS Creation with ArcCAD.....	3 credits

**EARLY CHILDHOOD EDUCATION**

**20480 - 63 CREDITS**

**CERTIFICATE - CHILD DEVELOPMENT AND EARLY INTERVENTION - 60040**

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 (772) 462-4547.

**GENERAL EDUCATION**

Humanities/Fine Arts			
	ENC 1101 .....		3 credits
Natural Science/Mathematics			
	see page 114 (*BSC 1005).....		3 credits
Social/Behavioral Science			
	see page 114 (*PSY 2012) .....		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science			
	see pages 113 – 114 (*SYG 2000, *PHI 1103) .....		6 credits

**MAJOR FIELD REQUIRED COURSES - 33 credits**

CHD	1104	Introduction to Early Childhood Education.....	2 credits
CHD	1220	Introduction to Child Development.....	3 credits
CHD	1332	Creative Experiences for the Young Child.....	3 credits
CHD	2800	Administering a Child Care Center .....	3 credits
EDF	1021	Social Elements in Early Childhood Education .....	3 credits
EEC	1202	Principles of Early Childhood Curriculum .....	3 credits
EEC	1601	Observing and Recording Behavior .....	3 credits
EEC	1946	Early Childhood Practicum I.....	4 credits
EEX	1013	Special Needs in Early Childhood Education .....	3 credits
HUN	1410	Basic Childhood Nutrition.....	3 credits
SLS	1421	Personal & Career Development.....	3 credits

**MAJOR FIELD ELECTIVES - Select 15 credits**

*CGS	1060	College Computing.....	3 credits
CHD	2334	Early Childhood Language Arts & Reading.....	3 credits
EEC	1947	Early Childhood Practicum II.....	4 credits
EEC	2948	Early Childhood Practicum III.....	4 credits
EEC	2949	Early Childhood Practicum IV .....	4 credits
*ENC	1102	English Composition II .....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
GEB	1931	Introduction to Business Technology .....	3 credits

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HHD	2001	Creative Art & Design.....	3 credits
*MGF	2106	Mathematics for Liberals Arts, or higher.....	3 credits
*PPE	2000	Person and Personality Development.....	3 credits
*SYG	1410	Family Relations.....	3 credits

Please Note: Classes with asterisks (\*) are required of any student who intends to use the Specialized Articulation Agreement between Indian River Community College A.S. Degree in Early Childhood Education and Florida Atlantic University B.A. in Social Work.

Students may enhance their career success by first attaining a Certificate in Child Development and Early Intervention (60040) by completing 36 credits from 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 12 credits of major field and elective courses.

**ELECTRONICS ENGINEERING TECHNOLOGY  
A0060 - 68 CREDITS  
ASSOCIATE IN APPLIED SCIENCE DEGREEE**

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 Electronics Engineering degree offers specializations to prepare students for the many career possibilities for EET professionals. For further information on the degree program, contact the Electronics Engineering Department at (772) 462-4386.

**GENERAL EDUCATION**

Humanities/Fine Arts		
ENC 1101		3 credits
Natural Science/Mathematics		
PHY 1025		3 credits
Social/Behavioral Science		
see page 114		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social Behavioral Science		
see pages 113 - 114		..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 42 credits**

CET	1112C	Logic Circuits I.....	3 credits
CET	1113C	Logic Circuits II.....	3 credits
CET	1440C	Computer Aided Schematic Design.....	3 credits
CET	2123C	Microprocessors I .....	4 credits
CET	2131C	Microprocessors II .....	4 credits
EET	1015C	DC Circuits .....	4 credits

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EET	1025C	AC Circuits.....	4 credits
EET	1215C	Introduction to Electronics.....	3 credits
EET	2141C	Electronic Devices I.....	4 credits
EET	2142C	Electronic Devices II.....	4 credits
MTB	1321	Technical Mathematics I.....	3 credits
MTB	1322	Technical Mathematics II.....	3 credits

**SUGGESTED SPECIALIZATION ELECTIVES** - Select 11 credits

**COMPUTER SUPPORT OPTION**

CET	1178	A+ Certification Training I.....	3 credits
CET	1179	A+ Certification Training II.....	3 credits
CET	1588	Network + Certification.....	4 credits

**COMMUNICATIONS OPTION**

EET	2325C	Communication Circuits I.....	4 credits
EET	2335C	Communication Circuits II.....	4 credits

**MAJOR FIELD ELECTIVES**

CET	1151	PC Service & Maintenance I.....	1 credit
CET	1178	A+ Certification Training I.....	3 credits
CET	1179	A+ Certification Training II.....	3 credits
CET	1xxx	Introduction to Wireless Technology.....	3 credits
EET	1011C	Circuits Fundamentals I.....	3 credits
EET	1021C	Circuits Fundamentals II.....	3 credits
EET	1037	DC/AC Analysis.....	2 credits
EET	1180C	Electronic Equipment Repair I.....	3 credits
EET	1181C	Electronic Equipment Repair II.....	3 credits
EET	2305	FCC General Certification Exam Preparation.....	3 credits
EET	2310	CET Certification Exam Preparation.....	4 credits
EET	2335C	Communication Circuits II.....	4 credits
EET	2930	Special Topics in Electronic Engineering.....	1/2-3 credits
EST	2112C	Industrial Computers and Robotics I.....	5 credits
EST	2606C	Industrial Computers and Robotics II.....	5 credits
EST	2930	Electronic Project Engineering.....	4 credits
EST	2941	Electronics Internship I.....	1-2 credits
EST	2942	Electronics Internship II.....	4 credits

**EMERGENCY MEDICAL SERVICES TECHNOLOGY**

**20550 - 73 CREDITS (SELECTIVE ADMISSION)**

**EMERGENCY MEDICAL TECHNOLOGY - APPLIED TECHNOLOGY DIPLOMA**

**B0010 - 11 CREDITS (SELECTIVE ADMISSIONS)**

**PARAMEDIC CERTIFICATE 60130 - 42 CREDITS (SELECTIVE ADMISSIONS)**

The Paramedic certificate program uses the 1998 National Standard Curriculum from the Department of Transportation, National Highway Safety Administration, to fulfill

requirements to practice, under medical direction, the art and science of out-of-hospital medicine. The goal of the program is to provide the graduate with the knowledge, skill, and professional attributes associated with an entry-level Paramedic. Paramedic graduates will be trained to prevent and reduce mortality and morbidity due to illness and injury.

The Emergency Medical Technician Applied Technology Diploma and Paramedic Certificate programs lead to an A.S. Degree in Emergency Medical Services Technology. The A.S. Degree in Emergency Medical Services provides the graduate with a strong general education and science background to enhance and expand the technical knowledge in the EMT and Paramedic certificate programs. For further information on the degree program, contact the EMT Department at (772) 462-4473 or the Paramedic Department at (772) 462- 4471.

**GENERAL EDUCATION** – \*may be taken prior to acceptance into the program, or must be completed while in the program.

\*Humanities/Fine Arts

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

\*Natural Science/Mathematics

BSC 1084 or BSC 2094 and BSC 2094L..... 4 credits

and

Select any 8 credits from the following:

BSC 1005 and BSC 1005L or BSC 1010 and BSC 1010L,

BSC 1011 and BSC 1011L, BSC 2093 and BSC 2093L, CHM 1015,

PHY 1025, MCB 2010 and MCB 2010L, MAC 1105 or higher ..... 8 credits

\*Social/Behavioral Science

PSY 2012 ..... 3 credits

**MAJOR FIELD REQUIRED COURSES - 50 credits**

EMS 1119 Fundamentals of Emergency Medical Technology..... 7 credits

EMS 1119L Emergency Medical Technician Skills Laboratory ..... 2 credits

EMS 1411 Emergency Medical Technician Hospital Clinical ..... 1 credit

EMS 1421 Emergency Medical Technician Rescue Practice ..... 1 credit

EMS 2601C Paramedic I..... 11 credits

EMS 2602C Paramedic II..... 11 credits

EMS 2664 Paramedic Clinical/Field Experience I..... 6 credits

EMS 2665 Paramedic Clinical/Field Experience II..... 6 credits

EMS 2659 Paramedic Field Internship ..... 4 credits

any one CGS prefix course..... 1 credit

**MAJOR FIELD ELECTIVES - Select 2 credits**

Up to two CGS or EMS course(s) ..... 2 credits

**EMERGENCY MEDICAL TECHNOLOGY – APPLIED TECHNOLOGY DIPLOMA**

**B0010 - 11 CREDITS (SELECTIVE ADMISSIONS)**

EMS 1119 Fundamentals of Emergency Medical Technology..... 7 credits

EMS	1119L	Emergency Medical Technician Skills Laboratory.....	2 credits
EMS	1411	Emergency Medical Technician Hospital Clinical.....	1 credit
EMS	1421	Emergency Medical Technician Rescue Practice.....	1 credit

**PARAMEDIC CERTIFICATE 60130 - 42 CREDITS (SELECTIVE ADMISSIONS)**

BSC	1084	Survey of Human Body.....	4 credits
or			
BSC	2094	Anatomy and Physiology II.....	3 credits
and			
BSC	2094L	Anatomy and Physiology II Lab.....	1 credit
EMS	2601C	Paramedic I.....	11 credits
EMS	2664	Paramedic Clinical/Field Experience I.....	6 credits
EMS	2602C	Paramedic II.....	11 credits
EMS	2665	Paramedic Clinical/Field Experience II.....	6 credits
EMS	2659	Paramedic Field Internship.....	4 credits

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

**FINANCIAL SERVICES  
20560 - 64 CREDITS**

**FINANCIAL SERVICES – BANKING:** This degree prepares students for a long-term career in the banking industry. Besides providing a strong fundamental understanding of the American economic and banking system, 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 (772) 462-4400.

**GENERAL EDUCATION**

Humanities/Fine Arts			
	ENC 1101		3 credits
Natural Science/Mathematics			
	see page 114		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 113 - 114		6 credits

**MAJOR FIELD REQUIRED COURSES - 27 credits**

CTS	1260	LOTUS I	3 credits
or			
CTS	1261	Excel I	3 credits
or			
CGS	2557	Introduction to Internet	3 credits
MNA	2100	Interpersonal Relations in Business	3 credits
or			

SLS	1261	Essentials of Contemporary Leadership.....	3 credits
ACG	2001	Financial Accounting I .....	3 credits
ACG	2011	Financial Accounting II .....	3 credits
BAN	1800	Law and Banking: Principles .....	3 credits
BAN	1801	Law and Banking: Applications .....	3 credits
BAN	2004	Principles of Bank Operations .....	3 credits
BAN	2500	Economics for Bankers.....	3 credits
BAN	2511	Marketing for Bankers.....	3 credits

**MAJOR FIELD ELECTIVES - Select 22 credits**

BAN	1762	Retail Banking .....	2 credits
BAN	1943	Financial Services Work Experience .....	1-3 credits
BAN	2142	Teller Operations.....	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
CGS	1107	Electronic Access to Business Resources.....	1 credit
CGS	1510	Electronic Spreadsheet.....	1 credit
CGS	1555	Orientation to Internet.....	1 credit
ENC	2210	Technical Communications.....	3 credits
MAN	2300	Human Resource Management.....	3 credits
MKA	1303	Mid-Management Seminar I .....	4 credits
MKA	1313	Mid-Management Seminar II .....	4 credits
MKA	2323	Mid-Management Seminar III .....	4 credits
SVL	2113	Savings Accounts.....	3 credits
SVL	2221	Residential Mortgage Lending.....	3 credits
SVL	2811	Real Estate Law I.....	3 credits
SVL	2812	Real Estate Law I	3 credits

**FIRE SCIENCE TECHNOLOGY  
20570 - 60 CREDITS**

This degree prepares 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 (772) 462-4761.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101

3 credits

Natural Science/Mathematics	
See page 114 .....	3 credits
Social/Behavioral Science	
see page 114 .....	3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science	
see pages 113 - 114 .....	6 credits

**MAJOR FIELD REQUIRED COURSES - 15 credits**

FFP	1000	Introduction & Orientation to Firefighting .....	3 credits
FFP	1505	Fire Inspection Practices .....	3 credits
FFP	1812	Engine & Truck Company Fireground Operations.....	3 credits
FFP	2810	Firefighting Tactics & Strategy I .....	3 credits
FFP	2401	Hazardous Materials I.....	3 credits

**MAJOR FIELD ELECTIVES - Select 30 credits**

CGS	1000	Introduction to Computer Usage.....	3 credits
or			
CGS	1060	College Computing.....	3 credits
CJT	2100	Criminal Investigation .....	3 credits
EMS	1119	Fundamentals of Emergency Medical Technology.....	7 credits
EMS	1119L	Emergency Medical Technician Skills Laboratory .....	2 credits
EMS	1335	Ambulance Emergency Vehicle Operator Course.....	1 credit
FFP	1040	Private Fire Brigade .....	3 credits
FFP	1050	Aircraft Fire Protection & Rescue.....	3 credits
FFP	1106	Multiple Alarm Operations.....	3 credits
FFP	1120	Characteristics of Building Construction.....	3 credits
FFP	1212	Confined Space Rescue I .....	3 credits
FFP	1302	Fire Department Pumping Apparatus .....	3 credits
FFP	1521	Plans Examination & Blueprint Reading.....	3 credits
FFP	1540	Fire Protection & Detection Systems .....	3 credits
FFP	1705	Spanish for Public Safety Profession .....	1-3 credits
FFP	1710	Fire Supervision.....	3 credits
FFP	1790	Interpersonal Communications - Fire Science .....	3 credits
FFP	1930	Contemporary Issues in the Fire Service .....	3 credits
FFP	2051	Advanced Aircraft Fire Protection & Rescue.....	3 credits
FFP	2201	Rescue Practices.....	3 credits
FFP	2301	Fire Hydraulics .....	3 credits
FFP	2402	Hazardous Materials II .....	3 credits
FFP	2421	Hazardous Materials Technician .....	3 credits
FFP	2510	Building and Fire Codes I.....	3 credits
FFP	2541	Private Fire Protection Systems II.....	3 credits
FFP	2604	Fire and Arson Investigation .....	3 credits
FFP	2720	Company Officer Leadership .....	3 credits
FFP	2740	Fire Service Course Delivery .....	3 credits

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FFP	2741	Fire Service Course Design.....	3 credits
FFP	2781	Fire Department Organization and Administration .....	3 credits
FFP	2801	Incident Command System.....	3 credits
FFP	2811	Firefighting Tactics and Strategy II .....	3 credits

Successful completion of the state certification exam (license) for this program may entitle a student to receive credit towards the A.S. Degree based on demonstrated competencies. Contact the Fire Science Department at 772-462-4761.

The following courses satisfy the curriculum required for the Bureau of Fire Standards and Training for the Fire Officer I Certificate Examination: FFP 1120, FFP 1505, FFP 1540, FFP 2720, FFP 2740, FFP 2801, and FFP 2810, FFP 2811.

The following courses satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Safety Inspector I Certification Examination: FFP 1540, FFP 1505, FFP 1120, FFP 1521, and FFP 2510.

**GOLF COURSE OPERATIONS  
A0070 - 69 CREDITS  
ASSOCIATE IN APPLIED SCIENCE**

**TURF EQUIPMENT - APPLIED TECHNOLOGY DIPLOMA B0030 - 38 CREDITS  
PEST CONTROL OPERATIONS - APPLIED TECHNOLOGY DIPLOMA  
B0020 – 24 CREDITS**

Golf Course and Recreational Turf Operations expands and enhances job opportunities for students in one of the fastest growing job markets on the Treasure Coast. The degree and/or applied technology diplomas prepares students for employment and licensure in the areas of installation, design and maintenance of irrigation systems, application and calibration of pesticides for pest prevention, and landscape design and maintenance. For further information on the degree program, contact the St. Lucie West Campus at (772) 462-4965.

**GENERAL EDUCATION**

Humanities/Fine Arts	
ENC 1101 and see page 113 .....	6 credits
Natural Science/Mathematics	
see pages 114.....	3 credits
Social/Behavioral Science	
see pages 114.....	6 credits

**MAJOR FIELD REQUIRED COURSES - 25 credits**

CGS	1100	Introduction to Computer Applications for Business.....	3 credits
GCO	1400	Turfgrass for Golf and Landscaping.....	3 credits
GCO	1402	Turfgrass Science .....	3 credits
GCO	2632	Golf Course Organization/Administration .....	3 credits
HOS	1010	Fundamentals of Horticulture .....	4 credits
MNA	2932	Professional Development .....	3 credits
PMA	2211	Insects and Diseases of Ornamental Plants .....	3 credits

or

GCO	1450	Integrated Pest Management for Golf Courses .....	3 credits
SOS	2102	Soils and Fertilizers .....	3 credits

**MAJOR FIELD ELECTIVES – select 29 credits**

DIM	1001	Introduction to Diesel Engines.....	4 credits
ENC	2200	Business Communications.....	3 credits
ENY	1002	Fundamentals of Entomology.....	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
ETD	2568C	CAD-Landscape .....	3 credits
GCO	1201C	Golf Course Mechanics I.....	3 credits
GCO	1202C	Golf Course Mechanics II.....	3 credits
GCO	1204	Hydraulics & Electronics .....	3 credits
GCO	1213	Small Engine Repair.....	3 credits
GCO	1214	Preventative Maintenance .....	3 credits
GCO	1930	Special Topics in Golf Course Operations.....	½-3 credits
GCO	1942	Field Training in Turf Equipment Management.....	3 credits
GCO	1947	Golf Course Design Concepts.....	3 credits
GCO	1611	Golf Course Shop Management .....	3 credits
GCO	2601	Materials Calculations.....	3 credits
GCO	2944	Golf Course Internship .....	3-6 credits
GCO	2945	Supervised Work Experience .....	1-4 credits
GEO	1175	Orientation to GIS Applications.....	3 credits
IPM	1323	Application of Pesticides.....	3 credits
ORH	1510	Plant Identification .....	3 credits
ORH	2859	Landscape Design & Maintenance .....	3 credits
PMT	1121	Electric Welding I .....	4 credits
PMT	1123	Combination Welding I .....	4 credits
SOS	1530	Irrigation System I.....	3 credits
SOS	2534	Irrigation System II.....	3 credits
SPN	1000	Spanish for Daily Use.....	1 credit

**TURF EQUIPMENT – APPLIED TECHNOLOGY DIPLOMA  
B0030 - 38 CREDITS**

This diploma in Turf Equipment Management provides excellent preparation for a career dedicated to the repair and maintenance of highly specialized equipment. Students are trained to repair and maintain all types of equipment and to organize and manage maintenance facilities.

Select 38 credits from the following:

CGS	1100	Introduction to Computer Applications for Business.....	3 credits
DIM	1001	Introduction to Diesel Engine.....	4 credits
GCO	1201C	Golf Course Mechanics I.....	3 credits
GCO	1202C	Golf Course Mechanics II.....	3 credits
GCO	1204	Hydraulics & Electronics .....	3 credits
GCO	1213	Small Engine Repair.....	3 credits

GCO	1214	Preventive Maintenance .....	3 credits
GCO	1400	Turfgrass for Golf and Landscaping.....	3 credits
GCO	1942	Field Training in Turf Equipment Management.....	3 credits
GCO	2632	Golf Course Organization/Administration .....	3 credits
GCO	2945	Supervised Work Experience .....	1-4 credits
MNA	2932	Professional Development Seminar I .....	3 credits
PMT	1121	Electric Welding I .....	4 credits
PMT	1123	Combination Welding I .....	4 credits
SPN	1000	Spanish for Daily Use.....	1 credit

**PEST CONTROL OPERATIONS - APPLIED TECHNOLOGY DIPLOMA  
B0020 - 24 CREDITS**

Students may increase their opportunities for employment by completing the 24 credit Pest Control Operations Applied Technology Diploma. These courses will prepare the student for the licensure exam in Restricted Pesticides.

Select 24 credits from the following:

ENY	1002	Fundamentals of Entomology .....	3 credits
GCO	1400	Turfgrass for Golf and Landscaping.....	3 credits
GCO	1402	Turfgrass Science .....	3 credits
GCO	2601	Materials Calculations.....	3 credits
HOS	1010	Fundamentals of Horticulture .....	4 credits
IPM	1323	Application of Pesticides.....	3 credits
ORH	1510	Plant Identification .....	3 credits
PMA	2211	Insects and Diseases of Ornamental Plants .....	3 credits
or			
GCO	1450	Integrated Pest Management for Golf Courses .....	3 credits
SOS	2102	Soils and Fertilizers.....	3 credits

**GRAPHIC DESIGN TECHNOLOGY  
20580 - 64 CREDITS**

By providing students with theoretical and classroom experience which closely parallels on-the-job activities, this program prepares students for careers in the graphics, printing, and advertising industries. Graphics Design Technology prepares students for employment as designers, commercial artists, computer graphic designers, layout production, and entry-level multimedia graphics. It requires knowledge of art, communication, and computer skills to be applied with design techniques and knowledge required to enter the field of graphic design as a technical specialist. The structure of the degree program requires the student to obtain a solid foundation in the fundamentals through general education and technical core courses. The specialization can be used to further enhance the expertise.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 and ENC 1102 or ENC 1135.....	6 credits
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Natural Science/Mathematics PHY 1025 or higher.....	3 credits
Social/Behavioral Science see page 114.....	3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social Behavioral Science see pages 113 - 114 .....	3 credits

**MAJOR FIELD REQUIRED COURSES - 22 credits**

ART 1201C Color and Design I.....	3 credits
ART 1300C Drawing I.....	3 credits
CGS 1822 Web Page Design with Frontpage .....	3 credits
ETD 1321 Introduction to AutoCAD.....	3 credits
ETD 1815 Adobe Photoshop.....	3 credits
ETD 1817 Adobe Illustrator.....	3 credits
ETD 1822 3D Studio VIZ Level I .....	3 credits
ETD 1861 Introduction to Digital Photography .....	1 credit

**CORE SPECIALIZATION ELECTIVES – Select 27 credits**

**DIGITAL IMAGING CORE COURSES**

ETD 2377 3D Studio Level I.....	3 credits
ETD 2378C 3D Studio Level II.....	3 credits
ETD 2816C Desktop Video with Adobe Premiere .....	3 credits
GRA 2160 Adobe Animation I – Live Motion .....	3 credits
GRA 2161 Adobe Animation II – After Effects.....	3 credits

**GRAPHIC DESIGN CORE COURSES**

ART 2400C Graphics .....	3 credits
ETD 1812 QuarkXpress.....	3 credits
ETD 2818 PhotoShop Level II .....	3 credits
ETD 2819 Adobe Illustrator 2.....	3 credits
PGY 1140C Beginning Photography.....	1 credit

**MULTIMEDIA CORE COURSES**

ART 1202C Color and Design II.....	3 credits
CGS 1821 Web Site Development .....	3 credits
CGS 1871 Introduction to Multimedia.....	3 credits
CGS 2878 Multimedia Programming-Macromedia Director	3 credits

**MAJOR FIELD ELECTIVES**

BCN 1250 Architectural Drafting Principles.....	3 credits
BCT 1940 Professional Practice .....	3 credits
CGS 2874 Advanced Multimedia .....	3 credits
COP 2822 Web Page Authoring .....	1 credit
EGS 1110 Engineering Graphics.....	3 credits
ENC 2210 Technical Communications.....	3 credits

150 A.S. & A.A.S. DEGREES, TECHNICAL CERTIFICATE/APPLIED TECH DIPLOMA

ETD	2320	AutoCAD Level II	3 credits
ETD	2352C	AutoCAD Level III	3 credits
ETD	2538	CAD – Architectural.....	3 credits
ETI	1091	Introduction to Emerging Technologies.....	3 credits
ETI	1634	Introduction to Industrial Design.....	3 credits
ETI	1932	Introduction to Technology.....	3 credits
FIL	1400	History of Film.....	3 credits
GEB	1931	Introduction to Business Technology.....	3 credits
GEO	1154	Geographic Information Systems with ArcView.....	3 credits
TPA	1200	Beginning Stagecraft.....	3 credits
TPA	1260	Beginning Sound.....	1 credit

Up to 2 courses with PGY prefix

**HEALTH INFORMATION MANAGEMENT  
20590 - 67 CREDITS  
CERTIFICATE - MEDICAL CODER/BILLER 60200**

This degree program prepares the student for employment as a Health Information Technician (HIT) in an exciting variety of healthcare settings. Responsibilities include coding of diagnoses and procedures; and processing, confidentiality, storage and retrieval of health information. Lectures, activities and student projects focus on medical-legal aspects, quality improvement, healthcare data analysis, and supervision of health information employees. Students benefit from classroom lecture, computer laboratory preparation, and internship experience in local healthcare facilities under the supervision of qualified professional personnel.

Graduates are eligible to take the Registered Health Information Technician (RHIT) examination. The American Health Information Management Association (AHIMA) awards the RHIT credential to successful candidates. The Health Information Management program at IRCC is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP), in cooperation with the Council on Accreditation (COA) of the American Health Information Management Association (AHIMA).

**GENERAL EDUCATION**

Humanities/Fine Arts		
	ENC 1101	3 credits
Natural Science/Mathematics		
	BSC 1084 or BSC 2093 and BSC 2093L, and Any 6 credits from Natural Science/Mathematics, see page 114 .....	10 credits
Social/Behavioral Science		
	PSY 2012 or SYG 2000.....	3 credits

**MAJOR FIELD REQUIRED COURSES - 47 credits**

CGS	1100	Introduction to Computer Applications for Business.....	3 credits
ENC	2210	Technical Communications.....	3 credits

A.S. & A.A.S. DEGREES, TECHNICAL CERTIFICATE/APPLIED TECH DIPLOMA 151

HIM	1000	Introduction to Health Information Management.....	3 credits
HIM	1012	Legal Aspects of Health Information .....	2 credits
HIM	1260C	Billing and Reimbursement Methods.....	3 credits
HIM	1280	Basic CPT Coding.....	3 credits
HIM	1222	Basic ICD-9 Coding .....	3 credits
HIM	1510C	Healthcare Data Analysis .....	3 credits
HIM	2433	Pathophysiology .....	3 credits
HIM	2506	Quality Assessment.....	2 credits
HIM	2825	Health Office Internship .....	3 credits
HIM	2826	Health Office Externship.....	3 credits
HIM	1442	Pharmacology for HIM .....	2 credits
HSC	2531	Medical Terminology I.....	3 credits
HSC	2532	Medical Terminology II.....	2 credits
MAN	2021	Principles of Management.....	3 credits
MAT	1033	Intermediate Algebra .....	3 credits

**MAJOR FIELD ELECTIVES – Select 4 credits**

HIM	1450	Fundamentals of Medical Science .....	4 credits
HIM	1003	Introduction to Coding .....	2 credits
HIM	1999	Introduction to Health Professions.....	3 credits
HIM	2232	Intermediate ICD-9 Coding .....	2 credits
HIM	2254	Intermediate CPT Coding .....	2 credits
HIM	2930	Registered Health Information Technician Exam Review.....	2 credits
HIM	2931	Coding Exam Review.....	2 credits
LIS	1004	Introduction to Electronic Access to Information.....	1 credit
CGS	1520	Orientation to Presentation Graphics .....	1 credit

**CERTIFICATE - MEDICAL CODER/BILLER  
60200 - 34 CREDITS**

This program prepares students for employment in a variety of health care settings as an entry level coder, medical record coder, coding technician, or coding clerk. The content includes: medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills. The program consists of classroom lecture, laboratory and clinicals.

**MAJOR FIELD REQUIRED COURSES - 32 credits**

BSC	1084	Survey of the Human Body.....	4 credits
or			
HIM	1450	Fundamentals of Medical Science.....	4 credits
HIM	1000	Introduction to Health Information Management.....	3 credits
HIM	1012	Legal Aspects of Health Information .....	2 credits
HIM	1510C	Healthcare Data Analysis .....	3 credits
HIM	1260C	Billing and Reimbursement Methods.....	3 credits

152 A.S. & A.A.S. DEGREES, TECHNICAL CERTIFICATE/APPLIED TECH DIPLOMA

HIM	1280	Basic CPT Coding.....	3 credits
HIM	1222	Basic ICD-9 Coding.....	3 credits
HIM	2433	Pathophysiology .....	3 credits
HIM	2825	Health Information Internship.....	3 credits
HIM	1442	Pharmacology for HIM .....	2 credits
HSC	2531	Medical Terminology I.....	3 credits

**MAJOR FIELD ELECTIVES** – Select 2 credits

CGS	1100	Introduction to Computer Applications for Business.....	3 credits
HIM	2232	Intermediate ICD-9 Coding .....	2 credits
HIM	2254	Intermediate CPT Coding .....	2 credits
HSC	2532	Medical Terminology II.....	2 credits
HIM	2930	Registered Health Information Technician Exam Review.....	2 credits
HIM	2931	Coding Exam Review.....	2 credits

**HUMAN SERVICES**  
**20600 - 65 CREDITS**

This program prepares beginning Human Services Workers for careers in a wide variety of human services settings including children’s service agencies, state attorneys’ offices, substance abuse facilities, domestic abuse shelters, juvenile intervention programs, social service agencies, and mental health facilities. 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.

A specialized articulation agreement between IRCC (A.S. Degree is Human Services) and Florida Atlantic University (Bachelor of Social Work Degree) makes it possible for IRCC Human Services students to make a “seamless” transition to the B.S.W. degree program at the FAU Campus at St. Lucie West. **Students electing this option must take all classes marked with asterisks.** Both this option as well as the standard Human Services track total 65 credit hours and include the Human Services Internship.

For further information on the degree program, contact the Human Services Department at (772) 462-4990.

**GENERAL EDUCATION**

Humanities/Fine Arts		
ENC 1101		3 credits
Natural Science/Mathematics		
see page 114 or *BSC1010.....		3 credits
Social/Behavioral Science		
see page 114 or *PSY 2012, *SYG 2000 .....		6 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science		
see pages 113 – 114 or *PHI 1103 .....		3 credits

**\*MAJOR FIELD REQUIRED COURSES - 31 credits**

CLP	2140	Abnormal Psychology .....	3 credits
HUS	1001	Introduction to Human Services.....	3 credits
HUS	1200	Group Dynamics.....	3 credits
HUS	1400	Introduction to Drugs of Abuse .....	3 credits
HUS	2301	Counseling Techniques.....	3 credits
HUS	2302	Techniques of Interviewing and Intervention.....	3 credits
HUS	2401	Substance Abuse & Treatment .....	3 credits
HUS	2500	Introduction to Ethics in Human Services .....	3 credits
HUS	2820	Internship in Human Services .....	4 credits
SYG	1410	Family Relations .....	3 credits

**MAJOR FIELD ELECTIVES - Select 19 credits**

CGS	1000	Introduction to Computer Usage.....	3 credits
		or	
*CGS	1060	College Computing.....	3 credits
*BSC	1010L	General Biology I Lab .....	1 credit
CCJ	1600	Deviant Behavior.....	3 credits
CGS	1061	Orientation to the Computer .....	1 credit
*DEP	1001	Child & Adolescent Psychology.....	3 credits
*ENC	1102	English Composition II .....	3 credits
GEY	1000	Issues of the Aging .....	3 credits
HUS	1318	Domestic Abuse and Family Violence .....	3 credits
HSC	2400	First Aid and Safety.....	3 credits
*HUS	1307	Sexual Abuse of Children.....	3 credits
HUS	2111	Introduction to Interpersonal Behavior .....	3 credits
*MGF	2106	Mathematics for Liberal Arts I or higher.....	3 credits
PHI	1450	Philosophy of Psychology.....	3 credits
*PPE	2000	Person & Personality Development.....	3 credits
SYG	2010	Social Problems.....	3 credits

**INSTRUCTIONAL SERVICES TECHNOLOGY  
(LIBRARY TECHNICAL ASSISTANT)**

**20610 - 63 CREDITS**

**CERTIFICATE – LIBRARY TECHNICAL ASSISTANT – 60180**

This program prepares students for employment as library para-professionals assisting professional librarians and information specialists. A strong emphasis is placed on high-technology information resources as they relate to the evolving environment of information exchange. The Library Technical Assistant works with electronic and print information resources which require 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 (772) 462-4479.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

see page 114 ..... 3 credits

Social/Behavioral Science

see page 114 ..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics

or Social/Behavioral Science

see pages 113 - 114 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 30 credits**

CGS 1000 Introduction to Computer Usage..... 3 credits

or

CGS 1060 College Computing..... 3 credits

or

CGS 1100 Introduction to Computer Applications for Business..... 3 credits

CGS 1041 Electronic Access to Health Resources ..... 1 credit

CGS 1053 Electronic Access to Educational Resources..... 1 credit

CGS 1107 Electronic Access for Business Resources..... 1 credit

CGS 1130 Electronic Access to Legal Resources ..... 1 credit

LIS 1010 Introduction to Library Operations..... 3 credits

LIS 1012 Technology in the Library ..... 3 credits

LIS 1013 Media Technologies for Information Services..... 3 credits

LIS 1016 Introduction to Libraries ..... 3 credits

LIS 1017 Special Library Programs and Collections..... 3 credits

LIS 2004 Introduction to Internet Research..... 1 credit

LIS 2005 Advanced Electronic Access to Information ..... 3 credits

LIS 2946 Library Practicum ..... 4 credits

**MAJOR FIELD ELECTIVES - Select 18 credits**

CGS 1013 Computer Technology for Educators ..... 2-4 credits

CGS 1540 Introduction to Access ..... 3 credits

CGS 1520 Orientation to Presentation Graphics ..... 1 credit

CGS 1555 Orientation to Internet..... 1 credit

CGS 1580 Orientation to Desktop Publishing ..... 1 credit

CGS 1871 Introduction to Multimedia..... 3 credits

CGS 2557 Introduction to Internet..... 3 credits

CTS 1261 Excel ..... 3 credits

CTS 1750 Introduction to Microsoft Works ..... 3 credits

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

COP 2001 Computer Programming II ..... 3 credits

COP 2701 Data Base Programming ..... 3 credits

COP 2822 Web Page Authoring ..... 1 credit

ENL	2022	English Literature after 1798 .....	3 credits
LIT	2330	Current Children’s Literature.....	3 credits
MAN	2021	Principles of Management.....	3 credits
MAN	2300	Human Resource Management.....	3 credits
OST	1764	Introduction to Microsoft Word .....	3 credits

**CERTIFICATE – LIBRARY TECHNICAL ASSISTANT  
60180 - 30 CREDITS**

CGS	1000	Introduction to Computer Usage.....	3 credits
CGS	1041	Electronic Access to Health Resources .....	1 credit
CGS	1053	Electronic Access to Educational Resources.....	1 credit
CGS	1107	Electronic Access to Business Resources.....	1 credit
CGS	1130	Electronic Access to Legal Resources .....	1 credit
LIS	1010	Introduction to Library Operations.....	3 credits
LIS	1012	Technology in the Library .....	3 credits
LIS	1013	Media Technologies for Information Services.....	3 credits
LIS	1016	Introduction to Libraries .....	3 credits
LIS	1017	Special Library Programs and Collections.....	3 credits
LIS	2004	Introduction to Internet Research.....	1 credit
LIS	2005	Advanced Electronic Access to Information.....	3 credits
LIS	2946	Library Practicum .....	4 credits

**INTERIOR DESIGN TECHNOLOGY  
20620 - 70 CREDITS**

**Endorsed by the National Kitchen and Bath Association**

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 (772) 462-4288.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 .....

3 credits
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Natural Science/Mathematics

see page 114.....

3 credits
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Social/Behavioral Science

see page 114.....

3 credits
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Humanities/Fine Arts or Natural Science/Mathematics  
or Social/Behavioral Science

see pages 113 - 114 .....

6 credits
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**MAJOR FIELD REQUIRED COURSES - 52 credits**

BCN	1250	Architectural Drafting Principles.....	3 credits
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or

BCN	2251	Architectural Drafting-Residential.....	3 credits
CTE	1401	Introduction to Textiles.....	3 credits
ETD	1321	Introduction to AutoCAD.....	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	1015	Residential Interior Design.....	3 credits
IND	1423	Survey of Materials & Resources.....	1 credit
IND	1432	Lighting for Interior Design.....	2 credits
IND	1462	Introduction to Architectural CAD.....	3 credits
IND	1935	Building and Barrier Free Codes.....	2 credits
IND	2016	Commercial Interior Design.....	3 credits
IND	2100	History of Interiors.....	3 credits
IND	2420	Materials & Sources of Interior Design.....	3 credits
IND	2500	Interior Design Business Practices.....	3 credits
IND	2910	Kitchen Design I.....	3 credits
IND	2940	Interior Design Practicum I.....	4 credits
IND	2941	Interior Design Practicum II.....	4 credits

**MAJOR FIELD ELECTIVES - Select 3 credits**

IND	1300	Communication through Sketching.....	1 credit
IND	2911	Kitchen Design II.....	2 credits
IND	2942	Interior Design Practicum III.....	4 credits
ETD	1815	Adobe Photoshop.....	3 credits

**LANDSCAPE TECHNOLOGY**

**A0080 - 68 CREDITS**

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

Horticultural Landscape Design classes are designed to expand and enhance job opportunities for students already in the landscape business. The courses prepare students for employment in the areas of landscape design and maintenance, application of pesticides for pest control and prevention, installation, design and maintenance of irrigation systems, and turf equipment repair and maintenance. For further information on the degree program, contact the Provost of the St. Lucie West Campus at (772) 879-4199.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 and see page 113 6 credits

Natural Science/Mathematics

See pages 114 3 credits

Social/Behavioral Science

see page 114..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 28 credits**

CGS	1060	College Computing.....	3 credits
HOS	1010	Fundamentals of Horticulture .....	4 credits
MNA	1801	Entrepreneurship .....	3 credits
ORH	1231	Lawn Care Maintenance.....	3 credits
ORH	1510	Plant Identification .....	3 credits
ORH	2859	Landscape Design and Maintenance .....	3 credits
PMA	2211	Insects and Diseases of Ornamental Plants .....	3 credits
SOS	1530	Irrigation Systems I.....	3 credits
SOS	2102	Soils and Fertilizers .....	3 credits

**MAJOR FIELD ELECTIVES - Select 25 credits**

AEB	1132	Farm Management .....	3 credits
AEB	1943	Agribusiness Work Experience .....	1-3 credits
BCN	1250	Architectural Drafting Principles.....	3 credits
ENY	1002	Fundamentals of Entomology .....	3 credits
ETD	1321	Introduction to AutoCAD.....	3 credits
ETD	2568C	CAD - Landscape .....	3 credits
GCO	1214	Preventative Maintenance .....	3 credits
GCO	1400	Turfgrass for Golf and Landscaping.....	3 credits
GCO	1402	Turfgrass Science .....	3 credits
GCO	2601	Materials Calculations.....	3 credits
GEB	1011	Introduction to AutoCAD.....	3 credits
HOS	1060	Compost and Recycling .....	3 credits
HOS	1930	Special Topics in Horticulture .....	1-4 credits
IPM	1323	Application of Pesticides.....	3 credits
MKA	1303	Mid-Management Seminar & Work Experience I.....	4 credits
MNA	2932	Professional Development .....	½-5 credits
ORH	1710	Environmental Landscape Management .....	1 credit
ORH	2601	Retail Nursery Operations.....	3 credits
ORH	2832	Advanced Landscape Design .....	3 credits
ORH	2841	Landscape Installation.....	3 credits
ORH	2941	Landscape Field Training .....	3-6 credits
SOS	2534	Irrigation Systems II.....	3 credits
SPN	1000	Spanish for Daily Use I.....	2 credits

**LEGAL ASSISTING/PARALEGAL**

**20640 - 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 Legal Assisting Department at (772) 462-4991.

**GENERAL EDUCATION**

Humanities/Fine Arts	
ENC 1101 and ENC 1102 or ENC 1135 .....	6 credits
Natural Science/Mathematics	
see page 114 .....	3 credits
Social/Behavioral Science	
see page 114 .....	3 credits
Humanities/Fine Arts, Natural Science/Mathematics or Social/Behavioral Science	
see pages 113 - 114 .....	3 credits

**MAJOR FIELD REQUIRED COURSES - 24 credits**

PLA 1104	Legal Research and Writing I.....	3 credits
PLA 1610	Real Estate and Property Law .....	3 credits
PLA 2003	Introduction to Legal Assisting.....	3 credits
PLA 2058	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**

OST 1713	Word/Information Processing (Microsoft Word) .....	3 credits
or		
OST 1766	WordPerfect I.....	3 credits
or		
OST 1764	Introduction to Microsoft Word .....	3 credits
ACG 2001	Financial Accounting I .....	3 credits
CJL 2062	Constitutional Law.....	3 credits
CGS 1130	Electronic Access to Legal Resources .....	1 credit
CGS 1060	College Computing.....	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 2423	Contracts.....	3 credits
PLA 2460	Bankruptcy Law.....	3 credits
PLA 2483	Administrative Law.....	3 credits
PLA 2600	Estate Planning & Probate Administration.....	3 credits
PLA 2660	Federal Income Tax Law.....	3 credits

PLA	2661	Federal Estate & Gift Tax.....	3 credits
PLA	2800	Family Law.....	3 credits
PLA	2949	Internship in Legal Assisting.....	4 credits

**MARKETING MANAGEMENT**  
**20650 - 64 CREDITS**  
**CERTIFICATE – MARKETING OPERATIONS - 60070**

This degree provides excellent preparation for students pursuing careers in sales and marketing within a number of industries prominent on the Treasure Coast. 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 (772) 462-4267.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

see page 114 ..... 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 113 - 114 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 35 credits**

APA 1211 Introduction to Accounting ..... 3 credits

or

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

CGS 1060 College Computing..... 3 credits

or

CGS 1100 Introduction to Computer Applications for Business..... 3 credits

or

CIS 1000 Introduction to Data Processing ..... 3 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

MAN 2021 Principles of Management..... 3 credits

or

MNA 2345 Supervision ..... 3 credits

ADV 2000 Advertising & Sales Promotion ..... 3 credits

MAR 2011 Principles of Marketing ..... 3 credits

MKA 1303 Mid-Management Seminar & Supervised Exp. I ..... 4 credits

160 A.S. & A.A.S. DEGREES, TECHNICAL CERTIFICATE/APPLIED TECH DIPLOMA

MKA	1313	Mid-Management Seminar & Supervised Exp. II .....	4 credits
MKA	2021	Salesmanship.....	3 credits
QMB	1001	Mathematics of Business.....	3 credits

**MAJOR FIELD ELECTIVES - Select 14 credits**

BUL	2241	Business Law I .....	3 credits
MAN	2300	Human Resource Management.....	3 credits
MKA	2323	Mid-Management Seminar & Supervised Exp. III.....	4 credits
MNA	1821	Electronic Commerce .....	3 credits

Maximum of two courses with CGS, MAN, MKA, MNA, HFT, or SLS prefix

Students may enhance their career success by first attaining a Certificate in Marketing Operations (60070) by completing 24 credits from the Major Field Required and Electives sections above. Attaining the A.S. Degree is then simply a matter of completing the General Education Required Courses and the remaining 25 credits of major field and elective courses.

**MEDICAL LABORATORY TECHNOLOGY - 20660  
76 CREDITS (SELECTIVE ADMISSION)**

Students in the Medical Lab Technology (MLT) Program pursue an A.S. Degree and upon completion will be eligible to take the American Society of Clinical Pathologist Medical Laboratory Technician, and American Association of Bioanalysts Medical Technologist certification examinations. 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 on the degree program, contact the MLT Department at (772) 462-4405.

**GENERAL EDUCATION** – \*may be taken prior to acceptance into the program, or must be completed while in the program.

\*Humanities/Fine Arts

ENC 1101 .....	3 credits
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\*Natural Science/Mathematics

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..... 16 credits

\*Social/Behavioral Science

PSY 2012 or SYG 2000.....	3 credits
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**MAJOR FIELD REQUIRED COURSES - 54 credits**

MLT	1000C	Introduction to MLT .....	2 credits
MLT	1040C	Basic Concepts of Phlebotomy.....	3 credits
MLT	1230C	Urinalysis and Body Fluids.....	2 credits
MLT	1362	Hematology and Coagulation.....	5 credits

MLT	1362L	Hematology and Coagulation Lab.....	1 credit
MLT	1440C	Parasitology and Mycology.....	1 credit
MLT	1500C	Immunology & Serology .....	3 credits
MLT	1525	Immunoematology (Blood Bank).....	4 credits
MLT	1525L	Immunoematology (Blood Bank) Clinical.....	1 credit
MLT	2033	Medical Lab Career Orientation.....	2 credits
MLT	2400	Medical Microbiology.....	5 credits
MLT	2400L	Medical Microbiology Clinical.....	1 credit
MLT	2625	Chemistry for MLT.....	5 credits
MLT	2625L	Clinical Chemistry Lab.....	2 credits
MLT	2807L	Immunoematology Clinical Practicum .....	2½ credits
MLT	2808L	Urinalysis Clinical Practicum .....	1 credit
MLT	2809L	Hematology Clinical Practicum .....	2½ credits
MLT	2810L	Clinical Chemistry Practicum .....	2½ credits
MLT	2811L	Microbiology Clinical Practicum.....	2½ credits
MLT	2818L	Immunology/Serology Clinical Practicum.....	1 credit
MLT	2931	MLT Review for the State Exam.....	2 credits
MAT	1033	Intermediate Algebra .....	3 credits

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

**NURSING ASSOCIATE DEGREE – R.N. - 20670  
72 CREDITS (SELECTIVE ADMISSION)**

Students accepted into the A.S. Degree Nursing program receive a solid general 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). An advanced placement option is available for qualified Licensed Practical Nurses, Paramedics, and Registered Respiratory Therapists. For further information on the degree program, contact the Nursing Department at (772) 462-4778.

**GENERAL EDUCATION**

\*Humanities/Fine Arts

ENC 1101 and ENC 1102 or ENC 1135..... 6 credits

\*Natural Science/Mathematics

BSC 2093 and BSC 2093L, BSC 2094 and BSC 2094L,  
MCB 2010 and MCB 2010L ..... 12 credits

\*Social/Behavioral Science

PSY 2012, SYG 2000..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 48 credits**

NUR 1020C Nursing Fundamentals..... 8 credits

\*\*\*NUR1006C Transition to Professional Nursing..... 9 credits

or

NUR	2227C	Adult Nursing GI & Respiratory	4 credits
and			
NUR	2211C	Adult Nursing GU & Endocrine	5 credits
NUR	2310C	Pediatric Nursing with Lab	5 credits
or			
***NUR	1304	Transition Pediatrics	4 credits
and			
***NUR	1304L	Transition Lab Pediatrics	1 credit
NUR	2420C	Maternity Nursing with Lab.....	4 credits
or			
***NUR	1404	Transition Maternity	3 credits
and			
***NUR	1404L	Transition Maternity Lab .....	1 credit
NUR	2242	Advanced Adult Nursing.....	5 credits
NUR	2520C	Psychiatric Mental Health Nursing with Lab.....	5 credits
NUR	1146	Selected Topics in Medication Administration .....	1 credit
NUR	2810	Nursing Practicum.....	5 credits
**DEP	2004	Human Development.....	3 credits
**DIE	2201	Nutrition and Diet Therapy.....	3 credits

Upon acceptance, a complete health screen, drug screen and Florida Department of Law Enforcement check are required. All core curriculum (NUR prefix) and English, and natural science courses require a grade of "C" or higher. Anatomy and Physiology I and corequisite lab must be completed prior to NUR 1020C. Anatomy and Physiology II and corequisite lab must be completed by the end of the first semester, first year. Microbiology and corequisite lab must be completed by the end of the second semester, first year.

\*General Education classes may be taken prior to acceptance into the program or they must be completed while enrolled in the program. All nursing and general education courses must be completed prior to the beginning of Nursing Practicum (NUR 2810).

\*\*These classes may be taken prior to acceptance into the program. DEP 2004 must be completed prior to the beginning of Pediatric Nursing (NUR 2310C). DIE 2201 must be completed prior to the end of Maternity Nursing (NUR 2420C).

\*\*\*These courses are selective admission only. Students are required to obtain permission from the Nursing Department to register for these courses.

## **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 40040 - 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.

#### **MAJOR FIELD REQUIRED COURSES - 9 credits**

NUR	1060	Health Assessment and History Taking	2 credits
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NUR	2931	Graduate Nurse Seminar	2 credits
or			
NUR	1990	Study Skills and Test Taking Strategies for Nurses.....	1-2 credits
NUR	2936	NCLEX-RN Review .....	2 credits
NUR	2943L	Graduate Nurse Practicum.....	3 credits

**SPECIALIZED TRAINING FOR REGISTERED NURSES  
40070 - 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 and History Taking	2 credits
NUR	2941L	Advanced Nursing Practicum	3 credits

**MAJOR FIELD ELECTIVES - Select 1 credit**

NUR	1142	Advanced Pharmacology for Nurses .....	1 credit
NUR	1937	Legal Issues in Health Care .....	1 credit
NUR	2941C	Advanced Technical Nursing Skills .....	1 credit

**And - Select 3 credits**

NUR	2093	Perioperative Nursing .....	6 credits
NUR	2285	Gerontology Overview.....	3 credits
NUR	2930	Critical Care Nursing.....	3 credits
NUR	2934	Community Based Nursing .....	3 credits

**REGISTERED NURSE UPDATE  
40060 - 9 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 - 9 credits**

HSC	1149	General Pharmacology for Health Professionals.	1 credit
or			
NUR	2939	Special Topics in Nursing .....	1-4 credits
NUR	1060	Health Assessment & History Taking.....	2 credits
NUR	2941C	Advanced Technical Nursing Skills .....	1 credit
NUR	2944C	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 2944C).

**PERIOPERATIVE NURSING  
40080 - 9 CREDITS**

These courses in the Advanced Technical Certificate option provide the registered nurse with current information regarding the role of the perioperative nurse. Clinical experiences utilizing updated equipment and medications in the perioperative setting are included. A minimum of two years working as an RN is recommended.

**MAJOR FIELD REQUIRED COURSES - 9 credits**

NUR	2093	Perioperative Nursing .....	6 credits
NUR	2941L	Advanced Nursing Practicum .....	3 credits

**ADVANCED TECHNICAL CERTIFICATE IN HEALTH CARE MANAGEMENT  
40010 - 9 CREDITS**

This program of study provides health care professionals with the knowledge and skills necessary to succeed in a supervisory position. Lectures, activities and student projects will focus on human relations for the health care industry, concepts of supervision, professional development, and emerging issues in health care leadership.

**MAJOR FIELD REQUIRED COURSES – 9 credits**

HSC	2225	Health Services Management Concepts.....	5 credits
HSC	2632	Issues and Trends in Health Care Delivery.....	4 credits

**OFFICE ADMINISTRATION  
20680 - 63 CREDITS**

**CERTIFICATES - OFFICE MANAGEMENT/MEDICAL  
OFFICE MANAGEMENT/LEGAL OFFICE SYSTEMS**

This degree provides excellent preparation for a student to develop the conceptual, technological, and interpersonal skills required for career success in a variety of office settings (general, legal, medical, and office management). The curriculum includes instruction delivered by distance learning, traditional classrooms, well-equipped computer laboratories, and supervised work experience opportunities in contemporary office settings. For further information on the degree program, contact the Office Systems Technology Department at (772) 462-4261.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

see page 114..... 3 credits

Social/Behavioral Science

see page 114..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics

or Social/Behavioral Science

see pages 113 - 114 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 18 credits**

ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	3 credits
MAN	2021	Principles of Management.....	3 credits
or			
MNA	2345	Supervision .....	3 credits
OST	2472	Medical Office Externship.....	3 credits
or			
OST	2491	Office Seminar .....	3 credits
OST	1110	Intermediate Keyboarding/Formatting .....	3 credits
OT	1713	Word/Information Processing (Microsoft Word) .....	3 credits
OST	1717	Advanced Information Processing .....	3 credits

**MAJOR FIELD ELECTIVES - Select 30 credits**

**LEGAL OFFICE SYSTEMS**

APA	1211	Introduction to Accounting .....	3 credits
APA	1144	Orientation to Quickbooks .....	1 credit
BUL	2241	Business Law I .....	3 credits
OST	1766	WordPerfect I.....	3 credits
OST	2421	Legal Office Practice I.....	3 credits
OST	2422	Legal Office Practice II.....	3 credits
OST	2431	Legal Secretarial Practices & Procedures I.....	3 credits
OST	2432	Legal Secretarial Practices & Procedures II.....	3 credits
OST	2621	Legal Transcription & Terminology I.....	3 credits
OST	2622	Legal Transcription & Terminology II.....	3 credits

**MEDICAL OFFICE SYSTEMS**

HIM	1000	Introduction to Health Information Management.....	3 credits
HIM	1450	Fundamentals of Medical Science .....	4 credits
HSC	2531	Medical Terminology I.....	3 credits
OST	2461	Medical Office Practice .....	3 credits
OST	2471	Medical Office Internship .....	3 credits
OST	2611	Medical Transcription I .....	3 credits

**With Medical Office Administration Option**

APA	1211	Introduction to Accounting .....	3 credits
HIM	1260C	Billing and Reimbursement Methods.....	3 credits
HIM	1280	Basic CPT Coding.....	3 credits

**With Medical Records Transcription Option**

HIM	1442	Pharmacology-Health Information Management.....	2 credits
or			
HSC	1149	General Pharmacology for Health Professionals .....	1 credit
HSC	2532	Medical Terminology II.....	2 credits
OST	2612	Medical Transcription II .....	3 credits
OST	2613	Medical Transcription III .....	3 credits

166 A.S. & A.A.S. DEGREES, TECHNICAL CERTIFICATE/APPLIED TECH DIPLOMA

**OFFICE MANAGEMENT**

GEB	1011	Introduction to Business.....	3 credits
or			
OST	1766	WordPerfect I.....	3 credits
QMB	1001	Mathematics of Business.....	3 credits
or			
OST	2601	Machine Transcription I.....	3 credits
APA	1211	Introduction to Accounting.....	3 credits
APA	1144	Orientation to Quickbooks.....	1 credit
BUL	2241	Business Law I.....	3 credits
MAN	2300	Human Resource Management.....	3 credits
MNA	2100	Interpersonal Relations in Business.....	3 credits
OST	2401	Office Practice.....	3 credits
OST	2821	Desktop Publishing.....	3 credits
OST	2930	Office Systems Exam Prep.....	2 credits

**OTHER ELECTIVES**

Maximum of one course with APA, CGS, HSC, HIM, MAN, or OST prefix.

Students may enhance their career success by first attaining a Certificate as an Office Systems Specialist by completing 27+ credits as outlined below. Attaining the A.S. Degree is then simply a matter of completing the General Education Required Courses and the remaining credits of major field and elective courses.

**CERTIFICATE - LEGAL OFFICE SYSTEMS  
60110 - 27 CREDITS**

ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	3 credits
OST	1713	Word/Information Processing (Microsoft Word).....	3 credits
or			
OST	1766	WordPerfect I.....	3 credits
APA	1211	Introduction to Accounting.....	3 credits
OST	1110	Intermediate Keyboarding/Formatting or higher.....	3 credits
OST	2421	Legal Office Practice I.....	3 credits
OST	2431	Legal Secretarial Practices & Procedures I.....	3 credits
OST	2432	Legal Secretarial Practices & Procedures II.....	3 credits
OST	2621	Legal Transcription & Terminology I.....	3 credits
OST	2622	Legal Transcription & Terminology II.....	3 credits

**CERTIFICATE – MEDICAL OFFICE MANAGEMENT  
60120 - 34 CREDITS**

**MAJOR FIELD REQUIRED COURSES**

ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	3 credits

HIM	1000	Introduction to Health Information Management.....	3 credits
HIM	1450	Fundamentals of Medical Science.....	4 credits
HSC	2531	Medical Terminology I.....	3 credits
OST	1110	Intermediate Keyboarding/Formatting.....	3 credits
OST	1713	Word/Information Processing (Microsoft Word).....	3 credits
OST	2461	Medical Office Practice.....	3 credits
OST	2611	Medical Transcription I.....	3 credits

**With specialization in Medical Office Management**

APA	1211	Introduction to Accounting.....	3 credits
HIM	1280	Basic CPT Coding.....	3 credits
OST	1717	Advanced Information Processing.....	3 credits

**With specialization in Medical Records Transcription**

HIM	1442	Pharmacology-Health Information Management.....	2 credits
or			
HSC	1149	General Pharmacology for Health Professionals.....	1 credit
HSC	2532	Medical Terminology II.....	2 credits
OST	2612	Medical Transcription II.....	3 credits
OST	2613	Medical Transcription III.....	3 credits

**CERTIFICATE - OFFICE MANAGEMENT  
60090 - 27 CREDITS**

ENC	2200	Business Communications.....	3 credits
or			
ENC	2210	Technical Communications.....	3 credits
GEB	1011	Introduction to Business.....	3 credits
or			
OST	1766	WordPerfect I.....	3 credits
QMB	1001	Mathematics of Business.....	3 credits
or			
OST	2601	Machine Transcription I.....	3 credits
APA	1211	Introduction to Accounting.....	3 credits
OST	1110	Intermediate Keyboarding/Formatting or higher.....	3 credits
OST	1713	Word/Information Processing (Microsoft Word).....	3 credits
OST	1717	Advanced Information Processing.....	3 credits
OST	2401	Office Practice.....	3 credits
OST	2821	Desktop Publishing.....	3 credits

**PHYSICAL THERAPIST ASSISTANT - 20690  
74 CREDITS (SELECTIVE ADMISSION)**

The IRCC Physical Therapist Assistant Program in an integrated curriculum of class lecture, lab, and clinical education in a variety of health care settings. Completion of the program prepares the Physical Therapist Assistant to perform physical therapy procedures and related tasks under the supervision of a Physical Therapist.

168 A.S. & A.A.S. DEGREES, TECHNICAL CERTIFICATE/APPLIED TECH DIPLOMA

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 IRCC is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. For further information on the degree program, contact the Physical Therapist Assistant Department at (772) 462-4477.

**GENERAL EDUCATION** – \*may be taken prior to acceptance into the program, or must be completed while in the program.

\*Humanities/Fine Arts

ENC 1101 .....3 credits

\*\*Natural Science/Mathematics

PHY 1025, BSC 2093,

BSC 2093L, BSC 2094, BSC 2094L.....11 credits

Social/Behavioral Sciences

PSY 2012 .....3 credits

**MAJOR FIELD REQUIRED COURSES - 57 credits**

\*HSC 1149 General 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

\*MAT 1033 Intermediate Algebra ..... 3 credits

PHT 1004 Introduction to Physical Therapy ..... 2 credits

PHT 1004L Introduction to Physical Therapy Lab ..... 2 credits

PHT 1121 Functional Anatomy & Kinesiology..... 3 credits

PHT 1121L Functional Anatomy & Kinesiology 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 1801 Clinical Practice I..... 2 credits

PHT 2162 Survey of Neurological Deficits ..... 3 credits

PHT 2224 Disabilities & Therapeutic Procedures II ..... 2 credits

PHT 2224L Disabilities & Therapeutic Procedures II Lab.....1 credit

PHT 2703 Rehabilitative Procedures ..... 2 credits

PHT 2703L Rehabilitative Procedures Lab .....1 credit

PHT 2810 Clinical Practice II..... 8 credits

PHT 2820 Clinical Practice III ..... 7 credits

PHT 2931 Transition Seminar..... 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.

\*\*Students are encouraged to complete natural science and mathematics classes prior to acceptance into the program.

**ADVANCED TECHNICAL CERTIFICATE IN MANUAL TECHNIQUES FOR THE PTA  
40050 - 10 CREDITS**

The Advanced Technical Certificate (ATC) in Manual Techniques is a 10-credit certificate program for licensed Physical Therapist Assistants. The program is dedicated to advancing the science and art of soft tissue mobilization in an effort to enhance the quality of therapeutic treatment, promoting patient wellness.

Successful graduates of this curriculum are eligible to take the national certification examination through the National Certification Board for Therapeutic Massage and Bodywork, and upon satisfactory achievement, become licensed Massage Therapists (pending approval process).

The Massage Therapist is a highly trained healthcare provider who performs a variety of manual techniques designed to promote stress relief and relaxation, relieve pain and swelling to various structures, prevent deformity and promote functional activity in a person who has a specific health problem.

**MAJOR FIELD REQUIRED COURSES – 10 credits**

PHT	2203	Manual Techniques I .....	3 credits
PHT	2203L	Clinical Practicum in Manual Techniques I .....	2 credits
PHT	2204	Manual Techniques II .....	3 credits
PHT	2204L	Clinical Practicum in Manual Techniques II .....	2 credits

**RADIOGRAPHY - 20700  
77 CREDITS (SELECTIVE ADMISSION)**

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 on the degree program contact the Radiography Department at (772) 462-4368.

**GENERAL EDUCATION** - \*may be taken prior to acceptance into the program or they must be completed while enrolled in the program.

\*Humanities/Fine Arts

ENC 1101, and select one from the following:

AML 2010, AML 2020, ARH2050, ARH 2051, ENL 2012,

ENL 2022, HUM 1533, HUM 2512, LIT 2110, MUL 2010,

PHI 1010, PHI 1103, PHI 2630, or THE 1000 ..... 6 credits

\*Natural Science/Mathematics

MAC 1105, BSC 2093, BSC 2093L, BSC 2094, BSC 2094L..... 11 credits

\*Social/Behavioral Science

PSY 2012 ..... 3 credits

**MAJOR FIELD REQUIRED COURSES - 57 credits**

RTE	1000	Introduction to Radiography .....	3 credits
RTE	1418	Radiographic Exposure I .....	3 credits
RTE	1418L	Radiographic Exposure I Lab.....	1 credit
RTE	1457	Radiographic Exposure II .....	2 credits
RTE	1457L	Radiographic Exposure II Lab.....	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	1523	Radiographic Procedures III .....	3 credits
RTE	1523L	Radiographic Procedures III Lab.....	1 credit
RTE	1804	Radiographic Clinical Education I.....	1 credit
RTE	1814	Radiography Clinical Education II.....	1 credit
RTE	1824	Radiography Clinical Education III.....	3 credits
RTE	1834	Radiography Clinical Education IV .....	3 credits
RTE	2844	Radiography Clinical Education V .....	1 credits
RTE	2061	Radiographic Seminar.....	2 credits
RTE	2385	Radiation Safety & Protection .....	2 credits
RTE	2473	Introduction to Quality Improvement.....	2 credits
RTE	2533	Radiographic Procedures IV.....	2 credits
RTE	2533L	Radiographic Procedures IV Lab .....	1 credit
RTE	2553	Radiographic Procedures V.....	2 credits
RTE	2553L	Radiographic Procedures V Lab .....	1 credit
RTE	2563	Advanced Medical Imaging.....	2 credits
RTE	2613	Radiologic Physics .....	3 credits
RTE	2854	Radiography Clinical Education VI .....	1 credit
RTE	2864	Radiographic Clinical Education VII.....	3 credits
RTE	2874	Radiographic Clinical Education VIII.....	3 credits
CGS	1060	College Computing.....	3 credits

All core curriculum English, math, 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.

**ADVANCED TECHNICAL CERTIFICATE IN RADIOLOGIC SCIENCES  
40020 - 9 CREDITS**

Courses in the Advanced Technical Certificate in Radiologic Sciences program are designed to prepare the radiologic technologist for areas of specialized imaging or for various ARTT (American Registry of Radiologic Technologists) certification examinations in advanced imaging modalities. ARRT certification in radiography is a prerequisite for all courses in this program.

**MAJOR FIELD REQUIRED COURSES – 6 credits**

RTE	2571	Computed Tomography .....	3 credits
RTE	2762	Cross-Sectional Anatomy .....	3 credits

**MAJOR FIELD ELECTIVES – Select 3 credits**

RTE	2130	Pharmacology for Radiologic Science Professionals.....	3 credits
RTE	2785	Advanced Pathophysiology .....	3 credits

**RESPIRATORY CARE - 20710  
76 CREDITS (SELECTIVE ADMISSION)**

The Associate in Science Degree program in Respiratory Care trains students in the use of medical gases, medication, aerosols, chest physiotherapy, airway management, mechanical ventilation, and cardiopulmonary resuscitation. The program includes classroom lecture, lab experiences, and clinical experience at local hospitals. The Respiratory Care program at IRCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the Committee on Accreditation for Respiratory Care (CoARC). For further information on the degree program, contact the Respiratory Care Department at (772) 462-4358.

**GENERAL EDUCATION –** \*may be taken prior to acceptance into the program or they must be completed while enrolled in the program.

**\*Humanities/Fine Arts**

ENC 1101 .....	3 credits
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**\*Natural Science/Mathematics**

BSC 1005 or BSC 1010, PHY 1025, BSC 2093 and BSC 2093L, BSC 2094 and BSC 2094L .....	14 credits
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**\*Social/Behavioral Science**

PSY 2012 .....	3 credits
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**MAJOR FIELD REQUIRED COURSES - 56 credits**

MAT	1033	Intermediate Algebra .....	3 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	2264	Mechanical Ventilation with Lab .....	3 credits
RET	2280	Critical Respiratory Care .....	3 credits
RET	2275	Respiratory Theory II with Lab .....	3 credits
RET	2241	Introduction to ACLS for Respiratory Care .....	1 credit
RET	2414C	Pulmonary Function Studies with Lab .....	3 credits
RET	2442	Respiratory Therapy Theory III with Lab .....	3 credits
RET	2503	Cardiopulmonary Diseases.....	2 credits
RET	2714	Pediatric/Neonatal Respiratory Care .....	3 credits
RET	2832	Respiratory Therapy Clinic I .....	5 credits
RET	2833	Respiratory Therapy Clinic II .....	2 credits

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RET	2834	Respiratory Therapy Clinic III .....	5 credits
RET	2835	Respiratory Therapy Clinic IV .....	7 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. MAT 1033, Anatomy and Physiology II and corequisite lab must be completed by the end of the Spring semester, first year.

**ADVANCED TECHNICAL CERTIFICATE IN CARDIOVASCULAR TECHNOLOGY  
40030 - 9 CREDITS**

This program of study assists the student in preparing for the application of invasive cardiovascular technology. Program participants must have already earned an Associate in Science or higher degree in Respiratory Therapy, Nursing or Radiography.

**MAJOR FIELD REQUIRED COURSES – 9 credits**

RET	2418	Diagnostic Cardiopulmonary Pathophysiology.....	3 credits
RET	2470	Introduction to Cardiac Catheterization.....	3 credits
RET	2488	Interventions in Myocardial Disease.....	3 credits

**ADVANCED RESPIRATORY CARE PRACTICE  
40090 - 9 CREDITS**

This program of study assists the student in preparing for the application of advanced respiratory care procedures. Program participants must have already earned an Associate in Science or higher degree in Respiratory Therapy.

**MAJOR FIELD REQUIRED COURSES – 5 credits**

RET	2225	Conscious Sedation .....	2 credits
RET	2490	I.V. Therapy for Respiratory Care Practitioners.....	3 credits

**MAJOR FIELD ELECTIVES – Select 4 credits:**

RET	2008	General Pharmacology for Respiratory Care Practitioners....	2 credits
RET	2405	Diagnostic Procedures in Respiratory Care .....	3 credits
RET	2418	Diagnostic Cardiopulmonary Pathophysiology.....	3 credits

**RESTAURANT MANAGEMENT  
A0090 - 64 CREDITS  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

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 (772) 462-4257.

**GENERAL EDUCATION**

Humanities/Fine Arts

ENC 1101 ..... 3 credits

Natural Science/Mathematics

see page 114 ..... 3 credits

Social/Behavioral Science

see page 114 ..... 3 credits

Humanities/Fine Arts or Natural Science/Mathematics

or Social/Behavioral Science

see pages 113 - 114 ..... 6 credits

**MAJOR FIELD REQUIRED COURSES - 21 credits**

FOS 2201 Sanitation and Safety ..... 3 credits

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

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

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

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

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

HUN 1201 Nutrition ..... 3 credits

**SUGGESTED SPECIALIZATION ELECTIVES – Select 28 credits**

**COMMERCIAL CULINARY ARTS**

FSS 2206 Quantity Food Production ..... 4 credits

FSS 2248C Pantry and Gard-Manger I ..... 4 credits

FSS 2249C Pantry and Gard-Manger II ..... 4 credits

FSS 2500 Food/Beverage Cost Control/Purchasing ..... 4 credits

**INSTITUTIONAL FOOD SERVICE**

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**

APA 1211 Introduction to Accounting ..... 3 credits

CGS 1000 Introduction to Computer Usage ..... 3 credits

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

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

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

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

GEB 1931 Introduction to Business Technology ..... 3 credits

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

MAN 2021 Principles of Management ..... 3 credits

MAR 2011 Principles of Marketing ..... 3 credits

MNA 2100 Interpersonal Relations in Business ..... 3 credits

MNA	2345	Supervision .....	3 credits
SLS	1421	Personal & Career Development.....	3 credits

**THEATRE AND ENTERTAINMENT TECHNOLOGY  
20720 - 64 CREDITS**

This degree prepares the student for a career in technical theatre and/or technical support for related live entertainment. The curriculum offers the conceptual and technological skills and experience required for jobs such as stage technician, sound technician, lighting technician, costume technician, stage manager, scenic carpenter, stage crew, and theatre maintenance technician. This degree also provides the entry-level skills and experience for technical support positions in the film/television/theme park industries.

**GENERAL EDUCATION**

Humanities/Fine Arts			
	ENC 1101 and THE 1000.....		6 credits
Natural Science/Mathematics			
	see page 114 .....		3 credits
Social/Behavioral Science			
	see page 114.....		3 credits
Humanities/Fine Arts or Natural Science/Mathematics or Social/Behavioral Science			
	ARH 2050, HUM 1533, HUM 2512 recommended .....		3 credits

**MAJOR FIELD REQUIRED COURSES - 42 credits**

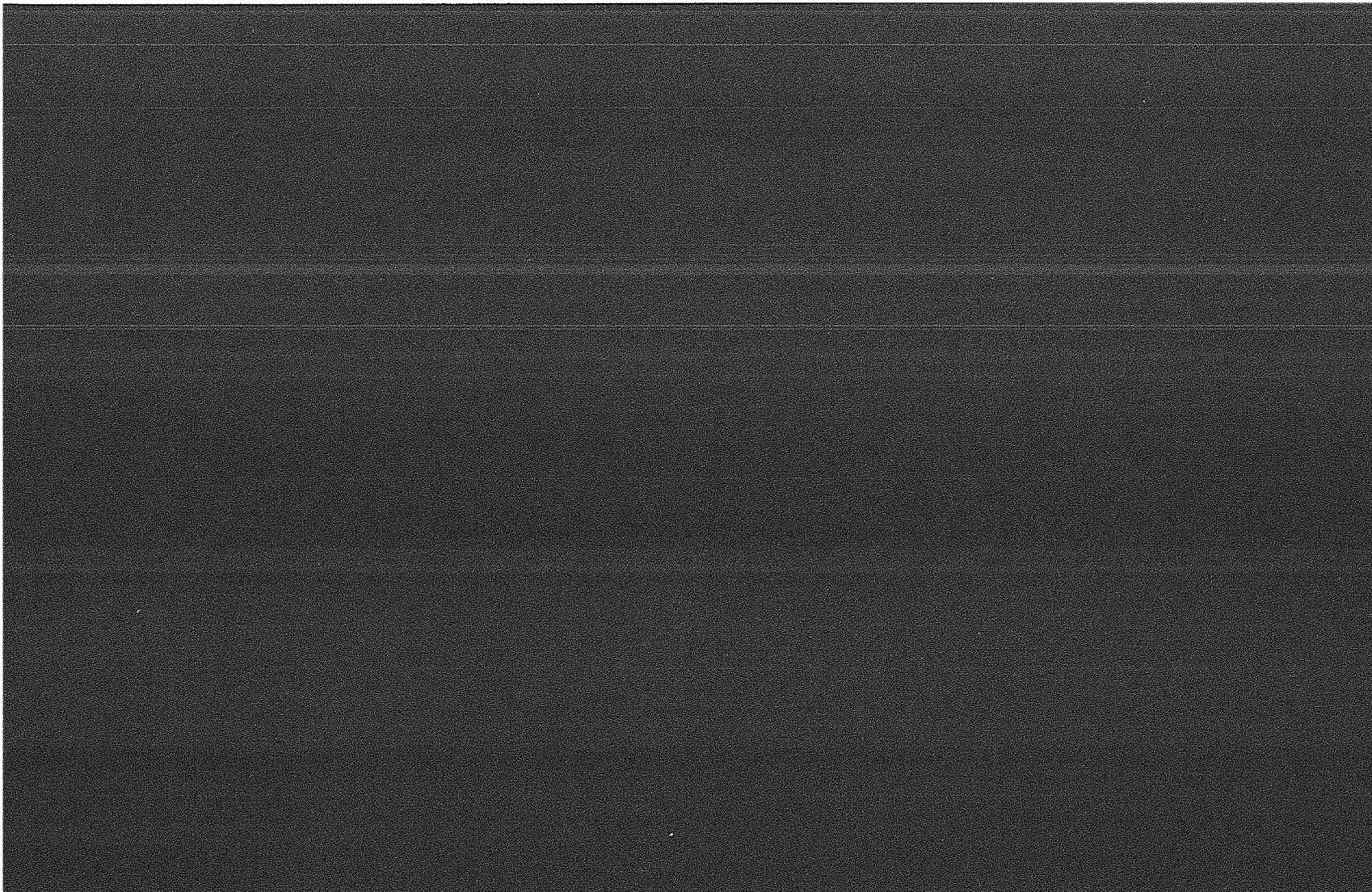
CGS	1100	Introduction to Computer Applications for Business.....	3 credits
or			
CGS	1060	College Computing.....	3 credits
BCN	1250	Architectural Drafting Principles.....	3 credits
MNA	2345	Supervision .....	3 credits
TPA	1200	Beginning Stagecraft .....	3 credits
TPA	1208	Drafting for the Stage.....	3 credits
TPA	1211	Stagecraft II .....	3 credits
TPA	1230	Theatre Costuming I .....	3 credits
TPA	1248	Stage Makeup .....	3 credits
TPA	2220	Introduction to Stage Lighting .....	3 credits
TPA	2221	Advanced Stage Lighting.....	3 credits
TPA	2252	Introduction to Audio Visual Technology.....	3 credits
TPA	2260	Sound for the Stage .....	3 credits
TPA	2282	Theatre Equipment Maintenance.....	2 credits
TPA	2290	Technical Theatre.....	4 semesters x 1 credit

**MAJOR FIELD ELECTIVES - 7 credits**

ART	1201C	Color and Design I.....	3 credits
DAA	1029	Jazz Dance .....	2 credits

A.S. & A.A.S. DEGREES, TECHNICAL CERTIFICATE/APPLIED TECH DIPLOMA 175

EET	1215C	Introduction to Electronics .....	3 credits
ETD	1321	Introduction to Autocad.....	3 credits
ETD	1810C	Computer Imaging-Photoshop/Illustrator .....	3 credits
ETD	2377	3-D Studio Level I .....	3 credits
FIL	1400	History of Film.....	3 credits
TPA	1272	Beginning Rigging.....	1 credit
TPP	1190	Rehearsal and Performance Lab I.....	1 credit
TPP	1110	Acting I .....	3 credits
TPP	2300	Play Direction .....	3 credits



## CAREER TRAINING PROGRAMS

ADMINISTRATIVE ASSISTANT  
AIR CONDITIONING,  
REFRIGERATION,  
& HEATING APPRENTICESHIP  
AUTOMOTIVE COLLISION REPAIR  
AND REFINISHING  
AUTOMOTIVE SERVICE  
TECHNOLOGY  
AUXILIARY LAW ENFORCEMENT  
OFFICER  
BARBERING  
BLUEPRINT READING & ESTIMATION  
CARPENTRY APPRENTICESHIP  
CARPENTRY  
COMMERCIAL FOODS & CULINARY  
ARTS APPRENTICESHIP  
COMMERCIAL HEATING & AIR  
CONDITIONING  
COMMERCIAL REFRIGERATION  
TECHNOLOGY  
COMMERCIAL VEHICLE DRIVING  
CORRECTIONAL OFFICER - BASIC  
RECRUIT TRAINING  
CORRECTIONAL OFFICER  
CROSSOVER FROM LAW  
ENFORCEMENT OFFICER  
COSMETOLOGY  
COSMETOLOGY SPECIALIST -  
FACIALS  
COSMETOLOGY SPECIALIST - NAILS  
DENTAL ASSISTING  
DIETETIC MANAGEMENT &  
SUPERVISION  
EARLY CHILDHOOD EDUCATION  
ELECTRICAL APPRENTICESHIP

ENVIRONMENTAL SERVICES  
TRAINING  
FIREFIGHTING - BASIC RECRUIT  
TRAINING  
HEALTH UNIT COORDINATOR  
LANDSCAPE OPERATIONS  
LAW ENFORCEMENT - BASIC  
RECRUIT TRAINING  
LAW ENFORCEMENT OFFICER  
CROSSOVER FROM  
CORRECTIONAL OFFICER  
LAW ENFORCEMENT OFFICER  
CROSSOVER FROM  
CORRECTIONAL PROBATION  
OFFICER  
MACHINING  
MARKETING  
MEDICAL ASSISTING  
MEDICAL SECRETARIAL  
PARENTING  
PATIENT CARE TECHNICIAN  
PHARMACY TECHNICIAN  
PLUMBING APPRENTICESHIP  
PRACTICAL NURSING  
PRECISION METAL FABRICATION  
PRIVATE SECURITY OFFICER  
PUBLIC SAFETY  
TELECOMMUNICATION  
SCHOOL BUS DRIVER TRAINING  
SPORTS AND RECREATIONAL TURF  
OPERATIONS  
SURGICAL TECHNOLOGY  
TRAVEL AGENCY OPERATIONS  
VOCATIONAL EDUCATION FOR  
STUDENTS WITH DISABILITIES

## 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. Florida Statutes require students in Technical Certificate Programs that have 450 hours or more to pass the Basic Skills Requirement, except for those students who meet the state standards for an exemption. **Please note**, the Program Code required for the IRCC Application for Admission is the five digit number following the Program Title.

### ADMINISTRATIVE ASSISTANT - 50280

(1050 clock hours)

This program offers students a broad foundation of knowledge and skills expanding the traditional role of Administrative Assistant. The content includes the use of technology to develop communication and decision making skills; the performance of office procedures tasks; and the production of quality work in an efficient manner using advanced features of business software applications. The program focuses on broad, transferable skills, stresses understanding of the elements of the office support services industry, and includes an on-the-job training component. The program is offered in an open entry/open exit, self-paced, individualized format.

#### REQUIRED PROGRAM:

OTA	V005	Office Skills Training I.....	75 hours
OTA	V006	Office Skills Training II.....	75 hours
OTA	V001	Office Support Technology I.....	75 hours
OTA	V002	Office Support Technology II.....	75 hours
OTA	V100	Data Entry I.....	75 hours
OTA	V425	Data Entry II.....	75 hours
OTA	V031	Computer Applications I.....	75 hours
OTA	V032	Computer Applications II.....	75 hours
OCA	V312	Office Communications I.....	75 hours
OCA	V313	Office Communications II.....	75 hours
OTA	V948	Business Cooperation Education I - OJT.....	150 hours
OTA	V949	Business Cooperation Education II - OJT.....	150 hours

### AIR CONDITIONING, REFRIGERATION, AND HEATING

#### APPRENTICESHIP - 50010

(8400 clock hours)

This program is offered in partnership with state registered apprenticeship sponsors and prepares students for advancement in the air-conditioning, refrigeration, and heating trades. The program utilizes a cooperative method of instruction, requiring on-the-job training for which the student receives compensation, and classroom

instruction. Interested individuals should contact the Administrative Director of Industrial Technology.

**REQUIRED PROGRAM:**

ACR	V940	Apprenticeship HVAC 1.....	90 hours
ACR	V941	Apprenticeship HVAC 2.....	90 hours
ACR	V942	Apprenticeship HVAC 3.....	90 hours
ACR	V943	Apprenticeship HVAC 4.....	90 hours
ACR	V944	Apprenticeship HVAC 5.....	90 hours
ACR	V945	Apprenticeship HVAC 6.....	90 hours
ACR	V093	Apprenticeship HVAC 7.....	90 hours
ACR	V094	Apprenticeship HVAC 8.....	90 hours
ACR	V946*	Apprenticeship HVAC On-the-Job Training .....	640 hours

\*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

**AUTOMOTIVE COLLISION REPAIR AND REFINISHING - 50540**  
**(1400 clock hours)**

This program prepares students for employment and/or specialized training in the automotive body repair field. Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. The program also provides supplemental training for persons previously or currently employed in the automotive body repair industry.

**REQUIRED PROGRAM:**

ARR	V101	Auto Collision Repair & Refinishing I .....	150 hours
ARR	V102	Auto Collision Repair & Refinishing II .....	150 hours
ARR	V103	Auto Collision Repair & Refinishing III .....	150 hours
ARR	V104	Auto Collision Repair & Refinishing IV.....	150 hours
ARR	V105	Auto Collision Repair & Refinishing V.....	150 hours
ARR	V106	Auto Collision Repair & Refinishing VI.....	150 hours
ARR	V107	Auto Collision Repair & Refinishing VII.....	200 hours
ARR	V108	Auto Collision Repair & Refinishing VIII.....	150 hours
ARR	V109	Auto Collision Repair & Refinishing IX.....	150 hours

**AUTOMOTIVE SERVICE TECHNOLOGY - 50030**  
**(1800 clock hours)**

This open-entry program prepares students for employment and/or specialized training in the automotive industry. The program also provides supplemental training for persons previously or currently employed in the automotive industry.

**REQUIRED PROGRAM:**

AER	V006	Auto Service Technology 1 .....	150 hours
AER	V007	Auto Service Technology 2 .....	150 hours
AER	V305	Auto Service Technology 3 .....	150 hours

AER	V102	Auto Service Technology 4 .....	150 hours
AER	V259	Auto Service Technology 5 .....	150 hours
AER	V281	Auto Service Technology 6 .....	150 hours
AER	V120	Auto Service Technology 7 .....	150 hours
AER	V121	Auto Service Technology 8 .....	150 hours
AER	V314	Auto Service Technology 9 .....	150 hours
AER	V321	Auto Service Technology 10 .....	150 hours
AER	V191	Auto Service Technology 11 .....	150 hours
AER	V522	Auto Service Technology 12 .....	150 hours

**AUXILIARY LAW ENFORCEMENT OFFICER - 50040**  
**(304 clock hours - SELECTIVE ADMISSION)**

This program provides training to students seeking positions as auxiliary law enforcement officers within law enforcement agencies. Law enforcement auxiliary officers supplement an agency work force and provide personnel for special assignment activities and details. The auxiliary officer does not have arrest powers or responsibility for care, custody or control of individuals while performing their tasks. The Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission establishes the curriculum. Unlike most law enforcement positions, a licensure examination is not required for certification by this agency to perform this job.

**REQUIRED PROGRAM:**

CJD	V254	Criminal Justice First Responder .....	48 hours
CJD	V704	Criminal Justice Defensive Tactics .....	106 hours
CJD	V705	Criminal Justice Weapons .....	64 hours
CJD	V723	Vehicle Operations .....	32 hours
CJT	V930	Law Enforcement Volunteer Training .....	54 hours

**BARBERING - 50410**  
**(1200 clock hours)**

Upon successful completion, this program enables students to become licensed barbers.

**REQUIRED PROGRAM:**

COS	V500C	Introduction to Barbering .....	150 hours
COS	V510C	Barber Styling .....	150 hours
COS	V351C	Mustache and Beard Design .....	150 hours
COS	V350C	Shaving .....	150 hours
CSP	V240C	Chemical and Skin Treatments .....	150 hours
COS	V550C	Technology, Specialties, and Florida Law .....	150 hours
COS	V530C	Chemical Processes of Hair .....	150 hours
COS	V520C	Creative Accents and Business Management .....	150 hours

**BLUEPRINT READING AND ESTIMATION - 50050**

(150 clock hours)

Blueprint Reading and Estimation prepares students for employment as cost estimators and provides supplemental training for people employed in the construction and manufacturing fields. Individuals completing the program will be able to compile and analyze data on all the factors that influence costs and profitability, planning, management, technical and product skills, labor, health, safety and environmental issues.

BCV V043 Blueprint Reading and Estimation ..... 150 hours

**CARPENTRY APPRENTICESHIP - 50470**

(8400 clock hours)

This apprenticeship, delivered in partnership with the Florida Construction Apprenticeship Training Corporation (FCATC), prepares the student for advanced training while employed in the carpentry industry. 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 Administrative Director of Industrial Technology.

**REQUIRED PROGRAM:**

BCA V550 Carpentry Apprenticeship I ..... 90 hours  
BCA V551 Carpentry Apprenticeship II ..... 90 hours  
BCA V552 Carpentry Apprenticeship III ..... 90 hours  
BCA V553 Carpentry Apprenticeship IV ..... 90 hours  
BCA V554 Carpentry Apprenticeship V ..... 90 hours  
BCA V555 Carpentry Apprenticeship VI ..... 90 hours  
BCA V556 Carpentry Apprenticeship VII ..... 90 hours  
BCA V557 Carpentry Apprenticeship VIII ..... 90 hours  
BCA V560\* Carpentry Apprenticeship On-the-Job Training ..... 640 hours

\*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

**CARPENTRY - 50060**

(1200 clock hours)

This is a 1200-clock hour program in Residential Carpentry. Training activities include instruction in safety, and the processes found in the trade. This hands-on program is offered in partnership with Treasure Coast Builder's Association and prepares high-quality, entry level carpenters for the building construction industry. Additional information is available from the Associate Dean of Advanced Technology.

**REQUIRED PROGRAM:**

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

BCV	V132	Residential Carpentry II .....	300 hours
BCV	V133	Residential Carpentry III .....	450 hours
BCV	V949	Carpentry Practicum.....	150 hours

**COMMERCIAL FOODS AND CULINARY ARTS  
APPRENTICESHIP - 50080**

**(6336 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	Apprenticeship - Culinary Arts Introduction .....	96 hours
HMV	V947	Apprenticeship - Culinary Arts Equipment Operations .....	96 hours
HMV	V944	Apprenticeship - Culinary Arts Nutrition Principles.....	96 hours
HMV	V945	Apprenticeship - Culinary Arts Cost Control.....	96 hours
HMV	V946	Apprenticeship - Culinary Arts Specialty Techniques.....	96 hours
HMV	V948	Culinary Arts Management and Entrepreneurship .....	96 hours
HMV	V943*	Apprenticeship - Culinary Arts- On-the-Job Training.....	640 hours

\*This course is repeated nine (9) times throughout the program to document the on-the-job requirement for apprentices.

**COMMERCIAL HEATING AND AIR CONDITIONING - 50090**

**(1350 clock hours)**

This is an open-entry program which allows students to register any time during the semester. Upon successful completion of the program, students can enter the workforce as Heating, Air Conditioning, and Refrigeration Mechanic Assistants, with emphasis in Commercial Heating and Air Conditioning.

**REQUIRED PROGRAM:**

ACR	V523	Basic Air Conditioning I .....	150 hours
ACR	V984	A/C Applications I.....	75 hours
ACR	V100	Basic Air Conditioning II .....	150 hours
ACR	V985	A/C Applications II.....	75 hours
ACR	V525	Basic Air Conditioning III .....	150 hours
ACR	V548	Basic Air Conditioning IV .....	150 hours
ACR	V607	Basic Air Conditioning V .....	150 hours
ACR	V701	Basic Air Conditioning VI .....	150 hours
ACR	V571	Commercial Heating and Air Conditioning I.....	150 hours
ACR	V578	Commercial Heating and Air Conditioning II .....	150 hours

## COMMERCIAL REFRIGERATION TECHNOLOGY - 50100

(1350 clock hours)

This is an open-entry program which allows students to register any time during the semester. Upon successful completion of the program, students can enter the workforce as Heating, Air Conditioning, and Refrigeration Mechanic Assistants, with emphasis in Commercial Refrigeration.

### REQUIRED PROGRAM:

ACR	V523	Basic Air Conditioning I .....	150 hours
ACR	V984	A/C Applications I .....	75 hours
ACR	V100	Basic Air Conditioning II .....	150 hours
ACR	V985	A/C Applications II .....	75 hours
ACR	V525	Basic Air Conditioning III .....	150 hours
ACR	V548	Basic Air Conditioning IV .....	150 hours
ACR	V607	Basic Air Conditioning V .....	150 hours
ACR	V701	Basic Air Conditioning VI .....	150 hours
ACR	V573	Commercial Refrigeration I .....	150 hours
ACR	V584	Commercial Refrigeration II .....	150 hours

## COMMERCIAL VEHICLE DRIVING - 50110

(320 clock hours)

This program prepares students for employment as commercial truck drivers. In addition to classroom instruction, students receive over 1,000 miles of supervised on-the-road driver training.

### REQUIRED PROGRAM:

TRA	V081	Commercial Vehicle Driving .....	320 hours
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## CORRECTIONAL OFFICER - BASIC RECRUIT TRAINING - 50120

(530 clock hours - 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 (772) 462-4760.

### REQUIRED PROGRAM:

CJD	V770	Criminal Justice Legal I.....	46 hours
CJD	V771	Criminal Justice Legal II.....	22 hours
CJD	V772	Criminal Justice Communications.....	42 hours
CJD	V773	Interpersonal Skills I-Corrections .....	62 hours
CJD	V704	Criminal Justice Defensive Tactics .....	106 hours
CJD	V705	Criminal Justice Weapons.....	64 hours

CJD	V254	Criminal Justice 1st Responder.....	48 hours
CJD	V750	Interpersonal Skills II.....	50 hours
CJD	V741	Emergency Preparedness.....	26 hours
CJD	V752	Correctional Operations.....	64 hours

**CORRECTIONAL OFFICER CROSSOVER FROM LAW  
ENFORCEMENT OFFICER - 50440  
(156 CLOCK HOURS - SELECTIVE ADMISSION)**

This program prepares the Florida certified Law Enforcement Officer for certification as a Correctional Officer in the State of Florida as mandated by the Criminal Justice Standards and Training Commission. The training program focuses on the skills and techniques specifically related to the duties and responsibilities of the Correctional Officer. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination.

**REQUIRED PROGRAM:**

CJD	V741	Emergency Preparedness.....	26 hours
CJD	V750	Interpersonal Skills II.....	50 hours
CJD	V752	Correctional Operations.....	64 hours
CJD	V780	Cross-Over Law Enforcement to Corrections.....	16 hours

**COSMETOLOGY - 50140  
(1200 clock hours - SELECTIVE ADMISSION)**

Upon successful completion, this program enables students 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.....	198 hours

**COSMETOLOGY SPECIALIST - FACIALS - 50150  
(260 clock hours)**

**REQUIRED PROGRAM:**

CSP	V100	Esthetics.....	260 hours
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**COSMETOLOGY SPECIALIST - NAILS - 50160  
(240 clock hours)**

**REQUIRED PROGRAM:**

CSP	V010	Manicure, Pedicure, Nail Extensions I.....	120 hours
CSP	V011	Manicure, Pedicure, Nail Extensions II.....	120 hours

**DENTAL ASSISTING - 50170****(1230 clock hours - SELECTIVE ADMISSION)**

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

**FALL SEMESTER**

DEA V025	Pre-Clinical Orientation .....	102 hours
DEA V025L	Pre-Clinical Orientation Lab.....	64 hours
+DES V830	Expanded Functions I .....	32 hours
+DES V830L	Expanded Functions I Lab.....	16 hours
+DES V021	Head, Neck, & Dental Anatomy .....	48 hours
+DES V110	Elements of Dental Materials.....	32 hours
+DES V110L	Elements of Dental Materials Lab .....	32 hours
+DES V200	Dental Radiography.....	32 hours
+DES V200L	Dental Radiography Lab .....	32 hours
+DES V840	Preventive Dentistry .....	32 hours
+DES V800	Introduction to Clinical Procedures .....	32 hours
+DES V800L	Introduction to Clinical Procedures Lab.....	48 hours

**SPRING SEMESTER**

DEA V800	Clinical Practice I.....	32 hours
DEA V800L	Clinical Practice I Lab .....	216 hours
+DES V831	Expanded Functions II .....	32 hours
+DES V831L	Expanded Functions II Lab.....	32 hours
DEA V130	Related Dental Theory.....	64 hours
+DES V600	Office Emergencies.....	32 hours
+DES V501	Dental Office Management.....	48 hours
DES V053	Nitrous Oxide Monitoring.....	32 hours
DEA V931	Orthodontics for the Dental Auxiliary.....	32 hours

**SUMMER I SEMESTER**

DEA V850	Clinical Practice II.....	16 hours
DEA V850L	Clinical Practice II Lab .....	192 hours

Students must earn a "C" or better in each course to remain in the program.

+Courses may be articulated into the Dental Hygiene Program.

**DIETETIC MANAGEMENT AND SUPERVISION - 50180****(450 clock hours)**

This 450-clock hour 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

**EARLY CHILDHOOD EDUCATION - 50190****(600 clock hours)**

The Early Childhood Education Program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Early Childhood industry; planning, management, technical skills, community issues, health issues, safety practices, environmental issues, and developmentally appropriate practices for children.

**REQUIRED PROGRAM:****Option One:**

HEV	V110	Early Childhood Education I.....	150 hours
HEV	V130	Early Childhood Education II.....	150 hours
HEV	V137	Early Childhood Education III.....	150 hours
HEV	V158	Early Childhood Education IV .....	150 hours

**Option Two:**

Required:

HEV	V110	Early Childhood Education I.....	110 hours
HEV	V130	Early Childhood Education II.....	150 hours
HEV	V137	Early Childhood Education III.....	150 hours
HEV	V158	Early Childhood Education IV .....	150 hours

and select one:

HEV	V115	30-hour Statewide Childcare Training.....	30 hours
HEV	V118	Family Day Care Workers Training.....	30 hours

and select one:

HEV	V126	Special Needs .....	10 hours
HEV	V159	Train the Trainer-Child Care .....	10 hours
HEV	V107	Owner/Operator-Developmentally Appropriate Practices .	10 hours
HEV	V195	School Age Children .....	10 hours

**ELECTRICAL APPRENTICESHIP - 50200****(8400 clock hours)**

This program is delivered in partnership with state registered apprenticeship sponsors, and prepares students for advancement as residential or commercial electricians in the construction industry. The program utilizes a cooperative method of learning, requiring on-the-job training and classroom instruction, providing the student with theoretical and practical skills necessary in the electrical trades. Additional information is available from the Administrative Director of Industrial Technology.

**REQUIRED PROGRAM:**

BCV	V880	Apprenticeship-Electrical 1 .....	90 hours
BCV	V881	Apprenticeship-Electrical 2 .....	90 hours
BCV	V882	Apprenticeship-Electrical 3 .....	90 hours
BCV	V883	Apprenticeship-Electrical 4 .....	90 hours
BCV	V884	Apprenticeship-Electrical 5 .....	90 hours

BCV	V885	Apprenticeship-Electrical 6 .....	90 hours
BCV	V886	Apprenticeship-Electrical 7 .....	90 hours
BCV	V887	Apprenticeship-Electrical 8 .....	90 hours
BCV	V950*	Apprenticeship-Electrical On-the-Job Training.....	592-640 hours

**ELECTIVES:**

BCV	V605	Apprenticeship-Electrical Basic Skills .....	48 hours
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\*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

**ENVIRONMENTAL SERVICES TRAINING - 50210**  
(300 clock hours)

This program prepares participants for employment in the housekeeping/custodial industry. Through hands-on training in all aspects of the trade, participants benefit from the use of industry equipment and are introduced to industry standards and employment options.

**REQUIRED PROGRAM:**

HMV	V949	Environmental Services Training I .....	150 hours
HMV	V960	Environmental Services Training II .....	150 hours

**FIREFIGHTING - BASIC RECRUIT TRAINING - 50220**  
(450 clock hours - SELECTIVE ADMISSION)

Basic Fire Recruit Training is offered during the Fall, Spring, and Summer Semesters. 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 (772) 462-4761.

**REQUIRED PROGRAM:**

FFP	V010	Fire Fighting Academy I .....	160 hours
FFP	V020	Fire Fighting Academy II .....	290 hours

**HEALTH UNIT COORDINATOR - 50230**  
(500 clock hours)

The Health Unit Coordinator program concentrates on mastering the tasks needed for a position as a Health Unit Coordinator and includes clinical training at a health care facility.

**REQUIRED PROGRAM:**

OTA	V005	Office Skills Training I .....	75 hours
OTA	V006	Office Skills Training II .....	75 hours
OCA	V100	Computer Concepts .....	50 hours
OTA	V612	Medical Secretarial I .....	75 hours

HIM	V050	Health Unit Coordinator I.....	75 hours
HIM	V051	Health Unit Coordinator II.....	50 hours
HIM	V055	HUC Clinical Practicum.....	100 hours

**LANDSCAPE OPERATIONS - 50240**

**(900 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:**

AGG	V002	Agriscience Foundation I.....	75 hours
AGG	V003	Agriscience Foundation II.....	75 hours
HOS	V003	Introduction to Horticulture.....	75 hours
HOS	V004C	Introduction to Horticulture II.....	75 hours
HOS	V002	Horticulture Science.....	150 hours
ORH	V220	Landscape and Turf Science 1.....	150 hours
ORH	V221	Landscape and Turf Science 2.....	150 hours
ORH	V800	Landscape Operations.....	150 hours

**LAW ENFORCEMENT - BASIC RECRUIT TRAINING - 50250**

**(672 clock hours - 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 (772) 462-4760.

**REQUIRED PROGRAM:**

CJD	V760	Criminal Justice Legal I.....	46 hours
CJD	V761	Criminal Justice Legal II.....	48 hours
CJD	V762	Criminal Justice Communications.....	56 hours
CJD	V730	Law Enforcement Legal III.....	32 hours
CJD	V732	Law Enforcement Traffic.....	46 hours
CJD	V734	Law Enforcement Investigations.....	64 hours
CJD	V704	Criminal Justice Defensive Tactics.....	106 hours
CJD	V705	Criminal Justice Weapons.....	64 hours
CJD	V254	Criminal Justice 1st Responder.....	48 hours
CJD	V763	Interpersonal Skills I-Law Enforcement.....	66 hours
CJD	V723	Vehicle Operations.....	32 hours
CJD	V731	Law Enforcement Patrol.....	64 hours

**LAW ENFORCEMENT OFFICER CROSSOVER FROM  
CORRECTIONAL OFFICER - 50420****(286 CLOCK HOURS - SELECTIVE ADMISSION)**

This program prepares the Florida certified Correctional Officer for certification as a Law Enforcement Officer in the State of Florida as mandated by the Criminal Justice Standards and Training Commission. The training program focuses on the skills and techniques specifically related to the duties and responsibilities of the Law Enforcement Officer. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination.

**REQUIRED PROGRAM:**

CJD	V723	Vehicle Operations.....	32 hours
CJD	V730	Law Enforcement Legal III.....	32 hours
CJD	V731	Law Enforcement Patrol.....	64 hours
CJD	V732	Law Enforcement Traffic.....	46 hours
CJD	V734	Law Enforcement Investigations.....	64 hours
CJD	V781	Cross-Over Corrections to Law Enforcement.....	48 hours

**LAW ENFORCEMENT OFFICER CROSSOVER FROM  
CORRECTIONAL PROBATION OFFICER - 50430****(380 CLOCK HOURS - SELECTIVE ADMISSION)**

This program is designed to train the Florida certified Correctional Probation Officer for certification as a Law Enforcement Officer as mandated by the Criminal Justice Standards and Training Commission. The training program focuses on the skills and techniques specifically related to the duties and responsibilities of the Law Enforcement Officer. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination.

**REQUIRED PROGRAM:**

CJD	V705	Criminal Justice Weapons.....	64 hours
CJD	V723	Vehicle Operations.....	32 hours
CJD	V731	Law Enforcement Patrol.....	64 hours
CJD	V732	Law Enforcement Traffic.....	46 hours
CJD	V734	Law Enforcement Investigations.....	64 hours
CJD	V796	Legal Cross-Over Probation to Law Enforcement.....	46 hours
CJD	V797	Probation Cross-Over to Law Enforcement Training.....	64 hours

**MACHINING - 50450****(1800 clock hours)**

This program prepares student for employment or advanced training in the machining technology industry. The program stresses the understanding of all aspects of the machining industry, and demonstrates such elements of the industry as technical and production skills, underlying principles of technology, labor issues, health, safety, and environmental issues. Instruction in the use of the safety procedures, tools, equipment, materials, and processes found in the industry is

included. Working collaboratively with industry partners will be required for the student’s success in the program.

**REQUIRED PROGRAM:**

PMT	V211	Machining I.....	75 hours
PMT	V221	Machining 2.....	75 hours
PMT	V213	Machining 3.....	75 hours
PMT	V214	Machining 4.....	75 hours
PMT	V226	Machining 5.....	75 hours
PMT	V207	Intermediate Machining.....	300 hours
PMT	V250	Advanced Machining.....	225 hours
PMT	V940*	Machining Internship.....	75-300 hours

\*This course is repeated continually throughout the program to document the on-the-job requirement for apprentices.

**MARKETING - 50520**

**(450 clock hours)**

This program prepares students for employment as a retail salesperson, first line supervisor and manager/supervisor within a number of industries. The program emphasizes the development of marketable skills essential to career success, including sales techniques, promotional strategies, and proficient management performance.

**REQUIRED PROGRAM:**

MKA	V012	Marketing Management.....	150 hours
MKA	V013	Marketing Applications.....	150 hours
MKA	V014	Marketing Essentials.....	150 hours

**MEDICAL ASSISTING - 50260**

**(1300 clock hours)**

This 12-month program prepares the student for specific clinical, laboratory, and administrative roles as a Medical Assistant employed in a physician’s office, clinic or other health care setting. Classroom theory and clinical practice prepare the student to perform a wide range of tasks ranging from examination room techniques to assisting with minor surgery; administering medications, educating patients, performing diagnostic procedures including drawing blood and electrocardiography, scheduling appointments, maintaining patient files, and completing insurance forms. Practicum experiences include internships in a physician’s office or other appropriate facility.

**REQUIRED PROGRAM:**

OTA	V006	Office Skills Training II.....	75 hours
HSC	V405	Cardiopulmonary Resuscitation.....	8 hours
HCP	V750C	Clinical Phlebotomy.....	75 hours
HSC	V004	Introduction to Health Care.....	82 hours
MEA	V238C	Concepts of Medical Language.....	35 hours

MEA	V253	Anatomy and Physiology.....	60 hours
MEA	V242	Introduction to Pharmacology.....	90 hours
MEA	V200C	Medical Assisting Clinical Procedures I .....	75 hours
MEA	V201C	Medical Assisting Clinical Procedures II .....	75 hours
HCP	V720C	Electrocardiograph Aide Clinical .....	75 hours
MEA	V258	Introduction to Radiography .....	90 hours
OTA	V613	Medical Secretarial II .....	75 hours
MEA	V254C	Medical Office Laboratory .....	75 hours
MEA	V800	Medical Assisting Internship .....	200 hours
MEA	V280	Pathophysiology and Disease.....	75 hours
MEA	V400	Medical Assisting Seminar.....	35 hours
MEA	V500	Medical Office Receptionist.....	100 hours

### **MEDICAL SECRETARIAL - 50270**

**(1050 clock hours)**

This program offers students a broad foundation of knowledge and skills necessary for a position as a Medical Secretary. The content includes the use of technology to develop communications and decision-making skills; the performance of office procedures and tasks specific to a medical office; and the production of quality work in an efficient manner using advanced features of business software applications. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following requirements of the medical office: computerized patient billing, appointment scheduling, recordkeeping, medical terminology, machine transcription, and word processing. The program is offered in an open entry-open exit, self-paced individualized format and offers on- the-job training.

#### **REQUIRED PROGRAM:**

OTA	V005	Office Skills Training I.....	75 hours
OTA	V006	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
OTA	V031	Computer Applications I .....	75 hours
OTA	V032	Computer Applications II .....	75 hours
OCA	V312	Office Communications I.....	75 hours
OCA	V313	Office Communications II .....	75 hours
OTA	V948	Business Cooperation Education I - OJT .....	150 hours
OTA	V949	Business Cooperation Education II - OJT .....	150 hours

### **PARENTING - 50290**

**(45 clock hours - SELECTIVE ADMISSION)**

This program prepares students for the occupation of parenting, realizing the dual roles of males and females as homemakers and wage earners. Included in the program's content is human growth and development, interpersonal relationships,

planning and management of resources, planning and preparation of healthy and safe environments for children, and family and crisis management.

**REQUIRED PROGRAM:**

CHD V533 Parenting.....45 hours

**PATIENT CARE TECHNICIAN - 50300**

**(600 clock hours - SELECTIVE ADMISSION)**

This program prepares students for employment as advanced cross-trained nursing assistants. The program prepares students to take the Florida Nursing Assistant Competency Evaluation Program and to work in a long-term care facility, hospital, and home health care.

**REQUIRED PROGRAM:**

HCP V410C Nursing Assistant..... 165 hours  
 or  
 HCP V610 Nursing Assistant-Clinical .....40 hours  
 and  
 HCP V615 Nursing Assistant-Classroom and Lab..... 125 hours  
 HCP V330C Home Health Aide .....50 hours  
 HCP V620C Patient Care Assistant..... 75 hours  
 HCP V720C EKG Aide Clinical .....75 hours  
 HCP V750C Clinical Phlebotomy .....75 hours  
 HCP V796 Patient Care Technician.....60 hours  
 HCP V780C Restorative Aide ..... 100 hours  
 or  
 HIM V055 Health Unit Coordinator Clinical Practicum..... 100 hours

**PHARMACY TECHNICIAN - 50490**

**(1050 clock hours - SELECTIVE ADMISSION)**

This program prepares students to assist a pharmacist with the technical tasks which take place in the pharmacy. Under the direct supervision of a pharmacist the graduates from this program are qualified to work as a Community Pharmacy Technician, or Pharmacy Technician in retail and hospital settings. Program completers sit for the national pharmacy technician certification examination administered by the Pharmacy Technician Certification Board. Pharmacy technicians who successfully pass the exam are eligible to use the title *Certified Pharmacy Technician (CPhT)*.

**REQUIRED PROGRAM:**

HSC V004 Introduction to Healthcare..... 82 hours  
 HSC V405 Cardiopulmonary Resuscitation..... 8 hours  
 MEA V253 Anatomy, Physiology and Medical Language ..... 60 hours  
 MEA V238C Concepts of Medical Language ..... 35 hours  
 PTN V001 Pharmacy Technician Orientation ..... 115 hours  
 PTN V015 Pharmaceutical Calculations .....45 hours  
 PTN V023 General Pharmacology.....50 hours

PTN	V032L	Pharmacy Operations I .....	50 hours
PTN	V033L	Pharmacy Operations II .....	60 hours
PTN	V030	Introduction to Community Pharmacy .....	250 hours
PTN	V031	Introduction to Institutional Pharmacy.....	250 hours
PTN	V093	Pharmacy Technician Review Course.....	45 hours

**PLUMBING APPRENTICESHIP - 50310**  
(8400 clock hours)

This apprenticeship is delivered in partnership with the Treasure Coast Plumbing Apprenticeship Association Inc., and prepares students for advancement as residential or commercial plumbers in the construction industry. The program utilizes a cooperative method of instruction, requiring on-the-job training for which the student receives compensation, and classroom instruction. Additional information is available from the Administrative Director of Industrial Technology.

**REQUIRED PROGRAM:**

BCV	V500	Introduction to Pipe Trades 1.....	90 hours
BCT	V541	Introduction to Pipe Trades 2.....	90 hours
BCT	V542*	Plumbing On-The-Job Training .....	640 hours
BCT	V543	Introduction to Pipe Trades 3.....	90 hours
BCT	V544	Plumbing Technology 4 .....	90 hours
BCT	V546	Plumbing Technology 5 .....	90 hours
BCT	V547	Plumbing Technology 6 .....	90 hours
BCT	V549	Plumbing Technology 7 .....	90 hours
BCT	V550	Plumbing Technology 8 .....	90 hours

\*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

**PRACTICAL NURSING - 50320**  
(1350 clock hours - SELECTIVE ADMISSION)

This program prepares the student for a career as a Licensed Practical Nurse. Advanced Placement is an option for Florida Certified Nursing Assistants. The Florida Board of Nursing requires criminal checks on all applicants for licensure and any nursing licensure applicant who has an arrest record to present those records. The Florida Board of Nursing is the state agency authorized to issue nursing licenses.

**REQUIRED PROGRAM:**

HCP and PRN	V410C	Nursing Assistant.....	165 hours
PRN or PRN	V001C	Transition to Practical Nursing Fundamentals.....	275 hours
PRN	V000C	Practical Nursing Fundamentals .....	440 hours
PRN	V022	Body Structure and Function .....	60 hours
PRN	V381C	Practical Nursing Medical-Surgical I .....	350 hours
PRN	V382C	Practical Nursing Medical-Surgical II .....	350 hours
PRN	V933C	Transition to Graduate Practical Nurse .....	150 hours

**PRECISION METAL FABRICATION - 50340**

**(1600 clock hours)**

This program prepares students for employment in the machining technology industry. Upon successful completion, students will be at an entry-level position for an assistant machinist such as saw operator, crib attendant, toolmaker, die maker, mold maker, drill-press operator, machine setup operator, and mill, lathe, or grinder operator.

**REQUIRED PROGRAM:**

AMT	V130	Precision Metal Fabrication I.....	400 hours
AMT	V140	Precision Metal Fabrication II.....	150 hours
AMT	V150	Precision Metal Fabrication III.....	700 hours
AMT	V175	Precision Metal Fabrication IV.....	350 hours

**PRIVATE SECURITY OFFICER - 50350**

**(40 clock hours)**

This program meets the educational requirement for individuals to prepare for employment as private security officers. Upon successful completion, the student may apply for class "D" certification as an unarmed security officer in accordance with Florida Statute 493.

**REQUIRED PROGRAM:**

CJT	V811	Security Officer Training.....	40 hours
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**PUBLIC SAFETY TELECOMMUNICATION - 50550**

**(232 clock hours – SELECTIVE ADMISSION)**

The Public Safety Telecommunications Officer Training program prepares the student for employment as a police, fire and emergency services dispatcher.

**REQUIRED PROGRAM:**

CJD	V520	Telecommunications Officer I.....	168 hours
CJD	V521	Telecommunications Officer II.....	40 hours
CJD	V525	Emergency Medical Dispatcher.....	24 hours

**SCHOOL BUS DRIVER TRAINING - 50380**

**(55 clock hours – SELECTIVE ADMISSION)**

This program consists of one course totaling 55 hours. Upon entering the program, students must possess a Class B Commercial Driving Permit with air brake and passenger endorsement. Students are trained using the Florida Department of Education syllabus for School Bus Drivers, which includes "hands-on" experience in driving a school bus. Use of the local school board transportation system resources will allow students to accomplish this segment of training.

**REQUIRED PROGRAM:**

TRA	V085	Bus Driver Skills Training.....	55 hours
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**SPORTS AND RECREATIONAL TURF OPERATIONS - 50390****(900 clock hours - SELECTIVE ADMISSION)**

This program prepares student for all aspects of Environmental Landscape Management Operations. Participants receive training in insect and disease control, plant identification, and use and maintenance of landscaping equipment, turf management, industry standards, and career options in the field, with emphasis in Sports and Recreational Turf operations. At the completion of the program, students are eligible to become certified as Florida Nursery Professionals.

**REQUIRED PROGRAM:**

AGG	V002	Agriscience Foundation I.....	75 hours
AGG	V003	Agriscience Foundation II.....	75 hours
HOS	V003	Introduction to Horticulture.....	75 hours
HOS	V004C	Introduction to Horticulture II.....	75 hours
HOS	V002	Horticultural Science.....	150 hours
ORH	V220	Landscape and Turf Science 1.....	150 hours
ORH	V221	Landscape and Turf Science 2.....	150 hours
ORH	V087	Athletic and Recreational Turf Management.....	150 hours

**SURGICAL TECHNOLOGY - 50400****(1300 clock hours - SELECTIVE ADMISSION)**

This 12-month program provides the student with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in any hospital operating room or outpatient surgical center. The Surgical Technology program provides the student with a strong foundation in the essentials of healthcare, anatomy, physiology and medical language, and pharmacology. Specialty didactic, laboratory and clinical courses in surgical technology prepare the student to become an entry-level surgical technologist.

**REQUIRED PROGRAM:**

HSC	V004	Introduction to Healthcare.....	82 hours
HSC	V405	Cardiopulmonary Resuscitation.....	8 hours
PRN	V022	Body Structure and Function.....	60 hours
STS	V003	Introduction to Surgical Technology.....	125 hours
STS	V008	Pharmacology for the Surgical Technologist.....	90 hours
STS	V155C	Surgical Techniques and Procedures.....	210 hours
STS	V255L	Surgical Procedures Clinical.....	225 hours
STS	V120	Surgical Specialties.....	200 hours
STS	V256L	Surgical Specialties Clinical.....	300 hours

**TRAVEL AGENCY OPERATIONS - 50460****(450 clock hours)**

This program prepares the student for employment as reservation and transportation ticket agents employable at travel agencies, hotels, airports, etc.,. The training includes selling, transporting, storing, advertising, displaying, and planning travel

services. Opportunities to increase employability skills and technology skills are provided through the internship component of the program.

**REQUIRED PROGRAM:**

HMV	V707	Travel Agency Operations.....	75 hours
HMV	V731	Airline/Travel Computer Operations.....	75 hours
HMV	V941	Travel Agency Internship.....	75-300 hours

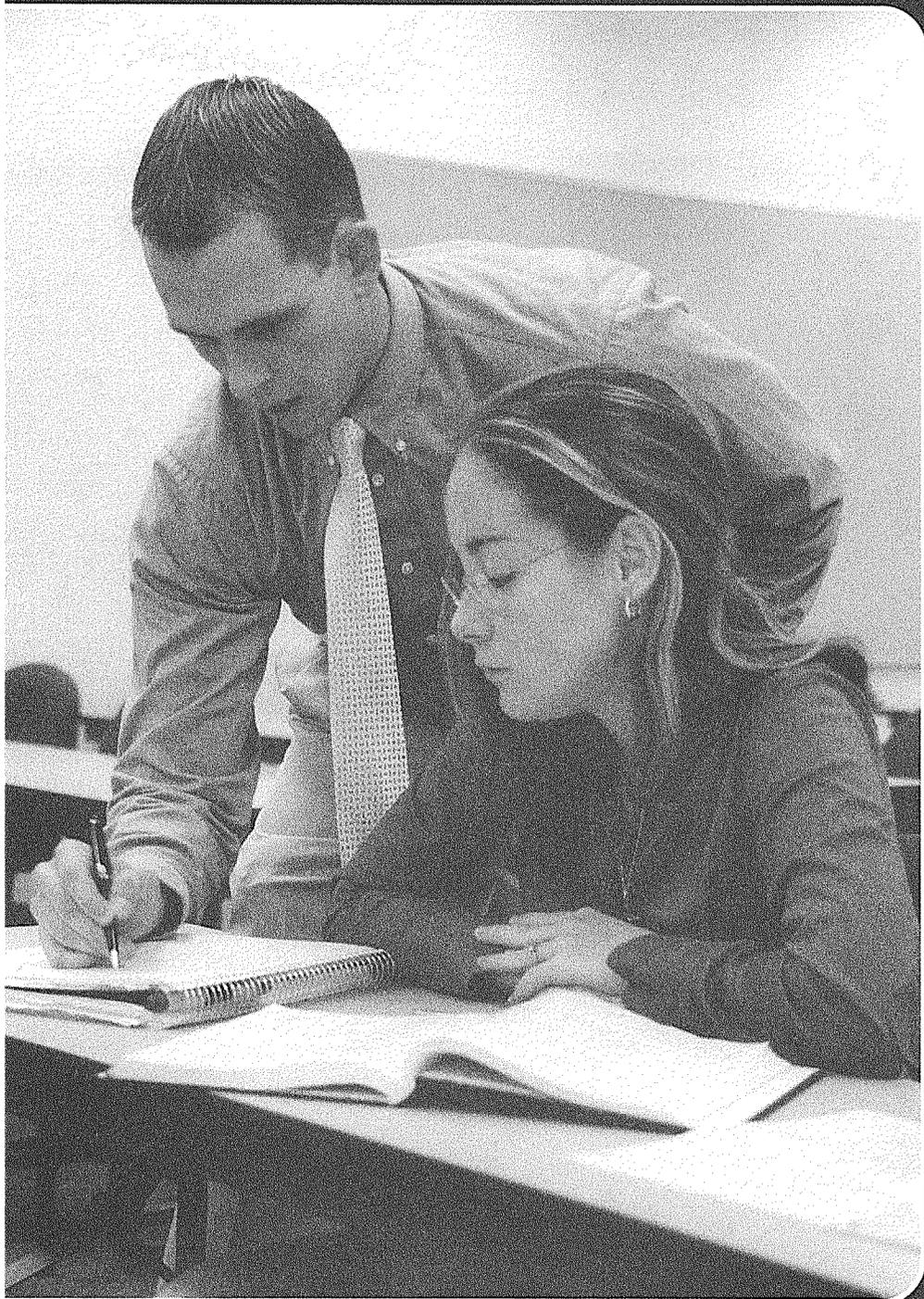
**VOCATIONAL EDUCATION FOR  
STUDENTS WITH DISABILITIES - 50500**

**(975 clock hours)**

This program develops skills that allow special students to acquire information to determine realistic employment goals and identify potential careers available in the community. The content deals with comparing personal strengths and weaknesses, including physical and cognitive abilities, to specific job requirements and demonstrating employability skills appropriate to the workplace.

**REQUIRED PROGRAM:**

SLS	V390	Employability Skills I .....	225 hours
SLS	V391	Employability Skills II .....	225 hours
VPI	V530	Diversified Occupational Training.....	225 hours
SLS	V936	On-the-Job Training-Vocational Education .....	(4x) 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 which may be used as credit for completion of the Associate in Arts degree (see page 77) and may meet the general education requirements for the Associate in Science and Associate in Applied Science degrees (see page 111).

The code letter "O" designates occupational courses. These courses do not count toward the Associate in Arts degree.

No designation indicates that these courses are not intended to transfer to senior colleges or universities; however, they may be accepted as transfer courses at some institutions. Consult an Educational Services Counselor or the transfer institution of your choice.

Over 100 of the following courses are available as Internet based courses 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 Services Division or visit the IRCC Web Site at [www.ircc.edu](http://www.ircc.edu).

## ACCOUNTING TECHNOLOGY

### ACG 2001 Financial Accounting I (P) 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 \$12.00.

### 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 emphasizes asset control, payrolls, vouchers, special journals, inventory, deferrals, and accruals. Prerequisite: ACG 2003.

### ACG 2011 Financial Accounting II (P) 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 \$12.00.

### ACG 2071 Managerial Accounting (P) 3 credits

This course prepares the student for practical analysis and usage of accounting data by management in the areas of financial statements, budgeting, responsibility accounting, and cost and profit analysis. Prerequisite: ACG 2011 with a grade of "C" or higher. Lab fee \$12.00.

### ACG 2100 Intermediate Accounting (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 management, creditors, and stockholders. Prerequisite: ACG 2011.

- ACG 2500 Government Accounting (O) 3 credits**  
This course teaches applications of accounting concepts to government organizations.  
Prerequisite: ACG 2001.
- ACG 2949 Accounting Seminar and Supervised Internship (O) 3 credits**  
This course provides an opportunity for advanced accounting students to immediately apply fundamental accounting procedures and operations by working in an accounting office. Prerequisite: ACG 2001, ACG 2011. Corequisite: ACG 2071.
- ACG P931 Accounting Seminar I (O) 8 hours**  
This course teaches the updates on the new auditing standards passed by the Auditing Standards Board.
- ACG P932 Professional Auditing Standards Review II (O) 4 hours**  
This course teaches the updates on the new auditing standards passed by the Auditing Standards Board.
- ACG P933 Professional Auditing Standards Review III (O) 4 hours**  
This course teaches the updates on the new tax laws recently passed by the Internal Revenue Service.
- 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 1144 Orientation to Quickbooks (O) 1 credit**  
This course is an introduction to the computer applications packet Quickbooks, which includes A/R, A/P, inventory, invoicing, payments, payroll, graphs, and reports.
- APA 1211 Introduction to 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. Knowledge of business mathematics proceedings is essential. Lab fee \$12.00.
- 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).

## **AGRICULTURE PRODUCTION TECHNOLOGY**

- AEB 1003 Introduction to Agribusiness (P) 3 credits**  
This course teaches job requirements and tasks performed in a broad range of agribusiness and natural resources occupations.
- AEB 1135 Florida Cow-Calf Management (O) 3 credits**  
This course teaches management options recommended for increasing productivity of both the beef cow and the acreage on which she is maintained.
- AEB 1308 Agribusiness Marketing (O) 3 credits**  
This course teaches all vital activities performed both on and off the farm that contribute to the agribusiness marketing system.
- AEB 1943 Agribusiness Work Experience (O) 1 - 3 credits**  
This course provides students with on-the-job work experience that matches career objectives and industry requirements. Supervision, classroom instruction, and employer consultation are utilized to achieve the objective. Prior consultation with instructor is required.

<b>AEB</b>	<b>2104</b>	<b>Principles of Agricultural Economics (P)</b>	<b>4 credits</b>
This course studies the principles of economics as applied to agriculture, basic production problems of agriculture, and agricultural policy.			
<b>SOS</b>	<b>1530</b>	<b>Irrigation Systems I (O)</b>	<b>3 credits</b>
This course teaches the general aspects of fieldcrop, turf, and landscape irrigation.			
<b>SOS</b>	<b>2534</b>	<b>Irrigation Systems II (O)</b>	<b>3 credits</b>
This course teaches advanced design concepts, complex pumping situations, hydraulic flow control systems, computer assisted functions and the business of specifications and contracting. The curriculum is applicable to agriculture and landscape technologies.			
<b>ANS</b>	<b>1003</b>	<b>Introduction to Animal Science (P)</b>	<b>3 credits</b>
This course teaches the fundamentals of animal science as it relates to farm animals. Topics include reed identification, nutrition, reproduction, health, breeding, and selection.			
<b>ANS</b>	<b>1016</b>	<b>Horsemanship (O)</b>	<b>1 credit</b>
This course teaches horsemanship and includes topics such as health care, diet and nutrition, grooming, tacking-up and cool-down.			
<b>AEB</b>	<b>1132</b>	<b>Farm Management (O)</b>	<b>3 credits</b>
This course teaches students basic decision-making tools needed by a farm manager. The emphasis is on business management and financial control utilizing farm records.			
<b>ANS</b>	<b>1233</b>	<b>Hoof Care (O)</b>	<b>3 credits</b>
This course teaches care of horses' feet and hooves.			
<b>ANS</b>	<b>1310</b>	<b>Animal Reproduction (O)</b>	<b>3 credits</b>
This course presents the physiological processes controlling animal reproduction. The course emphasizes the application of basic concepts to the management of reproduction in livestock.			
<b>ANS</b>	<b>1930</b>	<b>Special Topics in Animal Science (O)</b>	<b>1 - 4 credits</b>
This course teaches current topics in animal science.			
<b>FAS</b>	<b>1010</b>	<b>Introduction to Aquaculture (O)</b>	<b>3 credits</b>
This course teaches the fundamentals of aquaculture. Topics include aquaculture species, culture systems, production facilities, career opportunities, job requirements and tasks performed in the field of aquaculture.			
<b>FAS</b>	<b>2020</b>	<b>Principles of Fish Aquaculture (O)</b>	<b>4 credits</b>
This course teaches methods and techniques used in the aquaculture of fresh and saltwater fish species. Topics include biology, anatomy and life cycles, environmental requirements, production systems technology, stocking and feeding practices, harvest and processing, economics and marketing, and regulations.			
<b>FAS</b>	<b>2150</b>	<b>Principles of Crustacean Aquaculture (O)</b>	<b>4 credits</b>
This course teaches methods of culturing crustacean species with an emphasis on marine shrimp. Topics include biology and anatomy, nursery and growout systems technology, stocking and feeding practices, harvest and processing, economics and marketing, and regulations.			
<b>FAS</b>	<b>2151</b>	<b>Principles of Molluscan Aquaculture (O)</b>	<b>4 credits</b>
This course teaches methods of culturing molluscan species with an emphasis on hard clams. Topics include comparative biology, land and field based system design and operation, feeding and growth parameters, sieving, sorting and record keeping, production strategies, predation, marketing, economics, leasing and regulations.			

- FAS 2930 Special Topics in Aquaculture (O) 1 - 4 credits**  
This course focuses on selected current topics in aquaculture.
- FAS 2160 Hatchery Operation (O) 4 credits**  
This course teaches broodstock management, spawning, fertilization, and larval rearing of commercially important molluscan, crustacean and finfish species. This course also provides hands-on experience in hatchery operation techniques for mollusks, crustaceans and finfish. Live feeds culture, system design, sanitation procedures, and health management are included. Prerequisite: FAS 1010.
- FAS 2252 Aquatic Animal Health Management (O) 4 credits**  
This course teaches recognition of diseases in aquaculture species. Basic diagnostics and treatment methods are covered. Prevention and biosecurity through proper management are emphasized. Students are strongly advised to take a biology course and FAS1010 before attempting this course.
- FAS 2412 Water Quality, Systems and Operations (O) 4 credits**  
This course teaches aquaculture water quality and culture systems focusing on aspects of recirculating system components in use today. Topics include water quality parameters, measurement and analysis, solids removal, microfiltration and screens, biofilters, aeration, design, flow and carrying capacity, and new innovations.
- FRC 1211 Citrus Grove Management (O) 4 credits**  
This course studies the management of bearing and non-bearing citrus groves. Topics include: history of the Florida citrus industry, taxonomy and botany, common varieties of fruit and rootstocks, pest management, cultivation, fertilization, spraying, and irrigation.
- HOS 1010 Fundamentals of Horticulture 4 credits**  
This course teaches the fundamentals of plant structure, growth, and development. The course also covers the principles and methods of growing various fruit, vegetable, and agronomic crops.
- HOS 1060 Compost and Recycling (O) 3 credits**  
This course teaches concepts of yard waste recycling and developing compost for use in horticulture production.
- HOS 1930 Special Topics in Horticulture (O) 1 - 4 credits**  
This course teaches current topics in horticulture.
- IPM 1323 Application of Pesticides (O) 3 credits**  
This course teaches students safe handling of pesticides, selection of appropriate application equipment, calibration, and mixing of chemicals.
- 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 1231 Lawn Care Maintenance (O) 3 credits**  
This course teaches the 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 1510 Plant Identification 3 credits**  
This course teaches 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 2601 Retail Nursery Operations (O) 3 credits**  
 This course teaches the principles of retail nursery operations.
- ORH 2841 Landscape Installation (O) 3 credits**  
 This course teaches the general principles of landscape installation.
- ORH 2859 Landscape Design and Maintenance (O) 3 credits**  
 This course teaches the 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 are presented.
- PMA 2211 Insects and Diseases of Ornamental Plants (O) 3 credits**  
 This course teaches an overview of the major insects and diseases and nutritional disorders that affect the ornamental plant industry.
- 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 teaches the fundamentals of farm animal management. Topics include preventive healthcare, diseases, internal and external pests, nutritional and metabolic disorders, and vaccination and immunization.
- ENY 1002 Fundamentals of Entomology 3 credits**  
 This course teaches the fundamental principles of entomology. Topics include insect morphology, development, specialization, ecology and behavior.
- AGG V002 Agriscience Foundation I (O) 75 hours**  
 This course teaches competencies in the areas of agricultural history; agricultural safety; global importance of agricultural; career opportunities; ecosystems; applied scientific and technology concepts.
- AGG V003 Agriscience Foundation II (O) 75 hours**  
 This course teaches competencies in the area of plant and animal growth; economic principles; agricultural marketing; and human relations skills. Prerequisite: AGG V002.
- HOS V002 Horticulture Science (O) 150 hours**  
 This course develops competencies in the areas of industry regulations, plant transportation, soil sampling and analysis, fertilizer calculations, record keeping, irrigation components, water quality, drainage, equipment calibration, chemical growth regulators, xeriscaping, integrated landscape management, safe use of power tools and equipment, and employability skills. Part of this course may be offered in the form of on-the-job training.
- HOS V003 Introduction to Horticulture (O) 75 hours**  
 This course teaches competencies in the areas of career opportunities, global importance of horticulture, plant classification, propagation, growing media, nutritional needs, fertilization, irrigation, pest identification, pest control, pruning, plant installation, transplanting, safe hand-tool use, and employability skills. Part of this course may be offered in the form of on-the-job training.
- HOS V004C Introduction to Horticulture II (O) 75 hours**  
 This course teaches competencies in the area of pruning, plant installation, transplanting, safe hand-tool use and maintenance, and employability skills. Part of this course may be offered in the form of on-the-job training.

- ORH V087 Athletic and Recreational Turf Management (O) 150 hours**  
This course teaches the fundamental concepts of athletic and recreational turf management.
- ORH V220 Landscape and Turf Science 1 (O) 150 hours**  
This course teaches competencies in the areas of use and maintenance of landscape and turf equipment, classification of plants and turfgrass, fertilization, and irrigation. Part of this course may be offered in the form of on-the-job training.
- ORH V221 Landscape and Turf Science 2 (O) 150 hours**  
This course teaches competencies in the areas of chemical application, equipment calibration, analyzing and designing landscape and turf, preparing estimates and contracts, and lay out of landscape, interiorscape and turf. Part of this course may be offered in the form of on-the-job training.
- ORH V800 Landscape Operations (O) 150 hours**  
This course teaches competencies in the areas of analyzing and designing landscapes, preparing estimates and contracts, and lay out and installation of landscape and interiorscape. Part of this course may be offered in the form of on-the-job training.

## **AIR CONDITIONING, REFRIGERATION, AND HEATING SYSTEMS TECHNOLOGY**

- ACR 1000 Principles of A/C and 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. 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. 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 1402 Indoor Air Quality and the EPA (O) 1 credit**  
This course introduces students in the Air-conditioning and Building Programs to indoor Air Quality (IAQ) standards, and how building design can cause and/or contribute to indoor air quality problems. Students learn about common IAQ problems and how to design buildings and HVAC systems to prevent these problems. Related Workplace Safety Standards and Workers Compensation Insurance topics are also covered.

- ACR 1600 Heat (O) 3 credits**  
This course introduces electrical gas, oil heating systems, and service management. Five 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 and 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, required. Lab fee \$20.00.
- ACR 1946 Refrigeration and 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 is 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 and A/C Cooperative Work Experience II (O) 4 credits**  
This is the second in a series of four courses. Emphasis is placed on skills to enhance job advancement. Prerequisite: ACR 1946. Lab fee \$20.00.
- ACR 1948 Refrigeration and A/C Cooperative Work Experience III (O) 4 credits**  
This is the third in a series of four courses. Special emphasis is placed on instructional areas necessary for continued advancement on-the-job. Prerequisite: ACR 1947. Lab fee \$20.00.
- ACR 1949 Refrigeration and 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 Calculations (O) 3 credits**  
This course teaches the calculating of heating and cooling loads and service management. Three 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. Prerequisites: 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 V940 Apprenticeship HVAC 1 (O) 90 hours**  
This is the initial course for students attending as first year apprentices in the air conditioning industry. It introduces theoretical concepts regarding safe working conditions and practices, history of the trade, tool and accessory identification, and proper care and usage of tools of the trade. Prerequisite: permission of instructor. Corequisite: ACR V946.
- ACR V941 Apprenticeship HVAC 2 (O) 90 hours**  
For students attending as first year apprentices in the air conditioning industry, this course teaches scientific and math concepts related to the air conditioning industry, and skills including fabrication and service for piping, tubing and fittings used in the industry. Prerequisite: ACR V940 and permission of instructor. Corequisite: ACR V946.
- ACR V942 Apprenticeship HVAC 3 (O) 90 hours**  
This course develops the second year air conditioning apprentice's knowledge of heating, air-condition and refrigeration system components and accessories. Communication and industry related computer skills, along with discussions concerning entrepreneurship is an additional focus. Prerequisites: ACR V941 and permission of instructor. Corequisite: ACR V946.
- ACR V943 Apprenticeship HVAC 4 (O) 90 hours**  
This course develops the second year air conditioning apprentice's practical knowledge of basic electricity and the electrical components related to the industry. Troubleshooting electrical control systems and their components, and wiring electrical motors and their components is covered. Prerequisites: ACR V942 and permission of instructor. Corequisite: ACR V946.
- ACR V944 Apprenticeship HVAC 5 (O) 90 hours**  
This course introduces the third year air conditioning apprentice to installation techniques, start up and check out procedures, and sizing of heating, air conditioning, and refrigeration piping. Prerequisites: ACR V943 and permission of instructor. Corequisite: ACR V946.
- ACR V945 Apprenticeship HVAC 6 (O) 90 hours**  
This course teaches techniques and skills required of third year air conditioning apprentices in solid state electronics as used in the industry. Students learn how to operate mechanical refrigeration and testing equipment and combustion type heating servicing and testing equipment. Prerequisites: ACR V944 and permission of instructor. Corequisite: ACR V946.
- ACR V946 Apprenticeship HVAC On-the-Job Training (O) 640 hours**  
This course helps students implement the theoretical concepts introduced in the classroom components of the air-conditioning apprenticeship program through on-the-job training. Prerequisite: permission of instructor.
- ACR V523 Basic Air Conditioning I (O) 150 hours**  
This course introduces refrigeration and includes the history, tools of the trade, refrigeration cycle, installation and service procedures, safety and service management. Lab fee \$20.00.
- ACR V100 Basic Air Conditioning II (O) 150 hours**  
This course introduces electricity, covering atomic theory, sources, measuring devices, Ohm's Law, calculating power, circuits, symbols, load devices, controls, conductors, insulators, power distribution, voltage systems, motors, and safety. Employment skills and the value of computer and communication skills are integrated throughout. Prerequisite: ACR V523. Lab fee \$20.00.

- ACR V525 Basic Air Conditioning III (O) 150 hours**  
This course covers the skills required to properly assist in the installation of a residential heating and air conditioning system, and troubleshoot electrical control systems. Other topics covered include mechanical systems and start up and check out procedures. Prerequisite: ACR V985. Lab fee \$20.00.
- ACR V548 Basic Air Conditioning IV (O) 150 hours**  
This course introduces advanced skills in installation of a residential heating and air conditioning system and the related start up procedures. Other topics include electrical wiring diagrams, troubleshooting electrical components, circuits, and systems, and refrigerant cycles. Prerequisite: ACR V525. Lab fee \$20.00.
- ACR V571 Commercial Heating and AC I (O) 150 hours**  
This course provides a working knowledge of advanced skills in commercial heating and air conditioning systems. Topics include engineered control systems, pneumatic control systems, and maintaining, troubleshooting, and repairing of commercial heating and air conditioning systems, troubleshooting electrical circuits and evaporative condensers. Prerequisite: ACR V701. Lab fee \$20.00.
- ACR V573 Commercial Refrigeration I (O) 150 hours**  
This course covers installation, maintenance, and repair of commercial refrigeration systems, refrigeration-system vibration and isolation, pipe sizing, refrigerated storage systems, and diagnosing, maintaining and troubleshooting procedures in commercial refrigeration. Prerequisite: ACR V701. Lab fee \$20.00.
- ACR V578 Commercial Heating and AC II (O) 150 hours**  
This course provides advanced skills necessary in Commercial Heating and Air Conditioning. Topics include maintaining, troubleshooting, and repairing commercial evaporators and accessories; commercial heating systems, thermal storage systems, and electrical motors and their components; and calculating commercial heating and air conditioning loads. Selection of appropriate commercial compressors is also discussed. Prerequisite: ACR V571. Lab fee \$20.00.
- ACR V584 Commercial Refrigeration II (O) 150 hours**  
This course provides advanced skills in refrigeration electrical systems in commercial applications and skills necessary to maintain and troubleshoot commercial refrigeration systems. Prerequisite: ACR V573. Lab fee \$20.00.
- ACR V607 Basic Air Conditioning V (O) 150 hours**  
This course introduces the use of combustion-type heating servicing and testing equipment, and troubleshooting techniques used for gas valves and regulators. Prerequisite: ACR V548. Lab fee \$20.00.
- ACR V701 Basic Air Conditioning VI (O) 150 hours**  
This course encompasses topics including solid state electronics as used in heating, air conditioning and refrigeration; indoor air quality standards, mastery of installation, maintenance, and repair of heating, air conditioning, and refrigeration systems. Prerequisite: ACR V607. Lab fee \$20.00.
- ACR V984 AC Applications I (O) 75 hours**  
This course teaches industry safety, first aid, and tool recognition and proper usage. It also provides students additional experience by matching career objectives in air conditioning, heating, and refrigeration technician standards through computer based training and development of employability skills. This course reinforces employment competency expectations with practical experiences in a lab setting. Prerequisite: ACR V523.

**ACR V985 AC Applications II (O)****75 hours**

This course teaches hands-on experiences in air conditioning, heating, and refrigeration technician standards through computer based training, and continued development of employability skills. This course reinforces the competencies and standards critical to the industry and mandatory for successful employment through practical experiences in the lab setting and workplace (if appropriate). Prerequisite: ACR V100.

**ANTHROPOLOGY****ANT 2410 Introduction to Cultural Anthropology (P)****3 credits**

This course provides an introduction to the anthropological subfields of ethnology, ethnography, and linguistics. It 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 and reading on placement test.

**ANT 2511 Introduction to Physical Anthropology (P)****3 credits**

This course provides an introduction to the anthropological subfields of biological anthropology and archaeology. Topics include 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. Prerequisite: Student must score into college-level English and reading on placement test.

**ANT 2524 Fundamentals of Forensic Anthropology (P)****3 credits**

This course is an introduction to the basic principles of forensic anthropology, an applied field within the larger discipline of biological anthropology that uses human osteology, archaeology, and other anthropological research methods to solve problems of medical-legal significance, primarily the determination of personal identity and cause of death from human remains.

**ANT 2930 Anthropology and the Paranormal (P)****3 credits**

This course provides 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.

**ARCHITECTURE****ARC 1301C Architectural Design I (P)****4 credits**

This course teaches the introductory design of space defined as the analysis, formation, and articulation of habitable volumes. This course emphasizes the basic concepts of space, its inhabitation and the process of its design. A sequence of analytical and generative exercises develops space cognition.

**ARC 1302C Architectural Design II (P)****4 credits**

This course teaches the development of spatial language, analytical abilities, communications skills, and synthetic design process. This course emphasizes all areas of spatial design, landscape, building, and interior. Materials for refining and developing conventions of architectural representations and communication are introduced. A sequence of analytical and design exercises will develop spatial design. Prerequisite: ARC 1301C.

**ARC 1701 Architectural History I (P)****3 credits**

This course teaches the social, political, cultural and technological factors which have influenced art and architecture from antiquity to the Renaissance.

- ARC 1702 Architectural History II (P) 3 credits**  
This course teaches the history of architecture including cultural, social, economic, and technological forces influencing art and architecture through various periods of civilization, from the Renaissance to the present, including the integration of art, and structural and ornamental forms used in various cultures during these times. Prerequisite: ARC 1701.
- ARC 2201 Architectural Theory (P) 3 credits**  
This course teaches individual and group philosophies of architecture throughout history as reflective of concurrent ideas in science, law, religion, economics, and other topics. This course studies the processes which influence the form and image of architecture and the relationships between space and architectural systems.
- ARC 2303 Architectural Design III (P) 4 credits**  
This course teaches the continuing development of spatial language, analytical abilities, and generative processes applied to spatial precedents begun in ARC 1302C. Architectural space as it is defined in history and landscape is the primary focus of this course. Prerequisite: ARC 1302C.
- ARC 2304 Architectural Design IV (P) 4 credits**  
This course teaches the continuing development of spatial language, analytical abilities, and generative processes applied to spatial precedents begun in ARC 2303. This studio course begins the integration and utilization of contemporary cultural influences in the design process. Prerequisite: ARC 2303.
- ARC 2461 Architectural Materials and Methods (P) 3 credits**  
This course teaches the nature of materials used in architecture and the methods of construction. Physical and chemical properties of materials, their manufacture and performance under loads are also examined. Criteria for evaluation and selection related to design decision-making is covered. Prerequisite: ARC 1301C.
- ARC 2501 Architectural Structures (P) 3 credits**  
This course teaches the static and dynamic properties of wood, steel, concrete and composites in construction. Structural analysis and design calculations are also made with reference to integration of technical systems and architectural design in small, medium, and large buildings. Prerequisites: ARC 1301C, MAC 1114.
- ART**
- 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 1837C The Critical Audience (P) 1 credit**  
This course teaches gallery viewers evaluation of artworks as found in a gallery exhibition.
- ARH 1935 Special Topics in the Arts (P) ½ - 5 credit**  
This course provides the student with varied cultural experiences in the arts. It offers 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 1951 Cultural Perspectives (P) 3 credits**  
This course teaches analysis, evaluation, and interpretation of various art forms and their cultural relationships. It combines classroom instruction with on-location study of architecture, painting, sculpture, and the minor arts.

- \*ARH 2050 History of Art (Prehistoric - Gothic) (P) 3 credits**  
This course teaches a detailed, in-depth study of art as it relates to cultures, individual artists, and comparative relationships through painting, sculpture, and architecture. A writing and research component is required with activities including a visit to an art gallery. Student must produce 6,000 words of acceptable written work. Prerequisite: Student must score into college-level English and reading on placement test.
- \*ARH 2051 History of Art (Renaissance through Modern) (P) 3 credits**  
This course teaches a detailed study of painting, sculpture, and architecture of historical periods from the Renaissance through the Modern periods. Academic research in the arts provides an opportunity for a broader knowledge of man's contribution in this field of knowledge and addresses visual ideas from the past and how they relate to the future. Student must produce 6,000 words of acceptable written work. Prerequisite: Student must score into college-level English and reading on placement test.
- ART 1011C Form and Perception (P) 1 - 3 credits**  
This course teaches form, texture, line, color, perspective, and the nature of art through project oriented instruction. The course emphasizes visual thinking and perception.
- ART 1123C Three Dimensional Design (3-D Art Studio) (P) 1 - 3 credits**  
This course teaches the expressive manipulation of 3-D form through an investigation of surface and color using clay bodies and glaze types, wire, glass, paper, plaster, or other special media.
- ART 1201C Color and Design I (P) 3 credits**  
This course teaches the fundamentals of design (visual composition) with emphasis on art elements, principles, media, and creativity. This course provides an analytical approach to problem-solving using materials and methods in mostly two-dimensional work.
- ART 1202C Color and Design II (P) 3 credits**  
This course is a continuation of Color and Design I with emphasis on independent design projects in the third dimension. Prerequisite: ART 1201C.
- ART 1300C Drawing I (P) 3 credits**  
This course teaches the basic techniques used in drawing, including contour, gesture, modeling, and perspective. The emphasis is on seeing form and texture and utilizing various media.
- ART 1301C Drawing II (P) 3 credits**  
This course continues the development of the basic drawing techniques taught in Drawing I with emphasis on the drawing of the human figure and on portraiture. Creativity is stressed using various media. Prerequisite: ART 1300C or permission of instructor.
- ART 1430C Waterbased Silkscreen Printing (P) 3 credits**  
This course teaches fundamental processes and design for silkscreen printmaking. Specific instructions in hand-cut, screen print and phototechnique are covered. Planning of individual design problems is stressed.
- ART 1701C Introduction to Sculpture (P) 3 credits**  
This course is an introduction to materials and techniques of three-dimensional sculpture using additive, subtractive, and assemblage methods. Exhibition of finished work is required.
- ART 1807C Interdisciplinary Studio (Design Studio) (P) 1 - 3 credits**  
This course teaches the fundamentals of problem solving, critical thinking, and creative activity in collaborative and cross-media artmaking.

\*GORDON RULE COURSE – must achieve a grade of "C" or higher for the A.A. Degree.

- ART 2400C Graphics (P) 3 credits**  
This course introduces the student to printing techniques with emphasis on the layout process using hand and computer methods. The design elements and principles are stressed as they apply to the graphic process.
- ART 2402C Graphics II (P) 3 credits**  
This course teaches in-depth understanding of the creative rules and typical industry standards for print and screen composition with a focus on vocabulary and integration of software tools.
- ART 2500C Painting I (P) 3 credits**  
This course teaches basic painting techniques in acrylic, watercolor and oil with instruction in composition, technique, and exhibition included.
- ART 2501C Painting II (P) 3 credits**  
This course emphasizes personal creativity and the development of individual styles. Exhibition required, and creativity is stressed. Prerequisite: ART 2500C or permission of instructor.
- ART 2557C Techniques of Contemporary Art (P) 2 credits**  
This course presents various techniques of contemporary artists in the evolution of modern art.

### **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 - 3 credits**  
This course presents the theory and application of preventative maintenance of motor vehicles to include minor diagnostic and repair procedures related to maintaining the safety and integrity of both gasoline and diesel powered vehicles.
- AER 1111 Engine Overhaul, Repair and 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 includes troubleshooting, minor repair through rebuilding, drum and disk resurfacing. Lab fee \$20.00.
- AER 1450 Steering, Suspension, 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 are covered. Lab fee \$20.00.

- AER 1810 Automotive Work Experience (O) 1 - 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 consultations are used to achieve the objectives. Student must have prior automotive training or experience and be enrolled in the Automotive Technology program. Prerequisite: permission of instructor.
- AER 1937 Special Topics in Automotive (O) ½ - 4 credits**  
This course teaches current topics related to the diagnosis and repair of automotive systems and their related components.
- AER 1940 ASE Certification Preparation (O) 1 credit**  
This course prepares automotive students for the Automotive Service and Excellence Test.
- 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 and 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/transaxles. 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 and 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 instructs students in the service, diagnosis, and repair of engine performance related systems. Topics covered include fuel, ignition, and emission control systems in addition to other engine performance related problems. Lab fee \$20.00.
- ARR 1001 Auto Body I (O) 4 credits**  
This course introduces the student to Auto Body Shop operations, procedures, and equipment. This includes metal surface preparation, abrasives, plastics, primers, topcoats, and their applications. 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 includes the fuel injection, lubrication, cooling, electrical, intake and exhaust systems. Lab fee \$20.00.
- DIM 1010 Diesel Engine Troubleshooting and 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.

- AER V006 Automotive Service Technology 1 (O) 150 hours**  
This course provides instruction on shop equipment, tool safety, employability skills, communication skills, work ethics, routine maintenance, and consumer services. Part of this course may be offered in the form of on-the-job training.
- AER V007 Automotive Service Technology 2 (O) 150 hours**  
This course provides instruction of fundamental under hood services pertaining to engine drive belts and pulley service, engine cooling system hoses, water pumps, engine cooling fans, and automotive lubricants and their properties. Part of this course may be offered in the form of on-the-job training.
- AER V305 Automotive Service Technology 3 (O) 150 hours**  
This course teaches the skills needed to diagnose and repair electrical problems found in the battery, starting system, charging system, and their related electronic circuitry. The students learn to diagnose fuel system problems, perform cylinder head and valve services. Part of this course may be offered in the form of on-the-job training.
- AER V102 Automotive Service Technology 4 (O) 150 hours**  
This course provides students with the needed skills to overhaul or rebuild internal combustion engines and perform engine related services. Part of this course may be offered in the form of on-the-job training.
- AER V259 Automotive Service Technology 5 (O) 150 hours**  
This course provides students with the needed skills to diagnose, repair, and rebuild automatic transmissions and transaxles. Part of this course may be offered in the form of on-the-job training.
- AER V281 Automotive Service Technology 6 (O) 150 hours**  
This course teaches students skills to diagnose, repair and rebuild manual transmissions and transaxles, diagnose and repair driveline and related components including clutches, drive axles, differentials, and four wheel drive transfer case repair. The students diagnose and repair four wheel and all wheel drive vehicles and their related components. Part of this course may be offered in the form of on-the-job training.
- AER V120 Automotive Service Technology 7 (O) 150 hours**  
This course teaches skills to diagnose and repair steering and suspension problems. The students also learn to diagnose and repair supplemental restraint and ride control systems. Part of this course may be offered in the form of on-the-job training.
- AER V121 Automotive Service Technology 8 (O) 150 hours**  
This course teaches the needed skills to diagnose and repair modern automotive braking systems with conventional or anti-lock brake characteristics. The students also learn how to diagnose and repair traction controls and their related components. Part of this course may be offered in the form of on-the-job training.
- AER V314 Automotive Service Technology 9 (O) 150 hours**  
This course teaches advanced skills to diagnose and repair electrical problems related to lighting systems, gauges, warning devices, driver information systems, horns, and windshield wiper/washer controls. Part of this course may be offered in the form of on-the-job training.
- AER V321 Automotive Service Technology 10 (O) 150 hours**  
This course provides students with the needed skills to diagnose and repair rear defoggers, cruise controls, and passenger restraint systems. The students also learn to diagnose and repair air conditioning compressor clutch controls, replace evaporators, driers, and condensers. Part of this course may be offered in the form of on-the-job training.

- AER V191 Automotive Service Technology 11 (O) 150 hours**  
This course provides students with the needed skills to diagnose and repair problems related to both automatic and semi-automatic temperature controls. The students also learn to diagnose engine performance problems through the use of computerized information systems and four gas analyzers. Part of this course may be offered in the form of on-the-job training.
- AER V522 Automotive Service Technology 12 (O) 150 hours**  
This course provides students with the needed skills to diagnose and repair engine performance problems related to the fuel, air induction, exhaust, and catalytic converter systems. The students also learn to diagnose driveability problems related to emission controls and computerized sensor malfunctions. Part of this course may be offered in the form of on-the-job training.
- ARR V101 Automotive Collision Repair and Refinishing I (O) 150 hours**  
This course teaches shop and occupational safety skills, employability skills, and comprehending and complying with requirements concerning legal liability and consequent insurance implications.
- ARR V102 Automotive Collision Repair and Refinishing II (O) 150 hours**  
This course teaches different procedures for preparing vehicles for repair and refinishing and replacement and adjustment of outer body panels. Prerequisite: ARR V101.
- ARR V103 Automotive Collision Repair and Refinishing III (O) 150 hours**  
This course teaches different procedures for applying appropriate paints and finishes and a understanding of entrepreneurship. Prerequisite: ARR V101, ARR V102.
- ARR V104 Automotive Collision Repair and Refinishing IV (O) 150 hours**  
This course teaches procedures for occupational safety skills and preparing vehicles for repair. Prerequisite: ARR V101, ARR V102, ARR V103.
- ARR V105 Automotive Collision Repair and Refinishing V (O) 150 hours**  
This course teaches different procedures for structural damage analysis and the repair of vehicle structure. Prerequisite: ARR V101, ARR V102, ARR V103.
- ARR V106 Automotive Collision Repair and Refinishing VI (O) 150 hours**  
This course teaches procedures for adjustment of outer body and welding operations. Prerequisite: ARR V101, ARR V102, ARR V103.
- ARR V107 Automotive Collision Repair and Refinishing VII (O) 200 hours**  
This course teaches instruction in the procedures for maintaining spray equipment and the causes of finish defects. Prerequisite: ARR V101, ARR V102, ARR V103.
- ARR V108 Automotive Collision Repair and Refinishing VIII (O) 150 hours**  
This course teaches procedures for adjustment of outer body panels and welding operations. Prerequisite: ARR V101, ARR V102, ARR V103.
- ARR V109 Automotive Collision Repair and Refinishing IX (O) 150 hours**  
This course teaches procedures for preparation of metal parts and panels required in automotive finishing. Prerequisite: ARR V101, ARR V102, ARR V103.

## **BARBERING**

- COS V500C Introduction to Barbering (O) 150 hours**  
This course teaches safety rules and procedures, school, classroom/laboratory procedures. It provides competencies in hair shampooing and conditioning, trimming and shaping hair using clippers, shears and razors. Lab fee \$280.00.

- COS V350C Shaving (O) 150 hours**  
This course teaches competencies in shaving. Prerequisite: COS V500C.
- COS V351C Mustache and Beard Design (O) 150 hours**  
This course teaches competencies in mustache and beard design. Corequisite: COS V500C.
- COS V510C Barber Styling (O) 150 hours**  
This course teaches competencies in hair styling. Corequisite: COS V500C.
- CSP V240C Chemicals and Skin Treatments(O) 150 hours**  
This course teaches competencies in basic barber science and facial treatments. Prerequisite: COS V500C.
- COS V520C Creative Accents and Business Management (O) 150 hours**  
This course teaches skills in coloring and basic understanding of entrepreneurship. Prerequisite: COS V500C.
- COS V530C Chemical and Processes of Hair (O) 150 hours**  
This course teaches skills in permanent wave, reconstruction curl, and chemical relaxing. Prerequisite: COS V500C.
- COS V550C Technology, Specialties, and Florida Law (O) 150 hours**  
This course teaches employability skills, state board laws, and hairpieces/wigs/hair attachments. Prerequisite: COS V500C.

## BIOLOGY

- BSC 1005 Life Science (P) 3 credits**  
This introductory-level course is designed for non-science majors. It illustrates the applications of the scientific method of problem solving within the field of life science. Topics of the investigation 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 reading on placement test. Course available on Internet.
- BSC 1005L Life Science Lab (P) 1 credit**  
This lab course is designed for non-science majors. Students 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: Student must score into college level reading on placement test. 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 covers 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: Student must score into college-level mathematics and reading on placement test. Recommended Prerequisite/Corequisite: CHM 1045 or CHM 1015. 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 are needed, BSC 1005 counts only as an elective.

- BSC 1010L General Biology I Lab (P) 1 credit**  
This is the lab component for General Biology I. Lab experiences 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: Student must score into college level mathematics and reading on placement test. 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. Prerequisites: 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 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 1084 Survey of the Human Body (P) 4 credits**  
This is a one-semester course designed to cover basic information necessary for a general understanding of the structure and function of the human body. The course emphasizes how systems work together to achieve homeostasis. Prerequisite: Student must score into college level reading on placement test, or permission of instructor.
- BSC 1932 Special Topics in Biology (P) 2 credits**  
This course develops scientific problem-solving skills through investigation of biological topics of current interest. Principal areas of problem-solving include health concerns, population growth, and environmental issues. Prerequisite: Student must score into college level English, mathematics and reading on placement test.
- 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 is placed on histology and the integumentary, skeletal, muscular, and nervous systems. During the first two weeks of class, students are tested in prerequisite materials such as simple chemistry, cell structure, biochemistry, metabolism, and molecular genetics. Prerequisites: BSC 1010 and BSC 1010L (strongly recommended for Health Science Programs) or BSC 1005 and BSC 1005L, and student must score into college level mathematics and reading on placement test. 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 include the following topic areas of histology and the integumentary, skeletal, muscular, and nervous systems. Prerequisite: Student must score into college level mathematics and reading on placement test. 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. Prerequisites: 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 include the following topic areas of circulatory, digestive, respiratory, excretory, endocrine, and reproductive systems. Prerequisites: BSC 2093 and BSC 2093L. Prerequisite/Corequisite: BSC 2094. Lab fee \$20.00.
- BSC 2910 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. Prerequisite: permission of instructor and student must score into college level English, mathematics and reading on placement test.
- BSC 2930 Special Topics in Biological Science (P) 1 - 3 credits**  
This course develops scientific knowledge on special topics in biology. Topics 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. Prerequisite: Student must score into college level English, mathematics and reading on placement test.
- 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 is stressed. Instruction is 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) ½ - 5 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 includes 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 are also examined. Prerequisites: BSC 1010 and BSC 1010L (strongly recommended for Health Science Programs) 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 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 is placed on the major marine phyla in the local area and the interrelationships between those phyla.
- OCB 1010L Introduction to Marine Biology Lab (P) 1 credit**  
This is the lab component for Introduction to Marine Biology. This course studies marine and estuarine waters as biological environments. Emphasis is placed on the major marine phyla in the local area and the interrelationships between those phyla. Field trips to local marine and estuarine area are required. Prerequisite/Corequisite: OCB 1010. Lab fee \$20.00.

**OCB 1630 Marine Ecology (P) 3 credits**

This course is an introductory study and field course of marine ecology that examines aspects of the population and community ecology of sub-tropical and tropical islands. Emphasis is placed on exploring the physical, chemical, and biological aspects of studying coral reef ecosystems and understanding the ecology and biodiversity of the marine environment.

**BSC 1254 Tropical Marine Ecology (P) 3 credits**

This is an introductory course for non-science majors. Topics covered include: geology of the Atlantic Ocean Basin, marine flora and fauna – their physical, chemical and biological aspects, coastal, estuarine and intertidal communities; tropical nearshore communities-mangrove, seagrass and coral reef ecosystems; and biodiversity in the marine environment and the effects of pollution on it.

**BSC 1254L Tropical Marine Ecology Lab (P) 1 credit**

This is an introductory tropical marine ecology field course. Students participate in a three day hands-on field trip to the Florida Keys. Emphasized aspects of studies include: population dynamics of marine communities that make up the coral reef ecosystem in the Florida Keys and understanding biodiversity and species role in interrelationships within coral reef communities of the marine environment.

**OCE 2001 Introduction to Oceanography (P) 3 credits**

This course introduces fundamentals, principles, and procedures of physical, geological, chemical, and biological oceanography.

**PCB 1030 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. Prerequisite: Student must score into college level reading on placement test.

**BROADCAST COMMUNICATIONS/JOURNALISM - PUBLIC RELATIONS****JOU 1101 News Reporting and Writing (P) 3 credits**

This course includes instruction and practice in news writing for newspaper and broadcast media with emphasis on newspapers. Functions of media, media organization, news standards, ethics, media law and news judgment are discussed thoroughly. Reporting techniques, interviewing skills and the basic process of news production are covered. This course serves as a foundation for editing and advanced-reporting courses as well as journalism labs. Prerequisite/Corequisite: ENC 1101.

**MMC 1000 Survey of Mass Communication (P) 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 provides concentrated instruction in blueprint reading, state regulations, building terms, business procedures, construction math, and construction codes.

- BCN 1020 Construction Process and Procurement (O) 1 credit**  
 This course examines the basic elements of the design-bid-build process. The relationship between information, risk, and procurement are discussed. Focus is placed on the role, timing, and thinking of suppliers, subcontractors, general contractors, and construction managers.
- BCN 1210 Materials and Methods of Construction 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 performs 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: BCNV143L. Lab fee \$10.00.
- BCN 1721 Construction Accounting and Cost Control (O) 3 credits**  
 The student plots job progress, draw schedules; studies 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 studies the effects on pricing of variation in delivery time, quantities, payment terms, purchase orders, sub-contracting, inventory and other aspects of cost control.
- 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 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 focuses on OSHA regulations and on the Standard Building Code. Emphasis is placed on the standards that have the widest application to our local residential and commercial building. Students 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 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 2211 Commercial Construction Materials (O) 3 credits**  
 The student studies steel, concrete, concrete panels, and other elements found in the construction of multi-story buildings and learn to take quantities of these items from blueprints. The student also studies questions similar to those found on the Florida State Certification Exam.

- BCN 2213 Concrete Construction Methods (O) 3 credits**  
Students 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 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 are investigated. Students examine differences between steel-frame and reinforced-concrete buildings as well as mechanical, electrical, and plumbing features.
- BCN 2472 Introduction to Building Systems Operation (O) 3 credits**  
This course examines the basic structure and operation of building systems including 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 2568 Building Systems Operation and 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.
- 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 provides 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, timetables, overhead and profit considerations, and basic estimating procedures.
- BCT 1068 Building Trades and the ADA (O) ½ credit**  
This course is an introduction to the requirement of the Americans with Disabilities Act (ADA). It provides Building Construction Degree students with a working knowledge of the history and responsibilities for constructing barrier free buildings.
- BCT 1562 Plumbing and Electrical Systems (O) 3 credits**  
This course examines residential, commercial, and industrial wiring and plumbing practice. It provides concentrated instruction and lab activities associated with how to wire and plumb a residential home. Practical application is combined with theory to analyze and compare the function of common plumbing and electrical components and materials.
- BCT 1600 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 perform labor and material takeoffs, cost calculations, and make adjustments for general conditions, bonds, insurance, alternates, work conditions, overhead, and profit.

- BCT 1700 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 studies 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.
- 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.
- BCT 1743 Construction Law (O) 1 credit**  
 This course discusses the business environment and Florida legislation pertaining to building contractors and small construction firms. Topics include contracts, accounts, liens, and strategies for streamlining efficiency and maximizing profits.
- BCT 1760 Building Codes and Specifications (O) 3 credits**  
 Students learn how to locate information in building codes. Basic definitions, fire zones, construction types, construction regulations, and selected specialized subjects are applied to local building. Topics include National Electrical Code, Standard for Hurricane Resistant Residential Construction, local codes, and the Standard Building Code.
- BCT 1763 Workplace Safety and Worker's Compensation Insurance (O) ½ credit**  
 This course benefits students studying building trades and preparing for their contractor's license. Topics include current worker's compensation laws, future trends and minimizing premiums at their lowest. It also covers short-term and long-term injuries, minimizing risks, common sense safety practices, and current OSHA requirements for builders.
- BCT 1765 Competent Person and Safety Training (O) 3 credits**  
 This course trains students to identify construction worksite conditions, which may be hazardous, unsanitary, or dangerous to a worker's health and safety, determined under construction safety and health standards, promulgated by the Secretary of Regulation. Students learn the requirements of a Competence Person, in all aspects of the building trades. "Competent Person" certificates, recognized by OSHA, are earned upon successful completion of this course.
- BCT 1780 Computer Skills - Construction Industry I (O) ½ credit**  
 This course assists students preparing for careers in the construction industry to use computers for practical applications. Students anticipating becoming building contractors gain skills using Windows applications for quotes, bids, and invoices. Students learn how to create business form letters, letterhead, and a customer database. Business dealings such as scheduling sales calls, tracking appointments, using the computer calculator, and demonstrating basic spreadsheet principles are also covered.
- BCT 1781 Computer Skills - Construction Industry II (O) ½ credit**  
 This course is a continuation of Computer Skills - Construction Industry Level I. Topics cover modems and marketing. Using mail merge, and creating envelopes and labels are also included. In addition, students are exposed to information on compiling budgets, income statements, and a break-even analysis. They learn to maximize use of CD-ROMS and obtain information on creating a profitable office. Prerequisite: BCT 1780.

- BCT 1785 OSHA Documentation with Electronic Access (O) ½ credit**  
This course teaches electronic access to Occupational Safety and Health Administration (OSHA) forms required at the worksite: preparation of a company safety policy manual, a Material Safety Data Sheets (MSDS) file, and company employee training forms. Certificates are earned upon successful completion of the course.
- BCT 1931 Special Topics in the Construction Industry (O) 1 - 3 credits**  
This course teaches skill development of selected topics relating to the construction industry. Topics may include OSHA, workers compensation, workplace safety, contractor business practices, technology use for contractors, drug free workplace act, energy saving construction methods, building codes, and energy codes.
- BCT 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.
- BCT 2705 Construction Supervision (O) 3 credits**  
This course teaches student critical path methods, job cost accounting, OSHA requirements, draw schedules, percentage of completion, record keeping, inventory control, scheduling, organization, and management theory. The student also studies elements of leadership and human relations.
- ETI 1637 Technology and Organizations (O) 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. Prerequisite: permission of instructor.
- ETI 1932 Introduction to Technology 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 are 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.
- ETM 1111 Energy in Building Design (O) 3 credits**  
The student studies the Florida Energy Codes, and learns to do energy calculations required for permitting a structure.
- BCN V143L Roof Truss Design Laboratory (O) 300 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. Prerequisite/Corequisite: BCN 1420.
- BCV V043 Blueprint Reading and Estimation (O) 150 hours**  
This course focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the technology, labor issues, community issues and health, safety, and environmental issues. Laboratory activities are offered on campus, as "in-plant" programs in business, and on company premises.

**BCA V550 Carpentry Apprenticeship I (O) 90 hours**

This course teaches the competencies essential to the carpentry industry. These competencies relate to safety practices, tools and equipment utilization, identification of building materials, fasteners and hardware, basic math, communication and blueprint reading. Corequisite: BCA V560.

**BCA V551 Carpentry Apprenticeship II (O) 90 hours**

This course teaches skills related to safety, manual and power tools, the construction industry in America, math applications, communication, and blueprint reading and to development the competencies essential to the carpentry industry. These competencies relate to fasteners and hardware, employability skills, customer relations and entrepreneurship. Prerequisite: BCA V550. Corequisite: BCA V560.

**BCA V552 Carpentry Apprenticeship III (O) 90 hours**

This course teaches an in-depth knowledge of trim and finish carpentry. It trains students to use blueprints and specifications and to install an exterior covering and trim, interior doors, interior-stair system, interior walls and ceiling coverings. Prerequisite: BCA V551 . Corequisite: BCA V560.

**BCA V553 Carpentry Apprenticeship IV (O) 90 hours**

This course teaches the skills needed for trim and finish carpentry. The content is related to interior stair systems and interior wall and ceiling systems. Prerequisite: BCA V552. Corequisite: BCA V560.

**BCA V554 Carpentry Apprenticeship V (O) 90 hours**

This course teaches the skills needed for trim frame and form carpentry. The content related to blueprints and specifications; site preparation; framing members, walls and partition framing; roof framing; roof trusses; and sheathing. Prerequisite: BCA V553. Corequisite: BCA V560.

**BCA V555 Carpentry Apprenticeship VI (O) 90 hours**

This course teaches the skills needed for frame and form carpentry. The content related to conventional roof; roof framing; roof trusses; and sheathing. Prerequisite: BCA V554. Corequisite: BCA V560.

**BCA V556 Carpentry Apprenticeship VII (O) 90 hours**

This course teaches the skills needed for frame and form carpentry. The content deals with the use of a transit and builder's level; the construction of forms; and installation of rigging and scaffolding. Prerequisite: BCA V555. Corequisite: BCA V 560.

**BCA V557 Carpentry Apprenticeship VIII (O) 90 hours**

This course teaches the skills needed for frame and form carpentry. The content deals with the installation of exterior doors and stairs and hurricane code compliance. Prerequisite: BCA V556. Corequisite: BCA V560.

**BCA V560 Carpentry Apprenticeship On-the-Job Training (O) 640 hours**

This course teaches the student to implement and practice the essential competencies in the carpentry industry work environment. The course uses authentic learning strategies through on-the-job training, helping students implement the theoretical concepts introduced in the classroom. Prerequisite: permission of the instructor.

**BCV V949 Carpentry Practicum (O) 150 hours**

This course provides additional experience that matches career objectives in carpentry standards through on-the-job training, and/or development of employability skills. This course implements employment competency expectations with practical experience in the lab setting or the workplace. Competencies developed in Residential Carpentry I through III are reinforced through the practicum. Opportunities to research industry concerns are included. Prerequisite: BCV V133.

- BCV V131 Residential Carpentry I (O) 300 hours**  
The course develops the competencies essential to the carpentry industry. Topics include safety practices, tool (manual and power) and equipment utilization, identification of building materials, fasteners and hardware, basic math and math applications, communication and blueprint reading, and background information on the construction industry in America.
- BCV V132 Residential Carpentry II (O) 300 hours**  
This course teaches in-depth skills and knowledge needed for trim and finish carpentry. Students learn to use blueprints and specifications to install exterior covering and trim, interior doors, interior walls, and ceiling coverings. Prerequisite: BCV V131.
- BCV V133 Residential Carpentry III (O) 450 hours**  
This course teaches the skills needed for frame and form carpentry. Topics include blueprints and specifications, site preparation, framing members, walls and partition framing, roof framing, roof trusses, and sheathing. Also covered are use of a transit and a builder's level, construction of forms, installation of rigging and scaffolding, exterior doors and stairs, window units, tilt up and precast walls, structural timber, and roofing components. Prerequisite: BCV V132.
- BCV V880 Apprenticeship-Electrical 1 (O) 90 hours**  
This course develops the essential competencies for working in the construction electrical industry. These competencies include safety practices, direct-current electrical-circuit skills, appropriate communication and math skills, basic electricity and electrical codes, and employability skills. Prerequisite: permission of instructor. Corequisite: BCV V950.
- BCV V881 Apprenticeship-Electrical 2 (O) 90 hours**  
This course is a continuation of Apprenticeship 1 and is taught in conjunction with the work activities of the Apprenticeship-Electrical On-the-Job training. This course enhances the competencies related to safety practices, the direct-current electrical circuit, communication, math applications, electric codes and employability skills. Prerequisite: permission of instructor. Corequisite: BCV V950.
- BCV V882 Apprenticeship-Electrical 3 (O) 90 hours**  
This course is a continuation of Apprenticeship 2 and is taught in conjunction with the work activities of the Apprenticeship-Electrical On-the-Job training. This course provides students with electrical math instruction and alternating-current circuit skills. Prerequisites: BCV V881 and permission of instructor. Corequisite: BCV V950.
- BCV V883 Apprenticeship-Electrical 4 (O) 90 hours**  
This course is a continuation of Apprenticeship 3 and is taught in conjunction with the work activities of the Apprenticeship-Electrical On-the-Job training. This course develops the competencies needed for employment in the residential electrical industry including electrical math, alternating-current circuit, and troubleshooting residential electric circuits. Prerequisites: BCV V882 and permission of instructor. Corequisite: BCV V950.
- BCV V884 Apprenticeship-Electrical 5 (O) 90 hours**  
This course is a continuation of Apprenticeship 4 and is taught in conjunction with the work activities of the Apprenticeship-Electrical On-the-Job training. This course develops the competencies in the installation of residential wiring. Prerequisites: BCV V883 and permission of instructor. Corequisite: BCV V950.

- BCV V885 Apprenticeship-Electrical 6 (O) 90 hours**  
 This course is a continuation of Apprenticeship 5 and is taught in conjunction with the work activities of the Apprenticeship-Electrical On-the-Job training. This course teaches an in-depth knowledge of the installation of residential wiring. Prerequisites: BCV V884 and permission of instructor. Corequisite: BCV V950.
- BCV V886 Apprenticeship-Electrical 7 (O) 90 hours**  
 This course is a continuation of Apprenticeship 6 and is taught in conjunction with the work activities of the Apprenticeship-Electrical On-the-Job training. This course develops competencies for commercial wiring installation. Prerequisites: BCV V885 and permission of instructor. Corequisite: BCV V950.
- BCV V887 Apprenticeship-Electrical 8 (O) 90 hours**  
 This course is a continuation of Apprenticeship 7 and is taught in conjunction with the work activities of the Apprenticeship-Electrical On-the-Job training. This course develops competencies for commercial wiring installation. Prerequisites: BCV V886 and permission of instructor. Corequisite: BCV V950.
- BCV V605 Electrical Pre-Apprenticeship O) 48 hours**  
 This course teaches essential competencies necessary to enter the construction electrical industry. These competencies include success in the workplace, identification and proper use of tools and materials; installing electrical boxes, switches and receptacles.
- BCV V950 Apprenticeship-Electrical On-the-Job Training (O) 640 hours**  
 This course is taught in conjunction with Apprenticeship-Electrical to enable the student to implement and practice the essential competencies in the electrical industry work environment. The course uses authentic learning strategies through on-the-job training, helping students implement the theoretical concepts introduced in the classroom. Prerequisite: permission of instructor.
- BCN P014 Construction Safety and Health (O) 10 hours**  
 This course familiarizes 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 P570 Journeyman Preparation for Plumbing (O) 40 hours**  
 This course prepares the experienced plumber for the block examination required to obtain a Journeyman License thereby upgrading skills level.
- 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.

**BCT P935 Competent Person Update (O) 8 hours**  
This course provides an update on OSHA regulations for contractors and others in the building trades, and satisfies the requirement for Competent Person Certification. Competent Person Certification must be renewed every two years. Student must be Competent Person Certified or working in the building industry.

## **BUSINESS ADMINISTRATION AND MANAGEMENT**

**ADV 2000 Advertising and Sales Promotion (O) 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 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 3 credits**  
This course focuses on commercial paper, debtor-creditor relations, agency law, business organizations, insurance, wills, estates, and trusts. Prerequisite: BUL 2241.

**ETI 1091 Introduction to Emerging Technologies (O) 3 credits**  
This course teaches how to use effectively emerging technologies for learning and the contemporary workplace. The course explores the use of wireless technologies, electronic portfolios, e-books, communications software, web-based instruction, blended learning environments, voice-over IP technology, voice recognition software, SmartBoards, collaboration tools, virtual spaces, and other relevant technologies.

**GEB 1011 Introduction to Business 3 credits**  
This course provides an overview of the economic system, the private business sector and its major components. No prerequisite courses or experiences are required for student enrollment.

**GEB 1350 Introduction to International Business 3 credits**  
This course teaches understanding of the interdependence of globalized world economy and similarities and dissimilarities between domestic and international business domain.

**GEB 1931 Introduction to Business Technology 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.

- GEB 2090 Leadership Training (O) 3 credits**  
 This course teaches the concept of leadership along with the currently popular theories of leadership. This course builds on the basic skills learned in SLS 1261. The focus is on core leadership behavior patterns. This course focuses on what effective leaders do and how they do it. Prerequisite: SLS 1261.
- GEB 2430 Ethics and Social Responsibility (O) 3 credits**  
 This course teaches the expertise needed to make ethical business decisions. The focus is primarily on ethical issues that corporate decision makers face in developing policies concerning employees, customers, and the general public. The positions of these issues and the arguments for them are taken from a wide variety of sources, including economics and the law.
- 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 3 credits**  
 This course introduces management theories and emphasizes the development of realistic management skills. The course focuses on the functions of management, planning, organizing, staffing, leading, and controlling, and seeking to integrate the theories of major management leaders.
- MAN 2300 Human Resource Management 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 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) ½ credit**  
 This course creates a fundamental awareness of quality customer service. The content covers 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 teaches alternating topics which allow students immediate application of the subject at work. Topics vary and include communication, customer relation policies; international business; financial analysis and others.
- MKA 1313 Mid-Management Seminar II (O) 4 credits**  
This course is the second in a series of four business courses. Prerequisite: MKA 1303.
- MKA 1351 Business Seminar and Supervised Work Experience I (O) 3 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 and Supervised Work Experience II (O) 3 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 Salesmanship (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 (O) 3 credits**  
This course focuses on the development, present status, and opportunities of the retailing structure. It 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 (O) 3 credits**  
This course provides skills necessary to create effective interior and window merchandise displays and point of purchase promotional materials.
- MKA 2323 Mid-Management Seminar III (O) 4 credits**  
This course is the third in a series of four business courses. Prerequisite: MKA 1313.
- MKA 2333 Mid-Management Seminar IV (O) 4 credits**  
This course is the last in a series of four business courses. 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.
- MKA V012 Marketing Management (O) 150 hours**  
This course teaches applied skills related to the marketing functions including employment skills required for success in marketing and career planning as related to a marketing industry.

**MKA V013 Marketing Applications (O) 150 hours**

This course teaches an in-depth study of marketing in a free enterprise society and provides the knowledge, skills, and attitudes required for employment in a wide variety of marketing occupations.

**MKA V014 Marketing Essentials (O) 150 hours**

This course teaches development of the competencies essential to marketing. These competencies include human relations, employability, communication, math and economic skills. The fundamentals of marketing and selling are also included.

**MNA 1162 Customer Service Technology (O) 3 credits**

This course teaches basic concepts in customer service including forecasting, marketing segmentation and its multiple variables, target marketing, end-user and industrial customers behavior. The class focuses on developing skills in customer communication, dealing with customer conflicts, and implementation of a quality customer service philosophy.

**MNA 1330 Instructor Effectiveness Training (O) 1 - 3 credits**

This course enables college teachers of occupational programs and those who train employees in industry to more effectively plan, deliver, and evaluate their classes. It focuses on the development of appropriate learning materials, effective teaching methods and appropriate testing procedures.

**MNA 1821 Electronic Commerce (O) 3 credits**

This course teaches the concepts, tools, and strategies for understanding and exploiting opportunities associated with electronic commerce. Topics cover online ordering, interacting with firms and governments, and how businesses are organized and compete in the global marketplace. This course develops a strategic understanding of the new electronic marketplace based on fundamental economics of the digital economy. Student must possess basic computer skills and knowledge of Internet.

**MNA 2100 Interpersonal Relations in Business (O) 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 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 - 3 credits**

This course teaches the needs of an organization to engage in systematic long-term planning. Through environmental analysis, the course emphasizes the strategy formulation process, including development, implementation, and control. Additionally, SWOT analysis, value-based management, the business life cycle phases and managing expectations are also included in the course content.

**MNA 2765 Staffing (O) 1 credit**

For students having a present or future need for information in personnel/human resource management, this course 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 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 course presents skills necessary to improve the quality of 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 - 3 credits**  
This course teaches the 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 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) ½ - 5 credits**  
This course is custom-designed, each time offered, to enable participating students to develop and refine skills necessary to be an effective leader in an identified employment setting. The course focuses on developing an understanding and recognition of skills such as effective communications techniques, interpersonal relations concepts, decision-making, motivation, as well as time and stress management, most required in the targeted setting.
- 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.
- SBM 1000 Entrepreneurship (O) 3 credits**  
This course focuses on research and development of the various elements of a business plan, including financing, marketing, and bookkeeping.
- SLS 1261 Essentials of Contemporary Leadership 3 credits**  
This course refines leadership skills and attitudes. The focus is 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 (O) 1 credit**  
This course develops and refines leadership skills and attitudes. The focus is on behavioral change and goal setting techniques. Topics include communication, team building, and human relations.
- SLS 1267 Team Building and Problem Solving (O) 3 credits**  
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 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 learn proven and practical marketing strategies, résumé drafting, and interview techniques, and are prepared to conduct a job search campaign based on a realistic job objective.

## CHEMISTRY

- CHM 1015 Introduction to Chemistry (P) 3 credits**  
This course teaches introductory chemical principles and applications for the non-science major. Topics include the scientific method of problem solving, classification of matter, the periodic table, chemical reactions, energy, chemical bonds, and acid-base chemistry. Prerequisite: Student must score into college level English, mathematics and reading on placement test.

- CHM 1033 Biochemistry for Health Professionals (P) 1 credit**  
This course covers the essentials of chemistry and biochemistry for students in health-related fields. Emphasis is placed on chemical and biochemical applications to the health-related fields, and on understanding the structure and function of lipids, carbohydrates, and proteins. Prerequisite: Student must score into college level English, mathematics and reading on placement test.

- CHM 1045 General Chemistry I (P) 3 credits**  
This course is a study of the principles of chemistry, atomic and molecular structure, chemical bonding, properties of gases, stoichiometry, liquids, and solids. Prerequisite: MAT 1033, and student must score into college level reading on placement test. Corequisite: CHM 1045L.

- CHM 1045L General Chemistry I Lab (P) 1 credit**  
This course is the laboratory for CHM 1045. Lab experiments include the topics of principles of chemistry, atomic and molecular structure, chemical bonding, properties of gases, stoichiometry, liquids, and solids. Prerequisite: Student must score into college level mathematics and reading on placement test. Pre/Corequisite: CHM 1045. Lab fee \$20.00.

- CHM 1046 General Chemistry II (P) 3 credits**  
This course is a continuation of CHM 1045 including equilibrium, kinetics, electrochemistry, and descriptive chemistry of some elements. Prerequisite: CHM 1045 and CHM 1045L. Corequisite: CHM 1046L.

- CHM 1046L General Chemistry II Lab (P) 1 credit**  
This course is the laboratory for CHM 1046. Lab experiments include the topics of equilibrium, kinetics, electrochemistry, and descriptive chemistry of some elements. Prerequisites: CHM 1045 and CHM 1045L. Corequisite: CHM 1046. Lab fee \$20.00.

- CHM 2210 Organic Chemistry I (P) 3 credits**  
This course teaches the nomenclature, preparation, reactions, mechanisms, and the electronic and structural features of carbon-containing compounds. The relationships between molecular shape, chemical reactivity, and product formation are covered. Classes of compounds studied include alkanes, alkenes, alkynes, alkyl halides, alcohols and ethers. Prerequisite: CHM 1046 and CHM 1046L. Corequisite: CHM 2210L.

- CHM 2210L Organic Chemistry I Lab (P) 1 credit**  
This course teaches the preparation of organic compounds. Students perform distillation, extraction, recrystallization and chromatography experiments. Alcohols, alkenes, esters and alkyl halides are prepared. Prerequisite: CHM 1046 and CHM 1046L. Corequisite: CHM 2210. Lab fee \$20.00.

**CHM 2211 Organic Chemistry II (P) 3 credits**

This course teaches the nomenclature, preparations, reactions, mechanisms, and the electronic and structural features of carbon-containing compounds. Classes of compounds studied include aromatics, aldehydes, ketones, carboxylic acids, amines and phenols. Chemical structure is determined using infrared spectra and nuclear magnetic resonance spectra. Prerequisite: CHM 2210 and CHM 2210L.

**CHM 2211L Organic Chemistry II Lab (P) 1 credit**

This course teaches the preparation, purification, and identification of organic compounds. Gas chromatography and infrared, spectra are obtained and used to determine chemical purity and structure. Esters, amides, carboxylic acids, aldehydes and aromatic compounds are prepared. Prerequisite: CHM 2210, CHM 2210L. Corequisite: CHM 2211. 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 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 (O) 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, and music. 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 2334 Early Childhood Language Arts and 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.

**CHD 2800 Administering a Child Care Center (O) 3 credits**

This course teaches the development and administration of a Child Care Center at the foundational level. Included are the principles and practices of assessing community need, licensing and certifying, budgeting, developing and equipping a center facility, staffing, managing on site and evaluating program and staff.

**EDF 1021 Social Elements in Early Childhood Education (O) 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 (O) 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 1313 Introduction to Preschool Practices (O) 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 (O) 4 credits**  
This course provides an opportunity for supervised participation in the Child Development Center. The students plan and carry out specific activities providing experiences in working with preschool children individually and in groups.
- EEC 1947 Early Childhood Practicum II (O) 4 credits**  
This course is the second in a series of four courses. Prerequisite: EEC 1946.
- EEC 2948 Early Childhood Practicum III (O) 4 credits**  
This course is the third in a series of four courses. Prerequisite: EEC 1947.
- EEC 2949 Early Childhood Practicum IV (O) 4 credits**  
This course is the last in a series of four courses. Prerequisite: EEC 2948.
- EEX 1013 Special Needs in Early Childhood Education 3 credits**  
This course teaches a survey of special-needs children during the early years, their families, and the agencies and systems available to provide assistance.
- EEX 2010 Introduction to Special Education (P) 3 credits**  
This course teaches the major areas of exceptional student education. Emphasis is on etiology, terminology, classification, prevalence, educational approaches, legal and medical implications, and personal and social growth and adjustments of student labeled exceptional. Prerequisite: Student must score into college level English on placement test.
- CHD V533 Parenting (O) 45 hours**  
This course prepares students for the occupation of parenting, realizing the dual roles of males and females as homemakers and wage earners, emphasizing the acquisition of knowledge and development of understanding the attitudes, standards, values, and skills relevant to individual and family life. Topics covered include human growth and development, interpersonal relationships, planning for parenthood, resource management, providing for health, safety, and security, importance of families and crisis management.
- HEV V107 Owner/Operator Developmentally Appropriate Practices (O) 10 hours**  
This course teaches legal and professional guidelines, business and financial practices, job descriptions of staff and owner/operators, team building with families, start up and operating processes, and professional organizations and publications.
- HEV V110 Early Childhood Education I (O) 150 hours**  
This course provides information concerning state rules and regulations; clean, safe and healthy learning environments; food service and nutrition education; child abuse and neglect; principles of child development; observation and recording; and developmentally appropriate practices.
- 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 presents the skills required to implement a developmentally appropriate, anti-bias program for children ages birth to age five.
- HEV V116 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 V118 Family Day Care Worker Training (O) 3 - 30 hours**  
This course teaches rules and regulations of operating a licensed home day care, including nutrition and health issues, safety procedures, identification and reporting of child abuse and neglect, principles of child growth and development, and management of a family day care home.
- HEV V126 Special Needs (O) 10 hours**  
This course teaches concepts necessary for an understanding of children with special needs and how to include them in a variety of settings.
- HEV V130 Early Childhood Education II (O) 150 hours**  
This course is an introduction to the career of preschool teaching. Students acquire competencies in activities for the development of infants, toddlers, preschoolers, school age children to age eight, and special needs children.
- HEV V137 Early Childhood Education III (O) 150 hours**  
This course is an overview of the management skills of becoming a preschool teacher. Topics include child development theories, current trends and issues, legislation, heredity, classroom management, developmentally appropriate curriculum and environments, multiculturalism, and teacher resource files.
- HEV V158 Early Childhood Education IV (O) 150 hours**  
This course teaches the skills necessary for employment in the child care industry. Topics include mentoring, workshop development, team building, advocacy, brain research, and professional development.
- HEV V159 Train the Trainer - Child Care (O) 10 hours**  
This course provides an overview of the 20-hour child care worker's training program.
- HEV V171 Developmentally Appropriate Practices - 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 age birth to age three. Prerequisite: HEV V115.
- HEV V181 Behavioral Observation and Screening in Child Care (O) 10 hours**  
This course teaches the appropriate techniques necessary for observing the developmental behavioral of children, specifically through the use of checklist, or similar tools to match observed behaviors with the corresponding developmental age level. Prerequisite: HEV V115.
- HEV V195 School Age Children (O) 10 hours**  
This course teaches knowledge and skills necessary for assisting in the implementation of a developmentally appropriate, multicultural program for children ages five through twelve.

### **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: EAP 0320 ESL Prep Reading I; EAP 0420 ESL Prep Reading II;

EAP 0380 ESL Grammar & Structure I, EAP 0480 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 Student Success (P) 3 credits**  
The course provides extensive instruction in study skills and strategies, helps students develop a positive attitude toward learning, and offers an orientation to the College.
- SLS 1501 College Study Skills (P) 1 credit**  
This course teaches students how to improve study skills that are necessary for academic success at the college level.
- SLS 1932 Special Topic in Study Skills for Business Students(O) 3 credits**  
This course aids the student in the development and enhancement of skills and techniques that help ensure the student's success in a particular degree or certificate program.

**COMMERCIAL DRIVER TRAINING**

- TRA V081 Commercial Vehicle Driving (O) 320 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.
- TRA V085 Bus Driver Skills Training (O) 55 hours**  
This course trains prospective school bus drivers in the physical aspects of driving a school bus. Students receive information on laws and regulations pertaining to bus drivers, public relations, and operation of the school bus. Prerequisite: Possession of Class B CDL with passenger and air brake endorsements.

**COMPUTER SCIENCE**

- CEN 1503 Orientation to Novell NetWare (O) 1 credit**  
This course is an introduction to networks and networking. The course content includes network components, data passing schemes, Network Systems, and 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 1513 Netware Administration (O) 3 credits**  
This course provides students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager for NetWare. Students completing this course are able to accomplish fundamental network management tasks on a NetWare network. Recommended Prerequisites: a working knowledge of Windows 95 or Windows NT Workstation and experience with DOS and CGS 1283.
- CEN 1514 Netware Advanced Administration (O) 3 credits**  
This course provides students with the knowledge and skills they need to design, configure, and administer a complex NetWare network. Skills learned include upgrading from a NetWare environment, migrating to NetWare Distributed Print Services, executing Java-based utilities, performing network backup, and configuring NetWare for remote access. Recommended Prerequisites: a working knowledge of Windows 95 or Windows NT Workstation and experience with DOS and CGS 1283. Prerequisite: CEN 1513.

- CEN 1523 NDS Design and Implementation (O) 3 credits**  
 This course teaches network administrators, network designers and networking consultants the skills needed to create an NDS design and implementation strategy. Students complete and NDS design strategy and implementation schedule using templates that they can re-use to create a design for their workplaces. Students use these strategies and schedules to complete a NetWare implementation in a hands-on environment. Recommended Prerequisites: a working knowledge of Windows 95 or Windows NT Workstation and experience with DOS and CGS 1283.
- CEN 2320 Windows Network Infrastructure (P) 3 credits**  
 This course teaches support professionals how to plan, configure, manage, secure, and troubleshoot a network infrastructure around features supported by the Microsoft Windows network operating system. Recommended prerequisite: CTS 1814.
- CEN 2527 Cisco Network Academy (Router Technology) (O) 3 credits**  
 This course teaches the basics of networking hardware covering beginning router configurations, routed and routing protocols, and introduction to LAN switching. This is the second of a four-part series to prepare students for the Cisco Certified Networking Associate examination. Prerequisite: CGS1283.
- CEN 2528 Cisco Network Academy (Advanced Router Technology) (O) 3 credits**  
 This course teaches the principles and applications of networking hardware covering advanced router configurations, LAN switching, network management, and advanced network design. This is the third of a four-part series to prepare students for the Cisco Certified Networking Associate examination. Prerequisite: CEN 2527.
- CEN 2529 Cisco (Project Based Learning) (O) 3 credits**  
 This course covers principles, applications, and implementation of networking hardware including advanced network design projects and advanced network management projects. This is the fourth of a four-part series to prepare students for the Cisco Networking Associate examination. Prerequisite: CEN 2528.
- CEN 2940 Computer Science Internship (O) 3 credits**  
 This course teaches how the skills and competencies obtained in the classroom apply in a professional setting. The course includes supervised work experience, instructional seminars, and project-based instruction. Prerequisite: Permission of instructor.
- 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 1002 Fundamentals of Computer Usage (O) ½ credit**  
 This course introduces the basics of common applications of the computer, including word processing, data base, and spreadsheet software. Special emphasis is given to beginning commands and concepts necessary for these programs.
- CGS 1003 Fundamentals of Computer Application (O) ½ credit**  
 This course is an overview of fundamentals of computer usage. Students receive hands-on experiences in a variety of computer concepts. The course is modified to the specific needs of the participants.

- 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 1053 Electronic Access to Educational Resources 1 credit**  
This course teaches skills and provides hands-on application in accessing educational information resources, including books, journals, newspapers, and other research material using online catalogs, databases, and the Internet. Educational testing sources, statistical sources, and specialized databases will be highlighted. Analysis of Internet sites, effective search strategies, information literacy, critical thinking skills, and citing electronic resources are also addressed.
- 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 1064 Navigating the Internet (O) 3 credit**  
This course teaches the student beginning techniques on how to use Internet tools, resources, and basic hardware and software components in order to enhance job skills, job goals, and job efficiency. Topics may include: the basic structure of the Internet, basic hardware/software and service provider components, basic Internet resources to achieve specific goals, utilizing popular browser(s), and beginning techniques for integrating Internet resource materials into the workplace.
- CGS 1100 Introduction to Computer Applications for Business (P) 3 credits**  
This course introduces students to microcomputer applications for business. Major topics include windows operating systems, word processing, financial spreadsheets, database applications, e-mail, local area networks, and the Internet. Lab fee \$20.00.
- CGS 1107 Electronic Access to Business Resources (O) 1 credit**  
This course teaches skills and provides hand-on application in accessing business information resources, including books, journals, newspapers, and other research material using online catalogs, databases, and the Internet. Specialized databases and Internet sources, such as EDGAR, Thomas Register, the Census Bureau, and the Department of Commerce are highlighted. Analysis of Internet sites, effective search strategies, information literacy, critical thinking skills, and citing electronic resources are also addressed.
- 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 includes lecture, demonstration, and personalized instruction.

- CGS 1130 Electronic Access to Legal Resources (O) 1 credit**  
This course teaches skills and provides hands-on application in accessing legal information resources, including books, journals, newspapers, and other research material using online catalogs, databases, and the Internet. Specialized databases and Internet sources, such as Westlaw, Florida Statutes, and the Federal Register, are highlighted. Analysis of Internet sites, effective search strategies, information literacy, critical thinking skills, and citing electronic resources are also addressed.
- 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 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 1283 Networking Essentials (O) 3 credits**  
The purpose of this course is to prepare a student to learn and apply the basics of computer networking using common network devices. The course covers the OSI model and industry standards, network topologies, IP addressing including subnet masks, and basic network design. This is the first of a series of courses designed to prepare students for industry certification exams leading to the Cisco Certified Networking Associate or the Microsoft Certified Professional Systems Engineer.
- 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 1201 Orientation to Microsoft Word (O) 1 credit**  
This course develops introductory-level skills for word processing using a microcomputer with the software Microsoft Word.
- CTS 1200 Orientation to Word Perfect (O) 1 credit**  
This course develops introductory-level skills for word processing using a microcomputer with the software WordPerfect.
- CTS 1260 LOTUS I (O) 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.
- CTS 1261 Excel I (O) 3 credits**  
This course teaches beginning-level skills in electronic spreadsheets and examines 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 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 1520 Orientation to Presentation Graphics (O) 1 credit**  
This course is an orientation to business graphics software. Students create text, charts, and graphs using the microcomputer.

- CGS 1522 Presentation Graphics (O) 3 credits**  
This course teaches how to design and develop multimedia presentation projects of linear design focus with PowerPoint for business, web sites, and presentation broadcasts. This course also prepares the student for PowerPoint MOUS certification. Before taking this class, the student needs to know how to open, edit and save word processing documents; open and navigate an internet browser; perform basic disk and file management skills-such as creating folders and saving, copying, cutting, and pasting files in My Computer and/or Windows Explorer.
- CTS 1750 Introduction to Microsoft Works (O) 3 credits**  
This course presents an overview on how to use the Microsoft Works integrated software package. Lab fee \$20.00.
- CGS 1540 Introduction to Access (O) 3 credits**  
This course teaches relational database design and how to create powerful applications using the Microsoft Access software package. Topics include designing and crating tables, queries, forms, reports, macros, and modules, with emphasis on business application.
- CTS 1400 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 1550 Introduction to the World Wide Web (O) 3 credits**  
This course introduces 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 includes a discussion of basic theory as well as practical hands-on exercises. Lab fee \$20.00.
- CGS 1552 Orientation to RiverNet (O) 1 credit**  
This course provides an orientation to RiverNet. It includes an introduction to Novell Operating Systems, Windows, Disk Operating Systems, and e-mail. Hands-on experience with RiverNet is a part of this course.
- CGS 1555 Orientation to Internet (O) 1 credit**  
This entry-level course exposes students to the fundamental concepts involved in using the Internet. Course content includes Internet access techniques, network etiquette, electronic mail and conferencing, file transfer, and use of the World Wide Web. The course involves lecture and online demonstrations by the instructor and simultaneous hands-on activities for students.
- CTS 1101 Orientation to Windows (O) 1 credit**  
This course introduces the student to Microsoft Windows in a DOS environment. Emphasis is 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.
- CTS 1105 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 are 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 learns to use a personal computer, mouse, and laser printer for initial instruction in assembling documents with graphics, illustrations, and text.

- CTS 1501 Microsoft's Equation Editor (O) 3 credits**  
This course introduces the necessary skills to insert publishable equations and tables in Microsoft word and PowerPoint documents. It is intended for students who create mathematical and/or scientific documents. Corequisite: e-mail accessibility.
- CGS 1700 Introduction to Operating Systems (P) 3 credits**  
This course covers the hardware, software, and operating system concepts used with computer systems. It focuses on popular operating systems such as Windows, DOS, and UNIX. Emphasis is on utility commands, kernel software, shell programs, and connectivity.
- CGS 1820 Orientation to FrontPage (O) 1 credit**  
This course provides students with an orientation to FrontPage application software. Students learn how to create web pages, set page titles, add headlines, work with colors and font styles, make tables, and build bulleted and numbered lists. Recommended Prerequisite: Familiarity with the Internet and HTML.
- CGS 1821 Web Site Development (P) 3 credits**  
This course teaches the student to create and manage Web sites with visual HTML tools and graphic editing software, with a focus on Macromedia Dreamweaver and Macromedia Fireworks. Students create dynamic Web sites incorporating text, graphics, Flash movies, Shockwave movies, DHTML, Java Applets, ActiveX controls, and cascading style sheets.
- CGS 1822 Web Page Design with FrontPage (O) 3 credits**  
This course teaches Web page design using Microsoft FrontPage, including creating tables, forms, and frames. Other topics include an overview of DHTML, Java, JavaScript, and managing and publishing web sites.
- CGS 1871 Introduction to Multimedia (O) 3 credits**  
This course teaches multimedia terms, definitions, and possible applications. The focus is on developing effective and efficient desktop instruction using a variety of multimedia software and hardware. 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 is on utilizing desktop instruction with existing software. Students learn to incorporate CD-ROM and video-disc technology to enhance their presentations.
- CGS 1876 Advanced Web Site Development (P) 3 credits**  
This course teaches how to add rich multimedia content to web pages. The student demonstrates advanced web development techniques by developing and integrating Flash movies and associated graphics into Dreamweaver and other web sites. Recommended prerequisite: CGS 1821.
- CTS 1551 Orientation to Multimedia (O) 1 credit**  
This course teaches an extensive introduction to multimedia authoring software with an emphasis on academic/business uses. Hands-on instruction is provided ranging from basic concepts of creating and manipulating objects to building multimedia applications.
- CGS 1930 Special Topics in Computers (O) 1 - 3 credits**  
This course focuses on basic skill development of selected topics in computer and information technology. Topics may include: popular application suites or programs, utilizing operating systems(s), multimedia software/hardware, the basics of computer system components or network components, desktop publishing, authoring/presentational tools, and Internet resources.

- CGS 2068 Advanced Navigation of the Internet (O) 3 credits**  
This course teaches the student advanced techniques on how to use Internet tools, resources, and hardware/software components in order to enhance job skills, job goals, and job efficiency. Topics may include: advanced demonstrations of Internet structures, advanced hardware/software utilization techniques, analytical techniques for choosing service providers, advanced search techniques for Internet resources for job integration, and advanced techniques for using popular browser(s).
- CGS 2172 E-Commerce Design (O) 3 credits**  
This course teaches students the technological issues associated with setting up, maintaining, and administering an electronic-commerce web site. Students implement a transaction-enabled business-to-consumer web site. Strategies and products available for building electronic-commerce sites are examined. Management issues and complementary options for existing business infrastructures are studied. Students learn how to implement the technology in electronic transactions through hands-on experiences. Recommended prerequisites are experience with network administration, CGS 1833, COP 2552, and CTS 2310.
- CTS 2201 Advanced WordPerfect (O) 1 credit**  
This course is an extension of WordPerfect I. Students are 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.
- CTS 2220 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.
- CTS 2270 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: CTS 1260 or equivalent. Lab fee \$20.00.
- CGS 2557 Introduction to Internet (O) 3 credits**  
This course teaches how 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. Lab fee \$20.00.
- CTS 2130 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 Prerequisites: CTS 1101.
- CGS 2760 Advanced Operating Systems UNIX/Linux (O) 3 credits**  
This course teaches how to install and use fundamental commands and utilities of UNIX/Linux based operating systems. It focuses on system administration, hardware configuration, user management, and TCP/IP networking protocols. The course involves extensive hands-on activities and practical exercises. Recommended prerequisite: CGS 1700.

- CGS 2874 Advanced Multimedia (O) 3 credits**  
This course gives multimedia developers an in-depth understanding of advanced multimedia software concepts. The student creates training-oriented applications using the latest multimedia software. Recommended prerequisite: CGS 1871.
- CGS 2878 Multimedia Programming-Macromedia Director (O) 3 credits**  
This course teaches the concepts and skills of using Macromedia Director to create movies and multimedia productions for DVD, Kiosks, CD-ROM or the Web. The fundamentals of lingo scripting language are taught to create highly visual, animated and interactive movies for the Web or for DVD/CD distribution.
- CGS 2932 Advanced Special Topics in Computers (O) 3 credits**  
This course focuses on developing advanced skills and utilization techniques related to selected topics in computer and information technology. Topics may include: popular application suites or programs, utilizing operating system(s), multimedia software/hardware, the basics of computer system components or network components, desktop publishing, authoring/presentational tools, and Internet resources.
- CTS 1104 Windows Professional (P) 3 credits**  
This course teaches how to operate in the Microsoft Windows 2000 Professional environment. It covers such topics as installation, configuration, and administration of the Microsoft Windows 2000 Professional operating system in a networked environment.
- CTS 2811 Administering MS SQL Server (P) 3 credits**  
This course teaches how to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server. Prerequisite: CTS 1814.
- CTS 1814 Windows Server (O) 3 credits**  
This course teaches Microsoft Windows Server. It covers such topics as installation, configuration, and administration of the Microsoft Windows Server operating system in a networked environment. Recommended prerequisite: CTS 1104.
- CTS 2310 Network Security (O) 3 credits**  
This course teaches how to design security for computer networks. Students learn how to analyze current networking environments and design a security solution, a Public Key Infrastructure (PKI), and Windows network services security. Recommended prerequisite: CET 1178 and CTS 1104.
- CET 1854 Introduction to Wireless Technology (O) 3 credits**  
This course teaches key wireless networking topics, including wireless technology and architecture, network design, types of wireless networks, and applications. Special focus is on technical matters, wireless communication products, wireless networking products, and wireless LANs products. It is recommended that all students have at least a basic knowledge of networking, including Protocol, the OSI module, and TCP/IP.
- EEV V580 Networking I (O) 150 hours**  
This course is the first in a series of networking-specific courses and teaches competencies needed for employment in network support positions. The content includes instruction in computer literacy, basic hardware configuration, hardware and software troubleshooting, operating systems, and computer networking. Prerequisite: OTA V006.
- EEV V582 Networking II (O) 150 hours**  
This course is the second in a series of networking-specific courses. The content includes troubleshooting and diagnostic techniques; network hardware devices, topographies and standards; and email and Internet activities. Prerequisite: EEV V580.

- EEV V583 Networking III (O) 150 hours**  
 This course is the third in a series of networking-specific courses. The content includes on-site and remote end user support and assistance; network transmission media; email options and functions; and network administration tasks. Prerequisite: EEV V582.
- EEV V584 Networking IV (O) 150 hours**  
 This course is the fourth in a series of networking-specific courses. The content includes installation of network server operating system and client software, network administrative tasks, email server software, network security and troubleshooting, installation and configuration of software applications on file servers, training of end users, and Internet/Intranet publishing. Prerequisite: EEV V583.
- EEV V585 Networking V (O) 150 hours**  
 This course is the fifth in a series of networking-specific courses. The content includes applying troubleshooting and diagnostic techniques to configuration, software, hardware, and network problems, procedures for management of records and maintenance, and proficiency in network management. Prerequisite: EEV V584.
- EEV V586 Networking VI (O) 150 hours**  
 This course is the final in a series of networking-specific courses. The content includes management and supervision techniques, remote access assistance to users, proficiency in installation, configuration, and management of email server software, network proficiency in installation, configuration, and management of email server software, network server operation systems, network management, and training techniques for training users. Prerequisite: EEV V585.
- CTS V070 Web Design I (O) 150 hours**  
 This course is the first in a series of Web Design-specific courses. It teaches a basic overview of the Internet, Intranet, and WWW. The content includes operating systems; basic HTML commands; navigation of the Internet, Intranet, and Web, and Web page design. Prerequisite: OTA V006.
- CTS V071 Web Design II (O) 150 hours**  
 This course is the second in a series of Web Design-specific courses. It teaches advanced concepts for Internet, Intranet, and Web design. The content includes Internet/Intranet tools, Web site promotion, advanced HTML commands, advanced page design, and multimedia applications. Prerequisite: CTS V070.
- CTS V072 Web Design III (O) 150 hours**  
 This course is the third in a series of Web Design-specific courses. It teaches advanced concepts in HTML, design, and Internet tools. Prerequisite: CTS V071.
- CTS V073 Web Design IV (O) 150 hours**  
 This course is the fourth in a series of Web Design-specific courses. It teaches advanced concepts in web site promotion, interactive web site development, and using scripting languages as they relate to WWW site. Prerequisite: CTS V072.
- CTS V074 Web Design V (O) 150 hours**  
 This course is the fifth in a series of Web Design-specific courses. It teaches an overview of e-commerce, introduces scripting and increases proficiency in audiovisual techniques. Prerequisite: CTS V073.
- CTS V075 Web Design VI (O) 150 hours**  
 This is the final course in a series of Web Design-specific courses. Topics include planning, designing, implementing and promoting a business web site using both individual and team talents. Proficiency with industry standard software are emphasized. Prerequisite: CTS V074.

**CTS V080 PC Support I (O)****150 hours**

This is teaches entry-level skills for PC support services. Emphasis is placed on developing and understanding various computer software applications and computer hardware. Prerequisite: OTA V006.

**CTS V081 PC Support II (O)****150 hours**

This course continues the development of basic entry-level skills for PC support services. The content includes software applications and operating systems, electronic communication via the Internet, and an introduction to computer networking. Prerequisite: CTS V080.

**CTS V082 PC Support III (O)****150 hours**

This course continues the study of PC support services and teaches advanced skills for employment. The content includes advanced software applications, the interrelationships among major components of networks, hardware installation, and selection of electronic communications software and hardware. Prerequisite: CTS V081.

**CTS V083 PC Support IV (O)****150 hours**

This course continues the development of advanced skills for entry-level employment in PC support services positions. The content includes utilization of advanced software/system features and programs, integration techniques to enhance projects, network administration, components of Web pages, and preventative hardware maintenance. Prerequisite: CTS V082.

**CTS V084 PC Support V (O)****150 hours**

This course continues the development of advanced skills for entry-level employment in PC support services positions. The content includes utilization of advanced software/system features and programs, integration techniques to enhance projects, network administration, components of Web pages, and preventative hardware maintenance. Prerequisite: CTS V083.

**CIS 1000 Introduction to Data Processing****3 credits**

This course 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 (P)****3 credits**

This course teaches the fundamental elements of computer systems analysis and design. Students study the systems development life cycle and develop the skills necessary to analyze and design large-scale systems through case studies. This course also addresses issues related to professional practice in the field of computer science.

**COP 1332 Visual Basic.NET (O)****3 credits**

This course teaches Microsoft Visual Basic.NET for Windows at an introductory level. Students learn to create applications which operate in a Microsoft Windows environment using Visual Basic.NET. Topics include, but are not limited to, creating a windows application, designing and creating forms, using menus, common dialog boxes, procedures, functions, arrays, decision statements and loops. Prerequisite: COP 2000 or permission of instructor. Lab fee \$20.00.

**COP 1700 Data Base Management (O)****1 credit**

This course introduces the use of a relational database management program on a microcomputer. Emphasis is toward business application.

- COP 1800 Java Programming (P) 3 credits**  
This course teaches Java Programming at an introductory level. Topics covered are the basic elements of Java including objects, classes, control structures, GUI (graphic user interfaces), methods, arrays and an introduction to applets. Recommended Prerequisite: COP 1830.
- COP 1830 Web Programming (O) 3 credits**  
This course teaches the fundamentals of programming concepts with programs that yield visible or audible results in Web pages and Web-based applications. Topics include Web page design, server and client side scripting. ActiveX controls, and the essentials of electronic commerce. Additional topics may include HTML, Dynamic HTML, and XML and scripting languages such as JavaScript and VBScript. Recommended prerequisite: COP 2000 or experience with a procedural computer programming language.
- COP 2000 Introduction to Computer Programming I (P) 3 credits**  
This course teaches beginning programming techniques necessary to write well documented, structured computer programs. The course emphasizes the planning process using examples involving sequence, decision, and iteration. Although the emphasis is on logic and algorithm development, programs are coded and implemented using a modern programming language. Recommended Prerequisite: MAT 1033. Lab fee \$20.00.
- COP 2001 Computer Programming II (P) 3 credits**  
This course teaches the design and analysis of simple algorithms and data structures as a continuation of COP 2000. Topics include arrays, stack, queries, linked lists, tree structures, sorting, and searching. Assignments are given in a modern procedural programming language. Prerequisite: COP 2000. Lab fee \$20.00.
- COP 2210 PASCAL Programming I 3 credits**  
This course 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 2220 C-Programming I 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 (P) 3 credits**  
This course teaches the C++ Programming language for students with a prior working knowledge of the "C" programming language. The course reviews "C" programming and covers the basic elements of C++ including data structures. Topics include input/output, control structures, user-defined functions, arrays, strings, recursion, records, classes, data abstraction, pointers, linked lists, stacks, queues, searching/sorting algorithms, and binary trees. Prerequisite: COP 2000 or permission of instructor. Lab fee \$20.00.
- COP 2360 C# Programming (O) 3 credits**  
This course teaches how to program using the Microsoft C# programming language. Students learn how to work with a set of classes known as the Common Language Runtime (CLR) and they also gain an in-depth understanding of the Microsoft .NET framework, its architecture, main components and supported technologies. Recommended prerequisite: COP 2001.

- COP 2400 Assembler Programming (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 2001. Lab fee \$20.00.
- COP 2552 Advanced Web Programming CGI/Perl (O) 3 credits**  
This course teaches how to use Common Gateway Interface (CGI) scripting language. This course offers a comprehensive explanation of using CGS to serve dynamic content along with the current techniques available with the CGI.pm module and the latest versions of PERL. The course begins with how CGI works, then shows the student how to develop the subtle details of a CGI program. Recommended prerequisite: CGS 2760 and COP 1830.
- COP 2701 Data Base Programming (P) 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 includes 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.
- 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 are explored.
- CGS P930 Information Technology Training (O) 30 - 80 hours**  
This course teaches the skills necessary to prepare students for industry certification exams such as A+, N+, MCP, CCNA, MOUS, and other Information Technology accreditations.

## **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 \$195.00.
- COS V080C Anatomy, Physiology and Chemistry of Cosmetology (O) 501 hours**  
Topics presented 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) 198 hours**  
This course is the final segment of the Cosmetology Program reviewing basic and advanced skills from COS V001C and COS V080C. It develops competencies in salon management and employability skills including budgeting, site selection of building, design layout, selection of budgeting equipment, sales development, and employability skills required to succeed in the industry. The course also provides the student with competencies in the State Board of Cosmetology. Prerequisite: COS V080C. Lab fee \$50.00

- COS P404 Hair Braiding (O) 48 hours**  
This course teaches the art of interweaving a client's natural human hair. Instruction includes sanitation and sterilization, HIV/AIDS and other communicable diseases, disorders and diseases of the scalp, and laws and rules affecting the practice of cosmetology. Upon completion, the student is prepared for state registration as a hair braider. Lab fee \$30.00.
- COS V905 Cosmetology Extended Hours (O) varying**  
This course provides additional opportunity to complete the basic cosmetology program. Instruction qualifies students for employment upon successfully passing the Florida Cosmetology License Examination. 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. Prerequisites: COS V0001C, COS V080C and COS V081C. Lab fee \$80.00.
- COS V910 Cosmetology Board Review (O) 12 hours**  
This course is for students who are completing their hours and services in a state approved cosmetology training program and need to review prior to participating in their State Board Exam to become a licensed Full Cosmetologist. Transfer cosmetologists from other states needing their Florida License or cosmetologists whose licenses are inactive, also qualify for this course. Prerequisite: Completion of State Approved Cosmetology Training Program.
- 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 \$235.00.
- 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 \$50.00.
- 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 \$50.00.
- COS V926 Practical/Theory Review (O) varying**  
This course provides students with an overall review of the theory portion of the cosmetology program. The focus is geared to the individual needs of each student.
- CSP V010 Manicure, Pedicure, Nail Extensions I (O) 120 hours**  
This course develops competencies in manicuring, pedicuring and sculptured nails including selection of supplies and equipment; sanitation procedures; performing designated procedures; safety rules and procedures; competencies in State Board of Cosmetology requirements; cosmetology law, rules and regulations; and employability skills in the cosmetology industry. Lab fee \$220.00.
- CSP V011 Manicure, Pedicure, Nail Extensions II (O) 120 hours**  
This course is a continuation of Manicuring, Pedicuring, Nail Extensions I. It 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 \$220.00.

**COS P932 AIDS and Cosmetology (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 P933 AIDS and Barbering (O) 2 - 4 hours**  
This course teaches the history and origin of HIV/AIDS and safety practices implemented for the public in the workplace.

**COS P935 Special Topics in Cosmetology (O) 2 - 20 hours**  
This course provides information on contemporary, ethical, and technical issues and related concerns in the cosmetology industry. The course assists cosmetologists in developing their skills, professionally and personally, in several areas including but not limited to HIV/AIDS, sanitation and sterilization, OSHA, Workers Compensation, Chapter 477, chemical make-up and environmental issues. This course is designed for licensed Cosmetologists.

### **CRIMINAL JUSTICE TECHNOLOGY**

**\*CJC 1371 Advanced Correctional Supervision (O) 2 credits**  
This course builds upon the Correctional Supervision course (CJC 1370) as the student learns how to utilize effective goal setting, identify and solve problems, and implement coaching as a tool to improve employee performance. Additionally, the course covers topics about exercising sound judgment, how to supervise former peers and how to prevent staff burnout. The course is designed to foster supervisors' growth by focusing on helping them better their skills and the skills of their staff.

**\*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.

**\*CJD 1608 Advanced Traffic Accident Investigation (O) 5 credits**  
This course provides the accident investigator with the skills and ability to perform in-depth accident investigations to gain insight into how to interpret the physical evidence at the scene of an accident.

**\*CJT 2121 Arson Investigation (O) 3 credits**  
This course teaches the investigative skills needed to determine the cause and origin of suspicious fires.

**\*CJT 1321 Auto Pistol Transition (O) 1 credit**  
This course is designed for certified Law Enforcement/Correctional Officers. Through lecture, demonstration, and field exercises, this course examines the origins, physical description, functioning characteristics, and technical information associated with the semi-automatic pistol. Additionally, live-fire exercises are conducted to demonstrate student proficiency, safe handling of semi-automatics, and immediate-action procedures in the event of a malfunction. Lab fee \$50.00.

**\*CJD 2667 Background Investigations (O) 1 credit**  
This course teaches the officer assigned to do background investigations on new employees, the skills and techniques needed to evaluate an individual for employment in the law enforcement profession.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department.

- \*CJD 1630 Basic Firearms Instructor Training (O) 3 credits**  
 This course provides specific skills to those officers who 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.
- CJD 1332 Building & Maintaining a Sound Behavioral Climate (O) 3 credits**  
 This course focuses on the factors that affect the behavior climate of an organization. Emphasis is given to the role of management, the expectations of employees, availability of physical and financial resources in the community.
- \*CJD 1681 Case Preparation and Court Presentation (O) 3 credits**  
 This course teaches fundamental issues and procedures associated with preparing and presenting a criminal case in a court of law.
- \*CJD 1665 Computer Applications for Law Enforcement (O) 3 credits**  
 This course provides instruction for the use of computers in criminal justice operations. The students are introduced to prepackaged software and the process used to modify the package to criminal justice usage.
- CJL 2062 Constitutional Law (P) 3 credits**  
 This course examines the Constitution of the United States, which serves as the cornerstone of the legal system.
- CJC 2302 Correctional Institution Admin. 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 and custody of inmates is examined in depth.
- \*CJC 1370 Correctional Supervision (O) 2 credits**  
 This course teaches the correctional officer the concepts associated with making the transition from line officer to a supervisor. Through lecture and demonstration, this course examines effective communications, various styles of supervision, staff liability, and how to motivate, evaluate and discipline staff. Additionally, time management, stress management, and ethical conduct is studied within group discussions. Student must be certified law enforcement or correctional officers.
- CJT 2120 Crime Scene Procedures (O) 3 credits**  
 This course examines the procedures employed to conduct a systematic evaluation of a crime scene beginning with the preliminary stage at the crime scene and continuing through the complete follow-up phases. Students explore the role of the officer or investigator and their responsibility for the collection and documentation of evidence to provide a composite of the occurrence.
- \*CJT 2114 Crime Scene Technician Academy (O) 5 credits**  
 This course examines the various techniques used in crime scene investigation. Emphasis is placed upon recording the crime scene, collecting and preserving the physical evidence, and the applications of photography and video taping of crime scenes. Employment of the techniques available to the crime scene investigator are demonstrated.
- \*CJD 2648 Crimes Against Children (O) 3 credits**  
 This course increases the student's ability to understand the complex issues and dynamics of identifying and investigating crimes committed against children.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of the Criminal Justice Department.

- \*CCJ 2673 Crimes Against the Elderly & Disabled (O) 3 credits**  
This course is designed to increase the law enforcement officers' understanding of the laws as they have been written to protect Florida's elderly and disabled adult populations. Students examine the elder issues that currently exist within our communities with emphasis on specific crimes that primarily target the elderly and disabled adult populations.
- CJT 2100 Criminal Investigation (P) 3 credits**  
This course teaches the fundamentals of criminal investigation to include the role of the investigator in combating crime. Students examine the process which continues to evolve due to scientific, legal, and social developments, as well as changes in the behavior of criminals.
- CJL 2100 Criminal Law (P) 3 credits**  
This course teaches the principles involved in criminal law and the key elements of major crimes. Students examine the tools necessary to apply the general principles to the varied and changing definitions of specific crimes.
- CJL 2403 Criminal Procedure (P) 3 credits**  
This course teaches the basic procedural aspects of the criminal justice system within the context of a state's procedural laws. Students examine basic topics relevant to law enforcement, from court systems to constitutional rights.
- \*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. This course enhances the officer's knowledge, skills, and abilities to effectively recognize and handle common crisis situations.
- \*CJD 2625 Critical Incident Management (O) 1 credit**  
This course prepares 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 2699 Cultural Diversity – Train the Trainer (O) 3 credits**  
This course teaches instructors how to teach other officers in the topic of human and cultural diversity. Students apply their skills utilizing innovative training techniques which enhance their instructional delivery.
- \*CJD 1255 Defensive Tactics Instructor Training (O) 5 credits**  
This course prepares the participant to teach the basic controlling techniques and self defense course in the Basic Recruit Academies. Topics include the legal issues in defensive tactics, motor skills development, instructor techniques and methods for managing stress while performing defensive tactics procedures.
- \*CJD 2251 Detective Academy (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.

- CCJ 1600 Deviant Behavior (P) 3 credits**  
This course teaches the basic sociological perspectives and theories of deviance. Emphasis is placed on understanding basic behavior patterns that are not a part of traditional and conventional society.
- \*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 include physical operation, physical force, recognizing abnormal behavior, and verbal and nonverbal communication.
- \*CJD 2698 Domestic Intervention (O) 3 credits**  
This course provides the officer with an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems.
- \*CJD 2697 Domestic Violence (O) 1 credit**  
This course enhances the skills of the law enforcement officer to deal with domestic violence incidents as a part of their routine duties and responsibilities.
- \*CJD 1669 Driver Instructor Training (O) 3 credits**  
This course enhances the knowledge, skills, and abilities of an individual to provide efficient and effective basic recruit training to criminal justice personnel.
- \*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 that affect emergency situations. Prerequisite: Must be a certified correctional officer.
- \*CJD 1301 Ethics for the Justice System (O) 3 credits**  
This course examines various modes of critical thinking and ethical inquiry as they relate to individuals employed in the justice system. Ethical and moral theories are discussed in this regard and the dynamics of intellectual inquiry are also explored. Of particular concern is the moral nature and purpose of the justice system as well as the scope and limits of investigative knowledge.
- \*CJT 2300 Explosive and Bomb Response (O) 1 - 3 credits**  
This course combines classroom and field training pertaining to explosive functioning, the handling and investigation of explosives.
- \*CJD 1632 Field Training Officer Techniques (O) 3 credits**  
This course introduces the criminal justice student (law enforcement and corrections) to the basic goals of field training and evaluation programs within a law enforcement agency. Basic structure and elements of the program are examined, including the benefits of field training and factors which contribute to the success of the program.
- CJD 2476 Firefighting for Corrections (O) 3 credits**  
This course teaches response to a fire within a correctional facility. The student examines the types of equipment used in firefighting, the role of the fire department, the role of correctional personnel and the considerations necessary for the safety of those incarcerated or employed in the facility.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department.

- \*CJD 2260 First Responder for Instructors (O) 3 credits**  
This course teaches specific skills to those officers who instruct recruit level trainees and in-service officers in the skills of performing medical treatment as a first responder to medical emergencies. Student must have completed first responder training. Lab fee \$10.00.
- \*CJD 1510 Spanish for the Criminal Justice Profession (O) 3 credits**  
This course provides all levels of criminal justice professionals with the skills and abilities to communicate using the Spanish language. This course equips the student with the basic skills necessary to communicate during routine job duties, during emergency, life threatening or potentially life threatening situations.
- CJD 1304 Foundation of Law Enforcement Leadership (O) 1 credit**  
This course teaches the basic leadership skills that are the foundation of the law enforcement community. Exposure to the para-military organization with a focus on the history of law enforcement, the duty to society, and the honor, duty and integrity of the law enforcement officer are highlights the student experiences.
- CJL 1000 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 students are exposed to an overview of how the judicial system works, the principle of precedent, statutory interpretation, and appellate procedure.
- CJD 1262 Fundamentals of Surveillance (O) 3 credits**  
This course studies the various surveillance, stake-out and activity check techniques available to the Private Investigator. Effective applications of surveillance utilizing motion and still cameras and available equipment is discussed. Undercover and pretext operations are also explored as methods of gathering information.
- \*CJD 2612 Homicide Investigation (O) 4 credits**  
This course teaches advanced skills and techniques pertinent to the successful resolution of homicide deaths directly attributable to the felonious acts of another person. Students acquire the knowledge necessary for identifying a homicide from other types of death.
- \*CJD 2626 Hostage Negotiation (O) 3 credits**  
This course provides hostage negotiators with the skills needed to successfully bring to resolution 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 teaches the Criminal Justice student the tasks and responsibilities inherent to an investigation which involved injury and death. The specific role of the investigator is examined.
- \*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 or state need.

- \*CJT 2936 Internal Affairs Investigation (O) 3 credits**  
This course teaches the role and function of the internal affairs investigative process, used as a common practice within a criminal justice agency. This course includes pro-active and passive methodologies and is designed to promote a high degree of organizational and personal integrity.
- CJD 1940 Internship in Criminal Justice (O) 3 - 4 credits**  
This course provides on-the-job experience wherein students are given the opportunity to strengthen and further develop expertise in a practical setting within the Criminal Justice field. The student and instructor develop a training plan, with the instructor evaluating the student's performance by communication with the student's supervisor.
- CJC 2000 Introduction to Corrections (P) 3 credits**  
This course teaches an overview of the historical events and social issues that have shaped the corrections (person/jail) system in the U.S., to include an examination of contemporary corrections in terms of structure, clients, management, staff programs, and prisoners' rights.
- CJL 2500 Introduction to the Courts (O) 3 credits**  
This course introduces the student to the organization of the federal and state courts, discussing the structure of court system and how they are administered.
- CCJ 2020 Introduction to Criminal Justice (P) 3 credits**  
This course teaches the historical and philosophical background of criminal justice and agencies involved in the administration of criminal justice. Development and objectives of criminal systems together with organization, administration, and technical problems of local, state, and federal agencies are emphasized. The student is oriented to the purposes, requirements, and opportunities of the criminal justice career field.
- CJE 1000 Introduction to Law Enforcement (O) 3 credits**  
This course teaches an overview of the history, development, administration, operation and functions of law enforcement. Students examine innovative practices that have been developed as well as accountability issues that have surfaced in recent years.
- CJD 1801 Introduction to Private Investigation (O) 3 credits**  
This course examines the fundamental knowledge and direction to conduct a basic private investigation. Students explore the skills, techniques, and procedures used from the initial inquiry through the various processes involving the Criminal Justice System.
- \*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 course teaches the knowledge, skills and attitudes that are essential for an interviewer to conduct effective interviews.
- CCJ 2500 The Juvenile and the Law (O) 3 credits**  
The course examines the juvenile justice system. It explores how juvenile offenders are defined and classified to include the various stages of juvenile processing.
- \*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 to enhance both productivity and morale.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department.

- \*CJD 2320 Middle Management (O) 5 credits**  
This course prepares the law enforcement or correctional officer for a management or supervisory position within a criminal justice agency. A variety of techniques and skills are used to develop practical management skills for today's contemporary agency. Prerequisite: CJD 1310.
- \*CJD 2602 Narcotics Identification and Investigation (O) 3 credits**  
This course teaches an overview of narcotics and the role of the investigative agencies. Drug traffic flow patterns are presented with particular emphasis on receiver, transhipper and manufacturer.
- \*CJD 1647 Organized Crime (O) 3 credits**  
This course provides the officer and investigator with a basic introduction to organized crime. Specific techniques of recognition, classification, and effective investigation are provided.
- \*CJT 2341 Police Cyclist Training (O) 2 credits**  
This course prepares the law enforcement officer for patrol duty using bicycles. Officers learn to ride safely and comfortably in traffic, off-road, and in various conditions they are likely to experience.
- CJE 2300 Police Organization and Administration (O) 3 credits**  
This course teaches an overview perspective of police administration. The course examines the fundamentals of administration and management while giving the student a framework for understanding the role of the police administrator in relation to the responsibility to deliver quality police services.
- CJD 1011 Police Procedures (O) 3 credits**  
This course teaches key issues facing law enforcement in performing their policing duties. It emphasizes what the police responsibility is, the constitutional and statutory constraints under which police function and how the tasks to be performed can be accomplished responsibly and humanely within these constraints. Prerequisite: Permission of Criminal Justice Department Chair.
- CJB 1353 Police Supervision: Implementing Change (O) 3 credits**  
This course teaches the law enforcement and correctional officer the process of implementing change within a controlled environment by utilizing team leadership. Student must be Certified Law Enforcement or Correctional Officer.
- CJC 2162 Probation and Parole (O) 3 credits**  
This course teaches an overview of the history and philosophical foundations of probation and parole in the United States. It examines the organization and operations of probation and parole agencies as particular segments of the criminal justice system; probation as a part of the judicial process and parole as part of the prison/corrections system.
- CJD 1520 Public Safety Telecommunications (O) 3 credits**  
This course teaches public safety telecommunications. Students examine the fundamental theories and practices associated with the profession.
- \*CJD 2663 Report Writing Development (O) 3 credits**  
This course teaches the skills needed to prepare a written narrative report. Students review the standard conventions of English which are essential to writing an effective narrative report. Student must have successfully completed the Criminal Justice Basic Training Course.
- \*Prerequisite:** Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department.

- CJL 2130 Rules of Evidence (P) 3 credits**  
This course provides the student with a basic understanding of the rules of evidence and the reasoning of courts and legislative bodies in establishing rules regarding the admissibility of evidence.
- \*CJT 1240 The Science of Fingerprints (O) 5 credits**  
This course teaches the history of fingerprint identification with emphasis on the Henry System of fingerprint classification utilized by the National Crime Information Center. The course includes practical skills in pattern interpretation, ridge counting and whorl tracing. The methodologies and procedures for making comparison of inked fingerprints are examined.
- \*CJD 2603 Sex Crimes Investigation (O) 3 credits**  
This course provides an overview of sex crimes investigation for the patrol officer and investigator with limited experience in this field including an understanding of the problematic, legal, investigative, and evidentiary aspects of sex crimes.
- \*CJD 1614 Standardized Field Sobriety Testing (O) 3 credits**  
This course provides law enforcement officers with the techniques used in standardized field sobriety and drugged driving tests. Students examine the effects of alcohol and drug use as it relates to an individual's driving abilities. Practical skills training and testing are performed to detect and apprehend impaired drivers.
- \*CJD 1651 Security Threat Groups and Street Gangs (O) 1 - 3 credits**  
This course provides the criminal justice professional an opportunity to examine gang sub-cultures. Street and prison gangs, gang violence and lifestyle are explored to enhance the officer's ability to recognize and identify crimes related to gang activity.
- CJD 2328 Strategic Leadership (O) 7 credits**  
This course teaches the techniques and skills to advance criminal justice supervisors and managers in their professional abilities, personal competencies and careers. Strategic Leadership is a competency based experiential instructional course. It develops criminal justice managers to position themselves and their agencies for the challenges of today and tomorrow. The instructional format develops and enhances the student's strategic thinking.
- \*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 1662 Tactical Police Driving (O) 3 credits**  
This course enhances the officer's knowledge, skill, and ability in the operation of a police vehicle. Officers examine issues related to the negligent operation of vehicle and the standards of conduct employed when involved in pursuit and emergency driving. A portion of this course is devoted to practical driving skills development.
- \*CJD 1601 Traffic Accident Investigation (O) 3 credits**  
This course is a basic presentation of traffic accident investigation for the patrol officer and investigator with limited expertise in this area. Traffic laws and arrest procedures are examined as well as accident investigation and traffic accident reports.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department.

- \*CJD 2609 Traffic Accident Reconstruction (O) 5 credits**  
This course provides the law enforcement officer with the knowledge and tools necessary to evaluate and reconstruct a vehicle accident scene involving serious or fatal injury. The student gains an understanding of how to collect various data and to analyze the information to reconstruct the accident scene.
- \*CJD 2605 Traffic Homicide Investigation (O) 5 credits**  
This course teaches the principles of traffic homicide investigation providing specific insight into traffic reconstruction and hit and run investigation. Instruction includes specific traffic and arrest procedures as well as search and seizure laws for patrol officers and traffic investigators.
- \*CJD 2616 Violent Crime Investigation (O) 3 credits**  
This course trains the investigator with the proper procedures for investigating violent crime. Emphasis is on investigative techniques and specialized investigative functions.
- \*CJD 1468 Youthful Offender Program (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 V520 Telecommunications Officer I (O) 168 hours**  
This course teaches the basic foundation of public safety telecommunications operations. The students demonstrate proficiency in providing communications between public safety personnel and organizations. The students become familiar with the equipment, skills and resources necessary for successful completion of the program.
- CJD V521 Telecommunications Officer II (O) 40 hours**  
This course teaches advanced techniques in telecommunications operations. The students become proficient in the use of varying types of equipment, techniques, and procedures. The students receive training in communications/interpersonal skills, hazardous materials, stress management and employability skills.
- CJD V525 Emergency Medical Dispatcher I (O) 24 hours**  
This course teaches foundations of emergency medical dispatching. The students are provided with the knowledge of medical-legal aspects, methodologies for delivery of pre-arrival instructions to victims or at-scene personnel, caller interrogation, and the concepts of dispatching public safety personnel to medical emergencies.
- CJD V939 Law Enforcement Basic Recruit Review (O) 30 hours**  
This course reviews course content in the Law Enforcement Basic Recruit Training and assists the student to prepare for the State Certification Exam for Law Enforcement Officers. Prerequisite: Basic Law Enforcement Recruit Training.
- CJT V930 Law Enforcement Volunteer Academy (O) 54 hours**  
This course introduces the student to the roles and responsibilities of law enforcement volunteer/auxiliary personnel within a criminal justice agency. The course focuses on broad, transferable skills and stresses an understanding and demonstration of the various elements of the public service industry. Prerequisite: Must be sponsored by a law enforcement agency. Lab fee \$50.00

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department.

**CJD V796 Legal Cross-Over Probation to Law Enforcement Training (O) 46 hours**

This course is part of the Law Enforcement Academy designed for those individuals who are currently certified Correctional Probation Officers and pursuing certification as Law Enforcement Officers. This course presents the legal concepts, practices, and applications as they apply to the law enforcement profession. Prerequisite: Correctional Officer or Correctional Probation Officer State of Florida Certified.

**CJD V797 Probation Cross-Over to Law Enforcement Training (O) 64 hours**

This course teaches the techniques used to interact successfully with all of the different factions in the community. This course also enhances the student's ability to conduct interviews of witnesses, interrogate suspected offenders and deal with individuals suffering from a multitude of dilemmas or handicaps. Student must be a Correctional Officer or Correctional Probation Officer State of Florida Certified.

**CJD V749 Review for Basic Corrections (O) 24 hours**

This course reviews course content in the Corrections Basic Recruit Training in order to assist the student in successfully obtaining a passing score on the State Certification Exam for corrections officers. Prerequisite: Basic Corrections Recruit Training.

**CJT V811 Security Officer Training (O) 40 hours**

This course teaches 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.

**\*CJT P263 Advance Vehicle Stop Tactics (O) 8 hours**

This course teaches proper procedures for conducting a vehicle stop.

**\*CJD P627 Advanced Hostage Negotiations-Correctional Officer (O) 24 hours**

This course teaches the principles of a disturbance by offering a brief refresher in basic negotiation techniques, strategies, and communication skills. The course will advance into the responsibilities of first responders, how to profile different hostage takers, and how to design and develop training scenarios to take back to their facility for future training.

**\*CJT P803 Basic Crime Prevention Course (O) 40 hours**

This course teaches the basic elements and applications of crime prevention in a residential setting or community. Course topics include instruction in organizing neighborhood watch programs, selecting security systems and equipment, and conducting security surveys for the purpose of achieving a safer home environment.

**CJD P992 Basic Internet Investigation (O) 24 hours**

This course teaches how the Internet works and how to use the Internet in criminal investigations. The student learns through hands-on experience the complexity of Internet criminal investigations to include the essential elements needed to investigate crimes which are committed with the use of a computer and the Internet. This focuses on how to gather information on the criminals who are committing the crimes rather than what crimes are committed using the Internet.

**\*CJT P230 Breath Test Operator Training (O) 3 credits**

This course teaches the various aspects of breath testing. Topics of instruction include a review of applicable state statutes, case law, and the Florida Administration Code. Students examine the signs and symptoms of impairment, procedures for administering a breath test, written documentation and courtroom presentation. Practical skills development is an integral part of this course. Lab fee \$10.00.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department..

- \*CJD P009 CERT Instructor Training (O) 24 hours**  
This course teaches Team Leaders to instruct basic Correctional Emergency Response Team (CERT) personnel and to conduct in-service training for their agency CERT Team.
- \*CJD P008 Correctional Emergency Response Team Training (O) 24 hours**  
This basic certification program examines the nature of Correctional Emergencies and teaches the Correctional Officer how to respond to them using team tactics. Instruction includes how to select, mobilize, equip and utilize a CERT Team for both cell entries and large area disturbances.
- \*CJT P812 Crime Prevention: Commercial Applications (O) 40 hours**  
This course introduces the criminal justice professional to the issues related to Crime Prevention in Commercial Security. The students examine such topics as access control, loss prevention, credit card and bank fraud, commercial security equipment and business security surveys.
- CJD P945 Criminal Justice Weapons Review (O) 16 hours**  
This course teaches remedial instruction in the use of law enforcement and corrections officer firearms, including handguns. Additional practical hands-on experience is provided. Prerequisite: CJD V705. Lab Fee \$150.
- CJD P318 Cultural Diversity for Instructors (O) 8 hours**  
This course teaches the instructor how to effectively relate to students of diverse cultures and ethnic groups.
- \*CJD P260 Defensive Tactics Instructor Transition Course (O) 24 hours**  
This course teaches the Florida Department of Law Enforcement (FDLE) certified Defensive Tactics Instructor the new techniques associated with defensive tactics training within the basic recruit academy utilizing the Curriculum Maintenance System (CMS). The course is designed to transition the current instructor over to the new CMS curriculum.
- CJD P946 Defensive Tactics Review (O) 8 hours**  
This course teaches remedial instruction in the defensive tactic 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. Prerequisite: CJD V704. Lab Fee \$50.
- \*CJD P602 Drug Interdiction and Investigation (O) 16 hours**  
This course teaches the law enforcement officer how to detect, observe, evaluate and investigate illicit activity which includes drug use, drug manufacture, and/or drug distribution and sale.
- \*CJT P331 Electronic Immobilization Technology Training (O) 8 hours**  
This course teaches Criminal Justice personnel regarding non-lethal, electronic immobilization technology used during incidences of resistance and/or non-compliance. The students learn to apply this technology in various situations involving arrest, containment and control.
- \*CJD P275 Financial Investigations: Money Laundering (O) 24 hours**  
This course teaches current financial investigative techniques and the importance of financial evidence as it relates to proving the underlying criminal activity.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department..

- \*CJD P631 Firearms Instructor Transition Course (O) 10 hours**  
 This course teaches the Florida Department of Law Enforcement (FDLE) certified Firearms Instructor the new techniques associated with the firearms training within the basic recruit academy utilizing the Curriculum Maintenance System (CMS). The course is designed to transition the current instructor over to the new CMS curriculum.
- CJT P930 Handcuffing Techniques: Instructor Certification (O) 7 hours**  
 This course teaches practical and effective techniques in reducing injury to law enforcement, correctional officers, and their subjects.
- CJD P939 Health, Safety and Security Training-Part I (O) 16 hours**  
 This course teaches the Correctional Probation Officer emergency and security procedures for the work location, universal precautions for community corrections, tuberculosis/respiratory protection and provides CPR refresher instruction. Additionally, this course teaches suicide prevention and how to reduce inter-group conflict.
- CJD P940 Health, Safety and Security Training – Part II (O) 16 hours**  
 This course teaches the Correctional Probation Officer the dynamics of domestic violence and how those dynamics affect the relationship between the Correctional Probation Officer and the offender. This course teaches the concept of restorative justice and how it applies to community corrections. Additionally, this course teaches Officer Safety and Survival Techniques to encompass defensive tactics and chemical agents.
- \*CJD P618 Laser Operator Transition Training (O) 12 hours**  
 This course teaches special skills and techniques designed to improve the effectiveness of speed measurement using a Laser Speed Measuring Device (LSMD).
- \*CJT P933 OCAT Instructor Certification (O) 8 hours**  
 This course certifies instructors to provide Oleoresin Capsicum Aerosol Training (OCAT) to others. OC Spray is used as a protection device for individuals who deal with conflict or potential violence.
- CJD P230 Parking Enforcement Specialist (O) 40 hours**  
 This course teaches the knowledge and skills required to fulfill the responsibilities and duties of a Parking Enforcement Specialist. This course is intended for non-sworn persons who are employed by police and sheriff's departments.
- \*CJD P636 Profiling (O) 16 hours**  
 This course teaches the skills and techniques used to profile various offenders while conducting a criminal investigation.
- \*CJD P615 Radar Operators Training Course (O) 40 hours**  
 This course provides the law enforcement officer with the fundamental concepts of radar. The student learns all radar operating procedures, courtroom testimony, and qualify as a law enforcement radar operator.
- \*CJT P805 Residential Crime Prevention (O) 40 hours**  
 This course provides the criminal justice professional with practical information on how to develop, implement and maintain a crime prevention program within a community. Students discuss the history of crime prevention and the various roles of law enforcement in crime prevention.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department..

**\*CJD P264 Safety and Survival Techniques (O) 16 hours**  
This course teaches street level safety to the law enforcement officer involved in patrol enforcement situations.

**\*CJD P203 Vehicle Operations Instructor Training Course (O) 16 hours**  
This course is designed to "transition" current Criminal Justice Standards and Training Commission (CJSTC) certified driving instructors into the new Curriculum Maintenance System (CMS) model. It is based on the premise that the primary objective of the law enforcement basic recruit driver training instructor is to alert students to their responsibilities for safe and efficient vehicle operation both in stressful conditions and during patrol activities.

**CRIMINAL JUSTICE - CORRECTIONS/PROBATION/LAW ENFORCEMENT ACADEMY  
(Permission of Criminal Justice Training Institute Required Prior to Admission)**

**CJD V752 Correctional Operations (O) 64 hours**  
This course examines the operation of correctional facilities. Topics 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 Corrections Academy.

**CJD V762 Criminal Justice Communications (O) 56 hours**  
This course provides instruction in the various areas of law enforcement communication beginning with the interview process through submission of the final written report. The student studies the interview process, interrogation techniques, notetaking skills, recording the interview, interpersonal skills including verbal and written communication, and the resources available through the Florida Crime Information Center. This course is part of the Law Enforcement Academy.

**CJD V772 Criminal Justice Communications (O) 42 hours**  
This course teaches instruction in the various areas of law enforcement communication beginning with the interview process through submission of the final written report. The student studies the interview process, interrogation techniques, notetaking skills, recording the interview, interpersonal skills including verbal and written communication, and the resources available through the Florida Crime Information Center. This course is part of the Corrections Academy.

**CJD V704 Criminal Justice Defensive Tactics (O) 106 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, and pressure points are covered. This course is part of the Law Enforcement and Corrections Academies. Lab fee \$160.00.

**CJD V254 Criminal Justice First Responder (O) 48 hours**  
This course provides instruction in the techniques required for emergency medical care. Basic techniques and skills and information regarding communicable diseases in adults are studied. This course is part of the Law Enforcement and Corrections Academies. Lab fee \$90.00.

**CJD V760 Criminal Justice Legal I (O) 46 hours**  
This course provides an introductory overview of the criminal justice system and history of the law. The focus of the course is on officer application of the law. Course procedures and testimony are also studied. This course is part of the Law Enforcement Academy.

\*Prerequisite: Florida State Certified Law Enforcement, Corrections and Probation Officers only or permission of Criminal Justice Department.

- CJD V770 Criminal Justice Legal I (O) 46 hours**  
This course provides an introductory overview of the criminal justice system and history of the law. The focus of the course is on officer application of the law. Court procedures and testimony are also studied. This course is part of the Corrections Academy.
- CJD V761 Criminal Justice Legal II (O) 48 hours**  
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 part of the Law Enforcement Academy.
- CJD V771 Criminal Justice Legal II (O) 22 hours**  
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 part of the Corrections Academy.
- CJD V705 Criminal Justice Weapons (O) 64 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 Corrections Academies. Lab fee \$150.00.
- CJD V781 Cross-Over Corrections to Law Enforcement (O) 48 hours**  
This course prepares Corrections Officers for certification and employment as a Law Enforcement Officer. Various topics pertaining to the Law Enforcement Officer's duties and responsibilities are discussed. Limited to Certified Corrections Officers.
- CJD V780 Cross-Over Law Enforcement to Corrections (O) 16 hours**  
This course prepares Law Enforcement officers for certification and employment as a correctional officer. Various topics pertaining to the Correctional Officer and meeting basic inmate care in a correctional facility are discussed. Limited to Certified Law Enforcement Officers.
- CJD V741 Emergency Preparedness (O) 26 hours**  
This course provides training in the skills required for controlling riots, disturbances, and firefighting within correctional facilities. The course is part of the Corrections Academy.
- CJD V773 Interpersonal Skills I - Corrections (O) 62 hours**  
This course addresses the interpersonal skills used within a correctional facility by the corrections officer, including handling various types of inmates, intervention techniques, and crime prevention. This course is part of the Corrections Academy.
- CJD V763 Interpersonal Skills I - Law Enforcement (O) 66 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) 50 hours**  
This course is a continuation of CJD V763 and 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 V210 Law Enforcement Equivalency Training (O) 112 hours**  
This course gives the student the necessary training and information required by the Florida Department of Law Enforcement for the student to qualify to take the Law Enforcement State Certification Examination. The course includes high liability training: Firearms, Medical First Responder, Vehicle Operations and Defensive Tactics. Other blocks of instruction would include legal and other law enforcement related topics. Prerequisite: Must be certified out-of-state or military police officer, and have been employed at least one year with an out-of-state law enforcement agency. Lab fee \$100.00.
- CJD V734 Law Enforcement Investigations (O) 64 hours**  
This course provides instruction in the techniques, skills, and strategies used in the investigation of various crimes. Methods of observation, crime scene techniques, and case preparation are studied. This course is part of the Law Enforcement Academy.
- CJD V730 Law Enforcement Legal III (O) 32 hours**  
This course presents the legal aspects, issues, and considerations for Law Enforcement Officers while on duty. This course is part of the Law Enforcement Academy.
- CJD V731 Law Enforcement Patrol (O) 64 hours**  
This course teaches the skills and techniques used by police officers on patrol. Students are taught appropriate procedures and techniques to use when responding to various types of calls. Practical experiences are included. This course is part of the Law Enforcement Academy. Lab fee: \$50.00.
- CJD V732 Law Enforcement Traffic (O) 46 hours**  
This course provides instruction on the skills and techniques in traffic control. Topics include traffic enforcement, DUI offenses, accident investigation, scene management, reporting procedures, and traffic stops. This course is a part of the Law Enforcement Academy.
- CJD V796 Legal Cross-Over Prob. to Law Enforcement Training (O) 46 hours**  
This course is part of the Law Enforcement Academy designed for those individuals who are currently certified Correctional Probation Officers and pursuing certification as Law Enforcement Officers. This course presents the legal concepts, practices, and applications as they apply to the law enforcement profession. Prerequisite: Certified Correctional or Probation Officer.
- CJD V797 Probation Cross-Over to Law Enforcement Training (O) 64 hours**  
This course is part of the Law Enforcement Academy designed for those individuals who are currently certified Correctional Probation Officers and pursuing certification as Law Enforcement Officers. This course presents the legal concepts, practices, and applications as they apply to the law enforcement profession. Prerequisite: Correctional Officer or Correctional Probation Officer State of Florida Certified.
- CJD V723 Vehicle Operations (O) 32 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 \$50.00.
- CJD V747 Corrections Equivalency Training (O) 68 hours**  
This course teaches the topics needed to prepare for the Correctional Officer State Certification Examination. In order to enter this selective admissions course, the student must have previously been a correctional officer in another state or have served in this capacity while in the armed forces. Prerequisite: Certified out-of-state or military correctional officer. Corequisite: Employed at least one year as a correctional officer. Lab fee \$100.00.

- \*CJD P560 Basic Incident Command System (O) 4 hours**  
 This course teaches Incident Command management for emergencies. This course is appropriate for first responders within the Law Enforcement community and meets the criteria for the mandated Florida Department of Law Enforcement's Incident Command Systems training.
- CDT P048 Breath Test Operator Renewal Training (O) 6 hours**  
 This course reviews all goals and objectives previously taught in the Breath Test Operator course and is required for operators to maintain their Florida Department of Law Enforcement certification. Student must properly conduct a breath test, prepare all forms and complete the standardized written examination. Lab fee \$5.00.
- CJD P202 Drugged Driving (O) 16 hours**  
 This course builds on the concepts examined in the Standardized Field Sobriety Testing course. Topics include the recognition of drug-impaired drivers, medical conditions that can produce similar signs of impairment and what appropriate action to take in order to deal with individuals experiencing these conditions. Prerequisite: CJD1614.
- CJD P255 Electronic Defense Technology Basic Instructor Training (O) 36 hours**  
 This course teaches law enforcement and correctional officers how to instruct others in the proper use of the various types of electronic defense technology used for the purpose of restraining an individual. Practical skills presentations and demonstrations complement the instructional materials.
- \*CJD P950 General Facilitator Transition Training (O) 16 hours**  
 This course teaches the facilitation of a Curriculum Maintenance System (CMS) module to the Florida Department of Law Enforcement (FDLE) certified instructor through preparation of lessons, use of instructional materials, and use of group facilitation and instructor skills.
- CJD P235 Intoxilyzer Agency Inspector Training (O) 24 hours**  
 This course teaches the information and skills necessary for an individual to become a breath test agency inspector under Florida Department of Law Enforcement Administrative Rule 11D-8.
- CJD P234 Intoxilyzer Inspector Recertification Course (O) 4 hours**  
 This course is for law enforcement and corrections officers who are already certified as intoxilyzer inspectors for their respective agencies. This course is required in order to maintain certification as an intoxilyzer inspector. This course reviews and refreshes the student's knowledge of previously learned material and instructs on any new information since the previous intoxilyzer inspector certification course. Student must have completed the Basic Intoxilyzer Inspector Course.
- CJD P210 Law Enforcement Recruiting (O) 24 hours**  
 This course teaches the Law Enforcement professional the skills necessary for effective recruiting. Students learn the characteristics of a successful recruiter, the five deadly sins of a recruiter, communication skills for the recruiter, and the recruiter sales skills. The course focus is on the recruiting process and how the agency recruiter can enhance the quality of applicants.
- CCJ P650 Law Enforcement in the Interdiction of Narcotics (O) 40 hours**  
 This course teaches the methods and skills for conducting tactical narcotics operations in rural, wooded or remote areas. Students explore ways to effectively and safely respond to illegal narcotics operations that are occurring in inaccessible areas.

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- CJD P070 Mentoring for Retention of Public Safety Employees (O) 166 hours**  
This course teaches the law enforcement and correctional officer the various stages to include in the development, implementation and evaluation of a mentoring program customized for different agencies and the diverse populations employed.
- \*CJD P502 Mobile Field Force Instructor Training (O) 40 hours**  
This course teaches individuals how to instruct others in the concepts and tactics related to mobile field force operations and procedures.
- CJD P462 Preventing Riots and Disturbances (O) 24 hours**  
This course examines riots and disturbances within correctional facilities. Students review the history of riots and disturbances, strategies to prevent these events, and how to appropriately respond to them in the event that they occur. Students prepare an emergency response plan.

### DENTAL ASSISTING

- DES V053 Nitrous Oxide Monitoring (O) 1 credit**  
This course provides training and monitoring of nitrous oxide inhalation anesthesia and meets the criteria under Chapter 59Q-14 of the Florida State Board of Dentistry.
- DEA V025 Pre-clinical Orientation (O) 102 hours**  
This course introduces the dental assistant to chairside dental procedures. Corequisite: DEA V025L.
- DEA V025L Pre-clinical 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 \$20.00.
- DEA V130 Related Dental Theory (O) 64 hours**  
This course presents materials from scientific areas related to the field of dentistry, including embryology/histology, microbiology, pathology, human anatomy and physiology, nutrition, and pharmacology.
- DEA V800 Clinical Practice I (O) 32 hours**  
This course is a continuation and further development of the knowledge, skill, and competencies developed in Pre-clinical 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 Pre-clinical Orientation Lab. Prerequisite: DEA V025L. Lab fee \$20.00.
- 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.
- DEA V931 Orthodontics for the Dental Auxiliary (O) 32 hours**  
This course covers knowledge and procedures of orthodontic expanded functions permitted by the Florida State Board of Dentistry. Prerequisite: DEA V025. Corequisite: DEA V800.

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- DES V021 Head, Neck and Dental Anatomy(O) 48 hours**  
This course teaches tooth morphology and the relationship of the teeth to one another and to their surrounding structures. Coverage is given to the occlusion of the teeth, bones of the skull, muscles, nerves, and blood vessels.
- DES V110 Elements of Dental Materials (O) 32 hours**  
This course covers the nomenclature, characteristics, and application of the materials used in the laboratory and clinical practice of dentistry. Corequisite: DES V110L.
- DES V110L Elements of Dental Materials Lab (O) 32 hours**  
This course is the lab component of Elements of Dental Materials and covers materials used in the laboratory and clinical practice of dentistry. Corequisite: DES V110. Lab fee \$20.00.
- DES V200 Dental Radiography (O) 32 hours**  
This course covers the nature, physical behavior, biological effects, methods of control, safety precautions, and the techniques for exposing, processing and mounting radiographs.
- DES V200L Dental Radiography Lab (O) 32 hours**  
The course is the lab component of Dental Radiography. Corequisite: DES V200. Lab fee \$20.00.
- DES V501 Dental Office Management (O) 48 hours**  
This course covers 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 resumé writing and dental office computer programs.
- DES V600 Office Emergencies (O) 32 hours**  
This course will present information for dealing with medical emergencies that may occur in a dental office/clinic.
- DES V800 Introduction to Clinical Procedures (O) 32 hours**  
This course introduces students to the practice of dental assisting. Corequisite: DES V800L.
- DES V800L Introduction to Clinical Procedures Lab (O) 48 hours**  
This course is the lab component to Introduction to Clinical Procedures. Corequisite: DES V800. Lab fee \$20.00.
- DES V830 Expanded Functions I (O) 32 hours**  
This course provides knowledge necessary to perform expanded functions permitted by the Florida State Board of Dentistry. Corequisite: DES V830L.
- DES V830L Expanded Functions I Lab (O) 16 hours**  
This course provides clinical practice necessary for the dental assistant to perform expanded functions permitted by the Florida State Board of Dentistry. Lab fee \$20.00.
- DES V831 Expanded Functions II (O) 32 hours**  
This course is a continuation of Expanded Functions I. Prerequisite: DES V830. Corequisite: DES V831L.
- DES V831L Expanded Functions II Lab (O) 32 hours**  
This course is the lab component to Expanded Functions II Corequisite: DES V831. Lab fee \$20.00.
- DES V840 Preventive Dentistry (O) 32 hours**  
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.

**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 and performing extra and intraoral exams on patients. Emphasis is placed on beginning instrumentation skills. Prerequisites: CHM 1015, BSC 2094, BSC 2094L, MCB 2010, and MCB 2010L. Lab fee \$20.00. Insurance fee \$44.00.
- DEH 1130 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.
- DEH 1300 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. Prerequisites: BSC 2093 and BSC 2093L. Corequisite: BSC 2094 and BSC 2094L.
- 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 2400 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, BSC 2094L, MCB 2010, MCB 2010L and DEH 1130.
- DEH 2602C 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: DEH 1130.
- 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 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. Prerequisites: DEH 1300.

**DENTAL LABORATORY TECHNOLOGY****DTE 1050 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.

**DTE 1051 Dental Materials II (O)****1 credit**

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.

**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 2030 Occlusal Topography Theory (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) 4 credits**  
This course develops proficiency in dental appliance fabrication by simulating clinical laboratory conditions and by completing laboratory case work. Lab fee \$20.00.
- DTE 2180 Dental Laboratory Operations (O) 1 credit**  
This course emphasizes the daily tasks encountered in the operation of a dental laboratory. Topics include inventory, ordering supplies, price lists, current infection control procedures, professional conduct, and laboratory design.
- 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 3 credits**  
This is an introductory level course, covering from basic drafting skills, such as line technique, lettering, dimensioning and symbols, to the development of a set of architectural drawings. Lessons include site plans, foundations, walls, wall sections, floors, roof design, stairs, elevations, sections, and construction details. Lab fee \$30.00.
- BCN 2251 Architectural Drafting - Residential 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 1001 Introduction to Engineering (O) 3 credits**  
This course is an introductory course to the engineering and technology professions with emphasis on the spectrum of work opportunities and careers. The student is introduced to engineering work habits, responsibilities, communication, problem solving techniques and technical calculations. The various engineering specialties will be represented through appropriate presentations to be made by working professionals in the local engineering and technical community.
- EGS 1110 Engineering Graphics 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 1130C Descriptive Geometry 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 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 1316 Orientation to AutoCAD Applications (O) ½ credit**  
This course teaches overall concepts, program orientation, and basic instructions in the various commands, methods and techniques of application based computer aided drafting systems using AutoCAD as a base. Software operations are stressed and the student completes a series of tutorials, exercises, and drawings.

- 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 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 1810C Computer Imaging-Photoshop Illustrator (O) 3 credits**  
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 1812 QuarkXpress (O) 3 credits**  
This course introduces students to the QuarkXpress layout and design software used in the graphics design industry. The course consists of a series of lessons covering the tools and functions of this program. QuarkXpress is an integrated publishing package used to combine text pictures, typography, writing, editing, and printing in one application.
- ETD 1815 Adobe Photoshop (O) 3 credits**  
This course teaches the fundamentals of image-editing tools for professional designers who want to produce sophisticated graphics for print and the web using Adobe Photoshop. Photo retouching, image editing, and color painting will be among the topics covered.
- ETD 1817 Adobe Illustrator (O) 3 credits**  
This course teaches the design and composition of illustrative artwork for print publishing and multi-media graphics using Adobe Illustrator. The course consists of a series of lessons, covering the tools and functions of this software.
- 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 2819 Adobe Illustrator 2 (O) 3 credits**  
This course teaches ways to create imagery from various sources. Techniques are covered to enhance or alter existing images for the creation of totally new visuals. New ways of approaching problem solving are outlined in clear step-by-step fashion. Special effects, once the domain of high-end systems, are put into practical application. This course is for anyone interested in taking Illustrator beyond the introductory levels for print, web, and other multimedia. Prerequisite: ETD 1817.
- ETD 1861 Introduction to Digital Photography (O) 1 credit**  
This course teaches how to create and edit digital images. Techniques that enhance or alter existing images are covered. Use and maintenance of new equipment and technologies are also studied, along with special effects. The course also covers how to import, export, print and publish photographs on the Web.

- ETD 2218 Fundamentals of Geometric Dimensioning (O) 3 credits**  
This course is an introductory course on the use of Geometric Dimensioning and Tolerancing (GD&T) and its application to the manufacturing environment. GD&T provides an international standard and symbology for the correct production of parts. Prerequisite: EGS 1110.
- ETD 2240 Numerical Drafting (O) 2 credits**  
This course presents a study of numerical controlled machine tools and their required drafting procedures. Prerequisite: 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 2352C AutoCAD Level III (O) 3 credits**  
This course teaches higher level instructions in the various commands, methods, and techniques of computer aided drafting systems using the latest AutoCAD releases. Hardware and software operations are stressed and the student completes a series of exercises and drawings. Prerequisite: ETD 2320.
- ETD 2355 3-D Modeling and Surface Generation (O) 3 credits**  
This is an advanced course in mechanical design, utilizing advanced computer aided drafting techniques. Three-dimensional coordinate systems, wire frame modeling, surface generation, and multiple-part construction techniques will be among the topics covered. Prerequisite: 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 1321. Lab fee \$30.00.
- ETD 2378C 3-D 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. These include complex detailed modeling, editing models at the vertex and face levels, in-depth exploration of the Loft function, development of complex materials, multiple path control in the keyframer, and video post function. Prerequisite: ETD 2377.
- ETD 2528 Computer Aided Drafting - Mechanical (O) 3 credits**  
This course teaches using software a 3-D feature-based parametric solid modeler that allows the creation of 3-D parametric models, and can generate 2-D views from those models. Topics include command-based instructions in all four modules: part modeling, assembly modeling, surface modeling, and the drawing manager. Prerequisite: ETD 2320 or permission of instructor. Lab fee \$30.00.

- ETD 2538 Computer Aided Drafting - Architectural (O) 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. Prerequisites: 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 2548 Computer Aided Drafting - Civil (O) 3 credits**  
This course instructs the student on preparing civil/survey style of drawings using AutoCAD software in conjunction with the Softdesk Civil 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 drawings using AutoCAD software in conjunction with the Softdesk Civil 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 2568C CAD - Landscape (O) 3 credits**  
This is a course using EaglePoint LANDCADD and AutoCAD. This course focuses on using these programs in landscape planning and design with emphasis on proper plant materials, relationship to site amenities, creating a 3-D visualization and working with material take-off/cost estimates. Prerequisite: ETD 1321.
- 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 Kinematics 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 2816C 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 1810C or ETD 1815.
- ETD 2818 Photoshop Level 2 (O) 3 credits**  
This course teaches advanced features of the Adobe Photoshop application. Tools and techniques to create, edit and enhance digital images for desktop or Web publication are covered. Operation and troubleshooting of digital equipment, cameras, printers and scanners are also part of this course. Prerequisite: ETD 1815.

- 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, parallel, and oblique shadow casting. Prerequisite: EGS 1110. Lab fee \$30.00.
- ETD 2930 Special Topics in Drafting (O) 1 - 3 credits**  
This course teaches computer-aided drafting topics of current interest. Main areas of study include technical updates of CAD software along with exploration of newly developed CAD software specific to specialized engineering disciplines. Prerequisite: ETD 2320.
- ETI 1634 Introduction to Industrial Design (O) 3 credits**  
This course provides an overview of the nature and historical evolution of industrial design. Attention is focused on practical ways of achieving the integration of people and technology in work organizations.
- GEO 1150 Introduction to GIS (Geographic Information Systems) (O) 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.
- EVS 2191 Environmental Sampling and Analysis (O) 3 credits**  
This course teaches the proper methods of collecting, transporting, and analyzing samples of air, water, wastewater, soil, and other materials. The course stresses techniques for data analysis and presentations. Teaching methods include a combination of lectures, lab, and field components related to the sampling of air, water, soil, and other materials. Prerequisite: CHM 1015.
- EVS 2601 The Environment and Hazardous Materials (O) 3 credits**  
This course teaches the proper methods of collecting, transporting, and analyzing samples of hazardous materials, and the basic provisions of important regulation policies and the related government agencies. This course combines lecture, lab, and field components related to the principles of safe handling, classification, and handling of hazardous materials. Prerequisite: EVS 2191.
- GEO 1175 Orientation to GIS Applications (O) 1 credit**  
This course teaches overall concepts, program orientation, and basic instructions in the various commands, methods, and techniques of application-based geographic information systems (GIS) using ESRI ArcView as a base for instruction. Software operations are stressed and the student completes a series of tutorials, exercises, and projects.
- GEO 1145 Introduction to GIS and GPS Applications (O) 3 credits**  
This course teaches the basic concepts of geographic information systems (GIS) and global positioning systems (GPS), related software program orientation, and basic procedures in the techniques of these applications. Practical experience in local projects related to agriculture, civil engineering, Everglades Restoration, and government operations are highlighted. The students complete a series of tutorials, exercises, and projects. Prerequisite: GEO 1154.

**GEO 1154 GIS with ArcView (O)****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 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. Prerequisite: ETD 2320.

**GEO 2156 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. Prerequisites: GEO 1154 and ETD 2320.

**GEO 2170 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, alternative studies, basin modeling, topology creation, and thematic presentations. Prerequisite: GEO 1145.

**GEO 2171 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, planning, and thematic map presentations. Prerequisite: GEO 1145.

**GEO 2172 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. Prerequisite: GEO 1145.

**GRA 2160 Adobe Animation I – Live Motion (O)****3 credits**

This course teaches Adobe LiveMotion and GoLive as graphics animation software. Covering the creation of motion graphics, this course combines digital assets for the posting of presentational images in multimedia projects and the Internet. Fundamentals in the design of animated graphics with sound in addition to editing techniques in object oriented and digital imagery software's like Adobe PhotoShop, Illustrator, and AutoCAD 2000i are seamlessly integrated into single interactive compositions. Prerequisite: ETD 1815 and ETD 1817.

**GRA 2161 Adobe Animation 2-After Effects (O) 3 credits**

This course teaches the Adobe After Effects software as graphics animation software. Covering the creation of motion graphics, this course provides the core 2-D and 3-D tools for compositing, animation, and effects that motion-graphics professionals, web designers, and video professionals need. Fundamentals in the design of composited layers are combined with sophisticated visuals and audio effects for the animation. Students are also introduced to the use of assets created in object-oriented and digital imagery software such as Adobe Photoshop, Illustrator, Premiere and AutoCAD. Prerequisite: ETD 1815, ETD 1817.

**ETD 1822 3-D Studio VIZ Level I (O) 3 credits**

This course teaches 3-D Studio Viz, a 3-D-visualization software. This course covers the creation of 3-D models combined with intuitive multimedia tools for the creation of presentation graphics. Methods of modeling, creation of lighting systems, application of materials and production of rendered images along with special effects are among the topics covered. Prerequisite: ETD 1321.

**EGS P120 Fundamentals of Geometric Dimensioning (O) 15 hours**

This course is an introductory course on the use of Geometric Dimensioning and Tolerancing (GD&T) and its application to the manufacturing environment. Being more precise than typical coordinate dimensioning, GD&T provides an international standard and symbology for the correct production of parts. An extensive set of exercises is completed to increase the understanding of GD&T. Prerequisite: EGS 1110.

**ECONOMICS****ECO 2000 Introduction to Economics (P) 3 credits**

This course examines both microeconomic and macroeconomic principles and problems. Students are introduced to the structure, functioning, and stabilization of a market-directed capitalistic economy. The microeconomic topics include supply, demand, and elasticity; and the profit maximizing behavior of the firm under the market structures of pure competition and pure monopoly. The principles underlying international trade, economic growth, and labor markets are also presented. The macroeconomic topics covered are the Great Depression, business cycle theory, Keynesian Revolution, money and banking, counter-cyclical monetary and fiscal policy, and the national debt. ECO 2000 does not satisfy the university requirement for either ECO2013 or ECO 2023.

**ECO 2013 Principles of Economics I (Macroeconomics) (P) 3 credits**

This course examines the basic determinants of the business cycle through aggregate supply and aggregate demand analysis with special focus on the Great Depression. The definitions and determinants of the national measures of production, employment, income and price level (inflation) are covered. The evolution of macroeconomic theory is examined from the Great Depression and the ensuing Keynesian Revolution, to the current New Keynesian (Activists) and New Classical (Nonactivists) debate. The macro-stabilization tools of monetary and fiscal policy are introduced, and the application of those stabilization tools in a counter-cyclical manner to minimize periods of recession and inflation is given extensive treatment. The Federal budget deficit and its relationship to foreign exchange rates, the balance of trade, and the national debt is also presented and discussed. Prerequisite: Student must score into college-level English and reading on the placement test.

**ECO 2023 Principles of Economics II (Microeconomics) (P) 3 credits**  
This course provides the analytical framework for understanding how a market-directed, capitalistic economy allocates resources to answer the three fundamental questions of what, how, and for whom to produce with minimum government intervention. The theory of price determination and the function of price is taught by employing the concepts of supply, demand and elasticity. The profit maximizing behavior of the firm under the market structures of pure, monopolistic and oligopolistic competition, and pure and natural monopoly is also examined. The principles underlying international trade and finance are presented and discussed. Other topics include the organization and functioning of resource markets, corporate finance, and market failure and public policy. Prerequisite: Student must score into college-level English and reading on the placement test.

## EDUCATION

**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: Student must score into college-level English on placement

**EDF 1081 Introduction to Multicultural Education (P) ½-3 credits**  
This course teaches the terms, concepts, elements, purposes, and objectives of multicultural education.

**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. In addition to class lectures, 15 hours of field experience in an elementary, middle, or secondary school is required. Prerequisite: Student must score into college-level English on placement test.

**EDF 2031 Effective Classroom Management (P) ½ - 3 credits**  
This course teaches specific classroom strategies for managing classroom behavior in proactive and positive ways.

**EDF 2090 Current Issues in Education (P) ½ - 5 credits**  
This course provides the teacher and prospective teacher with a broad professional perspective through the exploration of selected topics in the areas of education in reference to philosophical and social issues. Current realities confronting educators are explored. Each of these areas make a unique contribution in the preparation and reaffirmation of teachers as professionals.

**EDF 2930 Special Topics in Education (P) ½ - 6 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.

**EDG 1211 Curriculum Design/Development (P) ½ - 3 credits**  
This course teaches students how to identify curriculum design appropriate for integration activities. Students participate in planning short and long-term projects which identify team building, cooperative learning, and higher-order thinking skills into integrated curriculum.

**EDG 1932 Enhancing Teacher Effectiveness (P) ½ - 5 credits**  
This course provides educators an opportunity to enhance teaching techniques that promote student success and improve teacher effectiveness. Prerequisite: permission of instructor.

- EDG 2301 General Teaching Skills (P)** **½ - 3 credits**  
This course teaches topics in generic teaching skills, techniques, and strategies basic to all grade levels and subject matter areas specific to the group enrolled. Prerequisite: permission of instructor.
- EDG 2701 Teaching Diverse Populations (P)** **3 credits**  
This course explores the multiple facets of diversity as represented in an educational setting. It emphasizes the value of diversity and commonality and focuses on valuing diversity in the classroom and the elimination of barriers to cultural understanding. In addition to class lecture, 15 hours of field experience in appropriately diverse settings will be required. Prerequisite: Student must score into college-level English on placement test.
- EDP 2002 Introduction to Educational Psychology (P)** **3 credits**  
This course teaches psychology as it is applied to teaching and learning. This course focuses on the investigation of the characteristics of physical, social, cultural, emotional, and intellectual differences among learners. Major topics in the study of the teaching/learning process include learning and problem-solving, motivation, and assessment. Prerequisite/Corequisite: ENC 1101.
- EME 1501 Distance Learning Workshop (P)** **1 - 3 credits**  
In this course participants learn syllabus design, visual elements of communication, presentation techniques, and lesson planning related to teaching through distance learning.
- EME 1310 Media in Instruction (P)** **3 credits**  
This course teaches skills to assist educators in developing resources to integrate media into instruction. Prerequisite: Permission of instructor.
- EME 2040 Introduction to Educational Technology (P)** **3 credits**  
This course provides applied instruction in the use of technology in an educational setting. Media includes computers, information technology, presentation technology, and educational software. Software includes Windows based (or Equivalent) word processing and use of the Internet. Ethical, legal, and social issues regarding educational technology are examined. Prerequisite: Student must score into college-level English on placement test.
- SCE 1931 Special Topics in Science for Educators (P)** **½ - 3 credits**  
This course teaches through lecture, clinical, and field experiences pre-service and classroom teachers the understanding and application of concepts of various classroom science curriculum with an emphasis on the Sunshine State Standards as it applies to specific grade levels and topics.

## ELECTRONIC ENGINEERING TECHNOLOGY

- CET 1112C Logic Circuits I (O)** **3 credits**  
This course teaches the logic circuitry used in digital electronic systems. Topics covered are number systems, logic gates, Boolean algebra, Karnaugh maps, DeMorgan's Theorems, IC specifications, interfacing, encoders, decoders, and flip-flops.
- CET 1113C Logic Circuits II (O)** **3 credits**  
This course is a continuation of Logic Circuits I. Topics covered are counters, registers, arithmetic circuits, memories, digital systems, digital to analog conversion, and analog to digital conversion.

- CET 1151 PC Service and Maintenance I (O) 1 credit**  
This course teaches basic skills for servicing an IBM PC or PC compatibles. Students begin by examining the computer and identifying the many parts including memory, processors, monitors, controller cards, mother board, etc. The computer is dismantled and students learn to install controller cards, and additional memory. Students also practice basic diagnostics and trouble shooting techniques.
- CET 1178 A+ Certification Training I (O) 3 credits**  
This course prepares the student for a career in the personal computer industry. It also helps prepare the student for the A+ Certification examination, which measures the competencies required by a service technician with six months of on-the-job experience. Students learn how to install, configure, upgrade, troubleshoot, and repair microcomputer hardware.
- CET 1179 A+ Certification Training II (O) 3 credits**  
This course is a continuation of A+ Certification Training I.
- CET 1440C Computer Aided Schematic Design (O) 3 credits**  
This course teaches the basics of computer aided schematic design. An appropriate software package is used to create new parts, title blocks, bill of materials report, ERC report and net lists. Prerequisite: EET 1215C. Lab fee \$10.00.
- CET 1461C Computer Aided Engineering (O) 3 credits**  
This course teaches the basics of computer aided engineering (CAE). An array of computer programs is introduced to demonstrate the use of the computer in automating the engineering process. An electronic circuit simulation program is used to build and simulate virtual circuits. A word-processing program along with an electronic spreadsheet is used to produce professional technical reports. An introduction to basic computer data structures and algorithms is also included. Corequisite: EET 1015C. Lab fee \$10.00.
- CET 1588 Network + Certification (O) 4 credits**  
This course teaches a wide range of vendor-neutral networking technologies and skills such as configuring, installing, troubleshooting and maintaining network interface cards, hubs, routers, switches, servers, RAID technologies and clustering technologies. The course focuses on necessary management skills including managing a support/help desk center, supporting end users, and working in conjunction with management and other technicians. Additional topics include developing a documentation system and Standard Operating Procedures (SOP). This course prepares the student for the CompTia Network + Industry Certification Exam. Prerequisite: CET 1178.
- CET 2123C Microprocessors I 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. Lab fee \$10.00.
- CET 2131C Microprocessors II (O) 4 credits**  
This course continues the study of microprocessors and includes 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 2173C 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 are covered. The course also includes 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.
- EET 1011C Circuit Fundamentals I (O) 3 credits**  
This course teaches the fundamental theories of DC circuits with emphasis on operation and troubleshooting. Topics covered are electronic components, Ohm's law, Power law, series DC circuits, parallel DC circuits, electromagnetic devices, and DC test instruments.
- EET 1015C DC Circuits 4 credits**  
This course provides 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. Lab fee \$10.00.
- EET 1021C Circuit Fundamentals II (O) 3 credits**  
This course teaches the theories of AC circuits with emphasis on circuit operation and troubleshooting. Topics covered are AC voltage theory, inductive and capacitive reactance, transformers, series RLC circuits, parallel RLC circuits, resonance, capacitor and inductor response. Prerequisite: EET 1011C.
- EET 1025C AC Circuits 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. Lab fee \$10.00.
- EET 1037 DC/AC Analysis (O) 2 credits**  
This course teaches the mathematical techniques used in the analysis of complex DC and AC circuits. The following network theorems are covered: Millman's superposition, nodal analysis, mesh analysis, Thevenin's, and Norton's. A computer program is used to simulate the operations of complex electronic circuits. Prerequisites: EET 1011C and EET 1021C.
- EET 1180C Electronic Equipment Repair I (O) 3 credits**  
This course introduces students to computer and TV electronic circuits. The student learns concepts required for troubleshooting and repairing this type of equipment.
- EET 1181C Electronic Equipment Repair II (O) 3 credits**  
This course introduces the proper diagnosis and repair of a variety of electronic equipment such as audio systems, equalizers, mixers, power amplifiers, power inverters, and other common consumer electronic products. Special emphasis is placed on safety and correct use of electronic test instruments.
- EET 1215C Introduction to Electronics (O) 3 credits**  
This course teaches the basic manual techniques used in the field of electronic engineering technology. Topics covered are electrostatic discharge (ESD), high reliability soldering, prototyping, ad the use of the volt-ohm-amp meter. Lab fee \$10.00.

- EET 2141C Electronics 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; determining volt-ampere characteristics of diodes and transistors, and experimenting with different transistor base, emitter, and 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. Lab fee \$10.00.
- EET 2305 FCC General Certification Exam Preparation (O) 3 credits**  
This course prepares students to take the Federal Communications Commission (FCC) General Radiotelephone examination by reviewing extensively all subject areas. Topics covered in this course are: FCC regulation, basic electronics theory, and telecommunications theory. Prerequisite: EET 2325C.
- EET 2310 CET Certification Exam Preparation (O) 4 credits**  
This course prepares students to take the national certification exam in electronic engineering technology. The course covers DC Circuits, AC Circuits, Solid State Devices, Analog Circuits, Digital Circuits, Basic Microprocessors, and Communication Circuits and theory. Prerequisites: EET 2142C and CET 2123C. Corequisite: EET 2325C.
- 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.
- EET 2930 Special Topics in Electronic Engineering (O) ½ - 3 credits**  
This course teaches specific competencies related to circuit analysis, low frequency analog electronics, RF circuits, digital, microprocessors, microcontrollers, computer architecture, and networking. The content of the course is customized to meet the special technical training needs of electronic engineering professionals.
- EST 2112C Industrial Computers and Robotics I (O) 5 credits**  
The course reviews fundamental and digital solid state devices, covers industrial electronic devices, and introduces ladder diagrams, powered solid state devices, and control devices. Prerequisite: EET 1025C.
- EST 2606C Industrial Computers and Robotics II (O) 5 credits**  
The course is the second of a two course series leading to an Advanced Technical Certificate (ATC) in industrial computers and robotics. This course teaches the operation, programming and application of programmable logic control. Prerequisite: EST 2112C.
- EST 2930 Electronic Project Engineering (O) 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. Lab fee \$10.00.

**EST 2941 Electronics Internship I (O) 1 - 2 credits**

The course provides supervised work experience in Electronic Engineering Technology. Prerequisite: permission of instructor.

**EST 2942 Electronics Internship II (O) 4 credits**

The course is a continuation of Electronics Internship I.

**ETC 2521 Hydraulics and Hydrology (O) 3 credits**

The course introduces the basic theory, engineering, and design technology related to hydrology and drainage areas, storm water runoff, and stream flow analysis. The student is also introduced to the basic theory and engineering design of the hydraulic flow in pipes and in open channel systems. Design concepts, techniques, and illustrations of hydrology and hydraulics are covered. Prerequisite: MAC 1114.

**ETD 2614 Electronic Drafting (O) 4 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 completes drawing projects and make blueprints utilizing various techniques common to the electronics field. Lab fee \$10.00.

**ETG 2502C Engineering Mechanics - Statics (O) 3 credits**

This course introduces basic laws of mechanics focusing on the basic principles of statics. This course includes resolution and composition of forces, moments, and couples; motion and equilibrium, simple machines, trusses and frames, screws and threads, friction, centroids, center of gravity, moment of inertia, and radius of gyration. Prerequisites: EGS 1001 and MAC 1114.

**ETG 2530C Strength of Materials (O) 3 credits**

This course covers the behavior of materials including internal structure, properties, performance, and interrelationships. A conceptual perspective on the origin, development, processing, and selection of materials is presented. The structure, properties, characteristics, and use of materials such as metals, ceramics, polymers, and composites are included. The laboratory portion includes testing of materials. Prerequisites: ETG 2502 and BCN 1210.

**MTB 1321 Technical Mathematics I 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.

**MTB 1322 Technical Mathematics II 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: MTB 1321.

**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 1119 Fundamentals of Emergency Medical Technology (O) 7 credits**  
This course prepares EMT intern to meet Department of Transportation (DOT) EMT-Ambulance National Standards and Florida State Emergency Medical Services Guidelines for EMT-B curriculum. The EMT intern learns assessment in medical and trauma emergencies, stabilization of illness/injury and patient transport. Successful completion with a 'C' or better grade (C grade = 76%) of EMS 1119, EMS 1119L, EMS 1411, and EMS 1421 provides eligibility for Florida State EMT-B Certification Examination. Corequisites: EMS 1119L, EMS 1411 and EMS 1421.
- EMS 1119L Emergency Medical Technician Skills Laboratory (O) 2 credits**  
This course consists of lab practice and testing of EMT skills included in Department of Transportation (DOT) EMT-Ambulance National Standards and Florida State Guidelines for EMT-B curriculum. Skills include CPR, patient assessment, triage airway management (basic and advanced), bandaging, splinting, treatment of shock, emergency childbirth, administration of medications, setting up I.V. and heart monitors, and communications. Successful completion with a 'C' or better grade (C grade = 76%) of EMS1119L, EMS 1119, EMS 1411 and EMS 1421 provides eligibility for Florida State EMT-B Certification Examination. Corequisites: EMS 1119, EMS 1411 and EMS 1421. Lab fee \$55.00.
- 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 1119.
- EMS 1335 Ambulance Emergency Vehicle Operator 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 1411 Emergency Medical Technician Hospital Clinical (O) 1 credit**  
This course enables practical application of EMT clinical knowledge and skills under professional supervision in a hospital setting. Course emphasizes the development of student skills in assessment and treatment of medical and traumatic emergencies. Successful completion of EMS 1119, EMS 1119L, EMS 1411, and EMS 1421 provides eligibility for Florida State EMT Certification Examination. Liability insurance required. Corequisites: EMS 1119, EMS 1119L and EMS 1421. Insurance fee \$23.00.
- EMS 1421 Emergency Medical Technician Rescue Practicum (O) 1 credit**  
This course is a practical application of clinical knowledge and skills under professional supervision in a pre-hospital rescue setting. Provides for observation and patient care experience in EMS rescue vehicle. The course emphasizes the development of student skills in assessment and treatment of medical and traumatic emergencies. Successful completion with a 'C' grade of EMS 1119, EMS 1119L, EMS 1411 and EMS 1421 provides eligibility for Florida State EMT Certification Examination. Liability insurance required. Corequisites: EMS 1119, EMS 1119L and EMS 1411. Insurance fee \$23.00.
- 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 and Physiology is suggested.
- EMS 1528 Psychiatric Patient and Stress Management (O) ½ 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 1555 Basic Trauma Life Support (O) 1 credit**  
This is a Basic Trauma Life Support certification course which provides information on the correct sequence of evaluation and treatment of patients with a variety of traumatic conditions.
- EMS 2331 Air Medical Crew Core Curriculum (O) 2 credits**  
This course teaches the student to serve as a medical flight crew member on fixed wing or rotor wing aircraft. This course uses the National Standard Curriculum for medical flight crew members. Prerequisite: Student must be an EMT, Paramedic, Nurse or Respiratory Therapist, or have permission of instructor.
- EMS 2374 EMT Review (O) 1 credit**  
This course prepares the student to successfully complete the EMT State Certification Examination. Prerequisite: EMS 1119 or current certification as EMT.
- 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. Corequisite: EMS 2659 or permission of instructor.
- EMS 2523 Advanced Surgical Airway (O) ½ credit**  
This course teaches management of difficult airways. It includes rapid sequence induction as well as surgical airways. Prerequisite: student must be a paramedic, nurse, or have permission of instructor.
- EMS 2526 12 Lead Electrocardiography (O) ½ credit**  
This course teaches in-depth didactic material for interpreting 12 Lead EKGs, determining treatment modalities, and performing 12 lead EKG's. Prerequisite: Student must be a Certified EMT.
- EMS 2550 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.
- EMS 2551 Advanced Cardiac Life Support (O) 1 credit**  
This teaches the standard American Heart Association Advanced Cardiac Life Support certification course. Prerequisite: Student must be a certified Certified EMT.
- EMS 2553 Pediatric Advanced Life Support (O) 1 credit**  
This course is the standard American Heart Association Pediatric Advanced Life Support certification. Prerequisite: permission of instructor.
- EMS 2554 Pediatric Education for the Prehospital Professional (O) 1 credit**  
This course teaches the fundamental knowledge, skills, and attitudes necessary for assessing and treating ill and injured children. This course is sponsored by the American Academy of Pediatrics. Student must be a health care provider.
- EMS 2601C Paramedic I (O) 11 credits**  
This course teaches the didactic materials and corresponding skills of the Department of Transportation 1998 National Standard Paramedic Curriculum relating to Module #1-Preparatory; Module #2-Airway Management and Ventilation; Module #3-Patient Assessment; and Module #4-Trauma. Prerequisites: BSC 1084 or BSC 2094 and BSC 2094L. Student must be a Florida certified EMT. Corequisite: EMS 2664. Insurance fee \$49.00. Lab fee \$100.00.

- EMS 2602C Paramedic II (O) 11 credits**  
This course teaches the didactic materials and corresponding skills of the Department of Transportation 1998 National Standard Paramedic Curriculum relating to Module #5-Medical; Module #6-Special Considerations; Module #7-Assessment Based Management; Module #8-Operations. Prerequisite: EMS 2601C and EMS 2664. Corequisite: EMS 2665. Lab fee \$20.00.
- EMS 2659 Paramedic Field Internship (O) 4 credits**  
The field internship on an ALS ambulance service provides the student with opportunities to display abilities and professional qualities consistent with an entry level paramedic. Prerequisites: EMS 2327 and EMS 2665. Lab fee \$20.00.
- EMS 2664 Paramedic Clinical/Field Experience I (O) 6 credits**  
This course teaches paramedic skills through supervised clinical/field rotations in the Emergency Department, Intensive Care Unit, Surgery, Anesthesia, and Postanesthesia Care Units, Pediatrics, Medical Examiner's Office, Laboratory, Respiratory Therapy Department, and ALS ambulances. Student must be a Florida certified EMT. Prerequisite: EMS 2601C. Lab fee \$20.00.
- EMS 2665 Paramedic Clinical/Field Experience II (O) 6 credits**  
This course teaches advanced paramedic skills through supervised clinical/field rotations in the Emergency Department, Cardiac Care Units, Surgery, Anesthesia and Postanesthesia Care Units, Pediatrics, Nursery, Labor and Delivery, Psychiatric Care Units and ALS ambulances. Prerequisites: EMS 2601C and EMS 2664. Corequisite: EMS 2602C. Lab fee \$20.00.
- EMS 2731 Basic Life Support Instructor Course (O) 1 credit**  
This course teaches the standard American Heart Association Basic Life Support Instructor certification. Prerequisite: Basic Life Support.
- EMS 2734 Advanced Cardiac Life Support Instructor (O) 1 credit**  
This course is the standard American Heart Association Advanced Cardiac Life Support certification course. Prerequisite: permission of instructor.
- EMS 2931 Special Topics in Emergency Medicine (O) 2 credits**  
This course provides students with current research and information on a variety of emergency medical topics including: patient assessment, trauma, behavioral emergencies, OB-GYN emergencies, acute care of geriatrics, medical emergencies, pediatrics, and the pre-hospital environment. Prerequisite: EMS 1119 or Health Science students.

## 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. Student must produce 6,000 words of acceptable written work. Prerequisite: ENC 1101 or permission of instructor and student must score into college-level reading on placement test.

\*GORDON RULE COURSE – must achieve a grade of “C” or higher for the A.A. Degree.

- \*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 instructor and student must score into college-level reading on placement test.
- 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 2001 Creative Writing I (P) 3 credits**  
 This course teaches creative writing skills under workshop/lab conditions of group analysis and discussion. Specific techniques in both prose and poetry are discussed. Prerequisite: ENC 1101 or permission of instructor, and student must score into college-level English and reading on placement test.
- CRW 2002 Creative Writing II (P) 3 credits**  
 This course is a continuation of Creative Writing I (CRW 2001). A significant writing project/class presentation is required as well as at least two additional written works of high quality. Prerequisite: CRW 2001 or permission of instructor.
- CRW 2003 Creative Writing III (P) 3 credits**  
 This course is a continuation of Creative Writing II (CRW 2002). A significant writing project/class presentation is required as well as at least two additional written works of high quality. Prerequisite: CRW 2002.
- CRW 2007 Creative Writing IV (P) 3 credits**  
 In this advanced writing course students 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 2003.
- CRW 2100 Creative Writing Studio I (P) 2 credits**  
 This course stresses the techniques of the craft of writing and offers the opportunity to develop fiction, historical documentary, articles, and/or oral presentations.
- CRW 2103 Creative Writing Studio II (P) 2 credits**  
 This course teaches student authors about the publication process. Students learn to select possible markets, to write query letters, and to submit their work in a professional manner. Prerequisite: CRW 2100.
- FIL 2100 Writing for Film and Television (P) 3 credits**  
 This course examines the fundamentals of scriptwriting, including dialogue, characterization, scene and act, effective visualization, format, and marketing. Prerequisite: Student must score into college-level English on placement test.
- FIL 2102 Film and Television Scriptwriting (P) 3 credits**  
 This course examines advanced techniques of scriptwriting, including dialogue, characterization, scene and act, effective visualization, format, and marketing. Students work as part of a production team to produce a movie/television scene. Prerequisite: Student must score into college level English on placement test.

\*GORDON RULE COURSE – must achieve a grade of “C” or higher for the A.A. Degree.

- \*\*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 scores.
- \*\*ENC 0001 Fundamentals of Writing 3 credits**  
This course presents the relationship of sentence structure to ideas: theory, practicum, and application. Prerequisite: placement scores or ENC 0080 with a grade of "C" or higher.
- \*ENC 1101 English Composition 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: Student must place in college-level reading on placement test and have placement scores or ENC 0001 with a grade of "C" or higher. Course available on Internet.
- \*ENC 1102 English Composition 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. Student must produce 6,000 words of acceptable written work. Prerequisite: ENC 1101 and student must place into college-level reading on placement test. Course available on Internet.
- \*ENC 1135 Advanced College Writing (P) 3 credits**  
This course develops critical thinking through analysis of writings in history, literary theory, philosophy and ethics, psychology, sociology, science, and technology. As an alternative to ENC1102, this Gordon Rule course requires text analysis, argumentation, and research-based writing totaling 6,000 words. Prerequisite: ENC 1101 and student must score into college-level reading on placement test.
- ENC 1930 Beginning Creative Writing (P) 1 credit**  
The intent of this introductory-level course is to familiarize the student with three literary genres: short fiction, poetry, and drama. Subsequent to a review of the history and essential elements of each genre, the student is encouraged to develop his/her own creative writing ability through assigned exercises. Minimal basic English grammar is also taught as needed.
- ENC 1931 Intermediate Creative Writing (P) 1 credit**  
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. In addition, the student reviews newspaper and magazine writing, learning how to collect facts, conduct interviews, and prepare articles for publication. Basic English grammar is discussed throughout as is revising, editing, and proofreading. Prerequisite: ENC 1930.
- ENC 1933 Special Topics in Writing (P) ½ - 5 credits**  
This course aids the student in the development and strengthening of skills related to writing techniques. Prerequisite: permission of instructor.

\*GORDON RULE COURSE – must achieve a grade of "C" or higher for the A.A. and A.S. 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.

- ENC 2105 Essential Skills in English (P) 2 credits**  
 This course prepares students for the English portion of the CLAST. Instruction focuses on the development of skills in word choice, usage, sentence structure, standard English, spelling, punctuation, and capitalization, as well as comprehensive skills in both the literal and critical areas. Test-taking skills are emphasized. Recommended for students taking the CLAST. Prerequisite: ENC 1102.
- ENC 2200 Business Communications 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 3 credits**  
 This course meets 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.
- \*ENL 2012 English Literature to 1798 (P) 3 credits**  
 This course provides an introduction to English literature based upon selected masterpieces from Beowulf to Samuel Johnson. Student must produce 6,000 words of acceptable written material. Prerequisite: ENC 1101 or permission of instructor and student must score into college-level reading on placement test.
- \*ENL 2022 English Literature after 1798 (P) 3 credits**  
 This course provides an introduction to English literature based upon selected masterpieces from the Romantic Movement to the present. Student must produce 6,000 words of acceptable written material. Prerequisite: ENC 1101 or permission of instructor and student must score into college-level reading on placement test. Course available on Internet.
- LIN 2670 Linguistics and English Grammar (P) 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. Prerequisite: Student must score into college-level English and reading on placement test. 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 study the style of writing, history of the time period, biographical information, and read selected pieces from the author studied.
- LIT 1933 Literature by Women (P) 1 credit**  
 This course provides study and discussion of the literature written by English-speaking women from the 14th century to the present.
- LIT 1934 Drama: Special Authors (P) 1 credit**  
 This course explores various playwrights and their plays. Students read and discuss plays as assigned.
- \*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. Student must produce 6,000 words of acceptable written material. Prerequisite: ENC 1101 or permission of instructor and student must score into college-level reading on placement test.

\*GORDON RULE COURSE – must achieve a grade of “C” or higher for the A.A. Degree.

- \*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. Student must produce 6,000 words of acceptable written material. Prerequisite: ENC 1101 or permission of instructor and student must score into college-level reading on placement test.
- LIT 2300 Introduction to Popular 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, and 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. Prerequisite: Student must score into college-level English and reading on placement test.
- LIT 2931 Special Topics Literature (P) 1 - 3 credits**  
This course provides intensive reading in a particular concept, topic, or genre of popular literary appeal. Examples include women in literature, mystery, stories, families in multi-cultural America, science fiction, and the historical novel. May be repeated for credit with a change of topic.

## ENGLISH AS A SECOND LANGUAGE

- \*\*EAP 0320 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 scores.
- \*\*EAP 0420 ESL Prep Reading II 3 credits**  
This is a continuation of ESL Prep Reading I and provides a comprehensive review of study and test-taking skills and basic writing skills aimed specifically at non-native students. Prerequisite: placement scores or EAP 0320.
- \*\*EAP 0380 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 is verb tenses, subject/verb agreement, and preposition use, verbal idioms and other English grammar problem areas for LEPs. Prerequisite: placement scores.
- \*\*EAP 0480 ESL Grammar and Structure II 3 credits**  
This is a continuation of ESL Grammar and Structure I and focuses on correct written expression at the college level. Prerequisite: placement scores or EAP 0380.

## ENVIRONMENTAL SCIENCE

- EVR 1311 Energy Resources (O) 2 credits**  
This course explores 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 are the topics studied.

\*GORDON RULE COURSE - must achieve a grade of "C" or higher 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.

**ENVIRONMENTAL SERVICES TRAINING****HMV V949 Environmental Services Training I (O) 150 hours**

This course prepares students for employment as environmental services providers or technicians for residential homes and institutions (hotel/motels, hospitals, nursing homes, campus building, and office buildings). The course focuses on broad, transferable skills, while stressing the understanding of all aspects of the environmental services industry with hands-on experience.

**HMV V960 Environmental Services Training II (O) 150 hours**

This course provides training in Environmental Services. Topics include elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, health, safety, and environmental issues. Prerequisite: HMV V949.

**FASHION MARKETING MANAGEMENT****CTE 1401 Introduction to Textiles 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 1743 Pattern Design (O) 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: permission of instructor. Lab fee \$20.00.

**CTE 2220 Visual Design in Fashion 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 2744 Advanced Pattern Design (O) 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.

**FILM HISTORY****FIL 1400 History of Film (P) 3 credits**

This course examines important films, techniques, and styles from 1900 to the present. It also surveys the industrial and social developments of cinema.

**FIL 1401 History of Film I (P) 3 credits**

This course is a historical examination of important films, techniques, and styles from 1895 to 1945. It also surveys the industrial and social developments of cinema.

**FIL 1403 History of Film II (P) 3 credits**

This course is a historical examination of important films, techniques, and styles from 1946 to the present. It also surveys the industrial and social developments of cinema.

**FINANCIAL SERVICES****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 teaches 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 1943 Financial Services Work Experience (O) 1 - 3 credits**  
This course teaches "on-the-job" work experience that matches career objectives and financial industry requirements. Supervision, on-the-job training, and employer consultation are utilized to achieve the objectives. Prior consultation with the instructor is required.
- BAN 2004 Principles of Bank Operations (O) 3 credits**  
This course teaches the basic functions of banking and a working knowledge of the operations of a bank.
- BAN 2142 Teller Operations (O) 3 credits**  
This course provides the basic skills and information needed to perform effectively as a bank teller.
- 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 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.
- FIN 1101 Basic Financial Planning I (O) 1 credit**  
This course provides instruction on financial planning. Content includes 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 includes interest products and institutions, charitable gifts, insurance company products, tax planning, and retirement planning.
- FIN 2001 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 performs in a middle-management capacity in a large firm. The course prepares students for employment in areas such as business development, installment, credit, commercial loans, or public relations.

- FIN 1104 Personal Finance (O) 3 credits**  
This course teaches the expertise to make informed financial decisions. It is divided into five parts and each part covers one specific component needed to develop a financial plan. Continuity is provided throughout the course to show how personal finance decisions in the early chapters have an effect on other decisions in the later chapters.
- 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 2113 Savings Accounts (O) 3 credits**  
This course demonstrates how to calculate interest and deposit insurance coverage, legal aspects of currency transaction reporting and dormant accounts, how checks and electronic funds are processed, and how to respond to federal tax levies and other creditor actions.
- 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 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 expands savings institution's personnel knowledge of real estate laws and regulations. Prerequisite: SVL 2811.

## FIRE SCIENCE TECHNOLOGY

- FFP 1000 Introduction and 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 career orientation.
- FFP 1040 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 1050 Aircraft Fire Rescue and 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 1106 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 1813 Incident Safety Officer Training (O) 1 credit**  
This course teaches the skills necessary to perform duties related to incident safety within a Fire Agency. It also provides training for potential Incident Commanders and Company Officers. Prerequisite: Student must be employed or volunteer firefighter.
- \*\*FFP 1120 Characteristics of Building Construction (O) 3 credits**  
This course presents information about construction as it relates to the spread of fire and/or inspection. It reviews general information about most types of structures.
- \*\*One of five courses for Fire Inspector and one of seven courses for the Fire Officer.**

- FFP 1212 Confined Space Rescue I (O) 3 credits**  
This course begins with the basic OSHA requirements and American National Standards Institute standards pertaining to confined space. This detailed hands-on course provides 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 1302 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, National Standards, and requirements for testing equipment. Prerequisite: FFP 2301. Lab fee \$15.00.
- \*\*FFP 1505 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 presents inspections, surveys, and report findings.
- \*FFP 1521 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 1540 Fire Protection and 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.
- FFP 1705 Spanish for the Public Safety Profession (O) 1 - 3 credits**  
This course provides public safety professionals with the skills and abilities to communicate in the Spanish language. The course equips the student with the basic skills necessary to communicate during routine job duties, during emergency, life threatening or potentially life threatening situations.
- FFP 1710 Fire Supervision (O) 3 credits**  
This supervision course provides information and skills for becoming an effective supervisor for first line or prospective supervisors. Basic management principles are discussed with an emphasis on Fire Department structure and organization.
- FFP 1790 Interpersonal Communication for the Fire Services (O) 3 credits**  
This course provides individuals employed in the Fire Services with the skills needed to raise their awareness of the major interpersonal challenges facing modern managers. Students examine the various skills needed by leaders to communicate effectively with others.
- FFP 1791 Officer Leadership: Reinventing the Leader (O) 1 credit**  
This course teaches public safety supervisors how to keep pace in a changing work environment. Students examine new skills to lead an organization utilizing an interactive approach.
- FFP 1812 Engine and Truck Company Fireground Operations (O) 3 credits**  
This course reviews operations of the Engine and Truck Company on the firegrounds. Students study the objectives of fireground operations, duties of company personnel, apparatus positioning, and building coverage related to occupancy.
- FFP 1930 Contemporary Issues in the Fire Service (O) 3 credits**  
This course meets the special needs of a Fire Service and/or private industry. Prerequisite: Must be employed by a Fire Service agency.

\*One of five courses for Fire Inspector.

\*\*One of five courses for Fire Inspector and one of seven courses for Fire Officer.

- FFP 2051 Advanced Aircraft Fire Rescue and 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 emphasizes the management of the incident. Prerequisite: FFP 1050. Lab fee \$10.00.
- FFP 2201 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 2301 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 2401 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 2402 Hazardous Materials II (O) 3 credits**  
This course provides current information on hazardous materials incidents and procedures for handling these incidents. Prerequisite: FFP 2401.
- FFP 2421 Hazardous Materials Technician (O) 3 credits**  
This course presents methods and techniques for evaluating and controlling a hazardous incident. It covers principles for protecting health and safety of response personnel as it pertains to confinement and containment techniques. Prerequisite: FFP 2401.
- \*FFP 2510 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 2541 Private Fire Protection Systems II (O) 3 credits**  
This course teaches an in-depth study of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems. Prerequisite: FFP 1540.
- FFP 2604 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 2720 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 2740 Fire Service Course Delivery (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.

\*One of five courses for Fire Inspector.

\*\*One of seven courses for Fire Officer.

- FFP 2741 Fire Service Course Design (O) 3 credits**  
This course teaches the prospective fire science instructor the principles of effective curriculum design to include issues related to teaching the adult learner and basic elements of student-centered learning. Designing courses that address learning, performance, and behavioral objectives are presented. Prerequisite: FFP 2740.
- FFP 2781 Fire Department Organization and Administration (O) 3 credits**  
This course presents the principles of management theory, and its application to the fire service. The course is intended for officers and managers whose area of responsibility encompasses long and short range planning, budgeting, and administration.
- FFP 2801 Incident Command System (O) 3 credits**  
This course teaches the essential skills and principles associated with an Incident Command System (ICS). Emphasis is placed on the organizational development of the ICS as an incident management tool. Instruction includes the logistical and fiscal considerations, incident planning, and the management of incidents with needs that may vary depending on the magnitude of the event.
- \*\*FFP 2810 Firefighting Tactics and Strategy I (O) 3 credits**  
This course teaches the skills necessary to access, evaluate and extinguish a fire with maximum utilization of manpower, equipment and apparatus. Emphasis is on pre-planning, fireground decision-making skills and problem solving. Prerequisite: Firefighting experience.
- \*\*FFP 2811 Firefighting Tactics and Strategy II (O) 3 credits**  
This course teaches the skills to effectively and efficiently respond to a crisis through the advanced study of fire attack. Instruction focuses on the importance of strategy and tactics in a fire situation with a focus on critical thinking. Prerequisite: FFP 2810.
- FFP V010 Fire Fighting Academy I (O) 160 hours**  
This course introduces the student to the basic skills and techniques used in fire fighting. Classroom instruction includes a variety of fire related topics which are reinforced and enhanced through practical skills activities. Upon completion, the student is eligible to receive certification as a volunteer fire fighter and may elect to continue training in the Fire Fighting Academy II to pursue state certification as a fire fighter. Permission of the Fire Science Coordinator. Lab fee \$25.00.
- FFP V020 Fire Fighting Academy II (O) 290 hours**  
This course is the second part of the Basic Fire Recruit Academy and prepares students for employment as a certified firefighter in the State of Florida. The delivery of instruction includes a variety of training in a practical skills necessary for the mastery of the basic competencies required in the program. Upon successful completion of this course, the student is eligible to take the Bureau of Fire Standards and Training written and practical examination. Prerequisite: FFP V010. Lab fee \$130.00.
- FFP P079 Self-Contained Breathing Training (SCBA) (O) 10 hours**  
This course provides an overview of the self-contained breathing unit to include demonstration in the proper usage of this equipment.
- FFP P087 In-Service Fire Department Training (O) 40 hours**  
This course is offered through the training division of fire departments.

\*\*One of seven courses for Fire Officer.

- FFP P094 Apparatus Operators (O) 24 hours**  
This course teaches the proper procedures a student will need in the operation of fire apparatus, driving and using the Fire Pump.
- FFP P152 Cultural Diversity for Instructors (O) 8 hours**  
This course enhances the instructor's ability to relate to students of diverse cultures and ethnic groups.
- FFP P302 Fire Code Seminar (O) 8 hours**  
This course teaches local fire prevention bureaus current information as it pertains to the systems and services of the private fire alarm companies.
- FFP P527 Hazardous Material Awareness (O) 16 hours**  
This course teaches non-firefighting personnel the basic working knowledge of hazardous materials.
- 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 are reviewed. Lab fee \$20.00.
- FFP P931 Fire Science Special Topics (O) 8 - 40 hours**  
This course covers current topics of interest and up-dated information for employed firefighters.
- FFP P669 Confine Space & Structural Rope Rescue (O) 40 hours**  
This course teaches the skills and techniques used to rescue victims from dangerous areas utilizing specialized equipment and ropes. Practical skill exercises are demonstrated and conducted in a confined space area. Prerequisite: Certified Firefighter.

## FRENCH

- FRE 1000 French for Daily Use I (O) 2 credits**  
This course is for non-French speaking students. The students are introduced to the French alphabet, basic vocabulary, expressions, set phrases, and simple sentences.
- FRE 1001 French for Daily Use II (O) 2 credits**  
This course is a continuation of FRE 1000. Students gain experience in basic vocabulary from areas of daily living. Students begin to read French materials. Grammar is taught only as needed in connection with conversation being studied. Prerequisite: FRE 1000 or permission of instructor.
- FRE 1010 Applied Conversational French I (O) 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 (O) 2 credits**  
This course is for the student with a working knowledge of French. The student gains 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 (O) 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 are 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 also focuses on introducing students to the cultures of the French-speaking world. This course is for students who have had less than 2 years of high school French. Prerequisite: 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. It is a continuation of FRE 1120 and further develops students' communicative competencies in the four skills areas. Prerequisite: FRE 1120 or permission of instructor.
- \*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. 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. It features an increased emphasis on literature and written expression. Prerequisite: FRE 2200 or permission of instructor.

## GEOGRAPHY

- 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. The focus of the course is upon identifying and describing all of the world's principal geographic features, including each of the world's independent countries and their political dependencies as well as the earth's prominent land forms and major bodies of water. The principal geographic, demographic, linguistic, political, and economic features of contemporary sovereign states are described. Prerequisite: Student must score into college-level English and reading 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. Prerequisite: Student must score into college-level reading and mathematics on placement test.

## GERMAN

- \*GER 1120 Elementary German I (P) 4 credits**  
This course presents the fundamentals of understanding, speaking, reading, and writing the German language with the goal of students reaching the "Novice High" level of proficiency as defined by the American Council on the Teaching of Foreign Languages. Prerequisite: Student must score into college-level English on placement test.

\*This course can be used toward the foreign language requirements for university admission.

- \*GER 1121 Elementary German II (P) 4 credits**  
 This course presents the fundamentals of understanding, speaking, reading, and writing the German language with the goal of students reaching the "Intermediate Low" level of proficiency as defined by the American Council on the Teaching of Foreign Languages. Prerequisite: GER 1120 or equivalent.

### **GOLF COURSE OPERATIONS**

- GCO 1201C Golf Course Mechanics I (O) 3 credits**  
 This course introduces students to the study of mechanics as applied to all types of golf course equipment with emphasis on determining the essential power, shop, and hand tools required. Prerequisite: permission of instructor.
- GCO 1202C Golf Course Mechanics II (O) 3 credits**  
 This course includes the sharpening and grinding of blades on all mowing equipment and the use of gas and arc welding techniques. Prerequisite: GCO 1201C.
- GCO 1204 Hydraulics & Electronics (O) 3 credits**  
 This course introduces the types of electric motors and basic theories of hydraulic and pneumatic systems and major components of fluid systems.
- GCO 1213 Small Engine Repair (O) 3 credits**  
 This course provides a basic introduction to the major parts and systems of two and four cycle engines. Emphasis is placed on industrial safety.
- GCO 1214 Preventative Maintenance (O) 3 credits**  
 This course studies day-to-day maintenance required for industry tools, techniques, practices and problems.
- GCO 1930 Special Topics in Golf Course Operations (O) ½ - 3credits**  
 This course teaches current topics in golf course operations.
- GCO 1942 Field Training in Turf Equipment Management (O) 3 credits**  
 This course introduces business skills and economic principles related to the maintenance of tools and equipment. Prerequisite: permission of instructor.
- GCO 1400 Turfgrass for Golf and Landscaping (O) 3 credits**  
 This course introduces students to general maintenance practices for turfgrasses used in the golf, sport, and landscape industries. Topics include identification, evaluation, establishment, and renovation of turfgrass.
- GCO 1402 Turfgrass Science (O) 3 credits**  
 This course teaches students the structure and growth patterns of the grass plant and how this information can be used to sustain a dynamic and complex turfgrass community.
- GCO 1450 Integrated Pest Management (IPM) for Golf Courses (O) 3 credits**  
 This course teaches how to combine proper plant selection, correct cultural practices, monitoring of pests and environmental conditions, biological controls and judicious use of pesticides to manage pest problems in golf courses.
- GCO 1611 Golf Course Shop Management (O) 3 credits**  
 This course introduces the elements of golf course equipment shop management including shop safety and OSHA regulations and maintaining an effective shop records system.

\*This course can be used toward the foreign language requirements for university admission.

- GCO 1947 Golf Course Design Concepts (O) 3 credits**  
This course is the study, practice and analysis of landscape design with specific emphasis on grooming and maintaining greens, tees, fairways, roughs and other areas. Prerequisites: ETD 1321 and ETD 2568C.
- GCO 2601 Materials Calculations (O) 3 credits**  
This course teaches students how to measure and calculate the amount of materials needed in golf course and landscape operations. Materials discussed include fertilizers, pesticides, grass seeds, irrigation water, plant materials, and soil amendments.
- GCO 2632 Golf Course Organization and Administration (O) 3 credits**  
This course is a detailed analysis of golf course and landscape operations, including personnel, planning, budgeting, purchasing, recordkeeping. Labor management and other administrative functions. Prerequisite: permission of instructor.
- GCO 2944 Golf Course Internship (O) 3 credits**  
This course provides on-the-job-training in the golf course industry. Supervised training in industry tools, techniques, practices, and problems at selected golf courses with weekly evaluations are included. Prerequisite: permission of instructor.
- GCO 2945 Supervised Work Experience (O) 1 - 4 credits**  
This course provides supervised on the job training at selected golf courses. Prerequisite: permission of instructor.

## HEALTH SCIENCE

- HSC V004 Introduction to Healthcare (O) 82 hours**  
This course teaches the knowledge and skills necessary for entry into a course of study in the healthcare field. It includes a knowledge of the health care delivery system, health occupations, and communication skills. Safety, health promotion, and legal/ethical issues are presented. This course also fulfils the state mandatory four-hour bloodborne pathogens (HIV/AIDS) requirement. Prerequisite or corequisite: HSC V405 or documentation of current CPT certification from American Red Cross or American Heart Association.

## HEALTH INFORMATION MANAGEMENT

- HIM 1000 Introduction to Health Information Management (O) 3 credits**  
This course teaches an introduction to health information management including the healthcare environment, healthcare data, and health information analysis. The history, evolution of health care in the United States, and the health information management professional are studied. Ambulatory care, long term care, mental health, and acute care health records are introduced. Forms design, filing methods, and types of numbering systems are covered.
- HIM 1003 Introduction to Coding (O) 2 credits**  
This course teaches the basic preparation necessary to become a certified coder, with an introduction to coding careers, types of coding systems, including Current Procedural Terminology (CPT), International Classification of Diseases, 9 Revision (ICD-9), and teaches the student the basic preparation to becoming a certified coder.
- HIM 1012 Legal Aspects of Health Information (O) 2 credits**  
This course teaches the principles of legal issues affecting the preparation and use of health information documents. Both the computer-based record and the paper record are examined with regard to local, state, and federal laws. The legal guidelines for release of information by healthcare providers are taught.

- HIM 1222 Basic ICD-9 Coding (O) 3 credits**  
 This course teaches the use of the International Classification of Diseases (ICD-9). This includes the coding of diseases, operations, and their relationship to the reimbursement for healthcare treatment in hospitals and physicians' offices. Coding conventions, sequencing, and rules for correct coding are introduced. Prerequisite: HIM 1450 or BSC 1084, and HSC 2531.
- HIM 1260C Billing and Reimbursement Methods (O) 3 credits**  
 This course teaches reimbursement issues for healthcare facilities. Diagnosis related groups (DRG's), ambulatory related groups (APG's), resources-based relative value scale (RBRVS), health maintenance organizations (HMO's), and other major insurance/third party payors are studied. The various types of reimbursement methodologies are studied and practiced. Prerequisites: HIM 1280. Lab fee \$20.00.
- HIM 1280 Basic CPT Coding (O) 3 credits**  
 This course teaches Current Procedural Terminology (CPT) and the International Classification of Diseases, 9<sup>th</sup> Revision, Clinical Modification (ICD-9-CM) including coding of diseases, operations, and physicians' office procedures. Prerequisite: BSC1084 or BSC 2093 with BSC 2093L, or HIM 1450. Lab fee \$20.00.
- HIM 1442 Pharmacology for HIM (O) 2 credits**  
 This course teaches general pharmacological concepts and principles in the management of patient/client care. Therapeutic drugs and indications and contraindications associated with drug therapy and related disease processes are described.
- HIM 1510C Healthcare Data Analysis (O) 3 credits**  
 This course teaches indices, databases, and registries as techniques in the collection of data for analysis of health information. Students present, calculate, and interpret health data for quality management, utilization management, risk management, and other patient care related studies. Prerequisite: HIM 1000. Lab fee \$20.00.
- HIM 1999 Introduction to Health Professions (O) 3 credits**  
 This course teaches the health care delivery system, roles of the health team members, and basic skills necessary for success in a health career.
- HIM 2232 Intermediate ICD-9 Coding (O) 3 credits**  
 This course teaches the use of the International Classification of Diseases, 9th edition, Clinical Modification (ICD-9-CM). The course increases 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, and HIM 1280. Lab fee \$20.00.
- HIM 2254 Intermediate CPT Coding (O) 2 credits**  
 This course teaches the use of the Current Procedural Terminology (CPT) including the use of modifiers, HCPCS, and Physicians' Office Medical Necessity and documentation for Medicare, Medicaid, and government guidelines. Prerequisites: HIM 1280 and BSC 1084.
- HIM 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 2093 with BSC 2093L, or HIM 1450, or BSC 1084.

**HIM 2506 Quality Assessment (O) 2 credits**  
This course teaches the application of quality assurance, quality improvement, utilization management, risk management, recredentialing, and infection control to health information management. Tools for improving the quality of patient care and services rendered are studied including analysis of records and identification of inconsistencies omissions, or patient care problems through screening mechanisms. Lab fee \$20.00. Prerequisites: HIM 1000 and HIM 1510C.

**HIM 2825 Health Office Internship (O) 3 credits**  
This course provides professional practice experience in three types of health care facilities. The student completes 45 hours of professional practice in each area assigned. The student's course instruction and professional practice placement are coordinated for maximum learning experience. Prerequisite: Permission of program director. Insurance fee \$23.00.

**HIM 2826 Health Office Externship (O) 3 credits**  
This course provides practice in the skills necessary for a practitioner in the health information field including didactic and practical projects such as storage and retrieval, discharge analysis, incomplete record control, release of information, patient accounting, regulatory agencies, coding and abstracting, quality assessment and utilization review, and a survey and inservice of the facility. Prerequisite: HIM 2825. Insurance fee \$23.00.

**HIM 2930 Registered Health Information Tech. Exam Review (O) 2 credits**  
This course prepares the Health Information student to take the National Accredited Record Technician national exam. Students review the National AHIMA's list of domains, tasks, and subtasks that will be the basis of the exam questions. Prerequisite: Permission of program director.

**HIM P932 Special Topics in Health Information Management (O) 2 - 16 hours**  
This course teaches the skills necessary to be proficient and knowledgeable in the current Health Information Management (HIM) specialty areas as well as increasing knowledge and awareness of current and new trends. These specialty areas can include, but are not limited to medical office coding issues; documentation; reimbursement; healthcare compliance; evaluation and management issues; surgical procedures codes; CPT modifiers; chart auditing; coding updates; HCFA related issues, and medical necessities.

## HEALTH SERVICES MANAGEMENT

**HSC 2225 Health Services Management Concepts (O) 5 credits**  
This course focuses on the psychological and behavioral changes inherent in moving from a health care practitioner into a supervisory position. It addresses skill-development in building relationships between team members. Students are introduced to the concepts required for success in leading and coordinating the work of others. Time and stress management techniques are explored. Student must hold an A.S. Degree in one of the Health Sciences, or equivalent credentials.

**HSC 2632 Issues and Trends in Health Care Delivery (O) 4 credits**  
This course explores current issues and trends in contemporary health care delivery systems. These include sound everyday marketing and customer service practices, emerging legal and financial issues, and appropriate policies and procedures for managing recurring challenges. The course includes an individual student project designed to link the classroom with the workplace. Student must hold an A.S. Degree in one of the Health Sciences, or equivalent credentials.

**HEAVY EQUIPMENT**

- MAG P800 Badger Operations (Excavator) (O) 195 hours**  
This course prepares students for initial employment as a Badger excavator operator.
- MAG P801 Flex-wing Mower Operations (O) 150 hours**  
This course prepares students for initial employment as a Flex-wing Mower operator.
- MAG P802 Backhoe/Loader Operations (O) 90 hours**  
This course prepares students for initial employment as a backhoe/loader operator.
- MAG P803 Thermo-Stripper Operations (O) 45 hours**  
This course prepares students for initial employment as a Thermo-Stripper with Kettles operator.
- MAG P804 Swamp Meister Operations (Drow Excavator) (O) 240 hours**  
This course prepares students for initial employment as a Swamp Meister (Drow excavator).
- MAG P805 Motor Grader Operator (O) 105 hours**  
This course prepares students for initial employment as a Motor Grader operator.
- MAG P806 Menzi Muck Operations (Drow Excavator) (O) 240 hours**  
This course prepares students for initial employment as a Menzi Muck (Drow excavator) operator.
- MAG P807 Dozer Operations (O) 90 hours**  
This course prepares students for initial employment as a dozer operator.
- MAG P808 Boom Mowing (O) 105 hours**  
This course prepares students for initial employment as a boom mower operator.
- MAG P809 Bush Hog Operations (O) 90 hours**  
This course prepares students for initial employment as a bush hog (canal mower) operator.
- MAG P810 Dump Truck Operations (O) 105 hours**  
This course prepares students for initial employment as a dump truck operator.
- MAG P811 Rubber Tire Loader (O) 90 hours**  
This course prepares students for initial employment as a Rubber Tire Loader operator.
- MAG P812 Interstater Flail Mower Operations (O) 90 hours**  
This course prepares students for initial employment as an Interstater Flail Mower operator.
- MAG P813 Box Blade Operations (O) 90 hours**  
This course prepares students for initial employment as a box blade operator.
- MAG P814 Fork Lift Operations (O) 18 hours**  
This course prepares 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 are 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 includes cultural, political, and social factors of colonialism and independent Africa. One half of the course is 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, cultural, and intellectual development of the United States from the discovery of the Americas through Reconstruction. Prerequisite: Student must score into college-level English and reading on placement test.
- AMH 2020 American History : Reconstruction to the Present (P) 3 credits**  
This course examines the political, economic, social, cultural, and intellectual development of the United States from Reconstruction to the present. Prerequisite: Student must score into college-level English and reading on placement test.
- ASH 2041 Modern Chinese History (P) 3 credits**  
This course teaches the development of Chinese History from 1800 to the present. Discussed in this course is the East versus West conflict that led to European Imperialism in the Orient during the Nineteenth Century and the transition of China from Emperor to Republic to Peoples' Republic in the Twentieth Century.
- EUH 1000 Western Civilization: Origins to 1485 (P) 3 credits**  
This course teaches how the first Western Civilization rose from the Greek peninsula, creating a "classical" era which set the European stage for a Roman Empire and a Medieval Culture to follow. Prerequisite: Student must score into college-level English and reading on placement test.
- EUH 1001 Western Civilization: 1485 to 1815 (P) 3 credits**  
This course teaches how Western Civilization, based in Europe, moved from Medieval Times into a Modern Age and expanded into the Western Hemisphere, Africa and Asia. Prerequisite: Student must score into college-level English and reading on placement test.
- EUH 1002 Western Civilization: 1815 to the Present (P) 3 credits**  
This course teaches how western nation-states developed into powerful global empires, dominating the political, economic, cultural and social sectors of Nineteenth and Twentieth Century affairs. Prerequisite: Student must score into college-level English and reading on placement test. Course available on Internet.
- HIS 1318 20th Century History through Film (P) 3 credits**  
This course teaches how historical events and persons in the Twentieth Century have been portrayed in film and how accurate was that interpretation.
- WOH 1012 World History to 1500 (P) 3 credits**  
This course teaches the fundamentals of World Civilization to 1500. It examines the rise of civilizations and discusses the major events that helped shape both East and West. It is taught in a comparative manner so that students can better understand the similarities and differences between the east and the west as well as the impact that the east and the west had upon one another. Prerequisite: Student must score into college-level English and reading on placement test.

**WOH 1022 World History Since 1500 (P)****3 credits**

This course teaches the fundamentals of world history since 1500. It examines major events in both East and West so that students can better understand the development of world politics, economics and cultural systems. The course is taught in a comparative manner so that students can realize the impact that both East and West have had upon one another. Prerequisite: Student must score into college-level English and reading on placement test.

**HUMAN ENVIRONMENTAL SCIENCES****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.

**SLS 1931 Professional Skills Enhancement (P)****½ - 5 credits**

This course teaches activities and materials that are responsive to the individual needs of the students in order to enhance specific professional skills.

**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. It 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: Student must score into college-level English and reading on placement test.

**\*HUM 2512 Humanities: Fine Arts (P)****3 credits**

This course presents an overview of three major divisions of fine arts: theatre, music, and art. Students are introduced to the theatre performance event, learn the components of music and its relationship to civilization in general, and develop an appreciation of the visual arts in areas of painting, sculpture, and architecture. Emphasis is placed on the historical artistic styles and the influences on philosophical thought, as well as on problem-solving and creative and critical thinking. This course requires 6,000 words of acceptable written material. Prerequisite: Student must score into college-level English and reading on placement test.

**\*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.

\*GORDON RULE COURSE – must achieve a grade of "C" or higher for the A.A. Degree.

**HUMAN SERVICES**

- 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**  
This course teaches theories of mental, emotional, and social development of children from infancy through adolescence. The course stresses identification of problems in this group as well as methods of effectively dealing with these problems.
- GEY 1000 Issues of the Aging 3 credits**  
This course teaches a broad review of issues that affect the elderly. Medical, psychological, and social problems of the elderly are discussed. Relevant community and social services are described. A holistic approach to the overall well-being of the elderly is presented.
- HUS 1001 Introduction to Human Services 3 credits**  
This course teaches the dynamics of the human services delivery system. Students 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 3 credits**  
This course teaches a basic overview of the group experience. Essential characteristics of the effective group are presented as well as the tasks and techniques of the group facilitator. Dynamics of the group experience, including the various theoretical approaches, are explored.
- HUS 1318 Domestic Abuse and Family Violence 3 credits**  
This course teaches human and social services workers the evaluation as well as the outreach skills necessary for working in the field of domestic violence. The dynamics of partner violence, child abuse, elder abuse, and sibling violence are explored.
- HUS 1307 Sexual Abuse of Children 3 credits**  
This course teaches human and social service workers the interviewing, evaluation, assessment and networking skills necessary for working effectively with child abuse victims.
- HUS 1400 Introduction to Drugs of Abuse 3 credits**  
This course teaches the dynamics of drug addiction and dependence, classification and origins of drugs, short and long-term effects, risk of dependence, and medical uses. Drug education, laws, treatment, and rehabilitation are additional areas of focus.
- HUS 1430 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. Prerequisite: permission of instructor.
- HUS 2111 Introduction to Interpersonal Behavior 3 credits**  
This course teaches the student the fundamental skills of interpersonal communication. Various theories of mental health are examined and the dynamics of both normal as well as dysfunctional interactions are explored.
- HUS 2301 Counseling Techniques 3 credits**  
This course teaches students to develop individual, group, and family coping skills to prepare for roles as paraprofessionals in the human services field. Theoretical, ethical, and practical issues of counseling are addressed and skill development is encouraged through role-playing.

- HUS 2302 Techniques of Interviewing and Intervention 3 credits**  
This course teaches the basic techniques and theories of interviewing and evaluation. Students participate in classroom skill-building exercises. Special attention is given to crisis theory and intervention.
- HUS 2500 Introduction to Ethics in Human Services 3 credits**  
This course teaches ethical decision making in the human services arena. It explores professional and legal standards such as confidentiality, privileged communication, candor and informed consent, competence, loyalty, diligence, fairness, and due care. It addresses moral issues including multicultural counseling, dual role relationships, suspected child abuse, third party harm, suicide, paternalism, and involuntary commitment.
- HUS 2401 Substance Abuse and Treatment 3 credits**  
This course teaches theories of substance abuse and treatment. Causes of addiction including biological and environmental influences are explored. Emphasis is placed on understanding the dynamics of successful treatment.
- HUS 2820 Internship in Human Services 4 credits**  
This course teaches 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 2302, HUS 2500, HUS 2401, SYG 1410, CLP 2140 and permission of instructor.
- PPE 2000 Person and Personality Development 3 credits**  
This course teaches the major theories of personality development. The major theorists include Freud, Erikson, Jung, Adler, Laing, Fromm, Maslow, Skinner, Rogers, and Ellis. Objectives include exploration of the ways the approaches explain anxiety, creativity, happiness, and love.
- SLS 1715 Mentorship Training (O) 1 credit**  
This course trains Student Assistant Mentorship participants to provide information and referral resource knowledge to other college students.
- SLS 1716 Peer Mediation (O) 1 credit**  
This course prepares the student to mediate disputes with two or more of their peers. It teaches students the process of resolving interpersonal conflicts through effective communication techniques. Recommended prerequisite: SLS 1715.
- SYG 1410 Family Relations (P) 3 credits**  
This course teaches a variety of topics including: the nature and functions of marriage, marital problems, parenting, stepfamilies, conflict resolution, divorce, and remarriage.
- PAD P931 Public Service Operations (O) 8 - 16 hours**  
This course teaches Public Services professionals the skills required to provide information to current trends and issues in Public Service.

**INSURANCE**

- RMI 1093 Customer Service Representative (O) 3 credits**  
This course teaches the knowledge and is skills necessary to be proficient in understanding property and casualty, legal, operational, and customer-focused practices. Upon successful completion of this course, students are awarded a Customer Services Representatives State License.

**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 P101 LUTC Personal Insurance I (O) 30 hours**  
This course is the first half of a sixty-hour training class for insurance agents seeking designation credit with the Life Underwriter's Training Council. Topics in this class include life insurance, prospecting, the "total needs approach", basic money concepts, the multiple interview sale, and retirement planning. Prerequisite: Licensed Insurance Agents.

**RMI P000 Business Insurance Concepts (O) 8 hours**  
This course teaches business insurance concepts, business structures, and ownership transfer. The course is approved by the State of Florida Department of Insurance for continuing education for "life only". Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.

**RMI P001 Capital Budgeting Decisions (O) 7 hours**  
This course teaches capital budgeting decisions involving the planning and expenditures in the insurance industry. The course is approved by the State of Florida Department of Insurance for continuing education for life and all general lines. Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.

**RMI P002 Customer Service (O) 5 hours**  
This course teaches customer service in the insurance industry. The course is approved by the State of Florida Department of Insurance for continuing education for all lines. Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.

**RMI P003 Pro Forma Documents (O) 7 hours**  
This course teaches pro forma documents in the insurance industry. The course is approved by the State of Florida Department of Insurance for continuing education for life and all general lines. Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.

**RMI P004 Estate Planning Concepts for the Business Professional (O) 8 hours**  
This course teaches estate planning concepts for the business professional. The course is approved by the State of Florida Department of Insurance for continuing education for "life only". Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.

**RMI P005 Life Ins., Annuities & Disability Insurance (O) 8 hours**  
This course teaches life insurance, qualified & non-qualified annuities & disability insurance. The course is approved by the State of Florida Department of Insurance for continuing education for "life only". Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.

- RMI P102 LUTC Personal Insurance II (O) 30 hours**  
 This course is the second half of a sixty-hour training class for insurance agents seeking designation credit with the Life Underwriter's Training Council. Topics in this class include multiline selling, handling objections, closing the sale, understanding the prospect, sharpening underwriting, policy delivery, client service, sales and marketing opportunities, and personal goal planning. Prerequisite: Licensed Insurance Agents.
- RMI P103 Personal and Business Needs Analysis (O) 8 hours**  
 This course was approved by the State of Florida Department of Insurance for continuing education credit for Life Only insurance agents. Topics include fact finding topics and approaches to collect data upon which recommendations can be made to provide needs analysis for personal and business clients. This course partially fulfills the bi-annual continuing education requirement of 28 hours for agents licensed less than 6 years and of 20 hours for agents licensed for more than 6 years.
- RMI P135 Group Life and Health Insurance (O) 7 hours**  
 This course meets specifications for continuing education in life and health insurance in the State of Florida. Completion of this course partially fulfills the bi-annual requirements of 28 hours of continuing education for agents licensed less than 6 years and of 20 hours for agents licensed for more than 6 years.
- RMI P136 Current Employee Benefit Trends (O) 7 hours**  
 This course meets specifications for continuing education in life and health insurance in the State of Florida. Completion of this course partially fulfills the bi-annual requirements of 28 hours of continuing education for agents licensed less than 6 years and of 20 hours for agents licensed for more than 6 years.
- RMI P632 Property and Casualty Continuing Education Part I (O) 14 hours**  
 This course satisfies one-half of the state-mandated continuing education requirements for licensed property and casualty insurance salespeople. This course focuses on personal insurance lines.
- RMI P633 Property and Casualty Continuing Education Part II (O) 14 hours**  
 This course satisfies one-half of the state-mandated continuing education requirements for licensed property and casualty insurance salespeople. This course focuses on commercial insurance lines.
- RMI P634 Property and Casualty Continuing Education Part III (O) 14 hours**  
 This course meets state specifications for continuing education in property and casualty insurance. Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.
- RMI P635 Property and Casualty Continuing Education Part IV (O) 14 hours**  
 This course meets state specifications for continuing education in property and casualty insurance. Completion of this course partially fulfills the required 28-hours of bi-annual continuing education.
- RMI P636 Property and Casualty Continuing Education Part V (O) 14 hours**  
 This course meets state specifications for continuing education in property and casualty insurance. Completion of this course partially fulfills the required 28-hours of bi-annual continuing education.
- RMI P637 Property and Casualty Continuing Education Part VI (O) 14 hours**  
 This course meets state specifications for continuing education in property and casualty insurance. Completion of this course partially fulfills the required 28-hours of bi-annual continuing education.

- 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 and 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.
- RMI P644 Life and Health Continuing Education Part V (O) 14 hours**  
This course meets state specifications for continuing education in life and health insurance. Completion of this course partially fulfills the required 28-hours of bi-annual continuing education.
- RMI P645 Life and Health Continuing Education Part III (O) 14 hours**  
This course meets state specifications for continuing education in life and health insurance. Subjects of study in this course include: group insurance, deferred compensation programs, wills and trusts, and cafeteria plans in insurance.
- RMI P646 Life and Health Continuing Education Part IV (O) 14 hours**  
This course meets state specifications for continuing education in life and health insurance. Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.
- RMI P647 Life and Health Continuing Education Part VI (O) 14 hours**  
This course meets state specifications for continuing education in life and health insurance. Completion of this course partially fulfills the required 28-hours of bi-annual continuing education.
- RMI P650 Insurance Law (Property/Casualty and Life/Health) (O) 28 hours**  
This course meets state specifications for continuing education in property/casualty and life/health insurance. Completion of this course fulfills the required 28-hours of bi-annual continuing education.
- RMI P651 Personal Auto/Umbrella Coverage (O) 7 hours**  
This course meets state specifications for continuing education in property and casualty in the State of Florida. Completion of this course partially fulfills the bi-annual requirements of 28 hours of continuing education for agents licensed less than 6 years and of 20 hours for agents licensed for more than 6 years.
- RMI P665 Rules and Regulations (O) 2 hours**  
This course meets state specifications for continuing education in property and casualty insurance or life and health insurance for the required 2 hour portion of "Rules and Regulations". Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.
- RMI P666 Rules and Regulations II (O) 2 hours**  
This course meets the 2 hour state requirement for insurance continuing education under the required topic "Rules and Regulations." Insurance agents with either Life and Health or Property and Casualty licenses must take this course every two years as a part of their 28 hours of bi-annual requirement.
- RMI P667 Rules and Regulations III (O) 2 hours**  
This course meets the 2 hour state requirement for insurance continuing education under the required topic "Rules and Regulations." Insurance agents with either Life and Health or Property and Casualty licenses must take this course every two years (beginning 1995) as a part of their 28 hours of bi-annual requirement.

- RMI P741 LUTC Disability Income (O) 32 hours**  
 This course is intended to increase the professional knowledge of licensed insurance salespersons, and teaches students needs analysis, sales, and service for disability income insurance.
- RMI P800 LUTC Business Insurance (O) 65 hours**  
 This course examines the fundamentals of how to market life insurance to owners of small businesses. This course counts toward State of Florida insurance continuing education.
- RMI P805 Wills, Trusts and Estate Planning (O) 4 hours**  
 This course is approved by the State of Florida Department of Insurance for continuing education credit for Life/Health licensed agents. The topics of wills, trusts and estate planning are covered at an intermediate level. This course partially fulfills the bi-annual continuing education requirement of 28 hours for agents licensed less than 6 years and of 20 hours for agents licensed for more than 6 years.
- RMI P806 Wills and Trusts (O) 4 hours**  
 This course was approved by the State of Florida Department of Insurance for continuing education credit in Life and Health insurance for licensed agents. Topics include statutory provisions, procedural considerations, and taxes. This course partially fulfills the required 28 hours of bi-annual continuing education.
- RMI P807 Annuities and Qualified Plans (O) 4 hours**  
 This course was approved by the State of Florida Department of Insurance for continuing education credit in Life and Health insurance for licensed agents. Topics include annuities, IRA's, distribution rules, payouts, and the statutes. This course partially fulfills the required 28 hours of bi-annual continuing education.
- RMI P808 LUTC Personal Estate and Retirement Planning (O) 39 hours**  
 This course focuses on methods to create and conserve estates and plan for retirement. Prerequisite: Student must meet LUTC prerequisites.
- RMI P930 Long Term Care (O) 4 hours**  
 This course is approved by the State of Florida Department of Insurance for continuing education toward Health Insurance for Life/Health and Property/Casualty licensed agents. Topics include a look at the Long Term Care market, the impact of Medicaid, 1996 Health Care Reform, the long term care policy and underwriting considerations. This course partially fulfills the bi-annual continuing education requirement of 28 hours for agents licensed less than 6 years and of 20 hours of agents licensed for more than 6 years.
- RMI P932 Business Disability Income (O) 3 hours**  
 This course teaches Business Disability Income continuing education only in health insurance to meet state specifications. Singly licensed General Lines Agents may take up to half of their property and casualty in continuing education hours in "Health Only". Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.
- RMI P933 Current Health Industries Trends (O) 4 hours**  
 This course teaches Current Health Industry Trends continuing education only in health insurance to meet state specifications. Singly licensed General Lines Agents may take up to half of their property and casualty in continuing education hours in "Health Only". Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.

- RMI P934 Social Security, Medicare and Medigap Policies (O) 4 hours**  
This course teaches Social Security, Medicare and Medigap policies continuing education only in health insurance to meet state specifications. Singly licensed General Lines Agents may take up to half of their property and casualty in continuing education hours in "Health Only". Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.
- RMI P935 Understanding Disability Income (O) 4 hours**  
This course teaches Understanding Disability Income continuing education only in health insurance to meet state specifications. Singly licensed General Lines Agents may take up to half of their property and casualty in continuing education hours in "Health Only". Completion of this course partially fulfills the required 28 hours of bi-annual continuing education.
- RMI P936 Unauthorized Entities (O) 2 hours**  
This course meets the two-hour state requirement for insurance continuing education under the heading of "Unauthorized Entities." Insurance agents with either Life and Health or Property and Casualty licenses must take this course every two years as part of their hourly continuing education requirements.
- RMI P990 Business Auto (O) 7 hours**  
This course is approved by the State of Florida Department of Insurance for continuing education credit for Property/Casualty insurance agents. Topics include no-fault insurance fundamentals, uninsured motorists coverage, under-insured coverage, driving other car coverage, garage keepers endorsements, and the Florida Automobile Reparations Reform Act. This course partially fulfills the bi-annual continuing education requirement of 8 hours for agents licensed less than 6 years and of 20 hours for agents licensed for more than 6 years.
- RMI P991 Financial Assessment of Business Performance (O) 7 hours**  
This course is approved by the State of Florida Department of Insurance for continuing education credit for Life/Health and/or Property/Casualty insurance agents. Topics include reasons for conducting financial assessments and analysis of business performance ratios. This course partially fulfills the bi-annual continuing education requirement of 28 hours for agents licensed less than 6 years and of 20 hours for agents licensed for more than 6 years.
- RMI P992 CGL/Workers Compensation (O) 7 hours**  
This course is approved by the State of Florida Department of Insurance for continuing education credit for Property/Casualty insurance agents. Topics include the structure of commercial general liability (CGL) policies, occurrences, claims, limits of insurance, the insured, coverages and conditions. Also covered is the nature of workers compensation laws, employer liability, and endorsements. This course partially fulfills the bi-annual continuing education requirement of 28 hours for agents licensed less than 6 years and of 20 hours of agents licensed for more than 6 years.
- RMI P994 Financial Record Keeping (O) 7 hours**  
This course is approved by the State of Florida Department of Insurance for continuing education credit for Life/Health and/or Property/Casualty insurance agents. Topics include the rationale for good record keeping, the accounting system, accumulating financial information, and financial documents. This course partially fulfills the bi-annual continuing education requirement of 28 hours for agents licensed less than 6 years and of 20 hours for agents licensed for more than 6 years.

**RMI P995 Ethics/Errors and Omission (O) 2 hours**  
 This course teaches about ethics as it relates to selling practices of agents, the company, other agents, and the community. It teaches about exposure and sources of liability for agents and companies, and how to manage the risk, and error and omissions exposure. It covers Error and Omission policy details and the areas of concern.

### INTERDISCIPLINARY STUDIES

**IDS 2930 Special Issues in Arts and 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 permission of instructor, or 3.5 GPA.

**IDS 1110 The Pursuit of Knowledge (P) 3 credits**  
 This course teaches the nature of knowledge acquisition throughout the liberal arts curriculum. The course is taught by a team of Honors Faculty drawn from the Humanities, the Social Sciences, and the Natural Sciences/Mathematics. The fundamental goal of the course is to help students appreciate the interconnectedness of knowledge across the entire range of academic disciplines. Required as an orientation course for all students entering the Honors Program. Prerequisite: student must be accepted into the Honors Program.

**ISC 2931 Web Content Development (P) 3 credits**  
 This course teaches skills to assist educators in developing learning resources and content in the sciences and in mathematics for use in a web-based learning environment for both students and fellow teachers.

### 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 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 Designs and Furniture Styles 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.

**IND 1015 Residential Interior Design (O) 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 (O) 1 credit**  
 This course provides students with opportunities to develop basic abilities enabling them to create visual sketches, facilitating communication of conceptual ideas.

**IND 1423 Survey of Materials and Resources (O) 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 (O) 2 credits**  
This course provides an introduction to the fundamentals of residential, commercial, and landscape lighting.
- IND 1462 Introduction to Architectural CAD (O) 3 credits**  
This course is an introduction to CAD focusing on using the computer as a drafting and design tool. DataCAD software is used with microcomputers; focus is architectural. Basic CAD drafting, 3-dimension viewing, detail drawings, and creation of templates and symbols are covered.
- IND 1935 Building and Barrier Free Codes (O) 2 credits**  
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 2016 Commercial Interior Design (O) 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 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.
- IND 2420 Materials and Sources of Interior Design (O) 3 credits**  
This course covers the non-textile construction materials of interior design. Wood, plastic, stone, masonry, glass, paint, wallcoverings, and marble are a few of the materials studied. Also studied are appliances and bathroom fixtures. Applications of materials are covered and specifications recommended by professional trade associations are 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 (O) 3 credits**  
This course presents specialized information on establishing and maintaining a successful interior design business.
- IND 2910 Kitchen Design I (O) 3 credits**  
This course teaches basic residential kitchen design. The National Kitchen and Bath Association design principles are presented. Students complete a kitchen design project including programming, space planning, mechanical systems and product selection. Industry Standard CAD software is used. Students need drafting ability and computer skills.
- IND 2911 Kitchen Design II (O) 2 credits**  
This course teaches advanced kitchen design. After a review of basic principles of kitchen design, advanced techniques are presented. National Kitchen and Bath Association guidelines are stressed. Students complete kitchen design projects using industry standard CAD program. Students need drafting ability and computer skills.
- 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.

## LANDSCAPE TECHNOLOGY

- ORH 2832 Advanced Landscape Design (O) 3 credits**  
 This course teaches landscape design, emphasizing motifs and the more advanced elements in landscape. Prerequisite: ORH 2859.
- ORH 2941 Landscape Field Training (O) 3 - 6 credits**  
 This course teaches landscape operations through on-the-job supervised training at selected landscape sites. Permission of the instructor is required.

## LEGAL ASSISTING

- PLA 1104 Legal Research and Writing I (O) 3 credits**  
 This course provides an introduction to legal research. Students use treatises, encyclopedias, digests, reporters, statutes, and Shepard's Citations to analyze legal problems and write legal memoranda.
- PLA 1610 Real Estate and Property Law (O) 3 credits**  
 This course familiarizes students with the law of real property. Ownership of real property, real estate transactions, easements, encumbrances, real estate contracts, and real estate closings are reviewed. Additionally, students examine deeds, mortgages, leases, and contracts.
- PLA 1763 Law Office Management (O) 3 credits**  
 This course teaches students the fundamentals of maintaining files, hiring personnel, purchasing equipment, and other tasks related to the management of a law office. Students also discuss and analyze ethical problems.
- PLA 1931 Special Topics in Law (O) 1 credit**  
 This course outlines contemporary issues and problems in the legal field. It focuses 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 roles of lawyers and legal assistants in modern society, defines the ethical and professional practice standards applicable to attorneys and legal assistants, and surveys various fields of law.
- PLA 2058 Survey of Law (O) 3 credits**  
 This course provides an understanding of various areas of law: criminal, contracts, torts, constitutional law, estates, and corporations. Students are exposed to the legal system, providing a foundation for subsequent legal courses.
- PLA 2114 Legal Research and Writing II (O) 3 credits**  
 This course provides students with the advanced research and writing skills needed in the legal assistant profession, including drafting legal memoranda, case briefs, trial briefs, and appellate briefs. Prerequisite: PLA 1104.

- PLA 2203 Civil Litigation I (O) 3 credits**  
This course provides students with skills and knowledge to aid the trial attorney in preparing for civil litigation in Florida and federal courts. Topics include the Federal Rules of Civil Procedure, the Florida Rules of Civil Procedure, drafting of pleadings and motions, jurisdiction, and alternatives to litigation.
- PLA 2223 Civil Litigation II (O) 3 credits**  
This course presents the topics of discovery, pretrial preparation, trial practice, and appellate procedure (Federal and Florida). Students obtains 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 students to the criminal justice system, common law crimes, modern criminal statutes, and the Model Penal Code. Other topics include search and seizure, arrests, and sentencing.
- PLA 2423 Contracts (O) 3 credits**  
This course provides an overview of contract law with emphasis on understanding the rights and duties of parties entering into contracts. Topics include the elements of contracts, enforcement of contracts, third party contracts, termination of contracts, and remedies for breach of contracts.
- PLA 2433 Corporate and Business Law (O) 3 credits**  
This course examines the legal functions of corporations, general partnerships, limited partnerships, sole proprietorships, and limited liability companies. Students learn the creation, management, duration, liability, and taxation of business organizations.
- PLA 2460 Bankruptcy Law (O) 3 credits**  
This course examines the principles, purposes, and procedures for filing bankruptcies under current bankruptcy laws.
- PLA 2483 Administrative Law (O) 3 credits**  
This course examines administrative agency functions in the federal government. Topics include formal rulemaking, informal rulemaking, investigations, reporting, administrative hearings, and the Freedom of Information Act.
- PLA 2600 Estate Planning and Probate Administration (O) 3 credits**  
This course examines wills, trusts, estates, and probate administration. Students are introduced to various types of probate proceedings, intestate succession, organization of probate documents, and drafting of trusts and wills.
- PLA 2660 Federal Income Tax Law (O) 3 credits**  
This course introduces students to the Internal Revenue Code as it pertains to federal income tax law. Topics include exclusions, deductions, exemptions, tax credits, depreciation, methods of accounting, and computing federal income taxes.
- PLA 2661 Federal Estate and Gift Tax (O) 3 credits**  
This course familiarizes students with federal estate taxes, including computation and valuation of the gross estate, deductions, and forms; federal gift taxes, and generation skipping transfers. Prerequisite: PLA 2600.

**PLA 2800 Family Law (O)****3 credits**

This course familiarizes students with the fundamental principles and rules relating to family law including a study of marriage, child custody, adoption, child and spousal support provisions, separation agreements, property disposition, and dissolutions of marriage.

**PLA 2949 Internship in Legal Assisting (O)****4 credits**

This course is a cooperative education course that reinforces the educational and professional growth of students 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 Health Resources (O)****1 credit**

This course teaches skills and provides hands-on application in accessing health-related information resources, including books, journals, newspapers, and other research material using online catalogs, databases, and the Internet. Specialized databases and Internet sources, such as Medline, CINAHL, and Healthfinder, are highlighted. Analysis of Internet sites, effective search strategies, information literacy, critical thinking skills, and citing electronic resources are also addressed.

**CGS 1100 Introduction to Computer Applications for Business (P)****3 credits**

This course introduces students to microcomputer applications for business. Major topics include windows operating systems, word processing, financial spreadsheets, database applications, e-mail, local area networks, and the Internet. Lab fee \$20.00.

**CGS 1107 Electronic Access to Business Resources (O)****1 credit**

This course teaches skills and provides hand-on application in accessing business information resources, including books, journals, newspapers, and other research material using online catalogs, databases, and the Internet. Specialized databases and Internet sources, such as EDGAR, Thomas Register, the Census Bureau and the Department of Commerce are highlighted. Analysis of Internet sites, effective search strategies, information literacy, critical thinking skills, and citing electronic resources are also addressed.

**CGS 1130 Electronic Access to Legal Resources (O)****1 credit**

This course teaches skills and provides hands-on application in accessing legal information resources, including books, journals, newspapers, and other research material using online catalogs, databases, and the Internet. Specialized databases and Internet sources, such as Westlaw, Florida Statutes, and the Federal Register, are highlighted. Analysis of Internet sites, effective search strategies, information literacy, critical thinking skills, and citing electronic resources are also addressed.

**LIS 1004 Introduction to Electronic Access to Information****1 credit**

This course teaches research skills and provides application in accessing information resources, including books, journals, newspapers, governmental documents and other research materials using online catalogs, databases, and the Internet. Analysis of Internet sites, effective search strategies, information literacy, critical thinking skills, and citing electronic resources are also addressed.

**LIS 1010 Introduction to 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 Media Technologies for Information Services (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. Prerequisite: LIS 1016.
- LIS 1930 Special Topics-Library Resources/Classroom Instruction (P) 3 credits**  
This course teaches the incorporation of library resources into specific topics of classroom instruction.
- LIS 2004 Introduction to Internet Research (P) 1 credit**  
This course teaches the methods of accessing information through the Internet and is delivered through the World Wide Web and Internet e-mail. Students learn Internet history, communication, research strategies, web search tools, search engines, evaluating resources, downloading files, and documenting Internet and other online resources. Recommended prerequisite: LIS 1004 or CGS 1555.
- LIS 2005 Advanced Electronic Access to Information 3 credits**  
This course teaches advanced skills and strategies, and provides application in accessing information resources, including books, journals, newspapers, government documents, deep Web, media and other research material using online catalogs, databases, and the Internet. Analysis of Internet sites, effective search strategies, information literacy, annotated bibliographies, critical thinking skills, and citing electronic resources using APA/MLA are also addressed. Lab fee \$20.00.
- 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 and LIS 1017 or permission of instructor.

## MANUFACTURING

- AMT V130 Precision Metal Fabrication I (O) 400 hours**  
This course is the first of a four part program in Precision Metal Fabrication and teaches Aircraft Structural Fundamentals and trains students in the basics of manufacturing aircraft components. This includes rivet criteria, fasteners, structure, drilling and reaming, and installation of rivets and fasteners. Students learn through hands-on lab activities about measurement and layout, planning and design, sheetmetal work, mechanical fasteners, metal properties, and metal working tools. Safety, communication, and basic math and science are included.
- AMT V140 Precision Metal Fabrication II (O) 150 hours**  
This course is the second of a four course series. Instruction focuses on and teaches how to perform gas weldings and cutting operations for precision metal fabrication. Prerequisite: AMT V130.

**AMT V150 Precision Metal Fabrication III (O) 700 hours**  
 This course is the third of a four course series, and focuses on the skills necessary to become a metal fabricator assembler. Skills include measuring, operating industry related machinery, fabrication skills, metal bonding, and assembly. Prerequisite: AMT V140.

**AMT V175 Precision Metal Fabrication IV (O) 350 hours**  
 This course is the fourth of a four course series, and teaches technical skills necessary in training for a structural metal fabricator. Additionally the course teaches employability skills including organization, communication, and entrepreneurship. Prerequisite: AMT V150.

## MACHINING

**PMT V211 Machining I (O) 75 hours**  
 This course teaches how to maintain a work area, solve job-related math problems, interpret blueprints, operate planing machines, measure, perform maintenance on machines and tools, and use benchwork skills in the machining technology industry.

**PMT V221 Machining 2 (O) 75 hours**  
 This course teaches how to set up and operate power saws, pedestal grinders, and drill presses used in the operation of the machining technology industry. This course also includes development of competencies in communication and employability. Prerequisite: PMT V211.

**PMT V213 Machining 3 (O) 75 hours**  
 This course teaches how to apply blueprint specifications, do basic precision measuring, sharpen machine tools, and operate lathes set up by someone else. Prerequisite: PMT V221, and PMT V940.

**PMT V214 Machining 4 (O) 75 hours**  
 This course teaches how to operate milling machines set up by someone else. Prerequisite: PMT V213.

**PMT V226 Machining 5 (O) 75 hours**  
 This course teaches the operation of grinding machines after setup by someone else. Prerequisite: PMT V214.

**PMT V207 Intermediate Machining (O) 300 hours**  
 This course teaches how to solve advanced math problems, measure, interpret blueprints, and inspect machine operations in machine setup and operation. Students develop competencies on how to set up and operate machines, including arbor presses, lathes and milling machine in addition to the set up and operation of grinding machines. The course also teaches the operation of machines after set up by someone else. Prerequisite: PMT V226.

**PMT V250 Advanced Machining (O) 225 hours**  
 This course teaches the operation of computerized numerical controlled (CNC) machines and creates CNC code from parts geometry. The students learn safe operating procedures and also develop competencies in the operation of Electrical Discharge Machines (EDM) machines. Performing advanced lathe and milling operations, advanced grinding operations, and heat-treating are included. Basics of entrepreneurship are discussed. Prerequisite: PMT V207.

**PMT V940 Machining Internship (O) 75 - 300 hours**  
 This course teaches the theoretical concepts introduced in the classroom components of the Machining Program through on-the-job training and interning opportunities. Emphasis is placed on skills to enhance entry level positions and job advancement in the industry. Students are compensated for interning opportunities. Pre/Corequisite: PMT V211.

**MATHEMATICS**

- \*\*MAT 0012 Pre-Algebra** **3 credits**  
This course helps 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). Prerequisite: Placement scores.
- \*\*MAT 0024 Introductory Algebra** **3 credits**  
This course prepares students for MAT 1033. 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 with a grade of "C" or higher, or placement scores.
- MAT 1033 Intermediate Algebra (P)** **3 credits**  
This course covers the following topics: factoring, algebraic fractions, radical and rational equations, complex numbers, quadratic equations, rational equations, linear equations, and inequalities in two variables and their graphs, systems of linear equations and inequalities, and introduction to functions. Prerequisite: MAT 0024 with a grade of "C" or higher, or placement scores.
- \*MAC 1105 College Algebra (P)** **3 credits**  
This course covers the following topics: functions and functional notation, domain and ranges of functions, graphs of functions and relations, operations on functions, inverse functions, polynomial and rational functions, absolute value and radical functions, exponential and logarithmic properties, functions, and equations; and systems of equations and inequalities. A graphics calculator is required for this course. Prerequisite: MAT 1033 with a grade of "C" or better, or placement scores.
- \*MAC 1114 Plane Trigonometry (P)** **3 credits**  
This covers the following topics: trigonometric and inverse trigonometric functions with their properties and graphs, trigonometric identities, conditional trigonometric equations, solutions of triangles, vector algebra, parametric equations, polar coordinates, and applications. This course requires a graphic calculator. Prerequisite: MAC 1105 with a grade of "C" or higher, or placement scores.
- \*MAC 1140 Precalculus Algebra (P)** **3 credits**  
This course is required for students who need calculus. Topics in this course include polynomial, rational, exponential and logarithmic functions with their properties and graphs, polynomial and rational inequalities, conic sections, matrices and determinants, sequences and series, mathematical induction, and Binomial theorem and application. A graphics calculator is required for this course. Prerequisite: MAC 1105 with a grade of "C" or higher, or placement scores.
- 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/Corequisite: MAC 1105 or higher.

\*GORDON RULE COURSE – must achieve a grade of "C" or higher for the A.A. and A.S. Degrees.

\*\*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.

- \*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 1105 with a grade of "C" or higher, or placement scores.
- \*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 and MAC 1140 with a grade of "C" or higher, or placement scores. A graphics calculator is required.
- \*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.
- \*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. Prerequisites: MAC 2312 and MAS 2103.
- \*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 and student must score into college-level reading on placement test. Prerequisite/ Corequisite: MAC 2312.
- \*MGF 2106 Mathematics for Liberal Arts I (P) 3 credits**  
 This course includes logic, geometry, probability and counting principles, descriptive statistics, sets and Venn diagrams, reasoning patterns, and a history of mathematics. The purpose of MGF 2106 and MGF 2107 is to present the utility of mathematics to students who do not intend to take other mathematics courses. MGF 2106 is not open to students with credit in MGF 2202. Prerequisite: MAT 1033 with a grade of "C" or higher or placement scores.
- \*MGF 2107 Mathematics for Liberal Arts II (P) 3 credits**  
 This course includes topics from financial mathematics, linear and exponential growth, decay numbers and number systems, elementary number theory, right triangle trigonometry, and a history of mathematics. The purpose of MGF 2107 is to present the utility of mathematics to students who do not intend to take other mathematics courses. Prerequisite: MAT 1033 with a grade of "C" or higher or placement scores.

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- MGF 2117 Mathematics CLAST Skills for Educators (P) 1 credit**  
This course reviews basic arithmetic, geometry, algebra, probability, and skills that educators 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.
- \*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: MAT 1033 with a grade of "C" or higher, or placement scores.
- MAE 1802 Basic Mathematics for Educators (P) ½ - 3 credits**  
This course teaches various math topics designed for preservice teachers and educators with an emphasis on the Sunshine State Standards. Prerequisite: permission of instructor.
- SLS 1533 Taking Control of Math Anxiety (P) 1 credit**  
This course assists students in confronting, understanding, and overcoming their math anxiety while learning good math study skills, relevant math applications, and the use of concrete math manipulatives.
- \*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: MAT 1033 with a grade of "C" or higher (MAC 1105 is recommended), or placement scores.

## MEDICAL ASSISTING

- MEA V238C Concepts of Medical Language (O) 35 hours**  
This course teaches the language of health care, medical terminology, as well as the ability to read and comprehend fundamental terminology used in a variety of medical records and reports. This course focuses on definition, spelling, and pronunciation of medical terms relating to the human body and disease.
- MEA V200C Medical Assisting Clinical Procedures I (O) 75 hours**  
This course teaches infection control, vital signs, physical examination, specialty exams, as well as diet therapy. Patient communication techniques and professional attributes are discussed. Procedures are demonstrated by the instructor, practiced by the student, and performed by the student for the practical grade. Pre/corequisite: MEA V253 and HSC V004. Insurance fee \$23.00; lab fee \$25.00.

\*GORDON RULE COURSE – must achieve a grade of "C" or higher for the A.A. and A.S. Degrees.

- MEA V201C Medical Assisting Clinical Procedures II (O) 75 hours**  
This course teaches instrument care and sterilization, assisting with minor surgery, preparation and administration of medications, physical therapy modalities, basic respiratory testing and nebulizer therapy, appropriate response to office emergencies, and ethics and medical law. Procedures are demonstrated, practiced by the students, and then performed by students for a practical grade. Prerequisite: MEA V200C. Corequisite: MEA V242 and MEA V280.
- MEA V242 Introduction to Pharmacology (O) 90 hours**  
This course teaches general pharmacological concepts and principles in the management of patient care. Effective administration of therapeutic drugs, indications and contraindications are discussed, including the effects of medications on body systems. Drug classifications and their principal actions are reviewed. Dosage calculation is emphasized. Prerequisite: HSC V004 and MEA V253.
- MEA V253 Anatomy and Physiology (O) 60 hours**  
This course teaches a general overview of anatomy and physiology of the human body. It assists the beginning student in understanding how the human body works by providing essential aspects of structure and function in a simple and direct way. This course explains the relationships among organ systems as well as the relationship of each system to the well-being of the entire organism.
- MEA V254C Medical Office Laboratory (O) 75 hours**  
This course provides didactic and laboratory instruction and practice in specimen collection and preparation, microscopy, hematology, urinalysis, and basic office bacteriology, including use of laboratory instruments. Insurance fee \$23.00; lab fee \$30.00.
- MEA V258 Introduction to Radiography (O) 90 hours**  
This course teaches the principles of radiographic technique, and the duties of the limited radiographer within the physician's office setting. This course also teaches patient positioning/care, the role of the limited radiographer as a member of the healthcare team, radiography terminology, and radiation protection/safety. Insurance fee \$23.00; lab fee \$40.00.
- MEA V280 Pathophysiology and Disease (O) 75 hours**  
This course teaches an overview of the disease process, infectious diseases, neoplasms, and congenital diseases. Each common disease/disorder within a body system is described using etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Prerequisites: HSC V004 and MEA V253.
- MEA V400 Medical Assisting Seminar (O) 35 hours**  
This course emphasizes group discussion and individual conferences on clinical experiences during internship for workplace readiness. Study techniques and preparation for students planning to write the American Association of Medical Assistants (AAMA) certification examination are also presented. Prerequisite: Acceptance into the Medical Assisting Program.
- MEA V500 Medical Office Receptionist (O) 100 hours**  
This course teaches the student the basic clerical skills necessary to the operation of a medical office. Prerequisite: OTA V005 or type 35 WPM. Lab fee \$18.00.

**MEA V800 Medical Assisting Internship (O) 200 hours**  
This course teaches general overview of the operation of a medical practice. Students are assigned to a physician's office or clinic for a total of two hundred (200) hours to observe and, under supervision, perform basic administrative, laboratory, and clinical duties. Conference meetings are arranged between the student and the internship director. Prerequisite: Completion of Medical Assisting Program and permission of instructor.

## **MEDICAL LABORATORY TECHNOLOGY**

**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. Lab fee \$20.00.

**MLT 1040C Basic Concepts of 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 Prerequisite: Student must be 18 years of age. Insurance fee \$23.00. Lab fee \$20.00.

**MLT 1230C Urinalysis and Body Fluids (O) 2 credits**  
The course studies the principles of kidney function, chemical and microscopic examination of urine, and special urinalysis screening tests are included. This class studies cerebrospinal fluid, gastric body fluids, gastric analysis, fecal analysis, and miscellaneous body fluids. Prerequisite: MLT 1362. Lab fee \$20.00.

**MLT 1362 Hematology and Coagulation (O) 5 credits**  
This course studies basic hematology and coagulation. Included is the study of normal blood cell maturation, blood cell disorders, and recognition of normal and abnormal blood cells. Plasma coagulation components and associated disorders are covered. Prerequisite: Admission into MLT Program. Corequisites: MLT 1362L, MLT 1000C and MLT 1040C.

**MLT 1362L Hematology and Coagulation Lab (O) 1 credit**  
This course provides laboratory training in MLT skills related to hematology and coagulation. The emphasis is on appropriate collection, handling, processing, and testing of specimens in the area of hematology and coagulation. Recognition of technical problems and selected abnormalities are also presented. Corequisites: MLT 1362, MLT 1000C and MLT 1040C. Insurance fee \$44.00. Lab fee \$65.00.

**MLT 1440C Parasitology and Mycology (O) 1 credit**  
This course is a combination of lecture and laboratory testing in the general characteristics, classifications, and etiology of medically important parasites and fungi. Prerequisites: MLT 1000C, MLT 1040C and MLT 1362. Lab fee \$20.00.

**MLT 1500C Immunology and Serology (O) 3 credits**  
This course studies the formation, structure, and action of antigen-antibody reactions with performance of sero-diagnostic tests procedure. The course is a combination of lecture and laboratory testing. Prerequisite: MLT 1362.

- MLT 1525 Immunohematology (Blood Bank) (O) 4 credits**  
 This course studies immunohematology principles and standard techniques used in blood banking: ABO, RH typing antibody screening, and compatibility testing. The emphasis is on appropriate collection, handling, and testing of specimens in the area of blood banking. Technical problems, identification of antibodies, and blood component preparation and storage are studied. Prerequisites: MLT 1362 and MLT 1000C. Corequisite: MLT 1525L.
- MLT 1525L Immunohematology (Blood Bank) Clinical (O) 1 credit**  
 This course is the clinical laboratory training for the immunohematology principles and standard techniques used in blood banking: ABO, RH typing antibody screening, and compatibility testing. The emphasis is on appropriate collection, handling, and testing of specimens in the area of blood banking. Recognition of technical problems, identification of antibodies, and blood component preparation/storage are also covered. Prerequisites: MLT 1362 and MLT 1000C. Corequisite: MLT 1525.
- 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 Medical Microbiology (O) 5 credits**  
 This course introduces the general characteristics and classification of clinically important bacteria and the etiology of other microbial diseases including protozoans, fungi, and viruses. Prerequisites: MLT 1000C and MLT 1500C.
- MLT 2400L Medical Microbiology Clinical (O) 1 credit**  
 This course applies 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. Prerequisite: MLT 1500C. Corequisite: MLT 2400. Lab fee \$65.00.
- MLT 2625 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. Corequisite: MLT 2625L. Lab fee \$65.00. Insurance fee \$44.00.
- MLT 2625L Clinical Chemistry Lab (O) 2 credits**  
 During this practicum training in a clinical affiliate, students apply basic concepts and skills in the areas of clinical chemistry. The emphasis is on recognition of technical problems and selected abnormalities. Corequisite: MLT 2625. Lab fee \$65.00.
- MLT 2807L Immunohematology Clinical Practicum (O) 2½ credits**  
 This course teaches the theory, practical application and technical performance of procedures related to Immunohematology. Experience is gained in conducting ABO and Rh grouping, antibody identification; participating in the transfusion process as facility permits; and performing departmental quality control procedures in selected clinical facilities. Prerequisite: MLT 1362.
- MLT 2808L Urinalysis Clinical Practicum (O) 1 credits**  
 This course teaches the theory, practical application and technical performance utilized in the analysis of urine and other body fluids. Experience is gained in analyzing normal and abnormal specimens in selected clinical facilities, correlating diseases of the kidney to laboratory results, performing physical, chemical and microscopic examination of urine and other body fluids, conducting special urinalysis tests to include confirmation procedures. Prerequisite: MLT 1230C.

**MLT 2809L Hematology Clinical Practicum (O) 2½ credits**  
This course teaches the theory, practical application and technical performance of hematological, and coagulation procedures used in diagnostic laboratory medicine. Experience is gained in analyzing normal and abnormal specimens in selected clinical facilities. Prerequisite: MLT 1362.

**MLT 2810L Clinical Chemistry Practicum (O) 2½ credits**  
This course teaches the theory, practical application and technical performance of clinical chemistry laboratory procedures. Experience is gained in analyzing normal and abnormal specimens in selected clinical facilities. The students process specimens for chemical analysis, analyze blood and body fluids for chemical constituents, use automated methods to perform chemistry procedures and perform quality control and quality assurance in all the above procedures. Prerequisite: MLT 2625.

**MLT 2811L Microbiology Clinical Practicum (O) 2½ credits**  
This course teaches the theory, practical application and technical performance for isolation and identification of bacterial, fungal, parasitic and viral organisms infecting humans. Experience is gained in selected clinical facilities. Prerequisite: MLT 2400.

**MLT 2818L Immunology/Serology Clinical Practicum (O) 1 credit**  
This course teaches the theory, practical application and technical performance of immunological, and serological procedures. Experience is gained in analyzing normal and abnormal specimens in selected clinical facilities. Prerequisite: MLT 1500.

**MLT 2931 MLT Review for the State Exam (O) 2 credits**  
This course prepares lab personnel for the State of Florida HRS licensure exam. The student reviews 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 1362.

## MUSIC

**MUH 1660 Survey of Opera (P) 1 credit**  
This course is the study of operas from the Baroque to the Modern period. Emphasis is placed on selected operas which contributed to the development of the operatic form.

**MUH 1933 Special Topics in Music (P) 1 - 3 credits**  
This course provides the student with varied cultural experiences in music. It offers the student the opportunity to analyze, appreciate, interpret, survey, and study, through a lecture, audio, and discussion method, various topics whose focus is on music. Permission of instructor required.

**\*MUL 2010 Survey of Music Literature (P) 3 credits**  
This course teaches history, structure, and development of music through the survey and study of representative musical literature. Musical genres from the Middle Ages to contemporary music are presented. This course requires 6000 words of written material. Prerequisite: Student must score into college-level English and reading on placement test.

- 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 an IRCC Onstage concert performance. Audition and approval of instructor required.
- MUN 2140 Wind Ensemble (P) 1 credit**  
This course allows the student to engage in a highly skilled level of study of wind literature important to contemporary performing practices. Approval of instructor required.
- MUN 2210 Symphonic Orchestra (P) 3 credits**  
This course offers the opportunity to study, analyze, and perform works representative of a broad spectrum of orchestral literature. Prerequisite: permission of instructor/audition required.
- MUN 2240 String Orchestra (P) 3 credits**  
This course furthers students' abilities through the opportunity to study, analyze, and perform work representative of a broad spectrum of string orchestral literature. Prerequisite: permission of instructor.
- 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 IRCC Onstage musical. Audition and approval of instructor 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 an IRCC Onstage concert performance. Audition required.
- MUN 2311 Advanced College Chorale (P) 1 credit**  
This course teaches the application of proper vocal technique to the study of a wide variety of choral literature and culminates in a concert performance. Permission of instructor/audition is required. Prerequisite: MUN 2310.
- MUN 2410 String Chamber Ensemble 2 credits**  
The student studies musical literature of all eras appropriate for small ensembles with practical application. Prerequisite: permission of instructor.
- MUN 2440 Percussion Ensemble 1 credit**  
This course is the third in a series of courses. Students will continue to gain expertise on their instrument while performing within an ensemble. Students study pieces from a variety of styles. Prerequisite: permission of instructor.
- MUN 2480 Guitar Ensemble 1 credit**  
This course provides sight reading and ensemble performance experience for guitar students of all skills levels. Public performance is required. Audition and approval of instructor required.
- MUN 2492 Instrumental Ensemble 1 credit**  
The student studies all musical literature for the small ensemble through all historic periods with practical application in ensemble performance. Audition and approval of instructor required.
- 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 an IRCC Onstage concert performance. Audition required.

- MUN 2710 Stage/Jazz Band** **1 credit**  
This course presents the study, analysis, and performance criteria for the jazz musical genre. This course culminates in an IRCC Onstage concert performance. Audition and approval of instructor 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 IRCC Onstage musical production. 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 demonstrate effective and appropriate vocal performance skills for varying genres and styles of popular music. Prerequisite: MUN 2720 and permission of instructor.
- MUO 2020 Music Theatre (P)** **1 credit**  
This course provides performance training and experience in acting, voice, dance, and technical theatre through the rehearsal and performance of a Main Stage musical production. Audition required.
- MUO 2021 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 Main Stage musical production. Audition or instructor permission is required.
- MUO 2220 Projects for Musical Theatre (P)** **3 credits**  
This course allows the student to prepare and execute a variety of performance-related projects usually in direct application to regularly scheduled IRCC Main Stage productions. Prerequisite: permission of instructor.
- MUT 1001 Fundamentals of Theory (P)** **3 credits**  
This course teaches the basic music fundamentals including notation, rhythm, scales and chords, and intervals. This course is open to all students on campus and serves as an elective in Fine Arts.
- 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 or successful completion of MUT 1001 required.
- 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 1221 Introduction to Sightsinging (P)** **1 credit**  
This course teaches melodic and rhythmic principles. Students gain experience through hands-on preparation of musical exercises. Prerequisite: permission of instructor.
- MUT 1241 Sight Singing and Ear Training I & II (P)** **1 credit**  
This course teaches aural recognition of the structural components of music. Students are required to notate aural dictation and sing melodies at sight. Prerequisite: 2 semesters of MUT 1221.

- MUT 1640 Introduction to Jazz Improvisation 1 credit**  
This course teaches the basic elements of effective jazz improvisation. No experience in jazz performance necessary.
- MUT 1641 Jazz Improvisation I 2 credits**  
This course teaches beginning level jazz improvisation. Emphasis is placed on the mastery of all major, minor, wholetone and diminished scales and arpeggios. Students learn to read and write idiomatic jazz rhythms and incorporate them in their playing on basic jazz progressions. Prerequisite: Basic instrumental competency.
- MUT 1642 Jazz Improvisation II 2 credits**  
This course teaches effective jazz improvising with emphasis on using the basic tools of technique and rhythm concepts in building solos on standard jazz repertoire. Prerequisite: MUT 1641.
- MUT 1932 Rhythmic Skills (P) 3 credits**  
This course teaches 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. Instructor approval required.
- MUT 2116 Theory of Music III (P) 3 credits**  
This course teaches 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 2 credits**  
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 1311 Piano Lab 1 - 3 credits**  
This course provides fundamental instruction for the beginning piano student. The course examines fundamental music notation, theory, and fingering.
- MVK 2121 Class Piano III and IV 2 credits**  
This course is a continuation of MVK 1111. Prerequisite: MVK 1111.
- MVS 1116 Class Guitar 1 - 3 credits**  
This course provides fundamental instruction for the beginning and intermediate guitar student. The course examines fundamental music notation and theory. Students are required to provide their own instruments.
- MVV 1111 Class Voice I & II 1 credit**  
Students are instructed in the fundamentals of vocal technique. Course includes presentation of basic music reading principles and performance application.

## MUSIC - APPLIED

- Applied Music - Principal Instruments 1½ credits**  
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 2 times for credit. \$75 lab fee. Permission of Music Faculty required for registration in all applied music courses.

- MVB 2324 Principal Applied Baritone Horn**  
**MVB 2325 Principal Applied Tuba**  
**MVK 2321 Principal Applied Piano**  
**MVK 2323 Principal Applied Organ**  
**MVP 2321 Principal Applied Percussion**

MVS	2315	Principal Applied Harp
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
MVV	2321	Principal Applied Voice
MVW	2321	Principal Applied Flute
MVW	2322	Principal Applied Oboe
MVW	2323	Principal Applied Clarinet
MVW	2324	Principal Applied Bassoon
MVW	2325	Principal Applied Saxophone

**Applied Music - Secondary Instruments****1½ credits**

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 2 times for credit. \$75 lab fee. Permission of music faculty required for registration in all applied music courses.

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	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

**NURSING - ASSOCIATE DEGREE NURSING****NUR 1006C Transition to Professional Nursing (O)****9 credits**

The course is for the Florida Licensed Practical Nurse, Licensed Paramedic or Registered Respiratory Therapist making the transition to ADN. The nursing process is used in the study of persons with alterations in any function of the human body. It addresses nursing in both simple and complex situations including emergencies, disaster situations and critical care units. Clinical experiences are provided for both adult clients in acute care and home care agencies. Prerequisites: NUR 1020, BSC 2093, BSC 2093L, BSC 2094, BSC 2094L, MCB 2010 and MCB 2010L. Lab fee \$125.00. Insurance fee \$25.00.

**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: BSC 2093 and BSC 2093L. Lab fee \$100.00. Insurance fee \$23.00.

- NUR 1146 Selected Topics in Medication Administration (O) 1 credit**  
This course teaches medical error prevention and basic pharmacological concepts. Principles for safe administration of select drug categories and IV fluids and medications are included. Prerequisite: NUR 1020C
- NUR 1304 Transition - Pediatrics (O) 4 credits**  
This course is a pediatric nursing course advanced placement option for the Florida Licensed Practical Nurse. Student 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 1006C. Insurance fee \$23.00. Test fee \$15.00.
- NUR 1404 Transition - Maternity (O) 3 credits**  
This course is a maternity nursing course advanced placement option for the Florida Licensed Practical Nurse. Student must successfully complete NLN Mobility Profile exam II maternity section to receive credit for this course.
- NUR 1404L Transition Lab - Maternity (O) 1 credit**  
This course is for the LPN/ADN transitional students who have satisfactorily passed the challenge test in maternity nursing. Clinical experiences in antepartal clinics, labor and delivery, post-partum, and the newborn nursery are provided. Emphasis is on the normal, as well as common recurring health problems for women, neonates, and the family. Satisfactory scores on the Nursing Mobility Profile Test are required. Prerequisite: NUR 1006C. Insurance fee \$23.00. Test fee \$10.00. Lab fee \$15.00.
- NUR 2211C Adult Nursing GU/Endocrine (O) 5 credits**  
This course teaches utilization of the nursing process in the study of persons with alterations in functions of the endocrine, reproductive, genito-urinary, autoimmune, sensory and integumentary systems. It addresses nursing of clients in acute care through classroom instruction and clinical experiences. Prerequisite: BSC2094, BSC2094L, NUR 2420C, NUR 2520C. Pre/Corequisite: MCB2010, MCB2010L. Lab fee \$50.00.
- NUR 2227C Adult Nursing-GI/Respiratory (O) 4 credits**  
This course teaches utilization of the nursing process in the study of persons with alterations in functions of the respiratory and gastro-intestinal tract. It addresses nursing of clients in acute care through classroom instruction and clinical experience. Prerequisite: BSC2094, BSC2094L, NUR2420C, NUR 2520C. Pre/Corequisite: MCB 2010, MCB 2010L. Lab Fee \$50.00.
- NUR 2310C Pediatric Nursing with Lab (O) 5 credits**  
This course studies the child from infancy through adolescence, giving the student an understanding of normal growth and development and the child-rearing process. The course emphasizes the child as a human being, an individual, holistic in nature, like all other persons on earth, yet different. Emphasis is on the nursing process as a means of assessing the needs of the child in health and in pathophysiological situations, which may occur. Attention is given to the planning, implementation, and evaluation of nursing care for the child and his family. Selected clinical experiences in local health facilities are provided. Prerequisites: BSC 2094, BSC 2094L, DEP 2004, MCB 2010 and MCB 2010L. Lab fee \$25.00. Insurance fee \$23.00. Test fee \$10.00.

**NUR 2242 Advanced Adult Nursing (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. Providing care for clients in the community is also discussed. Prerequisite: BSC 2094, BSC 2094L, MCB 2010, MCB 2010L, NUR 2227C, NUR 2211C. Lab Fee \$50.00.

**NUR 2420C Maternity Nursing with Lab (O) 4 credits**  
This course is concerned with 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 experiences in clinics and health care facilities are provided. Prerequisites: NUR 1020C, BSC 2094, BSC 2094L. Prerequisite/Corequisite: MCB 2010, MCB 2010L, and DIE 2201. Lab fee \$25.00. Insurance fee \$23.00. Test fee \$10.00.

**NUR 2520C Psychiatric Mental Health Nursing with Lab (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. Prerequisites: NUR 1020C, BSC 2094, BSC 2094L. Prerequisite/Corequisite: MCB 2010, MCB 2010L and PSY 2012. Lab fee \$24.00. Insurance fee \$23.00. Test fee \$10.00.

**NUR 2810 Nursing Practicum (O) 5 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 approximate those required for a beginning associate degree nurse. The student works under the direct supervision of a Registered Nursing Preceptor. Assigned faculty are available for guidance and direction to the student and/or preceptor. This course may only be taken after successful completion of all general education and other nursing courses prior to enrolling. Lab fee \$25.00. Insurance fee \$23.00.

### **NURSING - PRACTICAL NURSING**

**PRN V000C Practical Nursing Fundamentals (O) 440 hours**  
This course teaches fundamental knowledge and technical skills as a basis for nursing care in the classroom and clinical setting. Corequisite: PRN V022. Lab fee \$65.00. Insurance fee \$23.00. Test fee \$18.00.

**PRN V001C Transition to Practical Nursing Fundamentals (O) 275 hours**  
This course teaches the certified nursing assistant to transition into Practical Nursing Fundamentals. It builds upon the skills mastered as a nursing assistant. The nursing assistant must meet the advance placement criteria and successfully demonstrate written and skill competences. This course teaches the nursing student to develop fundamental knowledge and technical skills as a basis for nursing care. Corequisite: PRN V022.

**PRN V022 Body Structure and Function (O) 60 hours**  
This course provides instruction on the structure and function of the normal human body. Prerequisite: permission of instructor. Corequisite: PRN V000C.

- PRN V381C Practical Nursing Medical Surgical I (O) 350 hours**  
 This classroom and clinical course assists the practical nursing student to develop knowledge and skill in the care of patients across the lifespan with selected medical surgical conditions including cardiovascular, respiratory, musculoskeletal, and endocrine. The course focuses primarily on acute care but includes aspects of home health and community based nursing practice. Prerequisite: PRN V000C. Insurance fee \$23.00. Lab Fee \$50.00.
- PRN V382C Practical Nursing Medical Surgical II (O) 350 hours**  
 This classroom and clinical course assists the practical nursing student in developing the knowledge and skill necessary for the care of patients across the lifespan with selected medical surgical conditions including digestive, neuro-sensory, urinary, and reproductive. The course focuses primarily on acute care, but includes aspects of home health and community based nursing practice. Prerequisite: PRN V381C. Insurance fee \$23.00. Lab Fee \$25.00.
- PRN V933C Transition to Graduate Practical Nurse (O) 150 hours**  
 This final classroom and clinical course focuses on the transition from student to graduate, including licensure and employability issues and the role of the LPN on the Health Care Team. Prerequisite: PRN V382C. Insurance fee \$23.00. Test fee \$30.00. Lab Fee \$25.00.
- NURSING - PATIENT CARE TECHNICIAN**
- HCP V330C Home Health Aide (O) 50 hours**  
 This course is for Certified Nursing Assistants (CNAs) who want to become Home Health Aides. Topics of the course include: the home health industry, responsibilities of the Home Health Aide, understanding client behavior in terms of basic human needs, food selection and preparation, household management, care of the client's environment, personal health, observation, and recordkeeping. Prerequisite: Must be a Florida Certified Nursing Assistant, current CPR certification and HIV/AIDS certification. Lab fee \$12.00. Insurance fee \$23.00.
- HCP V410C Nursing Assistant (O) 165 hours**  
 This course teaches skills for certification and employment as nursing assistants in long-term care facilities. Students learn to identify and meet basic patient care needs for safety, comfort, and activities of daily living. Lab fee \$15.00. Insurance fee \$23.00.
- HCP V610 Nursing Assistant-Clinical (O) 40 hours**  
 This course teaches the clinical application of nursing assistant classroom theory and laboratory skills practice to prepare the student for the state certification exam for the nurse assistant.
- HCP V615C Nursing Assistant-Classroom & Lab (O) 125 hours**  
 This course teaches the classroom theory and laboratory skills practice to prepare students for clinical experience as a nurse assistant. Students learn to identify and meet basic patient care needs for safety, comfort, and activities of daily living.
- HCP V620C Patient Care Assistant (O) 75 hours**  
 This course is designed for the student who has completed CNA and Home Health Aide training to prepare to function as patients care assistants in the hospital. Prerequisites: HCP V410C. Insurance fee \$23.00.
- HCP V720C Electrocardiograph Aide Clinical (O) 75 hours**  
 Students enrolled in this course have completed the Patient Care Assistant competencies and are adding these skills to be further cross-trained to perform basic electrocardiograph patient care techniques. Course includes patient care experiences in a health care facility. Insurance fee \$23.00. Lab fee \$15.00. Prerequisite: HCP V410C or HSC V004.

- HCP V750C Clinical Phlebotomy (O) 75 hours**  
This course teaches phlebotomy in a clinical setting. It includes classroom and patient care experiences in laboratory and healthcare facilities. Insurance fee \$23.00. Prerequisite: HCP V410C or HSC V004. Lab fee \$20.00.
- HCP V780C Restorative Aide (O) 100 hours**  
This course teaches the student to provide physical and restorative type skills in an unlicensed assistive role. The course includes classroom, lab and clinical experiences. Prerequisite: HCP V410C. Insurance fee \$25.00.
- HCP V796 Patient Care Technician (O) 60 hours**  
This course is designed for the Patient Care Assistant who has completed coursework in the PCA Phlebotomy, EKG Aide, and Allied Health Assisting. This course completes the preparation for crosstraining as a Patient Care Technician. Prerequisites: HIM V055 or HCP V780C; HCP V720C; HCP V750C and HCP V620C. Insurance fee \$23.00.
- HCP V812C Psychiatric Technician (O) 285 hours**  
This course prepares students for employment as psychiatric aides or psychiatric technicians or to provide supplemental training for persons previously or currently employed in these occupations. Prerequisite: HCP V620C. Insurance fee \$23.00.
- HCP P331 Transition to Home Health Aide (O) 75 hours**  
This course teaches the homemaker or home companion the theoretical knowledge and skill to work as a home health aide.
- HSC P402 Heartsaver CPR (O) 8 hours**  
This course teaches the American Heart Association curriculum including one person CPR for Adult, Child and Infant. It may also include instruction on the Automated External Defibrillator. This CPR course is for non-medical/healthcare personnel, and is customized to class participants.
- HSC P410 Citizen CPR and First Aid (O) 8 hours**  
This course teaches either the American Heart Association Heartsaver/AED and First Aid, or Heartsaver Infant and Child, and first aid, depending upon the needs of class participants.
- HSC V405 Cardiopulmonary Resuscitation (CPR) (O) 8 hours**  
This course teaches the skills of CPR for victims of all ages. It is intended for participants who provide health care to patients in a wide variety of settings. Lab fee \$14.00.

### **NURSING - SPECIAL TOPIC COURSES**

- NUR 1060 Health Assessment and History Taking (O) 2 credits**  
This course is designed for the registered nurse with an opportunity to practice the skills necessary for physical assessment. Didactic and practical experiences 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 or RN.
- NUR 1142 Advanced Pharmacology for Nurses (O) 1 credit**  
This course teaches advanced pharmacology for the registered nurse or the graduate nurse and focuses on identification of drug classifications, interaction, and application of the nursing process to clinical situations.
- NUR 1990 Study Skills and Test Taking Strategies for Nurses (O) 1 - 2 credit**  
This course teaches study skills and test taking techniques.

- NUR 1937 Legal Issues in Health Care (O) 1 credit**  
This course enables 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 licenses.
- NUR 2093 Perioperative Nursing (O) 6 credits**  
This course prepares 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 RN is recommended. Insurance fee \$23.00.
- NUR 2285 Gerontology Overview (O) 3 credits**  
This course provides 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 2930 Critical Care Nursing (O) 3 credits**  
This course familiarizes 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 2931 Graduate Nurse Seminar (O) 2 credits**  
This provides the graduate or registered nurse with additional experience in the application of nursing knowledge to the care of the acutely ill hospitalized patient.
- NUR 2934 Community Based Nursing (O) 3 credits**  
This course teaches an overview of home health care for the professional nurse working in or considering transition into home care nursing. Topics include issues impacting the role of the nurse in home care reimbursement, accreditation and documentation. This course is designed for the graduate 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 2939 Special Topics in Nursing (O) 1-4 credits**  
This course provides the student with updated information on nursing issues and current practices. Prerequisite: permission of Nursing Department.
- NUR 2941C Advanced Technical Nursing Skills (O) 1 credit**  
This course provides the graduate or registered nurse with lab experience to develop advanced proficiency in technical skills for nursing practice in specialized settings. Lab fee \$30.00. Insurance fee \$23.00.
- NUR 2941L Advanced Nursing Practicum (O) 3 credits**  
This course provides supervised clinical supervision for RN's in specialized areas. Students 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. Insurance fee \$23.00. Prerequisite/Corequisite: NUR 1060.
- NUR 2943L Graduate Nurse Practicum (O) 3 credits**  
This course provides additional experience in the process of critical thinking and delivery of nursing care in the acute care hospital under the supervision of an RN preceptor. This course is designed for the registered nurse. Corequisites: NUR 2931 and NUR 1060.

- NUR 2944C 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. Corequisite: NUR 1060. Insurance fee \$25.00.
- HSC P931 Special Topics in Health (O) 1 - 60 hours**  
This course provides health care professionals and/or the general public with updates on personal and community health issues.
- HSC P939 Nursing Assistant/Home Health Aide Review (O) 1 - 75 hours**  
This course teaches the nurse assistant or home health aide a review of basic patient care for safety, comfort, and activities of daily living.
- NSP P933 Intravenous Therapy for Practical Nurses (O) 36 hours**  
This course teaches 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 Florida Board of Nursing Rules. Prerequisite: student must be GPN, GN, RN or LPN. Lab fee \$55.00. Insurance fee \$23.00.
- NUR P003 Gerontological Nursing for LPN's (O) 45 hours**  
This course provides the practical nurse with a thorough up-to-date knowledge of care of the elderly in a long term care setting.
- NUR P094 Domestic Violence Update (O) 2 hours**  
This course provides the health care professional with current information on domestic violence. Content includes statistics, screening, referrals, and resources. This course meets the requirement of the Florida Board of Nursing.

## OFFICE SYSTEMS TECHNOLOGY

- HIM 1450 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 their function.
- HSC 2531 Medical Terminology I 3 credits**  
This course is 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) 2 credits**  
This course teaches the language of medicine in the areas of specialization including radiology, pathology, anesthesiology, cancer medicine, chemotherapy, and endocrine disorders. Prerequisite: HSC 2531.
- OST 1100 Elementary Keyboarding 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 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 3 credits**  
This course teaches application of keyboarding/formatting skills to document production, e.g., procedures manual, general office, communications office, legal office, medical office, and job placement office. Prerequisite: OST 1110. 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 1713 Word/Information Processing (Microsoft Word) (O) 3 credits**  
This course teaches word/information processing concepts and terminology. It develops proficiency in keyboard/mouse operations, diskette and CD handling, document formatting, and printer operations in a Windows environment. Computer applications include creating, revising, paginating, and merging documents. Completing Internet projects, creating tables, and using WordArt are also included. Keyboarding skills are recommended.
- OST 1717 Advanced Information Processing(O) 3 credits**  
This course teaches advanced word/information processing skills which include formatting document with special features, creating charts, formatting with macros and styles, sorting and selecting, creating outlines, creating master documents and subdocuments, creating fill-in forms and shared documents, and creating specialized tables and indexes. Computer applications include database and spreadsheet applications, such as forms design and management, records processing using queries and filters, inserting and manipulating formulas, and creating charts and reports. Prerequisite: OST 1713. Lab fee \$20.00.
- OST 1722 WordPerfect II (O) 3 credits**  
This course presents applications of Desktop Publishing, as well as special and advanced features. Prerequisite: OST 1766. Lab fee \$20.00.
- OST 1764 Introduction to Microsoft Word (O) 3 credits**  
This course is an introduction to Microsoft Word software. Through hands-on instruction using an exercise-orientated approach, students become proficient in the application of Microsoft Word.
- 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 2389 CPS Review and Supervised Work Experience Seminar (O) 4 credits**  
This course prepares students for the Certified Professional Secretary Examination through a combination of study and on-the-job training. On-the-job training is constituted by 15 hours of employment per week. Prerequisite: OST 2491 or permission of instructor.
- OST 2401 Office Practice (O) 3 credits**  
This course is a total systems approach to administrative support training. The student further develops 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 also is 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 is 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 and Procedures I (O) 3 credits**  
The practices and procedures of the legal office are covered. Designed for the student 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 and 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 2471 Medical Office Internship (O) 3 credits**  
This course teaches medical office skills from experiences in a variety of health facilities and also includes classroom lecture. The student rotates through three different medical facilities and must complete 45 hours of professional practice in each area assigned. The student's course instruction and job placement are coordinated for maximum learning experience. Prerequisite: permission of instructor or Department Chair.
- OST 2472 Medical Office Externship (O) 3 credits**  
This course teaches medical office skills required in a medical office facility as well as provides for classroom activities. The coordinator works closely with the healthcare facility to ensure that skills and tasks meet essential competencies and are relevant to the occupation that the student has chosen as a career. Prerequisites: OST 2471 and permission of instructor or Department Chair.
- OST 2491 Office Seminar (O) 3 credits**  
This course teaches office knowledge and skills as they apply to on-the-job training. A minimum of 10 hours of supervised office internship is required each week. Seminar discussion includes topics relevant to office experiences. Prerequisite: permission of instructor or Department Chair.
- 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 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 Transcription 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, and 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 understands 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 understands 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 Transcription and Terminology I (O) 3 credits**  
This is a specialized terminology and transcription course for the beginning legal secretarial student. Legal transcription and terminology skills are measured by transcription production tests. Keyboarding skills recommended. Lab fee \$20.00.
- OST 2622 Legal Transcription and Terminology 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 are also used in the preparation of the documents. Prerequisite: OST 2821. Lab fee \$20.00.

- OST 2930 Office Systems Exam Prep (O) 2 credits**  
This course prepares students to take the nationally recognized examinations in legal, general, or medical office systems technology specialties.
- HIM V050 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: OTA V005.
- HIM V051 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: HIM V050.
- HIM V055 HUC Clinical Practicum (O) 100 hours**  
This course allows students to practice skills in actual clinical settings under the supervision of the teacher. Prerequisite: HIM V051 or HCP V620C.
- OCA V100 Computer Concepts (O) 50 hours**  
This course provides the basic skills required for computer usage. Computer applications software are used to complete basic forms of computer functions of input, edit, store, and retrieval. Prerequisite: OTA V006.
- OCA V312 Office Communications I (O) 75 hours**  
This course provides a basic overview of written communication used in today's business environment. Emphasis is placed on developing proficiency with fundamental language and writing skills and computer applications of keyboarding and word processing. These skills are used as communication tools for enhancing personal and workplace proficiency in an information based society. Prerequisite: OTA V032.
- OCA V313 Office Communications II (O) 75 hours**  
This course is designed to build on Office Communications I and provide a more advanced overview of written communication. Emphasis is placed on developing additional language and writing skills with the use of advanced computer applications and enhancements. These skills may be used as communication tools for acquiring employment and increasing professional opportunities. Prerequisite: OCA V312.
- OTA V005 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.
- OTA V006 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, and clerical office trainees. It also provides supplemental training for persons previously or currently employed in these occupations. Prerequisite: OTA V005 or MEA V500 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: OTA V006 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, and clerical office trainees. It also provides supplemental training for persons previously or currently employed in these occupations. Prerequisite: OTA V001 or permission of instructor.
- OTA V031 Computer Applications I (O) 75 hours**  
This program prepares individuals to operate electronic computers. Instruction includes the review of program instructions, determination of procedures for a specific run, readying equipment for operation, manipulation and monitoring of controls during operation, trouble-shooting, and on/off operations. Prerequisite: OTA V002.
- OTA V032 Computer Applications II (O) 75 hours**  
This program prepares individuals to operate electronic computers. Instruction includes the review of program instructions, determination of procedures for a specific run, readying equipment for operation, manipulation and monitoring of controls during operation, trouble-shooting, and on/off operations. Prerequisite: OTA V031.
- OTA V100 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: OTA V006.
- OTA V425 Date Entry II (O) 75 hours**  
This course provides additional information in computer usage and develops entry-level skills for computer-related occupations using database, spreadsheet, and text editing. Prerequisite: OTA V100.
- OTA V612 Medical Secretarial I (O) 75 hours**  
This course prepares students to perform secretarial duties utilizing 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: OTA V006.
- OTA V613 Medical Secretarial II (O) 75 hours**  
This course gives additional instruction in secretarial duties utilizing 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 or OTA V006 and MEA V500.
- OTA V948 Business Cooperative Education I – OJT (O) 150 hours**  
This course provides the on-the-job training component to prepare students more effectively for employment in business occupations. On-the-job experiences develop occupational competencies required for employment in the occupation chosen by the student. Prerequisite: OTA V032.
- OTA V949 Business Cooperative Education II – OJT (O) 150 hours**  
This course is an extension of Business Cooperative Education I providing additional preparation for students pursuing employment in business occupations. On-the-job experiences further develops occupational competencies required for employment in the chosen occupation. Prerequisite: OTA V032.

**PHARMACY TECHNOLOGY**

- PTN V001 Pharmacy Technician Orientation (O) 115 hours**  
This course teaches an introduction to the pharmacy technician profession including the job description of a pharmacy technician, licensure requirements and work environments. Topics covered are legal and ethical issues, job skills and duties, verbal and written communication skills, professional resources, safety techniques, supply and inventory techniques and use of related software. Prerequisite: Admission to the Pharmacy Technician Program.
- PTN V015 Pharmaceutical Calculations (O) 45 hours**  
This course teaches topics related to pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume are covered. Ratio, proportion, percentage, dilution and concentration, milliequivalent units, intravenous flow rates, and dosage problems are presented. Prerequisite: PTN V032L.
- PTN V023 General Pharmacology (O) 50 hours**  
This course teaches drugs, abbreviations, classifications, dosages, physiologic responses and routes of administration. Prerequisite: PTN V032L.
- PTN V030 Introduction to Community Pharmacy (O) 250 hours**  
This course reviews the clinical experiences encountered in the retail environment. Students apply the concepts learned in classroom/lab setting in the workplace. Specific attention is directed to the ambulatory care setting. Prerequisite: PTN V001 and PTN V032L.
- PTN V032L Pharmacy Operations I (O) 50 hours**  
This course teaches the concepts and skills necessary to interpret, prepare, label, and maintain records of physician's medication orders and prescriptions in a retail pharmacy setting. Individuals are trained in the methods of supply and inventory control and data entry. Topics include customer service and advisement, count and pour techniques, drug selection and preparation, over-the-counter maintenance, data input and editing, and quality assurance procedures. The use of pharmacological software utilized in retail is integrated throughout the course. Prerequisite: Admissions to the Pharmacy Technician Program. Corequisite: PTN V001.
- PTN V031 Introduction to Institutional Pharmacy (O) 250 hours**  
This course reviews the clinical experiences encountered in the inpatient, acute care setting. Experiences include continued training of Practicum I objectives as they relate to the acute care setting (Hospital Pharmacy) in addition to intravenous fluid therapy, chemotherapy drugs, and assisting with dispensing of medication in in-patient and nontraditional settings (mail order, nursing home, home care). Prerequisite: PTN V032L.
- PTN V033L Pharmacy Operations II (O) 60 hours**  
This course teaches the mastery of skills necessary to compound sterile products. Skills include sterile procedures and aseptic techniques in parenteral compounding, proper use of equipment (autoinjectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs. Prerequisite: PTN V032L, PTN V023, PTN V015.

**PTN V093 Pharmacy Technician Review Course (O) 45 hours**  
 This course prepares pharmacy technician students to sit for the National Pharmacy Technician Certification Examination. Course participants receive a comprehensive review based on the certification exam content identified by the Pharmacy Technician Certification Board. Prerequisite: Admission to the Pharmacy Technician Program.

## PHILOSOPHY

**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 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. Student must produce 6,000 words of acceptable written material. Prerequisite: Student must score into college-level English and reading on placement test.

**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.

**\*PHI 1628 Ethical Issues in Health Care (P) 3 credits**  
 This course teaches ethical analysis and decision-making in health care. It addresses moral and legal aspects of confidentiality and informed consent, codes of ethics, end of life decisions, living wills, euthanasia, assisted suicide, resource allocation, reproductive ethics, and abortion.

**PHI 1639 Ethics in the Electronic Frontier (P) 3 credits**  
 This course teaches an in-depth exploration and analysis of a broad range of topics concerning the ethical implications of the widespread use of computer technology. Topics include the immediate and future implications of the growth and integration of the Internet. Additional topics include the relationship between technology and social change, and values and technology. The theory and practice of computer ethics is studied for ethical decision making and the methodology for reaching ethical decisions concerning computing matters.

**PHI 1930 Eastern Philosophies (P) 3 credits**  
 This course examines the history, practices, and basic tenets of the three major Eastern philosophies. This course addresses 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.

\*GORDON RULE COURSE – must achieve a grade of “C” or higher for the A.A. Degree.

- \*PHI 2630 Introduction to Ethics (P) 3 credits**  
This course teaches ethical theories and methods of analysis and applies these to contemporary ethical problems such as those of human cloning, euthanasia, capital punishment, welfare and social justice, job discrimination, animal rights, and environmental ethics. Student must produce 6,000 words of acceptable written materials. Prerequisite: Student must score into college level English and reading on placement test.
- SLS 1505 Practical Reasoning (O) 1 credit**  
This course teaches 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 1120C Beginning Darkroom Photography (O) 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. Prerequisites: PGY 1144 and PGY 1146C recommended. Lab fee \$20.00.
- PGY 1121C Advanced Darkroom Photography (O) 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 (O) 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 1144. Recommended Prerequisite: PGY 1120C. Lab fee \$20.00.
- PGY 1140C Beginning Photography (O) 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 1141C Photography (O) 2 credits**  
This intermediate-level course focuses on developing photography skills by controlling the elements of composition and color, using filters and artificial lighting. Student must have a camera.
- PGY 1142C Intermediate Photography (O) 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 1143 Advanced Photography (O) 1 credit**  
This course is designed as a follow-up to PGY 1142C. This course concentrates on flash photography, studio portrait photography, and creating art forms with your photography. Prerequisite: PGY 2930 or permission of instructor.
- PGY 1144 Photography I (O) 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 are mixed with lessons on composition and creativity. Student must have a 35 mm camera and instruction manual.

\*GORDON RULE COURSE – must achieve a grade of “C” or higher for the A.A. Degree.

- PGY 1145C Intermediate Landscape Photography (O) 1 credit**  
 This course is for the intermediate-level photographer. Students photograph Florida's natural environment on location with their instructor. Prerequisite: PGY 1142C.
- PGY 1146C Photography II (O) 3 credits**  
 This course continues development of expertise in camera skills and basic studio lighting. The course also includes an introduction to the black and white darkroom. Prerequisite: PGY 1144. Lab fee \$20.00.
- PGY 1147 Beginning Video Techniques (O) 1 credit**  
 This course teaches simple methods in planning and producing quality video presentations. Student must have access to their own videotape, camcorder, tripod, and instruction manual.
- PGY 2124C Advanced Color Darkroom Photography (O) 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.
- PGY 2930 Special Topics in Photography (O) 2 credits**  
 This course covers portraiture and photographic lighting techniques. Topics include development of expertise in camera skills and introduces students to the use of filters and filtering systems. Prerequisite: PGY 1144 or permission of instructor.

### PHYSICAL EDUCATION/RECREATION/WELLNESS

- HLP 1081 Personal Wellness (P) 3 credits**  
 This course establishes 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 is an integral part of the course and positive behavior change is encouraged.
- HSC 1130 Holistic and Preventive Health Care I (O) 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 learns the value of good nutrition, vitamins, exercise, relaxation, positive mental attitude, and improved self-perception.
- HSC 1136 Holistic and Preventive Health Care II (O) 1 credit**  
 This course teaches holistic and conventional health practices with an emphasis on nutrition and its impact on well-being. It includes the importance of stress management, physical fitness and personal responsibility in achieving a lifetime of wellness.
- 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 examines the basic and advanced instruction in First Aid principles and skills which enable the individual to act in emergency situations.

- PEL 1111 Bowling (P) 1 credit**  
This course teaches 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 2211 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. Prerequisite: permission of instructor.
- 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. Prerequisite: permission of instructor.
- 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. Prerequisite: permission of instructor.
- 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. Prerequisite: permission of instructor.
- 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 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.
- 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, elementary forms of rescue, and mouth-to-mouth resuscitation.
- 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. Prerequisite: PEO 1004.
- PEO 2013 Sports Officiating (P) 3 credits**  
This course includes theory and practice of officiating football, basketball, and baseball.
- PEQ 2116 Water Safety Instructor (P) 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 1762 Fundamentals of Specific Sports (P) 3 credits**  
This course teaches practical coaching fundamentals of basketball, tennis, swimming, baseball, volleyball, soccer, and football.
- PET 2622 Care and Prevention of Athletic Injuries (P) 3 credits**  
This course teaches the knowledge and ability to make educated decisions regarding the most appropriate course of action when confronted with an injured athlete. The focus is on recognition of serious, life-threatening conditions as well as less serious injuries that must be referred to a medical doctor.
- PET 2760 Principles of Coaching (P) 3 credits**  
This course teaches the knowledge of the characteristics, principles, ethics, and theories related to coaching sports in the educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve maximum levels of performance.

## PHYSICAL SCIENCES

- AST 1002 General 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 are utilized to quantify the various aspects of physical laws embodied in astronomy.
- AST 1930 Exploring Stars and Planets 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 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 and student must test into college-level English, mathematics, and reading on placement test.
- 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: Student must test into college-level reading on placement test.

**PSC 1341L Physical Science Lab (P) 1 credit**  
This is the lab component for Physical Science. Lab experiences include the following topic areas of physics and chemistry with practical application of the laws of science in problems. Prerequisite: Student must score into college level reading on placement test. Prerequisite/Corequisite: PSC 1341. Lab fee \$20.00.

### **PHYSICAL THERAPIST ASSISTANT**

**HSC 1149 General Pharmacology for Health Professionals (O) 1 credit**  
This course teaches 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. Prerequisites: BSC 2093 or NUR 1020C or PHT 1004 or HSC 2531.

**PHT 1004 Introduction to Physical Therapy (O) 2 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 BSC 1010L. Corequisites: PHT 1004L, PHT 1121 and PHT 1121L. Lab fee \$70.00.

**PHT 1004L Introduction to Physical Therapy Lab (O) 2 credits**  
This course consists of the laboratory sessions for PHT 1004. Includes practice in skill activities emphasizing body mechanics, positioning techniques, transfers, gait training, and basic patient care. Prerequisites: BSC 1005 and BSC 1005L or BSC 1010 and BSC 1010L. Corequisites: PHT 1004, PHT 1121 and PHT 1121L. Insurance fee \$44.00.

**PHT 1121 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 and BSC 1005L or BSC 1010 and BSC 1010L. Corequisites: PHT 1121L, PHT 1004 and PHT 1004L.

**PHT 1121L Functional Anatomy and Kinesiology Lab (O) 2 credits**  
This course consists of the laboratory sessions for PHT 1121. 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 and BSC 1005L or BSC 1010 and BSC 1010L. Corequisites: PHT 1121, PHT 1004 and PHT 1004L. Lab fee \$88.00.

**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 1004 and PHT 1121. Corequisites: PHT 1211L and 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 1004L and PHT 1121L. Corequisites: PHT 1211 and PHT 1300. Lab fee \$20.00.
- 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 and PHT 1211L.
- PHT 1801 Clinical Practice I (O) 2 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 and PHT 1121. Corequisites: PHT 2224, PHT 224L.
- 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 and PHT 224L. Corequisite: PHT 2810.
- PHT 2203 Manual Techniques I (O) 3 credits**  
 This course teaches the history, theory, terminology, physiology, pathology, and basic techniques of massage used during stages of rehabilitation. Course includes aspects of ethics, law, business, and marketing in the field of massage. Prerequisite: A.S. Degree in Physical Therapist Assistant.
- PHT 2203L Clinical Practicum in Manual Techniques I (O) 2 credits**  
 This course teaches Swedish and structural based therapeutic massage techniques. The student practices these techniques in a supervised laboratory/clinical setting. Prerequisite: A.S. Degree in Physical Therapist Assistant.
- PHT 2204 Manual Techniques II (O) 3 credits**  
 This course teaches advanced techniques further developing the student's use and integration of structural-based and energy-based body systems. Topics include trigger point therapy, myofascial release, and other advanced therapy applications. Prerequisite: A.S. Degree in Physical Therapist Assistant.
- PHT 2204L Clinical Practicum in Manual Techniques II (O) 2 credits**  
 This course teaches advanced hands-on techniques and sequences to balance the various energy patterns of the physical body. The student practices techniques in a supervised laboratory/clinical setting. Prerequisite: A.S. Degree in Physical Therapist Assistant.
- 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 and PHT 1121. Corequisites: PHT 1801 and PHT 224L.

**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 exercises. Exercise programs for specific orthopedic/medical conditions are presented and practiced. Prerequisites: PHT 1211 and PHT 1121. Corequisite: PHT 2224. Lab fee \$10.00.

**PHT 2703 Rehabilitative Procedures (O) 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 2820 and PHT 2703L.

**PHT 2703L Rehabilitative Procedures Lab (O) 1 credit**  
This course consists of the laboratory sessions for PHT 2703. It 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. Corequisites: PHT 2703, PHT 2820 and PHT 2931. Lab fee \$50.00.

**PHT 2810 Clinical Practice II (O) 8 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) 7 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 report are required. Prerequisite: PHT 2810. Corequisites: PHT 2703, PHT 2703L and 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 2703, PHT 2703L and PHT 2820.

**PHT P930 Special Topics in Physical Therapy (O) 2 - 24 hours**  
This course provides physical therapists and physical therapist assistants with a general orientation and increased awareness for special topics in physical therapy. Prerequisite: permission of instructor.

## **PHYSICS**

**PHY 1025 Principles of Physics (P) 3 credits**  
This course is both a classic and technical physics course. It emphasizes both physical principles and physics applications in today's world. The student learns the scientific method of problem solving, as well as develop critical thinking and reasoning skills. Topics include, but are not limited to measurement, problem solving, motion, force, work, energy, simple machines, rotational motion, matter, fluids, temperature and heat, gas laws, wave dynamics, electricity, magnetism, and optics. Recommended Prerequisite: MAT 1033.

**PHY 2048 Physics for Engineers I (P)****3 credits**

This course is for students seeking degrees in Engineering and Physics. This is a calculus-based course covering Newtonian mechanics, including motion, vectors, Newton's laws, work and conservation of energy, systems of particles, collisions, equilibrium, oscillations, and waves. Prerequisite: MAC 2311 or higher and student must test into college-level reading on placement test. Corequisite: PHY 2048L.

**PHY 2048L Physics for Engineers I Lab (P)****1 credit**

This is the lab component for Physics for Engineers I. Lab experiences include the areas of Newtonian mechanics, including motion, vectors, Newton's laws, work and conservation of energy, systems of particles, collisions, equilibrium oscillations, and waves. Prerequisite: Student must score into college level mathematics and reading on placement test. Corequisite: PHY 2048. Lab fee \$20.00.

**PHY 2049 Physics for Engineers II (P)****3 credits**

This course is a continuation of PHY 2048 including Coulomb's law, electric fields and potentials, capacitance, currents and circuit, Ampere's law, Faraday's law, inductance, Maxwell's equations, electromagnetic waves, ray optics, interference, and diffraction. Prerequisites: PHY 2048 and PHY 2048L. Prerequisite/Corequisite: MAC 2312. Corequisite: PHY 2049L.

**PHY 2049L Physics for Engineers II Lab (P)****1 credit**

This is the lab component for Physics for Engineers II. Lab experiences include Coulomb's law, electric fields and potentials, capacitance, currents and circuits, Ampere's law, Faraday's law, inductance, Maxwell's equations, electromagnetic waves, ray optics, interference, and diffraction. Prerequisites: PHY 2048 and PHY 2048L. Corequisite: PHY 2049. Lab fee \$20.00.

**PHY 2053 College Physics I (P)****3 credits**

This course is designed for science majors. This course covers structure and properties of matter; kinematics, dynamics and statics; momentum and energy; rotation, elasticity, vibration; fluids, temperature and expansion; heat transfer, thermal behavior of gases, wave motion, and sound. Prerequisite or corequisite: MAC 1114 and student must score into college level reading on placement test. Corequisite: PHY 2053L.

**PHY 2053L College Physics I Lab (P)****1 credit**

This is the lab component for College Physics I. Lab experiences include structure and properties of matter; kinematics, dynamics and statics; momentum and energy; rotation, elasticity, vibration; fluids, temperature and expansion; heat transfer and thermal behavior of gases; wave motion, and sound. Prerequisite: MAC 1114 and student must test into college-level reading on placement test. Prerequisite/Corequisite: PHY 2053. Lab fee \$20.00.

**PHY 2054 College Physics II (P)****3 credits**

This is a continuation of PHY 2053. Topics include electric charge, fields and circuits; electromagnetism, and applied electricity; geometrical wave, and applied optics; electrons and photons; atoms, and nuclei. Prerequisites: PHY 2053, MAC 1114. Corequisite: PHY 2054L.

**PHY 2054L College Physics II Lab (P)****1 credit**

This is the lab component for PHY 2054. Topics include electric charge, fields and circuits; electromagnetism, applied electricity; geometrical, wave, and applied optics; electrons and photons; atoms, and nuclei. Prerequisites: MAC 1114, PHY 2053L. Prerequisite/Corequisite: PHY 2054. Lab fee \$20.00.

**PLUMBING**

- BCV V500 Introduction to Pipe Trades 1 (O) 90 hours**  
This course develops the competencies essential to pipe trades. These competencies relate to career and training opportunities, the use and care of tools, safety precautions, basic math applications, standards and codes, and human relations. This is the first course in a series of twelve courses designed for the Plumbing Apprentice.
- BCT V541 Introduction to Pipe Trades 2 (O) 90 hours**  
This course develops the competencies essential to pipe trades. These competencies include safety, pipe trade related math applications, basic science, standards and codes, employability skills, and communication. This is the second course in a series of twelve courses designed for the Plumbing Apprentice. Prerequisite: BCV V500.
- BCT V542 Plumbing On-the-Job Training (O) 640 hours**  
This course is taught in conjunction with Apprenticeship-Plumbing to enable the student to implement and practice the essential competencies in the plumbing industry work environment. The course uses authentic learning strategies through on-the-job training, helping students implement the theoretical concepts introduced in the classroom. Permission of instructor required.
- BCT V543 Introduction to Pipe Trades 3 (O) 90 hours**  
This course provides competencies relating to blueprint and job specifications, building codes in the pipe trades, employability skills, and entrepreneurship. This is the fourth course in a series of twelve designed for the Plumbing Apprentice. Prerequisite: BCT V541.
- BCT V544 Plumbing Technology 4 (O) 90 hours**  
This course provides basic plumbing and pipe-cutting and joining skills. This is the fifth course in a series of twelve courses designed for the Plumbing Apprentice. Prerequisite: BCT V543.
- BCT V546 Plumbing Technology 5 (O) 90 hours**  
This course provides competencies relating to plumbing codes, blueprints and specifications, job layout and coordination, and first rough installation. This course is the seventh in a series of twelve designed for the plumbing apprentice. Prerequisite: BCT V544.
- BCT V547 Plumbing Technology 6 (O) 90 hours**  
This course provides competencies in job layout and coordination, and first and second rough installation. This course is the eighth in a series of twelve designed for the plumbing apprentice. Prerequisite: BCT V546.
- BCT V549 Plumbing Technology 7 (O) 90 hours**  
This course provides more in-depth study of trimming out plumbing, competencies in the installation of hot-water-heating and circulating systems, the principles of backflow and cross-connection control, and developing positive customer relations skills. This course is the tenth in a series of twelve designed for the plumbing apprentice. Prerequisite: BCT V547.
- BCT V550 Plumbing Technology 8 (O) 90 hours**  
This course provides competencies in the installation of interceptors and separators, and competencies necessary to install a storm drainage system. This course is the eleventh in a series of twelve courses designed for the plumbing apprentice. Prerequisite: BCT V549.

**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 are also covered. Prerequisite: Student must score into college-level English and reading on placement test.

**INR 2002 Introduction to International Relations (P)****3 credits**

This 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. Prerequisite: Student must score into college-level English and reading on placement test.

**PAD 2002 Survey of Public Administration (P)****3 credits**

This course provides an overview of Public Administration as a foundation for further study. Students acquire an understanding of Public Administration organizations and agencies, the management of public affairs, public personnel management, public budgeting and finance, and public policy formulation.

**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 are covered in detail. Prerequisite: Student must score into college-level English and reading on placement test.

**POS 2112 American State and Local Government (P)****3 credits**

This course provides a basic understanding of government at the state and local level. Students examine Florida government in detail as a model for understanding state and local politics. Prerequisite: Student must score into college-level English and reading on placement test.

**PSYCHOLOGY****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, including their relationship to education. Prerequisite/Corequisite: ENC 1101. Prerequisite : Student must score into college-level English and reading 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 examines the psychological causes, definition in terms of cognitive and behavioral components, and strategies for building resistance to Type E stress.

**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 stresses the development of a positive self-image, goal-setting, and using mental secrets that provide energy, drive, and motivation.
- SLS 1224 Coping with Loneliness and Grief (O) 1 credit**  
This class teaches reactions during a loss, how to help others through grief, and know what to expect.
- SLS 1362 Science and Technology in Contemporary Work (O) 3 credits**  
This course provides a historical perspective of science and technology as related in American society and gender roles. It emphasizes the technological advances in contemporary business and industrial careers while providing an introduction to hands-on methods. Personal assessment components, career components, skills components, and hands-on research are combined to provide women with a gender-sensitive introduction to the science and technology focused career world.

**RADIOGRAPHY**

- RTE 1000 Introduction to Radiography (O) 3 credits**  
This course is an introduction to Radiologic Technology and includes a history of the profession through the role of the radiographer, including basic principles. Corequisites: RTE 1503 and RTE 1804.
- RTE 1418 Radiographic Exposure I (O) 3 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 are discussed. Prerequisites: MAT 1033 and RTE 1000. Corequisites: RTE 1418L, RTE 1513, RTE 1513L and 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. Corequisites: RTE 1418, RTE 1513 and 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. Prerequisites: RTE 1418 and RTE 1418L. Corequisites: RTE 1457L, RTE 1523, RTE 1523L and 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. Prerequisites: RTE 1418 and RTE 1418L. Corequisites: RTE 1457, RTE 1523, RTE 1523L and RTE 1834. Lab fee \$40.00.
- RTE 1503 Radiographic Procedures I (O) 3 credits**  
This course provides 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. Corequisites: RTE 1804 and RTE 1000.

- RTE 1513 Radiographic Procedures II (O) 3 credits**  
This course provides the Radiography student with instruction in radiographic examinations of the chest, abdomen, and upper and lower extremities. Special emphasis of radiographic anatomy, surface landmarks, positioning, technique, pathology, and critique of images are made. Prerequisite: RTE 1503. Corequisites: 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. Corequisites: 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. Prerequisites: RTE 1513 and RTE 1513L. Corequisites: RTE 1523L and RTE 1834.
- RTE 1523L Radiographic Procedures III Lab (O) 1 credit**  
This course provides the Radiography student with lab instruction in radiographic examinations of the gastrointestinal system, bony thorax, and spine. Corequisites: RTE 1523 and RTE 1834. Lab fee \$40.00.
- RTE 1804 Radiographic Clinical Education I (O) 1 credit**  
This course provides the student with practical application in a supervised setting of the theory covered in RTE 1503. The student rotates 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 observes, assists, and performs 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) 3 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, and upper and lower extremities. Prerequisite: RTE 1814. Corequisites: RTE 1513, RTE 1513L, RTE 1418 and RTE 1418L. Lab fee \$40.00.
- RTE 1834 Radiography Clinical Education IV (O) 3 credits**  
This course is a continuation of RTE 1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on radiographic examinations of the gastrointestinal system, biliary system, bony thorax, and spine. Prerequisite: RTE 1824. Corequisites: RTE 1523 and RTE 1523L. Lab fee \$40.00.
- RTE 2061 Radiographic 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 assists the student in job placement activities including résumé writing and interviewing skills. Corequisites: RTE 2563 and RTE 2874.

- RTE 2130 Pharmacology for Radiologic Science Professionals (O) 3 credits**  
This course provides instruction in pharmacology and drug administration for the radiologic science professional. The principles of patient care, assessment, education, charting and emergency response are discussed. Prerequisite: A.S. degree in Radiography (or equivalent).
- RTE 2385 Radiation Safety and 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 are also discussed. Prerequisite: RTE 1000. Corequisites: RTE 2533, RTE 2533L and 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. Prerequisites: RTE 1418 and RTE 1457. Corequisites: RTE 2563 and 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. Prerequisites: RTE 1523 and RTE 1523L. Corequisites: RTE 2533L, RTE 2854 and RTE 2385.
- RTE 2533L Radiographic Procedures IV Lab (O) 1 credit**  
This course provides lab instruction in radiographic examinations of the skull. Corequisites: RTE 2533, RTE 2385 and RTE 2854. Lab fee \$40.00.
- RTE 2553 Radiographic Procedures V (O) 2 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. Prerequisites: RTE 2533 and RTE 2533L. Corequisites: RTE 2864 and RTE 2473.
- RTE 2553L Radiographic Procedures V Lab (O) 1 credit**  
This course provides the Radiography student with lab instruction in venipuncture, tomography, trauma, and other special radiographic procedures. Prerequisites: RTE 2533 and RTE 2533L. Corequisites: RTE 2864 and 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 is performed and presented by students. Topics specifically addressed include CT, MRI, Sonography, Nuclear Medicine, Radiation Therapy, Mammography, and Pharmacology as they relate to the radiologic sciences. Prerequisite: RTE 2553. Corequisites: RTE 2874, RTE 2061 and RTE 2613.
- RTE 2571 Computed Tomography (O) 3 credits**  
This course introduces the learner to the principles of computed tomography including operational principles, methods of data collection, imaging and display techniques, quality assurance, scanning procedures, and examination protocols. Prerequisite: A.S. Degree in Radiography (or equivalent).

**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. Prerequisites: PHY 1025, RTE 1418 and RTE 1457. Corequisites: RTE 2563 and RTE 2874.

**RTE 2762 Cross-Sectional Anatomy (O) 3 credits**

This course introduces the learner to cross-sectional anatomy as related to advanced medical imaging modalities such as CT, MRI, and Ultrasound. Normal and abnormal anatomic structures of the head, neck, abdomen, pelvis, spine, and extremities are presented in multiplanar representations with CT and MRI images. Prerequisite: A.S. Degree in Radiography (or equivalent).

**RTE 2785 Advanced Pathophysiology (O) 3 credits**

This course provides the learner with an in-depth understanding of disease processes correlated with plain-film radiographic, computed tomographic, and/or magnetic resonance images. Prerequisite: A.S. Degree in Radiography (or equivalent).

**RTE 2844 Radiography Clinical Education V (O) 1 credit**

This course is a continuation of RTE 1834 with students perfecting positioning skills with indirect supervision. Emphasis is 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) 1 credit**

This course is a continuation of RTE 2844 with students perfecting positioning skills with indirect supervision. Emphasis is placed on examinations of the skull, facial bones, sinuses, and special radiographic procedures. Prerequisite: RTE 2844. Corequisites: RTE 2385 and RTE 2553. Lab fee \$40.00.

**RTE 2864 Radiographic Clinical Education VII (O) 3 credits**

This course is a continuation of RTE 2854 with students perfecting positioning skills with indirect supervision. Clinical rotations include special procedures, myelography, and CT scanning. Prerequisite: RTE 2854. Corequisites: RTE 2553 and RTE 2553L. Lab fee \$40.00.

**RTE 2874 Radiographic Clinical Education VIII (O) 3 credits**

This course is a continuation of RTE 2864 with students practicing positioning skills with indirect supervision. Emphasis is 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 teaches reading and vocabulary skills through diagnostic/prescriptive techniques. The curriculum emphasizes acquiring and analyzing new vocabulary and applying literal and some critical comprehension skills. Various reading and vocabulary study skills also are presented. Prerequisite: Placement scores.

\*\*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.

**\*\*REA 0002 College Prep Reading II 3 credits**  
This course teaches reading and vocabulary skills through diagnostic/prescriptive techniques. It reviews the literal and critical comprehension skills taught in REA 0001 with more difficult exercises and then progresses to new critical comprehension skills. Determining word meaning in context is emphasized through exercises with additional new vocabulary. Reading and vocabulary study skills also are presented with the course materials. Prerequisite: placement scores or REA 0001 with a grade of "C" or higher.

**RED 1010 Foundations of Reading Institute (P) 3 credits**  
This course teaches through reflection, dialog, clinical, and field experiences preservice teachers to understand and apply the concepts of elementary classroom reading skills. It lays the foundation to build a balanced reading program that ensures all students can be happy and literate learners. Prerequisite: permission of instructor.

**REA 1125 Essential Skills in Reading (P) 1 credit**  
This course teaches the reading section of the College-Level Academic Skills Test. Instruction centers on the development of comprehension skills in both the Literal and Critical area. Test-taking strategies are emphasized to help reduce anxiety and to increase test-sophistication.

**REA 1205 Advanced College Reading I (P) 3 credits**  
This course teaches vocabulary knowledge, 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 scores, or REA0002 with a grade of "C" or higher.

**REA 1930 Reading to Learn in the Content Areas (P) 1-3 credits**  
This course teaches strategies for improved reading comprehension and critical thinking across the curriculum. Students learn to solve problems, construct questions, and complete comprehension assignments.

**REA 1931 Reading to Learn in the Content Area (P) 3 credits**  
This course teaches strategies for improved reading comprehension and critical thinking across the curriculum. Students learn to solve problems, construct questions, and complete comprehension assignments.

**REA 1933 Reading for Cultural Literacy (P) 3 credits**  
This course promotes the value of diversity through familiarity with culturally diverse literature. Literal, critical, and affective skills in reading comprehension are enhanced through the study of selections reflecting diverse cultures. Emphasis is on critical thinking skills such as author's tone, intent, attitude, logical inferences, and illogical fallacies. Prerequisite: Student must score into college level reading.

## **REAL ESTATE**

**REE 1040 Real Estate Principles and Practices I (O) 4 credits**  
This course teaches the theoretical, practical and legal aspects of the field of real estate. Material is presented in a manner to assist in preparation for the course and state licensing examinations.

**\*\*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.**

- 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 satisfies the educational requirements for a state-licensed real estate appraiser.
- REE 1182 Certified Residential Appraisal II ABIIb (O) 3 credits**  
This course provides the licensee with advanced knowledge of residential real estate appraisal. Successful completion of this course and the Florida Real Estate Appraisal Board's Licensed Appraiser Course I are necessary to obtain a certification as a Certified Residential Appraiser in Florida. Prerequisite: REE 1180.
- REE 1271 Mortgage Broker License Course (O) 2 credits**  
This course fulfills the educational requirements for pre-licensing as a Florida Mortgage Broker. This course focuses on primary and subordinate financing transactions and the laws of Chapter 494, Florida Statutes.
- REE 1542 Condominium Living and Association Management (O) 1 credit**  
This course for entry-level managers, board members and unit owners, introduces the student to condominium operations and lifestyles. Definitions of pertinent aspects of condominiums, financial operations, and board responsibilities are stressed.
- REE 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 needing 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. Prerequisites: 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 III 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 Community 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 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 (O) 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 (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.
- REE P931 Condominium Manager's Annual Update(O) 2 hours**  
This course teaches the "law update" component of continuing education for licensed Condominium Association Managers. It relays information pertaining to legislative actions and procedural changes impacting the management of condominium associations.

## 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 1024, RET 1274 and 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. Corequisites: RET 1007, RET 1274 and RET 1485. Insurance fee \$44.00.
- 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. Corequisites: RET 1024, RET 1007 and 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 1024, RET 1007 and RET 1274.
- RET 2008 General Pharmacology for Respiratory Care Practitioners (O) 2 credits**  
This course teaches principles of pharmacology, general classifications, indications of medications, and their related side effects. Effective administration of therapeutic drugs, indications and contraindications, and routes of administration are described. Students should have an A.S. degree in Respiratory Care or the equivalent.
- RET 2225 Conscious Sedation (O) 2 credits**  
This course teaches the goals and objectives of conscious sedation, preprocedure assessment, pharmacologic concepts, airway management and postprocedure care of the patient. Students should have an A.S. degree in Respiratory Care or the equivalent and a State of Florida Respiratory Care License.
- RET 2241 Introduction to ACLS for Respiratory Care (O) 1 credit**  
This course teaches Advanced Cardiac Life Support (ACLS) based on the American Heart Association standards. It prepares students for the ACLS certification examination. This course is for Respiratory Therapy Care students and licensed respiratory care professionals.
- 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 a 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 1274. Corequisites: RET 2503 and RET 2832. Lab fee \$40.00.
- RET 2280 Critical Respiratory Care (O) 3 credits**  
This course teaches advanced theories and modalities of respiratory care including hemodynamic monitoring, EKG interpretation, pulmonary and cardiac diagnostic procedures, sleep studies, cardiopulmonary rehabilitation and home care. Students identify, assist, interpret and recommend related procedures and modalities for the management of the cardiopulmonary patient. Prerequisite: RET 2833. Corequisites: RET 2834 and RET 2264.
- RET 2405 Diagnostic Procedures in Respiratory Care (O) 3 credits**  
This course teaches the theory and skills of cardiopulmonary diagnostic procedures including bronchoscopy, transesophageal echocardiography and stress tests. Students should have an A.S. degree in Respiratory Care or the equivalent.
- 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: MAT 1033, RET 2442 and RET 2833. Lab fee \$20.00.

- RET 2418 Diagnostic Cardiopulmonary Pathophysiology (O) 3 credits**  
This course introduces various methods for diagnosing cardiopulmonary diseases as they relate to the associated physiology. Emphasis is placed on common diagnostic procedures and the application of information to the disease process. Prerequisite: A.S. Respiratory Care, Nursing, or Radiography and a State of Florida Respiratory Care License.
- 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 2470 Introduction to Cardiac Catheterization (O) 3 credits**  
This course introduces the common procedures performed in the cardiac cath lab, related Cardiovascular Anatomy and Physiology, and related procedures. Prerequisite: A.S. Respiratory Care, Nursing, or Radiography.
- RET 2488 Interventions in Myocardial Disease (O) 3 credits**  
This course introduces interventional procedures for myocardial dysfunction. These procedures include coronary artery by-pass, intro-aortic balloon pump insertion, and advanced cardiac life support. Prerequisite: A.S. Respiratory Care, Nursing, or Radiography.
- RET 2490 I.V. Therapy for Respiratory Care Practitioners (O) 3 credits**  
This course teaches principles of intravenous therapy including patient assessment, I.V. insertion, monitoring, discontinuing, maintaining, regulating, intervening and evaluation of therapy. Students are required to demonstrate mastery of skills. Students should possess an A.S. degree in Respiratory Care or the equivalent. Prerequisite: State of Florida Respiratory Care License.
- 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. Corequisites: RET 2275 and RET 2832.
- RET 2714 Pediatric/Neonatal Respiratory Care (O) 3 credits**  
This course teaches an in-depth understanding of the significant anatomic, physiologic, and pharmacologic concepts as they relate to the pediatric and neonatal patients. It covers disease entities and resuscitation methods specific to neonates and pediatrics. Prerequisite: RET 2264. Corequisite: RET 2835.
- RET 2832 Respiratory Therapy Clinic I (O) 5 credits**  
This course provides supervised observation and clinical practice of oxygen and aerosol therapy. Associate procedures are presented in Introduction to Respiratory Therapy and Respiratory Therapy Theory I. Clinic will meet two days per week (16 hours). Prerequisites: RET 1024 and RET 1274. Corequisites: RET 2275 and 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 2275. Corequisite: RET 2242. Lab fee \$20.00.

- RET 2834 Respiratory Therapy Clinic III (O) 5 credits**  
 This course provides supervised observation 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 2264. 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 meets an average of 20 hours per week. Prerequisites: RET 2264 and RET 2834. Corequisites: RET 2280, RET 2714 and 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 are discussed. Prerequisites: RET 2264 and RET 2834. Corequisites: RET 2280, RET 2835 and RET 2714.
- RET P931 Respiratory Care - Current Topics (O) 1 - 8 hours**  
 This course provides 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 2201 Nutrition and Diet Therapy 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 is 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 and 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 2206 Quantity Food Production (O) 4 credits**  
 This course includes skills needed for quantity food production. Students learn to apply skills and techniques of food preparation used in the food service industry. Students learn proper business and math skills that are needed for the food service industry. The introduction of basic food industry terminology and varying equipment are also covered.
- 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 is upon manipulation of recipes for the quantity baking of all types of breads, cakes, and pies.
- FSS 2248C Pantry and Gard-Manger I (O) 4 credits**  
This course introduces the use of various materials, tools, and equipment in the food service industry including instruction of special pastry techniques, ice carving, tallow sculpturing, pastries, cakes and dessert decorating. The course also introduces the instruction of preparing finished sauces, learning ala carte techniques, and how to manage large quantity food preparation.
- FSS 2249C Pantry and Gard-Manger II (O) 4 credits**  
This course continues with the advanced techniques in garde manger, aspics, pates, chaud-froids, terrinnes, galantines, and sauces. Students learn how to utilize and improve skills in speed, organization, purchasing, delegating duties, supervision, and in the refinement of decorating. Prerequisite: FSS 2248C.
- FSS 2263 Food Merchandising and Service (O) 3 credits**  
This course is a study of theory and practice in acceptable procedures in serving foods. It includes how to display and merchandise foods in an attractive manner and how to evaluate the food service operation.
- FSS 2284C Food Service Special (O) 3 credits**  
This course includes the planning, preparation, and presentation of special food functions such as buffets, banquets, receptions, etc. Emphasis is 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.
- FSS 2401 Use and Care of Kitchen Equipment (O) 3 credits**  
In this course students 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 2500 Food/Beverage Cost Control/Purchasing (O) 4 credits**  
 This course covers the various materials, tools, and skills needed in the food service industry. Students learn how to figure the cost of labor and methods of controlling costs. The course prepares students for keeping proper inventories, instruction in the preparation and processing of payroll, developing and maintaining reports, and how to maximize profits.
- HUN 1201 Nutrition 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.
- 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.
- DIE V935 Review-Certified Dietary Manager's Certification Exam (O) 6 hours**  
 This course reviews all major topics and concepts of the certified dietary manager's course. Information covered prepares students for the dietary manager's certificate exam.
- HMV V940 Apprenticeship - Culinary Arts - Introduction (O) 96 hours**  
 This course introduces career options in the culinary arts field and provides initial preparation for employment in food service. Prerequisite: permission of instructor.
- HMV V943 Apprenticeship - Culinary Arts On-the-Job Training (O) 640 hours**  
 This course implements the theoretical concepts introduced in the classroom components of the culinary art apprenticeship program through on the job training. Prerequisite: permission of instructor.
- HMV V944 Apprenticeship - Culinary Arts - Nutrition Principles (O) 96 hours**  
 This course concentrates on intermediate commercial food and culinary arts techniques and fundamental nutrition principles. Prerequisites: HMV V940 and permission of instructor.
- HMV V945 Apprenticeship - Culinary Arts - Cost Control (O) 96 hours**  
 This course presents advanced commercial food preparation, cost controls, and business mathematics in the culinary arts industry. Prerequisites: HMV V940 and permission of instructor.
- HMV V946 Apprenticeship - Culinary Arts - Specialty Techniques (O) 96 hours**  
 This course introduces the student to specialty culinary arts techniques in classroom instruction. Course content includes preparation and serving dips and basic desserts, garnishing and presentation of hors d'oeuvres and ice carvings, and cake decorating for all occasions. Prerequisites: HMV V940 and permission of instructor.
- HMV V947 Apprenticeship - Culinary Arts - Equipment Operations (O) 96 hours**  
 This course teaches basic culinary food preparation techniques and equipment operations. Prerequisite: HMV V940.

**HMV V948 Culinary Arts - Management and Entrepreneurship (O) 96 hours**  
This course teaches management principles and techniques, customer relations, employability skills, and entrepreneurship. Prerequisites: HMV V940 and permission of instructor.

## **SIGN LANGUAGE**

**SPA 1612 American Sign Language I (P) 4 credits**  
This course teaches conversational ability in American Sign Language and develops an awareness and appreciation of deaf people. It focuses on the basic grammatical features of ASL and strengthens the student's receptive and expressive skills through various activities.

**SPA 1613 American Sign Language II (P) 4 credits**  
This course teaches the intermediate level of grammatical features in American Sign Language and conversational skills with an expanded vocabulary. Prerequisite: SPA1612.

**\*SPA 1620 Sign Language I (O) 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 1622 Sign Language II (O) 2 credits**  
This course emphasizes additional vocabulary and the ability to communicate with sign. Prerequisite: SPA 1620 or equivalent.

**SPA 2614 American Sign Language III (P) 4 credits**  
This course teaches linguistic principles of American Sign Language at the intermediate level and an additional 500 sign concepts. Prerequisite: SPA 1613.

**SPA 2615 American Sign Language IV (P) 4 credits**  
This course teaches linguistic principles of American Sign Language at the advanced level beyond those taught in SPA 2614. Prerequisite: SPA 2614.

**\*SPA 2616 Conversational Sign Language (O) 2 credits**  
This course is for the student already familiar with sign language and the American Manual Alphabet focusing 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 1622 or permission of instructor.

## **SOCIOLOGY**

**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 learns to distinguish depression-amplifying and prolonging behavior from practical actions designed to prevent and reduce depression.

\*This course can not be used toward the foreign language requirements 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.
- SLS 1352 Empowerment For Women (O) 1 credit**  
 This course introduces the principles and theories of empowerment, self determination, increasing self esteem, and decreasing self-defeating behavior patterns.
- SLS 1401 Special Topics in Life Skills (O) ½ - 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 1930 Conflict Resolution (O) 1 credit**  
 This course emphasizes methods of managing anger, compromising, and communicating. Theories, principles, and applications of conflict resolution are discussed.
- 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.
- SYG 1251 Cross Cultural Communication (P) ½ - 3 credits**  
 This course teaches the fundamentals of the major cultures represented within Florida. It includes insights that will help in the planning of cultural awareness and cross-cultural understanding in the classroom and skills to incorporate culture into classroom activities.
- 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: Student must score into college-level English and reading 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. Prerequisite: Student must score into college-level English and reading on placement test.
- SPANISH**
- SPN 1000 Spanish for Daily Use I (O) 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 (O) 2 credits**  
This course improves basic vocabulary skills of the student who has had some Spanish language instruction. The student addresses and responds 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 (O) 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 (O) 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 concentrates on mastering articulation and communication techniques, studying correct grammatical form only as it applies in the conversational context. Additionally, the student further expands his awareness of Spanish culture and customs. Prerequisite: SPN 1010 or permission of instructor.
- \*SPN 1120 Elementary Spanish I (P) 4 credits**  
This course facilitates the students' acquisition of communicative competencies in the four basic skills of speaking, listening, reading and writing Spanish. This course concurrently focuses on enriching students' cultural understanding of the Spanish-speaking world. Prerequisite/Corequisite: ENC 1101 or permission of instructor. Course available on the Internet.
- \*SPN 1121 Elementary Spanish II (P) 4 credits**  
This course continues the students' acquisition of communicative competencies in the four basic skills of speaking listening, reading and writing Spanish begun in SPN 1120, with a continuing focus on enriching students' cultural understanding of the Spanish-speaking world. Prerequisite: SPN 1120 or permission of instructor.
- \*SPN 2200 Intermediate Spanish I (P) 4 credits**  
The course continues the students' acquisition of communicative competencies in the four basic skills of speaking, listening, reading and writing Spanish begun in SPN 1120 and SPN 1121, with a continuing focus on enriching students' cultural understanding of the Spanish-speaking world. Prerequisite: SPN 1121 or its equivalent.
- \*SPN 2201 Intermediate Spanish II (P) 4 credits**  
This course is designed for college-level students who have had at least three years of high school Spanish. Prerequisite: SPN 2200 or permission of instructor.
- SPN 2930 Spanish Through Media (P) 2 credits**  
This course provides students with a language study implemented by application to available Spanish media. Student must have a basic knowledge of the Spanish language. Prerequisite: SPN 1010 or permission of instructor.

**SPEECH**

- 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. Prerequisite: Student must score into college-level English and reading on placement test.

\*This course can be used toward the foreign language requirements for university admission.

**SPC 1600 Introduction to Speech Communication (P) 3 credits**  
 This course examines the nature and basic principles of speech, with emphasis on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public speaking. Prerequisite: Student must score into college-level English and reading on placement test.

**SPC 2511 Argumentation and Debate (P) 3 credits**  
 This course teaches the principles of argumentation and debate including analysis of propositions, use and evaluation of evidence, and modes of reasoning with specific application to an academic/forensic debate format. Prerequisite: SPC 1600.

## **SURGICAL TECHNOLOGY**

**STS V003 Introduction to Surgical Technology (O) 125 hours**  
 This course teaches operating room theory and the role of the surgical technologist in the operating room, delivery room, and related areas. Principles of pathology, reaction to injury and basic concepts of microbiology are studied as they apply to the practice of surgery. Acceptance into the Surgical Technology program required. Prerequisite: HSC V004 and MEA V253. Corequisite: STS V008. Lab Fee \$50.00. Insurance Fee \$23.00.

**STS V008 Pharmacology for the Surgical Technologist (O) 90 hours**  
 This course teaches specific information regarding the surgical environment. Students review math skills and learn the framework of pharmacologic principles in order to apply information in surgical situations and learn commonly used medications by category with descriptions of actual surgical application. Prerequisite: HSC V004 and PRN V022. Corequisite: STS V003.

**STS V120 Surgical Specialties (O) 200 hours**  
 This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is included. Acceptance into the Surgical Technology program required. Prerequisites: STS V003, STS V155C, and STS V255L.

**STS V155C Surgical Techniques and Procedures (O) 210 hours**  
 This course teaches the knowledge and skills necessary to function as a surgical technologist in the operating room, including principles of aseptic techniques, correct posture for scrubbing, gowning and gloving, draping, handling of specimens, care and counting of sponges, sharps and instruments. Acceptance into the Surgical Technology program required. Prerequisite: STS V003 and STS V008. Lab fee \$50.00.

**STS V255L Surgical Procedures Clinical (O) 225 hours**  
 This course teaches clinical procedures of surgical procedures through observation and participation under professional supervision. Acceptance into the Surgical Technology program required. Prerequisite: STS V003. Corequisite: STS V155C. Insurance Fee \$23.00.

**STS V256L Surgical Specialties Clinical (O) 300 hours**  
 This course teaches clinical techniques of surgical procedures through observation and participation under professional supervision in selected specialty surgical procedures. Acceptance into the Surgical Technology program required. Prerequisites: STS V003, STS V155C and STS V255L. Corequisite: STS V120. Insurance Fee \$23.00.

**SURVEYING**

- 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 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, and 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, and water boundary descriptions (including associated calculations). Prerequisites: 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 2600.
- SUR 2600 Intermediate Surveying (O) 3 credits**  
This course teaches advanced field surveying measurement techniques, error adjustments, intersection, horizontal curves, and computer familiarization. Prerequisite: SUR 1101.

**THEATRE**

- DAA 1500 Jazz Dance 2 credits**  
This course teaches the fundamental skills, techniques, steps, and terminology in jazz dance.
- DAA 1200 Ballet I 2 credits**  
This course teaches the basic positions, fundamental barre exercises, vocabulary, body alignment, and elementary step combinations for ballet.
- DAA 1201 Ballet II 2 credits**  
This course teaches skills enhancement and technique for barre exercises, balance in barre and center exercises, and intermediate ballet step combinations. Prerequisite: DAA 1200 or permission of instructor.
- DAA 1202 Intermediate Ballet I 2 credits**  
This course teaches strength, agility, speed, and phrasing for effective performance technique of ballet movement and combinations. This course introduces pointe work. Prerequisite: DAA 1201 or permission of instructor.

- DAA 1203 Intermediate Ballet II** **2 credits**  
 This course teaches advanced performance technique for ballet movement and ballet combinations and advanced pointe work. Prerequisite: DAA 1202 or permission of instructor.
- DAA 1100 Modern Dance I** **2 credits**  
 This course teaches the basic positions, fundamental exercises, vocabulary, body alignment, and elementary step combinations for modern dance.
- DAA 1101 Modern Dance II** **2 credits**  
 This course enhances skills and techniques in the positions, exercises, body alignment, and step combination for modern dance. The course also teaches basic dance improvisation theory and technique. Prerequisite: DAA 1100.
- DAA 1102 Modern Dance III** **2 credits**  
 This course teaches modern dance technique skills of Graham, Limon, and Cunningham. The course also teaches skills enhancement in physical technique and personal expression through dance improvisation. Prerequisite: DAA 1101 or permission of instructor.
- DAA 1103 Modern Dance IV** **2 credits**  
 This course enhances modern dance skills in Graham, Limon, and Cunningham techniques. The course also teaches exercises that encourage development of personal movement style and integration of Graham, Limon, and Cunningham techniques. Prerequisite: DAA 1102 or permission of instructor.
- DAN 1740 Dance Conditioning** **2 credits**  
 This course teaches basic strengthening, toning, stretching exercises and techniques for dance.
- DAA 1311 Rhythmic Analysis** **2 credits**  
 This course teaches basic steps, position, and body alignment for folk dance, social dance, and square dance.
- DAA 1610 Dance Composition I** **2 credits**  
 This course teaches basic dance improvisation, choreography, and composition using basic rhythmic and spatial movement elements. Prerequisite: DAA 1101.
- DAA 1680 Dance Performance** **1 credit**  
 This course provides for the practical application of dance performance skills, techniques, and conditioning through the production of studio and Main Stage dance productions.
- 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 Theatre (Drama) (P)** **3 credits**  
 This course teaches the form, purpose, history and development of the theatre arts through the survey and study of representative dramatic literature. Performance is not required. This course requires 6,000 words of written material. Prerequisite: Student must score into college-level English and reading on placement test.
- THE 1004 Theatre Perspectives (P)** **1 credit**  
 This course explores the theatre facilities, theatre forms, acting styles, theatre production capabilities, and functions of the theatre to the audiences in representative Florida professional and educational theatres. The student will travel and experience theatre productions in eight different theatre environments.

\*GORDON RULE COURSE – must achieve a grade of “C” or higher for the A.A. Degree.

- 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 1020 Introduction to Stage Lighting . 3 credits**  
This course teaches the fundamental theory, styles and functions, lighting instrumentation, lighting control equipment, and required skills of theatrical lighting. The students participate in production hang and focus work sessions.
- TPA 1208 Drafting for the Stage (O) 3 credits**  
This course teaches the fundamentals of drafting for theatre arts applications.
- TPA 1248 Stage Make-up 3 credits**  
This course teaches the fundamental theory, application techniques, tools, and materials for theatrical production make-up.
- TPA 1077 Beginning Scenic Painting 3 credits**  
This course teaches the fundamental theory, mixing and application techniques, texturing techniques, utensils, and materials for theatrical scenic painting.
- TPA 1211 Stagecraft II 3 credits**  
This course teaches advanced scenery construction techniques, theatre rigging, properties construction, tool utilization techniques, safe work practices for stage and shop equipment. Students serve in leadership capacities in production activities. Prerequisite: TPA 1200.
- TPA 1200 Beginning Stagecraft 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 1230 Theatre Costuming I 3 credits**  
This course teaches basic theatrical costume construction skills and techniques.
- TPA 1260 Beginning Sound 1 credit**  
This course provides an introduction to and an application of the basic principles of theatrical sound. The students study sound system configurations, proper care and operation of sound components, the proper construction and use of interconnection cables, and the setup and operation of theatrical sound systems.
- TPA 1272 Beginning Rigging 1 credit**  
This course provides an introduction to and an application of the basic principles of theatrical rigging. The students study various rigging systems, the components and operation of counterweight rigging systems, the selection and use of fiber and wire ropes, and the proper and safe rigging of flying objects.
- 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 2220 Introduction to Stage Lighting 3 credits**  
This course teaches the fundamentals of lighting for the stage, basic introduction to electricity, stage lighting instrumentation and control, and production procedures and methods.
- TPA 2221 Advanced Stage Lighting 3 credits**  
This course teaches advanced knowledge in stage lighting, instrumentation for the stage, and color theory. Prerequisite: TPA 2220.

- TPA 2252 Introduction to Audio Visual Technology 3 credits**  
This course teaches the functions, set-up, operation, and maintenance of basic audiovisual equipment for the entertainment industry. This basic equipment includes video and 35 mm slide projectors, 16mm projectors, monitors, computers, and projection screens.
- TPA 2260 Sound for the Stage 3 credits**  
This course teaches the theory and practice of sound reinforcement and recording for the entertainment industry.
- TPA 2282 Theatre Equipment Maintenance 2 credits**  
This course teaches a systematic approach to the maintenance and trouble shooting of theatre sound, scenery shop, rigging, and lighting equipment.
- TPA 2290 Technical Theatre 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 Art's season production.
- 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. Audition required. Prerequisite: permission of instructor.
- TPP 1210 Tour Production Lab (P) 2 credits**  
This course provides for the practical application of vocal and physical acting performance techniques including the production of scenes and complete plays. Performance materials will be toured to four-county area organizations. Auditions required.
- 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 2192 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.

**TRAVEL AGENCY**

**HMV V707 Travel Agency Operations (O) 75 hours**  
This course teaches the basics of travel agency operations and the requisite employability skills needed for success in the operation of a travel agency. This introductory course includes communication skills, human relations, employability skills, technical skills required in the industry, sales techniques, and business ownership skills.

**HMV V731 Airline/Travel Computer Operations (O) 75 hours**  
This course teaches terminology used in the travel industry, software formats required to confirm and sell airline tickets, and Internet related resources and services are discussed. Instruction is provided with hand-on experience with an airline terminal simulator.  
Prerequisite: HMV V707.

**HMV V941 Travel Agency Internship (O) 75 - 300 hours**  
This course teaches technical work skills, software applications, human relations, communication skills, and employability skills as they relate to the travel agency industry.  
Prerequisite/Corequisite: HMV V707.

**VOCATIONAL PREPARATORY INSTRUCTION**

**VPI K100 Vocational Prep Reading (O) 30 hours**  
This course is for individuals enrolled in a post-secondary vocational technical program who lack the required minimum level of basic reading skills.

**VPI K200 Vocational Prep Mathematics (O) 30 hours**  
This course is for individuals enrolled in a post-secondary vocational technical program who lack the required minimum level of basic mathematics skills.

**VPI K300 Vocational Prep English (O) 30 hours**  
This course is for individuals enrolled in a post-secondary vocational technical program who lack the required minimum level of basic English skills.

**VOCATIONAL REHABILITATION**

**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 are 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.

**SLS V390 Employability Skills I (O) 225 hours**  
This course teaches how to acquire information in order to determine realistic employment goals and identify potential careers available in the community. The content deals with comparing personal strengths and weaknesses, including physical and cognitive abilities, to specific job requirements and demonstrating employability skills appropriate to the workplace. Recommended Corequisite: SLS V936.

- SLS V391 Employability Skills II (O) 225 hours**  
 This course teaches how to manage interpersonal relationships. The content includes the importance of participating as a team player, portraying a positive attitude in the workplace, and maintaining a positive relationship with a supervisor. Recommended Corerequisite: SLS V936.
- SLS V936 On-the-Job Training/Vocational Education (O) 75 hours**  
 This course teaches the applied concepts introduced in the classroom components of the Vocational Education for Students with Disabilities program through on-the-job training. Recommended course be taken with other program courses.
- SLS P332 Workplace Skills Development (O) 15 hours**  
 This course is a self-paced, module based, software program which provides training related to the foundational skills necessary in the workplace, and facilitated by staff trained in WorkKeys and the KeyTrain software. Skill areas include teamwork; locating information, observation, listening, writing, applied technology, reading for information, and applied mathematics. WorkKeys Assessments scores are recommended for entry, but not required.

## WATER/WASTEWATER TREATMENT

- EVS V133 Water Management "C" Certification (O) 155 hours**  
 This entry-level course provides students with basic knowledge and skills necessary to operate treatment plants. The development of treatment process control skills is emphasized. This 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 V333 Wastewater Management "C" Certification (O) 155 hours**  
 This entry-level course provides students with basic knowledge and skills necessary to operate treatment plants. The development of treatment process control skills is emphasized. This 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 P143 Water "B" Certification (O) 130 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 understand. This course provides the instruction required for the State of Florida "B" Level Water Treatment educational component. "C" level certification required.
- EVS P153 Water "A" Certification (O) 120 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 is offered using a problem-solving approach, where students find their own solutions to problems and critique them as to practicality in cost, labor, materials, and safety. This course provides instruction required for Florida "A" Level Water Treatment educational component. "B" level certification required.

**EVS P343 Wastewater "B" Certification (O) 130 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 understand. The course provides the instruction required for the State of Florida "B" Level Wastewater Treatment educational component. "C" level certification required.

**EVS P353 Wastewater "A" Certification (O) 120 hours**  
This course provides information in advance wastewater treatment. It covers treatment of large operations along with advanced effluent disposal and sludge treatment handling. This course stresses the importance of proper supervisory techniques in personnel, budget preparations, and the setting and conducting of training programs. The course provides the instruction required for the State of Florida "A" Level Wastewater Treatment educational component. "B" level certification required.

## 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 are introduced.

**PMT 1106 Orientation to Welding Procedures (O) ½ credit**  
This course teaches modern techniques and procedures of welding in preparation for the American Welding Society (AWS) certification.

**PMT 1121 Electric Welding I (O) 4 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) 4 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. Lab fee \$30.00

**PMT 1123 Combination Welding I (O) 4 credits**  
This course provides fundamental theory of all types of conventional welding, the welding industry, 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 are taught. Lab fee \$30.00.

**PMT 2931 Welding Design and Fabrication (O) 4 credits**  
This course teaches advanced techniques in metal fabrication. Advanced layout and blueprint interpretation are taught. Lab fee \$30.00.

**PMT 2932 Welding - Seminar 3 (O) 3 credits**  
This is a special course or seminar developed to meet the needs of the community. 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**

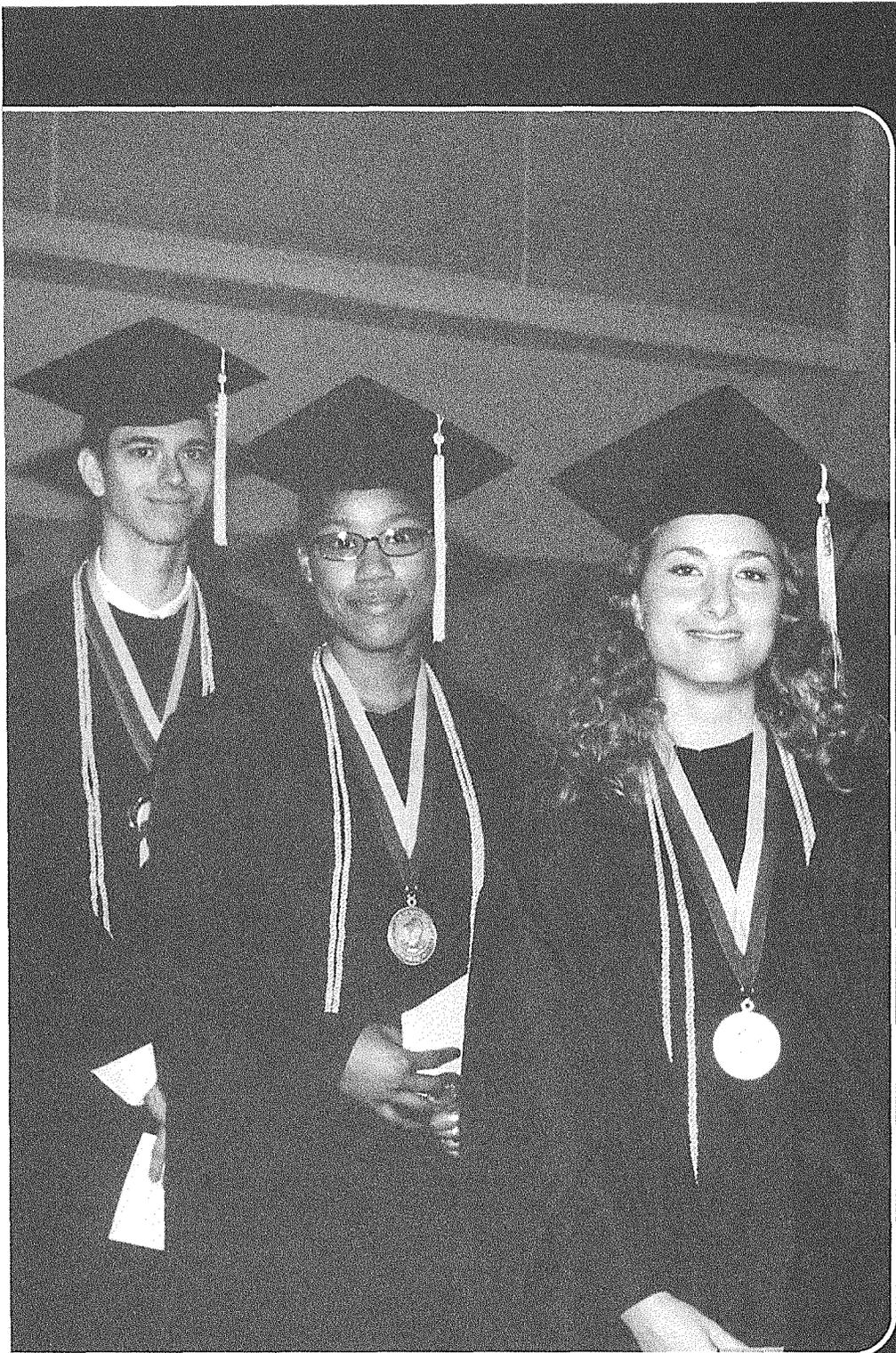
This course furthers students' skills in the woodworking discipline through constructive lab time. Students make use of woodworking equipment to construct individual projects of their choice. Prerequisite: BCT V111. Lab fee \$20.00.

**BCV V230 Introduction to Cabinet Making (O) 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 the 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.

**WORKFORCE DEVELOPMENT****ETI V085 Orientation to Technology (O) various hours**

This course provides hands-on experience with applications used in various areas of technology. Areas include any number of the following, but are not limited to: Agriculture, Air Conditioning, Heating and Refrigeration, Apprenticeships, Architectural Design, Automotive, Aviation, Building Construction, Child Development, Commercial Driving, Cosmetology, Culinary Arts, Drafting & Design, Electronics Engineering, Electrical Circuits, Interior Design, Land Surveying, Residential Carpentry, and Restaurant Management.



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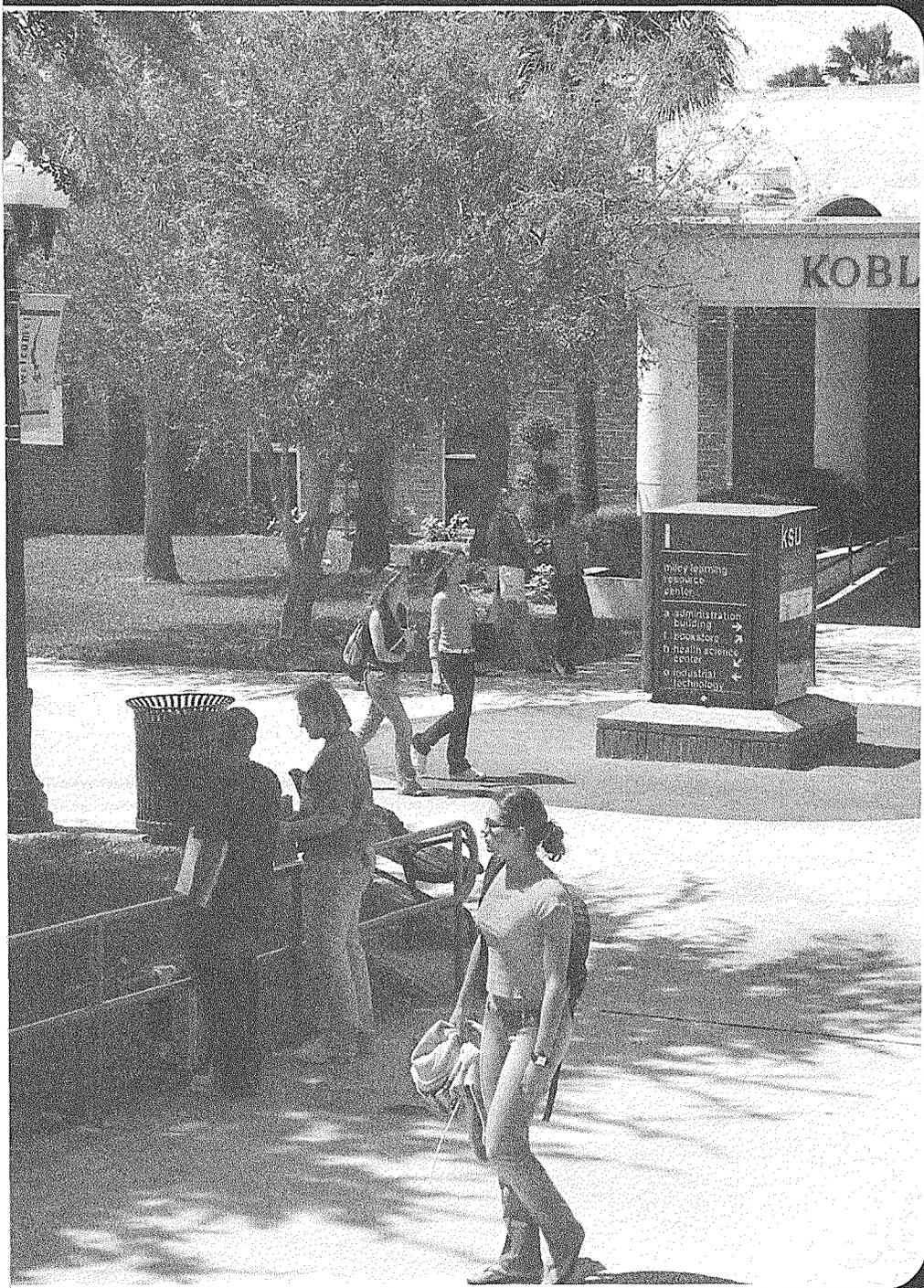
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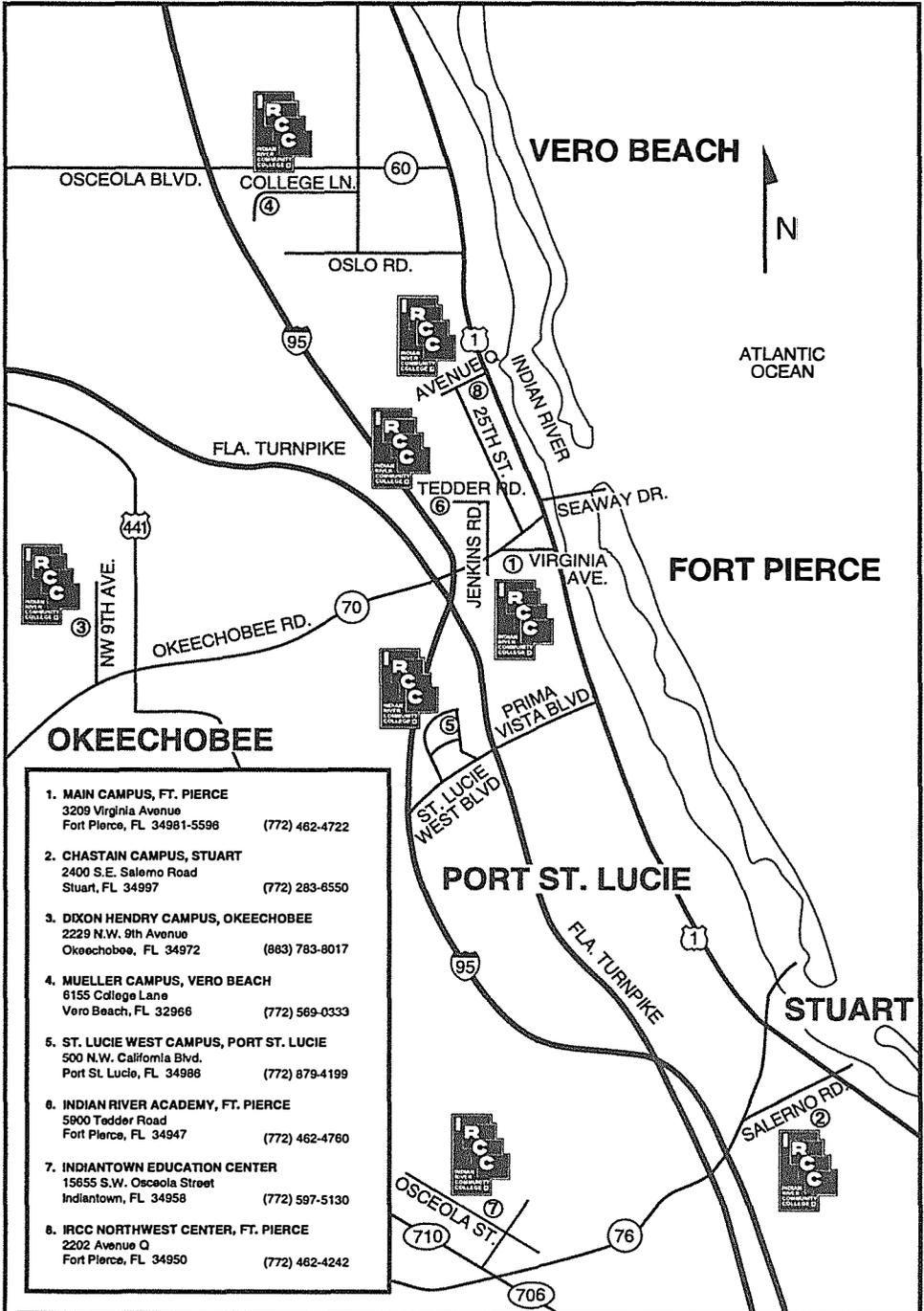
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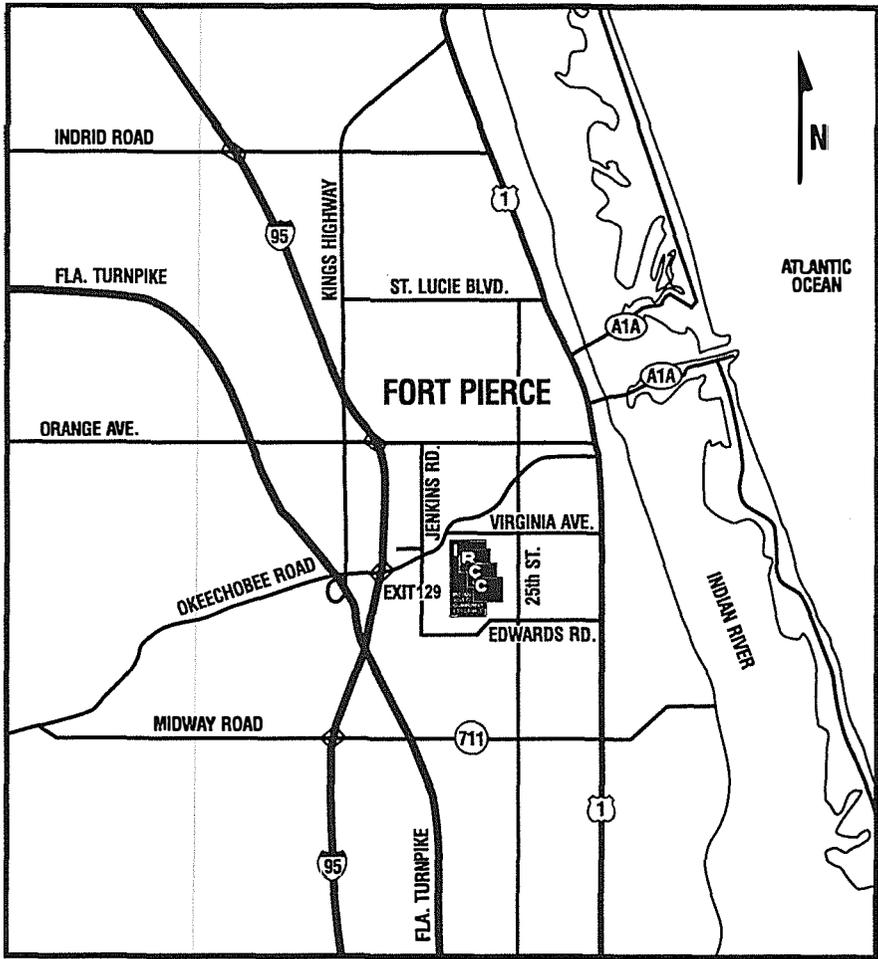
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# INDIAN RIVER COMMUNITY COLLEGE CAMPUSES



**INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP**  
**MAIN CAMPUS, FORT PIERCE**  
3209 Virginia Avenue  
Fort Pierce, FL 34981-5596  
(772) 462-4722

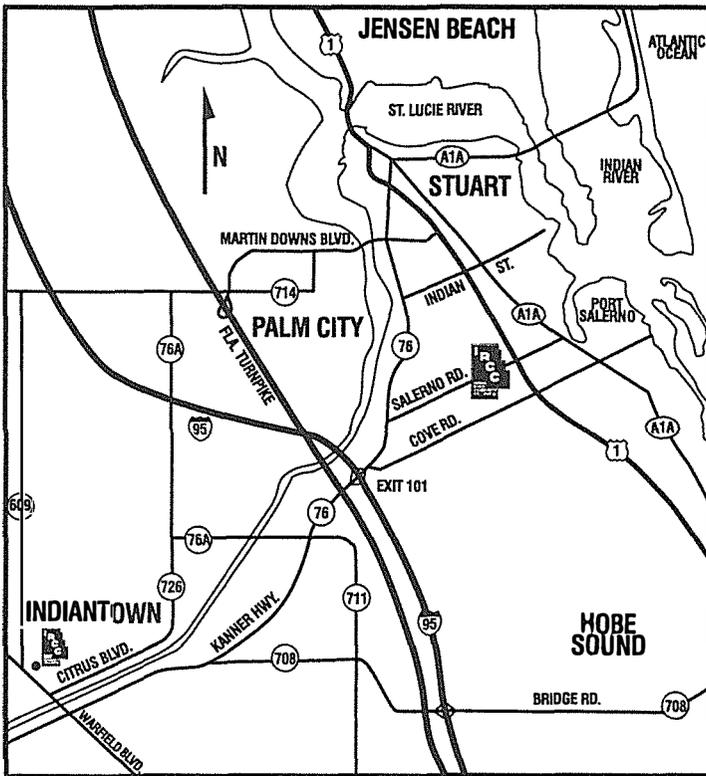


IRCC's Main Campus encompasses 36 buildings on 243 acres. Outstanding facilities include a state-of-the-art Health Science Center, Science Center and Hallstrom Planetarium, a 65,000-volume library featuring electronic access to information, McAlpin Fine Arts Center, Wynne Black Box Theatre, gymnasium, world-class Anne Wilder swimming complex, and WQCS, an FM national public radio station.

**INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP**  
**CHASTAIN CAMPUS, STUART**  
**2400 S.E. Salerno Road**  
**Stuart, FL 34997**  
**(772) 283-6550**

**Indiantown Education Center**  
**15655 S.W. Osceola Street**  
**Indiantown, FL 34956**  
**(772) 597-5130**

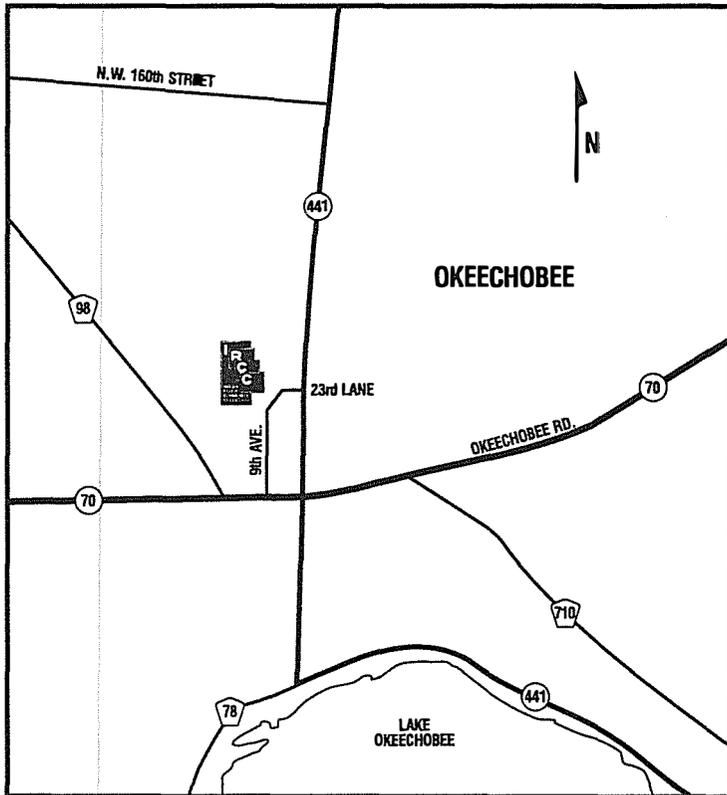
**Stuart Square Site**  
**1994 S.E. Federal Hwy.**  
**Stuart, FL 34994**  
**(772) 283-1550**



The Chastain Campus provides a wide range of courses during the day, evening, and weekend hours. Students may complete most requirements for the Associate in Arts degree at this location. Customized programs for businesses, a Center for Personalized Instruction (CPI), and GED, Adult Basic Education and Adult High School classes are available. In addition, located on this campus is the multi-purpose 15,000 square foot Robert Morgade Library which is part of the Martin County Library System. In January 2004 the Clare & Gladys Wolf High-Technology Center opened to serve as a hub for technical career preparation and business training. The Advanced Learning Center—a high school for the digital age—will open in Fall 2004 for high school juniors and seniors interested in high technology careers.

Vocational training programs are offered at both the Stuart Square Site and Indiantown Education Center. In addition, a variety of Adult Education classes are available in Indiantown.

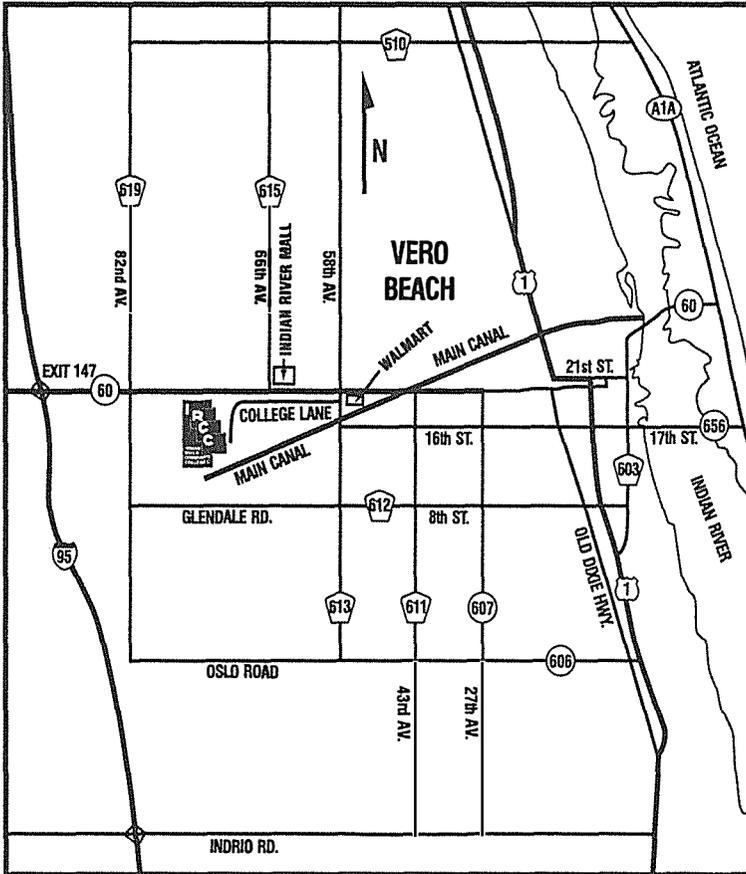
**INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP  
DIXON HENDRY CAMPUS, OKEECHOBEE**  
2229 N.W. 9th Avenue  
Okeechobee, FL 34972  
(863) 763-8017



The 17 classrooms in the two Dixon Hendry education buildings provide opportunities for a wide variety of course offerings. Flexible scheduling of daytime, evening, and weekend classes makes it possible for Okeechobee students to complete requirements, at this location, for many associate degrees. The campus provides a live interactive TV classroom; state of the art computer labs; a teaching auditorium; a Center for Personalized Instruction consisting of a GED Prep area, reference library, testing room and study room with computer access to the Internet and extensive research materials. The nursing complex consists of an eight patient hospital floor, computer assisted nursing classroom, and a nursing library.

The Dixon Hendry Campus serves as a hub for workforce development and technical training. Programs offered lead to A.S. degrees and technical certificates in electronics, drafting and design, automotive technology, air conditioning/heating and the health sciences. ESL and Adult Basic Education classes are offered at additional sites throughout Okeechobee County.

**INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP  
 MUELLER CAMPUS, VERO BEACH  
 6155 College Lane  
 Vero Beach, FL 32966  
 (772) 569-0333**



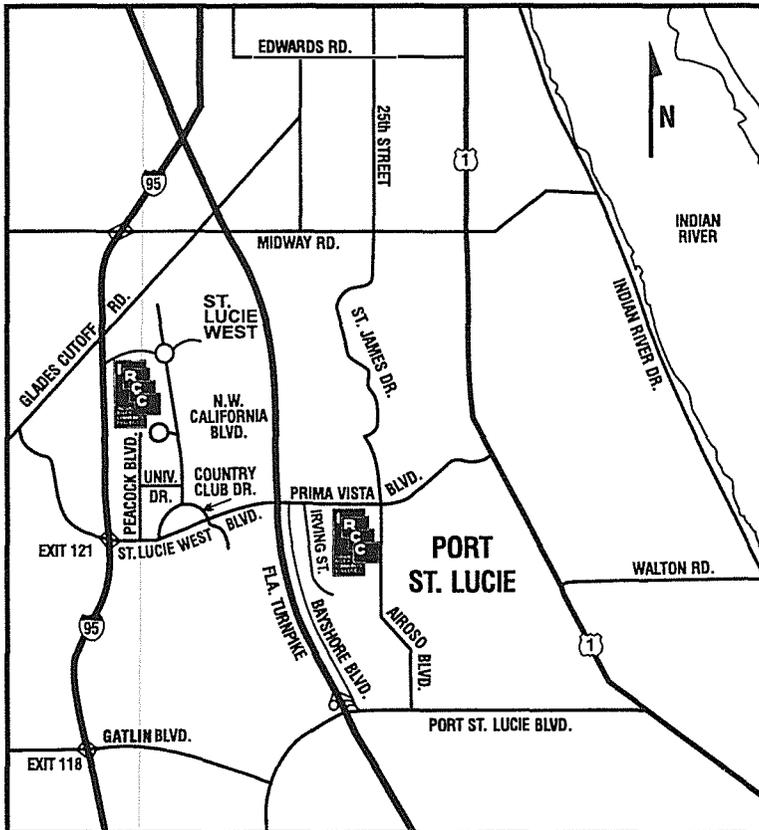
The Mueller Campus offers daytime, evening, and weekend classes leading toward the A.A. and A.S. degree. Customized industry training, workforce development, computer technology, and professional certification programs are also available. In addition, the Mueller Campus offers art classes at the Vero Beach Museum of Art, houses the Marion C. Link Electronic Resource Center, and provides outreach courses at the Gifford Youth Activities Center and Sebastian River High School.

With the acquisition of 116 additional acres, the Mueller Campus is poised for expansion. The first new building in this expansion is the Richardson Center. This 16,000 square foot educational, entrepreneurial and conference facility provides a unique high-tech environment for community and economic development activities, business conferences, and a multitude of classes, workshops and seminars.

## INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

**ST. LUCIE WEST CAMPUS**  
500 N.W. California Blvd.  
Port St. Lucie, FL 34986  
(772) 879-4199

**\*PRIMA VISTA  
ADULT EDUCATION CENTER**  
419 Irving Street  
Port St. Lucie, FL 34983



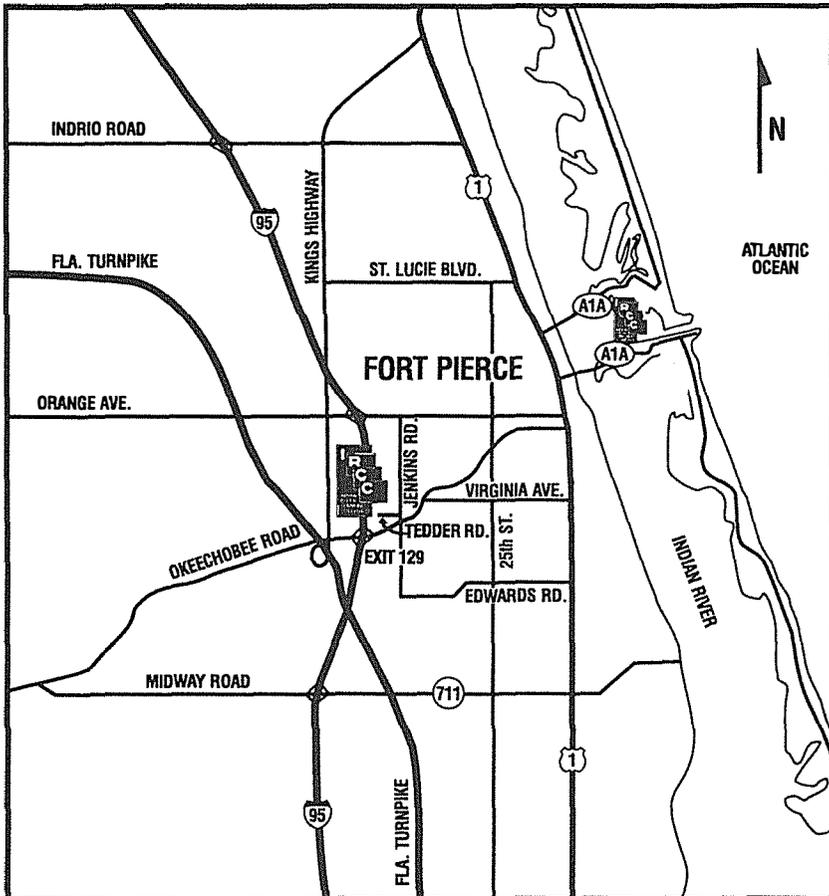
\*Not a registration site.

The St. Lucie West Campus offers an innovative daytime, evening, and weekend course schedule, customized business training, and professional certification programs. The campus includes a state-of-the-art print and electronic library, and free individualized tutoring is offered at the Center for Personalized Instruction (CPI). An occupational program in Golf Course Operations utilizes a six-hole Golf Course Lab. Located in Port St. Lucie, the IRCC St. Lucie West Campus adjoins the Treasure Coast campus of FAU. In January 2002, with the opening of three new buildings, the campuses merged to form the IRCC/FAU Campus, providing a spacious joint campus allowing for a significant increase in the number of four-year degree programs available locally.

## INDIAN RIVER COMMUNITY COLLEGE LOCATION MAP

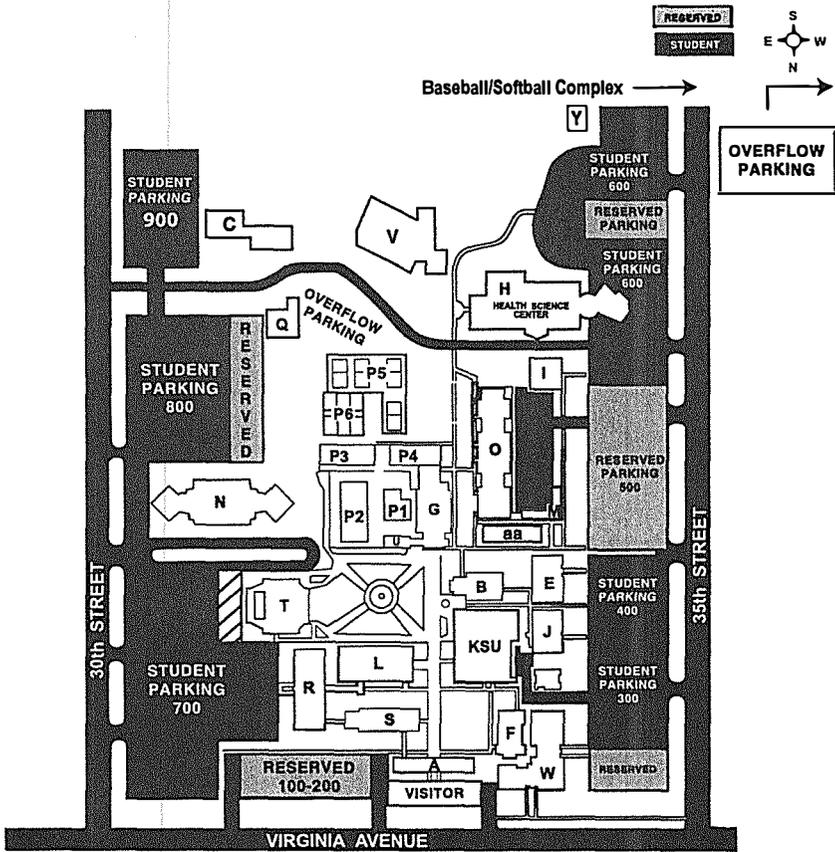
**\*INDIAN RIVER ACADEMY**  
5900 Tedder Road  
Fort Pierce, FL 34947  
(772) 462-4760

**\*MARINE SCIENCE CENTER**  
1420 Seaway Drive  
Fort Pierce, FL 34949  
(772) 462-4716



\*Not a registration site.

Providing public service education, the Indian River Academy serves as a state certified regional training center for Criminal Justice and Fire Science training. Basic Recruit Training in Fire, Correction and Law Enforcement, and Associate in Science degree programs in Criminal Justice, Fire Science, Human Services, Legal Assisting, and Library Assisting are available.



**LEGEND**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>A — Ben L. Bryan, Sr. Administration Bldg.</li> <li>B — Business Development Center</li> <li>C — Adult Education Complex</li> <li>E — Harbor Federal Careers Bldg.</li> <li>F — Bookstore - The River Shop</li> <li>G — Gymnasium</li> <li>H — Health Science Center</li> <li>I — Crime Lab</li> <li>J — Classroom Building</li> <li>KSU — Registration/Financial Aid -<br/>Koblegard Student Union</li> <li>L — Library - Miley Learning Resources Center</li> <li>M — Print Shop</li> <li>N — Science Center/Hallstrom Planetarium</li> <li>O — Industrial Technology Building</li> </ul> | <ul style="list-style-type: none"> <li>P — Anne Wilder Aquatic Complex</li> <li>P5 Tennis Courts</li> <li>P6 Raquetball Courts</li> <li>Q — Radio Station - WQCS</li> <li>R — Classroom Building/<br/>Wynne Black Box Theatre</li> <li>S — Cashier - Leroy C. Floyd<br/>Administrative Services Building</li> <li>T — McAlpin Fine Arts Center</li> <li>U — Child Development Center</li> <li>V — Kight Center for Emerging<br/>Technologies</li> <li>W — Crews Hall</li> <li>Y — Wood Shop Building</li> <li>aa — Mailroom (Temporary site)</li> </ul> |
|--|---|

INDIAN RIVER  
COMMUNITY COLLEGE

*Alma Mater*

*Pioneers*

*Along the Indian River's shores  
Our College walls will stand,  
While scholarship and fellowship  
Go forward hand in hand,*

*The friendships made and knowledge earned  
Will guide us through the years.  
And so with hearts and voices raised,  
We hail the Pioneers.*

*In troubled times our college days  
Will keep our spirits high.  
With memories of student years  
And hopes that cannot die.  
Devotion to a way of life  
With purpose strong and bold,  
Will fill us as our voices join  
To praise the blue and gold.*

Original words and music by  
L.H. Whipple  
September 24, 1961  
Revised April, 2000

# INDIAN RIVER COMMUNITY COLLEGE EQUITY MISSION STATEMENT

Indian River Community College ensures equal opportunity and affirmative action in its educational programs, services and activities and employment policies and procedures for all without regard to race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation, veteran or marital status.

## OFFICIAL NOTICE OF NONDISCRIMINATORY POLICIES/PRACTICES

In compliance with various state and federal regulations, the District Board of Trustees of 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 laws collectively prohibit decisions that adversely affect an individual:

**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.

**TITLE VII - 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 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 Assistant Dean of Human Resources or to the Equity Officers.

**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.

**THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990:** Protects persons with disabling conditions from discriminatory practices in public accommodations, employment, transportation, and telecommunications. The ADA extends the coverage of Section 504 of the Rehabilitation Act of 1973, beyond just those programs receiving federal funding.

**THE FLORIDA EDUCATIONAL EQUITY ACT, Section 1000.05, 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. 12466: Title VIII, Public Health Service Act; Age Discrimination in Employment Act of 1967; 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, gender, color, national and ethnic origin, religion, age, disability, sexual orientation, veteran or marital status.

### EQUITY OFFICERS AND COORDINATORS

**Affirmative Action/Equity Officers** ..... Johnny M. Moore, Ph.D.  
Jack Maxwell, Ph.D.  
Barry A. Keim  
Raymond Isenburg, Ed.D.  
Mary G. Locke

**Equity Coordinator** ..... Wendell Martin  
Dean of Minority Affairs

**Affirmative Action  
ADA-504 Compliance Officer** ..... Shelia M. Letchford  
Assistant Dean of Human Resources

**Main Campus**  
3209 Virginia Avenue  
Ft. Pierce, FL 34981-5596  
772-462-4722  
772-462-4654 (TDD)  
Florida Relay Service:  
1-800-955-8771 (TDD)

**Chastain Campus**  
2400 S.E. Salerno Rd.  
Stuart, FL 34997  
772-283-6550

**Mueller Campus**  
6155 College Lane  
Vero Beach, FL 32966  
772-569-0333

**St. Lucie West Campus**  
500 N.W. California Blvd.  
Port St. Lucie, FL 34986  
772-879-4199

**Dixon Hendry Campus**  
2229 N.W. 9th Ave.  
Okeechobee, FL 34972  
863-763-8017

[www.ircc.edu](http://www.ircc.edu)



## **Indian River Community College**

**3209 Virginia Avenue  
Fort Pierce, Florida 34981-5596**

**IRCC is an EA/EO Educational Institution**